

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

Revised March 19, 2011

Constitution and By-Laws

CONSTITUTION

**ARTICLE I
Name**

This Organization shall be known as District 17-S of the International Association of Lions Clubs (hereinafter referred to as "District").

**ARTICLE II
Objectives**

To provide guidelines and establish accepted methods of operation which will result in an efficient District organization headed by the District Governor, for the express purpose of advancing Lionism and providing proper administration throughout the District.

**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-S shall be defined as the district boundaries as established at the Multiple District 17 State Convention held June 1, 2007.

**ARTICLE IV
District Organization**

Section 1. Officers and Cabinet

- A. The District shall have a District Cabinet composed of a District Governor, who shall be the presiding officer, Immediate Past District Governor, First and Second Vice District Governors, Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, Region Chairpersons (if the position is utilized during the district governor's term), and Zone Chairpersons. (Note: The District Governor shall have the authority to determine whether the position of Region Chairperson will be utilized during his/her term. If not utilized this position of Region Chairperson shall remain vacant during said District Governor term.)
- B. The District Governor shall be elected at a District Convention. If the District shall fail to elect a qualified District Governor or should a vacancy in the District Governor's position occur, the vacancy shall be filled as provided by Lions International Constitution and By-Laws.
- C. The First and Second Vice District Governors shall be elected at a District Convention. Should the District fail to elect qualified First and/or Second Vice District Governors or should a vacancy occur in the First and/or Second Vice District Governors position, the District

Governor shall convene a special District Meeting to elect a First and/or Second Vice District Governors. As provided in Article I, Section 7 in the By-laws.

- D. The District Governor shall appoint, prior to taking 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.
- E. The District Governor may create committees felt necessary to further "Lionism" in the District and appoint individuals to those committees.
- F. Any person appointed to an office by the District Governor can be removed from that office by the District Governor without cause.
- G. In the event of a vacancy in any District office, other than that of District Governor or First or Second Vice District Governors, the District Governor shall have the power to fill such vacancy by appointment for the unexpired term.
- H. No salary shall be paid to any officer of the District.

Section 2. District Cabinet Meetings

- A. A regular District Cabinet Meeting shall be held in each quarter of the fiscal year. The District Cabinet Meetings shall be held within twenty (20) days following the MD17 State Council Meetings. Not less than ten (10) days written notice of each meeting, as determined by the District Governor, shall be given to each Cabinet Member, Committee Chairperson, Committee Members, by the Cabinet Secretary and/or Cabinet Secretary/Treasurer, as to date, time and place of the meeting. This notice may be contained in the Governor's "newsletter".
- B. A Special District Cabinet Meeting may be called by the District Governor. A Special Cabinet Meeting may be called by a majority of the District Cabinet by written petition to the District Governor, or, Cabinet Secretary and/or Cabinet Secretary/Treasurer requesting a Special Cabinet Meeting. Within ten (10) days following receipt of the petition, the District Governor or the Cabinet Secretary and/or Cabinet Secretary/Treasurer shall establish time, date, place and purpose of the Special Cabinet Meeting which will occur within twenty (20) days communicating this information to each Cabinet Member, Committee Chairperson and Committee Member, by mail and/or telecommunication.
- C. Regular and/or special meetings of District 17-S Cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.
- D. The District 17-S 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) members of said council.
- E. At the option of the District Governor, an Awards Banquet may be held at any time during his or her year. The cost of such awards should be included in the District Budget for the current year.
- F. The attendance of a majority of the voting members of the cabinet shall constitute a quorum at any properly called regular or special district cabinet meeting.
- G. Voting privileges shall extend to the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons, the zone chairpersons, the cabinet secretary and cabinet treasurer (or secretary-treasurer).

Section 3. Regions and Zones

- A. The district governor shall divide the district into regions of no more than sixteen (16) and no less than ten (10) Lions clubs, and each such region into zones of no more than eight (8) and no less than four (4) Lions clubs, giving due regard to the geographical locations of the clubs. All such regions and zones shall be subject to change by the district governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the association.

- B. Regional Meetings. Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor's term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.
- C. Zone Meetings. See Article V, Section 3.

