

# CONSTITUTION AND BY-LAWS



## DISTRICT 25-G LIONS OF INDIANA

AMENDED AT THE 2016 DISTRICT CONVENTION  
MARCH 12, 2016  
SOUTH BEND, INDIANA

***LIONS OF DISTRICT 25-G  
CONSTITUTION & BY-LAWS***

**CONSTITUTION**

***ARTICLE I - NAME***

SECT. 1. This organization shall be known as District 25-G, hereinafter referred to as District 25-G.

***ARTICLE II - OBJECTS***

SECT. 1. The objects shall be to provide the Lions of District 25-G with an efficient organization headed by the District Governor, for the purpose of advancing Lionism and to provide proper administration thereof.

***ARTICLE III – MEMBERSHIP***

SECT. 1. The membership of District 25-G shall consist of all the Lions Clubs in District 25-G duly chartered by Lions Clubs International.

SECT. 2. District 25-G shall consist of the Lions Clubs which have been duly chartered in the following counties of Indiana: Elkhart, St. Joseph, Marshall, Kosciusko, Wabash, Fulton, and Miami.

***ARTICLE IV - DISTRICT OFFICERS***

SECT. 1. The District shall have a District Cabinet composed of the District Governor, the First and Second Vice District Governors, the Immediate Past District Governor, Zone Chairpersons and a Cabinet Secretary-Treasurer or Cabinet Secretary and Cabinet Treasurer. The members of the District Cabinet shall be the Officers of the District.

SECT. 2. The District Governor and the First and Second Vice District Governors shall be elected at a District Convention of the District and shall take office immediately on the adjournment of the Lions Clubs International Convention next succeeding his/her election and shall serve until the adjournment of the next following International Convention.

SECT. 3. The District Governor shall, within thirty (30) days after he/she has been elected, appoint a Zone Chairperson for each Zone in the District, a Cabinet Secretary-Treasurer or Cabinet Secretary and Cabinet Treasurer to assist him/her with his/her District organization work.

SECT. 4. Each officer appointed by the District Governor shall be a member in good standing of a chartered Lions Club in good standing in the District.

SECT. 5. In the event of a vacancy in the District Governor's Cabinet, except that of District Governor and First and Second Vice District Governors, the District Governor shall have the power to fill such vacancy for the unexpired term thereof.

SECT. 6. There shall be no salary paid to any officer of District 25-G.

## **ARTICLE V - DISTRICT CONVENTION**

SECT. 1. An annual Convention of this District shall be held in each year, prior to the date of the Lions of Indiana convention at a place, date, and time selected by the District Governor.

SECT. 2. A Convention Sergeant-at-Arms and such Assistant Sergeant-at-Arms as he/she deems necessary shall be appointed by the District Governor.

SECT. 3. Each chartered Club in good standing in Lions Clubs International and the District shall be represented by one or more delegates at the annual Convention of the District and shall be entitled in the Convention to one voting delegate and one alternate for each ten (10) members who have been enrolled for at least one year and a day in the club, or major fraction thereof, of said Club as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held, **PROVIDED**, however, that each club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be five (5) or more members. The District Governor and each Past District Governor who is a member in good standing of a club in the District, when properly registered and certified, shall be an accredited delegate to the Convention, but shall not be counted in the delegate quota of his/her club for such Convention. Each certified delegate present in person may cast one (1) vote only for each office to be filled and one (1) vote only on each issue to be voted on by the members of said Convention. A club shall be considered in good standing when all dues have been paid to the International Association of Lions Clubs, District 25-G and the Lions of Indiana fifteen (15) days prior to the date of the District Convention.

SECT. 4. A majority of the delegates in attendance at any session of the District Convention shall constitute a quorum. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the Convention.

## **ARTICLE VI - DISTRICT CABINET MEETINGS**

SECT. 1. **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. 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 of the Cabinet.

SECT. 2. **SPECIAL.** 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 the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not less than five (5) nor more than ten (10) days written or digitally transmitted communication to a member's last known e-mail address of special meeting, setting forth the purpose thereof and day, time, and place determined by the District Governor, shall be given to each member.

SECT. 3. **QUORUM AND VOTE.** The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. The District Governor shall have a vote in such meetings.

