



CONSTITUTION, BY-LAWS, AND STANDING RULES OF LIONS CLUBS INTERNATIONAL DISTRICT 2-E2

- Adopted in convention on April 9, 2011 at Fort Worth, Texas
- Rule 3.2 of the Standing Rules for Annual District Convention amended by the Cabinet January 19, 2013
- Article VI Section 6 of the Constitution amended at District Convention April 14, 2012
- Article III Section 4A of the By-Laws amended at District Convention April 12, 2014
- District 2-E2 Lions Eyeglass Recycling Center Foundation approved at District Convention April 12, 2014 (Article IV Section 1.A of the Constitution, Article 1 Section 1.A of the By-Laws, and Rule 1 of Standard Use Abbreviations of the Standing Rules restated to include this approved and sanctioned organization)
- Rule 3.2 of the Standing Rules for Annual District Convention amended by the Cabinet January 24, 2015
- Article I Section 2A of the By-Laws amended at District Convention April 11, 2015
- Article I Section 2B of the By-Laws amended at District Convention April 11, 2015
- Article VI Section 3B of the By-Laws amended at District Convention April 11, 2015
- Article VIII Section 4C of the By-Laws amended at District Convention April 11, 2015
- Standing Rules for District Youth Contests and District Alert Fund added by the Cabinet January 21, 2017
- Integration of LCI Mandated District Constitution (7/16), replacement of Registration Fee Convention/Conference Fund (Article VII section 1 revised), increase in administration fund per capita tax to \$10/year (Article VIII, section 1: DISTRICT Operations, sub section (a), 50% reduction in district dues for student members (Article VIII, section 1(f) added, removal of Rule 2, Paragraph (i) of the Standing Rules for District Conference and Convention Planning as approved at District Convention April 22, 2017

- Incorporation of a new Extension to Voting Privileges Standing Rule approved at the Cabinet meeting held on 27 July 2019 and modification of District Alert Fund Standing Rule for disbursements in excess of \$4000 approved at the Cabinet meeting held on 19 October 2019.
- Revision of Extension of Voting Privileges Standing Rule to extend privileges to the GMT, GLT, GST and LCIF Coordinator at January 15, 2022 2-E2 Cabinet Meeting. .
- Update of District 2-E2 Constitution, Bylaws, and Standing Rules following the 2021 Lions Clubs International Convention as approved by the vote at the District 2-E2 April 10, 2022 Convention.
- Automatic update of the 2-E2 Constitution, Bylaws, and Standing Rules following the 2022 Lions Clubs International Convention in accordance with 2-E2 Constitution Article XII Amendments of Section 2 Automatic Update.
- Revision of District 2-E2 Constitution, Bylaws, and Standing Rules following 2/3 majority vote at District 2-E2 April 14-15, 2023 District Convention to remove the JCH two United States Dollar Tax (\$2.00) assessment from the Bylaws, Article VIII and to increase the annual district administrative expense by two United States Dollar Tax (\$2.00) to twelve United States Dollars (\$12.00)..
- Automatic update of the 2-E2 Constitution, Bylaws, and Standing Rules following the 2023 Lions Clubs International Convention in accordance with 2-E2 Constitution Article XII Amendments Section 2 Automatic Update and Bylaws Article XI Section 2 Automatic Update.

PURPOSES

TO ORGANIZE, *charter and supervise service clubs to be known as Lions clubs.*

TO COORDINATE *the activities and standardize the administration of Lions clubs.*

TO CREATE *and foster a spirit of understanding among the peoples of the world.*

TO PROMOTE *the principles of good government and good citizenship.*

TO TAKE *an active interest in the civic, cultural, social and moral welfare of the community.*

TO UNITE *the clubs in the bonds of friendship, good fellowship and mutual understanding.*

TO PROVIDE *a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.*

TO ENCOURAGE *service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.*

VISION STATEMENT

TO BE *the global leader in community and humanitarian service.*

MISSION STATEMENT

TO EMPOWER *Lions clubs, volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.*

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CONSTITUTION

ARTICLE I – Name

This organization shall be known as Lions District No.2-E2 hereinafter referred to as “district.”

ARTICLE II – Purpose

The purposes of this district shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

ARTICLE III – Membership

The members of this organization shall be all Lions clubs in this district chartered by Lions Clubs International.

The boundary lines of this district shall be as set by the Texas Lions MD-2 Constitution & By-Laws.

ARTICLE IV --Emblem

Section 1. EMBLEM. The emblem of this association and each chartered club shall be of a design as follows:



Section 2. **USE OF NAME AND EMBLEM.** Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. **COLORS.** The colors of this association and of each chartered club shall be purple and gold.

Section 4. **SLOGAN.** Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5. **MOTTO.** Its Motto shall be: We Serve.

ARTICLE V

Supremacy

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

ARTICLE VI

Officers and District Cabinet

Section 1. **OFFICERS.** The officers of this district shall be the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer. Each such officer shall be a member in good standing of a Lions club in good standing in the district. ¹

Section 2. **DISTRICT CABINET.** The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, a

cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, the directors from this district to the Texas Lions Camp (TLC), the appointed trustee from this district to the Texas Lions Foundation (TLF), the president of the Lions Organ and Eye Bank of District 2-E2 (LOEB), the president of the District 2-E2 Drug Awareness Council (DAC), the president of the District 2-E2 Lions Eyeglass Recycling Center Foundation (2-E2 ERC), the senior elected officer from this district serving on the Julien C. Hyer Lions Youth Camp (JCH) board of directors, the president(s) of any future organization(s) sanctioned by this district, and such other club members as may be included in the district cabinet. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator and LCIF district coordinator, District Marketing Chairperson, and Global Extension Team Coordinator may be members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district. In the event a Leo or Leo-Lion is appointed to the position of Leo/Leo-Lion cabinet liaison, the position would serve as a non-voting advisor to the cabinet.

Section 3. **ELECTION/APPOINTMENT OF DISTRICT CABINET.** The district governor and first and second vice district governors 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 or a cabinet secretary and a cabinet treasurer, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone, in the district, sergeant at arms, District Marketing Chairperson, Global Extension Team Coordinator and such other club members as may be included in the district cabinet.

Section 4. **REMOVAL.** Members of the District Cabinet appointed by the District Governor may be removed from office for cause by the District Governor. Elected members of the District Cabinet other than the District Governor², First Vice District Governor and Second Vice District Governor may be removed from office for cause³ by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

¹ The officers listed in this section are the minimum officers required for a district cabinet. Should the district add additional officers, they may through amendment of this section.

² The district governor may be removed by 2/3 vote of the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.

³ For cause may be any reason as determined by the district cabinet in accordance with ROBERT'S RULES OF ORDER
NEWLY REVISED

ARTICLE VII

Club Visitation

To facilitate successful administration of constituent clubs, each Lions club in the district will be visited in person by the district governor or a vice district governor at least once during each business year. The visiting district official shall submit a Visitation Report for each visit.

ARTICLE VIII

District Convention

Section 1. **Time and Place.** An annual convention of the district shall be held in 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. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.⁴

Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) 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 for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district.⁵ Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.⁶

Section 3. **QUORUM.** 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 4. **SPECIAL CONVENTION.** A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

Section 5. **VOTING PRIVILEGES.** All serving and past international officers and directors and all past district governors who are members in good standing of Lions clubs in good standing in this district when registered, shall have one (1) vote for each office to be filled and one (1) vote on each question considered at any convention of this district. Said privilege(s) shall not count against their clubs voting privileges.

⁴ 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.

⁵ It is not required for a member to be enrolled in a club for a year and a day in order to qualify as an eligible

delegate.

⁶ The district may amend this provision to allow for a past district governor to vote apart from a club delegate quota. Pursuant to Article IX Section III of the International By-Laws, "...FURTHER PROVIDED, that each district (single, sub- and multiple) may, by express provision in its respective constitution and by-laws, grant full delegate status to each past district governor who is a member of a club in such district independent of the club delegate quotas hereinabove specified".

ARTICLE IX Fund Raising and Financial Obligations

Section 1 - FUND RAISING

- A. No Lions club or sanctioned entity of this district may affiliate with any multinational non-Lion organization in a manner which establishes rights and duties between the parties except upon prior approval of the LCI Board of Directors.
- B. The cabinet and the entities sanctioned by this district are prohibited from seeking, providing or soliciting funds from the public for the benefit of third party organizations. Nor shall they solicit, support or recommend participation in the activities of such organizations.
- C. The cabinet will refrain from conducting direct solicitation fund raising activities.

Section 2 - LIMITATION ON FINANCIAL OBLIGATIONS:

- A. No member of the cabinet or the cabinet acting as a whole, may create, authorize or incur any financial obligations or expenses in any business year which may reasonably be expected to result in an overall deficit at the conclusion of the then current business year.
- B. In no case may any Lions club in this district or entity sanctioned by this district enter into an agreement or resolution or adopt any program or activity that in any way causes or infers a financial or performance obligation upon this district, another Lions club, another entity or any groups or individual Lions of this district.

ARTICLE X Miscellaneous

Section 1 – **LIONS BUSINESS YEAR.** Unless otherwise specified in the enabling authority of a sanctioned entity, the business year for this district, its member clubs and sanctioned entities is July 1st of any given calendar year through June 30th of the following calendar year.