ARTICLE V
District Governor's Advisory Committee

Section 1. Makeup There shall be a District Governor's Advisory Committee in each Zone composed of the Zone Chairperson as presiding officer and the Presidents and Secretaries of all clubs in the Zone as members.

Section 2. Duties This committee is an advisory body from its Zone to the District Governor and the District Cabinet. It represents all of the clubs in the Zone in this capacity. Like the District Cabinet, this committee shall follow closely the stipulations concerning it as set forth by the various publications of Lions Clubs International.

Section 3. Meetings The Zone Chairpersons shall call at least four (4) meetings of the District Governor's Advisory Committee during the year. Such meetings will be held on dates and in locations selected by the Zone Chairpersons in consultation with the Advisory Committee members. In no event shall these meetings be held later than thirty (30) days following each regular District Governor's Cabinet meeting and in no event prior to such Cabinet meeting.

Section 4. Zone Socials At least one (1) meeting of all the clubs in each Zone may be designated and known as a "Zone Social", the time and place of such meeting to be fixed by the Zone Chairperson, who shall preside at such meeting. Zone Socials shall be so located and scheduled as to make it possible and convenient for the members of each club in the Zone to attend.

Section 5. Notice The Zone Chairperson shall advise each club President in the Zone, in writing either by mail or telecommunications, at least ten (10) days prior to the meeting, as to date, time, place, and agenda.

Section 6. Agenda It is recommended that the agenda provided by Lions Clubs International be used as a guide by the Zone Chairpersons in preparing for Zone Meetings.

ARTICLE VI
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, Zone or Member Club or any other group or committee of any one of them shall be determined by Roberts Rules of Order, newly revised.

ARTICLE VII
Amendments

Section 1. Procedure This Constitution may be amended only at a District Convention by resolution reported by the Convention Chairperson on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast. This Committee shall consist of three (3) Lions, in good standing, appointed by the District Governor.

Section 2. Notice No amendments shall be so reported or voted upon unless the same shall have been furnished in writing, either by mail or telecommunications, 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. Revisions The District Secretary-Treasurer or District Secretary shall update the District 17-S Constitution and By Laws within sixty (60) days following each district convention when amendments have been voted on and adopted. The portion of the Constitution and By Laws added, changed or deleted, shall be published in the District Governor's Newsletter, to ensure each club and cabinet officer receives a copy. A complete Constitution and By Laws will be updated and delivered to the MD 17 Kansas Lions Office. A complete Constitution and By-Laws will be provided to any District Lions Club or any Lion in the district who makes a written request.

Section 5. 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 District 17-S Constitution and By-Laws shall automatically be updated in this said district constitution and by-laws at the close of the International Convention.

BY-LAWS

ARTICLE I

District Nominations, Elections and Appointments

Section 1. Nominating Committee At least sixty (60) days prior to the District Convention, the District Governor shall appoint a Nominating Committee of not more than five (5) members, each from a different District Lions Club, and publish to each Lions Club in the District the name and address of each member of the Nominating Committee at least forty-five (45) days prior to the District Convention.

Section 2. Procedure Any Lion in the District in good standing seeking election to the office of District Governor and/or first or second vice district governor shall file in writing their desire along with credentials required by Lions Clubs International Constitution and By-Laws with any member of the Nominating Committee at least thirty (30) days prior to the District Convention. The Chairperson of the Nominating Committee, or representative, will place the name/s of candidates before delegates at the District Convention for vote.

Section 3. Floor Nominations If the Nominating Committee receives no applications as specified in Section 2 prior to the District Convention, the Chairperson of the Nominating Committee, or representative will receive nominations from the floor at the District Convention along with required credentials and place before the delegates the name/s received for vote.

Section 4. Nominating Speeches Candidates seeking election will be allowed one nominating speech of not more than five (5) minutes and one seconding speech of not more than three (3) minutes. The Chairperson of the Nominating Committee, or representative, will serve as timekeeper. Members of the Nominating Committee will serve as the Teller Committee.

Section 5. 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 6. Term Those elected will serve from the conclusion of the next Lions International Convention to the conclusion of the following Lions International Convention.

