

LIONS OF MICHIGAN DISTRICT 11-C2



CONSTITUTION

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

Lions of Michigan District 11-C2 Constitution

Constitution ARTICLE I NAME AND AFFILIATION

Section 1. This Organization shall be known as District 11-C2, Lions of Michigan, (hereinafter referred to as "District"), affiliated with and under the jurisdiction of The International Association of Lions Clubs (hereinafter referred to as "Lions International").

ARTICLE II OBJECTS

Section 1. To provide an administrative structure with which to advance the Purpose and Objects of Lions International in this District.

ARTICLE III MEMBERSHIP

Section 1. The members of this Organization shall be all Lions clubs in this District chartered by Lions International.

Section 2. The boundary lines of this District shall be the Michigan counties of Clinton, Eaton, Gratiot, Ingham, Livingston, and Shiawassee in their entirety.

ARTICLE IV DISTRICT ORGANIZATION

Section 1. Cabinet and Officers:

A. The District shall have a District Cabinet composed of the District Governor, who shall be the presiding officer, the Immediate Past District Governor, the Vice District Governor, the Region Chairpersons if the position is utilized during the District Governor's term, the Zone Chairpersons, a Cabinet Secretary and/or Treasurer. Each such Officer shall be a member in good standing of a Lions Club in good standing in the District. The Committee Chairpersons and all committee persons of the various District Committees shall be ex-officio members with no vote.

1. PROVIDED, however, each respective District Governor shall have the authority to determine whether the position of Region Chairperson will be utilized during his/her term. If not so utilized, the position of Region Chairperson shall remain vacant during said District Governor's term.
2. The members of the Executive Committee shall be District Governor, Immediate Past District Governor, Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Region Chairpersons (should they be utilized), and all Zone Chairpersons.

Lions of Michigan District 11-C2 Constitution

- A. Meetings of the Executive Committee shall be held when called by the District Governor, at such time and place as the District Governor shall determine to conduct business of the district, when it is not feasible to call a regular cabinet meeting.
 - B. The presence in person of the majority of its members shall constitute a quorum at any meeting of the Executive Committee. Except as otherwise specifically provided, the act of the majority of the Executive Committee at any meeting of the Committee shall be the act and decision of the entire Executive Committee.
 - C. It shall not create any indebtedness beyond the current income of this district, nor authorize disbursement of district funds for purposes inconsistent with the business and policy authorized by the district cabinet membership.
 - D. Minutes shall be taken at all Executive Committee meetings and shared with the district cabinet members at the next regularly scheduled meeting.
- B. The District Governor shall be an active member of a chartered club in his/her District in good standing, secure the endorsement of his/her club or a majority of the clubs in his/her Single or Sub-District, and shall have served:**
- 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.
 - 2. As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 - 3. As Vice District Governor for a full term or major portion thereof. Provided, however, that in the event the incumbent Vice District Governor does not stand for election as District Governor, any club member who fulfills the qualifications of Section B of this Article IV and who is currently serving or who has served one (1) additional year as a member of the district cabinet shall also be an eligible candidate.
 - 4. None of the above may be concurrently accomplished.
- C. The Vice District Governor shall be an active member of a chartered club in his/her District in good standing, secure the endorsement of his/her club or a majority of the clubs in his/her Single or Sub-District, and shall have served:**
- 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.
 - 2. As Zone Chairperson or Region Chairperson or Cabinet Secretary or Cabinet Treasurer or Cabinet Secretary/Treasurer for a full term or major portion thereof;
 - 3. None of the above may be concurrently accomplished.
- D. The Region Chairpersons shall be active members of a chartered club in good standing in his region, secure the endorsement of his/her club or a majority of the clubs in his/her region, and shall have served:**
- 1. As President or Secretary of a Lions Club for a full term or major portion thereof, or a member of the Board of Directors for no less than two (2) years, and

Lions of Michigan District 11-C2 Constitution

2. As Zone Chairperson or Cabinet Secretary and/or Treasurer for a full term or a major portion thereof, or as a member of the District Cabinet for a full year or major portion thereof.
 3. None of the above may be concurrently accomplished.
- E. An appointed **Zone Chairperson** shall be an active member of a chartered club in good standing in their region and zone and shall have served:
1. As President or Secretary of a Lions Club for a full term or major portion thereof, or a member of the Board of Directors for no less than two (2) years.
- F. The District Governor, Vice District Governor, and the Region Chairpersons if the position is utilized during the District Governor's term (one for each region) shall be elected by a majority vote of the delegates present at the annual District Convention as provided in Article VII, Section 1. They shall take their office immediately on adjournment of the International Convention next succeeding their election, serving until the adjournment of the next following International Convention. No elected District Governor shall be permitted to succeed himself/herself.
- G. The District Governor shall appoint within thirty (30) days after he/she officially takes office, one Zone Chairperson in each Zone of his/her District, said appointment to be made with the assistance of the respective Region Chairperson.
- H. Any vacancy in any District office, except that of District Governor and Vice District Governor, shall be filled by appointment of the District Governor for the unexpired term thereof.
- I. If any Region Chairperson if the position is utilized during the District Governor's term 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 thereupon cease and the District Governor shall appoint a successor to fill said office.
- J. No salary shall be paid to any office of the District.

