

LIONS CLUBS INTERNATIONAL DISTRICT 2-S2



QUALIFICATIONS, DUTIES & RESPONSIBILITIES

District Governor
Vice District Governor
Elected Directors/Trustees
Cabinet Secretary-Treasurer
Zone Chair

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DISTRICT 2-S2

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DISTRICT GOVERNOR LIONS CLUB INTERNATIONAL DISTRICT 2-S2

TERM One year, from the close of the International Convention held in the year of election to the close of the International Convention held in the following year.

QUALIFICATIONS OF CANDIDATE

1. Must be an Active Member in good standing of a chartered Lions club in good standing in his/her district.
2. Must have the endorsement of his/her club or a majority of the clubs in his/her district.
3. Must be currently serving as the Vice District Governor within the district from which he or she is to be elected. *Only in the event the current Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications of a candidate for Vice District Governor and who is currently serving or who has served one additional year as a member of the District Cabinet, may be a candidate for election as District Governor.*
4. Must be willing and must attend, unless providentially hindered, the District Governors' school at the Lions International Convention immediately prior to taking office.
5. May not stand for election or be appointed to succeed himself/herself from the same district. 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.
6. Should have been elected and served as Director of the Texas Lions League for Crippled Children and/or Trustee of the Lions Eye Bank of Texas.

DUTIES & RESPONSIBILITIES

1. The District Governor is an officer of Lions Clubs International and the chief executive of the district. Under the general supervision of the International Board of Directors, he/she shall represent the Association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and have direct supervision over the Region Chairs, Zone Chairs, Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer) and such other cabinet members as may be provided for in the District Constitution and By Laws.
2. He/she shall further the purposes and objects of the International Association of Lions Clubs.
3. He/she shall supervise the organization of new Lions, Lioness and Leo clubs.
4. He/she shall preside, when present, over cabinet, convention and other district meetings.

5. He/she shall, by the time he/she takes office, divide the district into regions of sixteen or less Lions clubs each (Note: The use of regions is optional at the District Governor's discretion) and divide each region into zones of eight or less Lions clubs.
6. He/she shall, by the time he/she takes office, appoint a Region Chair for each region (Note: The use of regions and Region Chairs is optional at the District Governor's discretion) and a Zone Chair for each zone.
7. He/she shall, by the time he/she takes office, appoint a District Cabinet Secretary and District Cabinet Treasurer (or Secretary-Treasurer).
8. The District Governor shall appoint district committees and designate the chairs thereof and such other officers as deemed necessary for the furtherance of Lionism within the district.
9. He/she shall issue an official call for a District Convention and appoint committees and designate chairs thereof for operation and function of said convention.
10. The District Governor has the authority and it shall be his/her duty to remove from office any officer appointed by him who is derelict and/or negligent in his/her responsibility or for any other good and just cause in the best interest of Lionism. *Negligence of elected district officers shall be handled in accordance with 2-S2 Constitution and By Laws, Article VII, Section 3 (d) (10).*
11. He/she shall endeavor to attend all meetings of the Council of Governors and of the Boards of Directors/Trustees of which he/she is a member by virtue of his/her election as District Governor. (The District Governor of District 2-S2 is a director of the Texas Lions League for Crippled Children, District 2-S2 Humanitarian Relief Fund, and the Lighthouse of Houston; he/she is a Trustee of the Lions Eye Bank of Texas.)
12. He/she shall, during his/her term in office, make an official visit to each Lions club and meet with the board of directors of each Lions club in his/her district.
13. The District Governor shall see that a club officer training school is provided and that club officers are encouraged to attend the school.
14. He/she shall see that any amounts owed to Lions Clubs International by the district are paid and that any club accounts in arrears with Lions Clubs International are paid or otherwise resolved.
15. He/she shall refrain from any action encouraging unauthorized use of the Lions name, goodwill or emblem.
16. He/she shall see that all reports required by Lions Clubs International are properly and timely filed. Such reports include club Monthly Membership Reports, club reports of officers elected (PU-101), district reports of cabinet appointments, Zone Chairs' reports of zone meetings held, minutes of cabinet meetings, reports of district elections, district convention report and reports of the District Governor's visit to each club.
17. The retiring District Governor shall transmit to his successor all district funds, financial records, files and all other records and communications pertinent to the functioning and organization of the district.
18. He/she shall perform such other functions and acts as shall be required of him by the International Board of Directors through the District Governor's Manual and other directives.

