

**LIONS CLUBS INTERNATIONAL**

**DISTRICT 2-S2**



**CONSTITUTION**

**AND**

**BY-LAWS**

**Adopted at the April 25, 2026  
District Convention**

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## **ARTICLE I - NAME**

The name of this organization is the International Association of Lions Clubs District 2-S2, a part of Multiple District 2, State of Texas, U.S.A., hereinafter referred to as "District".

## **ARTICLE II – SUPREMACY**

The International Association of Lions Clubs, hereinafter called Lions Clubs International, Constitution and By-Laws is hereby made a part of this document. Where conflict occur the latest edition of Lions Clubs International Constitution and By-Laws shall take precedence.

## **ARTICLE III – PURPOSES**

The purposes of this District are:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship resulting in membership growth in this district.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

## **VISION STATEMENT**

TO BE the leader in global community and humanitarian service.

## **MISSION STATEMENT**

**TO EMPOWER** Lions clubs, volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.

## ARTICLE IV– Emblem, Colors, Slogan and Motto

Section 1. **EMBLEM.** The emblem of this association and each chartered club shall be of a design as follows:



Section 2. **USE OF NAME AND EMBLEM.** Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. **COLORS.** The colors of this association and of each chartered club shall be purple and gold.

Section 4. **SLOGAN.** Its Slogan shall be: Liberty, Intelligence, Our Nation’s Safety.

Section 5. **MOTTO.** Its Motto shall be: We Serve.

## ARTICLE V - MEMBERSHIP AND ORGANIZATION

The membership of this organization shall consist of all Lions Clubs within the boundaries of this District duly chartered by Lions Clubs International and in good standing.

## ARTICLE VI - DISTRICT OFFICERS

The officers of the District shall be the

- District Governor
- First Vice District Governor
- Second Vice District Governor
- Region Chairperson
- Zone Chairperson
- Cabinet Secretary
- Cabinet Treasurer
- Immediate Past District Governor
- Directors (2) of the Texas Lions Camp, Inc.
- Directors (3) of the Humanitarian Relief Fund

## ARTICLE VII - REVISIONS TO DISTRICT CONSTITUTION AND BY-LAWS

The District Cabinet and/or any District 2-S2 club in good standing shall have the authority and it shall be its duty to recommend change(s) to this Constitution and By-Laws (including change(s) to the District's per capita tax), for good and just cause, in the best interest of Lionism within the District.

Procedures:

- Recommended change(s) to this District Constitution and By-Laws shall be placed in the hands of the District Governor's office not later than thirty (30) days after that Cabinet meeting at which the recommendation(s) receive the heretofore provided approval, but not less than thirty (30) days prior to the beginning of the annual District Convention.
- The District Governor shall then transmit said recommended change(s) to a, hereinafter provided, District Constitution and By-Laws Committee and to each Club in the District not later than thirty (30) days prior to the District Convention. The same shall be presented to the District Convention through a District Constitution and By-Laws Committee.
- All voting in this regard at the District Convention shall be by individual secret printed ballots.
- A tabulation of votes cast for and votes cast against the aforementioned recommended change(s) shall be made at the District Convention by a, hereinafter provided, District Election Committee (Art. VII, Sect. 3, Paragraph D7) and certified by the District Governor.
- A two-thirds (2/3) majority of the delegates or alternates, present in person, qualified and legally voting at the District Convention shall be required to change the provisions of this document. The decision of the majority shall be binding on all members, the District Cabinet, and all succeeding District Cabinets.
- Upon passage of said change(s) by the aforementioned majority the same shall become effective with the beginning of the next fiscal year.
- **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.
- **CORRECTIONS:** Proposed changes that do not change the meaning or intent of the District Constitution and By-Laws but correct the existing document, such as spelling, punctuation, formatting, etc, can be ratified by a 2/3 vote for the changes at a regularly scheduled District Cabinet meeting

## ARTICLE VIII - DISTRICT ORGANIZATION

**Section 1 - Organization:** The District Organization shall be in accordance with Lions Clubs International Constitution and By-Laws without exception and the booklet entitled "District Governor's Organization" except as noted and/or expanded upon herein.

**Section 2 - Membership:** The membership of District 2-S2 shall consist of all Lions Clubs

which have been duly chartered by Lions Clubs International and are in good standing.

**Section 3 - District Governor:** The District shall have a District Governor duly elected as provided herein and in accordance with Lions Clubs International Constitution and By-Laws

**(a) Qualifications**

- (1) A candidate for District Governor must satisfy all the requirements as stated in Lions Clubs International Constitution and By-Laws and in addition must be willing and must attend, unless providentially hindered, the DGE Seminars prior to taking office.
- (2) A candidate for District Governor shall be required to have the written endorsement (nomination) of the members, in good standing, of his/her club.
  - (a) Have served or will have served at the time they take office as district governor:
    1. As officer of a Lions club for a full term or major portion thereof; and
    2. As a member of the district cabinet for two (2) full terms or major portion thereof.
    3. With none of the above being accomplished concurrently.
    4. Is currently serving as the first vice district governor within this district
    5. No incumbent District Governor elected or appointed and serving a full term, may stand for election or be appointed to succeed himself/herself in the same district.

**(b) Election**

The election of a District Governor must conform to the Lions Clubs International Constitution and By-Laws. The following procedures and rules shall apply in lieu of more definitive provision in said International Constitution and By-Laws.

- (1) Nominations for the office of District Governor shall not be made from the floor of the District Convention, except as hereinafter provided.
- (2) In the event the District Convention convenes with no pre-endorsed (predominated) candidate, then nominations from the floor of a duly notified Convention Assembly shall be the order of the day. Each nominee for District Governor must satisfy all the requirements as stated in Lions Clubs International Constitution and By-Laws.

**(c) Ballot**

The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied

candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue the tied candidates until one is elected.

**(d) Term of Office**

The term of office for a District Governor shall be from the adjournment of the International Convention next succeeding his/her election to the adjournment of the next following International Convention as provided in the International Constitution and By-Laws.

**(e) Duties and Responsibilities**

The District Governor is under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district, in addition is the chief executive of his/her District. He/she shall supervise the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and *by-laws*. He/she shall perform all duties as set forth herein and in the *Lions Clubs International Constitution and By-Laws*, and all such duties as may be required of him/her in the best interest of Lionism.

His/her specific responsibilities shall be to:

- (a) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
  - 1. Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator, GET district coordinator, GMA district coordinator, and GLT district coordinator.
  - 2. Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
  - 3. Collaborate with the multiple district's Global Action Team
- (b) Promote the Lions Clubs International Foundation and all service activities of the association.
- (c) Preside, when present, over cabinet, convention, and other district meetings. During any period, he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- (d) Promote harmony and resolve conflicts among the chartered Lions clubs.
- (e) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- (f) Strive that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- (g) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.

