
CONSTITUTION AND BY-LAWS OF SUB-DISTRICT 1-F LIONS OF ILLINOIS

(Adopted by Convention, March, 1985)
(Duly Amended, Effective March 22, 1992; March 20, 1993; July 1, 1995;
October 29, 1996; October 28, 1997; January 13, 1998; April 11, 1999,
July 2, 1999; August 6, 2000, October 8, 2003, March 19, 2006, October 15, 2008)

ARTICLE I

NAME

This organization shall be known as “Sub-District 1-F, State of Illinois, Lions Clubs International”, and will be hereinafter referred to as “District” or “District 1-F”.

ARTICLE II

OBJECTS

The purposes of this organization are to provide an administrative structure through which to advance Lionism within the District in accordance with the objects of Lions Clubs International and to bring greater strength to the Lions Clubs of District 1-F through a unity of effort.

ARTICLE III

MEMBERSHIP

The membership of this organization shall consist of all Lions Clubs in the District duly chartered by the International Association of Lions Clubs, hereinafter referred to as “Lions Clubs International”, and in good standing with Lions Clubs International and Multiple District One. The boundary lines of the District shall be as follows: All of Lake County and that portion of Cook County lying north of the City limits of Chicago and north of a line formed by the northern boundary of DuPage County, with the exception of the community of Bartlett.

ARTICLE IV

DISTRICT ORGANIZATION

Section 1. **Cabinet and Officers.**

- A. The District Governor shall be elected at the Annual Convention of the District, shall serve for a term of one (1) year only, and shall take office immediately on adjournment of the International Convention next succeeding his or her election, serving until the adjournment of the following International Convention. The election shall be conducted by a secret written ballot, with the District Governor candidate required to secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected. A candidate for the office of District Governor shall be an active member in good standing of a chartered Lions Club in good standing in the Sub-District, shall secure the endorsement of his or her club or a majority of the clubs in the Sub-District, and shall currently be serving as the Vice District Governor within the Sub-District. For the years 2009-2010 and following, the candidate shall be serving as the First Vice District Governor. Only in the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the Sub-District Convention, the Second Vice District Governor shall be eligible, or if there is a vacancy in the position of both First Vice District Governor and Second Vice District Governor, any club member who fulfills the qualifications for the office of Vice District Governor as set forth in the following paragraph B of this Section and Article and who is currently serving or who has served one (1) additional year as a member of the Cabinet, shall fulfill the foregoing requirement that he or she shall currently be serving as the First Vice District Governor within the Sub-District. Notwithstanding the foregoing limitation of only a one (1) year term of office for the elected District Governor, he/she may hold the same office, after the passing of at least one association year, for one additional term only, and only for special, urgent or serious circumstances as approved by the International Board of Directors.
- B. A First Vice District Governor shall be elected at the same time and place as the District Governor is elected, and shall serve for the same term as the District Governor. A candidate for the office of First Vice District Governor shall be an active Member in good standing of a chartered Lions Club in good standing in the District and shall have served at the time he/she takes office (a) 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 not less than two (2) additional years, and (b) as Zone Chairperson or Region Chairperson (Deputy District Governor) or Cabinet Secretary and/or Treasurer for a full term or major portion thereof, and (c) as Second Vice District Governor for a full term or portion thereof, except that the requirement to serve as Second Vice District Governor shall not apply to the election of Sub District Officers for 2009-2010. None of the foregoing may be accomplished concurrently.

- C. A Second Vice District Governor shall be elected at the same time and place as the District Governor is elected, and shall serve for the same term as the District Governor. A candidate for the office of Second Vice District Governor shall be an active Member in good standing of a chartered Lions Club in good standing in the District and shall have served at the time he/she takes office (a) 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 not less than two (2) additional years, and (b) as Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof, None of the foregoing may be accomplished concurrently.
- D. The results of each District Governor and Vice District Governors' election shall be reported promptly to the International Office by the current District Governor.
- E. The District shall be administered by its duly elected District Governor, who shall appoint within thirty (30) days after officially taking office a District Cabinet, consisting of a Cabinet Secretary-Treasurer, a Region Chairperson for each Region within the District and a Zone Chairperson for each Zone within the District. The District Cabinet shall also include the First Vice District Governor, the Second Vice District Governor, the elected District Trustees of the Lions of Illinois Foundation and the Immediate Past District Governor as voting members and may, by vote of the Cabinet, include as members of the District Cabinet any Past District Governor or Governors, Past International Officers or Directors and Chairpersons of District Committees, with or without voting rights. District Coordinators for the Lions of Illinois Foundation shall be deemed Chairpersons of District Committees appointed by the District Governor. The members of the Cabinet shall be the Officers of the District. Each such Officer shall be a member in good standing of a Lions Club in good standing in the District. The District Governor shall have the right to remove any Officer except the First Vice District Governor, the Second Vice District Governor, or the District Trustees of the Lions of Illinois Foundation for good and sufficient reasons. The District Governor has the sole determination of what constitutes good and sufficient reasons. Any vacancy in the District Cabinet may be filled by appointment by the District Governor, except vacancy of the First Vice District Governor or Second Vice District Governor which shall be filled as provided in Article I, Section 6 of the By-Laws and vacancies in the Lions of Illinois Foundation Trustee, which shall be filled as provided in the By-Laws of the Foundation.

