

The International Association of Lions Clubs

District 20-Y2 New York and Bermuda

District Constitution and By-Laws



Amended January 24, 2015

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CONSTITUTION

ARTICLE I: NAME

This organization shall be known as District 20-Y2, Lions Club International.

ARTICLE II: OBJECT

The object of this constitution is to provide an administrative structure with which to advance the purposes of Lions Club International and District 20-Y2.

ARTICLE III: MEMBERSHIP

The members of this organization shall be the members of Lions Clubs of District 20-Y2 chartered by Lions Club International.

ARTICLE IV: District Organization

Section 1: Officers and Cabinet. The officers of this district shall be the District Governor, the Immediate Past District Governor, the First Vice District Governor, the Second Vice District Governor, and the Region Chairs, Zone Chairs, Cabinet Secretary-Treasurer (or Cabinet Secretary and Cabinet Treasurer) and such other officers as provided for in the district by-laws and duly appointed by the District Governor. All officers shall be members in good standing of a Lions Club in good standing in the district. The District Cabinet shall consist of all the aforementioned officers and shall be the governing body of the district.

Section 2: ELECTION OF DISTRICT GOVERNOR/FIRST VICE/SECOND VICE DISTRICT GOVERNOR. The District Governor, First and Second Vice District Governor shall be elected at the annual convention of Multiple District 20. The District Governor shall appoint by the time he/she takes office, a Cabinet Secretary-Treasurer, or Cabinet Secretary and Treasurer, Region Chairs (if the position is utilized) and one Zone Chair from each Zone in the district. The District Governor shall also establish committees and appoint committee chairpersons as he/she sees fit to assist in the administration of district affairs.

ARTICLE V: District Convention

Section 1: TIME AND PLACE: An annual convention of the district shall be held each year, to conclude no less than thirty days prior to the convening of the International Convention at a time, place, and date selected by a previous annual convention of the multiple district. 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.

Section 2: CLUB DELEGATES: Each chartered club in good standing at Lions Club International and the district, shall be entitled at each annual convention of its district to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club, as shown by the records of the International office. The major fraction referred to in this section will be five or more members. Each certified delegate shall be entitled to cast one (1) vote for each office to be filled, and one (1) vote on each question submitted to the respective convention. Unless otherwise specified, the affirmative vote of a majority of the delegates voting shall be the act of the convention. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the convention.

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.

ARTICLE VI: Amendments

Section 1: Amendments. This constitution may be amended only at a district convention, by resolution of the Constitution and By-laws Committee adopted by the affirmative vote of two-thirds (2/3) of the votes cast by the proper voting delegates.

Section 2: No amendment shall be reported or voted upon unless each club has been furnished, in writing, no less than thirty (30) days prior to the convening date of the annual convention, with notice that the amendment will be voted upon at said convention.

Section 3: EFFECTIVE DATE: Each amendment shall take effect at the close of the convention at which it was adopted unless otherwise specified in the amendment.

BY-LAWS OF DISTRICT 20-Y2

ARTICLE I: DISTRICT CONVENTION

Section 1: CONVENTION SITE: The district convention will occur at a time and place designated by the District Governor and officers. (For information purposes only, the Fall Conference has been utilized as our District Convention)

Section 2: OFFICERS: The officers of the district cabinet shall be the officers as mentioned in Article VI, Section 1 of the Constitution.

Section 3: SERGEANT-AT-ARMS: A convention sergeant-at-arms and assistant as deemed necessary shall be appointed by the District Governor.

Section 4: CREDENTIALS COMMITTEE: The Credentials Committee of the district convention shall comprise the District Governor, as Chair, the Cabinet Secretary, Treasurer, and non officers appointed by the District Governor. The Credentials Committee shall perform the duties set forth in ROBERT'S RULE OF ORDER.

Section 5: DISTRICT CONVENTION COMMITTEES: The District Governor shall appoint the chair and fill any committee vacancies during the district convention for these committees: Voting and Elections, Nominations, and Rules.

ARTICLE II: MEETINGS

Section 1: DISTRICT CABINET MEETINGS: A regular meeting of the cabinet shall be held in each quarter of the fiscal year, at a time, determined by the District Governor and officers of the cabinet. A thirty (30) day notice of the meeting, setting forth a date, time, and place, shall be given to members by the Cabinet Secretary.

Section 2: SPECIAL MEETINGS: Special meetings of the Executive Committee may be called by the District Governor at his/her discretion. Special meetings may be conducted in person, by phone or by e-mail. The Cabinet Secretary shall provide no fewer than five (5) nor more than twenty (20) days notice by mail, email or fax of special meetings, setting forth the purpose and the date, time, and place as determined by the District Governor.

Section 3: QUORUM: The attendance of two thirds (2/3) of the members of the Executive Committee shall constitute a quorum for any special meeting or regular cabinet meeting.

