

CONSTITUTION
OF
LIONS DISTRICT 17-0
MULTIPLE DISTRICT 17
STATE OF KANSAS

November 8, 2008

CONSTITUTION OF KANSAS LIONS DISTRICT 17-O

ARTICLE I NAME

Section 1. This organization shall be known as District 17-O, a member of Multiple District 17, State of Kansas, Lions Clubs International, hereinafter referred to as "District".

ARTICLE II PURPOSES AND OBJECTS

Section 1. To provide this District with an effective administrative structure and organization and to establish accepted modes of operation with which to advance the purposes and objects of Lions clubs in this District.

ARTICLE III MEMBERSHIP

Section 1. The membership of this District shall include all Lions clubs in the following Kansas counties: Atchison, Brown, Doniphan, Douglas, Franklin, Jefferson, Johnson, Leavenworth, Miami, Nemaha, Osage, Shawnee, and Wyandotte, and/or others as may be approved by Lions Clubs International, the Kansas State Council, and by a convention of Multiple District 17.

ARTICLE IV DISTRICT ORGANIZATION

Section 1. Cabinet and Officers

- A. This District shall have a district cabinet composed of the district governor (who shall be the presiding officer), the immediate past district governor (who shall serve as an advisor), first vice district governor and second vice district governor (effective July 1, 2009), the cabinet secretary, the cabinet treasurer, the region membership advisors, and the zone chairpersons. 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 in the district.
- B. The district governor shall be elected at the annual convention of the district. He/she shall appoint, by the time he/she takes office, the cabinet secretary, cabinet treasurer, one region membership advisor for each region, and one zone chairperson for each zone in the district.
- C. The first and second vice district governors shall be elected at the annual convention of the district.
- D. Any vacancy in a district office, except that of district governor and first and second vice district governors, shall be filled by the district governor for the unexpired term thereof. In the case of a region membership advisor or zone chairperson, the appointment shall be from the respective region or zone in which the vacancy may occur.
- E. If any region membership advisor 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 from the appropriate region or zone.

Section 2. Regions and Zones

- A. The district governor shall divide the district into regions of not more than sixteen (16) and no fewer than ten (10) Lions clubs and each region into zones of not more than eight (8) and not less than four (4) Lions clubs, with due regard given to the geographical locations of the clubs. At the sole discretion of the district governor, all regions and zones may be subject to change provided, however, that such changes are deemed necessary to the best interest of this District and Lions Clubs International.

- B. In each zone, the zone chairperson and the presidents and secretaries of the clubs in the zone shall comprise a district governor's advisory committee, with the zone chairperson as chairperson thereof.
- C. Advisory Meetings. Each zone chairperson shall call at least three (3) meetings of the district governor's advisory committee during the year, such meetings to be held on dates and at locations selected by the zone chairperson. These advisory zone meetings shall be held not later than fifteen (15) days following each regular district governor's cabinet meeting. The zone chairperson shall advise each club president and secretary, as well as all cabinet members and past district governors in his/her zone, in writing, of the meetings setting forth a date, time, and place, at least ten (10) days in advance of the meeting. It is strongly recommended that the agenda provided by Lions Clubs International be used as a guide for these zone meetings. Further, provided that a fourth zone meeting is recommended and that this meeting shall be deemed a zone social meeting and any appropriate recognition and festivities be given due priorities.

ARTICLE V
DISTRICT CABINET MEETINGS AND WORKSHOPS

Section 1. Cabinet Meetings

- A. Regular. The district governor shall call district cabinet meetings of this District subsequent to the regular Multiple District 17 state council meetings. In no event shall the first three (3) such cabinet meetings be held later than fifteen (15) days following each regular Kansas state council quarterly meeting, and never prior to the said state council quarterly meeting. The fourth quarterly district cabinet meeting shall be held at least twenty-one (21) days prior to the Multiple District 17 annual state convention. The cabinet secretary shall give ten (10) days written notice of meetings to each member, setting forth a date, time, and place determined by the district governor.
- B. Special. Special meetings of the cabinet may be called by the district governor at his/her discretion, and may be called upon written request made to the district governor and cabinet secretary by a majority of the members of the cabinet. At least ten (10) days written notice must be given setting forth a date, time and purpose thereof to each member of the cabinet by the cabinet secretary.
- C. Quorum and Vote. The attendance of a majority of the members of the cabinet shall constitute a quorum for any meeting thereof. In all such meetings, the voting privilege shall extend to the district governor, the immediate past district governor, the vice district governors, the region membership advisors, the zone chairpersons, the cabinet secretary, and the cabinet treasurer.

