

CONSTITUTION

ARTICLE I – Name

The name of this organization is The International Association of Lions Clubs, District 2-E2; a part of Multiple District 2, State of Texas, U.S.A., hereinafter referred to as "District".

ARTICLE II – Authority

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

ARTICLE III – Objective

To provide this District with an efficient organization for the purpose of advancing Lionism therein, in accordance with the Objects of Lions International.

ARTICLE IV – Membership and Organization

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

ARTICLE V – District Officers

The Officers of this District shall be the District Governor, Vice District Governor, Immediate Past District Governor, Cabinet Secretary and Cabinet Treasurer, Region Chairmen (if appointed by the District Governor), Zone Chairmen Texas Lions Camp for Crippled Children's Directors, District appointed Trustee of the Texas Lions Foundation, President of the Organ and Eye Bank, President of the Drug Awareness Council, President of any future organization sanctioned by District 2-E2 and the highest ranking elected 2-E2 elected officer of the Julien C. Hyer Lions Youth Camp, Inc.

ARTICLE VI – Revisions to District Constitution and By-Laws

Section 1 – General – The District Cabinet, hereinafter described, shall have the authority, and it shall be its duty to recommend change(s) to this Constitution and By-Laws (including change(s) to the District's per capita tax), for good and just cause and when in the best interest of Lionism within the District.

Section 2 – Procedures

- a. Recommended changes to this District Constitution and By-Laws shall be transmitted to the District Governor within fifteen (15) days of the Cabinet Meeting at which the recommendation(s) were presented; but in no case less than thirty (30) days prior to the beginning of the annual District Convention.
- b. The District Governor shall transmit said recommended change(s) to, (hereinafter provided for) District Constitution and By-Laws Committee, and to each Club in the District, not later than fifteen (15) days prior to the District Convention. The same shall be presented to the District Convention by the District Constitution and By-Laws Committee.
- c. All voting in this regard at the District Convention shall be by individual secret printed ballots.
- d. A tabulation of votes cast for and votes cast against the aforementioned recommended change(s) shall be made at the District Convention by a (hereinafter provided for) District Election Committee, and certified by the District Governor.
- e. A Two-thirds (2/3) majority of the qualified delegates or alternates, present and voting in person at the District Convention shall be required to change the provisions of this document. The decision of said majority shall be binding on all members, the District Cabinet and all succeeding District Cabinets.
- f. Upon passage of said change(s) by the aforementioned majority, the same shall become effective with the beginning of the next fiscal year.

ARTICLE VII – District Organization

Section 1 – Organization – The District organization shall be in accordance with Lions International Constitution and By-Laws without exception and the Lions International booklet titled “*District Governor’s Organization*”, except as noted and/or expanded upon herein.

Section 2 – Membership – The membership of District 2_e2 shall consist of all Lions Clubs and members thereof, within the established boundaries of the District, which have been duly chartered by Lions International and are in good standing.

Section 3 – District Governor - The District shall have a Governor, duly elected as provided herein and in accordance with Lions International Constitution and By-Laws.

- a. Qualification – A candidate for District Governor must satisfy all the requirements stated in the Lions International Constitution and By-Laws. In addition, a candidate must be willing must attend, unless providentially hindered, the District Governors School held at the Lions International Convention immediately preceding taking office.
- b. Election – The election of District Governor must conform to the Lions International Constitution and By-Laws. The following procedures and rules shall apply in lieu of more definitive provisions in said Constitution and By-Laws.
 1. There shall be no “Write in” votes cast for the office of District Governor, except as hereinafter provided.
 2. Nominations for the office of District Governor shall not be made from the floor of the convention, except as hereinafter provided.
 3. In the event there is only one (1) candidate, the ballot shall provide for a “Yes” and a “No” vote. A majority of “Yes” votes shall be required to elect. In the event the majority of votes are “No”, then, and only then, can nominations be made from the floor of a duly notified convention assembly. Procedures as heretofore and hereinafter provided in all respects shall apply, except that nominees’ names need not appear on a printed ballot.
 4. In the event the convention opens with no candidate, nominations from the floor of a duly notified convention assembly shall be the Orders of the Day.
 5. In the event there are three (3) or more qualified candidates, a plurality shall elect.
 6. In the event of any tie votes, a winner shall be determined by drawing lots.
- c. Term of Office – The Governor’s term of office shall be from the adjournment of the International Convention next following election, to the adjournment of the next following International Convention, or as provided for in the International Constitution and By-Laws.
- d. Duties and Responsibilities
 1. The District Governor is the chief executive of the District. He shall supervise the work and activities of the District. He shall perform all duties set forth herein and in the Lions International Constitution and By-Laws, and all duties as may be required of him in the best interests of Lionism.
 2. The District Governor shall, by the time of taking office, divide the District into Regions of sixteen (16) or fewer Lions Clubs each, and divide each Region into Zones of eight (8) or fewer Lions Clubs.
 3. The District Governor shall, by the time of taking office, appoint Region and Zone Chairmen. If the District Governor elects not to appoint Region Chairmen, all duties and responsibilities of Region Chairmen shall become the responsibilities of the District Governor.
 4. The District Governor shall, by the time of taking office, appoint A District Cabinet Secretary and A District Cabinet Treasurer.
 5. The District Governor shall appoint District committees and designate the chairs thereof, and such other officers as necessary for the furtherance of Lionism in the District.
 6. The District Governor shall issue an official call for a District Convention, as hereinafter provided.
 7. The District Governor shall appoint the following committees and designate the chairs thereof, for the operation and function of the, (hereinafter provided for), District Convention.
 - (a) An Elections Committee, consisting of no more than five (5) members, each from a different Lions Club within the District. This committee shall receive, review (for compliance with statutory requirements) and approve or reject all nominations to the various elective offices of the District and its separate entities. This committee shall also plan for and conduct a nominations meeting and the general election of each annual convention.
 - (b) A Constitution and By-Laws Committee which in addition to other duties shall receive, review and comment upon all constitutional changes pertaining to a separate District entity, the State or a separate State entity or the International Association. This committee shall present all constitutional changes at the nominations meeting referred to in paragraph (a) above.

