

**THE INTERNATIONAL ASSOCIATION  
OF LIONS CLUBS**



***We Serve***

**DISTRICT CONSTITUTION,  
BY-LAWS AND SOP**

**For**

**LIONS DISTRICT 17-L of KANSAS**

**ADOPTED [As Of 4/12/2008]  
EFFECTIVE [AS OF 6/28/2008]**

# **LIONS DISTRICT 17-L of KANSAS CONSTITUTION, BY-LAWS and SOP**

## **CONSTITUTION**

### **ARTICLE I [C]**

**Section 1, Name:** This organization shall be known as District Number is 17-L Lions Clubs International, hereinafter referred to as “District”.

### **ARTICLE II [C]**

**Section 1, Object:** To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this District.

### **ARTICLE III [C]**

**Section 1, Membership:** The members of this organization shall be all Lions Clubs in this District chartered by Lions Clubs International. The boundary lines for this District shall be those determined by Lions Clubs International in a redistrict or merger proposal approved by the International Board of Directors.

### **ARTICLE IV [C]**

#### **District Organization**

**Section 1, Cabinet and Officers:**

- A. The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, First & Second Vice District Governors, the Region Chairpersons (if the position is utilized during the District Governor’s term), the Zone Chairpersons, a Cabinet Secretary, a Cabinet Treasurer (or Cabinet Secretary-Treasurer). The members of the District Cabinet shall be the Officers of the District. Each such Officer shall be a member in good standing of a Lions Club in good standing within the District.**
- B. The District Governor and Vice District Governors shall be elected at the annual convention of this District. The persons elected shall meet all qualifications specified in Lions Clubs International Constitution Article IV, Section 7. The District Governor shall appoint, by the time of taking office, a Cabinet Secretary, a Cabinet Treasurer (or Cabinet Secretary-Treasurer), a Region Chairperson for each region (if the position is utilized during the District Governor’s term) a Zone Chairperson for each zone, and other Committee Chairpersons as may be included in this District.**

- C. Any vacancy in any District Office, except that of the District Governor or Vice District Governors, shall be filled by appointment of the District Governor for the unexpired term thereof.**
- D. If a Zone Chairperson shall cease to be a member of a Lions Club in the assigned zone, the term of office shall thereupon cease and the District Governor shall appoint a successor.**
- E. No Salary shall be paid to any Officer of this District.**

## **Section 2, District Cabinet Meetings:**

- A. Regular meeting of the District Cabinet shall be held in each quarter of the fiscal year designated by Lions Clubs International. The first cabinet meeting shall be held within sixty (60) days after the adjournment of a preceding Lions International Convention. The other regular meetings shall be held one per quarter with in the remaining fiscal year. A ten (10) day written notice of a Cabinet meeting date, time and place determined by the District Governor shall be given to each member by the District Governor or a delegated member of the cabinet.**
- B. Special meetings of the Cabinet may be called at the District Governor's discretion or shall be called upon written request made to the District Governor or the District Cabinet Secretary by a majority of the members of the District Cabinet. No fewer than five (5) nor more than ten (10) days written notice setting forth the purposes thereof and a date, time, and place determined by the District Governor shall be given to each member by the District Governor or a delegated member of the cabinet.**
- C. A core quorum shall be constituted by the majority of Cabinet members identified in Section 1-A for any meeting thereof. In all such meetings, the voting privilege shall be extended to those cabinet members in attendance. Past District Governor, Lions Club President and District Committee Chairperson in attendance will have a vote but are not counted as part of the core quorum. A person holding two or more District Cabinet core quorum positions will be counted as one [1] core quorum cabinet member with one [1] vote.**

## **Section 3, Regions and Zones:**

- A. The District Organization shall have regions if the District Governor utilizes regions during his or her term. Each region shall have no more than fourteen (14) and no fewer than ten (10) Lions Clubs assigned to the region. Each region will have zones of no more than eight (8) or fewer than three (3) Lions Clubs assigned to the zone. When regions are NOT used, the District Organization shall have zones of no more than eight (8) or fewer than three (3) Lions Clubs assigned to the zone. The clubs assigned to a zone shall be determined by giving due regard to the geographical location of the clubs. All such Regions and/or Zones shall be subject to change at the sole discretion of**

the District Governor when it is deemed necessary to the best interest of Lions Clubs International.

