



**DISTRICT 201V3
OF
LIONS CLUBS INTERNATIONAL INC**

Registration No. A0054780E

RULES AND BY-LAWS

ADOPTED OCTOBER 2016

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**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 201V3
RULES AND BY-LAWS**

RULE 1 NAME

Section 1 The name of the incorporated association (hereinafter referred to as 'the District') is District 201V3 of Lions Clubs International (hereinafter referred to as 'the Association') Incorporated.

RULE 2 DISTRICT STATEMENT OF PURPOSES

Section 1 The District shall provide an administrative structure with which to advance the following purposes of the Association within the boundaries of the District.

To provide an administrative structure with which to advance the Purposes of the Association in this District.

To create and foster a spirit of understanding among the peoples of the world.

To promote the principles of good government and good citizenship.

To take an active interest in the civic, cultural, social and moral welfare of the community.

To unite the clubs in the bonds of friendship, good fellowship and mutual understanding.

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 Lions Club members.

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 endeavours.

RULE 3 MEMBERSHIP AND ASSOCIATED MATTERS

Section 1 Membership

The members of the District shall be all the Lions Clubs within the boundaries of the District which have requested and been granted a charter as a Lions Club by the Association (hereinafter referred to as 'the Lions Club(s)') and names and addresses of which are published each year in the directory of the Multiple District 201 of the Association.

Section 2 Emblem

The emblem of the Association and each chartered Lions Club shall be a design, as follows



Section 3 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 of the Association.

Section 4 Colours

The colours of the Association and each chartered Lions Club shall be purple and gold.

Section 5 Slogan

The slogan of the Association and each chartered Lions Club shall be Liberty, Intelligence, Our Nation's Safety.

Section 6 Motto

The motto of the Association and each chartered Lions Club shall be We Serve.

RULE 4 BOUNDARIES OF THE DISTRICT

Section 1 The boundaries of the District shall be, as follows:

All that part of the State of Victoria included in the boundaries of the Cities and Shires of Bass Coast, Baw Baw, East Gippsland, La Trobe, Mornington Peninsula, South Gippsland, Wellington, and part of Cardinia, Frankston, Greater Dandenong, Casey and Kingston City, subject to the acceptance and

agreement in writing by the District Governors of Districts 201 V3 and 201 V5 as to a mutual description of the respective boundaries as they currently apply in regard to those areas covering the Cities and Shires of Cardinia, Frankston, Greater Dandenong, Casey and Kingston City in which each District has a clearly defined interest.

RULE 5

DISTRICT ORGANISATION

Section 1

Cabinet

- (a) The District shall have a District Cabinet (herein after referred to as 'the Cabinet') comprising:
- the District Governor elected by the District Convention to hold office for one year.
 - the Immediate Past District Governor
 - the First Vice District Governor elected by the District Convention to hold office for one year.
 - the Second Vice District Governor elected by the District Convention to hold office for one year.
 - the Region Chairmen (if the position of Region Chairman is utilised during the District Governor's term) appointed by the District Governor to hold office for one year.
 - the Zone Chairmen appointed by the District Governor to hold office for one year.
 - a Cabinet Secretary and a Cabinet Treasurer, (or a Cabinet Secretary/Treasurer) appointed by the District Governor to hold office for one year and such other District Officers the District Governor may from time to time appoint for a one year term of office.
- (b) All Cabinet positions shall become vacant at the rising of the International Convention next following the District Governors year of service.
- (c) The District Governor may establish and appoint such Cabinet Committees, including chairmen and members thereof, as he/she deems necessary and appropriate for the efficient running of the District. Such committee chairmen shall be deemed non-voting members of the Cabinet.
- (d) The Cabinet may transact business by mail (including letters, electronic mail, facsimile transmission or cable), provided that no such action shall be effective until approved in writing by two thirds (2/3) of the entire Cabinet. Such action may be initiated by the District Governor, or any three (3) District Officers.'

Section 2

Duties

The Cabinet shall:

- (a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- (b) Receive from the Region Chairmen (if such positions are utilized) or other assigned District Officers, reports and recommendations which concern the Lions Clubs and Zones.
- (c) Supervise the collection of all dues by the Cabinet Treasurer, designate a bank 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 surety company issuing the fidelity bond for the Cabinet Secretary and Cabinet Treasurer or Cabinet Secretary/Treasurer.
- (e) Secure a financial report from the Cabinet Treasurer for each Cabinet meeting.
- (f) Provide for an audit of the accounts of the District and, with the approval of the District Governor, set up a schedule of dates, times and locations of Cabinet meetings to be held during the fiscal year.

Section 3

District Officers

The members of the Cabinet shall be District Officers (hereinafter referred to as 'District Officer(s)'). Each District Officer must be and shall remain an active member in good standing of a Lions Club in good standing.

Section 4

Appointments

The District Governor shall appoint, by the time he/she takes office, the Cabinet Secretary, the Cabinet Treasurer, (or Cabinet Secretary/Treasurer), one Region Chairman (if the position of Region Chairman is utilised during the District Governor's term) for each Region, one Zone Chairman for each Zone in the District and such other District Officers as he/she shall deem necessary. Provided, however, each Cabinet shall have a minimum of one third (1/3) of new District Officers each year (provided that replacement District Officer(s) can be found for each of the portfolios required) District Officers are not permitted to serve for any more than four years consecutively in any one District portfolio.

For the purposes of Rule 5, Section 4 the definition of a new District Officer shall be a Lion in good standing of a Lions Club in good standing who has not served as a District Officer in the three years immediately preceding his/her appointment.

Section 5

Vacancies

The office of a District Officer, or any non-Cabinet appointee becomes vacant if the District Officer or non-Cabinet appointee:-

- (i) Ceases to be a member of the Association; or
 - (ii) Becomes an insolvent under administration within the meaning of the Corporations Act; or
 - (iii) Resigns from office by notice in writing given to the Cabinet Secretary; or
 - (iv) Transfers to a Lions Club outside the boundaries of the District; or
 - (v) Ceases to be a Lion in good standing of a Lions Club in good standing.
- (a) If any vacancy occurs in any office except that of District Governor, or First or Second Vice District Governor, the District Governor may appoint another Lion who is qualified to be a District Officer or non-Cabinet appointee to fill the unexpired term thereof.
 - (b) In the event a vacancy occurs in the office of District Governor, such vacancy shall be filled temporarily by the First Vice District Governor, who shall act as District Governor and shall perform the duties of and have the same authority as the District Governor until said vacancy is filled by the International Board of Directors for the remainder of the term. In filling said vacancy the International Board of Directors shall not be bound by, but shall consider any recommendation resolved at a meeting to which the Immediate Past District Governor, First and Second Vice District Governors, Region Chairmen (if such position is utilized), Zone Chairmen, Cabinet Secretary, Cabinet Treasurer, all past International Presidents, past International Directors and past District Governors who are members in good standing of Lions Clubs in good standing in the District have been invited to attend.
 - Said meeting shall take place within fifteen (15) days of notification by the International Board of Directors. It shall be the responsibility of the Immediate Past District Governor, or, if he/she is not available, the most recent past District Governor who is available, to chair the meeting and to send out invitations to attend said meeting as soon as possible after notification by the International Board of Directors. The invitations shall clearly include the date, time and location of the meeting.
 - The Chairman shall maintain a written record of those in attendance at the meeting.
 - Each Lion, who is entitled to attend the meeting, may make one nomination of his/her choice from the floor. Each such nominee shall be entitled to one seconding speech only of not more than three (3) minutes in duration and may speak personally for five (5) additional minutes. When all nominees have had an opportunity to present their remarks the Chairman shall declare nominations closed. No additional nominations shall be accepted after the close of nominations.
 - Voting, which shall be by written ballot, shall occur immediately after the close of nominations. Each Lion in attendance and entitled to one (1) vote and shall indicate his/her vote by writing the name of his/her choice on the ballot paper. Any ballot paper containing the names of more than one (1) nominee shall be declared invalid.
 - A majority vote (50% + 1) shall be required to recommend a member to the International Board of Directors for appointment as District Governor. In the event any one candidate fails to receive the required number of votes to be selected, additional ballots shall be conducted until such time as one candidate secures a simple majority vote.
 - At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the Chairman shall forward a written report containing the voting results to the International Office, together with evidence of invitations sent and attendance at the meeting.
 - The International Board of Directors, pursuant to Article IX, Sections 6(a) and 6(d) of the By-Laws of the Association shall consider any recommendation resolved at the special meeting. The international Board of Directors reserves the right to appoint the recommended or any Lions Club member as District Governor for the remainder of the term.
 - (c) In the event that a District Convention fails to elect a District Governor or a District Governor Elect withdraws, such positions shall be filled by the International Board of Directors. The procedure for filling the said position shall be as detailed in (b), above, of this Section 5.
 - (d) In the event that a vacancy arises in the office of First or Second Vice District Governor, the District

Governor shall convene a meeting of the members of the existing Cabinet, as provided for in the Constitution and By-Laws of the Association and all past international officers who are members in good standing of Lions Clubs in good standing in the District. It shall be the duty of attendees at this meeting to appoint a qualified Lions Club member as First or Second Vice District Governor for the remainder of the term. In filling said vacancy the International Board of Directors shall not be bound by, but shall consider any recommendation resolved at the meeting.

- Said meeting shall take place within fifteen (15) days of said vacancy arising. It shall be the responsibility of the District Governor, or his/her nominated representative, to chair the meeting and to send out invitations to attend said meeting. The invitations shall clearly include the date, time and location of the meeting.
 - The Chairman shall maintain a written record of those in attendance at the meeting.
 - Each Lion, who is entitled to attend the meeting, may make one nomination of his/her choice from the floor. Each such nominee shall be entitled to one seconding speech only of not more than three (3) minutes in duration and may speak personally for five (5) additional minutes. When all nominees have had an opportunity to present their remarks the Chairman shall declare nominations closed. No additional nominations shall be accepted after the close of nominations.
 - Voting, which shall be by written ballot, shall occur immediately after the close of nominations. Each Lion in attendance and entitled to one (1) vote and shall indicate his/her vote by writing the name of his/her choice on the ballot paper. Any ballot paper containing the names of more than one (1) nominee shall be declared invalid.
 - A majority vote (50% + 1) shall be required to recommend a member to the International Board of Directors for appointment as First or Second Vice District Governor. In the event any one candidate fails to receive the required number of votes to be selected, additional ballots shall be conducted until such time as one candidate secures a simple majority vote.
 - At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the Chairman shall forward a written report containing the voting results to the International Office, together with evidence of invitations sent and attendance at the meeting.
 - The International Board of Directors, pursuant to Article IX, Sections 6(a) and 6(d) of the By-Laws of the Association shall consider any recommendation resolved at the special meeting. The international Board of Directors reserves the right to appoint the recommended or any Lions Club member as First or Second Vice District Governor for the remainder of the term.
- (e) In the event that a District Convention fails to elect a First or Second Vice District Governor, or a First or Second Vice District Governor Elect withdraws before taking office, the procedure for filling said position shall be as detailed in (d), above, of this Section 5.
- (f) Where a vacancy occurs in the office of District Governor, First or Second Vice District Governor or the District Convention fails to elect a District Governor, or a First or Second Vice District Governor or a District Governor Elect, or a First or Second Vice District Governor Elect withdraws before taking office the Cabinet Secretary shall notify all Lions Clubs of such vacant position(s) requesting their nomination of any Lions Club member who is qualified to fill such vacant position(s) in accordance with the Constitution and By-Laws of the Association. Nominations in writing must be supported by the nominee's written statement of willingness to accept the nomination. All nominations must be received no later than three (3) days prior to the meeting convened in (a), (b), (c), (d) or (e) of this Section 5.
- (g) The Nominations and Credentials Committees, as appointed, shall review all written nominations received. Approved nominations shall be submitted to the meeting convened in (a), (b), (c), (d), or (e) of this Section 5.

Section 6

Region Chairman and Zone Chairman

Should a Region Chairman (if the position of Region Chairman is utilised during the District Governor's term) or Zone Chairman cease to be a member of a Lions Club in the Region or Zone, as the case may be, to which he/she was affiliated, his/her term of office shall thereupon cease and the District Governor shall appoint a successor to fill that office.

Section 7

Good Standing

Should any District Officer cease to be a member in good standing of a Lions Club in good standing, his/her term of office shall likewise cease and the District Governor shall appoint a successor to fill the unexpired term of that office, unless the District Governor deems the appointment to be unnecessary.

This authority does not include the office of First or Second Vice District Governor or Immediate Past District Governor.

Section 8 Removal of District Officer or Non-Cabinet Appointee

Members of the Cabinet, other than the District Governor, First Vice District Governor and Second Vice District Governor, may be removed from office for cause, being any reason as determined by the Cabinet in accordance with Robert's Rules of Order (Newly Revised) by the affirmative vote of two-thirds (2/3) of the entire number of the Cabinet'.

Section 9 Cabinet Meetings

A regular meeting of the Cabinet shall be held in each quarter of the financial year. The first such meeting shall be held within thirty (30) days of the close of preceding Convention of the Association and prior to the Multiple District Council Meeting. At least ten (10) clear day's written notice of such regular meetings setting forth a date, time and place determined by the District Governor shall be given to each District Officer by the Cabinet Secretary.

Regular meetings of the Cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference, as determined by the District Governor.

Section 10 Special Meetings

Special meetings of the Cabinet may be called by the District Governor at his/her discretion and shall be called upon written request made to the District Governor or Cabinet Secretary by a MAJORITY of the District Officers. The District Governor shall determine the date, time and place of the special meeting which shall take place within twenty one (21) days of receipt of the request. At least five (5) clear days written, electronic, telegraphic or personal notice of the special meeting setting forth the purposes thereof and the date, time and place, shall be given to each District Officer by the Cabinet Secretary or some other person appointed for that purpose by the District Governor. The only business to be conducted shall be that set out on the notice of the meeting.

Regular meetings of the Cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference, as determined by the District Governor.

Section 11 Quorum

The attendance of a majority of the District Officers shall constitute a quorum for any meeting of the Cabinet.

Section 12 Voting

At all regular meetings of the Cabinet each District Officer shall have one vote on any question, except that in the case of the vote being even the District Governor, or in his/her absence, other Chairman of the meeting shall have a casting vote which he/she may use only to maintain the status quo.

Section 13 Regions and Zones

The District Governor shall divide the District into Regions of no more than sixteen (16) and no fewer than ten (10) Lions Clubs and each Region into Zones of no more than eight (8) and no fewer than four (4) Lions Clubs (unless exemption is given by the Association) or such other number as may be permitted by policy of the Association from time to time giving due regards to the geographical locations of the Lions Clubs. Such division shall be made before the District Governor commences his/her term of office but shall be subject to change by the District Governor when, in his/her sole discretion, he/she shall deem the same necessary in the best interests of the District.

Section 14 Region Meetings

At least one meeting of representatives of all Lions Clubs in a Region, with the Region Chairman (if the position of Region Chairman is utilised during the District Governor's term) presiding, shall be held during the financial year at times and places determined by the Region Chairman of the Region.

The Zone Chairmen for the Region and the Presidents and Secretaries of all Lions Clubs in the Region shall be invited to attend all such Region Meetings

Section 15 Zone Meetings

In each Zone the Zone Chairman and the Presidents, Secretaries and Membership Chairmen of all Lions Clubs in the Zone shall comprise a District Governor's Advisory Committee with the Zone Chairman as Chairman thereof. The meetings of this committee shall be known as Zone Meetings, of which the first

shall be within ninety (90) days of the adjournment of the preceding International Convention, the second in November, and the third during the months of February and March and the fourth approximately thirty (30) days prior to the Multiple District Convention. This Committee shall assist the Zone Chairman in an advisory capacity, procure recommendations affecting the welfare of Lionism and the Lions Clubs in the Zone and relay the same, through the Zone Chairman, to the District Governor and Cabinet.'

Section 16 Agenda

The rules of procedure, the Agenda and all other matters relating to Region and Zone Meetings shall be determined by the District Governor or he/she may delegate the Chairman of the meeting to do so.

Section 17 District Governor's Honorary Committee

The District Governor shall appoint a Chairman of the District Governor's Honorary Committee which is composed of all Past International Officers who are members in good standing of Lions Clubs. This committee shall meet when and as called upon by the District Governor or when called upon by the Association.

Section 18 District Governor

The District Governor under the supervision of the International Board of Directors shall represent the Association in his/her District. He/she shall be the Chief Administrative Officer of the District and have direct control and supervision over all District Officers.

The District Governor Elect shall assume his/her duties as District Governor from the rise of the International Convention at which he/she was installed.

His/her specific responsibilities shall be to:

- (a) further the purposes of the Association
- (b) supervise the organisation of new Lions Clubs
- (c) if the position of Region Chairman is not utilised during the District Governor's term and neither the District Governor nor the First or Second Vice District Governor is available to preside over a Cabinet, Convention or other District Meeting, the District Governor shall appoint as presiding officer the Immediate Past District Governor or if this officer is not available, the most recent Past District Governor, being a member in good standing of a Lions Club in good standing, who is available.
- (d) promote cordial relations among the chartered Lions Clubs
- (e) endeavour to visit each Lions Club in the District at least once during his/her term of office.
- (f) exercise such supervision and authority over District Officers and non-Cabinet appointees, as is provided for in these Rules and By-Laws.
- (g) oversee the Global Membership Team at the District level and inspire other District Officers to actively support membership growth and new Lions Club organisation
- (h) oversee the Global Leadership Team at District level and inspire other District Officers to actively support leadership development at the Lions Club and District levels.
- (i) support and promote the Lions Clubs international Foundation (LCIF)
- (j) submit a current itemised statement of total receipts and expenditure to his/her District Convention.
- (k) deliver forthwith; at the termination of his/her term of office, all District funds and records to his/her successor in office.
- (l) report all known violations of the use of the Association name and emblem of the Association.
- (m) perform such other acts and functions as shall be required of him/her by the District Governor's Manual and other Association directives.

