



# **The International Association of Lions Clubs**

## **CONSTITUTION AND BY-LAWS**

**DISTRICT 306 D 6**

*Fiscal Year 2025-2026*

# Lions Clubs International

## 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.*

**STANDARD DISTRICT CONSTITUTION**

**ARTICLE I – Name** ..... 7

**ARTICLE II – Purposes** ..... 7

**ARTICLE III – Membership /Boundaries of the District** ..... 7

**ARTICLE IV – Emblem, Colors, Slogan and Motto**

SEC. 1 – Emblem ..... 8

SEC. 2 – Use of Name and Emblem ..... 8

SEC. 3 – Colors ..... 8

SEC. 4 – Slogan ..... 8

SEC. 5 – Motto ..... 8

**ARTICLE V – Supremacy** ..... 8

**ARTICLE VI – Officers and District Cabinet**

SEC. 1 – Officers ..... 8

SEC. 2 – District Cabinet ..... 8

SEC. 3 – Election/Appointment of District Cabinet ..... 9

SEC. 4 – Removal ..... 9

**ARTICLE VII – District Convention**

SEC. 1 – Time and Place ..... 9

SEC. 2 – Club Delegate Formula ..... 9

SEC 3 –  
Quorum..... 9

SEC. 4 – Special Convention ..... 9

**ARTICLE VIII – District Dispute Resolution Procedure** ..... 10-12

**ARTICLE IX – Amendments**

SEC. 1 – Amending Procedure ..... 13

SEC. 2 – Automatic Update ..... 13

SEC. 3 – Notice .....  
13

SEC. 4 – Effective Date  
.....13

**BY-LAWS**

**ARTICLE I – Nominations and Endorsement Third Vice President and International Director Nominees**

SEC. 1 – Endorsement Procedure ..... 14

SEC. 2 – Nomination ..... 14

SEC. 3 – Seconding Speech ..... 14

SEC. 4 – Vote ..... 14

SEC. 5 – Certification of Endorsement ..... 14

SEC. 6 – Validity .....	14
-------------------------	----

**ARTICLE II – District Nominations, Elections and Appointments**

SEC. 1 – Nominating Committee .....	15
SEC. 2 – District Governor Election Procedures .....	15
SEC. 3 – First and Second Vice District Governor Election Procedures .....	15
SEC. 4 – Ballot .....	15
SEC. 5 – District Governor Vacancy .....	15
SEC. 6 – First and Second Vice District Governors and Other Vacancies .....	16
SEC. 7 – Region/Zone Chairperson Qualifications .....	17
SEC. 8 – Appointment/Election of Region/Zone Chairperson .....	17
SEC. 9 – Region/Zone Chairperson Vacancy .....	17

**ARTICLE III – Duties of District Officers/Cabinet**

SEC. 1 – District Governor .....	17
SEC. 2 – First Vice District Governor .....	18
SEC. 3 – Second Vice District Governor .....	19
SEC. 4 – Cabinet Secretary – Treasurer .....	20
SEC. 5 – Global Service Team (GST) District Coordinator .....	20
SEC. 6 – Global Membership Team (GMT) District Coordinator .....	21
SEC. 7 – Global Leadership Team (GLT) District Coordinator .....	21
SEC. 8 – Global Extension Team (GET) Coordinator .....	21
SEC. 9 – District Marketing Chairperson .....	22
SEC. 10 – LCIF District Coordinator .....	22
10 (A) <b>LIONS CLUBS INTERNATIONAL FOUNDATION GRANTS</b> .....	22
SEC. 11 – Leo/Leo-Lion Cabinet Liaison.....	23
SEC. 12 – Region Chairperson .....	24
SEC. 13 – Zone Chairperson .....	24
SEC. 14 – District Governor’s Cabinet .....	25
SEC. 15 – Sergeant-at-Arms .....	25
SEC. 16 – <b>DISTRICT PROTOCOL CHAIRPERSON</b> .....	25

**ARTICLE IV – District Committees**

SEC. 1 – District Governor’s Advisory Committee .....	26
SEC. 2 – District Global Action Team .....	26
SEC. 3 – District Governor’s Honorary Committee .....	26
SEC. 4 – District Cabinet Committees .....	26

**ARTICLE V – Meetings**

SEC. 1 – District Cabinet Meetings .....	27
--	----

SEC. 2 – Alternative Meeting Formats .....	27
SEC. 3 – Business Transacted by Mail .....	27
SEC. 4 – Regions and Zones .....	27

**ARTICLE VI – District Convention**

SEC. 1 – Convention Site Selection .....	28
SEC. 2 – Official Call .....	28
SEC. 3 – Site Change .....	28
SEC. 4 – Officers .....	28
SEC. 5 – Sergeant-at-Arms .....	28
SEC. 6 – Official Report .....	28
SEC. 7 – Credentials Committee .....	28
SEC. 8 – Order of Convention Business .....	28
SEC. 9 – District Convention Committees .....	29

**ARTICLE VII – Convention Fund**

SEC. 1 – Convention Fund Tax .....	29
SEC. 2 – Remaining Funds .....	29
SEC. 3 – Fee Collection .....	29