Section 2. District Convention

- A. An annual district convention shall be held in conjunction with a scheduled cabinet meeting after the third state council meeting. The election of the next succeeding district governor and vice district governors shall take place at this convention. Any other event of business that may require 17-O Lions clubs delegate approval shall also be properly presented and voted upon at this convention. All Lions clubs within the district shall be notified of the date and location of the district convention in writing not less than thirty (30) days prior to said convention. The district convention shall conclude no less than 30 days prior to the convening date of the annual international convention.
- B. Each chartered club in good standing with the district, Multiple District 17, and Lions Clubs International (LCI) shall be entitled at each annual district convention to one (1) delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in the club, or major fraction thereof, of said club as shown by the records of LCI on the first day of the month last preceding that month during which the convention is held, and further provided that this district shall grant full delegate status to the district governor and each past district governor, in good standing.
- C. 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.
- D. The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.
- E. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be

the act of the convention.

Section 3. District Workshops

- A. 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. The cabinet secretary shall provide each cabinet member with a copy of the agenda for these meetings ten (10) days prior to such meetings.

ARTICLE VI DISTRICT REVENUE

Section 1. Dues

- A. In order to provide revenue to defray the administrative and other approved expenses of the district, per capita dues shall be levied annually upon each member of each club of the district based on the clubs' membership as shown on district records as follows: One dollar twenty-five cents (\$1.25) per Lions club member on the first day of July and one dollar twenty-five cents (\$1.25) per Lions club member on the first day of January of each year
- B. In lieu of or in addition to a district convention registration fee, an annual per capita district convention fund tax of one dollar (\$1.00) may be levied upon each member of each club in the District and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semiannual payments as follows: \$.50 per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and \$.50 per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively.
- C. Eligible family members, students, and former Leos shall pay one-half (1/2) of the amount of dues as provided in paragraphs A and B above, in accordance with criteria established by LCI.
- D. New and reorganized clubs shall pay per capita dues on a pro rata basis based on membership as of the first day of the first month following the date of organization or reorganization.
- E. These dues shall be billed and collected from each club by the cabinet secretary or treasurer, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the district governor.

Section 2. Disbursement. All said dues collected shall become and remain funds of this district, and shall be disbursed only for administration and other expenses of the district as approved by the district cabinet. Payments from said dues shall be only by checks and drawn and signed by the cabinet secretary and/or treasurer and/or the district governor. A balance of \$2,000.00 shall be budgeted annually to be passed to the next program year.

Section 3. Administrative Expense

- A. Expenses of the district governor in connection with his/her attending the USA/Canada Lions Leadership Forum shall be considered a district administrative expense.
- B. Reimbursement for this expense shall be paid according to the district governor's rules of audit for that fiscal year; provided however that attendance to this event is made by the district governor to qualify for payment of these funds
- C. The cabinet secretary and/or treasurer shall be allowed, provided funds are available, an amount not to exceed \$200.00 each for his/her use in attending the state and international conventions and /or the USA/Canada Forum.

Section 4. Bonding Expenses. The secretary and/or treasurer shall be bonded in such amount and with such surety company as shall be approved by the district cabinet and the cost of same shall be an administrative expense.

Section 5. Audits

- A. The district cabinet shall provide for an annual or more frequent audit of the district accounts (checking and savings), ledgers, books, district properties and paraphernalia (such as banners, etc.). All of the above mentioned items pertinent to the operation of the district shall be transferred by the outgoing district

governor, cabinet secretary and/or treasurer to the succeeding district governor, cabinet secretary and/or treasurer not later than July 10 of the fiscal year next succeeding their term in office.

- B. The report of the annual audit shall be made at the first cabinet meeting next following the election of the district governor.

ARTICLE VII AMENDMENTS

Section 1. This constitution may be amended only at a district convention by resolutions reported by the constitution and by-laws committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast by the duly registered and certified delegates to the convention, present and voting.

Section 2. No amendment shall be submitted to a convention for vote unless it has been approved by the district cabinet or submitted by an individual District 17-O Lions club in good standing.

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

Section 4. Each amendment shall take effect at the close of the district convention at which time such amendment is adopted, unless otherwise specified in the amendment.