Section 19 (a) First Vice District Governor

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

- (1) Further the purposes of the Association.
- (2a) Serve as the District Governor's key liaison to the District Global Membership Team and play an active role in membership development, including extension of new Lions Clubs.
- (2b) Work with the District Governor, Second Vice District Governor and the District Global Leadership Team to develop and implement a District-wide plan for leadership development.

- (3) Become familiar with the duties of the District Governor so in the event of a vacancy in the office of District Governor he / she will be better prepared to assume the duties and responsibilities of said office.
- (4) Perform such administrative duties as may be assigned by the District Governor.
- (5) Perform such other functions and acts as may be required for him / her by the International Board of Directors and other directives.
- (6) Actively participate in all Cabinet meetings and conduct all meetings in the absence of the District Governor.
- (7) Participate in Council of Governors meetings as appropriate.
- (8) Participate in the preparation of the District budget.
- (9) Engage actively in all matters to be continued during the next year.
- (10) At the request of the District Governor, supervise appropriate District committees and participate in the review of strengths and weaknesses of the District.

Section 19 (b) Second Vice District Governor

The Second Vice District Governor is subject to the supervision and direction of the District Governor. His / her specific responsibilities shall be to:

- (1) Further the purposes of the Association.
- (2a) Serve as the District Governor's key liaison to the District Global Leadership Team and play an active role in the development and implementation of a District-wide plan for leadership development.
- (2b) Work with the District Governor, First Vice District Governor and the District Global Membership Team and play an active role in the development and implementation of a District-wide plan for membership development.
- (3) Actively participate and inspire other District Officers to administer and promote effective membership growth and extension of new Lions Clubs.
- (4) Perform such duties as assigned by the District Governor, including assisting the District Officer(s) responsible for retention.
- (5) Perform such other functions and act as required by the policy of the Association.
- (6) Actively participate in all Cabinet meetings and conduct all meetings in the absence of the District Governor and the First Vice District Governor.
- (7) Participate in the preparation of the District budget.
- (8) Actively engage in all matters to be continued during the next year.
- (9) At the request of the District Governor, supervise appropriate District committees and participate in the review of strengths and weaknesses of the District.

Section 20 Cabinet Secretary

The Cabinet Secretary under the supervision of the District Governor shall further the purposes of the Association and shall carry out such duties as the District Governor may assign to him/her. He/she shall give five (5) clear days written notice of Cabinet Meetings and shall as soon as possible after each meeting mail, forward electronically, telegraphically or by hand to each District Officer, the Multiple District Executive Officer and the International Board of Directors, an accurate report of the proceedings. His/her records must be available at all times to the District Governor. He/she shall cause to be kept an accurate record of the proceedings at District Convention and meetings. He/she shall be reimbursed for any approved expenses.

The Cabinet Secretary shall prepare and submit returns in compliance with the provisions of the Incorporated Associations Reform Act 2012, as amended from time to time.

The Association Secretary is the Cabinet Secretary.

Section 21 Cabinet Treasurer

The Cabinet Treasurer under the supervision of the District Governor shall further the purposes of the Association and shall carry out such duties relating to finance and accounts as the District Governor may assign to him/her. His/her books and accounts must be available at all times to the District Governor and any duly appointed Auditor. He/she shall be reimbursed for any approved expenses

Section 22 Region Chairman

Each Region Chairman (if the position is utilised during the District Governor's term) under the supervision and direction of the District Governor shall be the Chief Administrative Officer of his/her Region. His/her specific responsibilities shall be to:

- (a) further the purposes of the Association
- (b) supervise the activities of the Zone Chairmen in his/her Region and such District Committee Chairmen as may be assigned to him/her by the District Governor
- (c) play an active role in leadership and membership development at Lions Club level, including organising new Lions Clubs
- (d) visit a regular meeting of each Lions Club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor
- (e) visit a regular Board of Directors meeting of each Lions Club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor
- (f) endeavour to have every Lions Club in his/her Region operating under a duly adopted Lions Club Constitution and By-Laws
- (g) promote representation at International, Multiple District and District Conventions by at least the full quota of delegates to which the Lions Clubs in his/her Region are entitled.
- (h) carry out such official visits to Lions Club meetings and Charter Nights as shall be assigned to him/her by the District Governor.
- (i) perform such additional assignments as shall be given to him/her from time to time by the District Governor.
- (j) perform such other acts and functions as may be required of him/her by the Association through the Region Chairman's Manual and other directives.
- (k) Promote the Club Quality initiative to the Lions Clubs within the Region and work in concert with the District GMT and GLT Co-ordinators and the District Governor team to implement the program within the Region.

Section 23

Zone Chairman

Each Zone Chairman under the direction and supervision of the District Governor and/or Region Chairman (if the position of Region Chairman is utilised during the District Governor's term) shall be the Chief Administrative Officer of his/her Zone. His /her specific responsibilities shall be:

- (a) further the purposes of the Association.
- (b) serve as Chairman of the District Governor's Advisory Committee meetings in his /her Zone and to call regular meetings of such Committee.
- (c) make a report to each District Governor's Advisory Committee meeting and send copies to the District Governor and the Region Chairman (if the position of Region Chairman is utilised during the District Governor's term).
- (d) play an active role in leadership and membership development at Lions Club level, including organising new Lions Clubs and strengthening weak Lions Clubs.
- (e) represent each Lions Club in his/her Zone in any problems with District, Multiple District or the Association.
- (f) supervise the progress of District, Multiple District 201 projects and projects of the Association in his/her Zone
- (g) endeavour to have every Lions Club within his/her Zone operating under a duly adopted Constitution and By-Laws.
- (h) promote representation at International, Multiple District and District Conventions by at least the full quota of delegates to which Lions Clubs in his/her Zone are entitled.
- (i) visit a regular meeting of each Lions Club in his/her Zone once or more during his/her term of office, reporting his/her findings to the Region Chairman (if the position of Region Chairman is utilised during the District Governor's term), with a copy to the District Governor particularly with respect to weakness he/she may have discovered.
- (j) perform such other functions and acts as may be required of him/her by the Association through the Zone Chairman's Manual and other directives.
- (k) Promote the Club Quality initiative to the Lions Clubs within the Zone and work in concert with the District GMT and GLT Co-ordinators and the District Governor team to implement the program within the Region.

Section 24

District Records and Assets

Records

At the beginning of each Lions year the District Governor shall advise the first Cabinet meeting of the location arranged for the storage of all past District records during his/her term of office

The Immediate Past District Governor shall arrange to transfer all past records and those of his/her office to that location. Current records being moved into storage must be suitably packaged, with a clear and concise marking of their contents, including the dates to which they apply.

The Immediate Past District Governor will ensure that all records shall be dealt with in accordance with these Rules and By-Laws, as amended from time to time and all relevant records be destroyed and the material there be shredded and be sent for recycling.

Consultation between the District Governor and the Immediate Past District Governor shall take place prior to any commitment of funds for costs which may be incurred in carrying out the above. All costs will be borne by the current administration.

The Immediate Past District Governor shall report the completion of the transfer and storage of the records to the second Cabinet meeting immediately following his/her term of office. This report shall be recorded in the minutes of that meeting.

In order to preserve and maintain the records of this District's establishment and management through the years both past and present the District Governor and the District Cabinet shall be authorised to establish an archival facility at no cost to the District at a point readily accessible to future District Governors and their executive officers under direction. The storage area must be such that all records are in a protected, dry and vermin proof location.

With the establishment of this facility, and the necessity for an Archivist, a Lion in good standing who is an active member of a Lions Club in good standing shall be appointed for a period of three (3) years by the District Governor and his Cabinet of the day, subject to:

- (a) such a Lion Member displaying suitable interest expertise and ability for such duties and a Past District Governor
- (b) the incumbent Archivist may be re-appointed for a further term or terms, subject to his confirmed suitability at those times.

The Archivist is directed that all M & A Reports older than 5 years of age be destroyed.

The following tabulation defines the District records that are to be retained and the period of retention.

Level	Document	Duration
Club	Monthly Membership and Activities	5 years
	Legal Correspondence	Indefinitely
District	Financial Records	As per legal requirements
	Cabinet Officers Reports for tabling at	Indefinitely
	Cabinet Meetings	Indefinitely
	Minutes of Cabinet Meetings	Indefinitely
	Minutes of District Conventions	Indefinitely
	District Constitution & By-Laws	Indefinitely
	Cabinet Policy Minutes	Indefinitely
	District Newsletters	Indefinitely
Multiple District	Matters related to PR & Publicity	Indefinitely
	Multiple District Constitution & By-Laws	2 years
	Minutes of Multiple District Conventions	Indefinitely
International	International Constitution & By-Laws	2 years

Assets

Prepare and maintain a list/ledger of all district assets and their location

Prepare a change of location/member form to be completed when items move around district

Obtain signature for asset (electronic/phone record OK)

Arrange for repairs to asset if required (with financial approval from Cabinet if required)

Annually/periodically contact members with asset to confirm location and condition

District asset items:

District Banner and Cover	District Camera
District Gong & District Gavel	District Long Flag
District Flag Set and Stand	District Computer Desk
District Computers	District folding trolley
District Photocopiers	District Printers
District TV/Video Players	
Misc. Convention material (separate list to be prepared)	

District assets should only be held by District Officers. Items assigned to District Officers can be held by a Lions Club or a Lions Club member, but remains the responsibility of that District Officer

RULE 6
Section 1

DISTRICT ELECTIONS

Election of District Governor, First and Second Vice District Governor

The Chairman of the Elections Committee (or Nominations and Elections Committee) shall act as Returning Officer and the members of the committee as Assistant Returning Officers who shall be responsible for supervising the issuing of ballot papers at all District Elections.

Each candidate may appoint a scrutineer to be present when the ballot papers are inspected and votes counted. A scrutineer may make representations to the Returning Officer on any matter relating to the ballot papers and their counting after which the decision of the Returning Officer shall be final and conclusive.

The Chairman shall ensure the ballot is properly conducted and shall destroy the ballot papers when directed to do so.

The elections for the positions of District Governor and First and Second Vice District Governor shall be by secret written ballot in accordance with the preferential system of voting set out in the Commonwealth Electoral Act for the election of Members of the House of Representatives.

District Governor Election

- (a) At the Annual District Convention where the current First Vice District Governor is standing for election, he/she shall be required to secure a simple majority of the affirmative votes cast by the Delegates present and voting, to be declared elected. A simple majority of the affirmative votes cast is 50% + 1.
- (b) In the event that the current First Vice District Governor does not stand for District Governor election, and only one (1) other suitably qualified Lion is nominated, the voting procedure for that Lion shall be identical to the procedure outlined in (a).
- (c) In the event that the current First Vice District Governor does not stand for District Governor election, and two (2) or more suitably qualified Lions are nominated, the Candidate receiving the greatest (or greater) number of affirmative votes cast by the Delegates present and voting shall be declared elected.

First Vice District Governor Election

- (a) At the Annual District Convention where the current Second Vice District Governor is standing for election, adopt the procedure as outlined in District Governor Election (a)
- (b) In the event the current Second Vice District Governor does not stand for First Vice District Governor, adopt the procedure as outlined in District Governor Election (b)
- (c) In the event the current Second Vice District Governor does not stand for First Vice District Governor election, and two (2) or more suitably qualified Lions are nominated, adopt the procedure as in District Governor Election (c)

Second Vice District Governor Election

- (a) Delegates attending the annual District Convention shall, where there is only one (1) candidate standing for election, adopt the procedure as outlines in District Governor Election (a)
- (b) Where two (2) or more candidates contest the office of Second Vice District Governor, voting shall be by secret ballot, with the candidate receiving the greater (or greatest) number of votes being declared elected.

Tied Votes

In the event of a tied vote on any ballot for District Governor, First Vice District Governor or Second Vice District Governor, balloting shall continue on the tied candidates until one is elected.

Section 2

Qualifications

No Lions Club member shall be entitled to be elected as District Governor, First or Second Vice District Governor unless:

- (a) he/she is qualified in accordance with the provisions of the International Constitution
- (b) his/her nomination shall have been delivered in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention together with his/her consent in writing, or
- (c) shall have been made from the floor of the Convention in accordance with Section 6 of this Rule.
- (d) the District Nominations Committee shall affirm, or otherwise, his/her eligibility no more than 15 days after the close of nominations.

Section 3

Notice to Lions Clubs

The Cabinet Secretary shall immediately after the close of nominations, advise each Lions Club, the International Secretary and the Multiple District Executive Officer of the persons nominated

Section 4

Speeches

At any Convention where an election is to be held a nominating speech on behalf of each candidate shall not exceed four (4) minutes and a warning gong shall be given thirty (30) seconds before such time elapses. A candidate's speech shall be limited to five (5) minutes and a warning signal shall be given thirty (30) seconds before such time elapses.

Section 5

No Contest

Where only one eligible candidate is nominated, for either or both positions, the District Governor shall invite the candidate or candidates then to address the Convention.

Section 6

No Nomination

- (a) should no proper nomination have been made under Section 2 of this Rule or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at Convention then nominations of qualified Lions shall be sought from the floor at that Convention
- (b) such nominations must be made at a time designated on the programme for the purpose on behalf of members suitably qualified and who shall have signified their willingness to stand for election.

Section 7

International Board Nominees

International Director or International Third Vice President nominees shall conform to the following procedures.

- (a) Subject to the provisions of the Constitution and By-Laws of the Association, any Lions Club member seeking the endorsement of a District Convention as a candidate for the office of International Director or International Third Vice President shall:
 - Deliver, by mail or in person, the written notice of intention to seek such endorsement to the District Governor no less than 30 days prior to the convening date of the District Convention at which such endorsement is to be voted upon.
 - Deliver with the written notice of intention evidence of fulfillment of the qualifications for such office set forth in the Constitution and By-Laws of the Association.
- (b) Each written notice of intention so delivered shall be forwarded expeditiously to the Nominating Committee of the District Convention by the District Governor. The Nominating Committee shall review and perfect the written notice of intention by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the Constitution and By-Laws of the Association and shall place in nomination at the District Convention the name of each prospective candidate who has fulfilled said procedural and constitutional requirements.
- (c) Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.
- (d) The vote on the question of endorsement shall be by secret written ballot. The nominee receiving a majority of the votes cast shall be declared endorsed as the candidate of the District Convention and District. In the event of a tied vote, or failure of one nominee to receive the required majority, balloting shall continue until one nominee receives the required majority of votes cast.

- (e) Certification of endorsement by the District Convention shall be made in writing to the Association's office by the designated District official, as per the requirements of the Constitution and By-Laws of the Association.
- (f) No District endorsement of any candidacy of any Lions Club member shall be valid unless and until the provisions of this Rule 6, Section 7 have been met.'

Section 8

Electioneering

A candidate standing for the office of District Governor or First or Second Vice District Governor shall comply with the following conditions:

(a) Electioneering material shall be limited to:

(i) A pamphlet comprising one (1) sheet of white/matt paper which shall not exceed A4 size (297mm x 210mm) and may be printed on both sides. The print shall be black with font size not larger than 12 and not smaller than 10. It shall contain a statement of facts on the candidate's history, family, professional or business background and Lions service, it may contain a statement of nomination signed by the President of the candidate's Lions Club, and a statement by the candidate on his/her policies for his/her term of Office and his/her civic, sporting and other community activities in the past and present. The sheet shall contain one (1) current photograph of the candidate not to exceed 90mm wide by 100mm high.

(ii) A letter printed on the letterhead of the Lions Club nominating the candidate shall be forwarded to the Cabinet Secretary in accordance with Rule 6, Section 2(b) of these Rules & Bylaws. This letter shall be one single sheet printed on one side only and must be signed by the President of the nominating Lion Club. Should the nominated candidate be the President of the nominating Lions Club, the 1st Vice President or Secretary will countersign.

(b) The proposed pamphlet shall be submitted to the Cabinet Secretary, or such other Officer that the District Governor may appoint, no later than forty five (45) days preceding the opening of the District Convention at which the candidate is standing. The pamphlet must be approved in writing by the District Governor prior to distribution.

The President or Secretary of the nominating Lions Club shall certify as to the correctness or otherwise of the material in the statement of facts mentioned in paragraph (a)(i) hereof. A Photostat copy of the candidate's history will also be supplied as evidence of correctness.

(c) The pamphlet as defined in (a)(i) hereof may be distributed by postal mail or email by the candidate or a Lion of his/her Lions Club but only once and no later than seven (7) clear days prior to the date of the election in which the candidate is standing to each Lions Club President and District Officer and District Chairman, together with all Past International Officers of good standing who are members of Lions Clubs in good standing, except that one copy of said pamphlet shall be made available to each Lion attending such Convention. That any material to be placed in the satchels at a District Convention must be given to the Convention Secretary at least one week before the convention.

However no other electioneering material shall be distributed or handed out or published at Convention or at any other place.

All candidates standing for the office of District Governor, 1st Vice District Governor or 2nd Vice District Governor may distribute electioneering material, as described in Rule 6, Section 8, Electioneering, Clause (a) (i) by email in pdf format.