Section 2. District Cabinet Meetings:

- A. Regular. A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings, setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary or Cabinet Treasurer, or Cabinet Secretary-Treasurer.
- B. Special. Special meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary or Cabinet Treasurer, or Cabinet Secretary-Treasurer by a majority of members of the Cabinet. Not fewer than five (5) days written or completed telephone notice of special meetings, setting forth the purposes thereof and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary or the Cabinet Treasurer, or Cabinet Secretary-Treasurer.

Lions of Michigan District 11-C2 Constitution

- C. Quorum and Vote. The attendance of a majority of the District Officers shall constitute a quorum for any meeting of the Cabinet. The members of the various District Committees shall be ex-officio members with no vote.

Section 3. Regions and Zones; Meetings:

- A. The District Governor shall divide the District into Regions of no more than sixteen (16) and no fewer than ten (10) Lions Clubs, and each such Region into Zones of no more than eight (8) and no fewer 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, with Cabinet approval, when, in his/her discretion, he/she shall deem the same necessary to the best interests of Lions International. Such changes are to be made not less than ninety (90) days prior to the District Convention and to become effective with the next succeeding term of office.
- B. Regional Meetings. Meetings of representatives of all clubs in a Region, with the Region Chairperson presiding if the position is utilized during the District Governor's term, shall be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.
- C. Zone Meetings. Meetings of representatives of all the clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson of the respective Zone.

Section 4. District Committees:

- A. District Governor's Advisory Committee. 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 the Chairperson thereof. At a date, time and place called by the Zone Chairperson, this Committee shall hold a first meeting within (60) days after the adjournment of the preceding International Convention; a second meeting in the month of October or November; a third meeting in the month of January or February; and a fourth meeting approximately thirty (30) days prior to the District Convention if timing permits. A Zone meeting may, in the Zone Chairperson's discretion, be replaced by a Regional meeting held pursuant to By- Laws Article II, Section 3.H.
- B. District Governor's Honorary Committee. There may be in the District a District Governor's Honorary Committee. The membership of this committee shall consist chiefly of current International Presidents, current International Vice Presidents, current International Directors, Past International Directors, and Past District Governors within the District; and said membership of this committee shall be appointed by the District Governor. The Immediate Past District Governor shall be the Chairperson of the committee. This committee shall meet when and as called upon by the District Governor. All members of this committee must be Lions members in good standing of Clubs in good standing within the District.
- C. District Standing Committees. All District Committees and committee descriptions shall coincide as closely as possible with the Multiple District 11 (Lions of Michigan) committees. Additional District standing committees shall include: District Convention, Lioness Liaison, District Pin, District Referral, District Chaplain, and Long Range Planning.

Section 5. The District shall be a participating District of the Lions of Michigan Foundation.

Lions of Michigan District 11-C2 Constitution

ARTICLE V DISTRICT ADMINISTRATION FUND

Section 1. To provide revenue to defray the non-convention administrative expenses of the District, an annual District Administration Fund Per Capita Tax of four dollars and fifty cents (\$4.50) is hereby levied upon each member of each club in the District. It shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: One-half (1/2) of the above stated tax per club member on August 15 of each year to cover the semi-annual period July 1 to December 31; and One-half (1/2) of above state tax per club member on January 15 of each year to cover the semi-annual period January 1 to June 30. The Per Capita Tax shall be based upon the membership figures, as reported by club secretaries to Lions Clubs International on their June and December reports immediately preceding the billing period. Said tax shall be so paid to the Cabinet Secretary or Cabinet Treasurer by each club, 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 non-convention administrative expenses of the District and only upon approval by the District Governor. Disbursements therefrom shall be by checks drawn and signed by the Cabinet Secretary or Cabinet Treasurer, or Cabinet Secretary-Treasurer and counter-signed by the District Governor unless otherwise provided by the District Cabinet. Any Club who has not paid its per capita District Administrative Tax or any other constitutionally mandated tax within sixty (60) days from due date, or by the first day of the District Convention, which ever comes first, shall be considered not in good standing and shall remain in that condition until such delinquency is paid in full.

Section 2. Expenses of the District Governor in connection with his/her attending the International Convention at the conclusion of his/her term of office shall be considered a District administrative expense. Reimbursement for food and housing expenses shall be equal to one-half (1/2) of, and for all other expenses shall be equal to, those paid to the in-coming Governor by Lions International.

