

The International Association of Lions **Clubs**

District 32 A Constitution and By-Laws

CONSTITUTION

ARTICLE I

Name

Section 1. This Organization shall be known as District 32-A of the International Association of Lions Clubs (hereinafter referred to as "Lions Clubs International" or "Lions International.")

ARTICLE II

Objects

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

ARTICLE III

Membership

Section 1. The members of this Organization shall be all Lions Clubs in the District chartered by Lions Clubs International. The boundary lines of this District shall be as specified in the Constitution of South Carolina Multiple District 32, Lions Clubs International (hereinafter referred to as "MD-32").

ARTICLE IV

District Organization

Section 1. Cabinet & Officers

A. The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the Vice-District Governor, the Region Chairmen, the Zone Chairmen, and a Cabinet Secretary-Treasurer. The members of the District Cabinet shall be the Officers of the District. Each such Officer shall be a member in good standing of a Lions in good standing in the District.

B. 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, giving due regard to the geographical locations of the clubs. All such Regions and Zones formations shall be subject to change by the District Governor when the District Governor shall deem the same necessary to the best interests of Lions Clubs International.

Section 2. Elections and Appointment of District Officers of the District

A. The District Governor and Vice-District Governor shall be elected at a district meeting held during the Mid-Winter Rally weekend. from candidates that meet the qualifications as outlined in Article IV of the International Association of Loins Clubs Constitution and By Laws. The District Governor shall appoint as soon as possible the Cabinet Secretary-Treasurer (or Cabinet Secretary and Cabinet Treasurer), one Region Chairman for each Region, and one Zone Chairman for each Zone in the District.

B. Qualifications of Cabinet Secretary-Treasurer

1 - Be an active member in good standing, of a club in good standing, in District 32-A.

2. Be able to meet bonding agency's requirements for bonding.

C. Qualifications of Region and Zone Chairman

1. Be an active member in good standing, of a club in good standing, in* the respective region or zone which the club is assigned; and
2. Have served or will have served at the time of taking office as the region or zone chairman, as President of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.
3. If any Region Chairman or Zone Chairman shall cease to be a member of a club in the Region or Zone, as the case may be, from when appointed, the term of office shall there upon cease and the District Governor shall appoint a successor to fill said office.

Section 3. The District Governor shall appoint such District Committees as may be required by Lions Clubs International, MD-32, 32-A Constitution & By-Laws, or such additional committees as may be necessary to conduct the affairs of the district.

Section 4. Any vacancy in any District office, except that of District Governor, shall be filled by appointment of the District Governor for the unexpired term thereof.

Section 5. No salary shall be paid to any officer of the District.

ARTICLE V District Meetings

Section 1. District Cabinet Meetings.

A. Regular. A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within thirty (30) days after the adjournment of the preceding International Convention or by July 31, whichever is later. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary-Treasurer. Committee Chairs, club officers, past district officers, and others may be invited to attend the meetings of the District Cabinet.

B. Special. Special meetings of the Cabinet may be called by the District Governor at his discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not fewer than five (5) nor more than ten (10) days written or telegraphic notice of special meetings, setting forth the purposes thereof and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary-Treasurer.

C. Quorum and Vote. The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings, the voting privilege shall extend to the District Governor, the Immediate Past District Governor, the Vice-District Governor, the Region Chairmen, the Zone Chairman, and the Cabinet Secretary-Treasurer. The Cabinet may, by majority vote, extend voting privilege to District 32-A Club Presidents and Secretaries in attendance at any 32-A District Cabinet meeting.

Section 2. Regions and Zones.

A. Regional Meetings. Meetings of representatives of all clubs in a Region, with the Region Chairman presiding, shall be held during the fiscal year at times and places fixed by the Region Chairman.

B. Zone Meetings. Meetings of representatives of all the clubs in a Zone, with the Zone Chairman presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairman.