(d) No organised functions, receptions, giveaways or other promotions in support of a candidate shall be permitted within the District.

(e) No electioneering material shall be published or distributed by individual members of a Lions Club within the District or the Cabinet of this District supporting any candidate for election except in a manner provided in paragraphs (a) and (c) herein.

(f) No candidate or any other individual members of a Lions Clubs, or the Cabinet on behalf of a candidate shall supply an article or be interviewed on television, radio or by a newspaper in support of a candidate prior to election.

(g) If there is a breach of the conditions of this Rule, then the District Governor, after due consideration of the matter and consultation with, the Rules and Bylaws Committee, shall confirm whether the candidate is eligible to stand for election for the relevant office.

(h) Any correspondence from a candidate in relation to the office he/she is seeking shall be on plain paper or the letterhead of his or her Lions Club. Any reference to the District Office held at the time of candidature shall only be included in the candidate's service record as shown at (a) (i) of this Section and must not be included in the correspondence.

(i) The District Rules and Bylaws Chairman shall liaise with all candidates within seven (7) days of the close of nominations to ensure they fully understand the provisions of this Rule.

(j) It shall be the responsibility of each candidate to ensure his/her pamphlet is placed in the Convention satchels.

(k) No District Officer who may have exposure to the delegates prior to the elections shall introduce a candidate for election.

No candidate nominated for election shall have a prominent role at the District Convention at which such election is to be held prior to the conduct of that election. A candidate shall accept a direction from the District Governor to stand down from any position at the Convention prior to the conduct of the election.

In any instance where a candidate is a Member of the Nominations & Credentials Committee, he/she shall be automatically excluded from the consultation discussions and the decision of that Committee.

The inability of any Member of the Nominations & Credentials Committee to be present at the consultation meeting does not invalidate any decision of that Committee, so determined.

Section 9

Victorian Lions Foundation

- (a) Nominations for representatives of the District to the General Council of the Victorian Lions Foundation shall close with the Cabinet Secretary thirty (30) days prior to the opening of the District Convention, such nominations to be made by a Lions Club in good standing or by two (2) individual Lions in good standing of a Lions Club or Lions Clubs in good standing. Nominees shall be allowed three (3) minutes for a candidacy speech and be permitted to circulate material in accordance with the requirements of Multiple District 201 Constitution and By-Laws as amended from time to time.
- (b) Each District Convention may elect one (1) representative to fill one vacancy due to rotation; such representative to take office from the 1st July following the date of election. Such representative shall serve a three (3) year term provided that with the prior approval of the General Council the District may by resolution choose to elect representatives to the Council for a term of one or two years in lieu of the three year term. Any representative retiring by rotation shall be eligible for re-election.
- (c) In the event of no nomination having been received prior to the closing date, nominations may be made from the floor of the Convention. In the case of equal votes between candidates the Chairman of the Nominations and Elections Committee, or in his/her absence a suitably qualified Lion appointed by the District Governor, shall determine by lot drawn on the floor of the Convention which candidate shall be declared elected or if relevant the term to be served
- (d) In the event that a representative is unable for any reason to complete his/her term:
 - i. the District Governor will appoint a Lion in good standing of a Lions Club in good standing to fill the vacant position until the rising of the District Convention next following such vacancy occurring.
 - ii. nominations shall be called to fill the vacancy for the remainder of the original term, and Clauses (a), (b) and (c) shall apply to all aspects of the nomination.
- (e) The VLF financial year shall be from 1 July to 30 June commencing on 1 July 2014. The Annual General Meeting of the VLF shall be held before 30 November each year and prior to the meeting of the General Council, during which the election of the office bearers to the Council will take place. New office bearers shall take up their positions from 1 July each year.

Section 10

Licola Board of Management

- (a) Nominations for representatives of the District to the Licola Board shall close with the Cabinet Secretary thirty (30) days prior to the opening of the District Convention, such nominations to be made by a Lions Club in good standing or two (2) individual Lions in good standing of a Lions Club or Lions Clubs in good standing. Nominees shall be allowed three (3) minutes for a candidacy speech and be permitted to circulate material in accordance with the requirements of Multiple District 201 Constitution and By-Laws as amended from time to time.
- (b) Each District Convention may elect one (1) representative to fill one vacancy due to rotation. Such representative to take office on 1 July next following the date of election and shall serve a two (2) year term. Any representative retiring by rotation shall be eligible for re-election.
- (c) In the event that a representative is unable for any reason to complete his/her term:
 - i. the District Governor will appoint a Lion in good standing of a Lions Club in good standing in to fill the vacant position until the rising of the District Convention next following such vacancy occurring.
 - ii. nominations shall be called to fill the vacancy for the remainder of the original term, and Clauses (a), (d) and (e) shall apply to all aspects of the nomination.

- (d) In the event of no nomination having been received prior to the closing date, nominations may be called from the floor of the Convention.
- (e) In the event candidates receive the equal highest number of votes, the Chairman of the Nominations and Elections Committee, or in his/her absence a suitably qualified Lion appointed by the District Governor, shall decide by lot drawn on the floor of the Convention which candidate shall be declared elected.

Section 11 Elections

The order of Candidates on the ballot paper shall be determined by lot drawn by the District Governor at the Cabinet Meeting immediately preceding the District Convention at which the elections are to be held. In any election held at a District Convention, there shall be a declaration of the name only of the duly elected candidate without the declaration of the votes cast for any candidate, unless all candidates shall agree to the disclosure of the numbers of votes cast in the election.

Section 12 Ballot Arrangements

The voting for election of nominees to the positions of District Governor, First and Second Vice District Governor, International Board Nominee, Victorian Lions Foundation District Representatives and Licola Board of Management District Representative, shall be undertaken by Delegates at the first principal recess period following completion of the nomination speeches by the respective nominees.

In order to ensure the maximum possible attendance and voting of Lions Clubs' Delegates for the aforementioned positions, the conduct of proceedings for all District Elections is to be held during the First Business Session on the program established for the second day set down for the Convention.

In the event that there is only one nomination for the Victorian Lions Foundation General Council and/or the Licola Board of Management such nominee(s) is declared elected without the need for a ballot.

RULE 7 DISTRICT ACCOUNTS AND ASSOCIATED FINANCIAL MATTERS

Section 1 Source of Funds – District Administration

Each Lions Club shall pay to the Cabinet Treasurer, to defray District administrative costs, such fee per Lions Club member per annum as shall be determined by a District Convention from time to time.

The amount shall be due and payable in two semi-annual payments, as follows:

- (a) one half thereof by 10 September of each year to cover the period 1 July to 31 December, and
- (b) one half thereof by 10 March of each year to cover the period 1 January to 30 June.

These billings shall be based on the membership of each Lions Club as at 1 July and 1 January respectively, and in those circumstances where a member has died within the months of July and January, they shall be excluded from such billing with the approval of the District Governor.

Section 2 Variation of Fee

In those circumstances where a District Convention has determined a variation in the amount of the District fee per member prior to 31 December in any financial year, the amount of the adjusted semi-annual fee per member, either increased or decreased, shall become due and payable on the following 10 February.

Section 3 New and Re-Organised Lions Clubs

Lions Clubs in this category shall be liable for the payment of fees from 1 July or 1 January whichever date occurs first after the date that appears on the Lions Club's Charter or the date of Reorganisation.

Section 4 District Dues

- A. (i) District fees shall be \$28.00 plus GST per Lions Club member per annum payable as provided in Section 1 of this Rule 7.
- (ii) Where there is a Family Membership available in a Lions Club, the first family member (Head of Household – HH) is required to pay the full District dues of \$28.00 and up to four more subsequent qualifying family members over the age of majority in the same household and the same club shall pay one-half of the standard District dues (\$14.00).

For the family members who pay one-half of the District dues, they shall be

apportioned, as follows:

- (a) \$19.00 plus GST to provide for District administration expenses including provision for payment of the Victorian Lions Foundation levy as detailed in Section 15 of this Rule 7.
 - (b) \$3.00 plus GST to provide a contribution to the District Training Account (refer Rule 7, Section 14).
 - (c) \$3.00 plus GST to provide for the cost of the District Newsletter.
 - (d) \$3.00 plus GST to provide a contribution to the District Convention Account, for the running and organising of the District Convention.
- (iii) Where there is a Student Membership available in a Lions Club, the District dues payable by each student member shall be one-half of the District dues (\$14.00).

The District dues for student members shall be apportioned at one-half of the rates detailed in A9ii)(a), (b), (c) and (d), above,

- B. All Goods and Services Tax (GST) charges shall be made at the percentage rate set by the Australian Tax Office, as amended from time to time.

Section 5

District Administration Account

5.1 *Establishment and Disbursements*

- a) The Cabinet Treasurer shall cause to be established an administration account for the District named the District Administration Account, whether Trading or Investment, in a bank to suit the convenience of the District Governor and Cabinet Treasurer, provided that such bank conforms to the requirements of the Banking Act, as directed by the Reserve Bank of Australia.
- b) District dues, as detailed in Section 4, hereof, shall be deposited into and remain in the District Administration Account and shall only be used for District administration expenses, as per the provisions of the Rules and By-Laws and as approved by the Cabinet.
- c) All disbursements from the District Administration Account shall be by cheque drawn and signed conjointly by any two of the District Governor, Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary/Treasurer) in accordance with By-Law 18, hereof.

5.2 *Budget*

The District Governor, in conjunction with the Cabinet Treasurer, shall prepare a budgeted program of District administration expenditure for the period of his/her term of office. This budget shall be presented at the first Cabinet Meeting each year for approval and adoption by the Cabinet.

Expenditure shall not be incurred by the District Governor and his/her Cabinet where such expenditure will exceed income in any financial year without reasonable cause and explanation.

5.3 *District Officers' Expenses*

- a) The expenses in excess of those reimbursed by the Association in connection with the travel to and attendance at the International Convention as District Governor Elect, to the Multiple District and District Conventions and Multiple District Council Meetings as District Governor, shall be reimbursed from the District Administration Account only where such costs may be deemed to be District administration expenses.
- b) At the conclusion of each financial year the District Governor, after approval by the Cabinet may make some reimbursement to District Officers for administration expenses incurred while carrying out their duties based on the availability of funds to do so.

5.4 *Balances*

All balances standing in the District Administration Account at the close of the financial year shall be handed to the District Governor Elect upon him/her becoming District Governor. These funds shall be used at the discretion of the District Governor and his/her Cabinet, but only for the purposes the funds were raised or subscribed.

Section 6

Accounting Records

The Cabinet Treasurer shall be required to maintain the District Administration Account which shall include the following sub-accounts

- Administration Expense Account

- Capital Equipment & Depreciation Account
- District Newsletter Account
- District Convention Account
- District Training Account
- GST Clearing Account

Section 7

District Activities Account

7.1 *Establishment and Disbursements*

- a) The Cabinet Treasurer shall cause to be established an activities account for the District named the District Activities Account, whether Trading or Investment, in a bank to suit the convenience of the District Governor and Cabinet Treasurer, provided that such bank conforms to the requirements of the Banking Act, as directed by the Reserve Bank of Australia.
- b) Funds raised by any means that are not depositable in the District Administration Account shall be deposited into and remain in the District Activities Account and shall only be used for the purposes for which the funds were raised. These funds shall be disbursed in such amounts and at such times as shall be determined by the Cabinet or a District Convention.
- c) All disbursements from the District Activities Account shall be by cheque drawn and signed conjointly by any two of the District Governor, Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary/Treasurer) in accordance with By-Law 18, hereof.

7.2 *Expenditure*

Expenditure shall not be incurred by the District Governor and his/her Cabinet where such expenditure will exceed income in any sub-account of the District Activities Account in any financial year.

Expenditure shall not be incurred by any Lions Club managing a District Project or District Activity where such expenditure will exceed income in any financial year.

7.3 *Quarterly Financial Report*

Where a District Project involves raising funds from any source as part of its operation and these funds are deposited in a discrete bank account opened and operated by the Lions Club appointed to manage the District Project, that Lions Club must submit a quarterly financial report, which may be transmitted electronically, to the Liaison Officer within fourteen (14) days after the end of each financial quarter, namely 14 October, 14 January, 14 April and 14 July in each year in line with the requirements of the BAS return.

7.4 *Balances*

All balances standing in the District Activities Account at the close of the financial year shall be handed to the District Governor Elect upon him/her becoming District Governor.

Section 8

Accounting Records

The Cabinet Treasurer shall be required to maintain the District Activities Account with sufficient and appropriately titled sub-accounts to ensure that all funds deposited into the District Activities Account can be correctly allocated and disbursed. All sub-accounts of the District Activities Account with their titles and balances therein shall appear in the audited annual financial statement for the District and included in the District Convention handbook for that year.

Section 9

Audit

- (a) The District Governor shall ensure that there is an audit affected of all books and accounts of the District as at the close of the financial year, and also a supporting Financial Statement is made available to the incoming District Governor for presentation to and adoption by his/her Cabinet at the first Cabinet Meeting for the year.

If special or exceptional circumstances are applicable, a later time of submission of the audited report may be granted by the Cabinet of the District Governor Elect at the first Cabinet meeting of the year.

The report, duly audited, shall be presented in the form of a Financial Statement and shall be forwarded to the Association and to each Lions Club within sixty (60) days of the close of the financial year and shall be forwarded to the following District Convention for ratification.

- (b) In any circumstances where the office of Cabinet Treasurer becomes vacant, the District Governor shall arrange for an immediate audit of all books and accounts of the District and any statements or reports on such records are to be conveyed to all International Officers and District Officers.

Section 10 Appointment of Auditor

An Auditor shall be appointed by the District Governor and his/her Cabinet at the first Cabinet Meeting held after 1 July each year, such appointment being for a period of twelve (12) months.

The nominated Auditor will be eligible for reappointment in the next year and subsequent years as may be determined by the Cabinet.

In making such appointment, Cabinet will ensure that the appointment does not create a conflict of interest.

No person shall be appointed as Auditor unless he/she is a Registered Company Auditor or a member of the Australian Society of Certified Practising Accountants or of the Institute of Chartered Accountants or any professional body succeeding either of these bodies.

Section 11 International and Multiple District Funds

All fees due by Lions Clubs from time to time to the Association and/or Multiple District 201 shall be paid to the Cabinet Treasurer and forwarded by him/her to the International Office or the Multiple District Executive Officer as applicable.

Section 12 Fidelity Bonding

- (a) An insurance policy to provide fidelity bonding for the Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary/Treasurer), as approved by the District Governor, shall be an expense to the District.

Section 13 Cake Fund Allocation Account

On receipt of the rebate from Multiple District in regard to Christmas Cake sales, an amount equal to 25% of the rebate be paid to Lions Hearing Dogs Incorporated as a District contribution to that project. The remainder of the monies received be paid into the Cake Fund Allocation Account and dealt with as per this Rule 7, Section 13.

The Cake Fund Allocation Committee shall consist of:

- (a) A Past District Governor - he/she shall act as Chairman, and is to be appointed by the District Governor Elect concurrently with all other District Officers, and shall be a Member of the District Governor Elect's Cabinet.
- (b) Two (2) District Chairmen - the District Chairmen shall be connected with Christmas Cakes, Sight & Health Projects.
- (c) Two (2) Lions - the Lions shall be appointed for two (2) years, retiring in rotation, but eligible for reappointment.

Applications for Fund Assistance are to conform to the following procedures:

- i. All applications must be submitted on the prescribed forms which will be made available to Lions Clubs on application to the Cabinet Secretary.
- ii. An application on behalf of a Zone or Region must be submitted on the prescribed Forms, together with a supporting letter from one of the Lions Clubs in the Zone or Region. The supporting letter shall be on the Lions Club's letterhead and shall include: (a) the amount each Lions Club in the Zone or Region is allocating to the project, and (b) to which Lions Club any allocation cheque is to be sent.
- iii. Applications for allocations from the Cake Fund shall be lodged with the Cabinet Secretary not later than the third Wednesday of March in each year and may be submitted seeking assistance towards the provision of medical equipment to public medical services, facilities and institutions also equipment for Publicly Funded Aged Persons Nursing Homes, Special Development Schools and any equipment that is beneficial to the health and wellbeing of patients. However, the Cabinet shall have the authority, upon recommendation from the Cake Fund Allocation Committee, to process late applications of an urgent or special nature only if there is a surplus of funds in the account. The word medical shall include paramedical and all specialised areas of medicine.
- iv. All applications shall contain the following details:

- (a) A full description of the equipment sought with at least two (2) quotations detailing cost and availability.
 - (b) The name of the proposed recipient indicating the need for the equipment and an agreement to accept same.
 - (c) A medical appraisal of the equipment, including an assessment of the anticipated use, by a hospital superintendent or a legally qualified medical practitioner.
 - (d) Written confirmation of any subsidies available from any source.
 - (e) Written advice of the sum of money the applicant Lions Club will contribute together with any money available from the recipient for, or allocated to, the purchase of the equipment.
 - (f) By what means any shortfall of funds will be met by the applicant Lions Club should the amount requested be reduced by the Committee or the Cabinet.
- v. The Cabinet Secretary shall forward a copy of all applications received by the due date to all members of the Committee by the fourth Friday of March each year.
- vi. The Cake Allocation Committee shall report in writing to the Cabinet Meeting next following the close of applications received for consideration and such report shall include:
- (a) The total amount of funds available from the prior year's receipts including any amount carried forward from previous years.
 - (b) Applications recommended for acceptance and the amount of the proposed applications, the amounts applied for by the Lions Club and the reasons for the recommendation.
 - (c) Applications that the Committee recommended and the reasons for the decision.
 - (d) Allocation of funds shall be based upon needs and benefits and shall not be related to the sale of Christmas Cakes by the applicant Lions Clubs.
 - (e) A minimum amount of ten per cent (10%) of Cake Funds received in any one year by District shall be retained for use by the following Cabinet.
- vii Each applicant Lions Club will be notified by the Cabinet Secretary of the outcome of its application for funds and no Lions Club shall commit any District Funds prior to this notification by the Cabinet Secretary. Lions Clubs who are successful in their application for funds must draw and use the funds by the rising of the District Convention in the same year approval was received, unless specific approval for additional time has been granted by cabinet.
- vii. Each successful application recipient will be requested to provide a tax invoice to be paid by the District.