- (h) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (a) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (j) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

1. The District Governor shall, by the time he/she takes office, divide the District into Zones.
2. The District Governor shall, by the time he/she takes office, appoint a Zone Chairperson for each Zone within the District.
3. The District Governor should by the time he/she takes office, appoint a District Cabinet Secretary. Cabinet Treasurer and a Bookkeeper, The District Cabinet Treasurer shall serve no more than two consecutive terms.
  - a. The District Governor may hire and supervise an administrative assistant. Duties to be determined by the District Governor. The District Governor shall make a recommendation to the District Cabinet as to compensation.
  - b. The District Governor shall appoint District Committees and designate the Chairperson thereof and such other officers deemed necessary for the furtherance of Lionism within the District.
4. The District Governor shall issue an official call for a District Convention, as hereinafter provided.
5. The District Governor shall appoint Committees and designate the Chairperson thereof for the operation and function of the, hereinafter provided, District Convention. Such committees are hereinafter referred to as Convention Committees. Said appointments shall be made as follows: The District Governor shall appoint, and he/she shall receive notification of acceptance, at least sixty (60) days prior to the District Convention, a Convention Constitution and By-Laws Committee, provided that recommended revisions to the State and/or International Constitution and By- Laws are to be presented at the District Convention. Said committee shall consist of not more than five (5) members, each of whom shall be members of different Lions Clubs within the District.
6. The District Governor shall appoint all other Convention Committees such as Credentials, Election, International Convention, Necrology, Parliamentary, Registration, Resolutions, Rules, Sergeant-at-Arms and etc., at least fifteen (15) days prior to the District Convention.
7. The District Governor has the authority, and it shall be his/her duty to remove from office any officer appointed by him/her who is derelict and negligent in his/her responsibility or for any good and just cause in the best interest of Lionism.
8. In the event of vacancy in any district office, except that of District Governor or Club President and Secretary, the District Governor has the authority, and it shall be his/her duty to fill such vacancy for the unexpired time thereof.
9. It shall be the duty of the District Governor to inform the Cabinet of any elected District Officer who is negligent in his/her duties and responsibilities. Any elected District Officer who is negligent in his /her duties and responsibilities or for any good and just cause may be removed from office. The procedure will be a two-thirds (2/3) vote for

removal by the District Cabinet.

10. It shall be the duty of the District Governor to attend all regular and special Board of Director(s) meetings of which he/she is a member.
11. As retiring District Governor, he/she shall transmit to his/her successor all district files, financial records and all other records and communications pertinent to the functioning, organization and conducting of District business prior to the first cabinet meeting of the new administration, or not more than 45 days after the Lions Clubs International Convention.

**(f) Removal from Office**

Any District Governor, who is negligent in his /her duties and responsibilities, or for any good and just cause, may be removed from office by the following procedure in its entirety and sequence:

- (1) A two-thirds vote for removal by the District Cabinet.
- (2) A two-thirds vote for removal by the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.
- (3) Submission of a petition to Lions Clubs International stating full particulars. The subsequent decision of Lions Clubs International Board of Directors shall be final.

**(g) Vacated Office**

In the event of a vacancy in the District Governor's office, for any reason for a period in excess of sixty (60) days, said vacancy shall be filled as outlined in the International Constitution and By-Laws, Article II, Section 5.

**Section 4 - First Vice District Governor:** The District shall have a First Vice District Governor duly elected as provided herein.

**(a) Qualifications**

A candidate for the office of First Vice District Governor shall satisfy all the requirements of a District Governor as provided herein (Article VII, Section 3, (a)) except that he/she shall not be required to attend the DGE Seminars.

A candidate for First Vice District Governor is required to serve as Second Vice District Governor prior to serving as a District Governor unless an exception specified in the Lions International Constitution and By-Laws applies.

No incumbent First Vice District Governor elected or appointed and serving a full term, may stand for election or be appointed to succeed himself/herself in the same district.

**(b) Election**

Procedures for the election of a First Vice District Governor shall be the same as procedures for the election of a District Governor as set out herein Article VIII, Section 3,

**(c) Term of Office**

The term of office for a First Vice District Governor shall be the same as the term of office for a District Governor (Article VII, Section 3, (e d)).

**(d) Duties and Responsibilities**

The First Vice District Governor's duties and responsibilities shall be as directed by the District Governor and as provided herein and in the Lions International Constitution and By-Laws. His/her specific responsibilities shall be, but not limited, to:

- a. Further the purposes of this association, resulting in membership growth in the district.
- b. Actively work towards the success of the current district plan.
- c. With the district governor and second vice district governor, review strengths and weaknesses of the district, refine and further develop a draft of the ongoing district plan focused on and working towards the successful achievement of district goals.
- d. Identify and prepare a highly effective team for subsequent years to develop and implement action plans for district goals.
  - i. Understand the actions needed to accomplish district plans.
  - ii. Know the roles and responsibilities, resources, and Lions qualified to serve in roles.
  - iii. Ensure team members are adequately trained to perform in their specific roles.
  - iv. Work closely with club leadership to identify future district leaders.
- e. Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- f. At the request of the district governor, supervise other district committees.
- g. Actively participate in all cabinet meetings and conduct meetings in the absence of the district governor.
- h. Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor they will be better prepared to assume the duties and responsibilities of said office.
- i. Participate in council of governors' meetings as appropriate.
- j. Participate in the preparation of the district budget.
- k. Conduct club visitation as the representative of the district governor when requested by the district governor.

- (l) Work with the District Governor and the District Convention Committee to assist and plan the annual district convention and assist the district governor to organize and promote other events within the district.

**(e) Removal from Office**

A First Vice District Governor, who is negligent in his /her duties and responsibilities, or for any other good and just cause, may be removed from office by the following procedure in its entirety and sequence.

- (1) A two-thirds vote for removal by the District Cabinet.
- (2) Submission of a petition to Multiple District 2 Council stating full particulars.
- (3) Submission of a petition to Lions Clubs International stating full particulars.

**(f) Vacated Office**

In the event of a vacancy in the First Vice District Governor's office, for any reason for a period in excess of sixty (60) days, said vacancy shall be recognized as such and may be filled by the District Cabinet until a new election is held at the District Convention.

**Section 5. Second Vice District Governor:** The District shall have a Second Vice District Governor duly elected as provided herein.

**(a) Qualifications**

A candidate for the office of Second Vice District Governor shall satisfy all the requirements of a District Governor as provided herein (Article VII, Section 3, (a)) except that he/she shall not be required to attend the District Governor's school at the International Convention. No incumbent Second Vice District Governor elected or appointed and serving a full term, may stand for election or be appointed to succeed himself/herself in the same district.

