

# LIONS OF MICHIGAN DISTRICT 11-C2



## BY-LAWS

**affiliated with  
and under the jurisdiction of  
The International Association of Lions Clubs**

## By-Laws

### ARTICLE I DISTRICT NOMINATIONS AND ELECTIONS

**Section 1.** Each District Governor shall appoint, by written notification received at least sixty (60) days prior to the District Convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District, and shall not at the time of their appointment hold any District, or International office. The names and addresses of the Lions so appointed shall be sent to all clubs in the District at least sixty (60) days prior to the convening day of the District Convention.

**Section 2.** The Nominating Committee of the District shall receive the written nomination of any qualified member in good standing for the offices of District Governor and Vice District Governor and Region Chairpersons if the position is utilized during the District Governor's term, provided that the nomination is endorsed by a majority of the members in good standing in his/her Club. Such nominations must be filed at least sixty (60) days prior to the opening session of the District Convention, with a copy to the Cabinet Secretary. The Nominating Committee shall nominate and report to the respective District meetings or Regional meetings at the Convention the names of such nominees as have been qualified. In the event no nominations are received as herein before provided, nominations of Lions in good standing may be made from the floor of the Convention. Nomination speeches shall be limited to one of not over five (5) minutes duration, and one seconding speech of not over three (3) minutes duration for each candidate.

A. No incumbent executive officer, elected or appointed, may stand for election to succeed him/herself except with the approval of the International Board of Directors. No incumbent District Governor, elected or appointed and serving a full term or major portion thereof, may stand for election or be appointed to succeed him/herself from the same district (single, sub, transitional or provisional). He/she may hold the same office, after the passing of at least one association year, for one additional term only, and only for special, urgent or serious circumstances as approved by the International Board of Directors.

**Section 3.** The election shall be by secret written ballot and the candidate receiving a majority of the votes cast on any ballot shall be declared elected. In the event there are three (3) or more candidates for District Governor or for Vice District Governor or for Region Chairperson if the position is utilized during the District Governor's term, the candidate receiving the least number of votes on the first ballot shall be dropped from succeeding ballots. On each successive ballot, the candidate receiving the least number of votes shall be dropped from succeeding ballots, until there are two (2) remaining candidates. Provided, however, that in the event that there is but one candidate for any office this rule may be suspended to allow a unanimous vote to be cast in favor of the said single candidate, and it will not be necessary that printed ballots be made when only one candidate is running for said office with the exception of the office of District governor, pursuant to Article VII, Section 9 sub-section (a) 1 of the International Constitution and By-Laws. In case of a tie, balloting shall continue until one candidate is elected.

A. A choice of No Endorsement as a candidate will be included on the ballot as a separate choice for the office of District Governor.

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**Section 4.** In the event of a permanent vacancy in the office of District Governor, the Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as, the District Governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term in accordance with the International Constitution. The remaining Cabinet officers and members of the District Governor's Honorary Committee shall convene at a date, time and place called and determined by the Immediate Past District Governor to pick a replacement for recommendation to the International Board of Directors.

A. If the District Governor is temporarily disabled, the Vice District Governor (V.D.G.), shall be Acting District Governor for the duration of the disability. In the event the Vice District Governor cannot or will not accept the responsibility, the Immediate Past District Governor shall be Acting District Governor for the duration of the disability. In case the V.D.G. or I.P.D.G. cannot or will not accept, the Honorary Committee shall appoint a qualified candidate within 30 days.

**Section 5.** In the event of a vacancy in the office of Vice District Governor, the same shall be filled by nomination by the District Governor and majority vote of the District Cabinet.

**Section 6.** The nomination and election of District representatives on the Board of Trustees of the Lions of Michigan Service Foundation shall be in accordance with the Constitution and By-Laws of said Foundation.

### **ARTICLE II DUTIES**

**Section 1. District Governor.** The District Governor shall act under the general supervision of the International Board of Directors as the representative of Lion International in this District and shall have general supervision over all Lions Clubs therein. In addition, he/she shall:

- A. Further the Purposes and Objects of Lions International.
- B. Supervise organization of new Lions Club.
- C. Promote cordial relations among the chartered Lions Clubs.
- D. Preside over all Cabinet, Convention, and other District meetings. In the event of the absence of the District Governor at a Cabinet Meeting, the Vice District Governor shall perform the duties of the District Governor at the meeting.
- E. Endeavor to visit each club at least once during his/her term of office.
- F. The District Governor shall have the authority to dismiss any appointed person of the District Cabinet, other than the Vice District Governor, Region Chairpersons if the position is utilized during the District Governor's term for good and sufficient reason. The Region Chairpersons can be removed only by a two-thirds (2/3) vote of the Cabinet.
- G. Exercise such supervision and authority over Cabinet Officers and District committee appointees as is provided in this Constitution, including, but not by way of limitation, the following:
  - 1. Supervise the collection of all per capita taxes by the Cabinet Secretary and the Cabinet Treasurer, designate a depository) for said funds and authorize the payment therefrom of all legitimate expenses pertaining to the administration of the affairs of the District.