- (c) Such other committees (Rules, Resolutions, Registration, Parliamentary, Credentials, Sergeant-at-arms, Programs, etc) as are necessary for the proper conduct of the annual convention.
- 8. The District Governor has the authority and duty to remove from office any individual appointed by him who is derelict, negligent, or for any other good and just cause which is in the best interest of Lionism.
- 9. In the even of vacancy in any District office, except that of Governor, or Club President or Club Secretary, the Governor has the authority and duty to fill each such vacancy for the unexpired remainder of the term.
- 10. The retiring District Governor shall transmit to the successor Governor all district files, financial records and all other records and communications which are pertinent to the functioning, organization, and conduct of District business.
- 11. The retiring District Governor shall cause a Compilation Report to be made by a committee, consisting of a Certified Public Accountant, not serving as a member of the Cabinet as chairman, and three member selected by said Chairman. If there is reason found for a more comprehensive report, the committee shall require a Review of a Certified Audit. The retiring District Governor shall require the Compilation Report to be completed at least ten (10) days prior to the second Cabinet meeting of the successor Governor. Said report shall be delivered to the successor Governor, who shall transmit a copy immediately to the Budget Committee, hereinafter provided, for recommendations as to acceptance.
- e. Removal from Office – A District Governor who is negligent in performance of duty or responsibility, or for other good and just cause, may be removed from office by the following procedure in its entirety and sequence.
 - 1. A two-thirds (2/3s) vote for removal by the District Cabinet.
 - 2. A two-thirds (2/3s) vote for removal by the Boards of Directors of the Lions Clubs in the District.
 - 3. Submission of a petition to Lions International stating full particulars. The subsequent decision of Lions International’s Board of Directors shall be final.
- f. Vacated Office – In the event the office is vacated, for any reason for a period in excess of sixty (60) days, the Vice District Governor, hereinafter defined, shall assume the duties of District Governor, upon approval of Lions International Board of Directors.

Section 4 – Vice District Governor

- a. Qualifications – Section 3 a. of this Article applies in its entirety.
- b. Election – Section 3 b. of this Article applies in its entirety.
- c. Term of Office – Section 3 c. of this Article applies in its entirety.
- d. Duties and responsibilities
 - 1. The Vice District Governor shall fulfill all duties and obligations and meet all requirements promulgated by Lions International.
 - 2. Aid and assist the District Governor at the Governor’s request
 - 3. Make official visits on request of the Governor.
 - 4. Represent the District at official functions of Lions Clubs within the District when requested by the Governor, or in the absence of the Governor.
 - 5. Assume the duties of District Governor in the event the office is vacant as defined in Section 3 of this Article.
- e. Removal from office - Section 3 e. of this Article applies in its entirety.

Section 5 – District Governor’s Honorary Committee – The District shall have a District Governor’s Honorary Committee whose membership shall consist of Past International Officers, Past International Directors and Past District Governors who are members of Lions Clubs within the District. The Immediate Past District Governor shall chair the committee, which will meet when and as called upon by the District Governor.

ARTICLE VIII – The District Cabinet

Section 1 – Membership – The District Cabinet, hereinafter referred to as the “Cabinet”, shall consist of the District Governor (as presiding officer), the Vice District Governor, Immediate Past District Governor, Cabinet Secretary, Cabinet Treasurer, Region Chairmen (if appointed by the District Governor), Zone Chairmen, Directors of the Texas Lions Camp for Crippled Children, District appointed Trustee of the Texas Lions Foundation, President of the District Organ and Eye Bank, President of the District Drug Awareness Council, the President of any future organization sanctioned by District 2-E2, and the highest ranking elected 2-E2 officer of the Julien C. Hyer Lions Youth Camp, Inc. The District Governor shall appoint district committees and designate the committee chairs as voting members of the Cabinet.

Section 2 – Authority

- a. Function – The Cabinet shall function within the limits of Lions International Constitution and By-Laws and this document. It shall be the executive body of the District, and as such, all corporate powers of the District, whether expressed or implied, are vested in the Cabinet.
- b. Quorum – A majority of cabinet members present shall constitute a quorum at a regular Cabinet meeting.
- c. Suspension of Voting Rules_– The District Governor may request a motion for the suspension of voting rules to allow all district members in attendance to vote on a single specific issue. A two-thirds majority approval of cabinet members present is required for suspension to occur.

