

CONSTITUTION & BY-LAWS

OF

LIONS DISTRICT 17-A

**MULTIPLE DISTRICT 17
STATE OF KANSAS**

ADOPTED APRIL 12, 2014

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DISTRICT 17-A

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***The International Association of Lions Clubs
District 17-A Constitution and By-Laws***

CONSTITUTION

**ARTICLE I
NAME**

This organization shall be known as Lions District 17-A hereinafter referred to as "district."

**ARTICLE II
PURPOSES**

The purposes of this district shall be:

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

**ARTICLE III
MEMBERSHIP**

Section 1. MEMBERS: The members of this organization shall be all Lions Clubs in the District, duly chartered by and in good standing with Lions Clubs International and this organization.

Section 2. BOUNDARIES: The boundary lines of District 17-A shall be defined as the district boundaries as established by Multiple District 17.

**ARTICLE IV
EMBLEM, COLORS, SLOGAN and MOTTO**

Section 1. EMBLEM: The emblem of this association and each chartered club shall be that currently in use by Lions Clubs International.

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

Section 3. COLORS: The colors of this association and of each chartered club shall be those currently in use by Lions Clubs International.

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

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

**ARTICLE V
SUPREMACY**

District 17-A Constitution and By-Laws shall govern the district unless otherwise amended so as not to conflict with the Multiple District 17 and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the multiple district constitution and by-laws then the multiple district constitution and by-laws shall govern. Whenever there may exist a conflict, or a contradiction between the provisions set out in the

district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

**ARTICLE VI
OFFICERS**

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

Section 2. COMPENSATION: No Salary shall be paid to any Officer of this District.

**ARTICLE VII
DISTRICT CABINET**

The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer.

**ARTICLE VIII
ELECTION—APPOINTMENT OF DISTRICT CABINET AND CHAIRPERSONS**

The district governor and first and second vice district governors shall be elected at the annual convention of the district. The district governor shall appoint, by the time he/she takes office, the cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone in the district, and committee chairpersons.

**ARTICLE IX
REMOVAL**

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

**ARTICLE X
DISTRICT CONVENTION**

Section 1. TIME AND PLACE: An Annual Convention of the District shall be held each year prior to the International Convention at a place, date and time as selected by the District Governor. The District Convention shall conclude no less than thirty (30) days prior to the convening date of the annual international convention. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.

Section 2. CLUB DELEGATE FORMULA: Each chartered club in good standing in Lions Clubs International, and Multiple District 17, and District 17-A shall be entitled in each annual convention of its district to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Section 3. PDG DELEGATES: Full delegate status shall be granted to each Past District Governor who is a member of a Lions Club in this District independent of the club's delegate quota.

Section 4. QUORUM: The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

Section 5. SPECIAL CONVENTION: A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

ARTICLE XI

DISTRICT DISPUTE RESOLUTION PROCEDURE

All disputes relative to membership, club boundaries, or interpretation, breach of, or application 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 settled according to Lions Clubs International Board Policy Manual, CHAPTER XV, LEGAL, Section J: CONSTITUTIONAL COMPLAINTS PROCEDURE.

ARTICLE XII

AMENDING PROCEDURE

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

Section 2. NOTICE: No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

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

Section 4. AUTOMATIC UPDATE: When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

BY-LAWS

ARTICLE I

District Nominations, Elections and Appointments

- Section 1: **NOMINATING COMMITTEE.** Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not at the time of their appointment hold any district or international office.
- Section 2: **DISTRICT GOVERNOR ELECTION PROCEDURES.** Any qualified member of a club in the district seeking the office of district governor or first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.
- Section 3: **BALLOT.** The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.
- Section 4: **DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and District Governor's Honorary Committee shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors.
- In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:
- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
 - (b) Have served or will have served at the time he/she takes office as district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for two (2) full terms or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.
- Section 5: **FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.** Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice. In order for a Lion to be eligible

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

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

Section 6: REGION/ZONE CHAIRPERSON QUALIFICATIONS. Each region and zone chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.

Section 7: APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON. The district governor shall appoint, by the time he/she takes office, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone, in the district.

