



Lions Clubs International

District A-16

Constitution and By-Laws

Effective May 1, 2022

Updated May 7, 2022

District A - 16 Constitution and By-Laws

Updated May 7, 2022

INDEX CONSTITUTION

	Page
Article I - <u>Name</u>	
▪ Section 1 Entity	7
▪ Section 2 Gender Rule	7
Article II - <u>Purposes</u>	
▪ Section 1 Purposes	7
Article III - <u>Membership</u>	
▪ Section 1 Requirement	8
▪ Section 2 District Boundaries	8
Article IV - <u>Emblem, Colours, Slogan and Motto</u>	
▪ Section 1 Emblem	8
▪ Section 2 Use of Name and Emblem	8
▪ Section 3 Colours	8
▪ Section 4 Slogan	8
▪ Section 5 Motto	8
Article V - <u>Supremacy</u>	9
Article VI - <u>District Organization</u>	
▪ Section 1 Cabinet and Officers	9
▪ Section 2 Election/Appointment of District Cabinet	10
▪ Section 3 Removal of Members of Cabinet	10
Article VII- <u>District Convention</u>	
▪ Section 1 Time and Place	10
▪ Section 2 Club Delegate Formula	11
▪ Section 3 Quorum	11
▪ Section 4 Special Convention	12
Article VIII- <u>District Dispute Resolution Procedure</u>	12
Article IX - <u>Constitutional Amendments</u>	
▪ Section 1 Approval of Amendments	12
▪ Section 2 Automatic Updating	12
▪ Section 3 Proposed Amendments	12
▪ Section 4 Notification of Proposed Amendment	13
▪ Section 5 Effectiveness	13

District A - 16 Constitution and By-Laws

Updated May 7, 2022

INDEX **BY-LAWS**

	Page
By-Law I <u>District Nominations, Elections and Appointments</u>	
▪ Section 1 Nominating Committee Membership	13
▪ Section 2 Elections Committee Membership	13
▪ Section 3 Eligibility for District Governor Candidacy	14
▪ Section 4 Eligibility for First Vice District Governor Candidacy	14
▪ Section 5 Eligibility for Second Vice District Governor Candidacy	14
▪ Section 6 Eligibility for Region Chairperson Candidacy	15
▪ Section 7 Eligibility for Zone Chairperson Candidacy	16
▪ Section 8 Method of Election	16
▪ Section 9 Region/Zone Chairperson Qualifications	16
▪ Section 10 Appointment/Election of Region/Zone Chairpersons	17
▪ Section 11 Eligibility for Cabinet Secretary Candidacy	17
▪ Section 12 Eligibility for Cabinet Treasurer Candidacy	17
▪ Section 13 Vacancy of District Officers – Procedure for Appointment	18
By-Law II <u>Duties & Responsibilities of District Officers, Coordinators and Cabinet</u>	
OFFICERS	
▪ Section 1 District Governor	18
▪ Section 2 Immediate Past District Governor	19
▪ Section 3 First Vice District Governor	20
▪ Section 4 Second Vice District Governor	21
▪ Section 5 Cabinet Secretary	22
▪ Section 6 Cabinet Treasurer	22
▪ Section 7 Region Chairperson	23
▪ Section 8 Zone Chairperson	24
COORDINATORS	
▪ Section 9 Global Service Team (GST) District Coordinator	25
▪ Section 10 Global Membership Team (GMT) District Coordinator	26
▪ Section 11 Global Leadership Team (GLT) District Coordinator	26
▪ Section 12 LCIF District Coordinator	27
CABINET	
▪ Section 13 District Governor's Cabinet	28
By-Law III <u>District Committees</u>	
▪ Section 1 District Governor's Advisory Committee	28
▪ Section 2 District Global Action Team	29
▪ Section 3 District Governor's Honourary Committee	29
▪ Section 4 District Cabinet Committees	29

District A - 16 Constitution and By-Laws

Updated May 7, 2022

	Page
By-Law IV <u>Meetings</u>	
▪ Section 1 District Cabinet Meetings	30
▪ Section 2 Regions and Zones	30
▪ Section 3 District Meetings	31
By-Law V <u>District Financial Accounts</u>	
▪ Section 1 Dues	31
District Administration Account	
▪ Section 1 District Signing Authorities	31
▪ Section 2 Surety Bond	32
▪ Section 3 Accounts Payment	32
▪ Section 4 Compensation	32
▪ Section 5 Fiscal Constraint	32
▪ Section 6 Cabinet Meal Costs	32
▪ Section 7 Club Extension	32
▪ Section 8 Trust Funds	32
▪ Section 9 Financial Statement	32
▪ Section 10 Audit or Review of Books Requirements	33
▪ Section 11 District Administrative Per Capita Assessment	33
District Reserve Account	
▪ Section 1 Requirement	33
▪ Section 2 Purpose	33
▪ Section 3 Administration	34
▪ Section 4 Terms of Reference	34
▪ Section 5 District Reserve Per Capita Assessment	34
Audits	
▪ Section 1 Audit Committee	34
▪ Section 2 Duties of the Audit Committee	35
By-Law VI <u>Fiscal Year</u>	35
By-Law VII <u>District Convention</u>	
▪ Section 1 Convention Site Selection	35
▪ Section 2 Official Call	36
▪ Section 3 Site Change	36
▪ Section 4 Officers	36
▪ Section 5 Sergeant-at-Arms	36
▪ Section 6 Official Report	36
▪ Section 7 Credentials Committee	36
▪ Section 8 Order of Convention Business	37

District A - 16 Constitution and By-Laws

Updated May 7, 2022

	Page
▪ Section 9 Purpose	37
▪ Section 10 District Convention Committee	37
▪ Section 11 Host Club Convention Committee	37
▪ Section 12 Changes in Future Convention Schedule	37
▪ Section 13 Terms of Reference	38
By-Law VIII <u>Nomination & Endorsement for International Positions</u>	
▪ Sections 1 through 6	38
By-Law IX <u>Amendments</u>	
▪ Section 1 Approval of Amendment	39
▪ Section 2 Proposed Amendments	39
▪ Section 3 Notification of Proposed Amendment	39
▪ Section 4 Effectiveness	39
By-Law X <u>Miscellaneous</u>	
▪ Section 1 Candidate Nights	39
▪ Section 2 Club Charter Anniversaries' Promotions	40
▪ Section 3 Advice to New Officers	40
▪ Section 4 Caucus Meetings	40
▪ Section 5 Campaigning for District Office	40
▪ Section 6 Solicitation of Funds	40

District A - 16 Constitution and By-Laws

Updated May 7, 2022

INDEX APPENDIX

APPENDIX A - <u>Convention Terms of Reference</u>	Page
▪ Section 1 Name	41
▪ Section 2 Convention Registration Forms	41
▪ Section 3 Parade	
A. Time	41
B. Parade Notification	41
C. Parade Entries	41
▪ Section 4 Responsibilities of Host Club Convention Committee	
A. Parade	42
B. Overnight Accommodation	42
C. Facility Requirements	42
D. Hospitality	42
E. Convention Budget	43
F. Registration Cost	43
G. Guests of Host Club	43
H. Convention Arrangements	43
I. Business Meeting Requirements	43
J. Memorial Service	43
K. Sunday Luncheon	43
L. List of Convention Registrants	43
M. Extra-Curricular Activities	44
N. Final Convention Financial Report	44
▪ Section 5 Responsibilities of District Convention Committee	
A. Convention Arrangements	44
B. Convention Draw	44
▪ Section 6 Responsibilities of Elections Committee	45
▪ Section 7 Summary of District A-16 Convention	45

District A - 16 Constitution and By-Laws

Updated May 7, 2022

INDEX EXHIBITS

EXHIBIT A – <u>RULES OF PROCEDURE</u>	Page
Special Meeting to Recommend a Lion or Lioness Lion for Appointment as District A-16 Governor	46
Summary of Rules	47
EXHIBIT B – <u>RULES OF PROCEDURE</u>	
Special Meeting to Recommend a Lion or Lioness Lion for Appointment as 1 st or 2 nd Vice District Governor	48
EXHIBIT C – <u>NOMINATING COMMITTEE CHECK LIST</u>	
District Governor Candidate	49
EXHIBIT D – <u>NOMINATING COMMITTEE CHECK LIST</u>	
1 st Vice District Governor Candidate	50
EXHIBIT E – <u>NOMINATING COMMITTEE CHECK LIST</u>	
2 nd Vice District Governor Candidate	51
EXHIBIT F – <u>STANDARD BALLOT</u>	
▪ Sample 1 - Ballot where there are two candidates	52
▪ Sample 2 - Ballot where there is only one candidate	52
▪ Sample 3 - Ballot where there are three or more candidates	52
Rules for Preferential Voting	53

District A - 16 Constitution and By-Laws

Updated May 7, 2022

CONSTITUTION

Article I

Name

Section 1

Entity

This organization shall be known as
LIONS CLUBS INTERNATIONAL DISTRICT A-16
hereinafter referred to as “District”.