- B. Region and/or Zone meetings of representatives of assigned clubs with the appropriate Chairperson shall be held during the fiscal year at a time and place fixed by the presiding Chairperson. The first such meeting shall be within ninety (90) days of the preceding Lions Clubs International Convention. A ten (10) day written notice of a Region or a Zone meeting date, time and place determined by the Region or Zone Chairperson shall be given to each club representative. Subsequent Region and/or Zone meetings are the Chairperson's discretion. However, a ten (10) day written notification of such meeting must be sent to the clubs' representatives.

## **ARTICLE V [C]**

### **District Funds**

#### **Section 1, Administrative Fund:**

To provide income to defray the administrative expenses of this District, an annual District Administrative Fund Per Capita Tax of \$6.00 is hereby levied upon each member of each Lions Club in the District. It shall be collected and paid in advance by each Lions Club in two (2) semi-annual payments as follows: \$3.00 per member on the club's roster as of July 1st, payable by September 10<sup>th</sup>, and January 1st, payable by March 10<sup>th</sup>, of each fiscal year. The Lions Club's membership numbers on the roster of July first and January first are those reflected by Lions Clubs International used in billing the international dues. The District Per Capita tax shall be so paid to the Cabinet Treasurer or Secretary-Treasurer by each Lions Club. The newly chartered or reorganized Lions Club 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 charter or reorganization. The Per Capita Tax shall be disbursed for all Administrative expenses of the District. The District Governor must approve all disbursements payable by check drawn by the Cabinet Treasurer or Secretary-Treasurer on the District account.

#### **Section 2, Convention Fund:**

In addition to a District Convention registration fee, an annual District Convention Fund Per Capita Tax of \$1.00 is hereby levied upon each member of each Lions Club in the District. It shall be collected and paid in advance by each Lions Club in two (2) semi-annual payments of \$0.50 in accordance with the administrative fund collection described in section 1 of Article 5. A newly chartered or reorganized Lions Club shall follow the same method as used in the Administrative Fund to collect and pay the Convention Per Capita Tax. The Convention Fund accounting is separate from the Administrative Fund accounting so the Treasurer or Secretary-Treasurer can disburse by each fund's balance accordingly to specific disbursements authorized by the District Governor.

### **Section 3, District Governor Expenses:**

**The expenses of the District Governor in connection with attendance at the Lions Clubs International Convention shall be considered a District Administrative expense. The expenses of the District Governor in connection with the District Convention shall be considered a District Convention expense. Reimbursement of such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International.**

### **Section 4, Budgeting:**

**The District Governor and District Cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit within the said fiscal year.**

### **Section 5, Bonds:**

**The District Treasurer or District Secretary-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, Convention Fees:**

**Such fees as the District Governor shall set may be collected, under procedures set by the District Governor, from each delegate, alternate delegate, and all other persons attending the District Convention to defray the actual cost of the convention meals and entertainment.**

### **Section 7, Convention Carryover Amounts:**

**In any fiscal year, any balance remaining in the Convention Fund, after payment of all convention expenses in that convention year, shall remain in the Convention Fund and be treated as income in subsequent fiscal year.**

### **Section 8, Audit:**

**The District Governor shall provide for an annual or more frequent audit of the books and accounts of the District kept by the District Treasurer or Secretary-Treasurer. A statement of the financial condition of the District shall be sent to Lions Club International and to each Lions Club in this District. The financial statement shall be completed and disseminated within sixty (60) days after the close of the fiscal year by the District Governor then in office.**

## **ARTICLE VI [C]**

### **District Convention**

#### **Section 1, Convention:**

**An annual convention or conference of this District shall be held in each year prior to the Lions Clubs International Convention. The event must be held no less than thirty (30) days prior to the convening of the international convention. A meeting of the registered delegates of this 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, Officers:**

**The members of the District Cabinet shall be the officers of the Annual District Convention or Conference.**

#### **Section 3, Sergeant-At-Arms:**

**A Convention Sergeant-at-Arms and Assistant Sergeants-at-Arms shall be appointed by the District Governor.**

#### **Section 4, Delegates:**

**Each chartered Lions Club in good standing at Lions Clubs International and this District shall be represented by one or more delegates at the annual District convention or conference. A Lions Club is entitled to one voting delegate and one alternate delegate for each ten (10) members, or major fraction thereof, of said club as shown by the records of Lions Clubs International on the first day of the month last proceeding that month during which the convention or conference is held. 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 by vote and one vote only on each issue to be voted on by the members of said convention or conference. Unless otherwise specified herein, the vote of a majority of delegates voting on any office or issue shall be the act of said convention or conference. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification as set by the rules of the respective convention or conference.**

#### **Section 5, 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 specified in section 4.**

**Section 6, Quorum:**

The attendance, in person, of a majority of the delegates registered at a convention or conference shall constitute a quorum at any session of this convention or conference.