Section 4: REGIONS AND ZONES: The District Governor shall divide the district into regions of no more than twelve (12) clubs and no fewer than seven (7) Lions Clubs and each such regions, into zones with no more than eight (8) and no fewer than four (4) Lions clubs, giving due regard to the geographical locations of the clubs. All such regions and zones shall be subject to change by the District Governor, when deemed necessary for the best interest of the association.

Section 5: REGIONAL MEETINGS: Meetings of the representatives of all clubs in a region (if position is utilized within a district), should be held during the fiscal year at times and places determined by the Region Chair.

Section 6: ZONE MEETINGS: Meetings of representatives of all the clubs in a zone shall be held during the fiscal year at times and places fixed by the Zone Chair.

ARTICLE III: DISTRICT NOMINATIONS, ELECTIONS, APPOINTMENTS

Section 1: DISTRICT GOVERNOR, FIRST VICE DISTRICT GOVERNOR, SECOND VICE

DISTRICT GOVERNOR: Nominations for District Governor, First and Second Vice District Governor must be filed by March 1st, prior to the Convention date with the State Secretary/ Treasurer. A nomination for District Governor and/or First and Second Vice District Governor may be made from the floor of the convention only with the approval of the nomination committee of the convention, and only when a District reaches a convention without a qualified candidate for District Governor and/or First and Second Vice District Governor who has not previously filed a petition in the Multiple District Office.

Section 2: BALLOT: The election shall be by secret written ballot. When two or more candidates are placed in nomination, the candidate receiving the simple majority of the votes cast shall be elected. If, on the first ballot, no candidate received a majority, the voting will continue until one of the tied candidates is elected.

Section 3: DISTRICT GOVERNOR AND/OR FIRST AND SECOND VICE DISTRICT GOVERNOR: In the event of a vacancy in the office of District Governor and/or First and Second Vice District Governor the same shall be filled in accordance with the provisions of the International Constitution and By-Laws.

Section 4: OTHER VACANCIES: Any vacancy in office except that of District Governor and First and Second Vice District Governor shall be filled by appointment from the District Governor for the unexpired term.

Section 5: REGION/ZONE CHAIRPERSON QUALIFICATION: Each Region Chair (if position is utilized) and Zone Chair shall be an active member in good standing in their respective region or zone; and have served or will be serving at the time of taking office, as president for a full term, and on the club board of directors for no less than two additional years.

Section 6: REGION/ ZONE CHAIRPERSON VACANCY: If any region or zone chair shall cease to be a member of a club or zone, the District Governor shall appoint a successor to the office.

ARTICLE IV: DUTIES OF DISTRICT OFFICERS/CABINET

Section 1: DISTRICT GOVERNOR: Under the direction of Lions International, the District Governors shall represent the association in their district. In addition, they will serve as the chief administrative officer, with supervision over the First and Second Vice District Governor, Region and Zone Chairs, Cabinet Secretary/Treasurer and such other cabinet members as may be provided in accordance with this district constitution and bylaws. Their specific responsibilities shall be to further the purposes of the Lions Club International Association, supervise the organization of new Lions Clubs, and promote the Foundation and all service activities of Lions Club International. They will preside over cabinet and district meetings; endeavor to visit the district clubs within their district either separately or combined with other club meetings, zone meetings or gatherings; submit a current itemized statement of total district receipts and expenditures to their district cabinet meetings; deliver at the termination of their term of office, all district accounts and records to their successor in office; report to Lions Clubs International all known violations of the use of the associations name and emblem; and perform all other functions and acts as shall be required by the International Board of Directors through the District Governor's Manual and the other directives.

Section 2: FIRST AND SECOND VICE DISTRICT GOVERNOR: These positions are subject to the supervision and direction of the District Governor. Their specific responsibilities shall be to further the purposes of the Lions Club International Association, supervise the organization of new Lions Clubs, and promote the Foundation and all service activities of Lions Club International. They will preside

over cabinet and district meetings; endeavor to visit the district clubs within their district either separately or combined with other club meetings, zone meetings or gatherings; submit a current itemized statement of total district receipts and expenditures to their district cabinet meetings; deliver at the termination of their term of office, all district accounts and records to their successor in office; report to Lions Clubs International, all known violations of the use of the Association's name and emblem; and perform all other functions and acts as shall be required by the International Board of Directors.

Section 3: CABINET SECRETARY/TREASURER: Cabinet Secretary/Treasurers shall act under the supervision of the District Governor. Their responsibilities shall be to further the purpose of Lions International. They shall keep an accurate record of the proceedings of all meetings of the cabinet and forward copies to the club secretaries, cabinets members, and LCI; collect and receipt for all per capita taxes levied on members income and expenses required to run the district and clubs in the sub-district; deposit in bank as the District Governor shall determine, and disburse the same, with proper receipt; keep accurate books and records of accounts and minutes of all cabinet meetings; furnish all relevant records to the cabinet and clubs; and perform such other functions and acts as may be required of each by directives of the International Board of Directors. If separate office of the Secretary and Treasurer are adopted, the duties listed are to be attributed to each of the offices according to the nature of duties.