**ARTICLE VIII – District Administration Fund**

SEC. 1 – District Revenue .....	29
SEC. 2 – Remaining Funds .....	30
SEC. 3 - Administrative Experience.....	30
SEC 4 – Expences of District Governor elect.....	30
SEC. 5 – Annual or frequent audit.....	30
SEC. 6 - Multiple convention fund tax.....	30
SEC. 7 – Convention fund balance.....	30
SEC. 8 – Misappropriation of funds.....	30
SEC. 9 – Annual audited accounts.....	33/31

**ARTICLE IX – Miscellaneous**

SEC. 1 – District Governor Expenses – International Convention .....	31
SEC. 2 – Financial Obligations .....	31
SEC. 3 – Cabinet Secretary – Treasurer Bond .....	31
SEC. 4 – Audit or Review of Books .....	31
SEC. 5 – Compensation .....	31
SEC. 6 – Fiscal Year .....	31
SEC. 7 – Rules of Procedure .....	31
SEC 8 –The association of Past District Governors.....	31
SEC 9 – District Leadership Institute.....	31

**ARTICLE X – Amendments**

SEC. 1 – Amending Procedure ..... 32  
SEC. 2 – Automatic Update ..... 32  
SEC. 3 – Notice ..... 32  
SEC. 4 – Effective Date ..... 32

**EXHIBIT A – Rules of Procedure**

District Convention ..... 32-34

**EXHIBIT B – Rules of Procedure**

Special Meeting to Recommend a Lion for Appointment as District Governor ..... 35

**EXHIBIT C – Rules of Procedure**

Special Meeting to Recommend a Lion for Appointment as First or Second Vice  
District Governor ..... 36

**EXHIBIT D – Nominating Committee Checklist**

District Governor Candidate ..... 37

**EXHIBIT E – Nominating Committee Checklist**

First Vice District Governor Candidate ..... 38

**EXHIBIT F – Nominating Committee Checklist**

Second Vice District Governor Candidate ..... 39

**EXHIBIT G – Standard Ballot**

District Governor, First Vice District Governor & Second Vice District Governor ..... 40 - 41

**EXHIBIT H**

Multiple District Financial Procedure..... }  
Sub District Financial Procedure ..... }  
42-48  
Club Financial Procedure..... }

**EXHIBIT I**

District Financial statement..... 49  
- 52

Lions Clubs international Code of Ethics..... 51

**ARTICLE I**

## Name

This organization shall be known as Lions District 306 D 6 hereinafter referred to as “District.”

## ARTICLE II Purposes

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 follows:

- **Sub-District 306 D 6**
- **Colombo City** – Colombo Central Electorate Comprises of the Municipal wards of Fort (Area South of Fort Railway Station and West of Canal), Wekanda, Hunupitiya and Suduwella
- **Colombo City** – Borella Electorate Comprises of the Municipal Wards of Dematagoda, Wanathamulla (Area East of Baseline Road) Borella North (Area East of Baseline Road) and Borella South (Area East of Baseline Road) and Cinnamon Gardens
- **Rest of Colombo District** – Portion North of the Divisional Secretary Division of Kotikawatte – Mulleriyawa South of Colombo – Avissawella Low Level Road Portion of the Divisional Secretary Division of Kaduwela South of Colombo Avissawella Low Level Road and North of the High Level Road Portion of the Divisional Secretary Division of Homagama South of Colombo Avissawella Low Level Road and North of the High Level Road 36 Portion of the Divisional Secretary Division of Hanwella South of Colombo Avissawella Low Level Road. And North of the High Level Road up to Meepe and North of Meepe – Waga – Welikanne – Thummodera – Labugama Road and Railway.
- **Kegalle District** – Ruwanwella, Yatiyanthota, Galigamuwa & Deraniyagala electorates

## ARTICLE IV – Emblem, Colors, Slogan and Motto

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.<sup>1</sup>

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<sup>1</sup> 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.



**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, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the district global membership team coordinator, district global leadership team coordinator, district global service team coordinator, district global extension team coordinator, district marketing chairperson and LCIF district coordinators 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 or the district shall elect 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 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 Governor<sup>2</sup>, First Vice District Governor and Second Vice District Governor, may be removed from office for cause<sup>3</sup> by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

## **ARTICLE VII 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.<sup>4</sup>

**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

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<sup>2</sup> 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.

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

<sup>4</sup> 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.

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.<sup>5</sup> 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.<sup>6</sup> .

*All International and Past International Officers and Past District Governors in this District who are members in good standing of Lions Clubs in good standing shall be delegates to the said Convention and have the right to vote independently of the Club delegate quotas.*

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.

## **ARTICLE VIII District Dispute Resolution Procedure**

**Section 1. DISPUTES SUBJECT TO 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. *Any time limits specified in this procedure may be shortened or extended by the District Governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.*

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<sup>5</sup> 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.

<sup>6</sup> 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".

**Section 2. COMPLAINTS AND FILING FEE:** Any Lions club in good standing within the association (the “complainant”) may file a written request with the District Governor (a complaint) that dispute resolution taken place under this procedure. The complaint must be filed with the District Governor within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district which shall be submitted to the District Governor at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the Multiple District as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the District as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the Multiple District as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the District as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the District, unless established District policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

**Section 3. RESPONSE TO COMPLAINT:** The respondent(s) to the complaint may file a written response to the complaint with the District Governor or, in the event the complaint is directed against the District Governor the Immediate Past District Governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

**Section 4. CONFIDENTIALITY:** Once a complaint has been filed, communications between the complainant (s), respondent(s), District Governor or in the event the complaint is directed against the District Governor, the Immediate Past district Governor, and conciliators should be kept confidential to the extent possible.