Section 3 – Duties and Responsibilities

- a. Purpose – The Cabinet’s purpose is to supervise, coordinate and promote the general welfare of the Lions Clubs and the individual members thereof, and to assist the Governor. The Cabinet shall act in behalf of, and transact business of the District, in the best interests of the membership.
- b. Meetings – The Cabinet shall meet at least four (4) times during the year (once each quarter) and/or as set by the District Governor. The first meeting shall be held within thirty (30) days following adjournment of the preceding International Convention, for the purpose of approving the surety company from which a bond, as hereinafter provided, shall be secured, approving the depository for District funds, adopting a budget for the year, discussing matters and transacting business pertaining to the District.

Ten (10) days written notice of Cabinet meetings shall be given to cabinet members by the Cabinet Secretary. Special cabinet meetings may be called at the discretion of the District Governor, or shall be called by the Governor upon a written request of the majority of members thereof. No less than five (5) days, nor more than ten (10) days written notice of special cabinet meetings shall be given to each member.

One (1) of the regular meetings may be held in conjunction with (immediately prior to) the District Convention, hereinafter provided for.

- c. Surety Bond – The Cabinet shall require posting of a surety bond in the amount of \$10,000 minimum on the Cabinet Treasurer.
- d. Minutes and Records – The cabinet shall require that (1) accurate records of each cabinet meeting and all District proceeding, including the convention, shall be kept; (2) the minutes of said meetings and/or proceedings, including financial reports, shall be presented to the District Convention; (3) copies shall be transmitted by the Cabinet Secretary to the District Governor, each cabinet member, Lions International, and the State Office within fifteen (15) days of each meeting; and (4) copies of same shall be given, each, to the succeeding Governor, Cabinet Secretary and Cabinet Treasurer.
- e. District Revenue – The Cabinet shall require that (1) all monies collected as district revenue and all other monies deposited with or transmitted through the District, for any reason, shall be deposited in the approved depository of the District, (2) said monies shall be disbursed as payments or withdrawals only by check signed by the Cabinet Secretary or Cabinet Treasurer, and countersigned by the District Governor and (3) all disbursements be approved by the Cabinet. In the event that, for any reason, the Cabinet Secretary, Cabinet Treasurer and/or District Governor cannot sign a check, a notarized attestation by a majority of the Cabinet shall be sufficient to release the monies or provide for another signatory or signatories.
- f. District Convention – The Cabinet shall provide for a District Convention annually. The Cabinet shall have the absolute power to change, at any time, for good and sufficient reason, without any liability to the District or State, the city or place of holding the convention.

The District Governor’s expenses in conjunction with the District Convention shall be considered a District Administrative expense. Reimbursement for said expenses shall be in accordance with the Rules of Audit of Lions International. Administrative expenses due to the District Governor for the District Convention shall be determined by the Budget Committee.

- g. State Convention – The Cabinet shall be responsible for providing for and coordinating any District functions at any State Convention. The Cabinet shall, when requested by the Executive Committee of the Council of Governors, assist in any way in providing for, organizing and coordinating the State Convention when held in this District.
- h. International Convention_– The Cabinet shall be responsible for gifts and favors for the International Convention as requested by the District Governor, if recommended by the Budget Committee.

1. The Cabinet shall provide for the District Governor-Elect’s expenses incurred in conjunction with attendance at the District Governor’s school, unless otherwise provided for by Lions International. Said expenses, if required, shall be considered a District Administrative

expense and reimbursement for same, by the District, shall be in accordance with the Rules of Audit of Lions International, but not to exceed the amount budgeted by the District 2-E2 Budget Committee.

2. Every consideration will be given by the Cabinet to providing at least in part for the expenses of the retiring Cabinet Secretary and Cabinet Treasurer incurred in conjunction with their attendance at the International and District Conventions. Said expenses shall be considered a District Administrative expense and disbursement for same, by the District, shall not exceed the provision in the Rules of Audit of Lions International or the amount budgeted by the District 2-E2 Budget Committee.
- i. Financial Reports and Audits – The Cabinet shall receive from the Cabinet Treasurer financial reports at each Cabinet meeting and shall make provision for a Compilation Report of the books and accounts of the District. The report shall be made and completed by the committee set forth in Article VII, Section 3 d (11).

A copy of said report shall be furnished to all District officers, the District Governor-elect, the Cabinet Secretary-designate and the Cabinet Treasurer-designate, State Office and Lions International, and shall be transmitted to the District Convention for its information.

- j. Surplus and Unbudgeted Funds – The Cabinet shall provide for, in the District Administrative Budget, an amount not less than five percent (5%) or more than ten percent (10%) of the total annual District Administrative per capita tax, which shall be designated as a Special Unbudgeted Fund. Said Fund shall be retained intact and transferred intact to the succeeding Governor to provide for District Administrative operating expenses between the beginning of the year and the receipt of the first six months per capita taxes from clubs in the District. The Cabinet shall provide for the transfer of said Special Unbudgeted Fund and any surplus fund(s) as there may be in any District account(s) to the succeeding Governor and Cabinet.