BY-LAWS OF KANSAS LIONS DISTRICT 17-O

ARTICLE I ELECTIONS AND NOMINATIONS

Section 1. Nominating Committee

- A. A nominating committee shall be appointed by the district governor at least ninety (90) days prior to the annual district convention. This committee shall consist of not less than three (3) nor more than five (5) past district governors, each of whom shall be a member in good standing of a different Lions club in good standing, geographically representative of this District.
- B. Any member of a club in the district seeking the office of district governor, first or second vice district governor, director for the Kansas Lions Band Foundation, director for the Kansas Lions Sight Foundation, director for the Kansas Lions Foundation, or Candy Day Chairperson, 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 therewith evidence of his/her compliance with qualifications for said office set out in the International and/or foundation constitutions and by-laws. The nominating committee will accept nominations up to thirty (30) days prior to the district convention. The nominating committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so qualified, then, but then only, nominations for the office may be made from the floor.

Section 2. Election

- A. The district governor and first and second vice district governors shall be elected by secret ballot in accordance with and in the manner prescribed by the constitution and by-laws of Lions Clubs International and Multiple District 17 (Kansas).
- B. It is strongly recommended that all district governor candidates attend not less than three (3) consecutive Kansas Lions state council meetings and the annual Kansas Lions state convention immediately preceding his/her election.
- C. In the event there is no qualified candidate for the office of district governor or first and second vice district governors, such office will be filled in accordance with the provisions of the Lions Clubs International constitution.
- D. 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.

- E. In the event of a vacancy in the office of first or second vice district governor, the district governor shall convene a meeting 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 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 a vote for the Lion of his/her choice.

Section 3. Foundation Directors

A. District representatives to serve as directors for the Kansas Lions Band Foundation shall consist of two non-governor Lions who will be elected for two (2) year terms. Initial (2008) election terms will be for one- and two-year terms each.

B. District representatives to serve as directors for the Kansas Lions Sight Foundation shall consist of three non-governor Lions: two (2) directors and the Candy Day/Kansas Lions for Sight Chairperson selected from District 17-O who shall serve three-year terms and be reelected with no two reelected in the same year. Initial (2008) election terms will be for one-, two-, and three-year terms each.

C. District representatives to serve as directors for the Kansas Lions Foundation shall consist of two non-governor Lions to serve for three-year terms each. Initial (2008) election terms will be for two- and three-year terms each.

D. All directors will be Lions in good standing who will be elected at the District 17-O convention and shall hold office until their respective successors are elected. Following the initial (2008) elections, the elections will be staggered such that one director is elected to take office each year. No director will serve more than two consecutive (2) terms or a maximum of six (6) consecutive years on the foundation boards of directors. However, after being off a foundation's board of directors for a period of one (1) term, a Lion who has served for two (2) consecutive terms prior would be eligible for reelection to that position. Vacancies occurring in any foundation director's position shall be filled by the District 17-O cabinet appointing a replacement. Any director can be removed from office at any time for good cause. Removal of elected directors would require a majority vote of District 17-O voting members. Elected directors may be removed without cause by a two-thirds majority vote of the District 17-O voting members.

Section 4. Convention Site Selection. The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which they are to be voted upon. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.

Section 5. Site Change. The district governor shall retain, and have, power to change at any time, for good reason, the convention site chosen by a previous district convention, and neither the district governor nor the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district.

ARTICLE II DUTIES

Section 1. District Governor

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. Actively participate and inspire other district officers to administer and promote leadership development at the club and district

levels.

- D. Support and promote the Lions Clubs International Foundation.
- E. Preside, when present, over the district convention, and cabinet and other district meetings.
- F. Perform such other functions as required by the International Board of Directors.

Section 2. First Vice District Governor

- A. Further the purposes of this association.
- B. Play an active role in membership development including extension of new clubs and leadership development within district.
- C. Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor he/she will be better prepared to assume the duties and responsibilities of said office.
- D. Perform such administrative duties as may be assigned by the district governor.
- E. Perform such other functions and acts as may be required of him/her by the International Board of Directors and other directives.
- F. Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor.
- G. Participate in council of governors meetings as appropriate.
- H. Participate in the preparation of the district budget.
- I. Engage actively in all matters to be continued during the next year.
- J. At the request of the district governor, supervise appropriate district committees and participate in the review strengths and weaknesses of the district.

Section 3. Second Vice District Governor

- 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 acts 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 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. Region Membership Advisor

- A. Further the purposes of this association.
- B. Supervise the activities of the zone chairpersons in his/her region and such district committee chairperson as may be assigned by the district governor.