**ARTICLE VII - REGIONS AND ZONES**

SECT. 1. The District Governor shall divide the District into Regions of no more than sixteen (16) and no less than ten (10) Clubs, and each said Region into Zones of no more than eight (8) and no less than four (4) Lions Clubs, giving due regard to the geographical locations of the Clubs. All such Regions and Zones shall be subject to change by the District Governor, when in his/her sole discretion, he/she shall deem the same necessary to the best interest of the association.

SECT. 2. ZONE MEETINGS. Meetings of representatives of all Clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson.

**ARTICLE VIII - DISTRICT COMMITTEES**

SECT. 1. DISTRICT GOVERNOR'S ADVISORY COMMITTEE. In each Zone the Zone Chairperson and the Presidents and Secretaries of the Clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as chairperson thereof. At a date, time, and place called by the Zone Chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding International Convention; a second meeting in the month of November; and a third meeting in the month of February or March.

SECT. 2. DISTRICT GOVERNOR'S HONORARY COMMITTEE. The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers who are members in good standing of Clubs within the District. The Committee shall meet when and as called upon by the District Governor.

**ARTICLE IX – FINANCE**

SECT. 1. The Cabinet Secretary-Treasurer shall charge against and collect from each Lions Club in District 25-G the sum specified in the Multiple District 25 Constitution and By-Laws of the Lions of Indiana.

SECT. 2. The District Governor and his/her Cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year without approval at a regular or special cabinet meeting.

SECT. 3. The Cabinet Secretary-Treasurer shall, on the first day of each calendar month, pay the money deposited with him/her by the Clubs in the District due to the State Comptroller and the Treasurer of Cancer Control, Eye Bank, Leader Dog, Blind School, and Speech and Hearing State Projects, Indiana Lions Foundation, and LCIF. He/she shall furnish therewith a statement showing the Club's name and the amount of each such Club.

SECT. 4. The Cabinet Secretary-Treasurer shall disburse the monies from the District Administration Fund on order of the District Governor, supported by written requisitions, and the Cabinet Secretary-Treasurer shall within thirty (30) days after the completion of his/her term, submit a written detailed accounting of all expenditures to the District Governor. All monies collected for district functions such as Banner Night, District Cabinet Meetings, District Convention and Fundraising shall be administered through the Cabinet Secretary-Treasurer.

SECT. 5. The Cabinet Secretary-Treasurer shall have the records of the District Administration Funds audited by an auditor who shall be appointed by the District Governor.

SECT. 6. The District Governor shall with the services of the Cabinet Secretary-Treasurer prepare a proposed budget for the expenditures made from the District Administration Fund. This budget shall be presented to the Cabinet at its first meeting for approval.

SECT. 7. Expenses of the District Governor in connection with his/her attending the International Convention shall be considered a District Administration Fund expense. In the event that District funds are not available for all the expenses, the District shall be obligated only to the extent that the District Administration Funds may provide.

SECT. 8. The Cabinet Secretary-Treasurer shall remit to the Governor-elect the sum of two hundred and fifty dollars (\$250.00) within fifteen (15) days after his/her election to the office of District Governor at the District Convention. Said funds are to be paid only once and are to be used by the Governor-elect to cover the cost of organizing his/her Cabinet. Each District Governor shall maintain this fund as part of his/her budget. Expenditures made from the fund are to be replaced and passed on to the next Governor-elect.

SECT. 9. The Cabinet Secretary-Treasurer shall charge against and collect the sum of fifty cents (\$.50) per member from each Club in District 25-G semiannually for the purpose of providing a First Vice District Governor's Expense Fund. The First Vice District Governor may be reimbursed for attending the following Lions Meetings in District 25-G: Zone Meetings, Charter Nights, Anniversaries, Officers' Training Meetings, New Member Orientation Meetings, Banner Night, GLT/GMT Meetings, the District Convention, and District Cabinet Meetings. He/she must submit a properly itemized claim for expenses incurred. The Cabinet Secretary-Treasurer will disburse funds to the First Vice District Governor subject to the approval of the Cabinet and the amount of money left in the fund. The First Vice District Governor may be reimbursed for attending Multiple District 25 Council Meetings, the Multiple District Convention and Indiana Lions Mid Winter Conference.