ARTICLE IX - District Convention

Section 1 – Provisions and Purpose – District Convention shall be held annually, at which: the District Governor and Vice District Governor shall be elected to serve for one (1) year each, a Director of the Texas Lions Camp shall be elected to serve for two (2) years; the necessary directors to conform to the Constitution and By-Laws of the District Organ and Eye Bank, the Julien C. Hyer Lions Youth Camp, the District Drug Awareness Council and of any future organization incorporated by District 2-E2 shall be elected; the Host Club and Host City (if proposed) for the next convention shall be selected; two members of the Budget Committee shall be elected; the membership shall vote on proposed changes (if any) to this document and such matters of statewide business as are presented; and other business as is necessary and requires convention consideration will be conducted.

Section 2 – Time and Place – The convention shall be held at a place and time selected in accordance with Lions International Constitution and By-Laws. The Governor shall issue an official call for the annual convention not earlier than ninety (90) days nor later than (30) days prior to the date fixed for holding same.

Section 3 – Administration – The District Governor and Cabinet shall have full supervision over all phases of the convention and all cabinet members shall be officers of the conventions.

Section 4 – Program – There shall be a printed program of convention sessions and events, stating time and place of occurrence. Said program shall be the Order of the Day for the convention.

Section 5 – Nominations – Nominations and proposals shall be submitted to the Elections Committee in accordance with the following.

- a. District Governor - The committee shall receive the written endorsements (nominations) of any member who satisfies the qualifications heretofore stated. Such endorsements (nominations) shall be received not later than thirty (30) days prior to the opening of the District Convention. Nominations shall not be made from the floor of the convention, except as heretofore provided.
- b. Vice District Governor – Section 5 a of this Article applies in its entirety.
- c. Director of the Texas Lions Camp for Crippled Children – The committee shall receive the written nomination (endorsed by the majority of the members of the nominee’s club) of any member qualified for office of Director of the Texas Lions Camp for Crippled Children. The nomination shall be received not later than thirty (30) days prior to the opening of the District Convention. Should there be no written endorsements received, nominations from the floor of the convention shall be the Order of the Day. All nominees shall be members in good standing of a Lions Club in the District, likewise in good standing.

- d. Directors of the District Organ and Eye Bank, of the Julien C. Hyer Lions Youth Camp, the District Drug Awareness Council and of future organization incorporated by District 2-E2 – Section 5 c of this Article applies in its entirety.
- e. Host Club and City – The committee shall receive all invitations in writing from Clubs and cities in the District desiring to host the following year’s District Convention. All invitations shall be received not later than thirty (30) days prior to the opening of the District Convention. Should there be no written invitation; nominations from the floor of the convention shall be the Order of the Day. All Clubs so nominated shall be Clubs in good standings.
- f. Nomination and Motion Speeches – Nominations and seconding speeches shall be limited to one (1) each, which shall be limited to five (5) minutes and three (3) minutes respectively for each candidate and/or question presented to the convention.
- g. International Candidates – The committee shall receive from the State Office all presentations (resolutions) of statewide candidates for International Office. The Nominating Committee shall report the presentations (resolution) of the convention in full detail.

Section 6 – Arrangements – The Host Club shall be responsible for making all arrangements for the convention including lodging, meeting rooms, banquets, luncheons, facilities, entertainment, gifts for guests, etc. under the supervision of the District Governor and the Cabinet. The District Governor will be responsible for making arrangements for guest speakers.

Section 7 – Delegates – At the District Convention each chartered club, in good standing, is entitled to one voting delegate for each ten members, or major fraction thereof (five or more constituting a major fraction), and a like number of alternate delegates. All Past District Governors shall be entitled to one vote each, said vote not counting against the delegate total of their club.

Section 8 – Elections – All elections shall be held in accordance with Lions International Constitution and By-Laws and this document. All voting on any question of a state-wide nature, the election of the Governor, Vice District Governor, Texas Lions Camp for Crippled Children Director, and Directors of the District Organ and Eye Bank, Julien C. Hyer Lions youth Camp, District Drug Awareness Council and of any future organization incorporated by District 2-E2 and any other matter deemed appropriate by the Cabinet shall be by individual, secret, printed ballot. Each qualified delegate, or alternate, present in person shall be entitled to cast one (1) vote on every question. The number of qualified delegates, or alternates, present in person voting at the convention, shall constitute a quorum. The decision of the majority on all questions, except as otherwise provided herein, shall be binding upon all the members.

ARTICLE X – Revenue

Section 1 – Collection – It shall be the duty and responsibility of the Cabinet Secretary to bill, collect and disburse the revenue as hereafter and heretofore provided, said revenues being billed, collected and disbursed having been approved previously by membership delegates at any District and/or State Convention.