**(b) Election**

Procedures for the election of a Second Vice District Governor shall be the same as procedures for the election of a District Governor as set out herein Article VII, Section 3, (b).

**(c) Term of Office**

The term of office for a Second Vice District Governor shall be the same as the term of office for a District Governor (Article VII, Section 3, (d)).

**(d) Duties and Responsibilities:** *The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:*

- a. Further the purposes of this association, resulting in membership growth in the district.
- b. Actively work towards the success of the current district plan
- c. Serve as district liaison (at the direction of the district governor) to region and zone chairpersons working towards successful zone operations in support of club health.
- d. Become familiar with the strengths and weaknesses of the clubs in the district and the resources that support club development.
- e. Prepare for role as district governor.
- f. Become familiar with the duties of the district governor.
- g. Assess and develop leadership skills.
- h. Understand district structure and constitution and by-laws and the resources available.
- i. Be aware of club health indicators and assess club strengths and weaknesses.
- j. Understand the programs offered by Lions Clubs International Foundation (LCIF)
- k. Prepare to conduct effective club visitations.
- l. Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- m. Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- n. Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- o. At the request of the district governor, supervise appropriate district committees.
- p. Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- q. Participate in the preparation of the district budget.

**Removal from Office**

- 1) Second Vice District Governor, who is negligent in his /her duties and responsibilities, or for any other good and just cause, may be removed from office by the following procedure in its entirety and sequence.
- 2) A two-thirds vote for removal by the District Cabinet.
- 3) Submission of a petition to Multiple District 2 Council stating full particulars.

- 4) Submission of a petition to Lions International stating full particulars.

#### **Vacated Office**

In the event of a vacancy in the Second Vice District Governor's office, for any reason for a period in excess of sixty (60) days, said vacancy shall be recognized as such and may be filled by the District Cabinet until a new election is held at the District Convention.

#### **Section 6 - District Governor's Honorary Committee:**

There shall be in the District a District Governor's Honorary Committee. The membership of said committee shall consist of Past International Officers and Past District Governors who are members of Lions Clubs within the District. The Immediate Past District Governor shall be Chairperson of the committee. Said committee shall meet when and as called upon by the District Governor or the Honorary Committee Chairperson.

#### **Section 7 - Council Chairperson:**

The District shall have a Council Chairperson duly elected as provided herein and in accordance with Multiple District 2 Constitution and By-Laws.

##### **(a) Qualifications**

A candidate for Council Chairperson must satisfy all the requirements as stated in Multiple District 2 Constitution and By-Laws. The candidate must be a Past District Governor prior to the election. No Lion shall serve more than one term as Council Chairperson.

##### **(b) Election**

Procedures for the election of a Council Chairperson shall be the same as procedures for the election of a District Governor as set out herein (Article VII, Section 3, (b)).

##### **(c) Term of Office**

The Council Chairperson shall serve as Council Chairperson-Elect-Elect for three years prior to the year the state convention is scheduled to be held in this District. He/She shall serve as Council Chairperson-Elect the year prior to the year the State Convention is scheduled to be held in this District as provided by Multiple District 2 Constitution and By-Laws. The Council Chairperson shall serve for the year the State Convention is scheduled to be held in this District as provided by Multiple District 2 Constitution and By-Laws.

##### **(d) Duties and Responsibilities**

The Council Chairperson's duties and responsibilities shall be as defined by the Multiple District 2 Constitution and By-Laws and Multiple District Policy Manual.

##### **(e) Removal from Office**

A Council Chairperson, who is negligent in his /her duties and responsibilities, or for any other good and just cause, may be removed from office by the following procedure in its entirety and sequence.

- (1) A two-thirds vote for removal by the District Cabinet.
- (2) Submission of a petition to Lions Clubs International stating full particulars.
- (3) The subsequent decision of Lions Clubs International Board of Directors shall be final.

**(f) Vacated Office**

In the event of a vacancy in the Council Chairperson's office, for any reason for a period of sixty (60) days, said vacancy shall be recognized as such and may be filled by the District Cabinet.

**Section 8 – REGION CHAIRPERSON QUALIFICATIONS.**

Each region chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region 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.
- (c) Region chairpersons may serve no more than three (3) cumulative years in said position.

**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 their region. Their specific responsibilities should be to:

- (a) Further the Purposes of this association, resulting in membership growth in the region.
- (b) Actively work towards the success of the current district plan and encourage club participation.
- (c) Supervise the activities of the zone chairpersons in their region and such district committee chairperson as may be assigned by the district governor.
- (d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
  - (1) Be knowledgeable of tools available to support club health.
  - (2) Conduct meaningful and effective club visitations in coordination with the zone chairpersons as needed.
  - (3) Communicate with clubs regularly to ensure effective operation.
  - (4) Support new clubs.
  - (5) Utilize LCI Resources, Global Action Team Coordinators and LCIF Coordinators to support club health.
- (e) Perform such duties and directives as may be required by the district officers or by the policy of the International Board of Directors.
- (f) Become familiar with district operations and enhance leadership skills as needed for advancement.
  - (1) Learn the district structure and the importance of each position.
  - (2) Assess personal leadership skills to encourage personal growth.

- (g) *Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors.*

**ZONE CHAIRPERSON Qualifications..**

*Each zone chairperson shall:*

- (a) Be an active member in good standing in his/her respective region or zone; and*
- (b) Have served or will have served at the time of taking office as region or zone chairperson 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.*
- (c) Have not previously served a full term or a major portion thereof as district governor*
- (d) Zone chairpersons may serve no more than three (3) cumulative years in said position.*

*The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in their zone. Their specific responsibilities shall be to:*

- (a) Further the Purposes of this association, resulting in membership growth in the zone.*
- (b) Actively work towards the success of the current district plan and encourage club participation.*
- (c) Serve as chairperson of the District Governor's Advisory Committee (Zone Meeting) in their zone and as such chairperson to call regular meetings of said committee.*
- (d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.*
  - i. Be knowledgeable of tools available to support club health.*
  - ii. Visit each club in their zone once or more during their term of office, reporting their findings to the district governor and the region chairperson (if applicable) particularly with respect to weaknesses they may have discovered.*
  - iii. Communicate with clubs regularly to ensure effective operation.*
  - iv. Support new clubs.*
  - v. Utilize LCI Resources, Global Action Team and LCIF to support club health.*
  - vi. Endeavor to have every club within their zone operating under a duly adopted club constitution and by-laws.*
  - vii. Represent each club in their zone in any problems with district, multiple district or Lions clubs International.*
- (e) Become familiar with district operations and enhance leadership skills as needed for advancement.*

- i. Learn the district structure and the importance of each position.
  - ii. Assess personal leadership skills to encourage personal growth.
- (f) Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors

**Section 9. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.**

Under the supervision of the district governor, the GLT district coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district service and fundraising goals.
- (b) Work to increase the percentage of clubs reporting service within the district.
- (c) Have knowledge of and encourage participation in LCI and LCIF service programs and grants, and the use of LCI service resources.
- (d) Act as the advocacy champion for the district, supporting clubs as they raise awareness, educate their community, and advocate for change.
- (e) Share service success stories with Lions and the community to increase visibility and member satisfaction, attract new members, and encourage the sharing of best practices.
- (f) Work to identify potential leaders to participate in a service leadership role.