Section 2. **Meetings.**

- A. Regular. The District Cabinet shall meet at such times and places as may be fixed by the District Governor. 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.
- B. Special. Special meetings of the District Cabinet shall be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the voting members of the Cabinet. Not fewer than five (5) days notice in writing or by telephone, stating the purposes, and a date, time and place of such special meeting shall be given to each member by the Cabinet Secretary-Treasurer.

- C. Quorum. The attendance of a majority of the voting members of the Cabinet shall constitute a quorum for any meeting thereof, and except where otherwise provided, the majority vote of a quorum present shall constitute the official action of the Cabinet.

Section 3. **Regions and Zones.**

- A. The District Governor may divide the District into Regions of no more than sixteen (16) and no fewer than ten (10) Lions Clubs, and each such 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 shall be subject to change by the District governor as shall be deemed advisable for the best interests of Lionism and the individual Clubs.
- B. Regional Meetings. Meetings of representatives of all Clubs in a Region, with the Region Chairperson presiding, may be held during the fiscal year at the discretion of the District Governor or Region Chairperson, at times and places fixed by the Region Chairperson of the Region.
- C. Zone Meetings. Meetings of representatives of all the Clubs in a Zone, with the Zone Chairperson presiding, may be held during the fiscal year at the discretion of the District Governor or Zone Chairperson, at times and places fixed by the Zone Chairperson of the Zone.

Section 4. **District Committees.**

- A. 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 International Convention, a second meeting in the month of November and a third meeting in the month of February or March, prior to the District Convention. At the discretion of the District Governor or the Zone Chairperson, a fourth meeting may be held subsequently to the District Convention.
- B. District Governor's Honorary Committee. The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers, Past International Directors and Past District Governors within the District. The Chairperson of the Committee shall be appointed by the District Governor, and the Committee shall meet when and as called upon to meet by the District Governor or its Chairperson.
- C. Standing Committees. The District Governor shall appoint such Standing Committees and/or Committee Chairpersons as shall be deemed necessary to properly administer the affairs of Lionism within the District, which Chairpersons may or may not be members of a State Committee. Such Standing Committees may include Campaign and Liaison, Constitution and By-Laws, District, State and International Convention, Bowling, Pins and Awards, Drug Awareness, Diabetes, Executive, Extension, Lioness Liaison, Membership, Leadership Development, International Understanding, Leo and Youth Exchange, Lions Clubs International Foundation and State Magazine. The District Governor shall appoint a member to each State Standing Committee according to the Constitution and By-Laws of the Lions of Illinois, who shall attend all meetings of the State Committee and shall attend and make a report at all Cabinet Meetings. Any Policy procedure to be adopted by a Standing Committee or Committee Chairperson shall first be submitted to the District Cabinet for its approval, and the

budget of each Standing Committee which adopts a budget shall be subject to approval by the District Cabinet. No Standing Committee or Committee Chairperson shall create obligations or make disbursements in excess of those amounts provided for any item in the budget without prior approval of the Cabinet. All Committee receipts, with the exception of contributions made directly to Lions Clubs International Foundation, and Juvenile Diabetes, shall be promptly remitted to the Cabinet Secretary-Treasurer for deposit in the District's account, and shall be disbursed only by the Cabinet Secretary-Treasurer pursuant to authorized procedure.