Section 2 – District Administrative Fund

- a. Provision and Amount – To provide a District Administrative Fund, the Budget Committee shall establish the per capita tax to be levied, such per capita tax not to exceed Nine United States Dollars and Twenty-Five Cents (\$9.25) per member per club with Fifty cents (\$0.50) designated for the MD-2 Convention when District 2-E2 will host the State Convention. Said per capita tax shall be remitted by each club in the District to the Cabinet Secretary as provided in Section d following.
- b. Billings – Each club in the district Shall be billed by the Cabinet Secretary not sooner than sixty (60) days nor later than thirty (3) days prior to the due date provided in section d following.
- c. Base – Said tax shall be based upon the membership of the club as shown by its Membership and Activities Report for June and December respectively.
- d. Due Date – Said tax shall be paid semi-annually by each club as soon as possible after billing but not later than September 10th and March 10th respectively for each fiscal year.
- e. New and Reorganized Clubs – Newly organized and reorganized clubs shall pay pro-rata semi-annual per capita tax beginning with the first day of the month following that month the club is chartered or reorganized. Said tax shall be due and payable not later than the first day of the second month following that month in which the club is chartered or reorganized.

Section 3 – State Administrative Fund

- a. Provision and Amount – To provide a State Administrative Fund, a per capita tax as adopted by Multiple District 2 shall be remitted on a semi-annual basis.
- b. Billing – Section 2 b of this Article shall apply in its entirety.
- c. Base – Section 2 c of this Article shall apply in its entirety.
- d. Due Date – Section 2 d of the Article shall apply in its entirety.
- e. New and Reorganized Clubs – Section 2 e of this Article shall apply in its entirety.

- f. Remittance to State Office_– Said tax shall be remitted by the Cabinet Secretary to the Council Treasurer bi-annually, not later than November 15th and May 15th respectively of each fiscal year. The Cabinet Secretary shall remit only that amount collected and a statement of delinquent clubs, if any, shall accompany said remittance.

Section 4 – Promote Texas Fund –

- a. Purpose, Provision and Amount – To provide monies whereby Texas Lionism may be publicized; there shall be a Promote Texas Fund. Said fund shall be used to: promote good will among the Lions of other states and countries, to exalt Texas Lionism to the general public within and without the state; in support of the promotion of s State candidate for International Office; for any other good and just cause, at the discretion of the MD-2 Council of Governors in pursuance of these and/or related goals.

To provide said fund a semi-annual per capita tax of Twenty-Five United States Cents (\$0.25), (Fifty United States Cents (\$0.50) annually) shall be levied on each club for each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Secretary and forwarded thereafter to the State Office.

- b. Billing – Section 2 b of this Article shall apply in its entirety.
- c. Base – Section 2 c of this Article shall apply in its entirety.
- d. Due Date – Section 2 d of the Article shall apply in its entirety.
- e. New and Reorganized Clubs – Section 2 e of this Article shall apply in its entirety.
- f. Remittance to State Office_– Said tax shall be remitted by the Cabinet Secretary to the Council Treasurer bi-annually, not later than November 15th and May 15th respectively of each fiscal year. The Cabinet Secretary shall remit only that amount collected and a statement of delinquent clubs, if any, shall accompany said remittance.

Section 5 – Texas Lions Camp for Crippled Children Fund

- a. Purpose, Provision and Amount – To provide a Texas Lions camp for Crippled Children Fund, a semi-annual per capita tax, as adopted by Multiple District 2, shall be levied on each club for each member. Said tax shall be remitted by each club to the District Secretary

To provide said fund a semi-annual per capita tax of Six United States Dollars (\$6.00), (Twelve United States Dollars (\$12.00) annually) shall be levied on each club for each member thereof. Said tax shall be remitted by each club in the District to the District Cabinet Secretary.

- b. Billing – Section 2 b of this Article shall apply in its entirety.
- c. Base – Section 2 c of this Article shall apply in its entirety.
- d. Due Date – Section 2 d of the Article shall apply in its entirety.
- e. New and Reorganized Clubs – Section 2 e of this Article shall apply in its entirety.
- f. Remittance to State Office – Said tax shall be remitted by the Cabinet Secretary semi-annually by the District Cabinet Secretary to the Camp Office not later than November 15th and may 15th respectively of each fiscal year. The Cabinet Secretary shall remit only that amount collected and a statement of delinquent clubs, if any, shall accompany said remittance.

Section 6 – District 2-E2 Organ and Eye Bank Fund

- a. Purpose, Provision and Amount – To provide a District 2-E2 Organ and Eye Bank Fund, a semi-annual per capita tax of one dollar and fifty cents United States currency (\$1.50) (three United States dollars (\$3.00) annually) shall be levied on each club for each member.
- b. Billing – Section 2 b of this Article shall apply in its entirety.
- c. Base – Section 2 c of this Article shall apply in its entirety.
- d. Due Date – Section 2 d of the Article shall apply in its entirety.
- e. New and Reorganized Clubs – Section 2 e of this Article shall apply in its entirety.
- f. Remittance to the District 2-E2 Organ and Eye Bank_– Said tax shall be remitted semi-annually by the Cabinet Secretary to the Organ and Eye Bank Treasurer, not later than thirty (30) days after receipt. The Cabinet Secretary shall remit only that amount collected and a statement of delinquent clubs, if any, shall accompany said remittance. .

Section 7 – Julien C. Hyer Lions Youth Camp Fund

- a. Purpose, Provision and Amount – To participate in and provide a fund for the Julien C. Hyer Lions Youth Camp, a cooperative organization, funded and operated by the Lions of District 2-E2 and District 2-X1, a semi-annual per capita tax of one United States dollar (\$1.00) (two United States dollars (\$2.00) annually) shall be levied on each club for each member.
- b. Billing – Section 2 b of this Article shall apply in its entirety.
- c. Base – Section 2 c of this Article shall apply in its entirety.