Section 2 – **INCLUSIONS.**

- A. Those Sections of the Standard Constitution and By-Laws (herein after referred to as "the standard constitution" or "standard constitution), as revised from time to time, which are pertinent and are not otherwise made a part of or implemented by this document are, by this reference, incorporated into and made a part of this document.
- B. Except as otherwise provided for in the orders of the day for a specific meeting, convention or conference, Robert's Rules of Order (RRO) as revised from time to time is the parliamentary authority for all meetings and conventions of this district.

Section 3 – **TERMS OF OFFICE.** District governors serve a term of approximately one (1) year; said term begins at the close of the LCI convention held in the year of their election and ends at the close of the next LCI convention. The term(s) of office for vice district governors are concurrent with that of the district governor elected at the time of their election to either position. Unless otherwise provided, all appointments to a position, membership in a district committee or to a district staff position become effective at the beginning of the appointing governor's term of office and automatically terminate at the normal conclusion of his or her term.

Section 4 – **CORRECTIONS.** Spelling errors, grammatical mistakes and minor errors of wording in this document, the accompanying By-laws and District Standing Rules when appended hereto, may be corrected; providing (1) the original meaning or intent is not altered and (2) the changes are ratified by a 2/3rds majority vote of the cabinet

ARTICLE XI **District Dispute Resolution Procedure**

All disputes or claims arising from provisions of the District Constitution and By-Laws or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

ARTICLE XII **Amendments**

Section 1. **AMENDING PROCEDURE.** This constitution may be amended only at a district convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast by the Cabinet.

Section 2. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-

Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

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

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

**BY-LAWS
ARTICLE I**

**Nominations and Endorsement
Second Vice President and
International Director Nominees**

Section 1. **ENDORSEMENT PROCEDURE.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the district seeking endorsements of a district convention as a candidate for the office of international director or second vice-president shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary treasurer no less than 30 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon;
- (b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2. **NOMINATION.** Each notice of intention so delivered shall be transmitted forthwith by the district governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

Section 3. **SECONDDING SPEECH.** Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

Section 4. **VOTE.** The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section 5. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and if the district is a sub-district in the multiple district to the multiple district council of governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 6. **VALIDITY.** No district endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article have been met.

ARTICLE II

District Nominations, Elections and Appointments

Section 1. **NOMINATING COMMITTEE.** Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not at the time through the duration of their appointment hold any district cabinet or international office either by election or appointment.

Section 2. **DISTRICT GOVERNOR ELECTION PROCEDURES.** 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 Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. **FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES.** Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 4. **BALLOT.** The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 5. **DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors.

It shall be the duty of the immediate past district governor, if he/she is not available, the most recent past district governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of their club or a majority of the clubs in their single district.
- (c) Have served or will have served at the time he/she takes office as district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for two (2) full terms or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

It is encouraged that the first vice district governor fulfills his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor

Section 6. FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES. Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the immediate past district governor, first vice district governor and second vice district governor 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. 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 fifteen days (15) in advance of the meeting to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his or her club or a majority of the clubs in his/her single district.
- (c) Have served or will have served at the time he/she takes office as first or second vice district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for a full term or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

- (d) Has not completed a full term or major portion thereof as district governor.

Section 7. **REGION/ZONE CHAIRPERSON QUALIFICATIONS.** Each region and zone chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson 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.¹²
- (c) Have not previously served a full term or a major portion thereof as district governor
- (d) Zone and region chairpersons may serve no more than three (3) cumulative years in said position.

¹² A district may change the qualifications to be more or less than what is stated here.

Section 8. **APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON.** The district governor shall appoint, by the time he/she takes office, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone, in the district.

Section 9. **REGION/ZONE CHAIRPERSON VACANCY.** If any region chairperson or zone chairperson 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 thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

ARTICLE III

Duties of District Officers/Cabinet

Section 1. **DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, they shall represent the association in their district. In addition, they shall be the chief administrative officer in their district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. Their specific responsibilities shall be to:

- (a) Further the purposes of the association, resulting in membership growth in the district.
- (b) Oversee the district leadership team members to implement current district action plans focused on and working towards the successful achievement of district goals.
 - (1) Charter new Lions clubs

- (2) Ensure effective club operation
 - (3) Achieve net membership growth
 - (4) Provide leadership development and skills training at the club and district level.
 - (5) Encourage clubs to conduct and report meaningful humanitarian service.
 - (6) Support and promote Lions Clubs International Foundation and encourage club and member contributions to Lions Clubs International Foundation.
- (c) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
- (d) Oversee the administrative operation of the district
- (1) Effectively manage district events to meet member needs.
 - (2) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
 - (3) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.
 - (4) Submit a current itemized statement of total district receipts and expenditures to their district convention or annual meeting of their district at a multiple district convention.
 - (5) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (e) Guide clubs to operate in accordance with the International Constitution and By-Laws, support activities that improve member retention and remain in good standing with the association.
- (1) Ensure that each Lions club in the district be visited in-person (or virtually if necessary) by the district governor, a district cabinet member, or a Lion appointed by the district governor no less than once every year to facilitate successful administration of the club.
 - (2) With the assistance of the zone chairpersons and region chairpersons (when present), monitor the viability of each club in the district to ensure each club remains in good standing, meets the needs of its members and supports the objectives of the association.
 - (3) Promote harmony and resolve conflicts among and within the chartered Lions clubs using appropriate methods.
- (f) Preside, when present, over the district convention and cabinet and other meetings.

- (g) Perform such other functions and acts as shall be required of them by the International Board of Directors.

Section 2. **FIRST VICE DISTRICT GOVERNOR.** The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. Their specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association, resulting in membership growth in the district.
- (b) Actively work towards the success of the current district plan.
- (c) With the district governor and second vice district governor, review strengths and weaknesses of the district, refine and further develop a draft of the ongoing district plan focused on and working towards the successful achievement of district goals.
- (d) Identify and prepare a highly effective team for subsequent years to develop and implement action plans for district goals.
 - (1) Understand the actions needed to accomplish district plans.
 - (2) Know the roles and responsibilities, resources, and Lions qualified to serve in roles.
 - (3) Ensure team members are adequately trained to perform in their specific roles.
 - (4) Work closely with club leadership to identify future district leaders.
- (e) Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- (f) At the request of the district governor, supervise other district committees.
- (g) Actively participate in all cabinet meetings, and conduct meetings in the absence of the district governor.
- (h) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor they will be better prepared to assume the duties and responsibilities of said office.
- (i) Participate in council of governors meetings as appropriate.
- (j) Participate in the preparation of the district budget.
- (k) Conduct club visitation as the representative of the district governor when requested by the district governor.

- (l) Work with the District Governor and the District Convention Committee to assist and plan the annual district convention and assist the district governor to organize and promote other events within the district.

Section 3. **SECOND VICE DISTRICT GOVERNOR.** The second vice district governor, subject to the supervision and direction of the district governor. Their specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association, resulting in membership growth in the district.
- (b) Actively work towards the success of the current district plan
- (c) Serve as district liaison (at the direction of the district governor) to region and zone chairpersons working towards successful zone operations in support of club health.
- (d) Become familiar with the strengths and weaknesses of the clubs in the district and the resources that support club development.
- (e) Prepare for role as district governor.
 - (1) Become familiar with the duties of the district governor
 - (2) Assess and develop leadership skills
 - (3) Understand district structure and constitution and by-laws and the resources available
 - (4) Be aware of club health indicators and assess club strengths and weaknesses
 - (5) Understand the programs offered by Lions Clubs International Foundation (LCIF)
 - (6) Prepare to conduct effective club visitations
- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- (g) Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- (h) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- (i) At the request of the district governor, supervise appropriate district committees.
- (j) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.

- (k) Participate in the preparation of the district budget.

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 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 five (5) 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 sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
 - 3) Make reports to the cabinet as the district governor or cabinet may require.
 - 4) Collect and receipt for all dues and taxes levied on members and clubs in the sub-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 council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
 - 6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any 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) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed according to the nature of such duties.

Section 5. **GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.** Under the supervision of the district governor, the GST district coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district service and fundraising goals
- (b) Work to increase the percentage of clubs reporting service within the district.
- (c) Have knowledge of and encourage participation in LCI and LCIF service programs and grants, and the use of LCI service resources.

- (d) Act as the advocacy champion for the district, supporting clubs as they raise awareness, educate their community, and advocate for change.
- (e) Share service success stories with Lions and the community to increase visibility and member satisfaction, attract new members, and encourage the sharing of best practices.
- (f) Work to identify potential leaders to participate in a service leadership role.

Section 6. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR. Under the supervision of the district governor, the GMT district coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district membership goals.
- (b) Train club membership chairpersons on key tools and initiatives and encourage clubs to create membership plans to improve recruitment and member satisfaction
- (c) Support club membership chairs with membership inquiries and provide prompt guidance in line with applicable policies.
- (d) Ensure that prospective members are promptly contacted, and referred to a suitable club based on interest, availability, expectations, and other factors. If a suitable club is not available, guidance and support to starting a new club is provided unless a Global Extension Team district coordinator has been appointed.
- (e) Work to identify potential leaders to participate in a membership leadership role.
- (f) Provide retention strategies to clubs in collaboration with Global Leadership Team and Global Action Team district coordinators.
- (g) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district leadership team coordinator and the club officers.