Section 14

District Training Account

All Lions Clubs shall contribute to the District Training Account an amount per Lions Club member as detailed in Rule 7 Section 4(b) and as shall be determined by District Conventions.

The Fund may only be used for the following District Programs:

- District Leadership Training
- Incoming District Officers' Training Forums
- Incoming Lions Club Officers' Training Forums
- New Lions Club Members' Orientation Program
- Lions Club Membership Development Program

The District Officers responsible for Leadership and Membership may seek an allocation from the account provided that a comprehensive submission on the proposed purpose and use of the allocation is forwarded to the Cabinet Secretary to be approved by the District Governor of the day and then such submission and action to be ratified by Cabinet at the next Cabinet Meeting.

Notwithstanding that by the second Cabinet meeting (usually October) the District Officers responsible for Leadership and Membership provide a program detailing proposed courses and training that may be undertaken during the next year, allocating costings of each section, where possible.

Section 15 **Victorian Lions Foundation Contribution**

The District shall pay to the Victorian Lions Foundation an annual contribution of twenty cents (\$0.20) plus GST per Lions Club member based on the total membership of all Lions Clubs as at 1 July.

These funds, which are to be paid by 30 September each year, are to be used by the Foundation in its administration.

Section 16 **Reimbursement**

No payment by way of salary, stipend, or other beneficial payment, shall be paid to any District Officer or Lions Club Member.

However, the Cabinet Secretary, Cabinet Treasurer (or Cabinet Secretary/Treasurer) and District Officers may be reimbursed for any approved expenses.

In addition, when the Cabinet Secretary, or his/her appointed deputy, is required by the District Governor to attend Multiple District 201 Council Meetings, the District Officer shall be reimbursed from the District Administration Fund for such expenditure as shall be authorised by Cabinet for travel and accommodation, plus associated expenses connected therewith.

In other circumstances, where the District Governor and his/her Cabinet have approved and budgeted for expenditure for specific projects to be sponsored or developed by the District, expenditure associated therewith may be reimbursed on production of acceptable evidence of such expense.

Section 17 **Multiple District Convention Expenses**

(a) District Governor (Elect)

The travel, accommodation and hospitality book expenses incurred by this District Officer in attending the Multiple District Convention and School of Instruction immediately preceding his/her taking office shall be paid from the District Administration Account at a rate approved by Cabinet prior to the Convention.

(b) District Governor (Elect)

The travel and accommodation costs incurred by this District Officer in attending the School of Instruction coinciding with the third Multiple District Council Meeting shall be paid from the District Administration Account at a rate approved by Cabinet.

(c) Cabinet Secretary

The travel, accommodation and hospitality book expenses incurred by this District Officer in attending the Multiple District Convention in his/her year of office, or his/her appointed deputy, shall be paid from the District Administration Account at a rate approved by Cabinet prior to such Convention.

Section 18 **Youth of the Year Quest**

The Cabinet Treasurer shall pay on demand such fees as are fixed by the Multiple District Council for District participation in the Quest, including any further levy to be made to finance the State Final.

The Entrance Fee per Lions Club shall be \$50.00 inclusive of GST and shall be payable to the District immediately upon a Lions Club confirming its participation. In addition, an annual levy of \$2.00 plus GST per Lions Club member payable from the Club's Activities Account shall be made to defray the cost to the District for the conduct of the Quest.

On those occasions when the District Chairman establishes arrangements for a 'Leadership Week-end' to be attended by each successful Lions Club entrant, participating Lions Clubs will be required to contribute a maximum of \$100.00 plus GST towards the provisioning of all expenses associated with the administration of this part of the program.

Section 19 **Power to Distribute Funds**

The Income and Property of the District, however derived, shall be applied solely towards the promotion of the objects of the District and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or any other way whatsoever to the Lions Clubs or to the members of these Lions Clubs or to relatives of such Lions Clubs members, provided that nothing herein shall prevent the payment in good faith of an honorarium to any District Officer or servant of the District or to any Lions Club member in return for any service actually rendered to the District from a Lions Club or a Lions Club member.

Section 20

District Convention Accounting

- (a) Convention Funding
- (i) The Cabinet Treasurer shall, on July 1st of each year open a new administration ledger page District Convention Advance.
 - (ii) The allocation of funding is made to assist the Convention Organising Committee in providing for Administration Expenses incurred in the organisational stages.
- (b) Convention Accounts
- (i) All accounts relative to the conduct of the Convention shall be paid by the Cabinet Treasurer upon receipt of accounts certified by the Convention Organising Committee as being true and correct.
 - (ii) All such payments shall be debited to the District Convention Advance.
- (c) Organising Committee
The Convention Organising Committee, subject to the direction from the District Governor or the Cabinet, shall be authorised to incur such expenses as are incidental to the running of the Convention out of the Advance received from District Funds.
- (d) Hospitality Fee
A hospitality fee, the amount of which shall be determined by the District Governor or the Cabinet shall be collected from each person who applies to attend functions at the Convention. This fee will be collected by the Convention Organising Committee and used to meet hospitality expenses exclusively.
- The District Governor, Cabinet Secretary and Official Guests of the Convention, shall be exempted from payment of such hospitality fee.
- The Convention Organising Committee may make refunds of hospitality fees as it shall think fair and proper subject to any directions from the District Governor.
- (e) Financial Statements
The Convention Organising Committee shall submit to the District Governor a statement of the income and expenditure of the District Convention account within ninety (90) days of the close of the Convention. The audit of this statement of account shall be undertaken as part of the annual audit of District accounts, pursuant to Rule 7 Sections 9 and 10 hereof.
- Following its receipt and adoption by the Cabinet at the Cabinet Meeting immediately following the close of the District Convention, a copy of the statement of account shall be forwarded to each Lions Club within the ensuing thirty (30) days. This statement of account shall also be presented at the following District Convention as part of the District's Annual Audit Report.
- (f) Surplus or Deficit
Any net profit disclosed in the audited Financial Statement is to be handed to the Cabinet Secretary for deposit into the District Convention Account and shall become available for future District Convention expenses and shall be treated as income in any fiscal year in which it is expended or otherwise budgeted for payment of such expenses. In such case where a deficit is disclosed in the audited Financial Statement, Cabinet shall deal with the matter as it considers appropriate.

Section 21

Telemarketing

- (a) If Telemarketing is used as a marketing tool within the defined boundary of the District, such Telemarketing shall have the express approval of the District Governor.
- (b) Approval may only be considered upon a formal application, containing full details of proposed Telemarketing program in writing, to the District Governor.
- (c) The District Governor upon receiving formal application may seek guidance from the Telemarketing Standing Committee formed for this purpose, the Standing Committee shall advise the District Governor in respect to the written application and oversee all Telemarketing conducted within the District.
- (d) Approval or rejection of any application made to the District Governor shall be conveyed in writing to the applicant(s).
- (e) The Standing Committee, which shall be appointed by the District Governor, shall include a Past District Governor as Chairman, the First or Second Vice District Governor, the Rules and Bylaws Chairman and two (2) other Lions in good standing in the District, they shall not necessarily be District Officers.

Telemarketing, if permitted, shall only be conducted in support of:-

- (i) Statewide projects under the umbrella of the Victorian Lions Foundation, or

- (ii) District or Multiple District Lions Projects, or
- (iii) Local projects initiated by a Lions Club of the District.

All fund raising in the District using Telemarketing shall be in accordance with the provisions of this Section and the provisions of the Fund Raising Appeals Act 1998, as amended from time to time. However, no fund raising in the District shall be sanctioned until procedures have been put in place to ensure the good reputation of the Association.

Section 22 District Newsletter Account

There shall be a separate account titled 'District Newsletter Account' to provide for the management, production and distribution of the District Newsletter which will be printed, published and issued to all Lions Club members on a regular basis throughout the fiscal year.

The District Governor Elect, together with the Cabinet Secretary Designate, the Cabinet Treasurer Designate (or the Cabinet Secretary/Treasurer Designate) and the District Newsletter Editor Designate, shall instigate a review of the style, format and cost of production arrangements for the ensuing year's District Newsletter.

The review is to be completed and submitted to the final Cabinet Meeting annually for discussion, acceptance and adoption by the Cabinet in order that all arrangements may be finalised prior to the conclusion of each fiscal year.

All monies received from advertising, or sponsorship gained specifically for the production and distribution of the District Newsletter, are to be deposited and maintained in the separate Fund towards provision of all costs associated with the issue of this publication.

Contributions by Lions Club members of the District, as provided for in the established District Fees (Rule 7, Section 4), shall be added to the account

Section 23 Goods and Services Tax – Disbursements

23.1 District Administration Account

Where the Goods and Services Tax (GST) has been included in the disbursements from a sub-account of the District Administration Account and has subsequently been refunded by the Australian Taxation Office (ATO), such GST shall be returned to the sub-account of the District Administration Account from which it was disbursed.

23.2 District Activities Account

Where the Goods and Services Tax (GST) has been included in the disbursements from a sub-account of the District Activities Account and has subsequently been refunded by the Australian Taxation Office (ATO), such GST shall be returned to the sub-account of the District Activities Account from which it was disbursed.

23.3 Expired District Projects and Activities

Where the Goods and Services Tax (GST) related to an expired District Project or District Activity is refunded by the Australian Taxation Office (ATO), such GST shall be deposited into the District Reserve Fund in accordance with Sections 2.1.3 and 2.2.3 of Rule 9 hereof.

Section 24 Finance Committee

The District Governor of the day shall appoint a Finance Committee of three Lions of suitable background, experience and knowledge to oversee the figures of the quarterly BAS preparation and to report directly and be responsible to the District Governor of the day.

RULE 8 DISTRICT CONVENTIONS & ANNUAL GENERAL MEETING
Section 1 Annually

The District shall hold a Convention and Annual General Meeting annually on the weekend commencing 4th Friday in October (in exceptional circumstances the District Governor in consultation with the host club may vary the District Convention date) and in accordance with the requirements of the Constitution and By-Laws of the Association, as amended from time to time.

Official Call to Convention

The District Governor shall issue an official call by printed or electronic means to all Lions Clubs for the annual District Convention not less than sixty (60) days prior to the date fixed for holding same, stating the place, day and hours thereof.

Change in Location

The Cabinet shall retain and have power to change at any time for good reason the location of the Convention previously chosen and neither the District, District Officers or non-Cabinet Officers of the District shall incur any liability thereby to any Lions Club or member of any Lions Club. Notice of such change of location shall be furnished in writing to each Lions Club no less than thirty (30) days prior to the convening date of the annual Convention.

Officers of the Annual Convention

The District Officers (refer Rule 5, Section 3) shall be the officers of the annual District Convention.'

Annual General Meeting

- (a) The Cabinet Secretary at least 21 days before the date fixed for the Annual General Meeting must cause to be sent to each Lions Club a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (b) Such notice of meeting may be sent by prepaid post, facsimile transmission or by electronic transmission if so requested.
- (c) The ordinary business of the Annual General Meeting shall be to;
 - 1. To confirm the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting and
 - 2. To receive from the Cabinet reports upon the transactions of the District during the last preceding financial year and
 - 3. To receive and consider the statement submitted by the District in accordance with relevant Act of State Parliament.

Section 2

Special Convention

A Special Convention of the Lions Clubs may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine, provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the District Governor, First Vice District Governor or Second Vice District Governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each Lions Club by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

Section 3

Host

The city or town where a Convention shall be held shall be determined by the Convention held two (2) years before.

The location of the District Convention may be outside the boundaries of the District.

Section 4

Application

Any Lions Club desiring to be the Host Lions Club of a Convention shall make an application in writing to the Cabinet Secretary at least thirty (30) days prior to the date fixed for the Convention at which the decision shall be made. Each such application shall set out the particulars of the proposals and the Lion Club's reasons for considering the same to be suitable and shall be submitted to the Convention for consideration.

Each application received shall be assessed in accordance with the requirements of Bylaw 8. A separate report confirming the outcome of each assessment shall be presented to the Convention at times determined by the District Governor..

Section 5

No Nomination

If no nomination is submitted at the Convention in accordance with Section 3 of this Rule or if the Convention should not accept the nomination made, the District Governor of the day shall determine the city or town where the Convention shall be held.

Section 6

Order of Business

The District Governor shall arrange the order of business for the District Convention and the same shall be the order of the day. Except for registration hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-quarters (3/4) of the certified delegates assembled at any session at which a quorum is present.

Section 7

District Governor

The District Governor shall preside over the Convention. All Convention arrangements and matters shall be under the control and supervision of the District Governor.

The District Governor shall arrange the order of business for the District Convention and the same shall be the order of the day.

Section 8

Committees

(a) Credentials Committee

A Credentials Committee shall be created annually for the District Convention. The Committee shall comprise the District Governor as chairman, the Cabinet Secretary (or Cabinet Secretary/Treasurer) and two other suitably qualified non-officers of the District appointed by the District Governor. At the discretion of the District Governor, he/she may appoint any other member of the committee as chairman. The primary responsibility of the Credentials Committee shall be to verify credentials of Lions Clubs' delegates. This committee shall be responsible for the accuracy of the credentials report announced upon close of certification and prior to the commencing of voting.

(b) Nominations Committee

At least 60 days prior to the convening of the District Convention, the District Governor shall appoint a Nominations Committee consisting of no more than five (5) and no less than three (3) suitably qualified members and shall designate the chairmen from among the members of the Committee. It shall be the responsibility of the Nominations Committee to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of same. A candidate for election may withdraw at any time prior to the issuance of the final report of the Nominations Committee.

Refer to the rear of these Rules and By-Laws for the following:

- EXHIBIT A Nominating Committee Checklist - District Governor Candidate
- EXHIBIT B Nominating Committee Checklist - First Vice District Governor Candidate
- EXHIBIT C Nominating Committee Checklist - Second Vice District Governor Candidate
- EXHIBIT D Standard Ballot - District Governor, First Vice District Governor, Second Vice District Governor Elections

(c) Elections Committee

(i) Prior to the District Convention, the District Governor shall appoint an Elections Committee consisting of three (3) members. Each duly nominated candidate shall be entitled to designate one (1) scrutineer through his/her Club. The scrutineers may oversee election procedures only, but may not participate directly in the decision making of the Elections Committee.

(ii) The Elections Committee shall be responsible for the preparation of elections materials, vote tabulation and resolving questions concerning the validity of each ballot. The decision of the Committee shall be final and binding.

(iii) The Elections Committee shall prepare a comprehensive report of the elections results containing the following components: date, time and place of each election; specific results by candidate; signature of each member of the Elections Committee and each observer. A copy of this report shall be forwarded to the District Governor, Multiple District 201 Council Chairman and each candidate.

(d) Joint Nominations and Elections Committee

The District Governor may, at his/her discretion, appoint a joint Nominations and Elections Committee consisting of no more than five (5) and no less than three (3) suitably qualified members, which shall comply with requirements of Sections 2 and 3, above.

(e) Other Committees

In addition to the committees detailed in Sections 1 to 4, above, the District Governor may appoint a Convention Organising Committee, a Rules and By-Laws Committee, a Sergeant-at-Arms and such other Convention Committees he/she may determine. The District Governor may remove and/or replace any Committee member so appointed.

Section 9

Delegates

(a) Each chartered Lions Club in good standing shall be entitled to one (1) delegate and one (1) alternate for each ten (10) members, or major fraction thereof (being five (5) or more members). To qualify as a delegate a member shall be in good standing with his/her Lions Club and have been enrolled as a member of the Lions Club for at least a year and one (1) day, or major fraction

thereof, as shown on the records of the Association on the first day of the month preceding the month in which the Convention is held.

- (b) Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credentials certification for the District Convention.
- (c) To replace a delegate and/or alternate already certified, the replacement must provide certification on Lions Club letterhead and signed by two officers of the Lions Club of which he/she is a member that he/she is eligible as an alternate delegate. On the day of voting the replacement alternate delegate shall be allowed to obtain a ballot paper and vote in lieu of a duly certified delegate from the same Lions Club by presenting his/her copy of the certification from his/her Lions Club together with the certified delegate's voting card to the voting personnel, at which time the voting personnel will make the necessary notation on the credentials records marking that a substitution has been made on the Lions Club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Section 10 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.

Section 11 Report

Within fifteen (15) days of the close of the Convention an official report of the Convention proceedings shall be mailed by the Cabinet Secretary to the International Secretary of the Association, to each Lions Club and to the District Rules & By-Laws Chairman.

Section 12 Transcripts

The District Rules and By-Laws Chairman and the Chairman of the Credentials Committee shall hold a transcript of each of the last five (5) District Conventions. These transcripts shall be passed on to their immediate successors at the start of each year.

Section 13 Audio Tapes

The audiotapes containing the proceedings of the District Convention shall be lodged with the District Governor of the day for safe keeping and archiving.