**Section 5. SELECTION OF CONCILIATORS:** Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator, who shall be a Past District Governor, who is currently a member in good standing of a club in good standing, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. The selected conciliators

*shall select one (1) neutral conciliator who will serve as chairperson, and who shall be a Past District Governor currently a member in good standing of a club in good standing in the District in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within fifteen (15) days, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the Multiple District in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/ chairperson who shall be a Past International Director and is a member of a club in good standing outside the respective District. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the District in which the dispute arises, then the Past International Director who most recently served on the International Board of Directors from within the District in which the dispute arises or from an adjacent District, whichever is closest in proximity, shall be appointed as conciliator/ chairperson. The time limits in this Section E may not be shortened or extended by the District Governor or the Immediate Past District Governor, the conciliators.*

**Section 6. CONCILIATION MEETING & DECISION OF CONCILIATORS:** *Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the District Governor or in the event the complaint is directed against the District Governor the Immediate Past District Governor, and or to the Legal Division of Lions Clubs International.*

*The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by*

*the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.*

*(Please refer **Chapter 25** of the board policy manual ..... dispute resolution procedure – effective, June 20<sup>th</sup> 2024)*

## **ARTICLE IX 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.

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 Third 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 third 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. **SECONDING 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 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.<sup>7</sup> If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor.

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<sup>7</sup> Refer to the district governor nominating committee checklist (See Exhibit "D").

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 at least thirty (30) days prior to the election, 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.<sup>8</sup> 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.<sup>9</sup>

**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.<sup>10</sup>

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 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 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.

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<sup>8</sup> Refer to first and second vice district governor candidate nominating checklist (See Exhibits "E" and "F").

<sup>9</sup> Recommended ballot form for district governor, first vice district governor and second vice district governor is included herein as Exhibit "G".

<sup>10</sup> See Exhibit "B".

- (iii) With none of the above being accomplished concurrently.

It is encouraged that the first vice district governor fulfill 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.
- (e) District Global Extension term coordinator/District Global Leadership team coordinator/ District Global Membership team coordinator / Global Service team coordinator/ District LCIF coordinator year served.

**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.<sup>11</sup>
- (c) Have not previously served a full term or a major portion thereof as district governor

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<sup>11</sup>A district may change the qualifications to be more or less than what is stated here.



- (d) Zone and region chairpersons may serve no more than three (3) cumulative years in said position.

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 governor's 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 fifteen (15) 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 in (b) are to be attributed to each of the offices 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.

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 officer

**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.

Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

#### 10 (A) LIONS CLUBS INTERNATIONAL FOUNDATION GRANTS

- (a) The District Governor/LCIF District Coordinator and the Grant Administrator (If Appointed) for any particular Grant are liable to circulate the details -of the Grant (amount received, purpose of the Grant etc.) and the service rendered from such Grants, the manner in which the Grants are utilized to all Lions Clubs in the District compulsorily and any individual Lion in the District upon request
- (b) The final report sent by the District Governor/LCIF District Coordinator or Appointed Grant Administrator for the particular project to the LCIF should be tabled at the first Cabinet meeting to be held after the performance of those Grants.
- (c) It is the responsibility of the District Governor to make such reports compulsorily available to all Lions Clubs in the District and to any individual Lion in the District upon request.
- (d) Further, these regulations must apply to all the projects funded by LCIF for the Services and Administration of District and District Trustees.

#### 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.
- (k) Support the district Leo chairperson in organizing Leo clubs and members in areas with no Leo Districts.
- (l) Encourage the formation of a Leo district in areas with the necessary number of clubs and members.

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.

Section 16. **DISTRICT PROTOCOL CHAIRPERSON.**

The District Governor shall appoint annually a knowledgeable Lion to Protocol Chairperson for the District. Under the supervision and the direction of the District Governor, the Protocol Chairperson shall:

A Protocol for the District should be prepared so as not to contradict the Protocol provided by Lions Clubs International and should be circulated, to be followed at the District and the Lions Clubs meetings & the events with the approval of the District Cabinet.

- (a) At all events attended by visiting dignitaries, provide seating charts in keeping with the association's official protocol; insure that spoken introductions are based on the same. Insure that dress requirements are clear for all events.
- (b) Arrange for proper airport (or other arrival) greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to insure its suitability, and provide appropriate amenities (flowers, fruit, etc).
- (c) Arrange for the proper escort of visitors to each function on the schedule.
- (d) Arrange courtesy calls on local government leaders (or regional and/or national leaders if the location suggests this as a possibility), as the visitor's schedule permits.
- (e) Coordinate public relations media exposure such as television, radio and print media, as necessary.
- (f) Coordinate departure from hotel, and transportation to airport (or other departure venue).

#### **ARTICLE IV District Committees**

Section 1. **DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** In each zone, the zone chairperson and the presidents, first vice 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. The club service chairpersons, club marketing chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. 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.

## **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 should be extended to the voting members of the district cabinet as defined in Article VI, Section 2 of this district constitution.