Section 2

Identification Rules

Whenever the terms club & clubs (may be capitalized) are stated without further qualification, they refer to chartered Lions and Lioness Lions clubs within District A-16. Whenever the terms member & members (may be capitalized) are stated without further qualification, they refer to Lion and Lioness Lion members in chartered clubs within District A-16.

Article II

Purposes

Section 1

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 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 endeavours.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Article III **Membership**

Section 1

Requirement

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

Section 2

District Boundaries

It covers an area north of the border of Toronto, west to Highway 400, up to Lake Simcoe, from there to Haliburton, over to just west of Peterborough, south to Oshawa & along Lake Ontario to the eastern border of Toronto

Refer to the district map in the current District A-16 Directory.

Article IV **Emblem, Colours, 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

Colours

The colours 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.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

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 **District Organization**

Section 1 **Cabinet and Officers**

District A-16 shall have a District Cabinet composed of the Officers of the District, the District Coordinators and the District Committee Chairpersons.

The Officers of the District shall be the Voting Officers of the District A-16 Cabinet, and the District Coordinators & Committee Chairpersons shall be Non-voting Members of the District A-16 Cabinet.

The Officers of the District shall be the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (when the position is utilized during the District Governor's term), the Zone Chairpersons, the Cabinet Secretary and the Cabinet Treasurer (or Cabinet Secretary-Treasurer).

The District Chairpersons and District GST, GMT & GLT Coordinators shall be appointed by the District Governor.

Each member of the District A-16 Cabinet, whether a Voting Officer or a Non-voting Member, shall be a member in good standing of a Lions or Lioness Lions Club in good standing in the District.¹

¹ Should District A-16 add additional Cabinet members, it may do so through amendment of this section.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 2

Election/Appointment of District Cabinet

- (a) The District Governor, First & Second Vice District Governors, Region Chairpersons (when the position is to be utilized during the District Governor's term) and Zone Chairpersons shall be elected at the Annual District A-16 Convention.
- (b) The District Governor shall appoint, by the time he/she takes office, the Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary-Treasurer), the District GST, GMT & GLT Coordinators and the District Committee Chairpersons.
- (c) If any Zone Chairperson or Region Chairperson is not elected or declared elected, the District Governor, by the time he/she takes office, shall appoint as required, 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.
- (d) Candidate(s) for position of District Governor shall announce at the time of filing his/her Nomination Form with the Nominating Committee, his/her intentions with regards to utilizing, during his/her term as District Governor, the office of Region Chairperson in the District A-16 Cabinet.

Section 3

Removal of Members of Cabinet

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

If any Region 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 elected/appointed, his/her term of office shall cease and the District Governor shall appoint a successor to fill said Office. The District Governor in his/her discretion may determine not to use the position of Region Chairperson for the remainder of the term.

Article VII

District Convention

Section 1

Time and Place

An annual convention of the district shall be held in each year between the fifteenth (15th) day of March and the fifteenth (15th) day of May, at least three (3) weeks prior to the MD 'A' convention, and to conclude no less than thirty (30) days prior to the convening of the

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

³ For cause may be any reason as determined by the District Cabinet in accordance with Robert's Rules of Order Newly Revised.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

international convention, normally⁴ 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 district⁵.

Section 2

Club Delegate Formula

Each chartered Lions and Lioness Lions club in good standing with Lions Clubs International, Multiple District 'A' (MD 'A') and District A-16, shall be entitled in each annual District A-16 convention to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the International office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Further, delegate status is granted to each Past District Governor who is a member of a club in District A-16, independent of the club delegate quotas herein specified. 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 standing⁶ of a club in good standing in this district⁷. Delinquent dues may be paid and good standing acquired prior to fifteen (15) days before the official opening of convention. Close of credential certification shall be established by the rules of the respective convention.

Section 3

Quorum

The registered District A-16 Lions and Lioness Lions in attendance at a convention meeting shall constitute a quorum at any session of the convention.

⁴ Refer to By-Law VII District Convention; Section 1 Convention Site Selection

⁵ There is no location restriction to holding the district convention outside the geographic location of the district.

⁶ 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.

⁷ A club in good standing is one:

- a) Which is not in 'status quo' (temporary suspension) or 'financial suspension';
- b) Which operates in accordance with the provisions of the International Constitution and By-Laws and International Board Policy;
- c) Which has:
 - (1) District dues and fees paid in full; and
 - (2) Multiple District 'A' dues & fees paid in full; and
 - (3) No unpaid balance of International dues and fees greater than U.S. \$10; and
 - (4) No unpaid LCI account balance greater than U.S. \$50 outstanding ninety (90) days or more.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 4

Special Convention

A Special Convention of the clubs of the District may be called by a two-thirds vote of the voting members 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

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 Cabinet, or any other internal Lions district matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district, or any club(s) and the district administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

Article IX

Constitutional Amendments

Section 1

Approval of Amendments

This Constitution may be amended only at a District A-16 Convention by Resolution reported on by the Constitution and By-Laws Committee, and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2

Automatic Updating

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 A-16 Constitution and By-Laws are to be automatically updated in this District A-16 Constitution and By-Laws at the close of the International Convention.

Section 3

Proposed Amendments

Proposed Amendments to the Constitution shall be in writing or electronically sent and should be in the hands of the District A-16 Chairperson of the Constitution and By-Laws Committee for review no less than ninety (90) days prior to the official opening of the District A-16 Convention.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 4

Notification of Proposed Amendment

No Amendment shall be reported or voted upon unless the same shall have been furnished in writing or electronically to each Lions and Lioness Lions Club in District A-16 no less than thirty (30) days prior to the convening date of the annual District A-16 Convention, with notice that same will be voted upon at the said Convention.

Section 5

Effectiveness

Each Amendment shall take effect at the close of the Convention at which it is adopted, unless otherwise specified in the amendment.

BY-LAWS

BY-LAW I

District Nominations, Elections and Appointments

Section 1

Nominating Committee

a) **Nominating Committee Membership**

The Honourary Committee, with the approval of the District Governor, shall act as the Nominating Committee to be responsible for review and approval of all applications for District A-16 Office. The Honourary Committee shall elect at least three (3) and not more than five (5) of their members to act in this capacity at least sixty (60) days prior to convening of the District A-16 Convention, each of whom shall be a member in good standing of a different 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.

b) **Report to Convention**

The Nominating Committee shall provide a report to Convention at the Opening Ceremony of the District A-16 Convention, which will be the effective date to determine the final date – 30 days prior – for nominations for district office to be received. This report shall place in nomination the name(s) of all candidate(s) so qualified for each District Officer position. This Report also serves as the close of credential certification for nominees.

Section 2

Elections Committee Membership

The Honourary Committee, with the approval of the District Governor, shall act as the Elections Committee and operate the voting polls. The Honourary Committee shall elect at least three (3) of their members to act in this capacity at least thirty (30) days prior to the convening of the District A-16 Convention.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 3

Eligibility for District Governor Candidacy

Any qualified member of a club in District A-16 seeking the office of District Governor shall file his/her intention to so run in writing with the Nominating Committee, the District Governor and the Multiple District 'A' Secretary, thirty (30) days prior to the day of its report to the Convention, and furnish therewith 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. A candidate shall be allowed one candidate speech of no more than five minutes duration, and one introducer speech of no more than three minutes duration.