**Section 10. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.**

Under the supervision of the district governor, the GLT district coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district membership goals.
- (b) Train club membership chairpersons on key tools and initiatives and encourage clubs to create membership plans to improve recruitment and member satisfaction.
- (c) Support club membership chairs with membership inquiries and provide prompt guidance in line with applicable policies.
- (d) Ensure that prospective members are promptly contacted, and referred to a suitable club based on interest, availability, expectations, and other factors. If a suitable club is not available, guidance and support to starting a new club is provided unless a Global Extension Team district coordinator has been appointed.
- (e) Work to identify potential leaders to participate in a membership leadership role.

- (f) Provide retention strategies to clubs in collaboration with Global Leadership Team and Global Action Team district coordinators.
- (g) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district leadership team coordinator and the club officers.

### **Section 11. CABINET SECRETARY**

He/ she shall act under the supervision of the district governor. Their specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - (1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
  - (2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
  - (3) Make reports to the cabinet as the district governor or cabinet may require.
  - (4) Keep accurate books and records of account, and minutes of all cabinet and sub-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, they shall furnish any such books and records as requested to any auditor appointed by the district governor.
- (c) Perform such other functions and acts as may be required by directives of the International Board of Directors.
- (d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

### **CABINET TREASURER**

He/ she shall act under the supervision of the district governor. Their specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - (1) Receive and deposit all funds received by the District into the proper District bank account in a timely manner.
  - (2) Collect and receipt for all dues and taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.
  - (3) Remit and pay to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
  - (4) Secure bond for the faithful performance of their duties in such sum and with such sureties (insurance) as may be required by the district governor.
  - (5) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.
  - (6) Transmit copies of deposits – including each check with backup to the Bookkeeper
  - (7) Sign all checks or transfers issued by the District, along with one other authorized signer.
  - (8) Follow up in a timely manner with clubs that have not paid their dues or assessments.

BOOKKEEPER (a separate person from the District Treasurer)

- (1) Record all deposits.
- (2) Maintain all accounts payable.
- (3) Maintain all accounts receivable.
- (4) Issue semiannual per capita tax (dues) invoices to the District Clubs
- (5) Issue 100 % Charities requests to the District Clubs
- (6) Prepare checks for payment, ensuring that all checks are signed by two of the authorized signers. The Bookkeeper does not have authority to sign checks/transfers.
- (7) Reconcile Bank Statements
- (8) Prepare Financial Reports
- (9) Prepare and file the necessary IRS forms for the 501 (c) 3 and 501 (c) 4

**Section 12. GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.** The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district leadership development goals to hold training for club officers, region and zone chairpersons, Certified Guiding Lions and others as appropriate.
- (b) Develop and execute an annual district learning and leadership development plan and report training in Learn.
- (c) Work to identify potential leaders to participate in service, membership or leadership roles.
- (d) Support and facilitate training at district events when appropriate.
- (e) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district membership team coordinator and club officers.
- (f) Follow-up with Clubs to ensure the officers in key positions are trained.

**Section 13. Global Extension Team Coordinator** (if the position is utilized during the district governor's term). Under the supervision of the district governor the district GET coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) Work with the district team (including the district governor and vice district governors) to ensure new club goals of the district are met and sustainable.
- (b) Identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not served or are underserved.
- (c) Collaborate with district leadership to build a team capable of completing the tasks required in the successful chartering of new clubs including membership recruitment, leadership development, and engagement in meaningful service projects.
- (d) Understand and communicate the process and policies of new club development to team members and ensure that accurate information is conveyed to prospective members.

- (e) Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new club officers and educating Guiding Lions on expectations of the new club.
- (f) Train and involve Lions interested in new club chartering to expand the district’s ability to charter new clubs.
- (g) Ensure new club applications are complete, properly approved, and submitted efficiently.

**Section 14. LIONS CLUBS INTERNATIONAL FOUNDATION DISTRICT COORDINATOR.** The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. Their responsibilities include:

- (a) Ensure that their team of club coordinators implement LCIF fundraising strategies.
- (b) Educate Lions about the importance and impact of LCIF locally, regionally, and around the world.
- (c) Encourage Lions to support LCIF in all aspects of fundraising across the district.
- (d) Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

**Section 15. DISTRICT GLOBAL ACTION TEAM.** Chaired by the district governor and includes the GMT district coordinator, GST district coordinator, GET district coordinator, and GLT district coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, charter new clubs, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district’s Global Action Team to learn about initiatives and best practices. Shares activities, achievements, and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership, or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

**Section 16. Global Extension Team Coordinator** (if the position is utilized during the district governor’s term). Under the supervision of the district governor the district GET coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) Work with the district team (including the district governor and vice district governors) to ensure new club goals of the district are met and sustainable.
- (b) Identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not served or are underserved.
- (c) Collaborate with district leadership to build a team capable of completing the tasks required in the successful chartering of new clubs including membership recruitment, leadership development, and engagement in meaningful service projects.
- (d) Understand and communicate the process and policies of new club development to team members and ensure that accurate information is conveyed to prospective members.
- (e) Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new club officers and educating Guiding Lions on expectations of the new club.

- (f) Train and involve Lions interested in new club chartering to expand the district’s ability to charter new clubs.
- (g) Ensure new club applications are complete, properly approved, and submitted efficiently.

**Section 17. DISTRICT MARKETING CHAIRPERSON.** (If utilized) Under the supervision of the district governor, the district marketing chairperson is responsible for marketing and communications efforts and directly supports the District Global Action Team. Their responsibilities include:

- (a) Work with the district team to identify and support opportunities for marketing large- scale events, programs, and initiatives.
- (b) Collaborate directly with the district Global Membership Coordinator to direct any membership leads that come through marketing channels to appropriate clubs.
- (c) Support the district governor and district Global Action Team with marketing and publicity guidance.
- (e) Support district funding opportunities.
- (f) Manage district social media channels and websites, either directly or through an established district marketing committee.
- (g) Maintain a full understanding of the Global Brand Guidelines.
  - a. Champion appropriate and consistent use of global brand assets in all district activities.
  - b. Support use of approved brand templates for story and publicity development.
- (h) Encourage clubs to fill the role of the club marketing chairperson.
  - a. Ensure consistent support for the club marketing chair, holding meetings, trainings, and providing marketing guidance and best practices.
    - (i) Promote the good works and newsworthy stories of LCI and LCIF to Lions and members of the media, through social media channels, and to external audiences.