- d. Due Date – Section 2 d of the Article shall apply in its entirety.
- e. New and Reorganized Clubs – Section 2 e of this Article shall apply in its entirety.
- f. Remittance to the Julien C. Hyer Lions Youth Camp - Said tax shall be remitted semi-annually by the Cabinet Secretary to the Julien C. Hyer Lions Youth Camp Treasurer, not later than thirty (30) days after receipt. The Cabinet Secretary shall remit only that amount collected and a statement of delinquent clubs, if any, shall accompany said remittance.

Section 8 – District Drug Awareness Council Fund

- a. Purpose, Provision and Amount – To provide a fund for operation of a District Drug Awareness Council a semi-annual per capita tax of fifty United States cents (\$0.50) (one United States dollars (\$1.00) annually) shall be levied on each club after the Budget Committee makes such recommendation and the recommendation is adopted by the District Cabinet, any funds thereafter collected shall be forwarded to the Cabinet Secretary.
- b. Billing – Section 2 b of this Article shall apply in its entirety.
- c. Base – Section 2 c of this Article shall apply in its entirety.
- d. Due Date – Section 2 d of the Article shall apply in its entirety.
- e. New and Reorganized Clubs – Section 2 e of this Article shall apply in its entirety.
- f. Remittance to State Office_– Said tax shall be remitted semi-annually by the Cabinet Secretary to the Drug Awareness Council no later than thirty (30) days after receipt. The Cabinet Secretary shall remit only that amount collected and a listing of delinquent clubs, if any, shall accompany said remittance.

Section 9 – Future Organizations – In the event organizations are approved or formed by District 2-E2 in the future, a per capita tax shall be recommended by the Budget Committee and, after approval at the next District Convention, any per capita tax shall be levied, collected and paid as set forth in Section 6 of the Article.

Section 10 – Report of Revenue – The Governor shall receive from each organization specified in Sections 6, 7, 8 and 9 of this Article a signed quarterly financial compilation (Balance sheet and income statement). These statements must be received by the Governor in the month following the end of each quarter. Distribution of statements must be made in the Governor's next newsletter following the receipt of the statements.

ARTICLE XI – Budget Committee

Section 1 – Purpose - The Budget Committee shall be established for the purpose of establishing and recommending a budget to the Cabinet for each incoming District Governor after approval of this document.

Section 2 – Membership – The Budget Committee shall consist of five (5) members in good standing: one the incoming District Governor, one the immediate Past Cabinet Treasurer, one a Past District Governor (to be elected by all Past District Governors) and two members in good standing of Lions Clubs, also in good standing in the District, to be elected at District Convention.

Section 3 – Election of Budget Committee – Nominations for the Budget Committee at the District Convention shall be made from the floor and shall be elected by plurality. The election of a Past District Governor to the committee, by Past District Governors, shall be done at the District Convention. The term of office for each member shall be one year.

Section 4 – Duties – The Committee shall recommend a budget for the next ensuing fiscal year, such recommendation to be made to the District Governor and Cabinet, which budget shall specifically limit that amount to be paid out of the administrative fund as follows:

- a. To the District Governor – One thousand United States dollars (\$1,000) to be utilized by the Governor for expense of International Convention, District Conventions, State Conventions or Cabinet meetings. Any funds not used by the Governor shall be allocated to unbudgeted funds.
- b. To the Vice District Governor – Five Hundred United States dollars (\$500) to be utilized by the Vice District Governor for International Conventions, District Conventions, State Conventions or Cabinet meetings. Any funds not used by the Vice District Governor shall be allocated to unbudgeted funds.
- c. To the Vice District Governor-elect – Five Hundred United States dollars (\$500) to be utilized by the Vice District Governor-elect for International or State Conventions. Any funds not used by the Vice District Governor-elect shall be allocated to unbudgeted funds.
- d. To the Cabinet Secretary – Five Hundred United States dollars (\$500) to be utilized by the Cabinet Secretary for International Convention, District Conventions, State Conventions or Cabinets meetings. Any funds not used by the Cabinet Secretary shall be allocated to unbudgeted funds.
- e. To the Cabinet Treasurer – Five Hundred United States dollars (\$500) to be utilized by the Cabinet Treasurer for International Convention, District Conventions, State Conventions or Cabinets meetings. Any funds not used by the Cabinet Treasurer shall be allocated to unbudgeted funds.

- f. Restrictions to Expenditures by the Above – No more than twenty five percent (25%) allotted to each officer shall be used for Cabinet meeting or District Convention.
- g. The Budget Committee shall in its wisdom if funds are available, provide out of the Administrative Fund, reimbursement to the District Governor and Vice District Governor for normal and usual expenses not reimbursed by Lions International.
- h. The Budget Committee shall provide for a State Convention Fund, for use when the State Convention is hosted by District 2-E2, by providing from the per capita tax, a sum not to exceed fifty United States cents (\$0.50) per year per member and any interest accrued thereon shall be automatically redeposited to the State Convention Fund. The fund shall be established in a depository by the District Governor for the year 1991-92, and shall remain in such depository unless a change of depository is recommended for good cause by a succeeding District Cabinet.
- i. To provide for unbudgeted funds for the next District Governor.
- j. Recommend any changes in per capita tax to the Constitution and By-Laws Committee.
- k. Chairman and Secretary shall be selected by the committee.