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2. Secure from an approved Surety Co. in the amount set by the District Cabinet, the Surety Bond for the District Governor and the Cabinet Secretary and the Cabinet Treasurer or Cabinet Secretary-Treasurer and District Convention Chairperson
  3. Secure, semi-annually or more frequently. District financial reports from the Cabinet Secretary and the Cabinet Treasurer, or Cabinet Secretary-Treasurer.
  4. Provide for an annual or more-frequent audit of the books and accounts of the Cabinet Secretary and the Cabinet Treasurer, or Cabinet Secretary-Treasurer, and set up a definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.
- H. Submit a current itemized statement of total District receipts and expenditures to the Annual District Convention.
- I. Submit such other reports and perform such other duties as may be required by the International Board of Directors.
- J. Participate in the preparation of the District budget prior to the first Cabinet meeting of the succeeding year.
- K. Deliver, forthwith, at the termination of his/her term of office, all District accounts, funds and records to his/her successor in office.

**Section 2. Vice District Governor.** The Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant to the District Governor. His/her specific responsibilities shall be to:

- A. Further the Purposes and Objects of this Association.
- B. Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of District Governor he will be better prepared to assume the duties and responsibilities of said office.
- C. Perform such administrative duties as may be assigned to him/her by the District Governor.
  1. Endeavor to visit each club in the District once during their term of office with emphasis on weak or troubled clubs.
  2. In the absence of the District Governor, preside over all Cabinet, Convention, and other District meetings.
  3. Shall be responsible for researching and providing to the District Cabinet for a vote at its first official meeting a recommendation and alternatives for the date of the Annual Convention (3 years in advance), and a recommendation and alternatives for the facility to be used (2 years in advance).
- D. Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor's Manual and other directives.
- E. Actively participate in all cabinet and council meetings and conduct all meetings in the absence of the District Governor.
  1. Should the Vice District Governor choose to actively participate in Multiple District council meetings, it is understood that District 11-C2 has no funding available for

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said participation and therefore, any participation shall be the responsibility of the Vice District Governor.

- F. Participate in the preparation of the district budget.
- G. Be actively engaged in all matters to be continued during the next year.
- H. Participate in the review of the strengths and weaknesses of the clubs of the district.
- I. At the request of the District Governor supervise appropriate district committees.

### **Section 3. Cabinet Secretary and Cabinet Treasurer, or Cabinet Secretary-Treasurer.**

Under the supervision and direction of the District Governor, the Cabinet Secretary and the Cabinet Treasurer, or Cabinet Secretary-Treasurer shall:

- A. Keep an accurate record of the proceedings of all meetings of the Cabinet, and within fourteen days (14) after each meeting forward copies of the same to all members of the Cabinet and the office of Lions International.
- B. Take and keep minutes of the District Convention and furnish copies of the same to Lions International, the District Governor, and the Secretary of each club in the District.
- C. Assist the District Governor and the Cabinet in conducting the business of the District and perform such other duties as are specified or implied in this Constitution and By-Laws, or as may be assigned to him/her from time to time by the District Governor or the Cabinet.
- D. Sign all notices and documents issued by the District pursuant to the position.
- E. Make an annual report to the Cabinet at its meeting immediately preceding the Annual District Convention and such other reports at such other times as the District Governor or Cabinet may require.
- F. Collect and receipt for 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 and Cabinet shall determine and disburse the same by order of the District Governor.
- G. Keep accurate books and records of account, and minutes of all Cabinet and District meetings and permit inspection of the same by the District Governor, any Cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
- H. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
- I. Participate in the preparation of the district budget.

### **Section 4. 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. In the event the Region Chairperson is removed from office by the District Cabinet, or in the event the office is for any other reason vacated, the District Governor shall appoint a successor to serve for the unexpired term. The Region Chairpersons specific responsibilities shall be to:

- A. Further the Purposes and Objects of this Association.