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. **CONVENTION SITE SELECTION.** The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.<sup>12</sup>

Section 2. **OFFICIAL CALL.** The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof. (by-law's **ARTICLE VI** Section 9 "MD 306 Sri Lanka ..... all sub district conventions" shall be held at least 7 days before the MD Convention.)

Section 3. **SITE CHANGE.** The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen 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 thirty (30) days prior to the convening date of the annual convention<sup>13</sup>.

Section 4. **OFFICERS.** The members of the district cabinet shall be the officers of the annual district convention.

Section 5. **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 6. **OFFICIAL REPORT.** Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 7. **CREDENTIALS COMMITTEE.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary or

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<sup>12</sup> 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.

<sup>13</sup> Under extraordinary circumstances, outside the control of the district cabinet, the district may change the facilities where the district convention is set to be held.

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. The non-officers 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 8. **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 9. **DISTRICT CONVENTION COMMITTEES.** The district governor shall appoint the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules of Procedure and International Convention. Each region, if any, shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

## **ARTICLE VII CONVENTION FUND**

Section 1. **CONVENTION FUND TAX.** In lieu of or in addition to a district convention registration fee, an annual district convention fund tax of rupees two hundred (Rs 200/=) may be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semiannual payments as follows: rupees one hundred (Rs 100/=) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and rupees one hundred one hundred (Rs 100/=) per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization, as the case may be.

This tax shall be collected from the clubs by, and be remitted to, the cabinet secretary or cabinet-treasurer (or secretary-treasurer), who shall deposit the monies so collected in a special account in a bank or other depository chosen by the district governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

Section 2. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3. **FEE COLLECTION.** Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

## ARTICLE VIII District Administration Fund

Section 1. **DISTRICT REVENUE.** To provide revenue for approved district projects and to defray the administrative expenses of the district and annual district administrative funds per capita tax of Rupees four thousand (**Rs. 4000/=**) {which includes the **Rs.200/=** for District Convention, **Rs. 400/=** for Multiple District (**Rs. 100/=** for Multiple Convention and **Rs. 200/=** for Multiple District Admiration fund **Rs. 50/=** for Lions Quest Account established by the Multiple districts, **Rs. 50/=** for South Asia Leadership Account established by the multiple District), for District administration **Rs. 1500/=**, for GLT activities **Rs. 400/=**, website up keep **Rs. 100/=** **District Directory Rs 500/= Leo District Rs 200/=, Disaster Relief Fund Rs 200/=, Benevolent Fund Rs 500/=}** is hereby levied upon each member of each club in the district and shall be collected and paid in advance by each Club in two (2) semi annual payments as follows. Rupees one hundred (**Rs. 1,850/=**) per club member on September tenth of each year to cover the semi-annual period July 1<sup>st</sup> to December 31<sup>st</sup> ; and Rupees one hundred (**Rs.1,850/=**) per club member on March tenth of each year to cover the semi annual period ,January 1<sup>st</sup> to June 30<sup>th</sup> with billings of same to be based upon the roster of each club as of the first days of July and January ,respectively .Said tax shall be paid to the cabinet treasurer by each club in the district except newly chartered and re- organized clubs, which shall collect and pay said per capita tax on a pro-rata basis from the first day of the second month following the date of their organization or re- organization ,as the case may be. Said per capita tax shall be disbursed only for administrative expenses of the district and only upon approval by the District Governor's cabinet. Disbarment there from shall be by cheques drawn and singed by the cabinet treasurer and countersigned by the District Governor.

Section 2. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund and become available for future district administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3. **ADMINISTRATIVE EXPENCES** of the District and only upon Approval by the District Governor's Cabinet. Disbursement therefrom shall be by cheques drawn and signed by the Cabinet Treasurer and counter signed by the District Governor,provided that the District Governor May authorize an officer of the District to countersign on cheques if the District Governor is unable to do so due to illness or such other cause.

An entrance fee of as may be determined by the resolution adopted at an Annual Convention of the District may be levied from all new members of all Clubs in the District and such fees shall be collected by such Club and paid to the Cabinet Treasure,

Section 4. The District Governor's cabinet shall provide for an **ANNUAL OR FREQUENT AUDIT** of the books and accounts of the Cabinet Treasurer, and such other officer's appointed by the District Governor during his/her term of office, and a staement of financial condition of the District shall be sent to Lions Clubs International and each Club in the District, at the close of the fiscal year by the cabinet then in office and an audited statement of accounts shall be presented at the Annual District Convention immediately following and as provided in the section 6 below.

Section 5. **Misappropriation of Funds** In the event that a Lion, Past District Officer, or District Officer is accused of misappropriation of funds related to a Club or the District, the District Governor shall initiate a preliminary investigation within two weeks of receiving a written complaint supported by prima facie evidence. This investigation shall be conducted by an independent investigator appointed by the District's Board of Trustees.

The investigator is required to submit a detailed report to the Board of Trustees within two weeks of receiving the assignment. Should the report establish a prima facie case against the individual(s) under investigation, the District Governor shall suspend, or the individual(s) shall automatically be suspended from holding any office within the District. Such suspension shall remain in effect until the individual's innocence is determined by an independent panel of 5 Past District Governors appointed by the Board of Trustees.