**Section 18. LEO/ LEO-LION CABINET LIAISON (OPTIONAL).** The district governor, in consultation with the district Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-Lion cabinet liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo district, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo district president, vice-president, secretary, or treasurer. In areas where no Leo district has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo club president.

The district governor shall assign the Leo/Leo-Lion cabinet liaison to the standing cabinet committee(s) that would most benefit from a young adult voice. The cabinet liaison may remain on the same committee for the duration of the year or transition among committees as determined by the district governor.

The responsibilities of the Leo/Leo-Lion cabinet liaison include:

- (a) Facilitate communication between Leos and Lions within the district.
- (b) Serve as a resource to district cabinet officers and assigned committee(s).
- (c) Coordinate with the district Leo chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the Lions’ district.
- (d) Support district Leo chairperson in conducting training for Leo district officers.

- (e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions district activities.
- (f) Serve as support and point of contact for district Leos to explore Lions membership program opportunities.
- (g) Communicate with Leo district president, Leo/Leo-Lion council liaison (if appointed), and the constitutional area representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- (h) Assist in planning and integration of Leos and Leo-Lions in Lions district convention, forum events and trainings.
- (i) Attend Leo district meetings as necessary.
- (j) Chair one district collaboration project between Leos and Lions.

Section 19. **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 their office under ROBERT’S RULES OF ORDER, NEWLY REVISED.

## **ARTICLE IX - DISTRICT GOVERNOR’S CABINET**

### **Section 1 - Membership:**

The membership of the District Governor’s Cabinet, hereinafter called the Cabinet, shall be the

- District Governor as presiding officer
- First Vice District Governor
- Second Vice District Governor
- Region Chairperson
- Zone Chairperson
- Cabinet Secretary
- Cabinet Treasurer
- Immediate Past District Governor
- *Directors (2) of the Texas Lions Camp, Inc.*
- *Directors (3) of the Humanitarian Relief Fund*
- *District Chairperson as designated by Lions Clubs International*
- President and Secretary of the President’s and Secretary’s Council
- Past District Governors
- and such Committee Chairperson and Co-Chair Person as the District Governor shall appoint with the approval of the Cabinet.

### **Section 2. Authority:**

The Cabinet shall function within the limits of the International Constitution and By-Laws and this document. The Cabinet shall be the Executive Body of the District, and as such, all corporate powers of the District expressed or implied, are vested in the Cabinet.

The attendance of a majority of the officers of this district, as listed in

Article V, shall constitute a quorum for any cabinet meeting.

**Section 3 - Duties and Responsibilities:**

The District Governor’s cabinet shall:

- (a) Assist the district governor in the performance of their duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.
- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
- (c) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- (d) Secure, set the amount of and approve the insurance company issuing, the bond for the cabinet secretary-treasurer.
- (e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- (f) Provide for an audit or review of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor’s approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

**ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

**(j) Minutes and Records**

The Cabinet shall require that accurate records of each and all Cabinet meetings and all District proceedings, including District Convention, shall be kept, and that minutes of said meetings and/or proceedings, including financial reports, shall be presented to the District Convention, shall be transmitted by the Cabinet Secretary to the District Governor, each member of the Cabinet, *Lions Clubs* International and the State Office within fifteen (15) days after each meeting and that copies of same shall be given to the succeeding District Governor and Cabinet Secretary.

**(k) District Revenue**

The Cabinet shall require.

- That all monies collected as District Revenue and all other monies deposited with or transmitted through the District for any reason shall be deposited in the approved depository of the District
- That said monies shall be disbursed as payments or withdrawals, after approval by the Cabinet and only by check signed by two of the five designated signatories.
- Those signatories being.
  - the Cabinet Treasurer
  - the District Governor
  - the Immediate Past District Governor
  - the First Vice District Governor
  - the Second Vice District Governor

and all disbursements are approved by the Cabinet.

In the event that, for any reason, *any of the authorized signatories* cannot sign a check, a notarized attestation of approval by a majority of the Cabinet shall be sufficient to release the monies or provide for another signatory or signatories.

**(l) District Convention**

The Cabinet shall provide for a District Convention annually. The Cabinet shall have the absolute power to change at any time, for good and sufficient reason, without liability to the District or State, the city or place of holding the District Convention.

The District Governor's expenses in conjunction with the District Convention shall be considered a District Administrative expense. Reimbursement for said expenses shall be in accordance with the Rules of Audit of Lions Clubs International or District.

**(m) Lions District 2-S2 International Convention Fund**

If funds are available, the Cabinet shall reimburse the outgoing District Governor for attending the International Convention as follows:

- i. Convention registration fee actually paid to Lions Clubs International
- ii. Hotel/Motel room cost actually paid, up to an amount equal to the daily double occupancy rate available through Lions Clubs International for the Texas Delegation hotel. The maximum number of days allowable is six (6) during the convention
- iii. Air or ground transportation expenses as follows:
  - Airfare actually paid, up to an amount equal to coach class for the most direct airline route to and from the Lions Clubs International Convention, or If ground transportation is used, mileage rate paid to District Governors by Lions Clubs International for the number of miles to and from the Lions Clubs International Convention by the most direct highway route.

The Cabinet shall not provide reimbursement for any additional expenses of the outgoing District Governor, including meals other than those covered by convention registration fee, lodging for days other than those specified above, or expenses of others who may accompany the District Governor to the Lions Clubs International Convention.

Reimbursement shall be made upon submission to and approval by the Cabinet, at the first Cabinet meeting following the Lions Clubs International Convention, of a detailed expense account(s) setting forth actual outlays and accompanied supporting receipts.

**(n) State Convention**

The Cabinet shall be responsible for providing for and coordinating any District Functions at the State Convention. The Cabinet shall, when requested by the Executive Committee of the Council of Governors, assist in every way in providing for, organizing, and coordinating the State Convention held in its District.

**(o) International Convention**

The Cabinet shall be responsible for donations and favors for the International Convention as requested by the District Governor.