Section 7. FIRST AND SECOND V.D.G. VACANCIES

In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a special 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 that 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. The election shall be by secret written ballot, with the candidate required to secure a majority of the votes cast. 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 District 17-S.
- B. Secure the endorsement of his/her club
- C. Have served or will have served at the time he/she takes office as first or second vice district governor:
 - 1. 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; and
 - 2. As a zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
 - 3. With none of the above being accomplished concurrently.

Section 8. 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.

ARTICLE II

Duties of District Officers and Cabinet

Section 1. District Governor Under the general supervision of the International Board of Directors, the District Governor shall represent the association in District 17-S. In addition, the district governor shall be the chief administrative officer in the district and shall have direct supervision over the first and second vice district governors, region chairpersons, zone chairpersons, the cabinet secretary-treasurer or cabinet secretary and cabinet treasurer and such other cabinet members as may be provided for in this district constitution and bylaws. The District Governor's specific responsibilities shall be to:

- A. Administer and promote membership growth and new club development.
- B. 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 vice district governor, but if he/she is not available, the presiding officer at any such meeting shall then be the 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 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, forthwith, at the termination of his/her term of office, all district accounts and records 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, under general supervision of the District Governor, shall represent Lions Clubs International in the District and be presiding officer at all District Meetings in the absence of the District Governor.

- A. Further the purposes and objects of Lions Clubs International.
- B. Familiarize with the duties of the District Governor to prepare to fill that office in a vacancy and assume the duties and responsibilities of that office.
- C. Perform administrative duties as assigned by the District Governor.
- D. Perform such other functions and acts as required by the International Board of Directors.
- E. Actively participate in all Cabinet Meetings, attend State Council Meetings and conduct District Meetings in the absence of the District Governor.
- F. Participate in preparation of the District Budget.
- G. Be actively engaged in all matters to be continued the next year.
- H. Participate in review of the strengths and weaknesses of Clubs in the District.
- I. As instructed by the District Governor, supervise District Committees.
- J. Chair the district MERL team.

Section 3. Second Vice District Governor. The second vice district governor is subject to the supervision and direction of the district governor. His/her specific responsibilities shall be to:

- A. Further the purposes of this association.
- B. Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
- C. Perform such duties as assigned by the district governor, including assisting the district retention chairperson.
- D. Perform such other functions and act as required by the policy of the association.
- E. Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- F. Participate in the preparation of the district budget.
- G. Actively engage in all matters to be continued during the following year.
- H. At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

Section 4. Cabinet Secretary The Cabinet Secretary shall act under the supervision of the District Governor to:

- A. Further the purposes and objects of the Lions Clubs International.

- B. Perform such duties as are implied by the title of the office, including but not limited to:
 - (1) Keep an accurate record of the proceedings of all meetings of the Cabinet and within ten (10) days after each meeting forward copies of the minutes to all members of the Cabinet and to Lions Clubs International.
 - (2) Make reports to the District Governor and Cabinet as required.
 - (3) Keep accurate books and minutes of all District Meetings. Permit inspection of books and minutes records by District Governor, members of the Cabinet or any District Lions Club (or any authorized agent of any of them) at any reasonable time for any purpose. On direction of the District Governor or Cabinet, furnish all books and records for audit.
- C. Perform such additional assignments as shall be given by the District Governor.
- D. Perform such other functions and acts as may be required by the International Board of Directors.

Section 5. Cabinet Treasurer The Cabinet Treasurer shall act under the supervision of the District Governor to:

- A. Further the purposes and objects of this Lions Clubs International.
- B. Perform such duties as are implied by the title of said office, including, but not limited to the following:
 - (1) Make reports to the Cabinet as the District Governor or Cabinet may require. These reports shall be included in the first issue of the District Governor's newsletter following each District Cabinet meeting.
 - (2) Collect and receipt all per capita taxes levied hereunder 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.
 - (3) Remit and pay over to the Multiple District Council Treasurer the Multiple District Per Capita Tax, if any, collected in the District and secure a proper receipt therefore.
 - (4) Keep accurate books and records of account, permit inspection of same by the District Governor, any Cabinet Member, and furnish any such books and records as requested to any auditor appointed by the District Governor.
 - (5) Secure bond for the faithful performance of duties.
 - (6) The Treasurer shall make a final detailed financial report immediately following the final District Cabinet meeting of the Lions fiscal year. This report will be combined with other records for submission to the audit committee. The audit committee will include this report as part of their report to the first District Cabinet meeting in the following Lions fiscal year.
- C. Perform such additional assignments as shall be given from time-to-time by the District Governor.
- D. Perform such other functions and acts as may be required by the International Board of Directors.

Section 6. 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. 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;
- 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;
- F. Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws;

- G. 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;
- H. Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor;
- I. Shall prepare and present a written report, providing copies for all District Cabinet members, at each District Cabinet meeting covering activities, such as clubs visited, duties performed, and status of clubs as to attendance, finances, activities, etc;
- J. 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. In the event the region chairperson for any reason cannot or does not, in the judgment of the district governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

Section 7. Zone Chairperson The Zone Chairperson shall, under the supervision of the District Governor, shall be the chief administrative officer in the Zone and:

- A. Further the purposes and objects of Lions Clubs International.
- B. Serve as Chairperson of the District Governor's Advisory Committee in the Zone and as Chairperson to call and preside at Meetings of the Committee.
- C. Make a report of each District Governor's Advisory Committee Meeting and send copies within five (5) days thereafter to Lions Clubs International, the District Governor and First and Second Vice-District Governor.
- D. Play an active role in organizing new Clubs and keep informed on activities and well being of all clubs in the Zone.
- E. Represent each Club in the Zone in any problems with District, Multiple District of Lions Clubs International.
- F. Supervise the progress of District, Multiple District and Lions Clubs International projects in the Zone.
- G. Endeavor to have every Club in the Zone operating under a duly adopted Club Constitution and By-Laws.
- H. Endeavor to have every Club in the Zone incorporated in the State of Kansas.
- I. Promote representation of International and District Conventions by at least the full quota of delegates to which Clubs in the Zone are entitled.
- J. Visit a regular meeting of each Club in the Zone once or more during the term of office, reporting the findings to the Vice-District Governor, particularly with respect to weaknesses that may have been discovered, with a copy to the District Governor.
- K. Should be prepared to induct new members, install officers, and make presentations and talks when requested by a club in their Zone.
- L. Shall attend the regular and special meetings of the District Cabinet and present a written report, providing copies for all cabinet members, as to the condition of clubs in their Zones, of duties performed, and statistics as to attendance, activities, membership, etc.
- M. Perform such other functions and acts as may be required by the International Board of Directors. In the event the Zone Chairperson cannot or does not, in the judgment of the District Governor, perform the duties of the office, or in the event the office is vacated, the District Governor shall appoint a successor to serve for the remainder of the term.

Section 8. District Governor's Cabinet The District Governor's Cabinet shall:

- A. Assist the District Governor in the performance of the District Governor's duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- B. The District Cabinet shall carry out the responsibilities and duties outlined in the Lions Clubs International, Multiple District 17, and District 17-S Constitution and By Laws, as well as those

recommendations of Lions Clubs International as presented in various publications.

- C. Receive from Zone Chairperson reports, recommendations and concerns of the Clubs in each Zone.

Section 9. 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 Roberts Rules of Order, newly revised.

ARTICLE III District Committees and Duties

Section 1. District Cabinet Committees The District Governor may appoint, designate the Chairperson and fill vacancies occurring in all District Committees; Campus Clubs Extension, Constitution and By-Laws, Convention, Cultural and Community Activities, Diabetes, Environment, Eye Glasses, Guide Dogs, Hearing and Speech, Historical Publications, Information Technology, International Understanding, MERL (Membership, Extension, Retention, Leadership), Parliamentarian, Pins, Public Relations, Sight, USA/Canada Leadership Forum, Women's Membership, Youth Outreach (Youth Exchange, Leo, Peace Poster, Quest, Youth Camp). These Committees shall perform such duties as the District Governor designates.