Section 6. **Annual Audited Accounts** The audited accounts of District 306D6 for any fiscal year shall be submitted to the District Cabinet of the following year within six months of the conclusion of that fiscal year. It

shall be the responsibility of the District Governor and the Cabinet Treasurer of the respective year to ensure this submission.

Failure to submit the audited accounts at the District Convention, or rejection of the audited accounts at the District Convention, shall be deemed a breach of trust by the responsible District Officers. Consequently, such officers shall be disqualified from holding any office or position within the District or in Multiple District until the identified faults are rectified and the accounts are duly approved at a subsequent District Convention.

This provision shall apply regardless of whether the non-approval pertains to the District in question or to any other district within the Multiple District and any successors or predecessors of any district of the Multiple District, and shall extend to include retrospective effect.

## **ARTICLE IX Miscellaneous**

Section 1. **DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION.** Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

Section 2. **FINANCIAL OBLIGATIONS.** The district governor and his/her cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

Section 3. **CABINET SECRETARY-TREASURER BOND.** The cabinet secretary-treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the 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 secretary and cabinet treasurer (or secretary or treasurer).

Section 5. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary cabinet treasurer (or secretary treasurer) whose compensation, if any, shall be fixed by the district cabinet.

Section 6. **FISCAL YEAR.** The fiscal year of this district shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

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 any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

### **Section: 8. The Association of Past District Governors**

(I) There shall be an Association called the Association of Past District Governors of District 306 D 6 ,composed of all past district governors who are members in good standing clubs in good standing in the said district. The association shall meet at regular intervals and act as an advisory body to the district governor as and when required, at his discretion.

(II) The officers of the said association shall be a President, Secretary and A treasurer who shall hold such office only for a term of one (1) year and shall be elected annually from among the members of the said association in accordance with the seniority of any such member

#### Section : 9 . **District Leadership Institute**

There shall be a body called the district leadership institute comprised of the members of the association of past district governors to assist the district governor and the Global Leadership District Coordinator (GLT) to

- (a) Conduct schools/workshops/seminars for Lions /Leos in the said district
- (b) Conduct any other training programs for Lions/Leos in the said district. The association shall appoint the Chairperson and Co-Chairperson of the institute and their term of office shall be for one year and extendable if considered necessary

### **ARTICLE X Amendments**

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

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 furnished in writing 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.



## EXHIBIT A

### SAMPLE RULES OF PROCEDURE

*These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.*<sup>14</sup>

#### DISTRICT \_\_\_\_ CONVENTION

**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(s) of \_\_\_\_ between the hours of \_\_\_\_ and \_\_\_\_.
- (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) 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.

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<sup>14</sup> These are the minimum requirements. The district may add additional rules so long as they are not in conflict with mandatory rules.

## **Rule 5.**

### **Replacement of delegates and alternate delegates.**

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must 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 \_\_\_\_\_ 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.
- (b) To secure a ballot card, the delegate shall present his/her credential certificate to 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.

## EXHIBIT B

### RULES OF PROCEDURE 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, 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 club endorsed Lion for appointment by the International Board of Directors.

**Rule 2.** Written invitations to this meeting shall be sent not less than fifteen (15) days in advance of the meeting. 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.

**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.

## EXHIBIT C

### RULES OF PROCEDURE 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 as defined in Article II, Section 6 of these By-laws 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 endorsed 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 his/her 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, 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.

**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 first or second vice 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.

**EXHIBIT D**

**Nominating Committee Checklist  
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 his/her single or sub-district.
- Candidate 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:

- Club President: \_\_\_\_\_ Year Served \_\_\_\_\_
- Club Board of Directors \_\_\_\_\_ Two (2) Years Served \_\_\_\_\_
- District Cabinet (check one)
  - Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_
  - Cabinet Secretary and/or Treasurer \_\_\_\_\_ Year Served \_\_\_\_\_
- One (1) additional year as a member of district cabinet  
Position held: \_\_\_\_\_ Year Served \_\_\_\_\_
- With none of the above being accomplished concurrently.

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification 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 District Governor in accordance with the International By-Laws, Article IX, Section 4.

\_\_\_\_\_  
Nominating Committee Chairperson \_\_\_\_\_ Date

\_\_\_\_\_  
Nominating Committee Member \_\_\_\_\_ Date

**EXHIBIT E**

**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'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 his/her single or sub-district.
- Candidate 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.
- Has not completed a full term, or majority portion thereof, as district governor

\*This amendment shall take effect on July 1, 2022

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 Served \_\_\_\_\_
- District Cabinet (check one)
  - Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_
  - Cabinet Secretary and/or Treasurer) \_\_\_\_\_ Year Served \_\_\_\_\_
- With none of the above being accomplished concurrently.