VICE DISTRICT GOVERNOR LIONS CLUB INTERNATIONAL DISTRICT 2-S2

TERM One year, from the close of the International Convention held in the year of his/her election to the close of the International Convention in the year following his/her election.

QUALIFICATIONS OF CANDIDATE

1. Must be an Active Member in good standing of a chartered Lions club in good standing in his/her district.
2. Must have the endorsement of his/her club or a majority of the clubs in his/her district.
3. Must have served or will have served at the time he/she takes office as Vice District Governor:
 - A. As President of a Lions club for a full term or major portion thereof, and as a member of the board of directors of a Lions club for no less than two additional years; and
 - B. As Zone Chair or Region Chair or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 - C. With none of the above being accomplished concurrently.
4. Should have been elected and served as a Director of the Texas Lions League for Crippled Children and/or a Trustee of the Lions Eye Bank of Texas.

DUTIES & RESPONSIBILITIES

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:

1. Further the purposes and objects of the International Association of Lions Clubs;
2. Familiarize himself/herself 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;

NOTE: The Constitution and By Laws of the International Association of Lions Clubs provides in Article VII, Section 9 (a) (3) that, "In the event a vacancy occurs in the office of District Governor under Article IV, Section 10 of this Constitution, 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 as provided for in sub-section (4) of this section. In the event a vacancy occurs in the office of Vice District Governor, said vacancy shall be filled in accordance with the District (Single, Sub- or Multiple) Constitution and By Laws."

3. Perform such administrative duties as may be assigned to him/her by the District Governor;
4. Perform such other functions and acts as may be required of him/her by the International Board of Directors and other directives;
5. Serve as a director of the District 2-S2 Humanitarian Relief Fund;
NOTE: As a director of the HRF, he/she is required to attend regular (quarterly) and special meetings of the Board of Directors of the Humanitarian Relief Fund, to stay abreast of its activities, to help formulate policies that are in the best interest of the fund, and to participate in proper administration of the fund.
6. Attend the Texas Lions Camp directors' training program, which is generally held at the camp in June, to learn about responsibilities of the board of directors of not-for-profit corporations and, specifically, about responsibilities of a director of the Texas Lions League for Crippled Children;
NOTE: Texas Lions Camp directors' training is provided for Vice District Governors Elect to avoid potential scheduling conflicts with the Lions Clubs International District Governors' school the following year.
7. Attend regular meetings, which are held in Kerrville in February and August, and special meetings of the Texas Lions League for Crippled Children Camp Board of Directors to stay abreast of the camp's needs, programs and activities;
8. Attend regular meetings (held in August, November, February and during the MD-2 Convention) and special meetings of the Multiple District 2 Council of Governors to stay abreast of the Multiple District's programs and activities, and to assist in the formulation of policies that are in the best interest of the Lions of Texas;
9. Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor.
10. Participate in the preparation of the district budget;
11. Be actively engaged in all matters to be continued during the next year.
12. Participate in the review of the strengths and weaknesses of the clubs in the district;
NOTE: The International Board of Directors requires that the Vice District Governor identify existing and potentially weak clubs within the district, and submit plans for strengthening them to the international headquarters by the end of the Vice District Governor's term.
13. At the request of the District Governor, supervise appropriate district committees.

Director

Texas Lions League for Crippled Children, Inc.

TERM Two years - one Director elected by each district each year. Elected Directors may not serve more than two consecutive terms.