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- B. Supervise the activities of the Zone Chairpersons in their region and such District Committee Chairpersons as may be assigned to them by the District Governor.
- C. Play an active role in organizing new clubs and in strengthening weak clubs.
- D. Attend the regular and special meetings of the Cabinet.
- E. Assist the District Governor in promoting Lionism in their Region by performing such duties as may be delegated to them from time to time by the District Governor.
- F. Recommend qualified Lions in his/her Region for appointment as Zone Chairperson.
- G. Endeavor to have every club in their Region operating under a duly adopted Club Constitution and By-Laws.
- H. Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in their region are entitled.
- I. Supervise and assist the Zone Chairpersons of their Region in the performance of their official duties and cooperate with them in arranging and holding Zone meetings and the District Governor's Advisory Committee meetings.
- J. Endeavor to visit each club in their Region at least once during their term of office.
- K. Arrange one (1), during their term of office, a Regional (Bi-Zone) meeting which may replace one (1) of their respective Zone Chairpersons's meetings; said regional meeting to be chaired by the Region Chairperson.
- L. Perform such other functions and acts as may be required of them by the International Board of Directors through the Region Chairman's Manual and other directives.

**Section 5. Zone Chairperson.** The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson if the position is utilized during the District Governor's term, shall be the chief administrative officer in their Zone. In the event the Zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not perform the duties of their 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. Their specific responsibilities shall be to:

- A. Further the Purposes and Objects of this Association.
- B. Serve as Chairperson of the District Governor's Advisory Committee in their Zone and as such Chairperson, with the cooperation of the Region Chairperson, call regular meetings of said Committee.
- C. Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in their Zone.
- D. Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions International, and to the District Governor and the Region Chairperson.

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- E. Endeavor to have every club within their Zone operating under a duly adopted Club Constitution and By-Laws.
- F. Encourage inter-club meetings and social activities.
- G. Promote attendance at charter nights of newly organized clubs.
- H. Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in their Zone are entitled.
- I. Perform such other functions and acts as may be required of him by the International Board of Directors through the Zone Chairperson's Manual and other directives.
- J. Endeavor to visit each club in their Zone at least once during their term of office.

**Section 6. District Governor's Cabinet.** The District Governor's Cabinet shall:

- A. Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- B. Serve in an advisory and administrative capacity only.
- C. Receive from the Region Chairpersons (if the position is utilized during the District Governor's term) reports and recommendations which concern the clubs and Zones.

**Section 7. District Governor's Advisory Committee.** 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 8. District Governor's Honorary Committee.** It shall act under the direction of the District Governor in the promotion of harmony through the District. The Chairperson of this committee shall attend meetings of the Cabinet when requested by the District Governor.

- A. The Immediate Past District Governor shall be the Chairperson of the Honorary Committee which includes all Past District Governors, Past International Directors, and Past International Presidents, who are Lions in good standing in the District. The Honorary Committee Chairperson shall schedule meetings at the direction of the District governor, with a recommendation that said meetings be scheduled in September, January, and April of each year. The Honorary Committee Chairperson will ask the current Vice District Governor to act as secretary of the committee and also invite the current Vice District Governor-Elect as a guest to the April meeting."

**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 *Robert's Rules of Order, Newly Revised*.

**Section 10. Executive Committee.** It shall consist of the District Governor, Immediate Past District Governor, Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Region Chairperson (should they be utilized) and Zone Chairperson. The committee shall constitute the Executive Board of this district and be responsible for the execution, through the district officers, for the policies approved by the district.

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### ARTICLE III COMMITTEES

**Section 1.** The Credentials Committee of the District Convention shall be appointed by the District Governor each year. The Credentials committee shall have the powers and perform the duties set forth in *Robert's Rules of Order, Newly Revised*.

**Section 2.** The District Governor shall appoint, designate the Chairperson of, and fill any vacancies occurring in the following District Convention Committees: Elections, Constitution and By-Laws, Rules & Resolutions and International Convention. These Committees shall perform such duties as the District Governor shall designate.

**Section 3.** State Project Committees. The District Governor shall appoint one (1) Lion from the District to serve on each of the State Project Committees as called for in the Lions of Multiple District 11 By-Laws. The District Governor may appoint other Lions from the Regions to assist the goals of the District on behalf of the State Projects.