Section 3. District Committee Meetings.

A. District Governor's Advisory Committee. In each Zone, the Zone Chairman and the Presidents and Secretaries of the club in the Zone shall comprise a District Governor's Advisory Committee, with the Zone Chairman as Chairman thereof. At a date, time and place called by the Zone Chairman, this Committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding International Convention; a second meeting during the last quarter of the calendar year, and a meeting in each of the next two calendar quarters.

B. District Governor's Honorary Committee. The District Governor shall appoint a District Governor's Honorary Committee composed of Past International Officers who are members in good standing of club within the District. The Committee shall meet when and as called upon by the District Governor.

ARTICLE VI District Administration Fund

Section 1. To provide revenue to defray the administrative expense of the District an annual District Administrative Fund per Capita. Tax will be levied upon each member of each club in the District. The amount of this tax will be set by the District membership on recommendation by the District Governor and District Cabinet at the annual meeting of District 32-A. It shall be collected in the manner specified in the MD 32 Constitution. Said per capita tax shall be disbursed only for administrative expenses of the District and only upon approval by the District Governor. For purposes of this section, the term "convention" shall mean the annual meeting of District 32-A held during the NM-32 Annual Convention.

Section 2. Expenses of the District Governor in connection with the District Governor attending the International Convention shall be considered a District administrative expense. Reimbursement for such expenses shall be limited to amount authorized by the Rules of Audit of Lions Clubs International, or by budget amounts approved by the District Cabinet, which ever is less.

Section 3. The District Governor and Finance Committee Chairman shall prepare an annual budget for review and proposed approval by the District Cabinet during the first cabinet meeting of the Lions year. The proposed budget will itemize all income sources and identified proposed expenditures for the officers, committees, and district for the Lions year.

Section 4. The District Governor and the cabinet shall not incur District financial obligations in any fiscal year that will effect an unbalanced budget or deficit in said fiscal year.

Section 5. The Cabinet Secretary-Treasurer may be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense.

Section 6. The District Governor shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Secretary-Treasurer, and statement of the financial condition of the District shall be sent to Lions Clubs International and each club in the District within sixty (60) days after the close of the fiscal year by the District Governor then in office.

ARTICLE VII District Convention

Section 1. An Annual Convention of the District shall be held in each year at the State Convention.

Section 2. The members of the District Cabinet shall be the Officers of the Annual District Convention.

Section 3. Voting rights and the requirements for conduct of business are those specified in the MD 32 Constitution.

Section 4. Within sixty (60) days after the close of each District Convention, the secretary thereof shall transmit one copy of the complete proceedings thereof to the International Office. Upon written request from any Club In the respective District a copy shall be furnished to said Club.

ARTICLE VIII Amendments

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

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

Section 3. Each amendment will take affect at the close of the Convention at which adopted unless otherwise specified in the amendment.

BY-LAWS

ARTICLE I District Nominations and Elections

Section 1. Each District Governor shall appoint, within the time limits specified in the MD 32 By-Laws, a Nominating Committee of at least three (3), but not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District, and shall not at the time of their appointment hold any District office. The names and addresses of Lions so appointed shall be sent to all clubs in the District or published in the PALMETTO LION within sixty (60) days after appointment.

Section 2. Nominations and elections shall be in accordance with the provisions of the MD 32 Constitution and BY-LAWS.

Section 3. In the event of a vacancy in the office of District Governor, the same shall be filled in accordance with the provisions of the International Constitution. The remaining Cabinet officers and members of the District Governors Honorary Committee shall convene at a date, time and place called and determined by the immediate Past District Governor to pick a replacement for recommendation to the International Board of Directors.