SECT. 10. The Cabinet Secretary-Treasurer shall charge against and collect the sum of thirty cents (\$.30) per member from each Club in District 25-G semiannually for the purpose of providing a Second Vice District Governor's Expense Fund. The Second Vice District Governor may be reimbursed for attending the following Lions Meetings in District 25-G: Zone Meetings, Charter Nights, Anniversaries, Officers' Training Meetings, New Member Orientation Meetings, Banner Night, GLT/GMT Meetings, the District Convention and District Cabinet Meetings. He/she must submit a properly itemized claim for expenses incurred. The Cabinet Secretary-Treasurer will disburse funds to the Second Vice District Governor subject to the approval of the Cabinet and the amount of money left in the fund. The Second Vice District Governor may be reimbursed for attending Multiple District 25 Council Meetings, the Multiple District Convention and Indiana Lions Mid Winter Conference.

SECT. 11. The Cabinet Secretary-Treasurer shall charge ten cents (\$.10) per member from each Club in District 25-G semiannually for Youth Committees or Activities. Claims for reimbursement are subject to the approval of the District Governor. At the end of each Lions year, funds in excess of \$3000.00 in the Youth Fund will be transferred to the General Fund.

SECT. 12. The Cabinet Secretary-Treasurer shall charge against and collect ten cents (\$.10) per member from each Club in District semiannually for the purpose of offsetting some of the operating costs of the Annual District Convention.

SECT. 13. The Cabinet Secretary-Treasurer shall not charge dues assessments for student members of Campus Lions Clubs.

#### **ARTICLE X- AMENDMENTS**

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

SECT. 2. No amendment shall be 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 with notice that the same will be voted at said Convention.

SECT. 3. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

### **BY-LAWS**

#### **ARTICLE I - NOMINATIONS AND ELECTIONS**

SECT. 1. The District Governor shall appoint an Elections Chairperson within sixty (60) days after he/she has been elected and the chairperson shall serve as the District's member of the State Convention Election Committee.

SECT. 2. Any member of a Club in good standing in the District seeking the office of District Governor or First or Second Vice District Governor shall file his/her intention to so run in writing with the Nominations and Elections Chairperson on or before the last Cabinet Meeting held prior to the District Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws.

(a) The nomination is endorsed by a majority of the members in good standing in his/her Club or the majority of the Clubs in his/her District.

(b) The Candidate must have served as Club President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors for a Lions Club for no less than two (2) additional years; and as Zone Chairperson or Region Chairperson, or Cabinet Secretary-Treasurer for a full term; with none being accomplished concurrently.

SECT. 3. The Elections Chairperson shall place in nomination at the District Convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than three (3) minutes duration, and one seconding speech of no more than two (2) minutes duration.

SECT. 4. The election shall be by secret written ballot, unless there shall be only one nominee, with exception of the District Governor and First and Second Vice District Governors which shall be by secret ballot only, in which event a voice vote may be taken. The candidate receiving the largest number of votes cast shall be declared elected. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

SECT. 5. A delegate to be entitled to vote for elective officers or amendments to the District Constitution and By-Laws must have his/her credentials certified by the Credentials Committee at a time established for the District Convention. A delegate shall only be allowed to vote if his/her Club's dues have been paid to the International Association of Lions Clubs, District 25-G and the Lions of Indiana fifteen (15) days prior to the date of the District Convention.

SECT. 6. In the event of a vacancy in the office of District Governor, the First Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as, the District Governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term following procedure provided for in the International Constitution and By-Laws.

SECT. 7. In the event of a vacancy in the office of First or Second Vice District Governor the District Cabinet and the District Governor's Honorary Committee shall convene at a date, time, and place called and determined by the District Governor to choose a replacement for the remainder of the unexpired term.

## **ARTICLE II – DUTIES**

SECT. 1. DISTRICT GOVERNOR. The District Governor shall act under the general supervision of the International Board of Directors, as the representative of Lions Clubs International in his/her District and shall have general supervision over all Lions Clubs therein. In addition, in his/her District, he/she shall:

- (a) Further the Purposes and Objects of Lions Clubs International;
- (b) Supervise organization of new Lions Clubs;
- (c) Promote cordial relations among the chartered Lions Clubs;
- (d) Preside over all Cabinet, Convention, and other District meetings;
- (e) Endeavor to visit each Club at least once during his/her term of office;
- (f) Exercise such supervision and authority over Cabinet Officers and District committee appointees as is provided in this District Constitution;
- (g) Submit a current itemized statement of total district receipts and expenditures to the District Convention;
- (h) Submit such other reports and perform such other duties as may be required by the International Board of Directors;
- (i) Deliver, forthwith, at the termination of his/her term of office, all District accounts, funds, and records to his/her successor in office.