**Section 7, 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 8, Proceedings:**

Within sixty (60) days after the close of this district convention or conference, the Secretary shall transmit one copy of the complete proceedings thereof to Lions Clubs International and place a copy thereof on this District Web-Site.

**ARTICLE VII [C]  
Amendments**

**Section 1, Amendment:**

This constitution may be amended only at a District convention or conference by resolution reported by the District Cabinet 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 furnished, in writing, to each Lions Club in this District no less than thirty (30) days prior to the convening date of the annual convention or conference. With a notice stating that the same will be voted upon at said convention or conference.

**Section 3, Effective Date:**

Each amendment shall take effect at the close of the said convention or conference at which adopted unless otherwise specified in the amendment.

# **BY-LAWS**

## **ARTICLE I [BL]**

### **District Nominations and Elections**

#### **Section 1, Nominating Committee:**

**The District Governor shall appoint, by written notification, a Nominating Committee of at least one (1) member per District region or six (6) members at-large from the District zones. The written notification must be received, by the nominees, at least sixty (60) days prior to the District convention or conference. Each nominee shall be a member in good standing of a different Lions Club in good standing at Lions Club International and this District. A nominee shall not, at the time of their appointment, hold any Lions Clubs International Office. The names and addresses, of Lions so appointed, shall be sent to each Lions Club in the District at least forty-five (45) days prior to the convening day of the said District convention or conference.**

#### **Section 2, Nominations:**

**Any member of a Lions Club in this District seeking the office of District Governor, First Vice District Governor, or Second Vice District Governor shall file intention to so run in writing with the Nominating Committee prior to the day of its report to the convention or conference and furnish therewith evidence of 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 or conference the name(s) of all candidate(s) so qualified. If no intentions are so received and/or so qualified, then, but then only, nominations for an office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration and one (1) seconding speech of no more than three (3) minutes duration.**

#### **Section 3, Ballot:**

**The election shall be by secret written ballot, unless there shall be only one nominee for said office, in which event a voice vote may be taken. The candidate must receive the majority number of votes cast by the delegates present and voting in order to be declared elected. A majority is defined as a number more than one-half of the total valid votes cast, excluding blank and/or abstention votes. If, on any ballot vote, no candidate receives a majority vote, the candidates with the fewest votes shall be eliminated and a subsequent ballot shall be taken. The subsequent ballot must have two (2) or more candidates on the ballot, for said office.**



#### **Section 4, Vacancy:**

- A. Any vacancy in office except the District Governor and Vice District Governors shall be filled by appointment from the District Governor for the expired term.**
- B. In the event of a vacancy in the office of Vice District Governors, the District Governor shall convene a meeting as provided for in the International Constitution and By-Laws.**
- C. In the event of a vacancy in the office of District Governor, the Immediate Past District Governor shall convene meeting as provided for in the International Constitution and By-Laws.**

### **ARTICLE II [BL] Duties**

#### **Section 1, District Governor:**

**Under the general supervision of the International Board of Directors, the governor shall represent the Association in this District. In addition, the governor shall be the chief administrative officer of this District and shall have direct supervision over the Vice District Governor(s), Region Chairpersons, Zone Chairpersons, Cabinet Secretary, Cabinet Treasurer (or, Cabinet Secretary-Treasurer) and such other Cabinet Members as may be provided for in this District Constitution and By-Laws. The governor's specific responsibilities shall be to:**

- A. Further the purpose and objectives of this Association.**
- B. Supervise the organization of new Lions Clubs.**
- C. Preside, or designate presiding officer, over cabinet and all other District meetings.**
- D. Promote cordial relations among the chartered Lions Clubs.**
- E. Establish a District visitation plan to accomplish a visit to each club by a District officer.**
- F. Exercise such supervision and authority to accomplish this District objective.**
- G. Provide a current financial statement of this District receipts and expenditures quarterly.**
- H. Deliver, forthwith, at the termination of governor's term of office, all District accounts and records to the successor in office.**
- I. Report to Lions Clubs International all known violations of the use of the association's name and/or emblem.**
- J. Perform such other functions and acts as shall be required by the International Board of Directors through the District Governor's Manual and other directives.**