Section 7. GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR. Under the supervision of the district governor, the GLT district coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district leadership development goals to hold training for club officers, region and zone chairpersons, Certified Guiding Lions and others as appropriate.
- (b) Develop and execute an annual district learning and leadership development plan and report training in Learn.
- (c) Work to identify potential leaders to participate in service, membership or leadership roles.

- (d) Support and facilitate training at district events when appropriate.
- (e) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district membership team coordinator and club officers.

Section 8. Global Extension Team Coordinator (if the position is utilized during the district governor's term). Under the supervision of the district governor the district GET coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Work with the district team (including the district governor and vice district governors) to ensure new club goals of the district are met and sustainable.
- (b) Identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not served or are underserved.
- (c) Collaborate with district leadership to build a team capable of completing the tasks required in the successful chartering of new clubs including membership recruitment, leadership development, and engagement in meaningful service projects.
- (d) Understand and communicate the process and policies of new club development to team members and ensure that accurate information is conveyed to prospective members.
- (e) Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new club officers and educating Guiding Lions on expectations of the new club.
- (f) Train and involve Lions interested in new club chartering to expand the district's ability to charter new clubs.
- (g) Ensure new club applications are complete, properly approved, and submitted efficiently.

Section 9. DISTRICT MARKETING CHAIRPERSON. Under the supervision of the district governor, the district marketing chairperson is responsible for marketing and communications efforts and directly supports the District Global Action Team. His/her responsibilities include:

- (a) Work with the district team to identify and support opportunities for marketing large-scale events, programs, and initiatives.
- (b) Collaborate directly with the district Global Membership Coordinator to direct any membership leads that come through marketing channels to appropriate clubs.
- (c) Support the district governor and district Global Action Team with marketing and publicity guidance.
- (d) Encourage clubs within the district to apply for the Lions International Marketing Award.
- (e) Support district funding opportunities.
- (f) Manage district social media channels and websites, either directly or through an established district marketing committee.
- (g) Maintain a full understanding of the Global Brand Guidelines.
 - a. Champion appropriate and consistent use of global brand assets in all district activities.

- b. Support use of approved brand templates for story and publicity development.
- (h) Encourage clubs to fill the role of the club marketing chairperson.
 - a. Ensure consistent support for the club marketing chair, holding meetings, trainings, and providing marketing guidance and best practices.
 - (i) Promote the good works and newsworthy stories of LCI and LCIF to Lions and members of the media, through social media channels, and to external audiences.

Section 10. **LCIF DISTRICT COORDINATOR.** The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. Their responsibilities include:

- (a) Ensure that their team of club coordinators implement LCIF fundraising strategies.
- (b) Educate Lions about the importance and impact of LCIF locally, regionally, and around the world.
- (c) Encourage Lions to support LCIF in all aspects of fundraising across the district.
- (d) Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

Section 11. **LEO/ LEO-LION CABINET LIAISON (OPTIONAL).** The district governor, in consultation with the district Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-Lion cabinet liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo district, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo district president, vice-president, secretary, or treasurer. In areas where no Leo district has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo club president.

The district governor shall assign the Leo/Leo-Lion cabinet liaison to the standing cabinet committee(s) that would most benefit from a young adult voice. The cabinet liaison may remain on the same committee for the duration of the year or transition among committees as determined by the district governor.

The responsibilities of the Leo/Leo-Lion cabinet liaison include:

- (a) Facilitate communication between Leos and Lions within the district.
- (b) Serve as a resource to district cabinet officers and assigned committee(s).
- (c) Coordinate with the district Leo chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the Lions' district.
- (d) Support district Leo chairperson in conducting training for Leo district officers.
- (e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions district activities.
- (f) Serve as support and point of contact for district Leos to explore Lions membership program opportunities.

- (g) Communicate with Leo district president, Leo/Leo-Lion council liaison (if appointed), and the constitutional area representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- (h) Assist in planning and integration of Leos and Leo-Lions in Lions district convention, forum events and trainings.
- (i) Attend Leo district meetings as necessary.
- (j) Chair one district collaboration project between Leos and Lions.

Section 12. **REGION CHAIRPERSON** (if the position is utilized during the district governor's term). The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in their region. Their specific responsibilities should be to:

- (a) Further the Purposes of this association, resulting in membership growth in the region.
- (b) Actively work towards the success of the current district plan and encourage club participation.
- (c) Supervise the activities of the zone chairpersons in their region and such district committee chairperson as may be assigned by the district governor.
- (d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
 - (1) Be knowledgeable of tools available to support club health.
 - (2) Conduct meaningful and effective club visitations in coordination with the zone chairpersons as needed.
 - (3) Communicate with clubs regularly to ensure effective operation.
 - (4) Support new clubs.
 - (5) Utilize LCI Resources, Global Action Team Coordinators and LCIF Coordinators to support club health.
- (e) Perform such duties and directives as may be required by the district officers or by the policy of the International Board of Directors.
- (f) Become familiar with district operations and enhance leadership skills as needed for advancement.
 - (1) Learn the district structure and the importance of each position.
 - (2) Assess personal leadership skills to encourage personal growth.
- (g) Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors.

Section 13. **ZONE CHAIRPERSON.** The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in their zone. Their specific responsibilities shall be to:

- (a) Further the Purposes of this association, resulting in membership growth in the zone.
- (b) Actively work towards the success of the current district plan and encourage club participation.
- (c) Serve as chairperson of the District Governor's Advisory Committee (Zone Meeting) in their zone and as such chairperson to call regular meetings of said committee.
- (d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
 - (1) Be knowledgeable of tools available to support club health.
 - (2) Visit each club in their zone once or more during their term of office, reporting their findings to the district governor and the region chairperson (if applicable) particularly with respect to weaknesses they may have discovered.
 - (3) Communicate with clubs regularly to ensure effective operation.
 - (4) Support new clubs.
 - (5) Utilize LCI Resources, Global Action Team and LCIF to support club health.
 - (6) Endeavor to have every club within their zone operating under a duly adopted club constitution and by-laws.
 - (7) Represent each club in their zone in any problems with district, multiple district or Lions clubs International.
- (e) Become familiar with district operations and enhance leadership skills as needed for advancement.
 - (1) Learn the district structure and the importance of each position.
 - (2) Assess personal leadership skills to encourage personal growth.
- (f) Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors

Section 14. **DISTRICT GOVERNOR'S CABINET.** The district governor's cabinet shall:

- (a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.
- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.

- (c) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.
- (e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- (f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section 15. **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 his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE IV

District Committees

Section 1. **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 thirty days prior to the multiple district convention. It shall assist the zone chairpersons 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 his/her cabinet.

Section 2. **DISTRICT GLOBAL ACTION TEAM.** Chaired by the district governor and includes the district global membership coordinator, district global service coordinator, district global leadership coordinator and district global extension coordinator and is supported by the district marketing chairperson. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

Section 3. **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 sub-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. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

Section 4. **DISTRICT CABINET COMMITTEES.** The district governor may establish and appoint

such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district. Such committee chairpersons shall be deemed non- voting members of the district cabinet.

Section 5. STANDING COMMITTEES.

- (a) These are bodies that assist district governors, the cabinet and the Lions clubs of this district in managing and conducting permanent or long term activities and affairs of the district. Members and chair(s), with certain exceptions provided for elsewhere herein, are appointed by the district governor.
- (b) In addition to those that may be specified by LCI or MD2, the following are designated as standing district committees: Budget, Constitution and By-Laws, Elections, Conventions and Conferences, Resolutions, Nominations, and Conference and Convention Site Selection. Additional standing committees may be designated by an affirmative majority vote of the Cabinet.
- (c) The duties of each is suggested by their title(s) and are enumerated in detail in LCI publications, RRO and elsewhere in this document.

Section 6. AD HOC COMMITTEES. Committees created or individuals appointed to accomplish a particular task or oversee a temporary or short-term activity when the district governor determines cabinet level supervision is called for. Ad hoc committees will be discontinued when the reason or purpose ceases to exist. Chair and members are appointed by the district governor.

Section 7. DISTRICT STAFF. Separate and apart from district officers, cabinet members and district committees; the district staff consists of individuals appointed by district governors to assist in the management, control and supervision of district administrative and support activities. Such positions include: Lion Tamer(s), Tail Twister(s), Chaplain, Historian, Parliamentarian, Photographer, Newsletter Editor, Webmaster, Sergeant(s) at Arms and such other positions as may be authorized by the district governor, the cabinet or an appropriate authority.

ARTICLE V Meetings

Section 1. DISTRICT CABINET MEETINGS.

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

for any cabinet meeting.

- (d) Vote. The voting privilege shall extend to all members of the district cabinet.
- (e) Funds. Funds to defray customary and ordinary expenses of such meetings shall be provided for in the annual budget.
- (f) Agenda. The district governor shall determine and publish an agenda for each regular meeting and such agenda shall be the orders of the day. The agenda for special cabinet meetings shall be determined by the presiding official.

Section 2. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

Section 3. **BUSINESS TRANSACTED BY MAIL.** The district 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 two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district

Section 4. **REGIONS AND ZONES.**

- (a) Organizational. Regions and zones shall be subject to change by the district governor, with the approval of the district cabinet and when it is in the best interests of the clubs, district and the association. The district may be divided into regions of two or more zones (if regions are utilized during the district governor's term). Each zone should consist of four (4) to eight (8) clubs and may be expanded giving due regard to the geographical locations of the clubs and any newly chartered clubs.
- (b) Region Meetings. Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor's term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.
- (c) Zone Meetings. Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held during the fiscal year at times and places fixed by the zone chairperson.