Section 4

Eligibility for First Vice District Governor Candidacy

Any qualified member of a club in District A-16 seeking the office of First Vice District Governor shall file his/her intention to so run in writing with the Nominating Committee, the District Governor and the 1st Vice District Governor, thirty (30) days prior to the day of its report to the Convention, and furnish therewith 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. A candidate shall be allowed one candidate speech of no more than five minutes duration, and one introducer speech of no more than three minutes duration.

He/she shall:

1. File his/her intention to run in writing on the Official District A-16 Nomination Form.
2. Be an active member in good standing of a Chartered Club in good standing in District A-16.
3. Secure the endorsement of his/her club or a majority of the clubs in District A-16.
4. Currently be serving as the second vice district governor.
5. Only 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 second vice district governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in Section 5 of these by-laws, may be considered eligible to stand for the office of the first vice district governor.

Section 5

Eligibility for Second Vice District Governor Candidacy

Any qualified member of a club in District A-16 seeking the office of Second Vice District Governor shall file his/her intention to run in writing with the Nominating Committee, the District Governor and the First Vice District Governor, thirty (30) days prior to the day of its report to the Convention, and furnish therewith evidence of his/her

District A - 16 Constitution and By-Laws

Updated May 7, 2022

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. A candidate shall be allowed one candidate speech of no more than five minutes duration, and one introducer speech of no more than three minutes duration.

He/she shall:

1. File his/her intention to run in writing on the Official District A-16 Nomination Form.
2. Be an active member in good standing of a Chartered Club in good standing in District A-16.
3. Secure the endorsement of his/her club or a majority of the clubs in District A-16.
4. Have served or will have served at the time he/she takes office as Second Vice District Governor –
 - a. As President of a Lions, Lioness Lions or Lioness Club for a full term or major portion thereof and as a member of the Board of Directors of a Lions, Lioness Lions or Lioness Club for no less than two (2) additional years, and
 - b. As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 - c. With none of the above being accomplished concurrently.
5. [Has not completed a full term or major portion thereof as District Governor.](#)
[\[Item 5 goes into effect July 1, 2022\]](#)

Section 6

Eligibility for Region Chairperson Candidacy

Any qualified member of a club in District A-16 seeking the office of Region Chairperson shall file his/her intention to so run in writing with the Nominating Committee, the District Governor and the Vice District Governors, thirty (30) days prior to the day of its report to the Convention, and furnish therewith 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. A candidate shall be allowed one candidate speech of no more than five minutes duration, and one introducer speech of no more than three minutes duration.

He/she shall:

1. File his/her intention to run in writing on the Official District A-16 Nomination Form.
2. Be an active member in good standing of a Chartered Club in good standing in his/her Region.
3. Secure the endorsement of his/her club or a majority of the clubs in his/her Region.
4. Have served or will have served at the time he/she takes office as Region Chairperson
 - a. As President of a Lions, Lioness Lions or Lioness Club for a full term or major portion thereof and as a member of the Board of Directors of a Lions, Lioness Lions or Lioness Club for no less than two (2) years, and
 - b. As Zone Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 - c. With none of the above being accomplished concurrently.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 7

Eligibility for Zone Chairperson Candidacy

Any qualified member of a club in District A-16 seeking the office of Zone Chairperson shall file his/her intention to so run in writing with the Nominating Committee, the District Governor and the Vice District Governors, thirty (30) days prior to the day of its report to the Convention, and furnish therewith 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. A candidate shall be allowed one candidate speech of no more than five minutes duration, and one introducer speech of no more than three minutes duration.

He/she shall:

1. File his/her intention to run in writing on the Official District A-16 Nomination Form.
2. Be an active member in good standing of a Chartered Club in good standing in his/her Zone.
3. Secure the endorsement of his/her club or a majority of the clubs in his/her Zone.
4. Have served or will have served at the time he/she takes office as Zone Chairperson:
 - a. As President of a Lions, Lioness Lions or Lioness Club for a full term or major portion thereof and as a member of the Board of Directors of a Lions, Lioness Lions or Lioness Club for no less than two (2) years, and
 - b. With none of the above being accomplished concurrently.

Section 8

Method of Election

- a) The election shall be by secret ballot with the candidate receiving a simple majority of the votes cast declared as the winner.
- b) In case of a tie on any ballot, the Election Committee Chairperson will immediately initiate new balloting on the tied candidates until one is elected.
If on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidate 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.
- c) In the event there is only one candidate for Region Chairperson or Zone Chairperson position, this person is declared elected and no election for such position is required to be held.
- d) Each Candidate for election shall be allowed one Scrutineer.
- e) Candidates for election to District Office at the District A-16 Convention shall not be allowed in the Polling Room except to cast a vote if they are a Voting Delegate.

Section 9

Region/ Zone Chairperson Qualifications

Each region and zone chairperson shall:

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- (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, Lioness Lions or Lioness club for a full term or major portion thereof, and a member of the Board of Directors of a Lions, Lioness Lions or Lioness club for no less than two (2) additional years.

Section 10

Appointment/ Election of Region/ Zone Chairpersons

Unless elected or declared elected, 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 11

Eligibility for Cabinet Secretary Candidacy

This position is an appointment by the District Governor Elect/ District Governor who is to take into consideration the following qualifications for a Cabinet Secretary to effectively carry out the Duties & Responsibilities of this Office contained in this District A-16 Constitution & By-Laws.

- Be an active member in good standing of a Chartered Club in good standing in District A-16.
- Have a good general knowledge of Lionism.
- Have a working knowledge of the District A-16 Constitution & By-Laws and Policy Manual.
- Be knowledgeable of Secretarial Duties.
- Be able to create agendas and record Minutes of meetings.
- Have experience with computers.
- Have a working knowledge of the selected software i.e., particularly Microsoft Word and Adobe Acrobat, also comfortable using Excel and PowerPoint.
- Possess good organization skills.
- Possess good communication skills.

Section 12

Eligibility for Cabinet Treasurer Candidacy

This position is an appointment by the District Governor Elect/ District Governor who is to take into consideration the following qualifications for a Cabinet Treasurer to effectively carry out the Duties & Responsibilities of this Office contained in this District A-16 Constitution & By-Laws.

- Be an active member in good standing of a Chartered Club in good standing in District A-16.
- Have a good general knowledge of Lionism.
- Have a working knowledge of the District A-16 Constitution & By-Laws and Policy Manual, in particular those areas dealing with financial matters.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- Possess accounting skills or at least a strong knowledge of good bookkeeping practices.
- Be able to prepare financial reports for meetings and district officer requests.
- Be able to prepare accounts receivable & accounts payable.
- Possess working knowledge of the selected accounting software used by the district, including accounting programs such as QuickBooks or Sage; also Microsoft Excel and Word.
- Possess financial planning skills.
- Possess budgeting skills.
- Possess good organization skills.
- Possess good communication skills.
- Be bondable if required.

Section 13

Vacancy of District Officers – Procedure for Appointment

- a) Vacancies other than District Governor or First or Second Vice District Governor
Any vacancy in any District A-16 office, except that of District Governor and First or Second Vice District Governor, shall be filled by appointment by the District Governor for the unexpired term.
- b) District Governor Vacancy
See Exhibit A
- c) First or Second Vice District Governor Vacancy
See Exhibit B

BY-LAW II **DUTIES**

Duties & Responsibilities of District Officers, Coordinators and Cabinet

OFFICERS

Section 1

District Governor

Under the general supervision of the International Board of Directors, he/she shall represent the Association in his/her district. In addition, he/she shall be the chief administrative officer in his/her 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. His/her specific responsibilities shall be to:

- (a) 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.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- (1) Ensure the selection of a qualified Lion or Lioness Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
 - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
 - (3) Collaborate with the multiple district's Global Action Team
- (b) Serve as a member of the A-16 Constitution & By-Laws Committee.
 - (c) Promote the Lions Clubs International Foundation and all service activities of the Association.
 - (d) Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
 - (e) Promote harmony among the chartered Clubs of District A-16.
 - (f) Exercise such supervision and authority over cabinet officers and district coordinators & committee appointees as is provided in this district C&BLs.
 - (g) Ensure that each Club in the district be visited by the district governor or other district officer once every year to facilitate successful administration of the club.
 - (h) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.
 - (i) 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.
 - (j) Report to Lions Clubs International all known violations of the use of the Association's name and emblem.
 - (k) Ensure suitable archiving of District A-16 records as per District A-16 Policy.
 - (l) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

Section 2

Immediate Past District Governor

Under the supervision and direction of the District Governor, the Immediate Past District Governor shall:

- (a) Act as a primary resource for the District Governor.
- (b) Act as Chairperson of the District A-16 Honourary Committee, convening a minimum of four (4) meetings of said committee in the course of the year.
- (c) Act as chairperson of the District A-16 Convention Committee responsible for:
 1. Chairing the District Convention Committee meetings
 2. Ensuring that the annual A-16 Convention adheres to the requirements of the District A-16 Constitution and By-laws
 3. The preparation and publishing of the District A-16 Convention Procedures Package (Deck Set) and ensuring that copies are sent to all District A-16 Officers, Coordinators, Committee Chairpersons and District Honourary members
 4. Be responsible for the District A-16 First Time Convention Attendees Contest for all Lions, Lioness Lions and Leo members attending a convention for the first

District A - 16 Constitution and By-Laws

Updated May 7, 2022

time

5. Be responsible for the Elections Committee functions at the District A-16 Convention
6. Ensure that the Vice District Governor collects all District Trophies.