ARTICLE XII – Gender

When reference is made to masculine gender in this Constitution, it shall be interchangeable with the feminine gender as applicable.

ARTICLE XIII – Conflicts

Section 1 – In the event a Budget Committee recommendation is not adopted by the Cabinet, such item shall be deleted from the proposed budget.

Section 2 – Any authorized entity under this Constitution shall follow the guidelines set forth herein. In the event the Constitution and By-Laws of such entity conflict with this document, this document shall prevail. In the event an authorized entity fails or refuses to follow District 2-E2's Constitution and persists in violation, ten (10) day after certified notice of such violation, upon a plurality vote by the Cabinet, the District Governor may revoke the authority of such entity.

ARTICLE XIV – Adoption

Section 1 – This Constitution and By-Laws shall become in full force and effect with the beginning of the next fiscal year after same has been adopted by a two-thirds (2/3s) affirmative vote of the delegates at the District Convention.

Section 2 – In the event any Article or Section thereof is challenged and fails to pass by a two-thirds (2/3s) majority, it will not affect the remaining Articles and Sections of this document.

ARTICLE XV – Amendments and Revisions

This Constitution may be amended or revised only in accordance with the procedure outlined in Article VI of this document.

BY-LAWS

ARTICLE I – Duties and responsibilities

Section 1 - District Governor – The District Governor shall represent the District at the annual State Convention. In the event the Governor cannot be present, the Vice District Governor shall be appointed to represent the District, and the Council Chairman shall be duly notified.

The Governor shall preside at all meetings of the Cabinet and shall appoint the Vice District Governor to chair the meetings in the absence of the Governor. In the event such provisions are not made, the Cabinet may, by resolution, appoint one of its members to chair the meetings(s).

Section 2 - Vice District Governor – The Vice District Governor shall assist the Governor and Cabinet in conducting the business of the District and those other duties set forth in the Constitution.

The Vice District Governor shall make official visits and represent the District at functions of Lions Clubs within the District as the Governor deems necessary. The Vice District Governor shall assume the office of District Governor in the event the office is vacated for any reason.

Section 3 - Cabinet Secretary – The Cabinet Secretary shall assist the Governor and Cabinet in conducting the business of the District, and shall perform such duties as are specified or implied in the Constitution and By-Laws of this organization, or as may be assigned from time to time by the Cabinet.

The Cabinet Secretary shall sign all notices and documents issued by the District, make an annual report to the Cabinet at the meeting preceding the District Convention and at such other times as the Cabinet may require.

The District's records, accounts and books shall be kept available at all times for inspection by the Cabinet, the Governor or any auditors named by the Cabinet.

Section 4 - Cabinet Treasurer – The Cabinet Treasurer shall assist the Governor and Cabinet in conducting the business of the District, and shall perform such duties as are specified or implied in the Constitution and By-Laws of this organization, or as may be assigned from time to time by the Cabinet.

The accounts, books and records of the District shall be kept available for inspection at all times by the Cabinet, the Governor or any auditors named by the Cabinet.

Section 5 - Region Chairmen – Each Region Chairman shall be a member of the District Cabinet and shall attend regular and special meetings. Each Chairman shall assist the Governor in promoting Lionism in their respective Region by performing such duties as may be delegated from time to time by the Governor or the Cabinet.

Each Region Chairman shall supervise and assist the Zone Chairmen of their respective Region and see that they perform the duties specified in the "*District Governor's Organization*" booklet. In the event Zone Chairmen are not performing their duties as specified, the Region Chairman shall recommend to the District Governor that such Chairman be replaced.

Section 6 - Zone Chairmen – Each Zone Chairman shall perform the duties specified in the "*District Governor's Organization*" booklet and as follows:

- a. Zone Chairmen shall be members of, and chair, the Advisory Committee composed of club presidents and secretaries in their respective zone.
- b. Each Zone Chairman shall hold three (3) regularly scheduled Advisory Committee meetings.
- c. The Zone Chairman shall preside at said meetings.
- d. The Zone Chairman shall make a report of each such meeting and send copies, within five (5) days, to Lions International and the District Governor.
- e. It shall be the Zone Chairman's duty to see that every club within their zone are operating efficiently, under the Standard Organization Plan of Lions International.
- f. Each Zone Chairman shall arrange regular scheduled Zone meetings (meetings to which all Lions in the Zone are invited) and shall serve as presiding officer of these meetings.
- g. Each Zone Chairman shall encourage clubs in each Zone to hold inter-club meetings (meetings of Lions Clubs with other Lions Clubs) and such other social activities as gold, bowling and softball tournaments, banquets, anniversary celebrations; special functions such as meetings in observance of Past District Governor's Month, honoring Key and Master Key members, old Monarchs, etc; installation of officers; induction of new members; ladies night, outings and similar functions.
- h. Zone Chairmen shall promote attendance at Charter Nights of newly organized clubs.