ARTICLE VI

District Convention

Section 1 - **PURPOSES**

- (a) The Lions clubs of this district shall meet not less than once annually in convention, at such time and place as are determined elsewhere in this document. The annual convention shall include a cabinet meeting, conduct elections for district governor, the vice district governors, a two (2) year director of the TLC, and the appropriate number of directors of the DAC, LOEB, 2-E2 ERC, and JCH; and deal with matters required to conform to other requirements of this document, the directives of LCI and/or MD2, and to conduct such business as is contained in the orders of the day.
- (b) The Lions clubs of this district shall meet once annually in a mid-winter and/or fall conference at such time and place as are determined elsewhere in this document. The conference shall include a cabinet meeting and such district contests, events, meetings and social activities as the governor deems appropriate. Funding and appropriate portions of the following Sections of

this Article shall apply to the planning, organization and conduct of this event

Section 2 - SITE SELECTION

- (a) The Conference and Convention Site Selection Committee will convene at the beginning of each Lion year. The committee will solicit contracts in writing from local commercial facilities capable of and desiring to entertain the succeeding year's conference and/or convention. The committee shall consist of the 1stVDG, 2ndVDG, and 3 additional Lions appointed by the District Governor. The 1stVDG shall chair the committee. Initially appointees shall be assigned a one year, two year, and three-year term. Thereafter, the DG will appoint the next three-year term member. The committee shall provide its' recommendation and a copy of the recommended contract to the District Governor for presentation for approval at the next Cabinet meeting. Recommendations shall be made to the District Governor no later than thirty (30) days prior to the convention. The District Governor is the District 2-E2 signature authority for the site selection contracts. Because of lead time for contracts requiring deposits, approval may be pursued separately and earlier in the Lion year.
- (b) Procedures to be followed in investigating bids and their method of presentation to the Cabinet, as well as action(s) to be taken in absence of acceptable bids or in the event of no bids being received, shall be determined by the District Governor.

Section 3 - HOST CLUB(S). Host clubs for each event shall be selected by the district governor.

Section 4 - CONVENTION CALL. The district governor shall issue the official call for each annual convention, using such print and electronic media as are appropriate, not more than ninety (90) days nor less than thirty (30) days prior to the date fixed for holding same, stating the place, day, and hour thereof.

Section 5 – SITE CHANGE. The district cabinet shall retain, and have power to change at any time, for good reason, the convention site previously chose by a previous district convention provided that the convention site shall be located within the district and neither the district officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than 30 days prior to the convening data of the annual convention.

Section 6. OFFICERS. The members of the district cabinet shall be the officers of the annual district convention.

Section 7. SERGEANT-AT-ARMS. A convention sergeant- at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

Section 8. OFFICIAL REPORT. Within sixty (60) days of the convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 9. CREDENTIALS COMMITTEE. The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet-secretary treasurer and two other non-officers of the district appointed by the district governor, each of whom 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 either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 10. **ORDER OF CONVENTION BUSINESS.** The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

Section 11. **DISTRICT CONVENTION COMMITTEES.** The district governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, and Constitution and By-Laws.

ARTICLE VII Convention Fund

Section 1. **CONVENTION/CONFERENCE FUND.** From the annual district administrative fund per capita tax, based on the membership count as of 31 July, \$2 per member /\$1 student member shall be set aside and identified in the budget to supplement the funding of the district convention and the district fall and/or mid -winter conference. Funds so collected shall be used exclusively for defraying expenses of the current business year's convention and conference and shall be expended only by district checks drawn, signed and countersigned by cabinet approved signatories. Sufficient funds shall be provided, in advance, from district administrative accounts, to secure by deposit, such facilities and services as may be necessary for the proper conduct of each convention and conference.

Section 2. **SURPLUS FUNDS.** Any overage or surplus of registration funds, or any other funds collected in conjunction with a convention or conference shall be held over and used to defray expenses of succeeding conventions and conferences and may not be used for any other purpose.

ARTICLE VIII Revenue

Section 1. DISTRICT OPERATIONS

- (a) To provide revenue to defray the administrative expenses of the district, an annual district administrative fund per capita tax of twelve United States dollars (\$12.00) is hereby levied upon each member of each club in the district. Said tax shall be remitted by each club in the district to the cabinet secretary in accordance with Section 3 below.
- (b) To provide revenue to defray the expenses of hosting the multiple district convention periodically, an annual MD2 convention fund per capita tax of fifty United States cents (\$0.50) is hereby levied upon each member of each club in the district. Said tax shall be remitted by each club in the district to the cabinet secretary in accordance with Section 3 below.
- (c) To provide revenue to defray expenses of the LOEB an annual district per capita tax of three United States dollars (\$3.00) is hereby levied upon each member of each club in the district.

Said tax shall be remitted by each club in the district to the cabinet secretary in accordance with Section 3 below.

- (d) To provide revenue to defray expenses of the DAC an annual district per capita tax of one United States dollar (\$1.00) is hereby levied upon each member of each club in this district. Said tax shall be remitted by each club in the district to the cabinet secretary in accordance with Section 3 below. Excepting that such levy will not come into effect until (1) the DAC requests such tax, (2) the Budget Committee concurs and recommends adoption and (3) the Cabinet adopts a Resolution to that effect. The first billing of this levy shall be either January or July (as appropriate) of the then current business year.
- (e) Eligible Student members as defined by LCI, shall pay a Semi-Annual per capita tax equal to one-half (1/2) the total amount as provided for by non-student members.

Section 2. **MD2 OPERATIONS.** To provide funds for; a Promote Texas Fund, operation of the TLC and to defray administrative expenses of MD2 separate annual per capita taxes are levied on each club for each member thereof. The amount of each tax is specified in the MD-2 Constitution and By-Laws; for reference purposes only each will be listed in the current district directory, on the district web site and published periodically in the district newsletter. Said taxes shall be remitted by each club in the district to the cabinet secretary and forwarded thereafter to the state office in accordance with Sections 3 and 4 below.

Section 3. **PER CAPITA TAX BASE, BILLING AND REMITTANCE.** The taxes levied above shall be collected and paid in advance by each club in two (2) semi-annual payments. The cabinet secretary shall transmit a billing statement to each member club in the following fashion.

- (a) One half (1/2) of the total amount levied per member shall be billed in July and January of each Lions business year and will be based on club strengths reported in the months of June and December preceding each billing period.
- (b) Said taxes are due on receipt of the billing statement and become delinquent after September 10th and March 10th respectively, of each business year.
- (c) Newly chartered and reorganized clubs 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.
- (d) The cabinet secretary will specify the means by which these taxes will be paid in each semi-annual billing statement; usually this will be by separate checks or dollar instruments made in favor of designated recipients.
- (e) All checks and dollar instruments naming this district as Payee shall be deposited in the approved depository within seven (7) days of their receipt.

Section 4. **FUNDS CONVEYANCE**

- (a) The cabinet treasurer or secretary will convey funds to the MD2 business office and the TLC at the times and in the fashion prescribed by MD2. The amount remitted at any time may only be the amount actually received from member clubs of this district.
- (b) Other disbursement or expenditure of administrative funds of this district shall be in keeping with the annually approved budget provided for elsewhere in this document.

Section 5. **DELIQUENT PAYMENTS.** As delinquent payments are received, the cabinet treasurer or secretary shall make timely conveyance of the appropriate sums to the benefiting organizations within seven (7) days of receipt.

Section 6. **REMAINING FUNDS**

- (a) At the conclusion of each business year all funds (excepting the designated Reserve and those monies collected in conjunction with the district convention, mid-winter conference or MD2 convention hosted by this district) remaining uncommitted or unexpended shall be designated as surplus funds and transferred to the next administration for use as the budget committee may recommend for cabinet approval. In such cases, the surplus shall be reported as income from the previous administration.
- (b) All uncommitted monies remaining in convention or conference funds shall remain in that fund and be available for the succeeding convention or conference expenses only.

Section 7. **NEW ENTITIES.** When new entities are formed and sanctioned by this district a per-capita tax may be recommended to provide revenue to defray expenses of said organization. Any such recommendation must originate with the district budget committee, herein after provided for, be presented as a resolution to the cabinet by the constitution and by-laws committee and submitted for consideration at the next regularly scheduled district convention. Any such tax must be approved by two thirds (2/3's) affirmative vote of the delegates voting; following which, the tax shall be levied, collected and disbursed as set forth elsewhere in this article.

Section 8. **REPORT OF REVENUE.** Entities sanctioned by this district and receiving funds under this Article or Article VIII of the Bylaws shall prepare and render regular financial reports (Balance Sheet and Statement of Income & Expenses) to the cabinet. Such reports will be rendered at each regularly scheduled cabinet meeting and will be included as attachments to the official minutes of said meetings. The reports may also be published in the district newsletter and web site. Repetitive failure to comply with the reporting required by this Section can result in loss of good standing and/or suspension of the entity as outlined in District rules of procedure for such matters.

Section 9. **DELIQUENT CLUBS.** Clubs failing to remit payments required by this Article by or prior the dates specified herein are delinquent and shall automatically cease to be in good standing. Restoration of good standing to a Lions club falling under the purview of this Section shall occur immediately

ARTICLE IX Budget Committee

Section 1. **PURPOSE.** The budget committee shall receive information and recommendations from appropriate sources and submit an annual budget estimate to the cabinet for each fiscal year. This committee may also be called upon to periodically review such district financial matters as the district governor requests of them and as may otherwise be provided for herein.