ARTICLE II Duties

Section 1. District Governor. Under the general supervision of the International Board of Directors, shall represent the Association in that District. In addition, the District Governor shall be the chief administrative officer of the District and shall have direct supervision over the Vice-District Governor, Region Chairmen, Zone Chairmen, the Cabinet Secretary-Treasurer, and such other Cabinet members as may be provided for in this Constitution and By-Laws. Specific responsibilities shall be to:

- A. Further the purposes and objects of this Association;
- B. Supervise the organization of new Lions Clubs;
- C. Preside, when present, over cabinet, convention and other District meetings. During any period that the District Governor is unable to so preside, the presiding officer at any such meeting shall be the Vice-District Governor.
- D. Promote cordial relations among the chartered Lions Clubs;

- E. Endeavor to visit each Club at least once during the term of office;
- F. Exercise such supervision and authority over cabinet officers and district committee appointees as is provided for in this Constitution.
- G. Submit a current itemized statement of total District receipts and expenditures to the members in attendance at the annual District Convention;
- H. Deliver, forthwith, at the termination of the term of office, all District account and records to the successor in office;
- I. Report all known violations of the use of the Association name and emblem;
- J. Perform such other functions and acts as shall be required by the International Board of Directors through the District Governor's Manual and other directives.

Section 2. Vice-District Governor. The Vice-District Governor, subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor. Specific responsibilities shall be to:

- A. Further the Purposes and Objects of this Association;
- B. Become familiar with the duties of the District Governor in order to be better prepared to assume the duties and responsibilities of the District Governor in the event of a vacancy in that office;
- C. Perform such administrative duties as may be assigned by the District Governor: and
- D. Perform such other functions and acts as may be required by the International Board of Directors through the Vice-District Governor's Manual and other directives.

Section 3. Cabinet Secretary-Treasurer. This officer shall act under the supervision of the District Governor. Specific responsibilities shall be to:

- A. Further the Purposes and Objects of this Association;
- B. Perform such duties as are implied by the title of said office, including but not by way of limitation and the following:
 1. Keep an accurate record of the proceedings of all meetings of the Cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the Cabinet, and the office of Lions Clubs International;
 2. Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor, the State Secretary-Treasurer, and the Secretary of each club in the District;
 3. Make reports to the Cabinet as the District Governor or Cabinet may require;
 4. Collect and receipt for all per capita taxes levied hereunder on members and clubs in the District, deposit the same in such bank or banks as the District Governor or Cabinet may require;
 5. Remit and pay over to the State Secretary-Treasurer the Multiple District Per Capita Tax collected in the District, and secure a proper receipt therefor;
 6. Keep accurate books and records of account, and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any Cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, shall furnish such books and records as requested to any auditor appointed by the District Governor;
 7. Secure bond for the faithful performance of his duties in such sum and with such sureties as may be required by the District Governor;

- C. Perform such additional assignments as shall be given to him or her from time to time by the District Governor; and
- D. Perform such other functions and acts as may be required by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual and other directives.

Section 4. Region Chairman. The Region Chairman, subject to the supervision and direction of the District Governor, shall be the chief administrative officer in a region. Specific responsibilities shall be to:

- A. Further the purposes and objects of this Association;
- B. Supervise the activities *of* the Zone Chairman in the region and such District Committee Chairmen as may be assigned to by the District Governor;
- C. Play an active role in organizing new clubs and in strengthening weak clubs;
- D. Visit a regular meeting of each club in the region at least once during the term of office, reporting findings to the District Governor;
- E. Visit a regular Board of Directors Meeting of each Club in the Region at least once during a term of office, reporting findings to the District Governor;
- F. Endeavor to have every Club in the Region operating under a duly adopted Club Constitution and By-Laws;
- G. Promote representation at International and District Conventions by at least the full quota of delegates to which Clubs in the Region are entitled;
- H. Carry out such official visitations to club meetings and charter nights as shall be assigned by the District Governor;
- I. Perform such additional assignments as shall be given from time to time by the District Governor; and
- J. Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairman's Manual and other directives.

In the event the Region Chairman for any reason cannot or does not, in the judgment of the District Governor, perform the duties of the office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve the unexpired term.