Section 8: REGION/ZONE CHAIRPERSON VACANCY. If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

ARTICLE II

Duties of District Officers/Cabinet

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) Oversee the Global Membership Team at the district level and administer and promote membership growth and new club development.
- (b) Oversee the Global Leadership Team at the district level and administer and promote leadership development at the club and district levels.
- (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 Lions clubs.
- (f) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- (g) Ensure that each Lions club in the district be visited by the district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- (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) 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: 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 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;
- h. 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;
- i. 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;
- j. At the request of the district governor, supervise other district committees;
- k. Participate in the planning of the next year including the district budget;
- l. 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 3: 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 the first vice 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. Assist the district governor and first vice district governor in planning and conducting the annual district convention;
- h. 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;
- i. 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;

- j. 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;
- k. 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.;
- l. At the request of the district governor, supervise other district committees;
- m. Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget;
- n. 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 according to these bylaws and rules of procedure adopted by the International Board of Directors

Section 4: CABINET SECRETARY-TREASURER. He/she shall act under the supervision of the district governor.

His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - 1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
 - 2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
 - 3) Make reports to the cabinet as the district governor or cabinet may require.
 - 4) Collect and receipt for all dues levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.
 - 5) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues if any, collected in the sub-district, and secure a proper receipt.
 - 6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
 - 7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
 - 8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

Section 5: 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. 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, District GMT Coordinator and District GLT Coordinator.
- (e) Visit a regular board of directors 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, district GMT Coordinator and district GLT Coordinator.
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Excellence Process to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.
- (h) In coordination with the District GLT Coordinator, play and active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, 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 6: 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. 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 GMT Coordinator and the GLT Coordinator 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 the district governor, District GMT Coordinator and District GLT Coordinator and region chairperson.
- (e) Promote the Club Excellence Process to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator 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 and active role in supporting leadership initiatives by informing Lions 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.
- (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, district GMT coordinator and district GLT coordinator).
- (m) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

Section 7: DISTRICT GOVERNOR'S CABINET. The district governor's cabinet shall:

- (a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.
- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
- (c) The District Governor and the District Cabinet shall approve the annual budget showing anticipated revenues and expenditures for the current fiscal year at the first cabinet meeting.
- (d) The District Governor may make adjustments to the budget during the fiscal year to meet the needs of the District subject to approval of the District Cabinet by majority of the quorum.
- (e) A District Finance Committee shall prepare a District Budget showing anticipated receipts and expenditures for the next fiscal year. The District Governor Elect shall select the committee members.
- (f) The district governor and his/her cabinet shall not incur obligations in any fiscal year which will create an unbalanced budget or deficit in said fiscal year. A minimum of \$2,000 balance will be passed to the following year's fiscal budget.
- (g) Supervise the collection of all dues 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.
- (h) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.
- (i) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- (j) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.
- (k) The current said District Cabinet has the authority to encumber funds to pay financial obligations approved by a majority of the said District cabinet. The outgoing cabinet treasurer (or secretary-treasurer) is authorized and directed to disburse all appropriated funds up to the amount of the appropriation included in the current budget to pay for aid obligations. This authority shall expire with the convening of the first cabinet meeting of the subsequent year.

Section 8: SERGEANT-AT-ARMS. The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE III
District Committees

Section 1: DISTRICT GOVERNOR'S ADVISORY COMMITTEE. In each zone, the zone chairperson and the presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold their meetings within 15 days following the district cabinet meeting. The committee shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the district governor and his/her cabinet.

Section 2: DISTRICT GOVERNOR'S HONORARY COMMITTEE. The district governor may appoint a District Governor's Honorary Committee. The Honorary Committee shall consist of past district governors that are members in good standing of a club in good standing in said district. This committee shall meet when and as called upon by the district governor. It shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

Section 3: KI COMMITTEE. The Kansas-International K-I Committee is established as part of the structure of Multiple District 17, to serve as liaison between the state council, each district, Lions Clubs International, and other provisional, single and multiple districts of Lions Clubs International on all matters of an international nature. The committee shall consist of one (1) member from the district who shall be a past district governor in good standing of a club in good standing, and shall be appointed, or reappointed, by the district governor prior to the first quarterly state council meeting. Any past international president or past international director residing in and in good standing within the district shall be an ex-officio member. The appointed member may not serve in excess of three years on this committee.