- (d) Act as Chairperson of the District Officer Training School.
- (e) Act as Vice Chairperson of the Club Officer Training School for incoming Officers.
- (f) Serve as a member of the A-16 Constitution & By-Laws Committee.

Each and every Past District Governor, in descending order of service, shall substitute for the Immediate Past District Governor when required.

In the event the Immediate Past District Governor is elected the Multiple District 'A' Council Chairperson, the District Governor is requested to make the Penultimate District Governor the Vice Chairman of all committees chaired by the Immediate Past District Governor.

Section 3

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. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this Association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
- (e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- (f) Conduct club visitation as the representative of the district governor when requested by the district governor.
- (g) Serve as a member of the A-16 Constitution & By-Laws Committee.
- (h) Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth.
- (i) Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.
- (j) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district.
- (k) At the request of the district governor, supervise other district committees.
- (l) Participate in the planning of the next year including the district budget.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

(m) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 4

Second Vice District Governor

The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this Association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
- (e) Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- (g) Serve as a member of the A-16 Constitution & By-Laws Committee.
- (h) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- (i) Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership development plan.
- (j) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- (k) Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
- (l) Work with the District Information Technology Committee and assist the committee to promote the use of the Association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
- (m) At the request of the district governor, supervise other district committees.
- (n) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- (o) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled

District A - 16 Constitution and By-Laws

Updated May 7, 2022

according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 5

Cabinet Secretary

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) Attend all cabinet meetings and keep an accurate record 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, the past international officers in District A-16 and the English Language Department of Lions Clubs International.
 - 2) Attend convention & the annual business meeting and take & keep minutes of the A-16-district convention and furnish copies of the same to the English Language Department of Lions Clubs International, the district governor, the past international officers in District A-16 and the secretary of each club in the district.
 - 3) Make reports to the cabinet as the district governor or cabinet may require.
 - 4) As required, provide and permit inspection of any & all records pertaining to all cabinet and district meetings 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.
 - 5) Be one of the co-signers, sign, as required, all cheques, notices & documents issued and contracts entered into, by District A-16
 - 6) Deliver, in a timely manner, at the conclusion of his/her term in office, the records of the district to his/her successor in office.
- (c) Perform such other functions and acts as may be required by directives of the International Board of Directors.

Section 6

Cabinet 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) Attend all cabinet meetings and present a current financial position district report at each such meeting.
 - 2) Make reports to the cabinet as the district governor or cabinet may require.
 - 3) Attend Convention & the annual business meeting and present the annual financial report of Administrative and Activities accounts of the district.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- 4) Invoice each Club in District A-16, by the end of the month of September, their annual Administrative Per Capita Assessment & their Reserve Per Capita Assessment.
 - 5) Collect and receipt for all dues and taxes levied on members and clubs in the 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.
 - 6) 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.
 - 7) Remit and pay over to the District A-16 Reserve Account the Per Capita Assessment funds.
 - 8) Keep accurate books and records of account 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.
 - 9) Be one of the co-signers, sign, as required, all cheques, notices and documents issued and contracts entered into, by District A-16.
 - 10) 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.
 - 11) Assist with the preparation of the District A-16 Budget.
 - 12) Provide complete financial statements together with all supporting books and records of accounts to the Audit Committee
 - a. within 45 days after the fiscal year end for the Annual Year End Audit and,
 - b. immediately when requested by the District Governor or District Cabinet at any time during the year for an Interim Audit.
 - 13) 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 by directives of the International Board of Directors.

Section 7

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 his/her region. The Region Chairperson is a member of the District Global Action Team. His/her specific responsibilities should be to:

- (a) Further the Purposes of this Association.
- (b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- (c) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- (d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and district GST, GMT & GLT Coordinators.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- (e) Serve as a member of the A-16 Constitution & By-Laws Committee.
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Quality Initiative to the clubs within the region and work in concert with the District GST, GMT & GLT Coordinators and the District Governor Team to implement the program within the region.
- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing members within the region about leadership development opportunities at the zone, region, district or multiple district.
- (i) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- (j) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- (k) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives.

Section 8

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 his/her zone. The Zone Chairperson is a member of the District Global Action Team.

His/her specific responsibilities shall be to:

- (a) Further the Purposes of this Association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (c) Endeavor to include the District GST, GMT & GLT Coordinators and the District Governor Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development within the zone.
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor, District GST, GMT & GLT Coordinators and region chairperson.
- (e) Promote the Club Quality Initiative to the clubs within the zone and work in concert with the District GST, GMT & GLT Coordinators and the District Governor Team to implement the program within the zone.
- (f) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing members within the zone about leadership development opportunities at the zone, district or multiple district.
- (h) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- (i) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (j) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (k) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- (l) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor).
- (m) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

COORDINATORS

Section 9

Global Service Team (GST) District Coordinator

As a member of the District Global Action Team and under the supervision of the district governor, responsibilities of this position include:

- a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Global Service Framework.
- b) Work with clubs to raise the visibility of Lions service impact in local communities.
- c) Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on expanding humanitarian service, membership retention and growth, and leadership development.
- d) Work with region & zone leaders and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the MyLION app) to increase engagement in service projects.
- e) Support local community service projects that create a sense of belonging and pride to the Lions, Lioness Lions and Leos in the district.
- f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- g) Act as the advocacy champion for the district to implement activities including, but not limited to, community awareness/education, legislative/public policy, events and partnerships.
- h) In collaboration with the LCIF district coordinator, maximize utilization of LCIF resource material for fundraising and monitor LCIF grants given to the district.
- i) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with the multiple district GST coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 10

Global Membership Team (GMT) District Coordinator

As a member of the District Global Action Team and under the supervision of the district governor, responsibilities of this position include:

- a) Collaborate with the GST and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on membership retention and growth, expanding humanitarian service, and leadership development.
- b) Develop and execute an annual district membership development plan.
- c) Collaborate with region & zone chairpersons and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- f) Work with Zone Chairpersons and clubs in danger of cancellation by ensuring payments are submitted on time.
- g) Include diverse populations to participate in Global Action Team Initiatives.
- h) Respond promptly to prospective member leads provided by the multiple district GMT coordinator or LCI, track recruitment and provide status report of the lead.
- i) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district GLT coordinator and the club officers.
- k) Provide retention strategies to clubs in collaboration with GST and GLT district coordinators.

Section 11

Global Leadership Team (GLT) District Coordinator

As a member of the District Global Action Team and under the supervision of the district governor, responsibilities of this position include:

- a) Collaborate with your GST and GMT district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, expanding humanitarian service, and membership retention and growth.
- b) Develop and execute an annual district leadership development plan.
- c) Communicate regularly with region/zone chairpersons and club leadership chairpersons (1st vice presidents) to ensure they are aware of leadership development programs and resources available, and to provide ongoing motivation to achieve leadership development goals.
- d) Promote leadership development opportunities that encourage participation at all levels of the Association.
- e) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- f) Include diverse populations to participate in Global Action Team initiatives.
- g) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- h) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- i) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district GMT coordinator and club officers.
- j) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

Section 12

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 the LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:

- a) Be familiar with LCIF initiatives and educate members within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- b) Promote Foundation initiatives in district publications, during district events and to the public at large.
- c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- d) Encourage all Lions and Lioness Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, when appropriate, be involved in the gift-request process.
- f) Assist with the submission of LCIF funds, MJF applications and other donation information when necessary.
- g) Encourage clubs to select a member to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.
- h) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed-upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

CABINET

Section 13

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 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, district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- f) Provide for an audit or financial review 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.