Section 14 Sergeant at Arms

The Sergeant at Arms shall maintain decorum at the District Convention and any meetings thereof, performing all duties incident to this office in accordance with Robert's Rules of Order (Newly Revised).

RULE 9 CONVENTION MOTIONS

Section 1 Notice of Motion

Subject to Sections 4 and 6 hereof the only motions to be considered at the Convention shall be those which:

- (a) are to establish a District Project and have been submitted in writing to the Cabinet Secretary not less than ninety (90) days prior to the opening of the Convention and have been signed by the Lions Club President or Secretary.
- (b) have been submitted to the Cabinet Secretary not less than sixty (60) days prior to the opening of the Convention by a Lions Club and have been signed by the Lions Club President or Secretary.
- (c) have been approved by Cabinet for submission to the Convention not less than sixty (60) days prior to the opening of the Convention.
- (d) propose a District Project arising from a meeting of Lions Clubs in a Region convened by the Region Chairman not less than sixty (60) days prior to the opening of the Convention and notice shall be deemed to have been received within the prescribed time providing a suitable notice of motion shall be received by the Cabinet Secretary within seven (7) days of the date of such meeting.

In the event the position of Region Chairman is not utilised during the District Governor's term, the District Governor shall appoint a chairman who shall be a member in good standing of a Lions Club in good standing.

Section 2 District Projects and Activities

2.1 Type 1 District Projects

A Type 1 District Project (hereinafter referred to as 'Type 1 Project') is a project of an organizing Lions Club or Cabinet approved by the delegates at a District Convention that shall reflect the Purposes and Ethics of the Association and comply with the provisions of the District Rules and By-Laws.

2.1.1 Notice of Motion

The Notice of Motion for the proposed Type 1 Project for consideration by the delegates at a District Convention shall be submitted in accordance with the Rules and By-Laws and shall include the following:

- (a) The name of the Lions Club, if applicable, submitting the Notice of Motion
- (b) The name the proposed Type 1 Project would adopt
- (c) The aim of the proposed Type 1 Project
- (d) How the proposed Type 1 Project would be administered, including expected costs of administration
- (e) How the proposed Type 1 Project would be funded, if appropriate
- (f) Who would benefit from the proposed Type 1 Project
- (g) When the proposed Type 1 Project would expire.

2.1.2 Amendments to Notice of Motion

If an amendment to the Notice of Motion for a proposed Type 1 Project occurs at a District Convention, such amendment must include any changes that would apply to Items (a) to (g) of 2.1.1, above, including all changes to any associated costs.

2.1.3 Duration

The duration of a Type 1 Project shall not exceed three years and shall cease to operate on 31 October of the year of expiry. However, prior to its date of expiry, the proposing Lions Club of the Type 1 Project, or another Lions Club, or the Cabinet may submit a Notice of Motion to a District Convention to extend the life of the Type 1 Project by up to three years.

In the event that the term of a Type 1 Project expires, any funds remaining in its account, if applicable, shall be transferred to the District Reserve Fund, as detailed in 2.5.4 below. If a GST refund is received that relates to a disbursement from an expired Type 1 District Project, such GST shall also be deposited into the District Reserve Fund.

2.2 Type 2 District Projects

A Type 2 District Project (hereinafter referred to as 'Type 2 Project') is a project of an organizing Lions Club or Cabinet of short duration that does not need delegate approval at a District Convention and that shall reflect the Purposes and Ethics of the Association and the provisions of the District Rules and By-Laws.

All Type 2 Projects shall be approved by Cabinet at a Cabinet Meeting.

2.2.1 Notice of Motion

The Notice of Motion for the proposed Type 2 Project for consideration by Cabinet shall be submitted to the Cabinet Secretary at least 14 days prior to the Cabinet Meeting at which the Notice of Motion is to be considered and shall include the following:

- (a) The name of the Lions Club, if applicable, submitting the Notice of Motion
- (b) The name the proposed Type 2 Project would adopt
- (c) The aim of the proposed Type 2 Project
- (d) How the proposed Type 2 Project would be administered, including expected costs of administration
- (e) How the proposed Type 2 Project would be funded, if applicable
- (f) Who would benefit from the proposed Type 2 Project
- (g) When the proposed Type 2 Project would expire.

2.2.2 Amendment to Notice of Motion

The District Rules and By-Laws Chairman shall review the Notice of Motion. If an amendment to the Notice of Motion is required, the proposer shall be informed immediately to enable such amendment to be made prior to the Cabinet Meeting.

2.2.3 Duration

The duration of a Type 2 Project shall be from the date of approval by the Cabinet to the end of that Cabinet's term of office (i.e. a maximum of almost twelve months).

If the Cabinet is not convinced that the proposed Type 2 Project can be completed within the term of office of that Cabinet, approval to proceed shall not be given. The proposer of the Notice of Motion shall be advised in writing of the Cabinet's decision no more than seven days after the close of the Cabinet Meeting at which the decision was made.

If a Type 2 project is approved, but due to unforeseen circumstances it does not reach completion by 30 June in the year it was approved, the outgoing Cabinet may recommend to the incoming Cabinet that the Type 2 Project be adopted at the first Cabinet Meeting to enable it to reach completion.

Should the incoming Cabinet not adopt the Type 2 Project, it may go for adoption at the District Convention in the same year. However, should the Type 2 Project not be adopted by either the incoming Cabinet or District Convention it shall lapse.

On expiry of the term of a Type 2 Project or should it lapse, any funds remaining in its account, if applicable, shall be transferred to the District Reserve Fund, as detailed in 2.5.4 below. If a GST refund is received that relates to a disbursement from an expired Type 2 District Project, such GST shall also be deposited into the District Reserve Fund.

2.3 District Projects Register

A register of current Type 1 and Type 2 Projects shall be maintained on the District Web Site. The register shall comprise Items (a) to (g) in 2.1.1 and 2.2.1, above, for each current Type 1 and Type 2 Project. It shall be the responsibility of the District Rules & By-Laws Chairman to maintain the register, including removal of details relating to expired Type 1 and Type 2 Projects with a copy of the revised register being forwarded electronically to the District Webmaster for display on the District Web Site.

2.4 Reporting

In accordance with these Rules and By-Laws,

2.5 District Activities

A District Activity is an initiative of an organising Lions Club, or an initiative of the Cabinet run by an organising Lions Club of short duration specifically run for the benefit and enjoyment of Lions Clubs members, their families and guests (paying or otherwise) that does not require the approval of delegates at a District Convention, but must be approved by the District Governor and shall reflect the Purposes and Ethics of the Association and the provisions of the District Rules and By-Laws.

2.5.1 Application Requirements

In the case that the application for a District Activity is submitted by a Lions Club, such application shall include the following:

- (a) The name of the organizing Lions Club submitting application
- (b) The name the proposed District Activity will adopt
- (c) The aim of the proposed District Activity
- (d) How the proposed District Activity will be administered, including expected associated costs
- (e) How the proposed District Activity will be funded
- (f) Who will benefit from the proposed District Activity
- (g) When the proposed District Activity will commence and expire.

An application for a District Activity shall be forwarded to the Cabinet Secretary electronically by the organizing Lions Club in sufficient time for review by the District Governor, including time for the organizing Lions Club to provide further information or clarification, if required.

2.5.2 Funding

All District Activities shall be self-funding. That is, all costs associated with District Activities shall be borne by the organising Lions Club. In the event that a District Activity realises a profit, that profit shall be forwarded to the Cabinet Treasurer by the organizing Lions Club for deposit into the District Reserve Fund, as detailed in 2.5.4 below, together with any refunded GST that may apply, unless the organising Lions Club directs otherwise in its application to the District Governor. In the event a District Activity runs at a loss, such loss shall be borne in its entirety by the organising Lions Club.

2.5.3 Reporting

A statement of income against expenditure shall be prepared by the organising Lions Club no more than 21 days after the completion of the District Activity. All profits from District Activities shall be reported in the District's accounts.

2.5.4 District Reserve Fund

The Cabinet Treasurer shall establish and maintain a sub-account of the District Activities Account with the title 'District Reserve Fund', the purpose of which shall be to provide funding for urgent requirements or occurrences within the boundaries of the District for which there is no funding from elsewhere in the District Activities Account and for which time is of the essence.

This account shall be funded from unused balances remaining in District Projects upon expiry and profits from District Activities in accordance with the provisions of this Section 2.

Disbursements from the account shall be by application from a Lions Club to the Cabinet Secretary or from the Cabinet. The District Governor shall review the application to confirm it satisfies the criteria for funding from this account, to ensure it complies with the Purposes and Ethics of the Association and the provisions of the District Rules and By-Laws.

The decision to approve the application, or otherwise, shall be a decision of the Cabinet.

If appropriate, the District Governor shall conduct a 'poll by email' to urgently obtain responses from all District Officers to the application. For an application to be successful it requires approval from at least 75% of the full Cabinet with the result of the poll being recorded in the minutes of the first Cabinet Meeting held after the poll..

All applications for funding from this account shall include not less than the following information:

- Name of applicant
- Full details of the matter for which the application is made
- The amount of funding required
- How the funds will be distributed
- Who will benefit.

Section 3

Oversight of District Projects

The Cabinet shall have the overall responsibility to oversee all District Projects. To this end the District Governor shall appoint a suitably qualified member of a Lions Club to act as liaison (Liaison Officer) between the Cabinet and the organising Lions Club. Such appointment shall be for the duration of the District Project. In the event the Liaison Officer is unable to complete his/her responsibilities for the full duration of the District Project the District Governor of the day shall appoint a new Liaison Officer for the unexpired term of the District Project.

3.1 District Project (Option 1)

(a) Characteristics

Such a project shall have the following characteristics:

- Be adopted as a District Project at a District Convention
- Be organised by a Lions Club (Organising Lions Club)
- Monies raised from the District Project to be held in the District Activities Account
- Applications for funding from the monies raised and disbursements to go through the Cabinet.

(b) Responsibilities

(i) Notice of Motion

When a Lions Club submits a notice of motion for a District Project (Option 1) to be adopted at a District Convention, the notice of motion shall include the information required under Section 2 of this Rule, which shall provide an outline of the organisational and administrative requirements and shall form the basis of more rigorous procedures to be adopted by both the Organising Lions Club and the Cabinet to enable the District Project to be established.

(ii) Organising Lions Club

The Organising Lions Club shall:

- Confirm to the Cabinet its capacity as a Lions Club to manage the District Project in accordance with the provisions of the proposed notice of motion at the time of its submission to Cabinet and prior to its inclusion on the District Convention agenda
- Confirm to the Cabinet the make up of the organising committee and the responsibilities of each of its members and the capacity of these members to carry out their responsibilities
- Co-operate with the Cabinet in the preparation of the procedures to be adopted for the administration of the District Project, including methods to be used to promote the District Project in an effort to raise funds
- Prepare quarterly progress reports to be submitted to the Liaison Officer.

(iii) Cabinet

The Cabinet shall:

- Co-operate with the Organising Lions Club in the preparation of the procedures to be adopted for the administration of the District Project, including the criteria to be met by Lions Clubs or other applicants, as appropriate, when applying for funds from the account
- Establish a sub-account of the District Activities Account in the name of the District Project
- Receive and deposit funds into such account
- Receive and review all applications for funding, recommend acceptance, or otherwise, to the Cabinet at a Cabinet Meeting and advise the applicants and the Organising Lions Club of the Cabinet's decision within seven days of the close of the Cabinet Meeting at which the decision was made
- Review the quarterly reports from the Organising Lions Club and Liaison Officer
- Disburse funds from the account upon receipt of acceptable documentation from successful applicants, with special attention being given to GST liability
- Provide support and advice to the Organising Lions Club, as required.

(iv) Liaison Officer

The Liaison Officer shall:

- Liaise with the Organising Lions Club on a regular basis appropriate for the particular District Project
- Provide support and advice to the Organising Lions Club, as required
- Receive the quarterly progress reports from the Organising Lions Club
- Prepare a covering report to each progress report received from the Organising Lions Club detailing any concerns or possible problems that may need to be addressed and forward this report with the progress report to the Cabinet Secretary for distribution at the next Cabinet Meeting.

3.2 District Project (Option 2)

(a) Characteristics

Such a project shall have the following characteristics:

- Be adopted as a District Project at a District Convention
- Be organised by a Lions Club (Organising Lions Club)
- Monies raised from the District Project to be held in a separate account (Project Account) by the Organising Lions Club with any funds received by the Cabinet for the District Project being forwarded expeditiously to the Organising Lions Club for deposit into the Project Account
- Applications for funding from the Project Account to be reviewed by either the Cabinet or Organising Lions Club or the Cabinet, as provided for in the procedures prepared for the District Project
- Disbursements from the Project Account to go through the Organising Lions Club.

(b) Responsibilities

(i) Notice of Motion

When a Lions Club submits a notice of motion for a District Project (Option 2) to be adopted at a District Convention, the notice of motion shall include the information required under Section 2 of this Rule, which shall provide an outline of the organisational and administrative requirements and shall form the basis of more rigorous procedures to be adopted by both the Organising Lions Club and the Cabinet to enable the District Project to be established.

(ii) Organising Lions Club

The Organising Lions Club shall:

- Confirm to the Cabinet its capacity as a Lions Club to manage the District Project in accordance with the provisions of the proposed notice of motion at the time of its submission to Cabinet and prior to its inclusion on the District Convention agenda
- Confirm to the Cabinet the make up of the organizing committee and the responsibilities of each of its members and the capacity of these members to carry out their responsibilities
- Co-operate with the Cabinet in the preparation of the procedures to be adopted for the administration of the District Project, both promotional and financial
- Co-operate with the Cabinet by providing all financial records necessary for an audit to be conducted at approximately six (6) monthly intervals by the Cabinet Treasurer (or his/her representative) and an annual audit by the District Auditor
- Prepare quarterly progress reports and financial reports, which shall be submitted to the Liaison Officer within 14 days after the end of each financial quarter in line with BAS requirements (i.e. 14 October, 14 January, 14 April and 14 July).
- If not carried out by the Cabinet, receive and review all applications for funding from the Project Account in accordance with the agreed procedures adopted for the administration of the District Project and advise applicants of the outcome of such review within seven days
- Disburse funds from the Project Account upon receipt of acceptable documentation from successful applicants, with special attention being given to GST liability
- On completion of the District Project forward all financial records to the Cabinet for archiving and safe keeping.

(iii) Cabinet
The Cabinet shall:

- Co-operate with the Organising Lions Club in the preparation of the procedures to be adopted for the administration of the District Project, including the criteria to be met by Lions Clubs or other applicants, as appropriate, when applying for funds from the Project Account
- If not carried out by the Organising Lions Club, receive and review all applications for funding from the Project Account in accordance with the agreed procedures adopted for the administration of the District Project and advise applicants of the outcome of such review within seven days
- Carry out an audit at approximately six (6) monthly intervals of the financial records kept by the Organising Lions Club to confirm acceptable standards are being maintained and that the requirements contained in the agreed procedures put in place at the time of establishment of the District Project are being met
- Arrange with the District Auditor to carry out an annual audit of the Project Account established by the Organising Lions Club at the same time as the audit of the District accounts. The cost for such audit to be an administrative cost to the District.
- Review the quarterly progress and financial reports from the Organising Lions Club and Liaison Officer
- Provide support and advice to the Organising Lions Club, as required.

(iv) Liaison Officer
The Liaison Officer shall:

- Liaise with the Organising Lions Club on a regular basis appropriate for the particular District Project
- Provide support and advice to the Organising Lions Club, as required
- Receive the quarterly progress and financial reports from the Organising Lions Club
- Prepare a covering report to each progress and financial report received from the Organising Lions Club detailing any concerns or possible problems that may need to be addressed and forward this report with the progress and financial reports to the Cabinet Secretary for distribution at the next Cabinet Meeting, with a copy to the Cabinet Treasurer.

3.3 Annual Audit of Project Account

Since the Project Account established by the Organising Lions Club for a District Project (Option 2) forms part of the District's accounts, the District shall arrange for its auditor, through the agency of the District Governor, to conduct an annual audit of the Project Account. The balance in the Project Account shall be included in the District's annual statement of accounts printed in the District Convention handbook.

3.4 Internal Audit

The District Governor shall direct the Cabinet Treasurer (or his/her representative) to conduct two audits at approximately six (6) monthly intervals of the operation of a District Project (Option 2) to ensure that the Organising Lions Club is observing the requirements of the agreed procedures adopted at the time of establishment of the District Project and that the financial records are being maintained at acceptable standards.

Upon completion of such audit, the Cabinet Treasurer (or his/her representative) shall prepare and submit a brief report to the District Governor containing the results of the audit.

- (a) If the report confirms all aspects of the District Project appear to be satisfactory the District Governor shall advise the Organising Lions Club accordingly in writing.
- (b) If the report confirms that, with the exception of a few minor areas of concern, all aspects of the District Project appear to be satisfactory the District Governor shall advise the Organising Lions Club accordingly in writing listing the areas of concern with a direction that they be rectified immediately and, where appropriate, details of how such rectification can be achieved.
- (c) If the report confirms there are major defaults in aspects of the administration of the District Project the District Governor may temporarily suspend the District Project upon written advice to the Organising Lions Club, such advice to also outline the major defaults that have been identified and, to assist the Organising Lions Club, details of how such defaults can be rectified.

No more than fourteen (14) calendar days shall be allowed by the District Governor for the rectification of such defaults by the Organising Lions Club, which shall confirm in writing to the District Governor when such defaults have been rectified to enable the temporary suspension of the District Project to be lifted, if such suspension applies.