SECT. 2. FIRST VICE DISTRICT GOVERNOR. The First Vice District Governor shall assist the District Governor in the performance of his/her duties, subject to the supervision and direction of the District Governor. His/her specific responsibilities shall be to:

- (a) Familiarize himself/herself with the duties of the District Governor so that he/she is capable of discharging the duties of this office if called upon by the District Governor to do so or to serve as Acting District Governor if a vacancy occurs in that position until said vacancy is filled by the International Board of Directors;
- (b) Assist in such administrative duties as may be assigned him/her by the District Governor;
- (c) Work closely with the District Governor on special projects as may be requested by the District Governor;
- (d) Perform such assignments as shall be given to him/her from time to time by

the District Governor or as required by Lions Clubs International;

(e) Assist in extension and membership development and play an active role in leadership development;

(f) Attend as many Zone Meetings as possible. Must attend at least one meeting in each Zone;

(g) Attend as many Charter Nights, Anniversaries, Officer Training and New Member Orientation Meetings as possible including Banner Night, District Convention and District Cabinet Meetings;

(h) Attend Multiple District 25 Council Meetings;

(i) Participate in the preparation of the district budget;

(j) Engage actively in all matters to be continued the following year;

(k) At the request of the District Governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district and the establishment of plans to strengthen them.

**SECT. 3. SECOND VICE DISTRICT GOVERNOR.** The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the district and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

(a) Familiarize himself/herself with the duties of the District Governor and First Vice District Governor so that, in the event of vacancies in those offices, he/she will be prepared to assume the duties and responsibilities of said offices until the vacancies are filled according to these by-laws and the rules of procedure adopted by the International Board of Directors;

(b) Perform such administrative duties as assigned by the District Governor and other functions and acts required by the International Board of Directors;

(c) Attend as many Zone Meetings, Charter Nights, Anniversaries, Officer Training and New Member Orientation Meetings as possible including Banner Night, District Convention and District Cabinet Meetings;

(d) Attend Multiple District 25 Council Meetings as determined by policy established by the Council of Governors;

(e) Familiarize himself/herself with the health and status of the clubs in the district, and assist the District Governor and the First Vice District Governor in identifying and strengthening existing and potentially weak clubs;

(f) Engage actively in all matters to be continued the following year;

(g) At the request of the District Governor, assist or supervise appropriate district committees and participate in the review of strengths and weaknesses of the district and the establishment of plans to strengthen them.

**SECT. 4. CABINET SECRETARY-TREASURER.** Under the supervision and direction of the District Governor the Cabinet Secretary-Treasurer shall:

(a) Keep an accurate record of the proceedings of all meetings of the Cabinet, and promptly after each meeting forward copies of the same to all members of the Cabinet, the office of Lions Clubs International and Club Presidents and Secretaries within the District;

(b) Take and keep the minutes of the District Convention and furnish copies of the same to all members of the Cabinet, Lions Clubs International and Club Presidents and Secretaries within the District;

(c) Assist the District Governor and the Cabinet in conducting the business of the District and perform such other duties as are specified or implied in this Constitution and



By-Laws, or as may be assigned to him/her from time to time by the District Governor or the Cabinet;

- (d) Sign all notices and documents issued by the District;
- (e) Make an annual report to the Cabinet at its meeting immediately preceding the District Convention, and such other reports at such other times as the District Governor or Cabinet may require;
- (f) 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 Cabinet shall determine and disburse the same by order of the District Governor or the Cabinet.
- (g) Remit and pay over to the Multiple District Lions of Indiana Comptroller, the Multiple District Per Capita dues collected in the District, and secure a proper receipt therefore.
- (h) Keep accurate books and records of accounts 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 purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the Cabinet.
- (i) If separate offices of Cabinet Secretary and Cabinet Treasurer are appointed by the District Governor, the duties listed above are to be attributed to each of the offices according to the nature of such duties.