BY-LAW III

District Committees

Section 1

District Governor's Advisory Committee

- (i) The terms District Governor Advisory Meetings and Zone Meetings are one and the same.
- (ii) There shall be a District Governor's Advisory Committee in each Zone composed of the Zone Chairperson, the Presidents, Secretaries and the First Vice Presidents of the clubs in the Zone. These persons shall be the voting members.
- (iii) The Zone Chairperson of each Zone shall convene at least three (3) meetings of the Zone Advisory Committee during his/her term in Office. He/she shall be the Chairperson of these meetings, with the first meeting held within ninety (90) days after the adjournment of the preceding International Convention. The second meeting shall be held in November or early December and the third meeting shall be held in February or March, at least thirty (30) days prior to the District A-16 Convention.
- (iv) The Zone Chairperson shall invite the District Governor as guest. Other invitees shall include all Lions, Lioness Lions and Leo Clubs within the Zone, the 1st Vice District Governor, the 2nd Vice District Governor, the Region Chairperson, the Zone Chairperson from the other Zone in the Region, the Immediate Past District Governor

District A - 16 Constitution and By-Laws

Updated May 7, 2022

and Past District Governors from his/her Zone. As well, the Zone Chairperson shall invite the Club Service Chairpersons, the Club Marketing Communications Chairpersons and the Club Membership Chairpersons when information is to be shared that relates to their positions, and the District GST, GMT and GLT Coordinators are to be invited to each Zone meeting, where one or more may take a lead role in discussions and training of the members in attendance.

Section 2

District Global Action Team

This committee is chaired by the district governor and includes the GMT district coordinator, GST district coordinator and GLT district coordinator. The committee:

- 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, and shares activities, achievements and challenges with them.
- attends the District Governor's Advisory Committee meetings 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.

This committee shall also include the Region and Zone Chairpersons, as appointed by the district governor.

Section 3

District Governor's Honourary Committee

(i) The Honourary Committee is usually chaired by the Immediate Past District Governor, and it is composed of all Past International Officers (i.e. Past District Governors, Past International Directors, Past International Vice Presidents, Past International Presidents) who are members in good standing of clubs within District A-16. The committee shall meet when requested to do so by the District Governor, or by the Chairperson of the Honourary Committee, or by a quorum of the members of the Honourary Committee, of which five (5) such members shall constitute a quorum for said meetings.

(ii) In the event the Immediate Past District Governor is elected Council Chairperson, an Honourary Committee Vice Chairperson is to be appointed by the District Governor. This Honourary Committee Vice Chairperson would usually be the prior Immediate Past 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

District A - 16 Constitution and By-Laws

Updated May 7, 2022

of the district. Committees may be combined at the District Governor's discretion.

All funds collected by District Committee Chairpersons will be payable to "Lions District A-16" and are to be turned over to the Cabinet Treasurer (Cabinet Secretary-Treasurer) as they are received, to be deposited in the District A-16 bank accounts with appropriate records kept.

BY-LAW IV **Meetings**

Section 1

District Cabinet Meetings

- A. Regular.** The District Governor's Cabinet shall meet at such times and places as fixed by the District Governor. Ten (10) days written or electronic notice of meetings shall be given to each member by the Cabinet Secretary (Cabinet Secretary-Treasurer).
- 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 (Cabinet Secretary-Treasurer) by a majority of the voting members of the Cabinet. Not fewer than five (5) days written or electronic notice of a special meeting, setting forth the purposes thereof and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary (Cabinet Secretary-Treasurer).
- C. Quorum and Vote.** The attendance of a majority of the Cabinet Officers shall constitute a quorum for any meeting thereof. In all such meetings, the voting privilege shall extend to the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilized), the Zone Chairpersons, the Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary-Treasurer).
- D.** The District Governor as the Chairperson, or other Voting Officer presiding as Chairperson of the Cabinet, shall only vote to break a tie vote.

Section 2

Regions and Zones

- A. (i)** District A-16 shall be divided into Regions, and each Region into Zones. All such Regions and Zones shall be subject to change by the District Governor, with the approval of the District Cabinet. Any changes deemed necessary shall be in the best interests of all Clubs involved, the District and Lions Clubs International.
- (ii)** Regions should consist of no more than sixteen (16) and no fewer than ten (10) Lions/Lioness Lions Clubs.
- (iii)** Zones should consist of no more than eight (8) and no fewer than four (4) Lions/Lioness Lions Clubs.
- B. Regional Meetings.** Meetings of representatives of all clubs in a Region, with the Region Chairperson (if the position is utilized during the term) or other District

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Cabinet member, as may be assigned by the District Governor, presiding, may be held during the fiscal year at times and places fixed by the Region Chairperson or other assigned Cabinet member of the respective Region.

- C. **Region Rallies.** A Region Rally shall be held during the District A-16 Convention with the Region Chairperson or other District Cabinet member as may be assigned by the District Governor, presiding.
- D. **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 of the respective Zone.

Section 3

District Meetings

Except as otherwise provided in this Constitution and By-laws or in the Rules of Procedure in any District meeting or Convention, any District A-16 Cabinet meeting, Region, Zone or any Group or Committee, all of them shall be governed by ROBERT'S RULES OF ORDER NEWLY REVISED.

BY-LAW V

District Financial Accounts

Section 1

Dues

District A-16 Dues includes amounts for the District Administrative Per Capita Assessment plus the District Reserve Per Capita Assessment.

District Administrative Account

Section 1

District Signing Authorities

- a) The District Governor, the Immediate Past District Governor, Cabinet Secretary and the Cabinet Treasurer (or Cabinet Secretary-Treasurer), any two to sign, shall be the signing authorities for all contracts & any other legal documents approved by the Cabinet Officers to be entered into by the District.
- b) The District Governor, the Immediate Past District Governor, Cabinet Secretary and the Cabinet Treasurer (or Cabinet Secretary-Treasurer) shall be the signing authorities for the disbursements made from the District A-16 bank accounts. All cheques shall be signed by any two of these signing officers. The exception is the Reserve Account, which is administered by the Honourary Committee as detailed in 'District Reserve Account' below.
- c) At the last Cabinet meeting in each Lions year, the Cabinet shall approve a resolution moved by the Governor Elect (1st VDG) naming financial institution and signing officers for the following Lions year.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- d) In the event that the Immediate Past District Governor is unable to act as a signing authority, the Governor shall appoint an alternate signing authority.

Section 2

Surety Bond

The Cabinet Treasurer (or Cabinet Secretary-Treasurer) shall be bonded, unless otherwise instructed by the District Cabinet, in such amounts and with such Surety Company as shall be approved by Cabinet. The cost of same shall be an administrative expense.

Section 3

Accounts Payment

No District A-16 Accounts shall be paid in cash.

Section 4

Compensation

No salary shall be paid to any Officer of District A-16.

Section 5

Fiscal Constraint

The District Governor and his/her Cabinet shall not incur obligations in any fiscal year that will affect an unbalanced budget or deficit in said fiscal year.

Section 6

Cabinet Meal Costs

The cost of the meals for all District Coordinators and Committee Chairpersons, or their designate, attending Cabinet meetings, as well as the meals for the District Governor, Cabinet Secretary, Cabinet Treasurer (or Cabinet Secretary-Treasurer) and one representative of the Leo Clubs shall also be paid for from the District A-16 Administration Account.

Section 7

Club Extension

- A. To defray the cost to the District for newly Chartered Clubs' Regalia, and to help start these new clubs out with proper Regalia, the Global Membership Team District Coordinator shall be authorized to solicit voluntary contributions from Clubs within District A-16.
- B. Charter Night Gifts of Regalia will not be ordered by the District without written agreement from the presenting club to pay when invoiced.

Section 8

Trust Funds

Any Trust Funds held by District A-16 shall be accounted for separately.