## **Section 2, Vice District Governor:**

**The First and Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an administrative assistant to the District Governor. The Vice District Governors' specific responsibilities shall be to:**

- A. Further the purpose and objectives of this Association.**
- B. Perform such administrative duties as may be assigned by the District Governor.**
- C. Perform such other functions and acts as may be required by International Board of Directors through the Vice District Governor's Manual and other directives.**
- D. Perform, when assigned, the duties of the District Governor in the governor's absence.**

## **Section 3, Cabinet Secretary and Treasurer:**

**The Cabinet Secretary and the Cabinet Treasurer (or Cabinet Secretary-Treasurer) shall act under the supervision of the District Governor. The specific responsibilities shall be to:**

- A. Further the purpose and objectives of this Association.**
- B. Perform such duties as are implied by the title of said office, including not by way of, the following:**
  - 1. Keep an accurate record of proceedings at all District meetings. With in five (5) days after each meeting, forward copies of the same to Lions Club International.**
  - 2. Keep District convention or conference minutes and forward copies of same to Lions Clubs International, the District Governor and the secretary of each Lions Club in this District.**
  - 3. Make reports to the District Cabinet as the District Governor or Cabinet may require.**
  - 4. Collect and receipt for all per capita tax levied hereunder on members and Lions Clubs in this 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 per capita tax, if any, collected in this District, and secure a proper receipt.**
  - 6. Keep an accurate record of books and accounts and permit inspection of the same by the District Governor, any cabinet meeting and any Lions Club or their authorized agent at any reasonable time for any proper reason. Upon direction of the District Governor, furnish any such books and records as requested to any auditor appointed by the District Governor.**
  - 7. Secure bond for the faithful performance of duties in such sum and with such sureties as may be required by the District Governor.**
- C. Perform such additional assignments as shall be given by the District Governor.**

- D. Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual and other directives.**

#### **Section 4, Region Chairperson:**

**The Region Chairperson, if the position is utilized during the District Governor's term, is subject to the supervision and direction of the District Governor. The Region Chairperson shall be the chief administrative officer in their region. In the event the Region Chairperson, for any reason, cannot or does not, in the judgment of the District Governor, perform the duties of the office, or in event the office is for reason vacated, the District Governor shall appoint a successor to serve for the unexpired term. The specific responsibilities should be to:**

- A. Further the purpose and objectives of this Association.**
- B. Supervise activities of the Zone Chairpersons in their region and such District Committee Chairpersons as may be assigned by the District Governor.**
- C. Play an active role in organizing new clubs and in strengthening weak clubs.**
- D. Visit a regular or board meeting of each club in their region at least once during the term of office and reporting their visit as well as findings to the District Governor.**
- E. Endeavor to have every club in their region operating under a duly adopted Club Constitution and By-Laws.**
- F. Promote club representation at International, Multiple District and District Conventions by at least the full quota of delegates which each club is entitled to have at the specific convention.**
- G. Carry out such official visitations to a club as shall be assigned by the District Governor.**
- H. Perform such additional assignments as shall be given by the District Governor.**
- I. Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairperson's Manual and other directives.**

#### **Section 5, Zone Chairperson:**

**The Zone Chairperson, subject to supervision and directions of the District Governor and/or Region Chairperson, shall be the chief administrative in their zone. In the event the Zone Chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of the 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. The specific responsibilities shall be to:**

- A. Further the purpose and objectives of this Association.**
- B. Serve as Chairperson of the District Governor's Advisory Committee in their zone and as such chairperson to call regular meetings of the zone.**
- C. Make a report of each District Governor's Advisory Committee meeting send copies within five (5) days thereafter to Lions Clubs International, the District Governor and the Region Chairperson if office is utilized by the District Governor.**