**Section 4.** District Project Committees.

- A. The District Governor shall appoint a District SightFirst II Committee, composed of four (4) members, with an attempt to select one from each Region. The District Governor shall designate the Chairperson of the Committee. The District Cabinet shall have jurisdiction over all Committee Funds. The Committee shall, at the direction of the District Governor, assist the District in promoting the Lions International program "SightFirst II: Lions' Vision for All" in the District. The Committee shall submit reports at each duly scheduled District Cabinet meeting. The District Cabinet shall have the right to remove any member of the Committee.
- B. There shall be three Directors of the Michigan Braille Transcribing Fund from Lions District 11-C2. To become a Director, applicants apply to MBTF, which screens candidates for qualifications.
- C. The District Governor shall appoint a District WKAR Radio Talking Book Committee, composed of four (4) members, with an attempt to select one from each Region. The Governor shall designate the Chairperson of the Committee. The Committee shall submit reports at each duly scheduled District Cabinet meeting and submit an annual committee financial statement at year end. The District Cabinet shall have the right to remove any member of the Committee.

### ARTICLE IV RULES FOR CONVENTION PROCEDURE

**Section 1.** The District Governor and Cabinet shall arrange the Order of Business for the District Convention, and the same shall be the order of the day for all sessions.

**Section 2.** 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 a District meeting, or convention, any meeting of the District Cabinet, a Region, Zone or member club or of any group or committee of any one of them shall be determined by *Robert's Rules of Order, Newly Revised*.

**ARTICLE V**  
**INTERNATIONAL DIRECTOR AND SECOND VICE-PRESIDENT NOMINEES**  
**Nomination and Endorsement**

**Section 1.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsement of a District Convention as a candidate for the office of International Director or Second Vice-President shall:

- A. Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor and, if this District is a District of a Multiple District, to the Multiple District Council Secretary, no less than sixty (60) days prior to the convening date of the respective convention at which such question of endorsement is to be voted upon.
- B. Deliver with said Notice of Intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.
- C. A candidate's approved endorsement from District 11-C2 shall be valid for a period of two (2) years.

**Section 2.** Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating committee of the respective Convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective Convention the name of each such prospective candidate who has fulfilled said procedural and Constitutional requirements.

**Section 3.** Each such nominee for endorsement shall be entitled to one (1) seconding speech of no more than three (3) minutes.

**Section 4.** The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and District. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who receive the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

**Section 5.** Certification of Endorsement by the respective convention shall be made in writing to the International Office by the District officials designated, and in accordance with the requirements there set forth in the International Constitution and By-Laws.

**Section 6.** No endorsement of any candidacy of any member of a Lions club in this District shall be valid unless and until the provisions of this Article V have been met.

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### ARTICLE VI FISCAL YEAR

**Section 1.** The fiscal year of this District shall be from July 1st of one year until June 30th of the next year.

### ARTICLE VII AMENDMENTS

**Section 1.** These By-Laws may be amended only at the Annual District Convention by resolution reported by the Committee on Constitution and By-Laws at such annual meetings, and adopted by an affirmative vote of a majority of the registered delegates present and voting at such meetings. Any amendment proposed to these By-Laws shall be first approved by the Board of Directors of the club in which the proposal originated and submitted in writing by the club Secretary to the District Secretary on or before January 1st of each year prior to the convening of the District Convention. The proposed changes shall then be promptly referred by the District Secretary to the Constitution and By-Laws Committee for consideration. Amendments to these By-Laws may also originate with the District Cabinet or the Constitution and By-Laws Committee. All proposals shall be transmitted by the District Cabinet to each club in the District at least thirty (30) days prior to the convening of the District Convention. The Constitution and By-Laws committee shall not accept any proposal that is not received by the Cabinet Secretary on or before January 1st preceding the next scheduled District Convention.

**Section 2.** No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said Convention.

**Section 3.** Any amendment to these By-Laws shall be effective at the close of the International Convention immediately following the District Convention at which the amendment is adopted, unless a different effective date is specified in the proposal for amendment.

**Section 4.** In the event of a conflict between the provision of this Constitution & By-Laws and the Constitution & By-Laws of the International Association of Lion Clubs, the latter shall take precedent.

- A. In the event of a conflict, as set forth above, the notice and balloting process for amending this Constitution and By-Laws to conform with that of Lions Club International's is suspended.
- B. In the event of a conflict, as set forth above, the conforming of this Constitution and By-Laws to that of Lions Clubs International's Constitution and By-Laws shall be automatic.
- C. The District Cabinet shall annually acknowledge such changes that have happened in the Constitution and By-Laws of Lions Clubs International.