Section 9

Financial Statement

The District Cabinet Treasurer (or Cabinet Secretary-Treasurer) shall provide a current Financial Statement at each Cabinet Meeting.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 10

Audit or Review of Books Requirements

The District Governor shall provide for an annual or more frequent Audit or Financial Review of the Books and Accounts of District A-16. A statement of the financial condition of District A-16 shall be sent to the Cabinet members and each Club in District A-16 within ninety (90) days after the close of the fiscal year by the Governor then in office.

Section 11

District Administrative Per Capita Assessment

- A. To provide revenue to defray Administration expenses of District A-16 and Convention expenses only as provided for in this Constitution and By-Laws, a current Administrative Per Capita Assessment is hereby levied on each member of every Lions and Lioness Lions Club in District A-16, and this assessment of \$14.00 shall be collected by the Cabinet Treasurer (or Cabinet Secretary-Treasurer). The membership numbers of each Club for this purpose shall be based on the number of members on record at Lions Clubs International on June 30.
- B. The Administrative Per Capita Assessment should be an amount sufficient to operate District A-16 for the following fiscal year, and shall be approved at the District A-16 Convention of the current year. Each Club in District A-16 shall be invoiced by the Cabinet Treasurer (or Cabinet Secretary-Treasurer) their annual Administrative Per Capita Assessment in September of each year.
- C. Newly Chartered and Organized clubs shall be exempt from the District A-16 Administrative Per Capita Assessment during the fiscal year of their organization.
- D. Campus Clubs, Student members and Leo Lion members shall be exempt from the District A-16 Administrative Per Capita Assessment and also the District Reserve Per Capita Assessment.

District Reserve Account

Section 1

Requirement

District A-16 shall maintain a District Reserve Account.

Section 2

Purpose

The purpose of the District Reserve Account shall be to provide:

- a. Meet unforeseen NON Operating Administrative District Expenses in A-16.
- b. Provide financial support for a candidate from A-16 for International Office other than District Governor, provided that:
 - the support shall not exceed an amount equal to one half of the total funds in the Reserve Account as of the first day of the current Lions Year, and
 - the support shall not exceed an amount equivalent to Ten Thousand (C\$10,000) dollars Canadian.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- c. Meet emergency situations encountered in District Projects in District A-16.
- d. Notwithstanding the foregoing, funds in excess of \$25,000 shall be used for the benefit of the members of District A-16 as approved by the District A-16 Cabinet.
- e. Any such funds from the District A-16 Reserve Account turned over to the District Administration Account shall be maintained as a separate accounting record within the District Administration Account. This accounting record of income and expenditures shall be detailed in the report of the Cabinet Treasurer (Secretary-Treasurer) to the Cabinet.

Section 3

Administration

Administration of the District Reserve Account shall be by a Committee comprised of four (4) Past International Officers of the District.

Section 4

Terms of Reference

- A.** The Committee shall act as Trustees only. They shall deposit all funds into a Trust Account in a Financial Institution approved by the District A-16 Cabinet. This account shall be maintained as a District A-16 Account.
- B.** There shall be four (4) signing authorities, two (2) of which shall be required to sign on all cheques.
- C.** All Investments shall be guaranteed by the Canadian Deposit Insurance Corporation, with the approval of the District A-16 Cabinet.
- D.** The disbursement of any or all funds shall be by cheque only, with the approval of the District Cabinet.
- E.** The Committee shall provide a current Financial Statement, in writing, at every District A-16 Cabinet meeting.
- F.** This Committee shall be responsible to, and act only on the direction of, the District A-16 Cabinet.

Section 5

District Reserve Per Capita Assessment

Funding of the District Reserve Account shall be obtained through a one (\$1) dollar Per Capita Assessment to be invoiced with, but not as a part of, the annual District Administrative Per Capita Assessment.

Audits

Section 1

Audit Committee

The District Governor shall appoint an Audit Chairperson who shall be a Past District Governor. The Chairperson shall enlist (appoint) two Lions/ Lioness Lions from District A-16 to assist in performing the audit or financial review of books of the District Accounts.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

No Committee member shall have served as a District A-16 Officer in the previous year.

Section 2

Duties of the Audit Committee

- A. The Audit Committee shall be responsible to complete an annual audit or financial review of the Books and Accounts of District A-16. They shall also complete Interim Audit(s) or Review(s) of the Books and Accounts of District A-16 when requested by the District Governor or the District A-16 Cabinet.
- B. Following all such audits or financial reviews, the Audit Committee shall provide a report to the District A-16 Cabinet stating that in their opinion these Financial Records present fairly the financial position of District A-16 and the results of its operations and cash flows for the period under review. They shall provide at that time such other comments and recommendations as they deem appropriate.
- C. The annual Audit or Financial Review shall be completed no later than 90 days after the fiscal year end of District A-16. Interim Audits shall be completed within 30 days of the audit request being received from the District Governor or District A-16 Cabinet.

BY-LAW VI **Fiscal Year**

The fiscal year of District A-16 shall be from July 1st to June 30th.

BY-LAW VII **District Convention**

Section 1

Convention Site Selection

An individual Club or group of Clubs in District A-16 desiring to host the District A-16 Convention two years following the current Convention, shall deliver their application in writing to the District A-16 Convention Committee Chairperson no later than (60) sixty days prior to the convening date of the current Convention, at which time this future Convention site shall be voted on by the delegates of the current Convention. All applications to host a Convention are to be completed on the District A-16 Convention Bid Form found in the District A-16 Policy Manual. The procedure to be followed in investigation of bids and in presentation of same at Convention, shall be determined by the District Convention Committee⁸.

⁸ There is no location restriction to holding the district convention outside the geographic location of the district.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

In the event no acceptable application(s) are received for this future Convention by the District Convention Committee within the specified time, the District Governor together with the District A-16 Cabinet, with the vetting of a proposed venue by the District Convention Committee, will make arrangements for the future aforesaid convention.

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.

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 convention⁹.

Section 4

Officers

The voting members of the district cabinet shall be the officers of the annual district convention or any special 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 A-16 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 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 club in good standing in the district. The non-officers shall not, through the duration of the appointment, hold any district or

⁹ 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.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

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

Purpose

The purpose of the District A-16 Convention shall be:

- a. To provide for the holding of Region Rallies to be chaired by the Region Chairperson(s) or other Cabinet member(s), as appointed by the District Governor.
- b. To elect District Officers as required.
- c. For presentation of reports to the members of District A-16.
- d. To vote on such items of business as may be put before the delegates.
- e. To consider resolutions brought to the floor of the District A-16 Business Meeting as recommendations to District Cabinet.
- f. To properly honour and recognize all elected District A-16 Officers.

Section 10

District Convention Committee

The District Convention Committee shall be chosen by the District Governor. The Chairperson is usually the Immediate Past Governor with the committee comprised of members from the Honourary Committee. The District Convention Committee shall be responsible for determining acceptable Convention applications and act for the District A-16 Cabinet in seeing that its directives and policies are adhered to, as they pertain to the Convention.

Section 11

Host Club Convention Committee

The Host Club(s) shall have a Host Club Convention Committee. The Host Club Convention Committee shall report to the District A-16 Convention Committee as requested and accept as final, the decisions of the District A-16 Convention Committee.

Section 12

Changes in Future Convention Schedule

Changes in future Convention Schedule(s) or Operation(s) of the District A-16 Convention may be requested by:

- a. The District Cabinet.
- b. District A-16 Lions or Lioness Lions Clubs.
- c. The Host Convention Committee.
- d. The District Convention Committee.

All requests shall be presented in writing to the District A-16 Constitution and By-Laws Committee within sixty (60) days prior to the District A-16 Convention for consideration for placing on a ballot at that Convention.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 13

Terms of Reference

The District A-16 Convention will comply with the Terms of Reference as provided for in Appendix A, which forms a part of this By-Law.

BY-LAW VIII

Nomination and Endorsement for International Director and Third Vice President Nominee

Section 1

Subject to the provisions of the International Constitution and By-Laws, any member of a Club in the District seeking endorsement of a District Convention as a candidate for the office of International Director or Third Vice President shall:

- a. Deliver (by mail, electronically or in person) written Notice of Intention to seek such endorsement to the District Governor and, if this District is a sub-District of a Multiple District, to the Multiple District Council Secretary/Treasurer no less than thirty (30) days prior to the convening date of the respective 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

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 candidate who has fulfilled said procedural Constitutional requirements.