**(p) Financial Reports and Audits**

The Cabinet shall receive from the Cabinet Treasurer financial reports at least ten (10) days prior to each Cabinet meeting and shall make provisions for an annual audit or review (more frequently if required) of the books and accounts of the District. Said audit(s) or review(s) shall be made by a competent accountant, who shall have a current permit to practice accounting and shall show all receipts and disbursements made by the District during the fiscal year. A copy of said audit(s) or review(s) shall be furnished to all District Officers, the State Office and Lions Clubs International.

The Cabinet shall provide for the transfer of all records of the District including canceled checks, bank statements, record book, account book, etc., to the succeeding District Governor and his/her Cabinet Treasurer at the first Cabinet meeting following the International Convention.

**(q) Surplus and Unbudgeted Funds**

The Cabinet shall provide in the District Administrative budget an amount neither less than five per cent (5%) nor more than ten per cent (10%) of the total annual District Administrative per capita tax, which shall be designated as a special unbudgeted fund. Said fund shall be retained intact and transferred to the succeeding District Governor to provide District Administrative operating expenses between the beginning of the fiscal year and receipt of first semiannual per capita taxes from the clubs in the District.

The Cabinet shall provide for the transfer of said special unbudgeted fund and any surplus fund(s) as there may be in any District account(s) to the succeeding District Governor and his/her Cabinet Treasurer.

The District Governor shall not expend more than 10% of the surplus funds transferred to his/her administration without approval by 2/3 (two-thirds) of the Cabinet.

## **ARTICLE X - DISTRICT CONVENTION**

**Section 1 - Provisions and Purpose:** There shall be a District Convention held annually.

The District Convention shall

- (1) elect a District Governor to serve the next year
- (2) elect a First Vice District Governor to serve the next year
- (3) elect a Second Vice District Governor to serve the next year
- (4) elect a Director of the Texas Lions Camp to serve for the next two (2) years
- (5) elect a Director for the Humanitarian Relief Fund for the next three (3) years
- (6) elect a candidate if proposed for nomination for an International office
- (7) vote on proposed changes (as presented) to the provisions of this Constitution and By-Laws
- (8) vote on all matters of statewide business (as presented)
- (9) and conduct such District business as may require District action.

Section 2. **OFFICIAL CALL.** The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. **SITE CHANGE.** The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than thirty (30) days prior to the convening date of the annual convention<sup>1</sup>.

Section 4. **OFFICERS.** The members of the district cabinet shall be the officers of the annual district convention.

Section 5. **SERGEANT-AT-ARMS.** A convention sergeant- at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

Section 6. **OFFICIAL REPORT.** Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 7. **CREDENTIALS COMMITTEE.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary or the cabinet secretary-treasurer and two other non-officers of the district appointed by the district governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district. The non-officers shall not, through the duration of the appointment, hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 8. **ORDER OF CONVENTION BUSINESS.** The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

**Section 9 - Administration:** The District Governor and his/her Cabinet shall have full supervision over all phases of the convention and all members of the Cabinet shall be officers of the convention.

**Section 10 - Program:** There shall be a printed program of convention sessions and events stating time and place and occurrence. Said program shall be the order of the day for the convention.

**Section 11 - Nominations and Proposals:** All nominations and proposals shall be first presented to the, hereinafter provided, applicable Convention Committee.

**(a) District Governor**

The Convention Nominations Committee shall receive the written endorsement (nomination) of any

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<sup>1</sup> Under extraordinary circumstances, outside the control of the district cabinet, the district may change the facilities where the district convention is set to be held.

member who satisfies the qualifications as heretofore stated for the office of District Governor. Such endorsement (nominations) shall be received not later than thirty (30) days prior to the opening of the District Convention. Nominations for the office of District Governor shall NOT be made from the floor of the District Convention, except as heretofore provided in Article VII, Section 3(b).

**(b) First Vice District Governor**

The Convention Nominations Committee shall receive the written endorsement (nomination) of any member, who satisfies the qualifications as hereinafter stated for the office of First Vice District Governor. Such endorsement (nominations) shall be received not later than thirty (30) days prior to the opening of the District Convention. Nominations for the office of First Vice District Governor shall NOT be made from the floor of the District Convention, except as heretofore provided in Article VII, Section 3(b).

**(c) Second Vice District Governor**

The Convention Nominating Committee shall receive the written endorsement (nomination) of any member who satisfies the qualifications as hereinafter stated for the office of Second Vice District Governor. Such endorsement (nominations) shall be received not later than thirty (30) days prior to the opening of the District Convention. Nominations for the office of Second Vice District Governor shall NOT be made from the floor of the District Convention, except as heretofore provided in Article VII, Section 3(b).

**(d) Director of Texas Lions Camp, Inc.**

The Nominating Committee shall receive the written nomination (endorsed by the majority of the members of the nominee's club) of any member for the office of Director of Texas Lions Camp. The nomination shall be received by the Nominating Committee not later than thirty (30) days prior to the opening of the District Convention. Should there be no written nominations received, nominations from the floor of the convention shall be the order of the day as provided in Texas Multiple District 2 Constitution and By-Laws. All nominees shall be members in good standing of a Lions Club within the District, likewise in good standing.

Nominees shall have the following qualifications:

- 1 Shall have been a member of a Lions Club for three (3) years.
- 2 Shall have served as President of his/her club or as Chairperson of his/her Club's Camp Committee;
- 3 Be willing to attend, unless providently hindered,
  - a) all regular and special meetings of the Texas Lions Camp Board of Directors
  - b) the Cabinet meetings of his/her District
  - c) and in cooperation with the other Director in his/her District, to present, if possible, the message of the Texas Lions Camp to each Club in his/her District

The elected Director shall be limited to two (2) consecutive terms.

**(e) Director Humanitarian Relief Fund**

The Nominations Committee shall receive the written nomination (endorsed by the majority of the members of the nominee's club) of any member for the office of Director Humanitarian Relief Fund. The nomination shall be received by the Nominations Committee not later than thirty (30) days prior to the opening of the District Convention. Should there be no written nominations received, nominations from the floor of the convention shall be the order of the day. All nominees shall be members in good standing of a Lions Club within the District, likewise in good standing.

Nominees shall have the following qualifications:

1. Shall have been a member of a Lions Club for three (3) Years;
2. Shall have served as President of his/her club or Chairperson of his/her Club's Committee on Humanitarian Relief Fund;
3. Be willing to attend, unless providently hindered.
  - a. all regular and special meetings of said Board of Directors
  - b. the Cabinet meetings of his/her District
  - c. And in cooperation with the other Directors in his/her District, present, if possible, the message of the Board of Directors to each Club in his/her District.

The elected Director shall be limited to two (2) consecutive terms.