- i. It shall be the Zone Chairman's duty to promote the annual District, State and International Conventions among the clubs in their zones, and they shall endeavor to have clubs represented at each by at least the full quota of delegates to which they are entitled.
- j. The official actions of each Zone Chairman shall be under supervision of the District Governor and of the Region Chairman of the Region of which the Zone is a part.

Section 7 – District Cabinet – The Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism with the District. The Cabinet shall perform the duties specified in the "*District Governor's Organization*" booklet and as follows:

- a. It shall serve in an advisory and administrative capacity only.
- b. Through the Region Chairmen, it shall receive reports and recommendations which emanate from and concern the clubs and zones with their respective regions.
- c. It shall supervise the collection of all stipulated per capita tax pertaining to the District, including the District Convention Administrative Fund, by the Cabinet Secretary and it shall designate a depository for all said funds.
- d. It shall authorize the payment, out of funds of the District, of all legitimate expenses pertaining to the administration of the affairs of the District as provided by the Budget Committee.
- e. It shall make provisions for an audit, at the end of the fiscal year, of the books and accounts of the District as are found necessary from time to time as provided in the Constitution.
- f. At the first meeting of the Cabinet, there shall be agreed upon a definite schedule of Cabinet Meetings to be held during the year; and, in-so-far as possible, definite dates and places for such meetings.

Section 8 – District Governor's Advisory Committees – These committees are the advisory bodies from the Zones to the District Governor and the Cabinet, and they represent all the clubs in each Zone in this capacity. These committees shall perform the duties specified in the "*District Governor's Organization*" booklet and as follows:

- a. They shall serve in an advisory and administrative capacity only. From the club presidents and secretaries, which club officers, with the Zone Chairmen, constitute each committee's membership, these committees shall receive recommendations affecting the welfare of Lionism and the clubs in each zone. They shall relay to the Region Chairmen, information and recommendations affecting the welfare of Lionism in each Zone, their Region and the District.
- b. Each committee shall hold at least three (3) annual meetings.
- c. Each shall assist their Zone Chairmen in their endeavors to have every club within each Zone operating efficiently under the Club Standard Organization Plan of Lions International.
- d. Each shall promote attendance of clubs in the Zone at the annual District, State and International Convention.
- e. Each shall assist the chairmen in promotion among the clubs of the Zone inter-club meetings (meetings of Lions Clubs with other Lions Clubs) and such other social activities as gold, bowling, softball tournaments, banquets, anniversary celebrations, special functions such as meetings in observance of Past District Governor's Month, honoring Key and Master Key members, old Monarchs, etc; installation of officers, induction of new members, ladies nights, outings and similar functions.

Section 9 – District Governor's Honorary Committee – The chief mission of this committee shall be to promote harmony throughout the District. In this connection, the members of this committee shall be known as "Ambassadors of Good Will".

The Chairman of this committee shall attend meetings of the Cabinet when called upon by the Governor to do so; and the Chairman may be an ex-officio member of the Cabinet. The official action of the committee, or of its individual members, shall be under the supervision of the District Governor.

Section 10 – District Entities – No District entity shall cause funds to be raised among and from District 2-E2 members. In addition thereto, no District 2-E2 entity shall enter into any agreement, resolution, activity or adopt any program or activity that in any way causes or infers a financial obligation or a performance obligation on any Lions members of Lions Clubs in District 2-E2. All fund raising activities shall be approved by the Cabinet thirty (30) days prior to commencement of such activity. This shall not exclude a Lions Club from having activities in its club in the usual and normal course of its regular fund-raising activities.

ARTICLE II – Committees

Section 1 – Special District Committees – From time to time the District Governor shall appoint such special committees as may be necessary in the Governor's judgment.

Section 2 – Chairmen – The District Governor shall designate the Chairman of each committee appointed by him, and shall have power to fill all vacancies in any committee so appointed.

ARTICLE III – Rules for Convention Procedure

Section 1 – Program – The Governor shall arrange a program for the District Convention and the same shall be the Order of the Day for all sessions.

Section 2 – Parliamentary Procedure – “*Robert’s Rules of Order*” as from time to time amended, shall govern all parliamentary procedure, except as otherwise provided in the Rules of Procedure adopted by the Convention.

ARTICLE IV – Fiscal Year

The fiscal year of the District shall be from July 1st to June 30th, inclusive of each year.

AUTHENTICATION

This is a true and accurate copy of a typeset document which remains in my possession. While original grammatical errors remain in place, I did correct inconsequential spelling and punctuation errors. I rationalized that these latter mistakes probably occurred in earlier transcription processes. I altered the basic format of the document, standardizing font sizes and sub-paragraph spacing to obtain uniformity of appearance throughout the document.

It is intended that this electronic version will be permanently available via the Internet for the use of District Officers, Committees, Cabinet officials, Lions Clubs and individual Lions. All original pages of this document are undated; as subsequent revisions, amendments and/or changes are made, the date of adoption will be included in the footer of individual pages. This authentication is not part of the original document.

ROBERT P. (BOB) BRADY, PDG
Chairman
Const & By-Laws Committee
2008/09