Section 3

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

Section 4

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 the 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 votes cast.

Section 5

Certification of Endorsement by the respective Convention shall be made in writing to the International Office by the District officials designated, and in accordance with the

District A - 16 Constitution and By-Laws

Updated May 7, 2022

requirements therefore set forth in the International Constitution and By-Laws.

Section 6

No endorsement of any candidacy of any member of a Club in this District shall be valid unless and until the provisions of this By-Law have been met.

BY-LAW IX **Amendments**

Section 1

Approval of Amendment

(a) These By-Laws may be amended only at a District A-16 Convention, by resolution reported by the Committee on Constitution and By-Laws, and adopted by a simple majority of the votes cast.

(b) When amendments to the International Constitution and By-laws are passed at the International Convention, any amendments that would have an effect on the District A-16 Constitution and By-Laws are to be automatically updated in the District A-16 Constitution and By-laws at the close of the International Convention.

Section 2

Proposed Amendments

Proposed Amendments to the By-Laws shall be in writing or electronically and in the hands of the District A-16 Chairperson of the Constitution and By-Laws Committee for review, no less than ninety (90) days prior to the Official opening of the District A-16 Convention.

Section 3

Notification of Proposed Amendment

No amendment shall be so reported or voted upon unless the same shall have been furnished, in writing or electronically, to each Club no less than thirty (30) days prior to the convening of the District A-16 Convention, with notice that the same shall be voted upon at said convention.

Section 4

Effectiveness

Each amendment shall take effect at the close of the Convention at which adopted, unless otherwise specified in the amendment.

BY-LAW X **Miscellaneous**

Section 1

Candidate Nights

No club will attempt to represent a Zone, Region or District hosting an all-Candidates Night. Any and all Candidate Nights will be Club events only.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 2

Club Charter Anniversaries' Promotions

Clubs Charter Anniversary Nights in District A-16 are to be promoted widely on the fifth (5th) Anniversary and multiples thereof only.

Section 3

Advice to New Officers

The Honourary Committee shall meet the incoming District Officers to inform them of their responsibilities and proper procedures etc. within fifteen (15) days of the closing of the District A-16 Convention.

Section 4

Caucus Meetings

District A-16 may hold a Caucus meeting at all Multiple District 'A' Conventions.

Section 5

Campaigning for District Office

- a. Nomination forms must be filed with the specified officers prior to the commencement of his/her campaign for district office.
- b. Campaigning for election by a candidate for District Governor, First Vice District Governor, Second Vice District Governor, Region or Zone Chairperson shall not commence before acceptance of nomination papers by the designated Nominating Committee.
- c. Campaigning by present District Officers may take place at the time of their Official Visits at the discretion of the host Club.
- d. Campaign speeches at Zone Meetings, Region Rallies & the District Convention shall be limited to a maximum of 3 minutes by the introducer and 5 minutes by the candidate.
- e. Campaigning at other events is at the discretion of the host Club.

Section 6

Solicitation of Funds

To promote harmony amongst Clubs, no Lions or Lioness Lions Club, Club member or District A-16 or any entity (legal or natural, incorporate or any other form) organized and/or controlled by any Club, member or District A-16, shall solicit funds or aid or anything of material or commercial value in the locality considered to be serviced by another Lions or Lioness Lions Club or the defined boundary of any other District, without prior acknowledgment of such other Club or District; PROVIDED, however, that in the event of a major calamity or disaster, the District A-16 Cabinet or Multiple District 'A' Council may authorize solicitation of relief aid from among Clubs within District A-16. There shall be no unsolicited delivery of fundraising tickets by clubs to other clubs. As well, no Club, Club member, District A-16 or any other Lions organization shall use the membership relationship for any solicitation promoting private commercial benefits.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

APPENDIX

APPENDIX A

DISTRICT A-16 CONVENTION TERMS OF REFERENCE

Section 1

Name

The Convention shall be known as the "District A-16 Convention". Other names for the Convention may be used in conjunction with the Official Convention Name with the permission of the District Convention Committee. (Use of the word "MINI" to describe this Convention shall NOT be acceptable).

Section 2

Convention Registration Forms

Convention registration forms, providing details of the registration fee, cost of each activity (Warm-up, Breakfasts, Governor's Banquet, Closing Luncheon, etc) together with Hotel/Motel Room Reservation information, as approved by the District Convention Committee, shall be sent by the Host Club Convention Committee to all Clubs, District Officers, Past International Officers and District Chairpersons in District A-16 no later than 6 months prior to the beginning of the Convention.

Section 3

Parade (when held)

A) Time

Parade starting time, finish time and day it is held must conform to the Convention Schedule and be approved by the District Convention Committee.

B) Parade Notification

The clubs in District A-16 shall be sent, no later than 1st January in the year of the Convention, the following information:

- a. Cost of entry and an Entry Form.
- b. Starting time for the Parade.
- c. Classification for Parade Awards.
- d. Detailed map of Parade Route.
- e. Length of Parade Route.
- f. Approximate time of travel to the Parade Route.

C) Parade Entries

- a. Only entries by Lions, Lioness Lions and Leo Clubs of District A-16 shall be eligible to compete for District prizes and trophies.
- b. Commercial entries and individual entries by members, Non-Lions or Clubs outside District A-16 may participate only at the discretion of the District and Host Club Convention Committees.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 4

Responsibilities of Host Club Convention Committee

A) Parade (when held)

The Host Club Convention Committee shall provide three (3) Parade Judges.

- a. No soliciting of funds will be allowed during the Parade.
- b. No give away will be allowed without permission of the District and Host Club Convention Committees.
- c. No consuming of alcoholic beverages will be allowed in the Parade, including the assembly and dispersal points.
- d. Failure to comply with these regulations could result in the disqualification of the entry and the privilege to participate in the next District A-16 Convention Parade.

B) Overnight Accommodation

- a. The Host Club Convention Committee shall provide an adequate number of Hotel or Motel rooms for the delegates attending the Convention.
- b. The District Convention Committee will supply an approximate number of rooms required to accommodate persons indicated in c. below.
- c. The Host Club Convention Committee shall set aside in the Headquarters Hotel an adequate number of rooms for the District Officers, District Chairpersons and any Special Guest(s) of the District Cabinet as required.

C) Facility Requirements

The Host Club Convention Committee shall provide at NO COST to the District A-16 Cabinet, Regions, Zones or Clubs of District A-16:

- a. Facilities for Region Rally/Rallies.
A separate room for a combined Region Rally or a separate room for each region for a Region rally during the Convention, as required.
- b. A Main hall for:
 1. The Opening Ceremonies on Saturday.
 2. The Governor's Banquet on Saturday evening.
 3. Voting on District Officer elections and District business.
(the voting to be conducted convenient to the District business session, but in a separate area.)
 4. The closing Luncheon, if held, and Ceremonies on Sunday.
- c. An area for Registration of delegates and adequate staff on Friday evening, Saturday morning, afternoon and Sunday morning until the close of voting.

D) Hospitality

The Host Club Convention Committee shall hold a Friday night get together for the Convention delegates at a very reasonable cost.

The District Convention Committee and the District Cabinet will promote the closing of all Hospitality Rooms during the Friday night get together and all Official Functions.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

E) Convention Budget

The Host Club Convention Committee shall prepare a proposed Convention registration budget showing all costs involved. This budget must be approved by the District Convention Committee prior to distribution of the Registration Form.

F) Registration Cost

The Host Club Convention Committee shall charge a reasonable cost for the Convention registration. This will incorporate the provisions of Section C above, to be decided jointly with the District Convention Committee prior to distribution of the Registration Form

G) Guests of Host Club

The District Governor and his/her partner shall be guests of the Host Club Convention Committee and Host Club(s).

H) Convention Arrangements

The Host Club Convention Committee shall be responsible for these arrangements:

- a. The Governor's Banquet on Saturday evening of the Convention.
- b. Supply of suitable and adequate catering for the Dinner.
- c. Any guests of the Host Club Convention Committee shall be their responsibility.
- d. Arranging for printing of the Convention program and paying for same.
- e. Providing a sound system for the Governor's Banquet.