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification 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 Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

\_\_\_\_\_  
Nominating Committee Chairperson \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Nominating Committee Member \_\_\_\_\_ Date \_\_\_\_\_

**EXHIBIT F**

**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 his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Club President: \_\_\_\_\_ Year Served \_\_\_\_\_
- Club Board of Directors \_\_\_\_\_ Two (2) Years Served \_\_\_\_\_
- District Cabinet (check one)
  - Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_
  - Cabinet Secretary and/or Treasurer \_\_\_\_\_ Year Served \_\_\_\_\_
- With none of the above being accomplished concurrently.
- Has not completed a full term, or majority portion thereof, as district governor

(b) As zone chairperson, region chairperson, district global extension team coordinator, district global leadership team coordinator, district global membership team coordinator, district global service team coordinator, district LCIF coordinator, or cabinet secretary 37 and/or treasurer for a full term or major portion thereof. (*International Constitution by-laws revised June 25<sup>th</sup> 2024*)

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification 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 \_\_\_\_\_



**EXHIBIT G**

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

**Sample 1: Ballot where there are two candidates.**

Instructions: Clearly indicate your vote by placing an appropriate symbol<sup>15</sup> in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

**Sample 2: Ballot where there is only one candidate.**

Instructions: Clearly indicate your vote by placing an appropriate symbol<sup>16</sup> in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

**Sample #3: 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):

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	4
	Candidate B	2

<sup>15</sup> Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters.

<sup>16</sup> Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in an vacancy.

	Candidate C	1
	Candidate D	3

**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).

## EXHIBIT H

# 1. Financial Procedure of the District

## 1.1 *Finance & Audit Committees:*

A Finance & Audit Committees shall be established at the first Cabinet Meeting of each lionistic year with the following composition.

- a. A Past Council Chairperson/Past District Governor as the Chairperson
- b. District Governor
- c. Immediate Past District Governor
- d. 1<sup>st</sup> Vice District Governor
- e. 2<sup>nd</sup> Vice District Governor
- f. Immediate Past Cab. Treasurer,
- g. Cabinet Secretary as the Secretary
- h. Cabinet Treasurer
- i. One past District Governor and Two non-Cabinet Officers nominated by the District Governor, most preferably with full professional qualifications from any recognized Accounting and Financial Institutions.
- j. Past International President / International Director/ Past International Director/ Past Board appointee as an advisor. (all should be members of clubs within the District)

1.1.1 a. Decisions of the Finance & Audit committees are only recommendations to the District Cabinet.

## 1.2 *Duties of the Finance & Audit Committees.*

- a. Scrutinize all receipts and confirm their accuracy and relevancy
- b. Scrutinize all payments and confirm their relevancy.
- c. Scrutinize the quarterly accounts a before submitting the same to District Cabinet
- d. Confirm whether all transactions conform to the District, Multiple & International Constitution & Bylaws and Board policies.
- e. Submit report of the Finance & Audit Committees at every quarterly meeting.

## 1.3 *Loans and Bank Overdrafts :*

- a. District shall not obtain any loan or an overdraft.

#### 1.4 *Accounts:*

- a. There shall not be a deficit in any account at the end of the year.
- b. All receivable and the payables shall be settled at the time of finalizing accounts. However if there is any outstanding receivable or payable [Other than District and International dues] at that time, a written personal guarantee should be obtained from the District
- c. Governor, that He /She will settle the same within three months from the date of the end of the financial year. Separate bank accounts should be maintained for all designated grants and donations& projects. Any transfers between accounts shall not be done. Excess funds when available in any account shall be deposited in fixed deposits in commercial banks supervised by the Central Bank. Treasury Bills or any other instruments approved by the Central Bank. The District Cabinet shall approve all including the name of the Institution at which the investments are made, the period of the investment and the interest payable of such investments
- d. Fixed deposits should be uplifted only with the approval of the Dist. Cabinet and with recommendation of the Finance Committee.
- e. Draft accounts of the District including accounts of designated projects / Trusts operated under District should be submitted to Finance Committee within three months after the year end before submission of same to auditors within six months. g. If any club, Trust or similar entity carries out any project using the Name “Lions” or Lions emblem, audited accounts of such projects should be submitted to the Finance Committee. Finance Committee in turn should inform the District Cabinet Financial implications of the project to the District both favorable and adverse.

#### 1.5 *Donations :*

- a. All foreign donations obtained even personally for the cause of Lionism or from a foreign Lions club / Lions related organization should be deposited in a Lions Club /District or Multiple bank accounts. Depositing such funds in a personal bank account is prohibited. However if such funds have been sent to personal name or to a personal account such amounts should be transferred to club/District or multiple bank account immediately after realization and inform the Cabinet Treasurer of the District and inform the treasurer of the Club. All clubs in the District shall provide the annual accounts of foreign funds received with expenditure to the District Cabinet Treasurer and the treasurer then submit the same to the Finance Committee.

#### 1.6 *General:*

- a. District Treasurer shall be the Treasurer for all the projects operates under the District.
- b. Chairman, Finance & Audit committees should be given an opportunity at the business session of the District convention to present his/her report. Such report shall be presented prior to Cabinet treasurer’s report.
- c. Whenever a dispute arise with regard to violation of above financial disciplines, nature of actions to be taken, will be decided by a committee comprising of two members from any PIP, ID, PID’s ,Past Board appointees, Past Council

Chairpersons and Past District Governors of the District, one of them as the Chairman of the Committee, and the Chairman of the Finance Committee as a member appointed by the District Governor with the approval of the District Cabinet.

- e. Audited Accounts of all Trusts operate in the District should be submitted to the Cabinet Meetings and the District Convention.