**(f) Nomination and Motion Speeches**

Nomination and seconding speeches shall be limited to one (1) each, with the exception of two (2) seconding speeches for the District Governor, which shall be limited to five (5) minutes and three (3) minutes respectively for each candidate.

**(g) International Candidates**

The Nominations Committee shall receive from the State Office, as heretofore prescribed, all presentations (resolutions) of State candidates for an International office. The Nominations Committee shall report the resolution to the District Convention assembly in fullest detail.

**Section 12 - Delegates:** Each chartered club in good standing shall be entitled, at its District

Convention, to one (1) voting delegate for ten (10) members and alternates, 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

The District Governor, Past International Officers and Past District Governors may vote that are members of Lions clubs in the District in good standing, in addition to their club's normal delegates.

**Section 13 - Elections:** All elections shall be in accordance with Lions Clubs International Constitution and By-Laws and this document.

All voting on any question submitted to the District Convention Voting shall be by individual secret printed ballot.

Such questions to include:

- Items of a statewide nature
- Electing a
  - District Governor
  - First Vice District Governor
  - Second Vice District Governor
  - Director of Texas Lions Camp
  - Humanitarian Relief Fund Director
  - All other matters deemed advisable by the District Cabinet

Each legal delegate or alternate present in person shall be entitled to cast one (1) vote on every question submitted to the District Convention. The delegate or alternates present in person, qualified and voting at the District Convention shall constitute a quorum.

**QUORUM.** The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention. The decision of the majority on all questions, except as otherwise provided herein, shall be binding upon all the members.

## ARTICLE XI - REVENUE

District, State, Texas Lions Camp, and others deemed advisable by the District Cabinet.

**Section 1. - Collection:** It shall be the duty and responsibility of the District Cabinet Treasurer to collect and disburse the revenue as hereinafter and heretofore provided.

### Section 2 - District Administrative Fund

***a) Provision and Amount***

To provide a District Administrative Fund, a semi-annual per capita tax in the amount of \$ 9.00 annually (\$4.50 semiannually) shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

***(b) Billings***

Each club in the District shall be billed, by the Cabinet Treasurer, not sooner than sixty (60) days nor later than thirty (30) days prior to the due date as hereinafter provided.

***(c) Base***

Said tax shall be based upon the membership of the club as shown by its membership reports of June and December respectively.

***(d) Due Date***

Said tax shall be paid semi-annually by each club as soon as possible after billing but not later than September 10th and March 10th respectively of each fiscal year.

### Section 3 - District Convention Fund

***(a) Provision and Amount***

To provide a District Convention Fund, a semi-annual per capita tax in the amount of \$3.00 annually (\$1.50 semi-annually), shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

***(b) Billings***

Section 2 (b) of this article shall apply in its entirety.

***(c) Base***

Section 2 (c) of this article shall apply in its entirety.

***(d) Due Date***

Section 2 (d) of this article shall apply in its entirety.

#### **Section 4 - State Convention Fund**

**a) Provision and Amount**

To provide a State Convention Fund, a semi-annual per capita tax in the amount of \$2.00 annually (1.00 semi-annually) shall be levied on each member thereof, except Student Members. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

**(b) Retention of Funds**

These funds are to be retained from year to year for the purpose of hosting the State Convention. The State Convention Chairperson shall submit a budget for approval at the first Cabinet Meeting of the Lions year in which the State Convention is to be held. All surplus funds are to be retained and expended for future State Conventions only, unless so released by 2/3 (two-thirds) of the Cabinet, to only be returned to the current Lions Clubs on a pro-rata basis according to the last Monthly Membership Report (MMR) on record with Lions Clubs International

**(c) Billings**

Section 2 (b) of this article shall apply in its entirety.

**(d) Base**

Section 2 (c) of this article shall apply in its entirety.

**(e) Due Date**

Section 2 (d) of this article shall apply in its entirety.

#### **Section 5. Multiple District 2 Administration Fund**

**(a) Provision and Amount**

To provide a Multiple District 2 Administration Fund, a semi-annual per capita tax as designated by the Cabinet and club membership, and as provided for in the Multiple District 2 Constitution and By-Laws, annually shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

**(b) Billings**

Section 2 (b) of this article shall apply in its entirety.

**(c) Base**

Section 2 (c) of this article shall apply in its entirety.

**(d) Due Date**

Section 2 (d) of this article shall apply in its entirety.

**(e) Remittance to State**

Said tax shall be remitted by the Cabinet Treasurer to the Council Treasurer monthly. The Cabinet Treasurer shall remit only that amount collected from the clubs. A statement of delinquent clubs, if such exist, shall accompany said remittance.

## Section 6 - Promote Texas Fund

(a) **Provision and Amount**

To provide a Multiple District 2 Convention Fund, a semi-annual per capita tax as designated by the Cabinet and club membership, and as provided for in the Multiple District 2 Constitution and By-Laws, annually shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

(b) **Billings**

Section 2 (b) of this article shall apply in its entirety.

(c) **Base**

Section 2 (c) of this article shall apply in its entirety.

(d) **Due Date**

Section 2 (d) of this article shall apply in its entirety.

(e) **Remittance to State**

Said tax shall be remitted by the Cabinet Treasurer to the Council Treasurer monthly. The Cabinet Treasurer shall remit only that amount collected from the clubs. A statement of delinquent clubs, if such exist, shall accompany said remittance.

## Section 7 - Texas Lions Camp, Inc. Fund

(a) **Provision and Amount**

To provide a "Texas Lions Camp" Fund, a semi-annual per capita tax as designated by the Cabinet and club membership, and as provided for in the Multiple District 2 Constitution and By-Laws, annually shall be levied on each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided.

(b) **Billings**

Section 2 (b) of this article shall apply in its entirety.

(c) **Base**

Section 2 (c) of this article shall apply in its entirety.

(d) **Due Date**

Section 2 (d) of this article shall apply in its entirety.

(e) **Remittance to the Texas Lions Camp, Inc.**

Said tax shall be remitted by the Cabinet Treasurer to the Kerrville office monthly. The Cabinet Treasurer shall remit only that amount collected from the clubs unless directed by his/her District Governor. Concurrent with this remittance, the Cabinet Treasurer shall report delinquent clubs to the Texas Lions Camp Directors and clubs concerned.

## Section 8 – Student per Capita Tax.

For student membership programs as adopted by the International Board of Directors, eligible student members shall pay a semiannual per capita tax equal to one-half (1/2) of the total amount of dues as provided in Sections 2(a), 5(a) and 6(a) above.

## Section 9 – Campus Clubs Per Capita Tax

(a) **Base**

Per Capita Tax shall be based upon the membership of the campus club as shown on its membership reports of September and March respectively.