Notwithstanding the above, prior to lifting the temporary suspension of the District Project the District Governor may direct a further audit of the major defaults only be carried out to confirm that such defaults have been satisfactorily addressed.

3.5 Unresolved and Continuing Defaults

In the event that the Organizing Lions Club is unable to resolve such defaults with the Cabinet Treasurer (or his/her representative), the District Governor may continue to temporarily suspend the District Project and shall cause to be convened a meeting between the members of the Organising Lions Club involved with the District Project, the Liaison Officer, the Chairman of the Zone in which the Organising Lions Club is located and other District Officers, as appropriate. The District Governor (or his/her representative) shall chair the meeting at which the defaults only shall be discussed and resolved.

Minutes of this meeting to include all resolutions made shall be taken and distributed to all attendees within seven (7) calendar days of the meeting and Subsection 3.3 (c), hereof shall then apply.

If a resolution of such defaults cannot be reached at the above meeting, or, after resolution, the Organising Lions Club continues to default the District Governor shall suspend the District Project and shall convene a Special District Convention at which the future of the District Project shall be resolved.

3.6 Conflict of Interest

Any District Officer, including the District Governor, who is a member of an Organising Lions Club shall be disqualified from membership of the committee established to manage a District Project.

In the event that the District Governor is a member of such Organising Lions Club, another suitably qualified District Officer shall be appointed by the Cabinet Secretary, Cabinet Treasurer and District Rules and By-Laws Chairman together (which may be one of these three District Officers) to act as the District Governor's representative.

A decision made by the District Governor's representative, the Cabinet Secretary, Cabinet Treasurer and District Rules and By-Laws Chairman together shall be the decision of the District Governor.

3.7 Changes to the Intent

The intent of a District Project adopted at a District Convention, including its organisation, administration and financial aspects cannot be changed without the approval of delegates at another District Convention or Special District Convention.

Section 4

Notice to Lions Clubs

The Cabinet Secretary shall post or deliver to all Lions Clubs a copy of all motions to be placed before the Convention (and the basic information submitted on a motion relating to a District Project) at least thirty (30) days (or in the case of motions to establish a District Project at least forty five (45) days) prior to the opening of the Convention.

Section 5

Late Notices

Notwithstanding any of the provisions of this Article a motion (except any motion concerning the adoption of a District Project of any nature) may be considered by the Convention as a Late Notice of Motion, provided that:

- (a) (i) it arises as a result of a debate or action taken at the Convention relating to a motion received in time, or
- (ii) it arises as a result of a recommendation contained in an official forum report to the Convention on a matter pertaining to a topic scheduled for discussion at that forum, or
- (iii) it relates to a happening or event occurring between the due date for lodgment of motions and the commencement of the Convention and is approved by the District Governor as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion, and
- (b) at least two thirds of the Delegates present and voting support the admission of such a motion to the Convention program or agenda, and
- (c) the Late Notice of Motion is supported by written submission signed by the President of a Lions Club, or by the District Governor

Section 6

Voting

Each certified delegate (or alternate delegate acting as delegate) present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to the District Convention.

Section 7

Formal Motions

Sections 1, 4 and 5 of this Article shall not apply to motions of a formal nature.

Section 8

Effects

Any motion carried at a Convention should take effect at the close of the Convention unless otherwise specified in the motion.

Section 9

Secret Ballot

Voting on all elections shall be carried out by secret ballot, and shall include the ballots for District Governor, First and Second Vice District Governor, Victorian Lions Foundation and Licola Board of Management representatives, host Lions Club for District Convention and any other ballots according to the rules of debate.

Voting shall take place at a predetermined location and time. To secure a ballot paper the delegate shall present his/her voting card to voting personnel for verification. Once verified, the delegate shall be issued with a ballot paper. The voter shall indicate his/her vote by placing a mark in the appropriate location on the ballot paper to constitute a valid vote.

A majority vote shall be necessary to elect the District Governor, First Vice District Governor and Second Vice District Governor. A majority is defined as a number more than 50% of the total valid votes cast. If a majority vote is not achieved for any of these three offices, a vacancy shall occur and Article XI, Section 6(d) of the By-Laws of the Association shall apply.

A majority vote shall be necessary to elect candidates to all other positions. In the event any one candidate fails to receive the required number of votes to be elected, additional balloting shall take place until such time as one candidate secures a majority vote.

RULE 10

SUSPENSION OR CANCELLATION OF LIONS CLUB CHARTER

Section 1

Cancellation

Where the Charter of any Lions Club is cancelled by the Association the property of the Lions Club including all monies standing to its credit at any bank and all other funds shall forthwith vest in the District Governor on behalf of this District who may receive all property, monies and funds and give all necessary receipts and discharges to any person or persons or corporation for the time being holding

such property, monies or funds. The District may (if approved by Cabinet) satisfy any liabilities of such a Lions Club and dispose of the net assets of such Lions Club (if any) for the benefit of the District and the area in which the Lions Club is situated nevertheless to the law for the time being in force in the State of Victoria.

Section 2 Status Quo

Where any Chartered Lions Club is placed in Status Quo by the Association for any period the District Governor may instruct the Lions Club's bankers to suspend all operations on the Lions Club's bank accounts and during such period no monies may be withdrawn from the Lions Club's accounts without the written consent of the District Governor.

Rule 11 DISSOLUTION OF DISTRICT

Section 1 Upon the dissolution of this District either by agreement of the District in accordance with a resolution carried at a District Convention by a two thirds majority of Delegates voting thereon or by the decision of the Association the property and assets of the District shall vest in such other Lions Clubs or Lions District and in such proportions as such resolution may provide or the Association (or in default the Council of Multiple District 201) shall determine provided that all such funds shall be applied to charitable purposes within the meaning of the laws of the State of Victoria or to another Lions Club or Lions Clubs or Lions District constituted principally within the State of Victoria. Funds held for a particular purpose should be applied to a purpose as closely as is practicable to that purpose.

RULE 12 AMENDMENTS

Section 1 Voting

These Rules may be amended only at a District Convention, by resolution of the Rules and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2 Notice

Rule 9 hereof shall apply to any notice of any motion to amend Rules & Bylaws.

Section 3 Effects

Each amendment to these Rules shall take effect at the rise of the Convention at which it was adopted, unless otherwise specified in the amendment and when approval for such amendment has been granted under the Associations Incorporation Act, as varied from time to time.

Section 4 Automatic Update

When amendments to the Constitution and By-Laws of the Association are passed at the International Convention that have an effect on the Rules of this District, the Rules shall be automatically updated once such amendments have been granted under the Associations Incorporation Act, as varied from time to time.

RULE 13 BY-LAWS

Section 1 Power to Make

Subject to the Constitution of the Association and its By-Laws and to these Rules & Bylaws the Cabinet and the District Convention shall have the power to make such Bylaws as shall be deemed necessary for the conduct and administration of the District and may repeal or amend such Bylaws. These By-Laws may be amended by resolution adopted by a majority of the votes cast.

Section 2 Convention

The District Convention shall make, repeal or amend the Bylaws by Notice of Motion submitted and approved in accordance with the Rules & Bylaws.

Each amendment to the By-Laws shall take effect at the rise of the Convention at which it was adopted, unless otherwise specified in the amendment and when approval for such amendment has been granted under the Associations Incorporation Act, as varied from time to time'.

When amendments to the Constitution and By-Laws of the Association are passed at the International Convention that have an effect on the By-Laws of this District, the By-Laws shall be automatically updated once such amendments have been granted under the Associations Incorporation Act, as varied from time to time.

Section 3 Cabinet

The District Officers shall receive five (5) days notice of any notice of motion to make, repeal or amend the Bylaws and any change made by Cabinet shall be put to the next Convention for ratification.

Section 4 Lions Clubs

All Lions Clubs shall be notified within thirty (30) days of any change made to the Bylaws.

RULE 14 PRECEDENCE

Section 1

Whenever there may exist a conflict or contradiction between the provisions set out in these Rules and By-Laws and the Constitution and By-Laws of the Association or that of Multiple District 201, then the Constitution and By-Laws of the Association or Multiple District 201, as appropriate, shall govern.

RULE 15 UNIFORMS

Section 1

The uniform for Lions and Lionesses of this District, and their accompanying partners, shall consist of:

- (a) A navy blue short sleeved shirt with white cuff like trim, white collar and white back yoke, featuring special V3 pocket which has the word 'AUSTRALIA' with the MAP of AUSTRALIA surmounting it. The map contains the words 'LIONS INTERNATIONAL' and a white dot containing the letter 'L'. The top of the pocket has the inscription 'DISTRICT 201V3 '. All wording and the map are in white.

(b)

MALES	FEMALES
(1) Grey Trousers	(1) White Skirt or Slacks
(2) Grey Socks	(2) White Footwear
(3) Black Shoes	(3) Navy Blue Jacket (as, described under [4] for Males)
(4) Navy Blue Jacket - (Bomber Style) featuring navy blue/white striped collar, cuffs and waist band, embroidered Lions International Emblem in Lions colours together with District 201V3 on left side and the Lion's name on the right side	

RULE 16 DISPUTE RESOLUTION AND MEDIATION

SECTION 1 DISPUTE – LIONS CLUB LEVEL

1.1 Dispute subject to Procedure

It is both the duty and responsibility of the Lions Club, where a dispute arises between a member, or members, or past member, or past members and the Lions Club, to explore all reasonable avenues to find a resolution to the dispute. The Lions Club shall seek assistance from the District to resolve the dispute only when the Lions Club has been unable to do so itself.

1.2 Request for Dispute Resolution and Filing Fee

Any party to the dispute may file a written request with the District Governor (a 'complaint') asking that dispute resolution take place. All requests for dispute resolution must be filed with the District Governor within thirty (30) days after the member knew or should have known of the occurrence of the event upon which the request is based. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a filing fee equivalent in Australian dollars to US\$50.00 payable by each complainant to the District, to be submitted to the District Governor at the time the complaint is filed. Any such higher filing fee must be approved by majority vote of the Cabinet in advance of charging any fee for filing a complaint under this procedure and any such fee shall not exceed an Australian dollar equivalent to US\$250.00 payable to the District. The entire filing fee will be retained by the District as an administrative fee and shall not be refunded to any party unless a refund procedure is approved by the Cabinet. All expenses incurred relative to this dispute resolution procedure are the responsibility of the District, unless established District policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

1.3 Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the District Governor within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

1.4 Confidentiality

Once a complaint has been filed, communication between the complainant(s), respondent(s), District Governor and Conciliator should be kept as confidential as possible.

1.5 Selection of Conciliator

Within fifteen (15) days of receipt of the complaint the District Governor shall appoint a neutral Conciliator to hear the dispute. The Conciliator shall be a Past District Governor who is currently a member in good standing of a Lions Club in good standing in the District. The Past District Governor shall not be a party to the dispute or a member of a Club which is party to the dispute and shall be impartial on the matter in dispute and have no loyalties to any party to the dispute. The District Governor shall notify the parties to the dispute in writing of the name of the appointed Conciliator. In the event an appointed Conciliator is not acceptable to any party to the dispute, the objecting party must submit a written statement to the District Governor within ten (10) days of receiving the District Governor's notice of appointment identifying all the reasons for such an objection. If no such objection is received the Conciliator shall be deemed acceptable to all parties. If the District Governor determines, in his/her sole discretion, that the written objection statement from the party to the dispute sufficiently demonstrates that the appointed Conciliator lacks neutrality, the District Governor shall appoint a substitute Conciliator, as provided for above. Otherwise, the District Governor shall issue his/her denial of the objection(s) and confirm the appointment of the original Conciliator, in writing, to all parties to the dispute. The District Governor's decision and appointment shall be determined within fifteen (15) days of receiving a written objection statement from any party to the dispute. Upon appointment the Conciliator shall have all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

If the District Governor does not appoint a Conciliator to hear the dispute within fifteen (15) days of receipt of the complaint, the Legal Division of the Association will appoint a Conciliator to hear the dispute. The Conciliator shall be a Past District Governor who is currently a member in good standing of a Lions Club in good standing in the District. The Past District Governor shall not be a party to the dispute or a member of a Club which is party to the dispute and shall be impartial on the matter in dispute and have no loyalties to any party to the dispute. The Legal Division shall notify the parties to the dispute in writing of the name of the appointed Conciliator. In the event an appointed Conciliator is not acceptable to any party to the dispute, the objecting party must submit a written statement to the Legal Division within ten (10) days of receiving the Legal Division's notice of appointment identifying all the reasons for such an objection. If no such objection is received the Conciliator shall be deemed acceptable to all parties. If the Legal Division determines, in its sole discretion, that the written objection statement from the party to the dispute sufficiently demonstrates that the appointed Conciliator lacks neutrality, the Legal Division shall appoint a substitute Conciliator, as provided for above. Otherwise, the Legal Division shall issue its denial of the objection(s) and confirm the appointment of the original Conciliator, in writing, to all parties to the dispute. The Legal Division's decision and appointment shall be determined within fifteen (15) days of receiving a written objection statement from any party to the dispute. Upon appointment the Conciliator shall have all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

1.6 Conciliation Meeting and Decision of Conciliator

Upon being appointed the Conciliator shall arrange a meeting of the parties to the dispute for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the Conciliator. The objective of the Conciliator shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful the Conciliator shall have the authority to issue his/her decision relative to the dispute. The Conciliator shall issue the decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties to the dispute was held and the decision shall be final and binding on all parties. A copy of the written decision shall be provided to all parties to the dispute, the District Governor and, upon request, the Legal Division of the Association. The decision of the Conciliator must be consistent with any applicable provisions of the Association and Multiple District Constitution and By-Laws and the District Rules and By-Laws, together with the policies of the Association's Board of Directors and is subject to the authority of and further review by the Association's Board of Directors at the sole discretion of the Association's Board of Directors, or its designee.

Failure to comply with the final and binding decision of the Conciliator constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

SECTION 2 DISPUTE – DISTRICT LEVEL

2.1 Disputes subject to Procedure

All disputes relative to membership, Lions Club boundaries, or interpretation, breach of, or application of the District Rules and By-Laws, or any policy or procedure adopted from time to time by the Cabinet, or any other internal matters of the District that cannot be satisfactorily resolved through other means arising

between any Lions Club or Lions Clubs and the District Administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided for herein, any time limits specified in this procedure may be shortened or extended by the District Governor, or in the event the complaint is directed against the District Governor, the Immediate Past District Governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

2.2 Complaints and Filing Fee

Any Lions Club in good standing ('complainant') may file a written request with the District Governor, or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor (a 'complaint'), with a copy to the Association's Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence upon which the complaint is based. The complainant(s) must submit minutes signed by the Lions Club Secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the Lions Club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in Australian dollars, payable by each complainant to the District, which shall be submitted to the District Governor, or, in the event the complaint is directed against the District Governor, the Immediate District Governor at the time the complaint was filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the District as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint has merit and the complaint is upheld, US\$100.00 shall be retained by the District as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the district as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the timeframes established within this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the District as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

2.3 Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the District Governor, or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, with a copy to the Association's Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

2.4 Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), District Governor, or, in the event the complaint is against the District Governor, Immediate Past District Governor and conciliators should be kept confidential to the extent possible.

2.5 Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairman. The selected conciliators' decision relative to the appointment of the conciliator/chairman shall be final and binding. All three conciliators shall be Lion leaders, preferably Past District Governors, who are currently members in good standing of Lions Clubs in good standing in the District in which the dispute arises, other than a Lions Club that is party to the dispute, and shall be impartial on the matter in dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairman within the timeframe noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties to the dispute must select new conciliators (the 'second team of selected conciliators'), who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event that the second team of selected conciliators cannot agree on the selection of the conciliator/chairman from within the District in which the dispute arises, the selected conciliators may select a conciliator/chairman, who is a Lion leader and a

member of a Lions Club in good standing outside District. In the event that the second team of selected conciliators cannot agree on the selection of a conciliator/chairman within or outside the District in which the dispute arises, then the past International Director who most recently served on the International Board of Directors from within the District in which the dispute arises, or from an adjacent District, whichever is closest in proximity, shall be appointed as conciliator/chairman. The time limits in this section may not be shortened or extended by the District Governor, or, in the event the complaint is directed against the District Governor, by the Immediate Past District Governor and conciliators.

2.6 Conciliation Meeting and Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties to the dispute for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The object of the conciliators shall be to find a prompt and amicable resolution of the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held and the decision shall be final and binding on all parties to the dispute. The written decision shall be signed by all three conciliators, with the dissent of any conciliator being properly noted. A copy of the written decision shall be provided to all parties to the dispute, the District Governor, or, in the event the complaint is directed against the District Governor, the Immediate District Governor and to the Association's Legal Division.

The decision of the conciliators must be consistent with any applicable provisions of the Constitutions and By-Laws of the Association and Multiple District 201, the District Rules and By-Laws and any policies of the International Board of Directors. The decision is subject to the authority of and further review of the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

RULE 17 Section 1

SEXUAL HARASSMENT

1.1 Introduction

Sexual harassment is unlawful. The District does not tolerate sexual harassment in any form. Every Lions Club member has a responsibility to ensure sexual harassment does not occur. Any Lions Club member found to have sexually harassed another person shall be subject to disciplinary action that may include an apology, counseling or dismissal.

Reports of sexual harassment shall be dealt with promptly, seriously and confidentially. Complainants have the right to determine how a complaint will be treated. They also have the right to have a supporter or representative chosen by them involved in the process and the option to stop the process at any time.