## 2. Financial Procedure Manual for the Lions Clubs:

### 2.1 *Controlling of all Financial Matters of the Club:*

- a. All decisions related to Financial matters should be taken at the Board of Directors meetings by the decision of majority of the board members present at the meeting [subject to quorum]. However such decisions should comply with the requirements of the Standard Club constitution, District, Multiple, International Constitution, International Board Policies and decisions made by the Multiple Council and the District cabinet.
- b. Board of Directors of clubs shall not take any decisions against the levies imposed by the Multiple District or the Governing District. All members of the clubs should abide by the decisions made by the Board of Directors. If any member does not agree with such decisions he may express his concerns to the Board of Directors for their consideration.
- c. Board of Directors should not take decisions to transfer funds in the activity accounts to administration accounts.

### 2.2 *Donations:*

- a. Any sponsorship, donation received by a member for the cause of Lionism irrespective from where he received such funds shall be deposited in the club project account or any designated account and the same shall be used with the approval of Board of Directors. Under no circumstances members shall deposit such funds in their personal bank accounts. However if the remittances have been in his/her personal name he /she can deposit in a personal account and transfer the same to the Club account immediately after the realization and inform the treasurer of the Club.
- b. Club members shall not be allowed to do fund raisers without the approval of the Board of Directors. Even if He /She obtain the approval of the Board of Directors, all revenue should be deposited in a designated club account and the all expenditure will be made only with the approval of the Board of Directors.

### 2.3 *Deposits, Loans and Bank overdrafts*

- a. Lions clubs shall not be allowed to take either loans or overdrafts.
- b. With the consent of the Board of Directors excess funds can be deposited in term/fixed deposit accounts. However if such funds are from project funds interest earned should be credited to project accounts and should not be used to pay membership dues.
- c. Fixed deposits should be uplifted or re deposited only with the approval of Board of Directors

### 2.4 *Club Accounts*

- a. Every club must prepare annual accounts and submit the same for the approval of the Board of Directors at least within three months after the Lionistic year.
- b. All clubs in the District shall provide the annual accounts of foreign funds received with expenditure to the District Cabinet Treasurer.
- c. If any club, Trust or similar entity carry out any project using the Name "Lions" or Lions emblem, audited accounts of such projects should be submitted to the Finance Committee. Finance Committee in turn should inform the District Cabinet Financial implications of the project to the District both favorable and adverse.
- d. Whenever a dispute arise with regard to violation of above financial disciplines, nature of actions to be taken, will be decided by a committee appointed by the District Governor in office with at least two past Governors, and their decision will be the final.

**FINANCIAL STATEMENTS – (Have to prepare the format  
in Excel) A Formal Financial Statement)**

**Sample Statements of Financial Position as at 30th June .....**

Assets	Notes	20..	20..
<b>Non-Current Assets (Net)</b>			
Land & Buildings	1	xxxxx	xxxxx
Equipment	1	xxxxx	xxxxx
Office Equipment	1	xxxxx	xxxxx
Others	1	xxxxx	xxxxx
Total Property Plant & Equipment		<b>xxxxx</b>	<b>xxxxx</b>
<b>Investment</b>			
Fixed Deposits	2	Xxxx	Xxxx
Other Investments		Xxxx	Xxxx
<b>Current Assets</b>			
Inventories	3	Xxxx	Xxxx
Accounts Receivable	4	Xxxx	Xxxx
Interest Income receivable	5	Xxxx	Xxxx
Prepaid Expenses	6	Xxxx	Xxxx
Cash & Cash Equivalents	7	<u>Xxxx</u>	Xxxx
Total Current Assets		<b>Xxxxx</b>	<b>Xxxxx</b>
<b>Total Assets</b>		<b>Xxxxx</b>	<b>Xxxxx</b>
<b>Accumulated Fund &amp; Liabilities</b>		Xxxx	Xxxx
Accumulated fund as at 01.07.....		Xxxx	Xxxx
Surplus / (Deficit) for the year		<u>Xxxx</u>	<u>Xxxx</u>
Accumulated fund as at 30.06.....		<b>Xxxxx</b>	<b>Xxxxx</b>
<b>Non Current Liabilities</b>			
Loans (Payable after one year)		Xxxx	Xxxx
<b>Current Liabilities</b>			
Bank Over Drafts			
<b>Creditors / Payables</b>	8	Xxxx	
Total Current Liabilities		Xxxx	
<b>Total Liabilities</b>		<b>Xxxx</b>	<b>Xxxx</b>

1. This format can be used for the balance sheets of administration, Convention and Cabinet Officers Account, Lions Ladies account and any other.