Section 2. **MEMBERSHIP.** The budget committee shall consist of the incoming district governor, the incoming 1st and 2nd vice district governors, a member from the district honorary committee (selected by that committee), the retiring cabinet treasurer and two members in good standing of Lions clubs in good standing in this district, elected at the annual district convention to serve for one year.

Section 3. **SPECIAL ELECTION PROCEDURE.** Nominations of Lions, who shall not have previously served in any elective international office, for the two elective positions on this committee shall be made from the floor at the district convention and they shall be elected by plurality. When no more than two nominations are made, a motion for election by acclamation will be the order of the day.

Section 4. **OTHER RESPONSIBILITIES**

- (a) While the primary duty of this committee is to recommend an annual budget to the cabinet, it may also review financial reports and audits in behalf of the district governor and cabinet and make such comments thereon as are appropriate. Any recommendations for change in any of the district per capita taxes must originate with this committee. The chair and secretary shall be selected by vote of its membership, without regard to offices currently held.
- (b) The committee may provide for financial assistance to the district governor, each vice district governor, the cabinet secretary, the cabinet treasurer and the 2nd vice district governor- elect of all or a portion of their individual travel and living expenses for attending official functions and meetings which exceed the reimbursement amount allowed by LCI. No more than twenty five percent (25%) of amount allocated for each may be disbursed for travel and living expenses incident to district functions and meetings.
- (c) The Budget Committee shall provide "Start-up" funds for the successor District Governor of not more than two thousand United States dollars (\$2,000). Funds committed for this purpose will be made available to the district governor-elect following adjournment of the district convention at which he/she is elected. Until a vote to affirm another location is made by a successor Cabinet, such funds will remain on deposit in the most recently approved bank or depository, but may be dispersed by the individuals authorized in Section 7 B Article V of these By-Laws when the district governor-elect concurs. The committee shall provide "Deposit" funds for contracting site selection for the succeeding year's convention and conference up to three thousand dollars (\$3,000). The "Deposited" funds are to be replaced by the succeeding year's convention and conference budgeted funds. Funds for this purpose will be made available in accordance with Article I Section 2 of these By-Laws
- (d) The committee will use the recent history of financial expenditures to develop a budget for each fiscal year. The retiring cabinet treasurer is expected to provide, at a minimum, both the previous and current business year's record of financial expenditures in so far as they are then known.

Section 5. **BUDGET AMENDMENT**

- (a) Recommendations to amend a previously approved budget, or to include new line items or remove existing line items may be acted upon by the cabinet at any regular or special cabinet meeting; providing that each such action is contained in the orders of the day for such meeting and has previously been considered by the budget committee.
- (b) Separate motions must be made for each change or alteration, must be seconded, are debatable and in order to pass must receive two thirds (2/3's) affirmative vote of the cabinet members

voting.

Section 6. **ANNUAL OVERVIEW of the TREASURERS RESPONSIBILITIES and the BOOKS.**

ARTICLE X

Miscellaneous

Section 1. **COMPENSATION.** The officers of this district are not entitled compensation; excepting however that they may receive recompense for services rendered in their official capacity, when such is provided for in the current district budget. The amount or degree of compensation shall be fixed by the cabinet and shall be considered as an administrative expense of this district.

Section 2. **COMPLAINTS, DISPUTES AND CLAIMS.** The Lions clubs chartered in this district and entities sanctioned by this district shall pursue all complaints, disputes or claims in accordance with the District Constitution Article XI and to the terms, conditions and rules of procedures adopted in by the LCI board of directors.

Section 3. **SURETY BOND.** The District Governor, First Vice District Governor, Cabinet Secretary, and Treasurer shall be bonded in such amount and with such surety company as shall be approved by the did District Governor's Cabinet and the cost of same shall be an administrative expense.

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

Section 5. **CANCELLATION, REVOCATION OR SUSPENSION.** Lions clubs chartered in this district and entities sanctioned by this district are required to comply with the provisions of this document, the constitutional requirements of MD2 and LCI and/or their enabling authority. Failure to do so may serve as cause for cancellation, revocation or suspension of the offending organization's charter or enabling authority.

Section 6. **DISTRICT STANDING RULES.**

- (a) The cabinet is empowered to establish, from time to time, such standing rules as are necessary for the efficient operation, management and supervision of the activities of this district. No standing rule can be adopted which is in conflict with the constitution and by-laws of this district, or MD2 or LCI. Such rules, on adoption by an affirmative vote of a simple majority of the members present and voting, are automatically made part of this document and shall be appended hereto.
- (b) After a rule has been adopted it may not be further modified at the same meeting, excepting that a Motion to reconsider is in order. Suspension, amendment or revocation of standing rules (other than those newly adopted) are subject to the will of the majority at any meeting of the district cabinet and such action(s) shall automatically be made a part of or otherwise be recorded in this document.

Section 7. **RULES OF PROCEDURE.** Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of anyone of

them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED

ARTICLE XI

Adoption, Amendment and Effective Date.

Section 1. **AMENDING PROCEDURE.** Excepting for corrections authorized in ARTICLE VIII, Section 6 of the constitution, these by-laws may be amended or replaced only by adoption by the cabinet of a resolution from the constitution and by-laws committee which subsequently receives an affirmative majority vote of the votes cast at a district convention.

Section 2. **AUTOMATIC UPDATE.** When amendment to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this Districts Constitution and By-Laws shall automatically be up dated in this District Constitution and By-Laws at the close of the convention.

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

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

DISTRICT 2-E2 STANDING RULES

INDEX

(Standing rules may be adopted or altered by the cabinet so long as they are not in conflict with mandatory rules)

The Annual District Convention and Conference

The Annual District Convention and Conference Planning

Semi-Annual Tax Billing

Suspension, Good Standing, and Related Matters

100% Club Donations

Recognized use of Abbreviations, Names, and Definitions

Special Meeting to Recommend a Lion for Appointment as District Governor. *

Special Meeting to Recommend a Lion for Appointment as First or Second Vice District Governor. *

Nominating Committee Checklist District Governor Candidate.

Nominating Committee Checklist First Vice District Governor Candidate.

Nominating Committee Checklist Second Vice District Governor Candidate.

Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Elections.

District Youth Contests

District Alert Fund

Extension of Voting Privileges

STANDING RULES FOR THE DISTRICT CONVENTION & CONFERENCE

ANNUAL DISTRICT CONVENTION & CONFERENCES

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 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 of the district convention between the hours of 9 am and 4 pm.
- (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 not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) 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.

- (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 provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate.
- (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 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 4 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, to secure a ballot card, the delegate shall present his/her credential certificate to Voting Official.
- (b) 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.

STANDING RULES FOR DISTRICT CONFERENCE AND CONVENTION PLANNING

Rule 1. General

- (a) District governors are responsible for planning and conducting an annual Fall and/or Mid-Winter, and an annual district convention (hereinafter referred mutually to as “meeting” or “event”, whether singular or plural).
- (b) For each, governors will appoint an event chair that they feel is qualified to supervise and manage the pre-event activities and the over-all arrangements and planning of each. Event chairs may appoint such individuals and committees and call upon responsible cabinet members and officials as necessary to aid them in the planning and conduct of each meeting.

Rule 2. Financial

- (a) Only the district governor may authorize financial commitments, sign contracts or approve a financial obligation related to expenses of these meetings.
- (b) The governor may authorize event chairs in writing to approve only those minor alterations or changes to financial obligations which are necessary to satisfy unforeseen needs.
- (c) All receipts and expenses, in whatever form, shall be accounted for by the cabinet treasurer. To this end it is a requirement that all receipts be deposited in a timely manner in the currently approved depository and that all expenses shall be paid for by a duly authenticated district check.
- (d) The annual district budget will provide funds for deposits or advances in order to secure facilities or services for these events. Said funds, pending receipt of registration fees and payments from attendees, may be used to defray other, initial meeting expenses.
- (e) It is district policy that the budgeted expense(s) of these event(s) should not exceed their anticipated revenue(s).
- (f) Unless otherwise specified in advertising or promotional materials, funds raised at an event, other than Tail Twister fines, shall be considered event income and may be used to defray expenses of said event.
- (g) The cost of overnight accommodations, meals and registration fees for guest speakers, the governor and their companions shall be considered an operating expense of each meeting.
- (h) Entry fees youth contestants are paid by the sponsoring Lions club. The sponsoring Lions club is also responsible for the cost of meals for the contestant and his or her parents or guardians. Entry fees may also include a portion of award expenses.

Rule 3. Host Clubs

- (a) Host clubs will be asked to provide personnel to assist in the planning, supervision and operation of event functions and activities, to provide meeting space or rooms they own or control and such other materials as are available to or acquired by them in the ordinary conduct of their club activities.
- (b) Host clubs are not required to provide funds for any expense of the event(s) they are involved with nor are they entitled to share in surplus revenue.

Rule 4. Sponsorship and Supporting Contributors

- (a) Sponsors and supporting contributors, such as businesses or non-Lions organizations who provide financial or material support to defray event expenses shall be named and listed in appropriate materials provided to attendees or displayed in the event areas.