- C. Play an active role in membership development including organization of new clubs and strengthening of clubs in the district.
- D. Play an active role in leadership development at the club level.
- E. Perform such other functions and acts as may be required by the International Board of Directors through the district officers' manual and other directives.

Section 5. Zone Chairperson

- 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. Play an active role in membership development including extension of new clubs.
- D. Play an active role in leadership development at the club level.
- E. Perform such other functions and acts as may be required by the International Board of Directors through the district officers' manual and other directives.

Section 6. District Cabinet. The district governor's cabinet is the deliberative and assisting body of the district governor in forming administrative plans and policies affecting the general health and welfare of the district, and of furthering the objects and purposes of Lions throughout this district. It shall serve in an advisory capacity only. It will carry out the duties and responsibilities outlined by the district governor, as well as those duties outlined by Lions Clubs International policies.

Section 7. Cabinet Secretary and/or Treasurer

- A. The district secretary shall keep an accurate record of the proceedings of all meetings of the cabinet and shall forward copies of such deliberations to Lions Clubs International immediately following all cabinet meetings. He/she shall include copies of the minutes of these meetings in his/her mailing to the district cabinet, district officers, and past district governors.
- B. The district treasurer shall keep accounts and receive all monies paid to the district. He/she shall deposit all monies received by him/her in such bank as may be designated by the cabinet, and shall disburse same only by order of said cabinet. His/her accounts, books, and records shall be open to inspection by the district governor, cabinet, or any auditors named by the cabinet. He/she shall, together with the district governor, prepare and present a budget for approval at the first district cabinet meeting of the fiscal year.
- C. He/she shall prepare a detailed financial report and present same at each cabinet meeting and provide printed copies for each cabinet member. This report shall also be included in the first issue of the governor's newsletter following the cabinet meeting and combined with all other material for submission to the audit committee, also including any requirements for the Internal Revenue Service, if necessary.

ARTICLE III
COMMITTEES

Section 1. The district governor shall appoint, with the approval of the district cabinet, the following standing committees:

- (1) Constitution and By-Laws
- (2) Convention
- (3) Extension
- (4) Honorary
- (5) Lions Clubs International Foundation
- (6) Leadership Development
- (7) Long Range Planning
- (8) Membership
- (9) Nominations

(10) Retention

Section 2. Prior to each district convention, the district governor shall appoint committees on credentials, resolutions, and elections to serve at said convention.

Section 3. From time to time, the district governor may appoint, with the approval of the district cabinet, such special committees as may be necessary in his/her judgment.

ARTICLE IV
RULES OF ORDER AND PROCEDURES

Section 1. The rules and order of the district convention shall be arranged by the district governor and shall be the order of the day.

Section 2. Except as otherwise specifically provided in this constitution and by-laws, or in the rules of order and procedure of any district meeting or convention shall be determined by Roberts Rules of Order Newly Revised.

ARTICLE V
FISCAL YEAR

Section 1. The fiscal year for District 17-O, as a member district of Multiple District 17, Kansas Lions, shall be July 1 through June 30.

ARTICLE VI
AMENDMENTS

Section 1. These by-laws may be amended only at a district 17-O convention, by resolution reported by the constitution and by-laws committee and adopted by the affirmative vote of a simple majority of the votes cast by the duly registered and certified delegates to the convention, present and voting.

Section 2. No amendment shall be submitted to a convention for vote unless it has been approved by the district cabinet or submitted by an individual District 17-O Lions club in good standing.

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

Section 4. Each amendment shall take effect at the close of the district convention at which time such amendment is adopted, unless otherwise specified in the amendment.

Section 5. This constitution and by-laws shall adhere to and be in compliance with the Lions Clubs International constitution and by-laws, and the Kansas Multiple District 17 constitution and by-laws; therefore, any changes made to the aforementioned constitutions and by-laws shall be considered a change to this constitution and by-laws. If such changes apply to district matters or operation of the district, such changes shall be duly made to this constitution and by-laws by the appropriate committee. Such amendments may be made by resolution of the district cabinet, adopted at a regular or special meeting, which amendment shall take effect without any further action by the delegates at a district convention on the date of adoption of the resolution, unless otherwise specified in the amendment.

ARTICLE VII
ADOPTION

Section 1. This revised constitution and by-laws shall become effective beginning the next fiscal year following its adoption by a two-third (2/3) majority affirmative vote at the convention of District 17-O, Kansas, Multiple District 17, Lions Clubs International.