2. If there is an amount which represent more than one item supporting schedule should be provided under notes.

Property Plant & Equipment as Cost	Note 1	2020	Add / (Disposal)	2021
Land & Buildings		XXXX	XXXX	XXXX
Equipment		XXXX	XXXX	XXXX
Office Equipment		XXXX	XXXX	XXXX
Others		<u>XXXX</u>	<u>XXXX</u>	<u>XXXX</u>
<b>TOTAL PROPERTY PLANT &amp; EQUIPMENT</b>		<u>XXXX</u>	<u>XXXX</u>	<u>XXXX</u>
Depreciation	Note 1	2020	Add / (Disposal)	2021
Land & Buildings		XXXX	XXXX	XXXX
Equipment		XXXX	XXXX	XXXX
Office Equipment		XXXX	XXXX	XXXX
Others		<u>XXXX</u>	<u>XXXX</u>	<u>XXXX</u>
<b>Total</b>		<u>XXXX</u>	<u>XXXX</u>	<u>XXXX</u>
Receivables	Note 4	Curre Year	Over One Year	
District Dues				
Club A		xxx	xxx	
Club B		xxx	xxx	
Club C		xxx	xxx	
Club D		xxx	xxx	
District Admission Fee				
Club A		xxx	xxx	
Club B		xxx	xxx	
Club C		xxx	xxx	
Club D		xxx	xxx	
Other Receivable				
Donations		xxx	xxx	
Contributions		xxx	xxx	
Others		xxx	xxx	
<b>TOTAL</b>		<u>xxx</u>	<u>xxx</u>	
Cash & Cash Equalants	Note 7	2021	2020	
Current Accounts				
Account No. 01		xxx	xxx	
Account No. 02		xxx	xxx	
Account No. 03		xxx	xxx	
Account No. 04		xxx	xxx	
Deposit Accounts				
Deposit Account/ Certificate No. 1		xxx	xxx	
Deposit Account/Certificate No. 2		xxx	xxx	
<b>TOTAL</b>		<u>xxx</u>	<u>xxx</u>	



Creditors/Accounts Payable	Note 8	Current Year	Over One Year	Total
		xxx	xxx	xxx
		xxx	xxx	xxx
		<u>xxx</u>	<u>xxx</u>	<u>xxx</u>
<b>TOTAL</b>		<b><u>xxx</u></b>	<b><u>xxx</u></b>	<b><u>xxx</u></b>

**Administration Income Statement For the year ended 30th June.....**

Income		2021	2020
District Dues		xxx	xxx
District Entrance Fee		xxx	xxx
Donation from LCIF		xxx	xxx
Donation from other Foreign Agencies		xxx	xxx
Local Donations (Details if more than one)		xxx	xxx
Contributions by Lions		xxx	xxx
Contributions to LCIF		xxx	xxx
Any other receipts		<u>xxx</u>	<u>xxx</u>
Bank Interest		<u>xxx</u>	<u>xxx</u>
<b>TOTAL INCOME</b>			
Expenditure			
Workshops		xxx	xxx
Mid-Course correction Workshop		xxx	xxx
Multiple Levy		xxx	xxx
Convention Levy		xxx	xxx
Administration expenses		xxx	xxx
Printing of District Directory		xxx	xxx
Postage		xxx	xxx
Other Printing/Photocopy charges		xxx	xxx
Bank Interest		xxx	xxx
Refund to LCIF		xxx	xxx
Audit Fees		xxx	xxx
Donation for LEO Clubs		xxx	xxx
Depreciation	Note 1	xxx	xxx
International President's visit		xxx	xxx
<b>TOTAL EXPENDITURE</b>		<b><u>xxx</u></b>	<b><u>xxx</u></b>
Surplus/Deficit for the year		<b>xxx</b>	<b>xxx</b>
Tax for the year		<u>xxx</u>	<u>xxx</u>
<b>SURPLUS/DEFICIT FOR THE YEAR AFTER TAX</b>		<b><u>xxx</u></b>	<b><u>xxx</u></b>

Convention Income Statement for the year ended 30th June .....

<b>Income</b>		2021	2020
Registration fees		xxx	xxx
Banquet Ticket Sales		xxx	xxx
Donations		xxx	xxx
Convention Levy		xxx	xxx
Sponsorships for Souvenir		xxx	xxx
Sponsorships in kind (must equal to exp.)		xxx	xxx
Other Sponsorships		xxx	xxx
Any other Income		xxx	xxx
<b>TOTAL INCOME</b>		<b>xxx</b>	<b>xxx</b>
<b>Expenditure</b>			
Banquet exp.		xxx	xxx
Flower Decoration		xxx	xxx
Back drop/Lighting etc.,		xxx	xxx
Camera & Video		xxx	xxx
Dancing troupes		xxx	xxx
Traditional Drummers		xxx	xxx
Hall Charges		xxx	xxx
Refreshments for Ceremonial Session		xxx	xxx
Compere, Models		xxx	xxx
Bank charges		xxx	xxx
Printing, Stationery & Postage		xxx	xxx
Video Presentations		xxx	xxx
Miscellaneous and other expenses		xxx	xxx
<b>TOTAL EXPENDITURE</b>		<b><u>xxx</u></b>	<b><u>xxx</u></b>
<b>Surplus / Deficit for the year</b>		<b><u>xxx</u></b>	<b><u>xxx</u></b>

1. Similar Income Statements should be prepared for Cabinet Officers Fund, Lion Ladies account and all designated District projects and events.

2. Depending on the nature of Income and Expenditure you are required to add such accounts

# Lions Clubs International

## CODE OF ETHICS

TO SHOW *my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.*

TO SEEK *success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable action on my part.*

TO REMEMBER *that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

WHENEVER *a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

TO HOLD *friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.*

ALWAYS *to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.*

TO AID *others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

TO BE CAREFUL *with my criticism and liberal with my praise; to build up and not destroy.*

Papered by PCC Lion Anura Wickramanayake MJF MAF AAL

26<sup>th</sup> October 2024 (with stand district constitution revised June 20<sup>th</sup> 2024)