- (b) Unless required by the supporting facility, display tables and/or space will be provided to constituent Lions clubs, district and MD2 entities and sponsors (see Rule 4.1) without charge; all other organizations and businesses will be charged a suitable fee.

Rule 5. Allocation of Non-Compensated Accommodations

In the cases where no-charge ("Comp Rooms") overnight accommodations are provided by supporting commercial facilities the priority of assignment shall be; first to serving or past international officers or directors (and a companion) serving as primary speaker, then the district governor (and a companion) and the remainder (if any) as the district governor directs

STANDING RULES FOR SEMI-ANNUAL CAPITA TAX BILLING

RULE 1. General

- (a)** The Cabinet Secretary shall prepare and transmit semi-annual per capita tax billings specified in Section 3, ARTICLE VII of the By-laws to member Lions clubs by or before the first cabinet meeting of each incoming administration. The format shown in Exhibit 1 hereto will be adhered to as much as is practical and possible.
- (b)** The Cabinet Secretary is required to calculate sums due based on the strengths reported by each club in their most recent June or December MMR.

RULE 2. Remittance Exceptions

- (a)** In those instances, where a lower strength is reported in the immediately following July or January MMR, the club may recalculate sums due using the lower figure and remit the amounts resulting from this recalculation. When recalculation occurs, a copy of the appropriate July or January MMR must accompany the remittance.
- (b)** Except for newly organized clubs, strengths reported in the MMR for any months other than those specified in 1.2 and 2.1 above may not be used to calculate or recalculate semi-annual per capita tax.

EXHIBIT 1 (SAMPLE FORMAT)
TO STANDING RULES FOR SEMI-ANNUAL PER CAPITA TAX BILLING

District Semi-Annual Per Capita Tax Statement

Per Capita Taxes must be paid before Sep 10, 2010

Lions Club:	Saginaw-Downtown
Club Number:	997766
Membership Reported in June MMR:	1567

Four checks will be required for payment of the per capita taxes

Issue a separate check for each of the following Lions organizations

Funds for these may come from either

the Club's Charity or Administrative Account

Texas Lions Camp	\$16,453.50
Organ and Eye Bank	\$2,350.50

SAMPLE

Issue one check, payable to "Lions District 2-E2",
for the total amount show below

Funds for this check may NOT come from the Charity Account

2-E2 Administration Fund	\$6,847.79
MD-2 Administration Fund	\$5,484.50
Promote Texas Fund	\$391.75
MD-2 Conference Fund	<u>\$391.75</u>
TOTAL:	\$13,115.79

Mail all checks and one copy of this statement to
the cabinet secretary at the designated address

STANDING RULES FOR SUSPENSION, GOOD STANDING, AND RELATED MATTERS

Rule 1. Good Standing

- (a) A Lions club in this district or entity sanctioned by this district which remains financially current, submits required reports and meets the obligations of a Lions organization as they are specified in the constitutional or policy documents of this district, MD2 and/or LCI or the enabling authority of an entity sanctioned by this district shall remain in good standing. Lions clubs or entities sanctioned by this district failing to meet the standards of this Rule shall be designated not in good standing.
- (b) The designation not in good standing is automatic when a Lions club in this district is delinquent in the payment of its dues. (ARTICLE VII, Section 9 of the Bylaws). Not in good standing may be designated for other reasons by LCI, MD2, the district governor or a two thirds (2/3rds) majority affirmative vote of the district cabinet.
- (c) When a Lions club is not in good standing so also are all members of that club whatever their category of membership may be.
- (d) A Lions club designated not in good standing may not: (a) Conduct service activities;(b) Conduct fund-raising activities; (c) Participate in district, multiple district, or international functions or seminars;(d) Participate in any voting procedures outside of the club; (e) Endorse or nominate a candidate for district, multiple district and international office; (f) Submit the Monthly Membership Report and other report forms; or (g) Sponsor a Lions club, or organize a Leo club or a Lioness club.
- (e) An entity sanctioned by this district designated not in good standing may not: (a) Conduct service activities, (b) Conduct fund-raising activities, (c) Participate in district functions, (d) Receive funds authorized by ARTICLES VII or VIII of the Bylaws; nor may it's Officers or Directors participate in any voting procedures or activities of this district.
- (f) In this district, individuals who are not in good standing may not hold elective or appointive office outside of their club, are ineligible to run for elective office outside of their club and may not seek nor be appointed to positions of responsibility outside of their club.
- (g) Good standing shall not be restored to a Lions club or an entity sanctioned by this district until the initiating authority, organization or individual is satisfied that the standards of Rule 1.1 above have been met or if an appropriate authority directs such restoration.

Rule 2. Financial Suspension

Financial suspension, charter cancellation and/or removal from good standing of Lions clubs of this district who fail to satisfy their indebtedness to LCI and/or MD2 are governed by various publications of those authorities.

Rule 3. Failure to Comply with Other Obligations

- (a) If, from time to time, reports of impropriety are lodged against or are found to exist in member Lions clubs of this district and/or the entities sanctioned by this district, the district governor shall initiate such inquiry as is necessary. Said inquiries may be conducted by an existing committee of the district cabinet or by a Ad Hoc committee specially appointed by the governor for this purpose.
- (b) A written report shall be prepared in a timely fashion and submitted to the governor for

review and action. Said report shall include among other matters; specific findings which state the nature and degree of the impropriety (if any is found), the extent of the act(s) or action(s) and the known or estimated impact on the goodwill Lions enjoy in the affected community. Recommended courses of action to be taken to correct any impropriety are essential to a complete report.

- (c) At no time will any information, whatever the source be given to any person or body, not having an absolute need to know. The governor shall have the final decision on any issue involving need to know and it shall be binding on all Lions, Lions clubs and entities sanctioned by this district.

Rule 4. Suspension and Status Quo

- (a) Suspension of a member Lions club of this district, other than for reasons noted in Rule 2 above, or placement of a club into "Status Quo" is a prerogative of LCI. Initiation of such processes shall comply with LCI constitutional requirements and LCI Board policy.
- (b) Entities sanctioned by this district may be suspended from operation for failure to comply with the obligations imposed on them by this document, the constitutional requirements of LCI, MD2 and/or their enabling authority.
- (c) A resolution to suspend operation of an entity sanctioned by this district requires ratification by a two thirds (2/3rds) majority affirmative vote of the cabinet. Any such resolution shall include a specific statement of impropriety, a statement of specific action required and a date or time frame, by or within which, the entity must report compliance.
- (d) An entity sanctioned by this district who is under suspension may not: (a) Conduct service activities; (b) Conduct fund-raising activities; (c) Participate in district functions; (e) Receive funds authorized by ARTICLES VII or VIII of the Bylaws; (f) Participate in any voting procedures of this district and (g) may be required to dismiss one or more of its officers and/or directors.
- (e) Suspension shall terminate when the offending entity provides satisfactory evidence to the cabinet that corrective action has been taken, and will continue, within the time frame specified.
- (f) Suspension shall remain in effect beyond the date or time frame specified in the suspending resolution if the offending entity fails to take satisfactory corrective action or fails to take satisfactory corrective action by expiration of the time frame specified therein.

Rule 5. Cancellation and Revocation

- (a) Cancellation of the charter of a member Lions club of this district, other than for reasons noted in Rule 2 above, is a prerogative of LCI. Initiation of such processes shall comply with LCI constitutional requirements and LCI Board policy. Entities sanctioned by this district may have their enabling authority revoked for failure to comply with the obligations imposed by this document, the constitutional requirements of LCI, MD2 or their enabling authority.
- (b) A resolution to revoke the enabling authority of an entity sanctioned by this district requires ratification by a two thirds (2/3rds) majority affirmative vote of the cabinet and a two thirds (2/3rds) majority affirmative vote of the delegates voting at the convention considering

such a matter. Any such resolution shall include, as a minimum: a specific statement of impropriety or improprieties, that the offending entity failed to take corrective action in a timely fashion and that the impropriety or improprieties and subsequent failure to correct or remove them reflects adversely on the reputation and integrity of this district, the association as a whole and the individual members thereof.

- (c) The effective date of the revocation, unless otherwise specified in the resolution, shall be the first day of the Lions business year next following the convention at which it was passed.
- (d) Dissolution of the entity and distribution of its assets will be as specified in its enabling authority or as otherwise directed by the cabinet.

STANDING RULES FOR 100% CLUB DONATION PROGRAM

RULE 1. General

- (a) District governors-elect choosing to implement a 100% Club donation program in this district during their term of office must publish a notice of the benefiting organizations or activities and the per capita target.
- (b) Such notice will be included in the pertinent district directory, posted to the district web site and announced periodically in the district newsletter.
- (c) Clubs participating will be given suitable recognition.

RULE 2. Handling.

These donations will be monitored and transmitted according to instructions of the district governor providing however that none of these monies may be treated as income to the district.

STANDING RULES FOR RECOGNIZED USE OF ABBREVIATIONS, NAMES AND DEFINITIONS

STANDARD USE ABBREVIATIONS, NAMES AND DEFINITIONS

Rule 1. Abbreviations

The following abbreviations are commonly used by members of this district; when they appear in documents or publications of any nature or an oral presentation, they have the meaning(s) indicated.