Section 5. Zone Chairman. The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman, shall be the chief administrative officer in the Zone. Specific responsibilities shall be to:

- A. Further the purposes and objects of this Association;
- B. Serve as Chairman of the District Governors Advisory Committee in the Zone and as such Chairman to call regular meetings of said committee;
- C. Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor and Region Chairman;
- D. Play an active role in organizing new Clubs and keep informed on the activities and wellbeing of all Clubs in the Zone;
- E. Represent each Club in the zone in any problems with District, Multiple District or Lions Clubs International,

- F. Supervise the progress of District, Multiple District and Lions Clubs International in the Zone;
- G. Endeavor to have every Club within the Zone operating under a duly adopted Club Constitution and By-Laws;
- H. Promote representation at International and District Conventions by at least the full quota of delegates to which Clubs in the Zone are entitled;
- I. Visit a regular meeting of each Club in the Zone once or more during a term of office, reporting findings to the Region Chairman - particularly with respect to weaknesses which may be discovered (copy to District Governor); and
- J. Perform such other functions and acts as may be required by the International Board of Directors through the Zone Chairman's Manual and other directives.

In the event the Zone Chairman for any reason cannot or does not, in the judgment of the District Governor, perform the duties of the office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

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

- A. Assist the District Governor in the performance of District duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District: and
- B. Receive, from the Region Chairmen, reports and recommendations which concern the clubs and Zones.

Section 7. District Governor's Advisory Committee. It shall assist the Zone Chairman in an advisory capacity; it shall procure recommendations affecting the welfare of Lionism and the clubs In the Zone, and relay the same through the Zone Chairman to the District Governor and the Cabinet.

Section 8. District Governor's Honorary Committee. It shall act under the direction of the District Governor In the promotion of harmony throughout the District. The Chairman of the Committee shall attend meetings of the Cabinet when requested by the District Governor.

Section 9. Sergeant-At-Arms. The District Governor may appoint Sergeants-at-Arms who shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to the office under ROBERrS RULES OF ORDER NEWLY REVISED.

ARTICLE III Committees

Section 1. The District Governor shall appoint a Credentials Committee, composed of the Immediate Past District Governor as Chairman, and four (4) members who shall each be a member of a different regularly chartered Lions Club, in good standing, within the District.

Section 2. The District Governor shall appoint such District Committees as may be necessary in his judgment. The District Governor shall designate the Chairman of each, and shall have power to fill all vacancies in any such committee.

ARTICLE IV Rules for Convention Procedure

Section 1. The District Governor shall arrange the Order of Business for the District Convention.

Section 2. Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of Order and Procedure, in any District meeting or convention, any meeting of the District Cabinet, a Region, Zone or member club or of any other group or committee of any one of them shall be determined by ROBERTS RULES OF ORDER NEWLY REVISED.

ARTICLE V Fiscal Year

Section 1. The fiscal year of this District shall be from July 1st to June 30th.

ARTICLE VI Amendments

Section 1. These By-Laws may be amended only at the Annual District Convention, by resolution reported by the District Committee on Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2. No amendment shall be so reported or voted upon unless the same shall have been certified by the Multiple District Council of Governors as being in compliance with the Multiple District 32 Constitution and By-Laws, and the Lions Club International Constitution and By-Laws.

Section 3. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each Club no less than thirty (30) days prior to the State Convention or published In the PALMETTO LION no later than the month preceding the date of the State Convention.

Section 4. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

ARTICLE VII

This Constitution and By-Laws shall take effect September 1, 1994 if accepted by a two thirds (2/3) affirmative vote of the delegates in attendance at the 1994 District 32-A annual meeting, and then the same is adopted by the affirmative vote of two-thirds (2/3) of the Lions Clubs in District 32-A by returned mailed notice-of-ratification by August 26, 1994.

Last revision: January 2001