(b) **Due Date**

Said tax shall be paid semi-annually by each campus club as soon as possible after billing, but not later than October 15th and April 15th respectively of each fiscal year.

## ARTICLE XII - ADOPTION

This Constitution and By-Laws shall become in full force, and effect with the beginning of the next fiscal year after same has been adopted by a two-thirds (2/3) affirmative vote of the delegates at the District Convention.

## ARTICLE XIII - AMENDMENTS AND REVISIONS

This constitution may be amended or revised only in accordance with the procedure outlined in Article VI of this Constitution. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

## ARTICLE XIV DISTRICT ELECTION PROCEDURES

Effective July 1, 2023, as mandated by Lions Clubs International –The below Procedures supersede any and all election procedures spelled out in previous Articles of this Constitution.

***District Convention: Timeline***

Annual district convention to conclude at least thirty (30) days prior to the convening date of the International Convention. (See Article VII, Section 1 of Standard Form District Constitution)

The District Governor shall issue an official call to all clubs at least sixty (60) days prior to the district convention. (See Article VI, Section 2 of Standard Form District By-Laws)

Each district's nominating committee must be selected at least sixty (60) days prior to the convening date of the district convention. (See Article II, Section 1 of Standard Form District By-Laws)

Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. (See Article VI, Section 6 of Standard Form District By-Laws)

***District Convention: Site***

The location shall be selected by the delegates of a previous annual convention. (See Article

*VII, Section 1 of Standard Form District Constitution).*

There is no restriction to holding the location of the district convention outside the geographic location of the district unless otherwise restricted by amendment of the district constitution and by-laws.

The district cabinet shall retain, and have, the power to change at any time, for good reason, the convention site. *(See Article VI, Section 3 of Standard Form District By-Laws)* Notice of any site change shall be furnished in writing to each club in the district at least thirty (30) days prior to the convening date of the annual convention. *(See Article VI, Section 3 of Standard Form District By-Laws)*

#### **Order of Convention Business**

The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions. *(See Article VI, Section 8 of Standard Form District By-Laws)*

The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencement of voting. *(See Exhibit A, Rule 3 of Standard Form District Constitution and By-Laws)*

The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention. *(See Article VII, Section 3 of Standard Form District Constitution)*

#### **Delegates**

Each individual member of a Lions club, on approval of the club's board of directors, shall be classified in one of the following categories: Active, Affiliate, Associate, Discounted (family member, Leo-Lion member, student member or young adult member), Honorary, Life, Member-at-large, or Privileged. Such categories shall have the rights, privileges and obligations as set forth in accordance with the policies of the International Board of Directors. All categories of members shall be required to pay such dues (except honorary, where the club pays the dues) as are determined by the Lions club, and engage in conduct reflecting a favorable image of the Lions club in their community. In the case of a Life Member, a one-time fee of US\$650 shall be paid to the association, in lieu of future international dues, and such status shall be approved in accordance with the policy of the International Board of Directors. All past international presidents are accorded the status of Life Member upon the completion of their term in office without any fee or approval required.

**DUAL CLUB MEMBERSHIP.** No person shall simultaneously hold membership, other than Honorary or Associate, in more than one Lions club.

Each chartered Lions club in good standing in the association and its district (single, sub- and multiple) shall be entitled in each annual convention of its district to one (1) delegate and one (1) alternate delegate for each *ten (10)* members who have been enrolled as a full dues-paying member of a single club for a continuous period of one year and one day\_ or major fraction thereof.

Each certified delegate present in person shall be entitled to cast one (1) vote of his/her choice for each office to be filled by, and one (1) vote of his/her choice on each question

submitted to, the respective convention.

Eligible delegates must be members in good standing of a chartered Lions club in good standing in the district.

Delinquent dues may be paid, and good standing acquired up to fifteen (15) days prior to the close of credential certification.

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate.
- (b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting their copy of their alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

### **Committees**

#### ***Nominating Committee***

Each member shall be a member in good standing of a different Lions club in good standing in the district and shall not through the duration of the appointment hold any district or international office. *(See Article II, Section 1 of Standard Form By-Laws)*

Shall consist of no less than three (3) and no more than five (5) members. *(See Article II, Section 1 of Standard Form By-Laws)*

Responsible for reviewing qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of same. *(See Exhibit A, Rule 4(a) of Standard Form District Constitution and By-Laws)*

Shall submit a completed checklist for each nominated candidate to the elections committee prior to district governor and first and second vice district governor elections. *(See Exhibits D, E & F of Standard Form District Constitution and By-Laws)*

#### ***Credentials Committee***

Shall be composed of the district governor as chairperson, the cabinet secretary/treasurer and two other nonofficers of the district that are appointed by the District Governor. *(See Article VI, Section 7 of Standard Form District By-Laws)*

Each member shall be a member in good standing of a different Lions club in good standing in the district and shall not through the duration of the appointment hold any district or international office. *(See Article VI, Section 7 of Standard Form District By-Laws)*

Responsible for verifying club delegate credentials. *(See Exhibit A, Rule 3 of Standard Form District Constitution and By-Laws)*

**Elections Committee**

*(See Exhibit A, Rule 7 of Standard Form District Constitution and By-Laws)*

Shall consist of three (3) members appointed by the district governor.

Responsible for preparation of materials, vote tabulation, and resolving questions concerning the validity of individual ballots.

Shall prepare a comprehensive report of election results.

**Candidate Qualifications**

District Governor candidate qualifications are provided for in *Article IX, Section 4 of the International By-Laws*.

First and second vice district governor candidate qualifications are provided for in *Article IX, Section 6 of the International By-Laws*.

Candidate(s) may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee. *(See Exhibit A, Rule 4(b) of Standard Form District Constitution and By-Laws)*

**Voting**

*(See Exhibit A, Rule 8 of Standard Form District Constitution and By-Laws)*

The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting.

Majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.

If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and *Article IX, Section 6(d) of the International By-Laws* shall apply.

**Form of Ballot**

*(See Exhibit G of Standard Form District Constitution and By-Laws)*

See Exhibit G - Sample 1 ballot format for election(s) when there are two (2) candidates.

See Exhibit G – Sample 2 ballot format for election(s) when there is only one (1) candidate.

See Exhibit G – Sample 3 ballot format for election(s) when there are three (3) or more candidates.

Officers of the convention shall designate an appropriate symbol or approved stamp to indicate the vote of the delegate(s). The symbol or approved stamp must be placed in the proper location to constitute a valid vote.

A candidate must receive a majority of affirmative votes to move forward.

## **ARTICLE XV DISTRICT DISPUTE RESOLUTION**

All disputes or claims arising from provisions of the District Constitution and By-Laws or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

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