1VDG = First Vice District Governor
2VDG = Second Vice District Governor
DAC = The Texas Lions District 2-E2 Drug Awareness, Inc.
DG = District Governor
2-E2 ERC = District 2-E2 Lions Eyeglass Recycling Center Foundation
JCH = the Julien C. Hyer Lions Youth Camp, Inc.
LCI = the International Association of Lions Clubs
LCIF = Lions Clubs International Foundation, Inc.
LOEB = the Lions Organ and Eye Bank of District 2-E2
LWSB = Lions World Services for the Blind, Inc.
MD2 = Lions Multiple District 2
PDG = Past District Governor
TLC = The Texas Lions Camp, Inc.
TLF = The Texas Lions Foundation, Inc.
VDG = Vice District Governor
PID = Past International Director
PIP = Past International President
MWC = Mid-Winter Conference
Rule 2 - Words and/or Phrases

RULE 2. Words and/or Phrases

The following Words and/or Phrases are commonly used by members of this district; when they appear in documents or publications of any nature or an oral presentation, they have the meaning(s) indicated.

Enabling Document: Refers to the most current Constitution, By-laws or both of the sanctioned entities operating in, or receiving benefits from this district.

Good Standing: A phrase which describes a Lions club in this district or entity sanctioned by this district which is financially current, has submitted required reports and met the obligations of a Lions organization specified in this document and the constitutional or policy documents of MD2 and LCI and the enabling authority of an entity sanctioned by this district.

Leader Dog Program: Refers to the Leader Dog for the Blind program which is headquartered in Rochester Hills, MI.

Sanctioned Entity: Whether expressed as singular or plural, this identifies organizations, separate and apart from constituent Lions clubs of this district, who were created by either an act or resolution of (1) the district cabinet and/or an affirmative majority vote of delegates voting in a regular or special convention of this district, or (2) the MD2 council of governors and/or an affirmative majority vote of delegates voting in a regular or special convention of the multiple district, or (3) the LCI Board of Directors and/or an affirmative majority vote of delegates attending an international convention.

Status Quo: A phrase used to describe a Lions club which has failed to meet its obligation to LCI. It is a designation made at the discretion of the LCI Board of Directors, following consultation with the district governor. A club placed in status quo forfeits all rights and privileges until a final determination of its status by the LCI board. Placement in status quo often precedes cancellation of the offending Club's charter.

The Standard Constitution: Refers to the Standard District Constitution and By-Laws published and updated from time to time by LCI.

Third Party Organization: Whether expressed as singular or plural, this identifies any non-Lion institutions, organizations, businesses or activities not having an existing co-operative agreement with LCI, MD2 or this district.

Not in Good Standing: Lions clubs not in good standing, and all members thereof, forfeit all the rights, privileges and obligations granted by this Constitution; which includes the right to hold or remain in any elective or appointive District office. Clubs not in good standing, and all members thereof, may not participate in district meetings, conventions and/or conferences and may not provide nor serve as delegates at a annual convention of this district.

Line Item Veto: In this district a line item veto is the power of the cabinet to nullify or cancel specific budget provisions without vetoing the entire proposal or budget. Line-item vetoes are not subject to override by any district officer; but may be set-aside or rescinded a 2/3'rds majority vote at any cabinet meeting subsequent to that in which the veto was imposed.

STANDING RULES FOR 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 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 good standing within 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 who 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.
- (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.

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 recommended or any club member as district governor for the (remainder of the) term.

SUMMARY OF RULES FOR 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 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 simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.

**STANDING RULE FOR 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 recently serving past district governor who is available, to send out written invitations no less than fifteen (15) days in advance of the meeting, to attend said meeting and it shall also be their 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, they shall use their 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 who 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
- (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.

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.

**STANDING RULE FOR
NOMINATING COMMITTEE CHECKLIST FOR
DISTRICT GOVERNOR CANDIDATE**

This checklist must be completed for each candidate and submitted to the Elections Committee

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Name of Candidate's Lions Club: _____

Name of Candidate's Lions Club: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her District 2-E2.

Candidate is endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.

Candidate is currently serving as the first vice district governor within this district.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications: for the office of second vice district governor:

Club President: _____ Year Served _____

Club Board of Directors (Two Years): _____ Years Served _____

District Cabinet (Check One)

Zone or Region Chairperson _____

Cabinet Secretary and/or Treasurer _____ Year Served _____

One (1) additional year as a member of district cabinet

Position held: _____ Year Served _____

Note: None of above be accomplished concurrently

Note: Note that if the club has any outstanding dues, the candidate should be notified and provide up until five (5) days prior to the election to ensure that his/her club pays outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson

Date

Nominating Committee Chairperson

Date

**STANDING RULES FOR NOMINATING COMMITTEE CHECKLIST
FIRST VICE DISTRICT GOVERNOR CANDIDATE**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate _____

Name of Candidate _____

Name of Candidate's Lions Club:

Date of Nominating Committee Meeting:

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing in District 2-E2.

Candidate is endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.

Candidate is currently serving as the second vice district governor within this district.

In the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

Club President: Year Served _____

Club Board of Directors (Two (2) Years) Year Served _____

District Cabinet (Check One)

Zone Region Chairperson _____

Cabinet Secretary and/or Treasurer _____ Year Served _____

Note: None of the above being accomplished concurrently.

Note: If and club has outstanding dues, the candidate should be notified and provided up until five (5) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First District Governor in accordance with the International By-Laws, Article IX, Article IX, Section 6(b)

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

**STANDING RULES FOR NOMINATING COMMITTEE CHECKLIST
SECOND VICE DISTRICT GOVERNOR CANDIDATE**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate _____

Name of Candidate's Lions Club _____

Date of Nominating Committee Meeting _____

Date of Election _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing in District 2-E2. Year Served _____

Club President: Year Served _____

Club Board of Directors (Two 2 Years Served) Years Served _____

District Cabinet (check one)

Zone or Region Chairperson _____
Cabinet Secretary and/or Treasurer _____ Year Served _____

Note: None of the above being accomplished concurrently.

Please note that if club has outstanding dues, the candidate should be notified and provided up until five (5) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

Nominating Committee Chairperson Date

Nominating Committee Member Date

**STANDING RULES FOR
STANDARD BALLOT FOR DISTRICT GOVERNOR, FIRST VICE DISTRICT
GOVERNOR & SECOND VICE DISTRICT GOVERNOR ELECTIONS**

Ballot 1 is for **two (2)** or more candidates.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

Ballot 2 is for only **one** candidate.

Instruction: Clearly indicate your vote by placing a **X** in the box next to the name of the candidate you are indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

Ballot where there are three or more candidates:

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest amount of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

A Candidate must receive a majority of an affirmative number of votes to be elected. A tie in a yes/no vote would result in a vacancy.

Instructions. Indicate your preference by clearly marking next to each candidate's name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 – next preference, etc.).

Position	Name	Preference Rank
Second Vice District Governor		
	Candidate A	
	Candidate B	
	Candidate C	
	Candidate D	

Rules for Preferential Voting:

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.
2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.
3. The number of ballots in each pile is then recorded for the tellers’ report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.
4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:
 - a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
 - b. The number of ballots in each remaining pile after this distribution is again recorded.
 - c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
 - d. Again, the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
 - e. The tellers’ report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.

6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.
7. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).

STANDING RULES FOR DISTRICT YOUTH CONTESTS

Rule 1 – Basis for District Contests

The Lions of Multiple District MD2 conduct the following five youth contests annually: the Drug Awareness Speech contest, the Diabetes Awareness Essay contest, the Outstanding Youth contest, the Peace Poster contest, and the Peace Essay contest (for the visually impaired). Each district within the State of Texas is entitled to one entry in each contest. In order to participate in the competition at the State level, the Lions of District 2-E2 will, sufficiently in advance, conduct its lower-tier versions of these same contests to determine winners and, thereby, its entrants in the MD2 contests.

Rule 2 –Ownership of District Contests

2.1 Drug Awareness Speech contest – Ownership, to include but not limited to the promotion, conduct, and financial obligations of the Drug Awareness Speech contest is delegated solely to the Drug Awareness Council entity of Lions District 2-E2.

2.2 Diabetes Awareness Essay contest - Ownership, to include but not limited to the promotion, conduct, and financial obligations of the Diabetes Awareness Essay contest is delegated solely to the Lions Organ and Eye Bank entity of Lions District 2-E2.

2.3 Outstanding Youth contest – Ownership, to include but not limited to the promotion, conduct, and financial obligations of the Outstanding Youth contest is retained by Lions District 2-E2 for execution by its appointed chair.

2.4 Peace Poster contest - Ownership, to include but not limited to the promotion, conduct, and financial obligations of the Peace Poster contest is retained by Lions District 2-E2 for execution by its appointed chair.

2.5 Peace Essay contest - - Ownership, to include but not limited to the promotion, conduct, and financial obligations of the Peace Essay contest for the visually impaired is retained by Lions District 2-E2 for execution by its appointed chair.

Rule 3 – District Opportunities for Youth (OFY) Coordinator

3.1 – The Opportunities for Youth Coordinator is a Cabinet position filled by District Governor appointment for a one year term.

3.2 – The role of the OFY Coordinator is to oversee the aforementioned district youth contests, (a) providing helpful insight to contest chairs, (b) ensuring consistency in adherence to overarching requirements, (c) seeing that contests are widely promoted; rules are published; and club roles as well as contestant/parent expectations are well known, and (d) awards are expeditiously given per the attached in a consistent manner.