Section 2. 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. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the district governor and his/her cabinet.

Section 3. District Governor's Honorary Committee The District Governor's Honorary Committee shall act under the direction of the District Governor in the promotions of harmony throughout the District. The Chairperson of this Committee will attend meetings of the Cabinet when requested by the District Governor.

Section 4. District Governor's Long Range Planning Committee

- A. The District Governor shall appoint a Long-Range Planning Committee consisting of a Past District Governor, the First Vice District Governor and four (4) at-large Lions from the District. The Past District Governor shall chair this 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 Leadership Chairperson to provide training for upcoming District Governors and work with cabinet chairpersons to develop future programming and projects for the District.

Section 5. Other Committees The District Governor may appoint other Committees as appropriate.

Section 6. Chairperson Duties District Activities 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 7. Appointee Requirements Each officer appointed by the District Governor shall be a member in good standing of a chartered Lions Club in District 17-S.

ARTICLE IV District Administration Fund

Section 1. District Revenue To provide revenue to defray the administrative expenses of the district, an annual district administrative fund per capita tax of six dollars (\$6.00) 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 three dollars (\$3.00) per club member based upon the roster of each club as of the first day of July shall be paid by September tenth of each year to cover the semi-annual period July 1 to December 31. Of this amount, two dollars and forty cents (\$2.40) per club member will be used for district administration expenses and sixty (60) cents per club member will be placed in the District Convention Fund.
- B) Second payment of three dollars (\$3.00) per club member based upon the roster of each club as of the first day of January shall be paid by March tenth of each year to cover the semi-annual period January 1 to June 30. The full amount, three dollars (\$3.00) per club member will be used for district administration expenses.

Said tax shall be paid to the cabinet treasurer (or secretary/treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said per capita tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said per capita tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet. Disbursement therefrom shall be by checks drawn and signed by the cabinet treasurer and counter-signed, if required by the District Cabinet and approved at the 1st cabinet meeting, by the District Governor.

Section 2. DG Expenses LCI Convention/USA-Canada Forum Expenses of the District Governor in connection with attending the International Convention and/or the U.S.A.-Canada Forum shall be considered a District Administrative expense as set forth by the budget. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit by Lions Clubs International.

Section 3. VDG Mileage 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 4. Balanced Budget The District Governor and the Cabinet shall not incur obligations in any fiscal year which will create an unbalanced budget in said fiscal year.

Section 5. Treasurer Bonding The Cabinet Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense.

Section 6. Budget 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.

Section 7. Budget Adjustments 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.

Section 8. Finance Committee A District Finance Committee consisting of the District Governor Elect, District Governor, Immediate Past District Governor, Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, and up to four Past District Governors, shall prepare, with the advice and consent of the District Cabinet, a District Budget showing anticipated receipts and expenditures for the next fiscal year. The District Governor Elect shall chair the committee.

Section 9. Audit or Review The District Governor shall provide for annual or more frequent audit of books and accounts of the Cabinet Treasurer and/or Cabinet Secretary/Treasurer.

ARTICLE V District Convention

Section 1. Convention 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 30 days prior to the convening date of the annual international convention.

Section 2. Convention Officers The members of the District Cabinet shall be the officers of the Annual District Convention.

Section 3. Convention Credentials The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet-secretary treasurer and two other non-officers of the district appointed by the district governor. The Credentials Committee shall have the powers and perform the duties set forth in Roberts Rules of Order, newly revised.

Section 4. 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 5. Club Delegate Formula Each Chartered Club in good standing in Lions Clubs International and the District shall be represented by one or more delegates at the Annual District Convention and shall be entitled in each such Convention to one voting delegate and one alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or fraction thereof, of said Club as shown by the records of Lions Clubs International on the first day of the month last preceding that month during which the Convention is held and further provided that full delegate status be granted to each Past District Governor who is a member of a Club in the District independent of Club Delegate quotas herein above specified. The major fraction referred to in this Section shall be five (5) or more members. Each certified Delegate present in person may cast one vote only for each office to be filled and one vote only on each issue to be voted on by the members of said 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. 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 rule of the respective Convention.