The alleged harasser also has the right to have a supporter or representative chosen by them present when he/she responds to the allegations made.

No Lions Club member shall be treated unfairly as a result of making an allegation of sexual harassment. Immediate disciplinary action shall be taken against a Lions Club member who victimizes or retaliates against another person who has made an allegation of sexual harassment and the District shall afford natural justice to any person involved in an allegation of sexual harassment.

1.2 Definition of Sexual Harassment

Sexual harassment includes any unwelcome behavior of a sexual nature that could reasonably be expected to make another person feel offended, humiliated or intimidated.

This may include, but not be restricted to:

- An unwelcome sexual advance
- A request for sexual favours
- Unwelcome comments about a person's sex life or physical appearance
- Leering and ogling
- Sexually offensive comments, stories or jokes
- Displaying sexually offensive photos, pinups or calendars, reading matter or objects
- Sexual propositions or continued requests for dates
- Physical contact, such as touching, or fondling, or unnecessarily brushing up against another person

- Indecent assault or rape (these are criminal offences).

Sexual harassment may occur wherever Lions Club members interact, or Lions Club members and the general public interact.

1.3 Making a Complaint

A Lions Club member who has been sexually harassed, or a member of the general public who has been sexually harassed by a Lions Club member may choose to take the complaint to the Victorian Equal Opportunity and Human Rights Commission (1300 292 153).

1.4 Internal Complaint

A Lions Club member (the complainant) who believes he/she has been sexually harassed, or a member of the general public (the complainant) who believes he/she has been sexually harassed by a Lions Club member should:

- If comfortable to do so, advise the alleged harasser that the behavior is offensive, unwelcome and against the policy of the District
- Make a note of the date, time and location of the incident(s)
- If not comfortable to confront the alleged harasser, or if unwelcome behavior continues, report allegations to the District Governor, or his/her appointee
- If this is inappropriate, speak to another senior member of the Cabinet.

The Sexual Harassment Contact will expeditiously follow the procedures set out below. At any time the complainant may discontinue this process.

1.5 Complaints Process

When a complaint is received, the Sexual Harassment Contact shall:

- Obtain and record a full, step-by-step account of the incident(s)
- Ensure that the process for handling the complaint is understood
- Determine if an incident or incidents did occur
- Ascertain the complainant's preferred outcome
- Agree on the next step (informal resolution or formal investigation)
- Keep a confidential record of all details of these discussions and subsequent steps in the process.

1.6 Informal Resolution

Where a complainant has chosen informal resolution following the complaints process, the Sexual Harassment Contact shall:

- Inform the alleged harasser of the complaint and provide an opportunity for a response to the incident(s), if found to have occurred
- Ensure both parties understand their rights and responsibilities under the policy
- If possible, mediate an outcome that is satisfactory to both parties
- Ensure that confidentiality is maintained
- Follow up to ensure the behavior does not re-occur.

1.7 Formal Investigation

If sexual harassment is found and a formal investigation is requested by either party, or if an informal resolution fails, the Sexual Harassment Contact shall escalate the matter by referring it to a senior member of Cabinet.

That person shall:

- Afford natural justice to all involved
- Interview all concerned, separately
- Interview witnesses, separately
- Keep records of the interviews and investigation
- Ensure confidentiality and minimize disclosure
- Make a determination as to whether there is sufficient evidence that a reasonable person could conclude, on balance of probabilities (more likely than not) that an incident or incidents of sexual harassment, as defined by legislation has/have occurred

- In such a case, determine appropriate action, which may include a change of duties for the harasser, change to working arrangements, or, where the incidents were frequent and/or severe, dismissal
- Where it cannot be determined by the required test that an incident(s) of sexual harassment, as defined by the legislation, has occurred, the Sexual Harassment Contact may still take action to ensure the proper functioning of the workplace; but these actions should not prejudice any party. The Sexual Harassment Contact shall continue to closely monitor the situation and provide restraining, where required.
- Check to insure the action meets the needs of the complainant and the District

Outcomes, as they affect the complainant shall be discussed with the complainant to ensure that needs are met, where appropriate.

BY-LAWS

BY-LAW 1 ENTERTAINMENT

No sexual erotica type entertainment shall be allowed at any official District function and further that all Lions Clubs be urged to adopt this policy at their Lions Club functions.

BY-LAW 2 NEW CLUB REGALIA

In the case of a newly Chartered Lions Club the provision of a Lions Club banner will be made by the District Administration and the provision of other articles of regalia should be provided, as follows:

- (a) Gong and gavel by the sponsoring Lions Club.
- (b) International flag set by all Lions Clubs in the Region except the sponsoring Lions Club.
- (c) Leonie shared by all Lions Clubs in the Zone except the sponsoring Lions Club.

In the case of a newly Chartered Leo or Lioness Club the cost of providing the Club banner shall be borne by the sponsoring Lions Club.

BY-LAW 3 INCAPACITY OF THE DISTRICT GOVERNOR

In the event of the District Governor being unable to carry out his/her duties for a period of more than four weeks for whatever cause other than death, the affairs of the District shall be administered by the First Vice District Governor or in his/her absence the Second Vice District Governor until such time as the District Governor resumes his/her duties or is replaced by the Association.

The Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary/Treasurer) together with the District Governor's Honorary Committee will provide whatever assistance may be required in such instance to enable the First or Second Vice District Governor to carry out the responsibilities of this duty.

BY-LAW 4 LIONS CLUB EXTENSION EXPENSES

Extension activity expenses incurred by a Lions Club may be paid from the Lions Club's Activity account. However, this provision does not apply to monies raised under the Hospital or Charities Act or other Statute or where the Lions Club has raised funds for that purpose.

BY-LAW 5 DRINKS AT FUNCTIONS

At all future District functions, where possible, the cost of drinks shall not be included in the cost of the ticket but at all times an appropriate license shall be obtained from the Liquor Control Commission.

BY-LAW 6 HEALTH SCREENINGS

Lions Clubs shall pay the total costs for trained personnel, printing, advertising and traveling allowances up to 80 kilometers from the Melbourne G.P.O.

District may pay the remaining transport costs and any other overnight accommodation for the survey in respect of which the appropriate District Officer has been consulted.

Traveling expenses for trained personnel shall be paid at the mileage rate set by the State Wages Board determination for Commercial Travelers. District equipment, where available, shall be provided to conduct screenings in respect of which the appropriate District Officer has been consulted.

BY-LAW 7 LICOLA ADVISORY COMMITTEE

The Licola Advisory Committee shall:

- (a) consist of the District Governor, District Licola Chairman, and three (3) other members of the Cabinet and all Lions of the District who are members of the Licola Board of Management.
- (b) meet not less than quarterly with a view to maintaining close communications between the Licola Board of Management and the Clubs and the District Administration and to report to each Cabinet Meeting and annually to the District Convention.

BY-LAW 8

GUIDELINES FOR DISTRICT CONVENTION HOST LIONS CLUB NOMINATIONS

(a) Accommodation

Rooms with their own facilities are desirable. Motels and hotels of a reasonable standard. A profile of each motel and hotel including their facilities is to be provided. Firm and final room rates should, if possible, be established no later than six (6) months prior to the Convention date. Motel and hotel rates should be of a varying scale so as not to disadvantage any Lion who may wish to attend the Convention.

Caravan parks, home billeting, etc. can be offered as an alternative providing they are of good standard. Complete details of such alternative facilities are to be included in the nomination details.

(b) Venues

The desired sizes of venues are:

- (i) Opening Ceremony to seat at least 300 people in concert style
- (ii) Informal Reception to stand at least 300 people
- (iii) Business Sessions to seat at least 250 people in concert style
- (iv) District Banquet to seat at least 400 people
- (v) Forums up to six (6) individual venues with a range of sizes to suit up to 50 people.

All venues are to have excellent public address systems with the Business Sessions venue to provide one (1) microphone for the top table, one (1) lectern with a microphone on the stage and at least two (2) microphones on the Convention floor.

It is essential that excellent recording facilities are available at the Business Sessions.

Arrangements will need to be made to record every official word spoken at these venues.

(c) Convention Service Centre

Space is to be provided within or adjacent to the confines of the Convention venue for

- (i) Registration Area
- (ii) Promotional or Display Area
- (iii) Lion Shop (if required)

(d) Convention Headquarters

The nomination is to include a motel or hotel of good standard suitable for use as Convention headquarters within such a distance from the Convention venue to allow easy passage.

(e) Catering Arrangements and Sites/Tours

- (i) Saturday Breakfast - seat and provide a satisfactory breakfast for at least 150 people on a rotational basis
- (ii) Saturday Lunch - seat and provide a satisfactory meal for up to 200 people
- (iii) Sunday Breakfast - seat and provide a satisfactory breakfast for at least 150 people in a satisfactory manner
- (iv) Sunday Lunch - provide a facility and meal for 300 people
- (v) Tours - proposed tour destination for up to 100 people.

BY-LAW 9

NOISE LEVELS AT LIONS FUNCTIONS

At all social functions of the District noise levels of music shall be maintained at a level, which permits both dancing and normal conversation to take place.

BY-LAW 10

LIONESSE CLUBS - STANDARD FORM CONSTITUTION AND BY-LAWS

- (a) Subject to the directions of the Cabinet from time to time, Lioness Clubs of this District, in conjunction with their sponsoring Lions Club, may adopt the Model format of 'Lioness Clubs-Standard Form-Constitution and By-Laws' as appended hereto.
- (b) Each Lioness Club and their sponsoring Lions Club may, as they see fit, effect variations to the By-Laws as expressed in the Model provided however that such alterations to the Standard Form are not in contradiction with the respective Rules and Bylaws of this District, and the Constitution and Bylaws of Multiple District 201 and the Association.

- (c) All matters relevant to the conduct of Lioness Clubs in this District will be the responsibility of the appointed District Lioness Chairperson under direction and guidance by the District Governor and Cabinet.
- (d) The Model format for this District of the Standard Form Lioness Clubs Constitution and By-Laws may be amended by the Cabinet as may be warranted from time to time, having due regard to the policy requirements of the Association and such other regulations which may be applied by the Multiple District 201 Council of Lions Clubs International, due advice of any such amendments being advised to Lioness Clubs and the sponsoring Lions Clubs by the Cabinet Secretary.
- (e) It is to be further noted that the Multiple District Council will only provide a Lioness Liaison Committee without any other Multiple District structure for the operation and management of Lioness Clubs.

BY-LAW 11 DISTRICT CONVENTION – NORMAN J MACLEOD PARADE OF CHEQUES

1. That at each District Convention, Lions Clubs be asked to contribute to the Norman J MacLeod Parade of Cheques to assist in the funding of camps for the disabled at Lions Village Licola.
2. Such camps to be organised and run by the Licola District Chairman of the day, in conjunction with the managers at Lions Village Licola.
3. The use of the funds collected at the Parade of Cheques is to be organised by the District Governor, Licola District Chairman and Cabinet Treasurer of the day to best suit the people attending.
4. Should there be sufficient funds left over after the camp that such money be used to purchase equipment for Lions Village Licola that can and will assist disabled people in attending the camp on a regular basis.
5. The use of these excess funds is to be nominated by the District Governor, Licola District Chairman and Cabinet Treasurer and then authorised by the cabinet of the day.

BY-LAW 12 LIONESSE FORUMS AT DISTRICT CONVENTION

A Lioness forum may be conducted at each District Convention. Such forum to be conducted at a time during the Convention confirmed by the District Governor to ensure best attendance and at a suitable venue.

BY-LAW 13 MEMBER TRANSFER

The failure of a Lions Club to act within one calendar month on a request, either verbally or written, by a member in good standing to transfer to another Lions Club shall be a default. Such default shall be brought to the attention of the District Governor, who shall cause action to be taken to expedite the transfer.

BY-LAW 14 ANNUAL REVIEW OF DISTRICT DUES

At the final Cabinet meeting of each year the Cabinet Treasurer shall table a report outlining the current financial status of the District Administration account. Such report will show the status of the account in relationship to the administration budget for the year. The report should also foreshadow any requirements to adjust District dues.

At the first Cabinet meeting of each year the Cabinet Treasurer shall submit a budget for the year. This budget should demonstrate whether any increase in dues is necessary to meet the anticipated expenditure for the year. Should an increase in dues be indicated any such increase shall be calculated using the following formula.

The formula shall be:

An average of the total membership of the Lions Clubs over a four year period including the current year and each of the preceding three years shall be struck. This figure shall then be multiplied by the total sum of the current District dues plus CPI. The resultant figure is then divided by the total membership of the Lions Clubs as at June 30th each year, the figure then arrived at is then the amount required to be charged as District dues.

BY-LAW 15 ADMINISTRATION ADVANCE

That the Cabinet Treasurer, on the 1st of March each financial year is to open a new administration ledger page called Incoming Administration Advance. The amount of funds allocated shall not exceed \$4000.00 plus any CPI increase as at 30th June 2000, plus any effects caused by changes to the GST.

All expenditure from this fund must carry the endorsement of the District Governor Elect.

BY-LAW 16 DISTRICT REPRESENTATIVES

All members of Lions Clubs within the District elected as District representatives to the General Council of the Victorian Lions Foundation and to the Board of Management of Lions Village Licola Inc. shall inform the District Governor prior to distribution of any letter or article requesting monetary or other assistance from the Lions Clubs.

BY-LAW 17 ACCEPTABLE CRITERIA FOR REIMBURSEMENT OF EXPENDITURE

No 'Special' Rules

Attaching all necessary original receipts (no copies) to the General Expense Claim Form will insure prompt consideration of possible reimbursement to you.

Please keep in mind that it is very difficult to make special rules for special circumstances within the District unless prior approval has been obtained from the District Governor in writing.

Remember, that it has never been the District's intention to provide 100% reimbursement for all your expenses.

Claim Rule

The second rule involves the actual presentation of your claims, which are due by the 14th (fourteenth) of the month following the actual expense month.

Thus your expenses for July will be due by 14th August. Claims received outside this deadline may be considered outside this timeframe with valid written reasons.

But in the quarters ending in the months of September, December, March and June of any financial year **no exceptions** to the rule will be considered after this deadline for any member of the District (because of Goods and Services (GST) taxation requirements).

Tips on Expense Reimbursement

For those District Officers as outlined within the District Rules and Bylaws or District Policy Minutes as amended from time to time, who have a valid claim for reimbursement against the District may find these additional comments helpful.

Travel

Tunnel, road toll, parking, taxi fares may be claimed in addition to any travel allowance, pending the supply of a current tax invoice and in the case of travel allowance a tax invoice for the fuel used is required.

In the case of air travel, airline passenger coupon/ticket/boarding pass along with original credit card slip must be submitted including a tax invoice. In the case that Lions Clubs International for the purpose of reimbursement to the District requires the original airline ticket, the Cabinet Treasurer (only) may make a copy and certify with the reasons.

Meals

The original fully itemised receipt and tax invoice is required.

Accommodation

The original fully itemised receipt and tax invoice is required.

Telephone

Only expenses in relation to the administration of the District Officer's portfolio may be claimed, pending a fully itemised list and the supply of a tax invoice (Telephone Account).

Postage

Only expenses in relation to the administration of the District Officer's portfolio may be claimed, pending a fully itemised list and the supply of the tax invoice for postage.

SUMMARY OF EXPENSE REIMBURSEMENT

Expense Claim

By the 14th day of the month following the month of the actual expense the following documentation must be submitted to the Cabinet Treasurer -

General Expense Claim Form fully itemised with the Original supporting documentation.

The Cabinet Treasurer will:

Review claims and supporting documentation for completeness and information. If the expense claim form or documentation is not complete the Cabinet Treasurer shall return the claim to the District Officer.

Check the claims and documentation for completeness and against District budget.

Forward a listing of claims and any comments to the District Governor, to approve the claims for payment, at the end of each month.

Where the District Governor is making a claim on the District both the Cabinet Secretary and Cabinet Treasurer shall make the approval for payment.

BY-LAW 18 DISTRICT CONVENTIONS RAFFLES

The running of a raffle, the selling of tickets in any raffle for any organisation either under the control or not of any Lions Club or organisation associated with Lions or not is specifically prohibited. This ban will operate at all sites under the control of a Convention Committee of the District for the duration of the Annual District Convention.

If in contravention of this By-Law any raffle is conducted or tickets sold any proceeds from the sale of tickets will be forfeited to the District and disposed of at the discretion of the District Governor.

BY-LAW 19 DISTRICT CONVENTIONS STATIC DISPLAY

The Convention Committee shall decide on whether a Lions Club can have a static display depending on space availability.

BY-LAW 20 JUNIOR PUBLIC SPEAKING COMPETITION

All Lions Clubs in District 201V3 are invited to participate in a competition known as The Lions Junior Public Speaking Competition.

The aims of the competition will be:

- To provide primary school students (Years 3 - 6) with an opportunity to develop public speaking skills.
- To provide the opportunity for as many students as possible to participate in public speaking.

Development of Specific Skills:

- Effective oral communication to an audience (this includes clear speech, voice projection and modulation, eye contact and 'connection' with the audience, gestures and body language).
- Correct use of English vocabulary.
- Research into a particular topic to obtain facts and a broad knowledge of the issues.
- Presentation of the topic in a logical, interesting and confident manner with an Introduction, Main Content and Conclusion as a part of the structure.

Why should Clubs be involved?

The competition, apart from being of benefit to the students, can also be a way of your Lions Club becoming involved in the school community and not just seen as a fundraising organisation. It can be a way of building a strong relationship with your school community that could foster involvement in other valuable youth projects.