QUALIFICATIONS

1. Must be a member in good standing of a chartered Lions club in good standing within District 2-S2.
2. Must have been a Lions club member for three or more years.
3. Must have served as President of his/her club or as chair of his/her club's camp committee.
4. Must be endorsed by a majority of the members of his/her club.
5. Must be willing to attend, unless providentially hindered, all regular and special meetings of the Texas Lions Camp Board of Directors and the District 2-S2 Cabinet.
6. In cooperation with the other elected director, must be willing to present the message of the Texas Lions Camp to each club in the district each year.

DUTIES & RESPONSIBILITIES

1. Attend the camp directors' training program, which is generally held at the camp in June, to learn about responsibilities of the board of directors of not-for-profit corporations and, specifically, about responsibilities of a director of the Texas Lions League for Crippled Children.
2. Attend regular and special meetings of the camp's Board of Directors to stay abreast of camp needs, programs and activities and to help formulate policies that are in the best interest of the Texas Lions League. (Regular meetings of the Board of Directors are held in Kerrville in February and August of each year.)
3. Serve as liaison between the clubs and the cabinet of District 2-S2 and the camp.
4. Attend district cabinet meetings to stay current regarding the District Governor's programs and to keep the cabinet apprised of camp needs and programs.
5. Attend President-Secretary Council meetings and Zone meetings to disseminate information about the camp and its programs, including dates for work weekends, schedule of camping sessions and availability of bus transportation.
6. In cooperation with the other elected director in this district, strive to present the message of the Texas Lions League for Crippled Children to each club in the district each year.

7. Provide clubs with camper application forms and assist as needed in obtaining properly completed camper applications. (Note: Completed camper applications should be sent directly to the camp by the sponsoring Lion - not to the director; the director should become involved in this process only when there is a question or problem about proper completion of the form.)
8. Promote financial support of the club through 100% contributions, Century Club memberships, Life memberships, Endowments, Honorariums, other types of contributions and by encouraging active participation in any special money raising projects of the District Governor.
9. In cooperation with the District Publicity Chairman, publicize the camp through newspaper, radio, television and other means.
10. Furnish the District Newsletter Editor with timely and appropriate information about the camp and campers for publication in the district newsletter, including camp work weekends, schedule of camping sessions and availability of bus transportation.
11. Arrange to have a presentation by a full-time employee of the Texas Lions League each year at either the Mid-Winter Conference or the District Convention.
12. Participate in school health fairs and represent the camp at gatherings of school nurses wherever possible.

Trustee

Lions Eye Bank of Texas

TERM Two years - one Trustee elected by each district (2-A3, 2-S1, 2-S2 and 2-S4) each year. Elected Trustees may not serve more than two consecutive terms.

QUALIFICATIONS OF CANDIDATE

1. Must be a member in good standing of a chartered Lions club in good standing within his/her district.
2. Must have been a Lions club member for three or more years.
3. Must be endorsed by a majority of the members of his/her club.
4. Must have served as President of his/her club or as chair of his/her club's eye bank committee.
5. Must be willing to attend, unless providentially hindered, all regular and special meetings of the Lions Eye Bank of Texas Board of Trustees and District 2-S2 Cabinet.
6. In cooperation with the other elected trustee in the district, must be willing to present the message of the Lions Eye Bank of Texas to each club in the district each year.