A. To provide revenue to defray the costs associated with this expense, an annual District International Convention Contingency Fund Per Capita Tax of one dollar (\$1.00) is hereby levied upon each member of each club in the District. It shall be collected and paid in advance by each club in two (2) semi-annual payments pursuant to Section 1 of this Article. If the International Convention Contingency Fund should at any time reach an amount equal to five thousand dollars (\$5,000.00), all funding in excess of that amount will be transferred to the General Fund.

Section 3. The District Governor and his/her Cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

Section 4. The District Governor and the Vice District Governor and the Cabinet Secretary and the Cabinet Treasurer, or Cabinet Secretary-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. The District Governor shall 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 a statement of the financial condition of the District shall be sent to Lions International and each club in the District within sixty (60) days after the close of the fiscal

Lions of Michigan District 11-C2 Constitution

year by the District Governor then in office. All audits shall be performed by a qualified individual, or individuals, who are not Cabinet Officers.

Section 6. Reimbursement by Lions Clubs International for District and/or District Governor expenses is under the supervision of the District Governor and the District Cabinet Treasurer.

Section 7. The annual District budget shall be prepared, and submitted at the first Cabinet meeting for approval.

ARTICLE VI MULTIPLE DISTRICT FUND

Section 1. The Cabinet Secretary and the Cabinet Treasurer, or Cabinet Secretary-Treasurer shall forward to the State Treasurer of Multiple District 11 the total assessed per capita tax as levied by the Multiple District on every club member in two semi-annual payments.

ARTICLE VII DISTRICT CONVENTION

Section 1. An Annual Convention of the District shall be held in each year prior to the International Convention at a date and time established three (3) years in advance by a previous Annual Convention of the District. The location of the Annual convention shall be established two (2) years in advance by the District Cabinet at its first official meeting

- A. It shall be the responsibility of the sitting Vice District Governor to research and provide both 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).
- B. There shall be no liability incurred by the District Governor, the District, any member of the District Cabinet, any Club, or Club member in the District.

Section 2. To provide revenues to defray annual Convention expenses of the District, an annual per capita tax of One Dollar (\$1.00) is hereby levied on each member of each Club in the District to be held in the District Convention Fund. It shall be collected and paid, in advance, by two (2) semi-annual payments in the same manner, and paid with, the semi-annual District Administrative Fund per capita tax. Members of newly chartered and reorganized clubs shall have the Convention Fund per capita tax pro-rated in the same manner as the District Administrative Fund per capita tax.

Section 3. The amount of money held in the District Convention Fund shall be limited to an amount not to exceed Three Thousand Dollars (\$3,000). If, at the end of each fiscal year, the Fund balance should exceed this amount, the excess over the \$3,000 figure shall be transferred at that time to the District General Fund.

Section 4. The voting members of the District Cabinet shall be the officers of the Annual District Convention.

Section 5. A Convention Sergeant-at-Arms and Assistant Sergeants-at-Arms shall be appointed by the District Governor.

Lions of Michigan District 11-C2 Constitution

Section 6. Each chartered club in good standing in Lions 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 major fraction thereof, of said club as shown by the records of the International Office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person may cast one vote only for 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 a question shall be the act of the convention.

Section 7. The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

Section 8. District Convention Reporting.

- A. Within sixty (60) days after the close of the convention an official report of the convention proceedings shall be mailed to Lions International and to each club in the District by the Cabinet Secretary and the Cabinet Treasurer, or the Cabinet Secretary-Treasurer.
- B. A District 11-C2 District Convention Final Financial Report will be prepared by the District Convention Chairperson, and delivered to both the District Governor and the District Governor-Elect no later than June 30 following the close of the District Convention for which it was created.

ARTICLE VIII DISTRICT CONVENTION FUND

Section 1. Such fee as the District Governor shall set may be collected, under procedures set by the District Governor and approved by the Cabinet, from each delegate, alternate, and guest attending the District Convention to defray the actual cost of convention meals and entertainment.

Section 2. 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.

Section 3. 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.

ARTICLE IX AMENDMENTS

Section 1. This Constitution may be amended only at a District Convention by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. Any amendment proposed to the Constitution shall be first approved by the Board of Directors of the club in which the proposal originated and submitted in writing by the club

Lions of Michigan District 11-C2 Constitution

Secretary to the District Secretary and District Treasurer, or District Secretary-Treasurer on or before January 1 of each year prior to the convening of the District Convention. The proposed changes shall then be promptly referred by the District Secretary and the District Treasurer, or District Secretary-Treasurer to the Constitution and By-Laws Committee for consideration and drafting of resolution. Amendments to the Constitution may also originate with the Cabinet or the Constitution and By-Laws Committee. All resolutions shall be transmitted by the District Cabinet to each club in District 11-C-2 at least thirty (30) days prior to the convening of the District Convention. The Convention Committee on Constitution and By-Laws shall at the appropriate business session of the District Convention, present the resolutions to be voted upon by the delegates.

Section 3. Any amendment to this Constitution 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.