SECT. 5. ZONE CHAIRPERSON. Under the direction and supervision of the District Governor and Vice District Governor, he/she shall:

- (a) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International, and his/her District Governor and Vice District Governors;
- (b) Endeavor to have every Club within his/her Zone operating under a duly adopted Club Constitution and By-Laws;
- (c) Arrange regularly scheduled Zone Meetings;
- (d) Encourage inter-club meetings and social activities;
- (e) Promote attendance at charter nights of newly organized Clubs;
- (f) Promote representation at International, State and District Conventions by at least the full quota of delegates to which Clubs in his/her Zone are entitled;
- (g) In the event the Zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not perform the duties of his/her 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.

SECT. 6. DISTRICT GOVERNOR'S CABINET. The District Governor's 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) Serve in an advisory and administrative capacity only;
- (c) Receive from the Zone Chairpersons, reports and recommendations which concern the Clubs and Zones;
- (d) Supervise the collection of all per Capita dues by the Cabinet Secretary-Treasurer, designate a depository for said funds and authorize the payment therefore of all legitimate expenses pertaining to the administration of the affairs of the District;
- (e) Secure, semi-annually or more frequently, district financial reports from

the Cabinet Secretary-Treasurer;

(f) Provide for an audit as provided in Article IX of the Constitution, of the books and accounts of the Cabinet Secretary-Treasurer.

**SECT. 7. DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** It shall assist the Zone Chairpersons in an advisory capacity; procure recommendations affecting the welfare of Lionism and the Clubs in the zone, and relay the same through the Zone Chairpersons to the District Governor and his/her Cabinet.

**SECT. 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 Chairperson of this Committee shall attend meetings of the Cabinet when requested by the District Governor. Any Past District Governors who are members in good standing of a club in District 25-G may be appointed by the District Governor to this committee.

**SECT. 9. SERGEANT-AT-ARMS.** The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under Robert's Rules of Order Newly Revised.

### ***ARTICLE III – COMMITTEES***

**SECT. 1.** The District Governor shall appoint not later than ninety (90) days after his/her election to office such committees as may be deemed necessary for the transaction of the business of the district.

**SECT. 2.** Lions Cancer Control Fund Trustees, Indiana Lions Eye and Tissue Bank Trustees, Indiana Lions for Leader Dog Trustees, Indiana Lions Speech and Hearing Trustees, Indiana Lions for the Indiana School for the Blind and Visually Impaired Trustees, and Indiana Lions Foundation Trustees shall be elected for a three-year (3) term; one elected each year with members serving his/her third year as District Chairperson.

(a) Any member of a Club in good standing in the District seeking the office of Trustee shall file his/her intention to so run in writing with the Nominations and Elections Chairperson on or before the last Cabinet meeting held prior to the District Convention.

(b) The candidate's nomination is endorsed by a majority of the members in good standing in his/her Club or the majority of the Clubs in the District.

(c) The Nominations and Elections Chairperson shall place in nomination at the District Convention the names of all candidates. If none have been received, then, but then only, nominations for the office may be made from the floor.

### ***ARTICLE IV - CONVENTION PROCEDURES***

**SECT. 1.** The District Governor shall arrange the Order of Business for the District Convention, and the same shall be the order of the day for all sessions.

**SECT. 2.** Except as otherwise specifically provided in this Constitution and By-Laws or in the Rules of Procedure adopted for a meeting, all questions on Order and Procedure in any district meeting or Convention, any meeting of the Cabinet, Region, Zone, or member Club or at any group or committee of any one of them shall be determined by Robert's Rules of Order Newly Revised.

**ARTICLE V - FISCAL YEAR**

SECT. 1. The fiscal year of this District shall be from July 1 to June 30<sup>th</sup>.

**ARTICLE VI – AMENDMENTS**

SECT. 1. These By-Laws may be amended only at a District Convention, by resolution reported by the Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

SECT. 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 with notice that the same will be voted upon at said Convention.

SECT. 3. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

**ARTICLE VII –ADOPTION**

This Constitution and By-Laws shall take effect at the close of the District Convention at which the same is adopted by the affirmative vote of two-thirds (2/3) of the votes cast.