DUTIES & RESPONSIBILITIES

1. Attend orientation and training programs when provided for Trustees by the Eye Bank.
2. Attend regular and special meetings of the Lions Eye Bank Board of Trustees to stay abreast of its needs, programs and activities and to help formulate policies that are in the best interest of the Lions Eye Bank of Texas. (Regular meetings of the Board of Trustees are held at 7:00 P.M.. On the third Monday of July, October, January and April.)
3. Serve as liaison between the clubs and the cabinet of his/her district and the Eye Bank.
4. Attend district cabinet meetings to stay current regarding the District Governor's programs and to keep the cabinet apprised of Eye Bank needs and programs.
5. Attend President-Secretary Council meetings and Zone meetings to disseminate information about the Eye Bank and its programs.
6. In cooperation with the other elected trustee in this district, strive to present the message of the Lions Eye Bank to each club in the district each year.
7. Promote the pledging of corneas by Lions and others and provide clubs with pledge forms.
8. Promote financial support of the Eye Bank through 100% contributions, Life memberships, endowments, honorariums, other contributions and by participation in Eye Bank money raising projects such as White Cane Days and golf tournaments.
9. Furnish the District Newsletter Editor with timely and appropriate information about the Eye Bank for publication in the district newsletter.
10. Arrange to have a presentation by a full-time employee of the Lions Eye Bank of Texas each year at either the Mid-Winter Conference or the District Convention.

Director Lighthouse of Houston

TERM Two years - one Director elected each year. Lions' Elected Directors are limited to two consecutive terms.

QUALIFICATIONS OF CANDIDATE

1. Must be a member in good standing of a chartered Lions club in good standing within District 2-S2
2. Must have been a Lions club member for three or more years.
3. Must be endorsed by a majority of the members of his/her club.
4. Must have served as President of his/her club or as chair of his/her club's lighthouse committee.
5. Must be willing to attend, unless providentially hindered, all regular and special meetings of the Lighthouse of Houston Board of Directors and District 2-S2 Cabinet.
6. In cooperation with the other elected director in the district, must be willing to present the message of the Lighthouse of Houston to each club in the district each year.

DUTIES & RESPONSIBILITIES

1. Attend orientation and training programs when provided for directors by the Lighthouse of Houston.
2. Attend regular and special meetings of the Board of Directors of the Lighthouse to stay abreast of its needs, programs and activities and to help formulate policies that are in the best interest of The Lighthouse of Houston. (Regular meetings of the Board of Directors of the Lighthouse are scheduled on the fourth Thursday in August, October, December, February, April and June.)
3. Serve as liaison between the clubs and the cabinet of this district and the Lighthouse.
4. Attend district cabinet meetings to stay current regarding the District Governor's programs and to keep the cabinet apprised of Lighthouse needs and programs.
5. Attend President-Secretary Council meetings and Zone meetings to disseminate information about the Lighthouse and its programs.
6. In cooperation with the other director elected by the Lions, strive to present the message of the Lighthouse to every club in the district each year.
7. Promote financial support for the Lighthouse through 100% and other contributions; also promote financial support for Lions' separate programs for the Lighthouse, such as the annual Christmas shopping trip for Lighthouse clients.
8. Furnish the District Newsletter Editor with timely and appropriate information about the Lighthouse for publication in the district newsletter

Director

District 2-S2 Humanitarian Relief Fund

TERM Three years - one Director elected each year. Elected Directors are limited to two consecutive terms.

QUALIFICATIONS OF CANDIDATE

1. Must be a member in good standing of a chartered Lions club in good standing within District 2-S2.
2. Must have been a Lions club member for three or more years.
3. Must be endorsed by a majority of the members of his/her club.
4. Must have served as President of his/her club or as chair of his/her club's humanitarian relief committee.
5. Must be willing to attend, unless providentially hindered, all regular and special meetings of the Humanitarian Relief Fund Board of Directors and District 2-S2 Cabinet.
6. In cooperation with the other elected directors in the district, must be willing to present the message of the Humanitarian Relief Fund to each club in the district each year.

DUTIES & RESPONSIBILITIES

1. Attend regular and special meetings of the Board of Directors of the Humanitarian Relief Fund to stay abreast of its activities, to help formulate policies that are in the best interest of the fund, and to participate in proper administration of the fund. (Regular meetings of the HRF Board of Directors shall be held quarterly.)
2. Serve as liaison between the fund and the clubs and cabinet of this district.
3. Attend district cabinet meetings to stay current regarding the District Governor's programs and to keep the cabinet apprised of HRF activities.
4. When requested by the Chairman, investigate requests for funds and make appropriate reports and recommendations to the Board of Directors.
5. Promote financial support of the HRF through 100% and other contributions.
6. In cooperation with the other elected directors, strive to present the message of the Humanitarian Relief Fund to every club in the district each year.