- The competition complements some of the skills used in the Youth of the Year Quest so is valuable as an introduction to that project.
- The whole experience of working and interacting with students is rewarding.

Format:

Level 1: Years 3 & 4 – A prepared speech of 3 minutes duration from a set topic provided by Lions District, with a warning bell at 2.5 minutes.

Level 2: Years 5 & 6 - A prepared speech of 4 minutes duration from a set topic provided by Lions District, with a warning bell at 3.5 minutes.

Additional Short Preparation Speech

This involves Yr 5&6 students giving an additional one-minute speech at the Club final and subsequent finals. It is not required of the younger children in Yrs 3&4 or for any pupils at the school competition level.

For this extra task, the competitors are provided with a topic and given ten minutes to prepare a speech of one minute duration. This preparation is carried out in a room away from the main meeting room. The judges assess this speech and the score is then added to the total.

N.B.

A soundproof room is required, so that pupils cannot hear what their competitors are saying. It is for this reason that this extra speech is seen as an optional component. Club co-ordinators should contact the District Chairman if this will be part of the Club competition, so that additional guidance can be provided along with score sheets and topics.

Stages:

School Final:

Teachers will be asked to encourage students to participate and then assist in the development of skills. Participating schools will hold an internal competition in the relevant year levels. The District Chairman will provide topics. Pupils may be judged by Lions Club members, community members or by teaching staff if numbers require extra assistance. Students from each level will be selected to represent the school at the Club Final. The number of winners may be adjusted to allow for the number of schools involved. It will not be practical to have more than eight students in total at the Club Final, i.e. four students from Yrs 3&4 and four students from Yrs 5&6.

Club Final:

Winners from each school will compete at the Club Final. The judges will select one winner from each level to enter the Zone Final. The speech topic will be as for earlier levels.

Zone Final:

Winners from the Club Final will compete at the Zone Final. The judges will select one winner from each level. The speech topic will be as for earlier levels.

Region Final: If finalist numbers from the Zones make it necessary, Region Finals will be held (four Zones per Region). The judges will select one winner from each level. The speech topic will be as for earlier levels.

District Final:

Winners from the Zone/Region Finals will be asked to present their prepared speech. The speech topic will be as for earlier levels. The judges will select one winner from each level. A perpetual winner's trophy will be presented to each winner and held by his or her school for 12 months. Certificates will also be awarded and supplied by the District.

Timeline:

February	Initial contact with schools by Club co-ordinator. Information and printed material provided at this time. Although the contest is not held in the first half of the school year it is important to contact teachers early in Term 1 so that schools can plan ahead. Explain the format and timeline
May	Club Registrations sent to District Chairman. Topics provided by District.
June – August	Visit schools to provide topics, discuss the factors in preparing a speech. Offer help and support to teachers.
Late August	School competition. Arrange Club members' participation.
Early Sept.	Club competition.
Early October	Zone/Region competition.
Late October	District competition.

IMPLEMENTATION

School Level Competition

1. Early in the School year

- ✓ Appoint a co-ordinator for your Club. This Lion will be responsible for arranging organisational details with school teachers, such as dates for judging and whether teacher help with the judging will be needed.

- ✓ The co-ordinator should read all the literature sent by the District Chairman and discuss the project with Club members. It will be essential that a number of Club members be enlisted to help with judging. Points to consider are:
 - a. the size of your Club and the resources available. e.g. you will need two or three judges and a timekeeper at the school visits and Club Final.
 - b. the number of schools in your area and whether you wish to approach more than one school, especially if they are small schools.
 - c. The number of speakers your Club can hear at the Club level. Probably aim for no more than eight students i.e. four from Yrs 3&4 and four from Yrs 5&6
 - d. Whether the Club event will be held on a special day/evening or Club dinner meeting. Consider the age of the pupils so that an evening event concludes at an appropriate hour.
- ✓ The Co-ordinator should ensure that sufficient Lions or other volunteers in the community will be available to help with the judging and time keeping. As with Youth of the Year, it is Lions policy that Working With Children Checks be up to date.
- ✓ Visit your local school(s) and take along the School Information material. Seek the appropriate person on the staff, e.g. Year 5 & 6 Co-ordinator and arrange a suitable time for a meeting. It is polite to speak to the Principal at the very start and get that person's approval. It may take more than one meeting because teachers will need to confer with colleagues. Make it clear that Lions are eager to help in the school judging process.
- ✓ If you obtain a commitment from the teachers and they believe they will have a number of contestants, provide teachers with copies of the speech topics and Judging Criteria.
- ✓ Arrange date(s) and room venue with the co-ordinating teacher. If you involve more than one school then obviously you will need another date and possibly a change of judges.
- ✓ Arrange for a P.A. system to be on hand. Whilst this amplification may not be necessary in a classroom situation it will be needed for finals or if the venue is in the school assembly hall. It is good for pupils to practise, as a microphone will be needed at subsequent finals.
- ✓ Organise the judging panel (of three) and if necessary a roster to cater for large numbers of contestants.
- ✓ At least a week before the contest, contact all judges, timekeeper and school co-ordinator(s) to confirm the arrangements for the Junior Public Speaking Competition.
- ✓ Provide judges with the score sheets, stopwatch and the explanation sheet that explains the judging criteria. This is best done a few days before the competition so that judges can read the details and understand the procedure.

On the day of the competition:

- ✓ Ensure the room is arranged so that students will have a suitable speaking vantage point, e.g. at the front of the room, the P.A. is set up and has been tested. Have spare batteries for the hand-held microphone.
- ✓ Provide a small table placed where the students will speak, so they can rest notes or a glass of water.
- ✓ At the conclusion of the school competition, announce the winners in each level. These winners will go on to the Club Final. Have a date, time and venue already arranged so that you can inform the winners at the time of announcing winners.
- ✓ Present a Participation Certificate to all pupils. Winners should also receive a Winner's Certificate.
- ✓ Send out thank you letters to all teachers and judges. Invite all to the Club Final, giving details of the time, date and whether it is a dinner meeting (and costs).
- ✓ An Entry Form for all winners should be handed to teachers after the school finals. This form needs to be signed by parents/guardians of contestants as it contains a consent form for use of photographs that may be taken during the Club level of the competition.

Club Final

- ✓ Arrange the venue and if a meal is required negotiate the cost and when you will let the caterer know of final numbers. Clubs are encouraged to pay meal costs for competing students and judges/timekeepers. Determine whether the Club also pays for meals for teachers and parents. Inform all visitors of these arrangements well before the event.
- ✓ Confirm with each school that their school level winners will be in attendance.
- ✓ Confirm with judges and timekeeper that they will be able to attend. Explain that they are guests of the Club and the Club will meet meal costs.
- ✓ Arrange for a suitable P.A. system to be available (do this before the competition day) and is set up and tested on the day.
- ✓ Have a Lions Club member tasked with greeting guests, particularly the students and families.
- ✓ Prepare name-tags for all competitors.
- ✓ Ensure that the M.C. knows all the competitors' names and the correct pronunciation.

- ✓ Arrange with the Club President and members that the competition will be the main focus of the meeting and only essential Club business be handled in the briefest manner.
- ✓ Produce a program and print sufficient copies.
- ✓ Aim to allow the judges two minutes between speeches to tally scores. Arrange for the M.C. to briefly outline the aims of the Junior Public Speaking competition, what the judges will be assessing, the scoring system and also information on Lions projects. It is an excellent opportunity to inform guests about the work of Lions International.
- ✓ Have Club Finals certificates ready for presentation. These may be framed if this is felt appropriate. The Club may also decide to present a small gift to each pupil as a memento of the occasion e.g. a pen or small trophy.
- ✓ Ask the judges to provide positive and constructive feedback at the conclusion of the Club competition.
- ✓ Present a small gift to the judges as a memento of their involvement.

After the event:

- ✓ Liaise with the Zone/Region Chairperson to arrange the Zone/Region final. It is their responsibility to convene and organise this part of the competition.
- ✓ Photocopy the completed Pupil Entry forms of the Club winners and forward to the Zone/Region Chairperson.
- ✓ Send out thank you letters to all teachers and judges from the community. Invite all to the Zone Final, explaining the venue, date, time and whether it is a dinner meeting (and costs).

Zone/Region Final

- ✓ It is the responsibility of the Zone/Region Chairperson to arrange and co-ordinate this level of the competition. All of the above organisational tips should be useful at this level of the competition.
- ✓ After the Zone/Region final the Zone/Region Chairperson should liaise with the District Chairperson to arrange for the winning contestants to attend the District Final.
- ✓ The Zone/Region Chairperson should keep all parties informed on dates and venues for the Finals.

Please remember:

- ✓ There are two levels to the competition, but it is not necessary for your Club to tackle both levels. Your situation is quite unique so you may decide to try one level within the competition, e.g. Yrs 5&6 in the Level 2 section of the competition. This decision will depend on the size of your Club and resources and also what the school wishes. Judging at the school level may involve Lions Club members and possibly other volunteers visiting school. A room should be set aside for the judging. Teacher participation in the running of the competition and supervision of the children will be necessary. The Club co-ordinator should liaise with the school on these organisational matters.
- ✓ The competition aims to involve as many students as possible, so teachers are encouraged to seek a broad involvement at the class level.
- ✓ This competition is for pupils to present speeches. Therefore make it clear from the outset that props such as charts, photos and PowerPoint presentations will not be permitted.
- ✓ All students who participate should receive a certificate and District finalists will be presented with a perpetual trophy, to be held by their school for one year. It is important that each participant is given this formal recognition of achievement. It will be the responsibility of each Lions Club to produce certificates for school and Club levels of the competition. Clubs may wish to award a small trophy to winners. The Zone/Region should prepare and present similar certificates at this stage of the competition.
- ✓ Registration with the District is essential and costs \$35 per Club. This money will be used to cover District costs for Finals certificates and trophies
- ✓ It is planned that the District Final will be held at the District Convention in October each year or at an alternative central location if this is deemed necessary. This decision will be made after all Club registrations are received.
- ✓ Suggested certificates formats are available in Word format, but the formats are only suggested and may be modified by Clubs.

RULE 8, SECTION 8 NOMINATIONS COMMITTEE

ATTACHMENTS

**EXHIBIT A – Nominating Committee Checklist –
District Governor Candidate**

**EXHIBIT B – Nominating Committee Checklist –
First Vice District Governor Candidate**

**EXHIBIT C – Nominating Committee Checklist –
Second Vice District Governor Candidate**

**EXHIBIT D – Standard Ballot – District Governor,
First Vice District Governor, Second Vice District
Governor Elections**

EXHIBIT A

**Nominations Committee Checklist
District Governor Candidate**

This Checklist must be completed for each candidate and submitted to the Elections Committee

Name of Candidate: _____

Name of Candidate’s Lions Club: _____

Date of Nominations Committee Meeting: _____

The Candidate has submitted sufficient evidence showing he/she has met the following requirements:

- The Candidate is an active member in good standing of a Chartered Lions Club in good standing in this District (*note that if the Lions Club has any outstanding dues, the Candidate should be notified and provided up to fifteen (15) days prior to the election to ensure his/her Club pays these outstanding dues*)
- The Candidate has been endorsed by his/her Lions Club
- The Candidate is currently serving as the First Vice District Governor within this District.

In the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the District Convention, the Candidate fulfills the following qualifications:

- Club President Year Served _____
- Club Board of Directors Two (2) Years Served
- Cabinet (check one)
 - Zone or Region Chairman Year Served _____
 - Cabinet Secretary or Cabinet Treasurer Year Served _____
- One (1) additional year as a Cabinet member
 - Position held: _____ Year Served _____
- None of the above having been accomplished concurrently

I have reviewed this Checklist and certify that the Candidate listed above has met the requirements for District Governor in accordance with the Association’s By-Laws, Article IX, Section 4

 Nominations Committee Chairman Date

 Nominations Committee Member Date

EXHIBIT B

**Nominations Committee Checklist
First Vice District Governor Candidate**

This Checklist must be completed for each candidate and submitted to the Elections Committee

Name of Candidate: _____

Name of Candidate’s Lions Club: _____

Date of Nominations Committee Meeting: _____

The Candidate has submitted sufficient evidence showing he/she has met the following requirements:

- The Candidate is an active member in good standing of a Chartered Lions Club in good standing in this District (*note that if the Lions Club has any outstanding dues, the Candidate should be notified and provided up to fifteen (15) days prior to the election to ensure his/her Club pays these outstanding dues*)
- The Candidate has been endorsed by his/her Lions Club
- The Candidate is currently serving as the Second Vice District Governor within this District.

In the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the District Convention, the Candidate fulfills the qualifications for the office of Second Vice District Governor:

- Club President Year Served _____
- Club Board of Directors Two (2) Years Served
- Cabinet (check one)
 - Zone or Region Chairman Year Served _____
 - Cabinet Secretary or Cabinet Treasurer Year Served _____
- None of the above having been accomplished concurrently

I have reviewed this Checklist and certify that the Candidate listed above has met the requirements for District Governor in accordance with the Association’s By-Laws, Article IX, Section 4

Nominations Committee Chairman _____ Date _____

Nominations Committee Member _____ Date _____

EXHIBIT C

Nominations Committee Checklist
Second Vice District Governor Candidate

This Checklist must be completed for each candidate and submitted to the Elections Committee

Name of Candidate: _____

Name of Candidate’s Lions Club: _____

Date of Nominations Committee Meeting: _____

Date of Election: _____

The Candidate has submitted sufficient evidence showing he/she has met the following requirements:

- The Candidate is an active member in good standing of a Chartered Lions Club in good standing in this District (*note that if the Lions Club has any outstanding dues, the Candidate should be notified and provided up to fifteen (15) days prior to the election to ensure his/her Club pays these outstanding dues*)
- The Candidate has been endorsed by his/her Lions Club
- Club President Year Served _____
- Club Board of Directors Two (2) Years Served
- Cabinet (check one)
 - Zone or Region Chairman Year Served _____
 - Cabinet Secretary or Cabinet Treasurer Year Served _____
- None of the above having been accomplished concurrently

I have reviewed this Checklist and certify that the Candidate listed above has met the requirements for District Governor in accordance with the Association’s By-Laws, Article IX, Section 4

Nominations Committee Chairman Date

Nominations Committee Member Date

EXHIBIT D

Standard Ballot: District Governor, First and Second Vice District Governor Elections

Sample 1: Ballot where there is only one Candidate.

Instructions: Clearly indicate your vote by placing 'X' in the box indicating a 'yes' or a 'no' vote for the Candidate.

POSITION	NAME	YES	NO
DISTRICT GOVERNOR			
	CANDIDATE A	X	

Sample 2: Ballot where there are two Candidates.

Instructions: Clearly indicate your vote by placing 'X' in the box indicating a vote for the Candidate of your choice.

POSITION	NAME	VOTE
FIRST VICE DISTRICT GOVERNOR		
	CANDIDATE A	
	CANDIDATE B	X

Sample 3: Ballot where there are three or more Candidates.

Instructions: Indicate your preference by clearly marking next to each Candidate's name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the Candidates (i.e. 1 representing highest preference to 4 representing lowest preference)

POSITION	NAME	PREFERENCE RANK
FIRST VICE DISTRICT GOVERNOR		
	CANDIDATE A	4
	CANDIDATE B	2
	CANDIDATE C	1
	CANDIDATE D	3

Rules for Preferential Voting:

1. On a ballot paper where preferential voting will apply each voter is requested to indicate the order in which he/she prefers all Candidates, placing the numeral 1 beside first preference, 2 against second preference and so on for every possible choice.
2. In counting the ballot papers the ballots are arranged in piles indicating first preferences – one pile per Candidate.
3. The number of ballot papers in each pile is counted and recorded for the teller's report. These piles remain identified with the names of the same Candidates throughout the counting process, until all but one is eliminated, as detailed below.
4. If more than half of the ballot papers show one Candidate indicated as first choice, that Candidate is elected. However, if there is no simple majority (50% +1), Candidates are eliminated one by one, beginning with the least popular, until one Candidate prevails, as follows:

- (a) The ballot papers in the thinnest pile, that is, those containing the name designated as first choice by the least number of voters, are redistributed into the other piles according to the names marked as second choice on the ballot papers.
 - (b) The number of ballot papers in each remaining pile after this distribution is again counted and recorded.
 - (c) If more than half of the ballots are now in one pile, that Candidate is elected. If not the next least popular Candidate is similarly eliminated by taking the thinnest remaining pile and redistributing its ballot papers according to their second choices into the other piles, except that, if the Candidate eliminated in the last distribution is indicated as second choice on a ballot paper, that ballot paper is placed according to its third choice.
 - (d) Again the number of ballot papers in each existing pile is counted and recorded and, if necessary, the process is repeated by redistributing each time the ballot papers in the thinnest remaining pile, according to the second choice or most preferred choice among those not yet eliminated until one existing pile contains more than half of the ballot papers, the result being thereby determined.
 - (e) The teller's report consists of a table listing all Candidates with the number of ballot papers that were in each pile after each successive distribution.
5. If a ballot paper having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated it should not be placed in any pile, but set aside.
 6. If at any point two or more Candidates are tied in the least popular position, the ballot papers in their piles are redistributed in a single step, all of the tied Candidates being treated as eliminated.
 7. In the event of a tie in the winning position, which would imply that the elimination process is continued until the ballot papers are reduced to two or more equal piles, the election should be resolved in favour of the Candidate that was strongest in terms of first choice votes, as per the record of the first distribution.