I) Business Meeting Requirements

For the Sunday morning District A-16 Business Meeting the Host Club Convention Committee shall provide:

- a. Adequate facilities for seating delegates and conducting the meeting
- b. A sound system.
- c. Drinking water to be provided.

J) Memorial Service

The Memoriam Chairperson shall be responsible for conducting a Memorial service at the expense of the District to remember Lions, Lioness Lions and Leos of District A-16 who have passed away since the last District A-16 Convention.

K) Sunday Luncheon

The Host Club Convention Committee may make arrangements for a luncheon in conjunction with the Closing Ceremonies on Sunday. They shall provide the facilities, catering and sound system.

L) List of Convention Registrants

The Host Club Convention Committee shall keep available at the registration Area a list of all members registered, (showing Club, Zone and hotel).

District A - 16 Constitution and By-Laws

Updated May 7, 2022

M) Extra-Curricular Activities

- a. The Host Convention Committee may arrange, with the approval of the District Convention Committee, for other forms of entertainment and/or solicitations for funds.
- a. The Host Club Convention Committee may arrange a tour or other suitable entertainment on Saturday afternoon for the spouses at a reasonable cost.

N) Final Convention Financial Report

The Host Club Convention Committee shall provide the District A-16 cabinet with a detailed financial report pertaining to the Convention at the final Cabinet meeting of the fiscal year.

Section 5

Responsibilities of District Convention Committee

A) Convention Arrangements

The District Convention Committee shall be responsible for:

- a. Head Table seating at all events.
- b. For their Special Guest(s) at the Head Table, if any, at all events.
- c. The Governor's Banquet.
- d. No draw tickets shall be sold during or after the Governor's Banquet.
- e. Cost of the tickets to the Governor's Banquet and a suitable social activity shall be set after consultation with the Host Club Convention Committee.
- f. Rooms and all activities for the Cabinet Secretary, Cabinet Treasurer (Cabinet Secretary-Treasurer), the District Convention Chairperson, the International Guest Protocol Aide and partner and the Council Chair Protocol Aide and partner shall be paid for by District A-16.

B) Convention Draw

The District Convention Committee shall obtain approval of the Cabinet for only one draw to be held for the District A-16 Convention.

- a. No other draw tickets are to be officially sold or solicited at the Convention.
- b. Proceeds of the Convention draw are to be used by the Host Club Convention Committee to help cover their Convention expenses.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Section 6

Responsibilities of Elections Committee

The Honourary Committee, acting as the Elections Committee, shall be in charge of voting:

- a. Voting privileges shall be granted only to Certified Delegates.
- b. Certified Delegates and the Clubs they represent must comply with the requirements of Lions Clubs International, Multiple District 'A' and District A-16 to be in good standing.
- c. Results of voting will be announced in the Closing Ceremonies. In the event of a tie on any ballot, the Committee shall immediately initiate balloting on the tied candidates until one is elected.
- d. All participants in the counting of votes shall be sworn to secrecy.
- e. The Honourary Committee is to be directed to call for a motion from the floor to destroy the ballots after the results of the voting have been announced.

Section 7

Summary of the District A-16 Convention

- a. The Convention shall be held sometime between the last week of March and the fifteenth (15th) of May.
- b. The date shall be set or approved by the District A-16 Cabinet.
- c. There shall be adequate registration time provided for Friday, Saturday and Sunday.
- d. There shall be a Host Club warm-up get together on Friday night.
- e. There shall be District Awards & Contest Winners' Awards ceremonies recognizing Lions, Lioness Lions & Leos, to be held following the Saturday morning Breakfast.
- f. There may be a Parade scheduled for Saturday.
- g. There shall be an Opening Ceremony held on Saturday.
- h. Region Rally/Rallies shall be held after the Opening Ceremonies.
- i. The District A-16 Constitution and By-Law Committee Chairperson shall attend the Region Rally/Rallies to inform those present of the voting to take place Sunday morning to decide on proposed changes to District A-16 Constitution and By-Laws.
- j. Partners' entertainment, if held, shall be after the Opening Ceremonies.
- k. There shall be a Governor's Banquet Saturday evening.
- l. Voting for District Officers and on District, Region and Zone matters will take place on Sunday morning at a time to be determined by the District Convention Committee.
- m. A District A-16 Business Meeting will be held Sunday morning.
- n. A Sunday morning Interdenominational Church Service is recommended.
- o. There shall be a Memorial Service Sunday morning.
- p. The Luncheon, if held, and Closing Ceremonies will take place Sunday.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

EXHIBITS

EXHIBIT A

RULES OF PROCEDURE

SPECIAL MEETING TO RECOMMEND A LION OR LIONESSE LION FOR APPOINTMENT AS DISTRICT A-16 GOVERNOR

This Exhibit forms part of BI-LAW I Section 13.

Rule 1.

In the event a vacancy arises in the office of District A-16 Governor, it shall be the duty of the Immediate Past District A-16 Governor, or if not available, the most recent Past District A-16 Governor who is available, upon notification from the International Office, to convene a meeting of the District A-16 Officers, being 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 Club in good standing within District A-16, for the purpose of recommending a member endorsed by his/her Club or a majority of the Clubs in this District for appointment by the International Board of Directors.

Rule 2.

Written invitations to this meeting shall be sent by mail or electronically not less than fifteen (15) days in advance of the meeting. The Immediate Past District A-16 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 member 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, on 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 a 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.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

- d) A simple majority vote shall be necessary to recommend a member for appointment as District A-16 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 recommendee or any club member as District A-16 Governor for the (remainder of the) term.

SUMMARY OF RULES

SPECIAL MEETING TO RECOMMEND A LION OR LIONESSE LION FOR APPOINTMENT AS DISTRICT GOVERNOR

1. The international office has advised the district to convene a special meeting to recommend a member endorsed by his/her Club or a majority of the Clubs in this District for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the immediate past district governor, first and second vice district governors and all past international presidents, past international directors and past district governors who are members in good standing of a chartered club in good standing in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.
8. It is encouraged that the first vice district governor fulfills his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

EXHIBIT B

RULES OF PROCEDURE

SPECIAL MEETING TO RECOMMEND A LION OR LIONESSE LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR

This Exhibit forms part of BI-LAW I Section 13

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 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 club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified member, endorsed by his/her club or a majority of the clubs in this district, 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 member who is entitled to attend the meeting and is present at said 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 shall forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

EXHIBIT C

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 or Lioness 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 Club in Good Standing* in District A-16.
- Candidate endorsed by his/her Club or a majority of the Clubs in this District.
- Candidate is currently serving as the First Vice District Governor in 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 prior to fifteen (15) days before the official opening of convention 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

District A - 16 Constitution and By-Laws

Updated May 7, 2022

EXHIBIT D

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 or Lioness 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 Club in Good Standing* in District A-16.
- Candidate endorsed by his/her Club or a majority of the Clubs in the district.
- Candidate is currently serving as the Second Vice District Governor within this district.

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

- Club President. Year Served _____
- Club Board of Directors. Two (2) Years 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 prior to fifteen (15) days before the official opening of convention 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

District A - 16 Constitution and By-Laws

Updated May 7, 2022

EXHIBIT E

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 or Lioness 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 Club in Good Standing* in District A-16.
- Candidate endorsed by his/her Club or a majority of the 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.

**Please note that if the club has any outstanding dues, the candidate should be notified prior to fifteen (15) days before the official opening of convention 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

District A - 16 Constitution and By-Laws

Updated May 7, 2022

EXHIBIT F

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 symbol¹⁰ 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 symbol¹¹ 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).

¹⁰ Please note that the district should indicate the appropriate mark symbol to use such as an X, O or approved stamp provided to all voters.

¹¹ Please note that the district should indicate the appropriate mark symbol to use such as an X, O 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 this would result in a vacancy.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

Position	Name	Preference/Rank
Second Vice District Governor		
	Candidate A	4
	Candidate B	2
	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/she prefers all the candidates, placing the numeral 1 beside his/her first preference, the numeral 2 beside his/her 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.

District A - 16 Constitution and By-Laws

Updated May 7, 2022

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 favour of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).