Section 4: CREDENTIALS COMMITTEE. The district governor shall designate the committee members. The Credentials Committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

Section 5: DISTRICT CABINET COMMITTEES. The District Governor may appoint, designate the Chairperson and fill vacancies occurring in all District Committees; such as: Alert, Campus Clubs Extension, Constitution and By-Laws, Convention, Cultural and Community Activities, Diabetes Awareness & LEHP, Environmental, Eye Glasses, Hearing and Speech, Historical Publications, Information Technology, International Understanding, Newsletter, Parliamentarian, Peace Poster, Pins, Public Relations, Service Dogs, Sight, USA/Canada Leadership Forum, Vision Screening, Women's Membership, Youth Outreach (Youth Exchange, Leo, Peace Poster, Quest, Youth Camp, Services for Children). These Committees shall perform such duties as the District Governor designates.

Section 6: LONG RANG PLANNING. District Governor's Long Range Planning Committee.

- (a) The District Governor shall appoint a Long-Range Planning Committee.
- (b) The District Governor's Long Range Planning Committee shall work together to create vision for the future, develop continuity between outgoing and incoming District Governors and Cabinets, work with the Leadership Chairperson to provide training for upcoming District Governors and work with cabinet chairpersons to develop future programming and projects for the District.

Section 7: OTHER COMMITTEES. The District Governor may appoint other Committees as appropriate.

Section 8: CHAIRPERSON DUTIES. Committee Chairpersons shall perform the duties of their offices as provided by Lions Clubs International and the District Governor's Cabinet, providing written reports of their activities at each District Cabinet meeting for inclusion in the minutes of the District Secretary.

Section 9: APPOINTEE REQUIREMENTS. Each officer/chairperson appointed by the District Governor shall be a member in good standing of a chartered Lions Club in said district.

ARTICLE IV
Meetings

Section 1: DISTRICT CABINET MEETINGS.

- (a) Regular. Regular meetings of the cabinet should be held within fifteen (15) days after the adjournment of the MD-17 Council Meeting. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each club. This notice may be contained in the governor's "newsletter".
- (b) Special. Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than ten (10) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.

Section 2: AWARDS BANQUET. At the option of the district governor, an awards banquet may be held at any time during his/her year. The cost of such awards should be included in the district budget for the current year.

Section 3: QUORUM. The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.

Section 4: VOTE. The voting privilege shall extend to the district governor, the immediate past district governor, the first and second vice district governors, the optional region chairpersons, the zone chairpersons, and the cabinet secretary, cabinet treasurer or cabinet secretary/ treasurer and others as determined by the DG and approved by the district cabinet.

Section 5: ALTERNATIVE MEETING FORMATS. Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

Section 6: BUSINESS TRANSACTED BY MAIL. The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district.

Section 7: REGIONS AND ZONES.

- (a) Organizational. Regions and zones shall be subject to change by the district governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the district and the association. The district should be divided into regions of sixteen (16) to ten (10) Lions clubs. Each region should be divided into zones of between eight (8) and four (4) Lions Clubs, giving due regard to the geographical locations of the clubs.
- (b) Region Meetings. Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor's term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.

Section 8: District Workshops. A leadership forum or training session will be held for all Lions club officers and district officers, including members of the district clubs who choose to attend. Such said meetings shall be held on dates and locations selected by the district governor. Notice of these district meetings shall be given to all district Lions clubs with the governor's newsletter not less than ten (10) days prior to said district meetings.

ARTICLE V
District Convention

- Section 1: LOCATION. The location and host club for this District Convention or Conference shall be selected and announced by the incoming District Governor at the first District Cabinet meeting after taking office unless a bid or invitation to host the District Convention was accepted and approved at the previous held District Convention.
- Section 2: POWER TO CHANGE. The District Governor shall retain and have power to change at any time, for good reason, the convention or conference site previously chosen. This District, nor the District Governor, nor any member of the District Cabinet shall incur any liability thereby to any Lions Club or club member in the District.
- Section 3: OFFICIAL CALL. The district governor shall issue an official printed call for the annual district convention not less than thirty (30) days prior to the date fixed for holding the same, stating the place, day and hour thereof.
- Section 4: OFFICERS. The members of the district cabinet shall be the officers of the annual district convention.
- Section 5: SERGEANT-AT-ARMS. A convention sergeant-at-arms and such assistant sergeants-at-arms as deemed necessary shall be appointed by the district governor.
- Section 6: OFFICIAL REPORT. Within sixty (60) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.
- Section 7: DELEGATES. Voting delegates from a club and past district governors must have a delegate form signed by the president or secretary of his/her club. The district governor or first and second vice district governors may sign the delegate form if the delegate has misplaced the original form.
- Section 8: CREDENTIALS COMMITTEE. The Credentials Committee of the district convention shall be selected by the district governor. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.
- Section 9: 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 10: DISTRICT CONVENTION COMMITTEES. The district governor shall appoint or designate the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules and International Convention. Each region shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