Section 4: REGION CHAIR: Region Chairs (if position is utilized) are subject to the direction of the District Governor, and are the chief administrator officers of their region. Their specific responsibilities should be to further the purpose of Lions International; supervise the activities of the Zone Chair in their region; further the purpose of Lions International; play an active role in forming new clubs and strengthening weak clubs; visit each club in their zone at least once within the term; report findings to the District Governor; encourage clubs to partake in district, state, and international conventions; and any other duties

that will promote Lionism within their Region. If this office for any reason is vacated, the District Governor shall appoint a successor to serve for the unexpired term.

Section 5: ZONE CHAIR: Zone Chairs, subject to the direction of the District Governor, shall be the administrative officers in their zone. Their specific responsibilities shall be to further the purpose of Lions International; play an active role in forming new clubs and strengthen weak clubs; supervise the activities of the zone; visit each club in their zone at least once within the term; report findings to the District Governor; endeavor to have every club within their zone operating under their club constitution; encourage clubs to partake in district, state, and international conventions; and any other duties that will promote Lionism within their Zone. If this office, for any reason, is vacated, the District Governor shall appoint a successor to serve for the unexpired term.

ARTICLE V: DISTRICT COMMITTEES/DUTIES

Section 1: DISTRICT GOVERNOR'S ADVISORY COMMITTEE: In each zone, the zone chair and the presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chair as chairman. At a date, time and place called by the zone chair, this committee shall hold a meeting ninety days after the adjournment of the International Convention, a second meeting the month of November, a third in the month of February, and fourth, ninety(90) days prior to the State Convention. These meetings shall assist the zone chairs in an advisory capacity; procure recommendations affecting the welfare of Lionism and the clubs in the zone.

Section 2: DISTRICT GOVERNOR'S SPECIAL ADVISORY COMMITTEE: The District Governor may appoint an Honorary Committee composed of five PDGs who are members in good standing of clubs within the district. This committee shall meet when and as called upon by the District Governor. It shall act under the

direction of the District Governor. The chair of this committee shall attend meetings of the cabinet when requested by the district cabinet.

ARTICLE VI: DISTRICT ADMINISTRATION FUND

Section 1: DISTRICT DUES: This levy is to provide revenue to defray the administrative and/or educational expense to operate the district. Annual district dues of \$2.00 are levied per District Lion member annually, as per July International membership report. Notice will be sent to district club secretaries and must be paid within 60 days of notice. An individual line item in the budget will be assigned to Education. On the 1st day of July, \$500 will be deposited in this standing line item and will be used for promoting leadership and education within District 20-Y2. Lions may request funds from this line item when necessary, in writing, and voted upon at the Cabinet Meeting by 2/3 vote. At the end of the calendar year, the fund balance will be returned to \$500.00, from the administrative account.

ARTICLE VII: RULES OF PROCEEDURES

Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone, or member club of any group or committee of any one of them shall be determined by ROBERTS RULES OF ORDER, NEWLY REVISED.

ARTICLE VIII: MISCELLANEOUS

Section 1: FINANCIAL OBLIGATIONS: The Cabinet or any member shall not incur any financial obligations in any fiscal year which will create an unbalanced budget or deficit during the fiscal year.

Section 2: COMPENSATION: The First Vice District Governor shall receive \$500 from District Administrative Fund to defray expense during the office of First VDG. Upon expenditures, the receipts will be provided to the Cabinet Treasurer for official record of the expense of the district.

Section 3: FISCAL YEAR: The fiscal year of this district shall be July 1 to June 30th.

Section 4: DISPUTE RESOLUTION: The clubs in the district shall pursue all complaints, disputes or claims according to the terms and conditions of rules or procedures adopted, from time to time by the International Board of Directors.

Section 5: HONORS, AWARDS AND CONTESTANTS: The District Governors may, at their discretion, authorize and establish suitable honors, awards and contests. The costs of such shall be considered administrative expense.

ARTICLE IX: AMENDMENTS

Section 1: AMENDING PROCEDURE: These by-laws may be amended only by a district convention, by resolution reported by the Constitution and By-laws and adopted by a majority of the votes cast.

Section 2: NOTICE: No amendment shall be so reported or voted upon unless the same shall have been furnished in writing/email/fax 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 3: EFFECTIVE DATE: Each amendment shall take effect at the close of the convention at which is adopted, unless otherwise specified in the amendment.

ARTICLE X: EFFECTIVE TIME

This constitution and by-laws shall take effect at the close of the Multiple District Convention at which the same is adopted by a majority of two thirds of the votes cast.

ARTICLE XI: PRECEDENCE

Should any provision of this Constitution and By-Laws contravene or conflict with that of the Multiple District 20 or International Constitutions and By-laws and/or policies of the Association, the latter shall govern.