**CABINET SECRETARY-TREASURER
LIONS CLUBS INTERNATIONAL
DISTRICT 2-S2**

TERM One year. The Cabinet Secretary-Treasurer shall serve the same term as the District Governor who appointed him/her.

QUALIFICATIONS OF OFFICE

1. Must be an Active Member in good standing of a chartered Lions club in good standing in his/her district.
2. Must have an understanding of financial accounting, be able to accurately record all financial transactions of the district and timely publish financial reports of district activities.
3. Must be able to record and publish minutes of all required meetings.

DUTIES & RESPONSIBILITIES

1. Give all cabinet members ten days written notice of all regular and special Cabinet meetings.
2. Attend all Cabinet Meetings, record the minutes of said meetings and forward copies of said minutes to Lions Clubs International within five days after the meeting and to all Cabinet members within fifteen days after each meeting.
3. Serve as Secretary-Treasurer of the District 2-S2 Humanitarian Relief Fund, attend all meetings of said fund and record the minutes of said meetings.
4. Invoice the clubs and strive to collect all dues from clubs in the District.
5. Deposit funds in such bank or banks as are designated by the cabinet.
6. Disburse funds only on authorization of the District Governor's cabinet.
7. Keep a true accounting of all financial transactions of the District's funds.
8. Send each Cabinet member a current and accurate financial report at least ten days prior to each Cabinet meeting.
9. Submit books and accounts for audit at the end of the Lions' year and whenever required by the Cabinet.
10. Record the minutes of the District Convention and timely submit same to Lions Clubs International.
11. Attend official Lions visits by the District Governor when requested to do so.

**ZONE CHAIRMAN
LIONS CLUBS INTERNATIONAL
DISTRICT 2-S2**

TERM One year. The Zone Chairman shall serve the same term as the District Governor who appointed him/her.

QUALIFICATIONS OF OFFICE

1. Must be an Active Member in good standing of a chartered Lions club in good standing in his/her district.
2. Must have served, or will have served by the time of taking office as Zone Chair, as President of a Lions club for a full term or major portion thereof, and as a member of the board of directors of a Lions club for no less than two additional years.
3. Must be able to conduct zone meetings.
4. Must be able to work with the Lions clubs under his/her area of responsibility.

DUTIES & RESPONSIBILITIES

1. Strive to further the purposes and objects of the International Association of Lions Clubs.
2. Attend four regular Cabinet meetings plus any special Cabinet meetings during the term of office.
3. Attend official visits of the District Governor to clubs in his/her Zone when requested to do so.
4. Serve as Chair of the District Governor's Advisory Committee for his/her zone. Hold at least three meetings during the Lions' year for the members of the District Governor's Advisory Committee in his/her Zone.
6. Make a report of each District Governor's Advisory Committee meeting and send copies within five days to Lions Clubs International and the District Governor.
7. Visit a regular meeting of each club in the zone within the first quarter of the term of office, and report his/her findings, particularly with respect to weaknesses noted, to the District Governor or his/her designated representative.
8. Suggest and implement methods for assisting problem clubs and for the formation of new clubs in the zone.
9. Guide and assist clubs in exchanging ideas on programs, projects, activities and methods of fundraising.
10. Know and understand the structure and function of the district organization.
11. Endeavor to assure that all clubs understand the programs of the district and Lions Clubs International by working in close cooperation with district committee chairs.
12. Encourage the district Leadership Chair to produce and conduct a club orientation program for the zone, and encourage all clubs to participate in the club orientation program.

13. Endeavor to have every Club within his/her Zone operating under a duly adopted Club Constitution and By Laws.
14. Promote representation at International and District Conventions by at least the full quota of delegates for clubs in his/her zone.
15. Perform such other functions as may be required by the International Board of Directors through the Zone Chair's Manual and other directives.