Section 6. Delegate Form Voting Delegates from a Club and Past District Governors must have a Delegate Form signed by the President or Secretary of his or her Club. The District Governor or First and Second Vice District Governor may sign the Delegate Form if the Delegate has misplaced the original form.

Section 7. Quorum The attendance in person of a majority of the Delegates registered at the Convention shall constitute a quorum at any session of the Convention.

Section 8. Official Report Within sixty (60) days after the close of the District Convention, the Secretary shall transmit one copy of the complete proceedings to Lions Clubs International. Upon written request from any Club in the respective District, a copy shall be furnished to said Club.

Section 9. Rules for Convention Procedure The District Governor shall arrange the Order of Business for the District Convention and the same shall be the order of the days for all sessions.

Section 10. Convention Cabinet Meeting A quarterly District Cabinet meeting may be held in connection with the annual District Convention.

ARTICLE VI

District Convention Fund

Section 1. District Convention Tax The annual per capita District Convention Tax is outlined in Article IV Section 1A. The funds so collected shall be used exclusively for defraying expenses of District Conventions.

Section 2. Funds Carryover In any fiscal year, any balance remaining in the Convention Fund, after payment of all Convention Administrative expenses in that year, shall remain in said Convention Fund and become available for future Convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3. Registration Fee 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.

Section 4. Audit or Review The District Governor shall provide for an annual or more frequent audit of the District Convention Fund and shall give an annual financial report of said Fund to each annual District Convention.

ARTICLE VII Training

Section 1. Club Officer Training Adequate time for training sessions for the President Elects and Secretaries Elect, and other elective club officers, shall be provided. The District Leadership Chairperson shall select one (1) or more persons, qualified by experience and ability, to preside and instruct at all training sessions. Instructors should be chosen and notified of their responsibilities so they may have adequate time to prepare for their presentations.

Section 2. District Cabinet Training The District Governor shall organize and carry out, with whatever assistance may be desired, a training session for Region Chairpersons, if utilized, and Zone Chairpersons. The training session will be held prior to the first quarterly District Cabinet meeting of the Lions fiscal year.

Article VIII District Cabinet Recruitment

Each club in District 17-S is requested to select, at the time of their nominations committee report each year, one (1) of their members who would be capable and willing to serve as a region chairperson, if utilized, a zone chairperson or a committee chairperson. The District Governor is encouraged to solicit the help of Past District Governors of the District in locating suitable personnel to fill the positions at the district level.

Article IX Fiscal Year

The fiscal year of the District shall be from the close of the International Convention to the close of the next International Convention. If there is no International Convention, the fiscal year shall be from July 1 to June 30th.

Article X 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 17-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 District 17-S, the District Governor, with approval of the District 17-S Cabinet, shall appoint a District 17-S Lion to temporary fill the vacancy. An election, if needed, to complete the remainder of the vacant term will be held at the next district convention.

Article XI Kansas International K-I Committee

Section 1. Purpose 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.

Section 2. Member Appointment 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.

Article XII Amendments

Section 1. Procedure These By-Laws may be amended only at a District Convention by resolution reported by the Convention Chairperson on Constitution and By-Laws and adopted by a majority of the votes cast. This Committee shall consist of three (3) Lions, in good standing, appointed by the District Governor.

Section 2. Notice No amendments shall be so reported or voted upon unless the same shall have been furnished in writing, either by mail or telecommunications, 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. Revisions The District Secretary-Treasurer or District Secretary shall update the District 17-S Constitution and By Laws within sixty (60) days following each district convention when amendments have been voted on and adopted. The portion of the Constitution and By Laws added, changed or deleted, shall be published in the District Governor's Newsletter, to ensure each club and cabinet officer receives a copy. A complete Constitution and By Laws will be updated and delivered to the MD 17 Kansas Lions Office. A complete Constitution and By-Laws will be provided to any District Lions Club or any Lion in the district who makes a written request.

Section 5. 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 District 17-S Constitution and By-Laws shall automatically be updated in this said district constitution and by-laws at the close of the International Convention.

Revised March 19, 2011