Rule 4 – Role of the District Governor

4.1 – The District Governor shall appoint chairs for the contests of paragraphs 2.3, 2.4, and 2.5 and ensure that budget is provided to award their winners.

4.2 – The District Governor shall actively promote, receive periodic report/feedback, and otherwise monitor progress of planning, execution, and follow-up tasks related to district youth contests.

4.3 – The District Governor shall ensure completeness of and sign entry documentation for submittal to the MD2 contest.

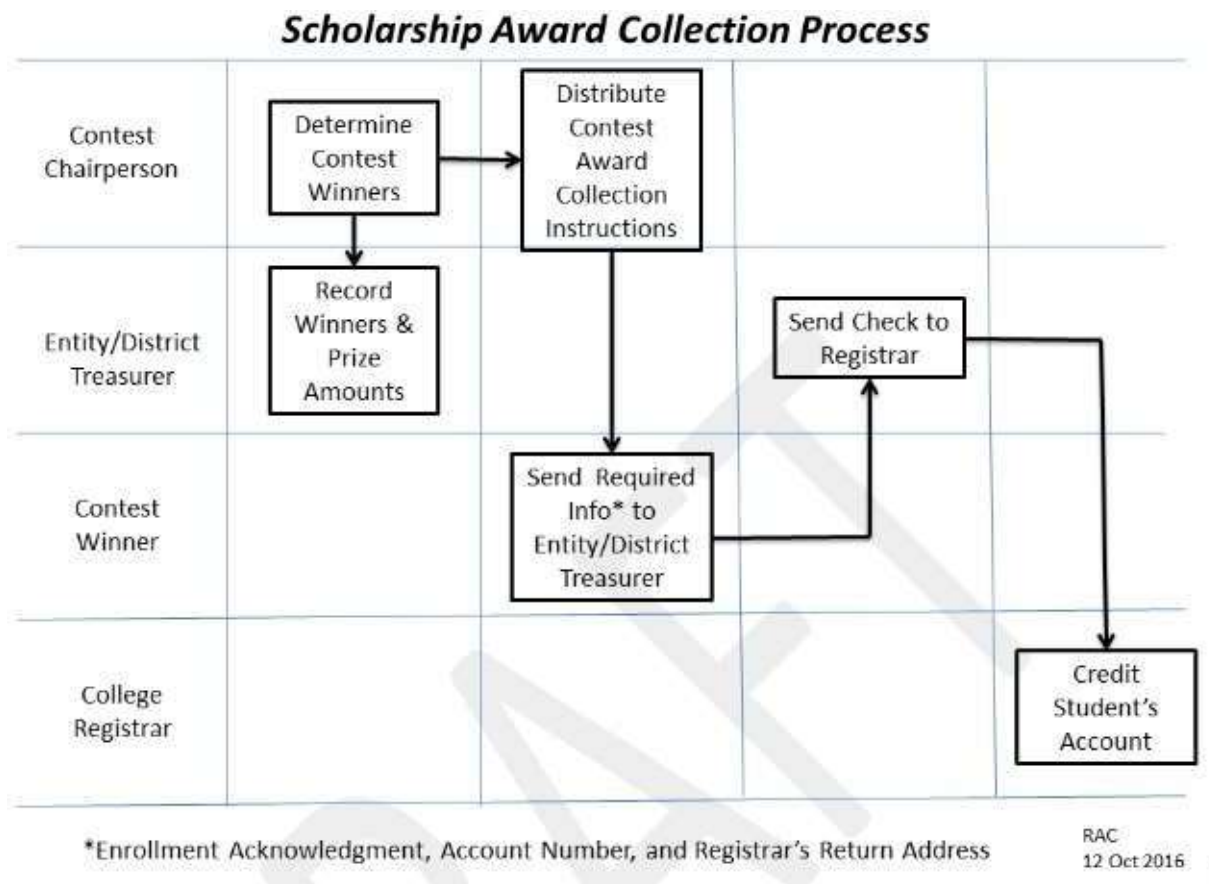
Rule 5 – District Contest Rules

5.1 – The rules for the conduct of district youth contests shall abide by those established and published for the MD2 contests.

Rule 6 – Other Youth Contests

6.1 – Youth contests other than those conducted by the district for the purpose of qualifying entrants for the MD2 competition may be organized and run by district entities.

6.2 – In such cases the sponsoring entity takes full and sole responsibility for the promotion, conduct, and financial obligations associated with its contest. The current Drug Awareness Poster contest sponsored by the Drug Awareness Council is an example of such.



STANDING RULES FOR THE DISTRICT ALERT FUND

District 2-E2 Alert Fund Purpose The 2-E2 Alert Fund will be used Primarily for the purposes of providing emergency aid and assistance to effected peoples proximate to one or more Lions Clubs in District 2-E2 and Secondly as needed to setup or establish alert programs within the District.

District 2-E2 Alert Fund Creation The 2-E2 Alert Fund will be established as a separate account (actual or virtual). District 2-E2 Reserves defined as the uncommitted District 2-E2 funds from all accounts in excess of \$30,000 as of June 30, 2013, will be placed in the separate account and this will be known as the 2-E2 Alert Fund.

District 2-E2 Alert Fund Periodic Infusions The 2-E2 Alert Fund will have funds added each year from that years District 2-E2 Reserves defined as the uncommitted District 2-E2 funds from all accounts in excess of \$30,000 as of June 30, of that year, up to an amount sufficient to replenish any grants or expenditures from the 2-E2 Alert Fund as well as to increase the 2-E2 Alert Fund by \$5,000, subject to an upper limit for the 2-E2 Alert Fund of \$50,000.

District 2-E2 Alert Fund Management The 2-E2 Alert Fund will be accounted for as a separate account (actual or virtual) under the Supervision and Guidance of the District 2-E2 Cabinet.

District 2-E2 Alert Fund Disbursement

For Primary Purposes: The 2-E2 Alert Fund will be used to provide emergency aid and assistance up to a value of \$2,000 (typically but not necessarily monetary) to any District 2-E2 Lions Club:

1. that has an Alert Plan on file with District 2-E2 and
2. that provides a written request:
3. from the club's Alert Chair and President and
4. directed to the District Alert Chair and Governor,
the request specifying;
5. the nature of the emergency,
6. general description of those impacted,
7. desired form of grant or assistance, and
8. the names and phone numbers of Lions in charge of rendering assistance and providing an accounting of the usage of any grants or other assistance,
9. the requested grant or assistance, subject to the approval of the District Alert Chair and the District Governor.

For Secondary Purposes: The 2-E2 Alert Fund may be used to setup or otherwise establish Alert Programs in District 2-E2 and at various Lions Clubs. Generally, the Alert Fund can be used to offset costs of Alert supplies, such as a limited number of Vests and the like up to a value of \$150 per club to any District 2-E2 Lions Club that meets the requirements in 1 - 4 above and where the request specifies the nature of the Alert Supplies with the request subject to the approval of the District Alert Chair and the District Governor.

District 2-E2 Alert Fund Disbursement Limitations The 2-E2 Alert Fund disbursements will be limited to an aggregate amount, such that the District Alert Chair and District Governor have a reasoned belief that the 2-E2 Alert Fund can be replenished as described above in the foreseeable future. Any 2-E2 Alert Fund Disbursement in the aggregate amount exceeding \$4,000 requires the additional approval of the 2-E2 District Secretary and 2-E2 District Treasurer.

District 2-E2 Alert Fund Disbursement Accounting Any 2-E2 Alert Fund disbursement includes an obligation to provide an accounting of the usage of the disbursement (grant or other assistance) to the District Governor and District Alert Chair. It is hoped that the disbursement will be used to provide as much assistance to as many as reasonably possible. Emergency food, clothing, shelter, health care, etc. are examples of appropriate usage of disbursements. The accounting must be in writing, although no particular form is required.

District 2-E2 Alert Fund Disbursement Miscellaneous

Note 1: more than one Lions Club can provide a request for a grant or assistance from the District 2-E2 Alert Fund if the underlying emergency is sufficiently widespread.

Note 2: that any request from the District 2-E2 Alert Fund does not impact any possible grant from the MD-2 or LCI Foundations.

Note 3: that the requirements of having an Alert Plan on file will be waved until July 1, 2015 and

Note 4: that the requirement of having the request from the clubs Alert Chair (i.e., having an Alert Chair) will be waved until July 1, 2014.

**STANDING RULES EXTENDING VOTING PRIVILEGES AT DISTRICT 2-E2
CABINET MEETINGS TO MEMBERS OF THE INTERNATIONAL FAMILY; PAST
DISTRICT GOVERNORS; AND CLUB PRESIDENTS, SECRETARIES, AND
TREASURERS**

Rule 1. Voting privileges are extended to an International Family Member, Past District Governor, Club President, Secretary, Treasurer, the GMT, GLT, GST, and LCIF Coordinator from a 2-E2 Lions club in attendance at a District 2-E2 Cabinet meeting.

Rule 2. The International Family Member and/or Past District Governor must be a current member of a 2-E2 Lions Club in Good Standing as defined in the District 2-E2 Standing Rules.

Rule 3. The District 2-E2 Club President, Secretary and Treasurer, GMT, GLT, GST, and LCIF Coordinator must have been duly elected or appointed by the District Governor and a current member of a 2-E2 lions club in Good Standing as defined in the District 2-E2 Standing Rules.