- D. Play an active role in organizing new Clubs and keep informed on the activities and well being of all Clubs in their zone.**
- E. Represent each club in their zone in any problem with District, Multiple District or Lions Clubs International.**
- F. Supervise the progress of District, Multiple District and Lions Club International projects in their zone.**
- G. Endeavor to have every Club within their zone operating under a duly adopted Constitution and By-Laws.**
- H. Promote club representation at International, Multiple District and District Conventions by at least the full quota of delegates which each club in their zone is entitled to have at the specific convention.**
- I. Visit a regular meeting of each Club in their Zone once or more during the term of office, reporting findings to the Region Chairperson or District Governor.**
- J. Perform such other functions and acts as may be required by the International Board of Directors through the Zone Chairperson's Manual and other directives.**

#### **Section 6, District Governor's Cabinet:**

**The District Governor's Cabinet shall:**

- A. Assist the District Governor in the performance of the duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within this District.**
- B. Receive, from Region or Zone Chairpersons, reports and recommendations which concern the Clubs, Zone and/or Region of this District.**

#### **Section 7, District Governor's Advisory Committee:**

**This committee in each Zone is composed of the Zone Chairperson and the Presidents and Secretaries of each club in this zone. Their meetings are called Zone Meetings. The meetings shall assist the Zone Chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs of this zone, and relay the same through the Zone Chairperson to the District Governor and the cabinet.**

#### **Section 8, District Governor's Honorary Committee:**

**This committee shall act under the directions of the District Governor in the promotion of harmony throughout this District. The Chairperson of this committee shall attend meetings of the Cabinet when requested by the District Governor.**

#### **Section 9, Sergeant-At-Arms:**

**The Sergeant-At-Arms shall maintain order and decorum of the District meetings and convention and perform such other duties as are incident to the office under Robert's Rules of Order, newly revised.**

**ARTICLE III [BL]**  
**Rules for Procedure**

**Section 1, Agenda:**

The District Governor shall arrange the Order of Business for any District Cabinet meeting or Convention and the same shall be the order of the day for all sessions.

**Section 2, Order:**

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, a Region, a Zone or Lions Club, or any other group or committee of any one of them shall be determined by Robert's Rule of Order, newly revised.

**ARTICLE IV [BL]**  
**Fiscal Year**

**Section 1, Fiscal Year:**

The fiscal year of this District and all Lions Clubs in this District is July 1 of this year to June 30 of next year.

**ARTICLE V [BL]**  
**Amendments**

**Section 1, Amending Procedure:**

These By-Laws may be amended only at a District Convention or Conference by resolution reported by the District Cabinet and adopted by a majority of votes cast.

**Section 2, Notice:**

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club in this District no less than thirty (30) days prior to the convening of the District Convention or Conference with notice that the same will be voted upon at said convention or conference.

**Section 3, Effective Date:**

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

## **STANDARD OPERATING PROCEDURES**

### **Procedure 1, District Nominations and Elections:**

**It is strongly recommended that the nominee for District Governor shall be, at the time of nomination and election, a member of the District Governor's Cabinet. All candidates for District Governor shall be urged to attend at least two of the four quarterly State Council meetings prior to the time of taking office.**

### **Procedure 2, Personnel Recruitment:**

**Each club in this District shall be advised that they are expected to select one of their members who would be capable and willing to serve as a Zone Chairperson. It is recommended that the District Governor solicit the help of Past District Governors in locating suitable personnel to fulfill Cabinet positions.**

### **Procedure 3, Governor's Approval:**

**It is recommended that the District Governor not permit their exclusion from any planning or activity which may be taking place in this District but that they insist upon being fully informed and in agreement with all arrangements for Charter Nights, Anniversary Celebrations, Region and/or Zone Socials, etc.**

### **Procedure 4, Governor's Newsletter:**

**It is recommended that the District Governor's Newsletter be posted not later than the tenth (10) day of each month. Copies of each newsletter shall be mailed to Lions Clubs International, Cabinet Members, Past District Governors, Club Presidents, Club Secretaries, and to others as may be desired**

### **Procedure 5, District Directory:**

**The District Governor shall compile and provide the District Cabinet listing to the Multiple District Secretary for inclusion in the Multiple District Directory developed by the State Secretary. Directory printing and distribution shall be by the first State Council meeting and this District distribution shall commence with the first District Cabinet meeting.**

### **Procedure 6, District Convention:**

**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.**

**END OF CONSTITUTION, BY-LAWS AND SOP  
FOR  
MULTIPLE DISTRICT 17 L**