Article VI
MD-17 Lions Foundations Directors

- Section 1: NOMINATIONS. Candidates for director of any recognized MD-17 Lions Foundation must file application with a Nominating Committee Member, in writing, no less than thirty (30) days prior to the District's Annual Convention. If no applications are received, the presiding officer shall call for nominations from the floor.
- Section 2: TERMS. The number of directors and length of terms shall be the same as set forth in the respective MD-17 foundation's constitution and by-laws.
- Section 3: QUALIFICATIONS. The election of a director of any recognized MD-17 foundation shall meet the qualifications set forth by the respective MD-17 foundation's constitution and by-laws.
- Section 4: VACANCIES. In the event of a vacancy, for any reason, occurring in any foundation director's position representing said district, the District Governor, with approval of the District Cabinet, shall appoint a qualified Lion to temporarily fill the vacancy. An election, if needed, to complete the remainder of the vacant term will be held at the next district convention.

ARTICLE VII
Convention Fund

Section 1: CONVENTION FUND DUES. The annual per capita District Convention Dues is outlined in Article VIII, Section 1 (a). The funds so collected shall be used exclusively for defraying expenses of District Conventions.

Section 2: REMAINING FUNDS. In any fiscal year, the carry over balance of the convention fund shall not exceed \$5,000. Any amount in excess of \$5,000 will be moved to the administrative fund.

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

ARTICLE VIII
District Administration Fund

Section 1: DISTRICT REVENUE. To provide revenue for approved district projects and to defray the administrative expenses of the district, an annual district administrative fund per capita dues of \$5.00 is hereby levied upon each member of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows:

- (a) First Payment of \$3.00 per club member as requested by Treasurer on Dues Invoices of each year to cover the semi-annual period July 1 to December 31; of this amount, \$2.00 per club member will be used for district administration expenses and \$1.00 per club member will be placed in the District Convention Fund.
- (b) Second payment of \$2.00 per club member as requested by Treasurer on Dues Invoices of each year, to cover the semi-annual period January 1 to June 30. Said per capita dues is to be based upon the roster of each club as of the first day of July and January, respectively. Said dues shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said dues on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said dues shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet.

Section 2: REMAINING FUNDS. In any fiscal year, a balance of \$2000.00 shall be budgeted annually to be passed to the next program year. In addition, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund and become available for future district administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3: PER-CAPITA DUES DISCOUNT. Eligible family members, students, and former Leos shall pay one-half (1/2) of the amount of dues as provided in Article VII, Section 1 and Article VIII, Section 1, in accordance with criteria established by LCI.

ARTICLE IX
Miscellaneous

Section 1: DISTRICT GOVERNOR EXPENSES. Expenses of the district governor in connection with his/her attending the U.S.A./Canada Forum may be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the Rules of Audit of Lions Clubs International.

SECTION 2: VICE DISTRICT GOVERNOR EXPENSES. Expenses for the first and second vice district governors shall be reimbursed for mileage only for trips requested by the district governor and trips with prior approval from the district governor. Mileage amount to be paid is the amount stated in the Rules of Audit of Lions Clubs International.

Section 3: CABINET TREASURER BOND. The cabinet secretary-treasurer or cabinet treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

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

Section 5: COMPENSATION. No officer shall receive any compensation for any service rendered to this district in his/her official capacity.

Section 6: FISCAL YEAR. The fiscal year of this district shall be from July 1st to June 30th.

Section 7: RULES OF PROCEDURE. Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE X Amendments

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

Section 2: AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

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

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