ARTICLE V

DISTRICT REVENUE

Section 1. **District Administration Fund.** To provide revenue to defray the administrative expenses of the district, an annual per capita District Administration Fund Tax in an amount to be determined by the District Cabinet at the first Cabinet Meeting, within the minimum and maximum limitations then in effect under the provisions of Section 1 of Article VII of the Constitution of the Lions of Illinois, shall be levied upon each club member in the District, and shall be paid in advance by each club in two semiannual payments on September 10 and March 10 of each year, billing of the same to be based upon the Club roster as of the last day of June and the last day of December respectively. Said tax shall be collected from each Club by the Cabinet Secretary-Treasurer with the exception of new and reorganized Clubs, which shall pay a pro-rated per capita tax beginning the first day of the second month following the date of their organization.

Section 2. **Collection and Disbursement.** Said per capita tax collected in the district shall become and remain a fund of the District and shall be disbursed only for such administrative expenses of the District as are approved by the District Cabinet. Payments out of the District Administrative Fund shall be by checks drawn and signed by the District Cabinet Secretary-Treasurer and countersigned by either the District Governor or the First Vice District Governor or Second Vice District Governor..

Section 3. **Deficits.** Neither the District Governor nor the Cabinet shall incur obligations in any fiscal year which will effect an unbalanced budget or deficit in any fiscal year.

Section 4. **Cabinet Secretary-Treasurer's Bond.** The Cabinet Secretary-Treasurer shall be required to make bond in such amount and with such sureties as shall be approved by the District Cabinet.

Section 5. **Audit.** The District Cabinet shall provide for an audit of the books and accounts of the Cabinet Secretary-Treasurer annually by an Auditing Committee which shall consist of the outgoing and incoming District Governor, the outgoing and incoming Cabinet Secretary-Treasurer and the incoming First Vice District Governor and Second Vice District Governor, together with one Region Chairperson and three Past District Governors who are members in good standing of a Club in the District in good standing, to be appointed by the incoming District Governor. The District Cabinet may, in its discretion, require an audit of the books and accounts of the Cabinet Secretary-Treasurer during his or her term of office, in which event the Auditing Committee shall consist of the District Governor, the First Vice District Governor, the Second Vice District Governor, and one Region

Chairperson and three Past District Governors who are members in good standing of a Club in the District in good standing, to be appointed by the District Governor. A copy of the audit shall be mailed to each voting member of the Cabinet at least ten (10) days prior to the date of the meeting at which it is to be considered.

Section 6. **Budget.** The members of the Annual Auditing Committee shall also constitute the Budget Committee, which shall be responsible for the preparation of the annual budget to be presented for adoption or other action at the first meeting of the Cabinet. A copy of the proposed budget shall be mailed to each voting member of the Cabinet at least ten (10) days prior to the date of the meeting at which it is to be considered.

Section 7. **Financial Statement.** A statement of the financial condition of the District shall be sent to Lions Clubs International within sixty (60) days after the close of the fiscal year by the District Governor then in office. Upon written request from any Club in the District, a copy of the financial statement shall be furnished to said Club.

Section 8. **District Disaster Fund.** So long as there remains a balance in the Fund created for the purpose of assisting any Lions Club in the District where a sudden disaster might give rise to the need for immediate financial assistance in excess of the funds which the Club might have available in its treasury for that purpose, said Fund shall remain in a separate interest-bearing account. Disbursements from said account for the foregoing purpose may be made without prior Cabinet approval upon the signatures of any two of the District Governor, the Cabinet Secretary-Treasurer, the First Vice District Governor and Second Vice District Governor.

Section 9. **District Reserve Fund.** A separate interest-bearing account shall be established into which shall be deposited annually any excess of receipts over disbursements at the end of each fiscal year. Said Fund shall accumulate and shall be disbursed only upon approval of the District Cabinet. A minimum amount of Five Thousand (\$5,000.00) Dollars shall be retained in the Fund for the purpose of the promotion and election of candidates from District 1-F to the International Board of Directors or to the offices of Third Vice President, Second Vice President, First Vice President and President of Lions Clubs International. Any amounts accumulated in the Fund in excess of Five Thousand (\$5,000.00) Dollars may be transferred or loaned, at the discretion of the District Cabinet, to the District Administrative Fund.

Section 10. **Camp Lions Fund.** Any funds contributed to the District for the purpose of furnishing transportation for visually handicapped or hearing impaired children in need of financial assistance for transportation to or from any Camp under the jurisdiction of the Lions of Illinois Foundation, or for any other purpose in connection with such Camp, shall be maintained in a separate ledger account. Disbursements from said account for purposes as designated by the donor, for such transportation to and from Camp or for supplies and equipment for the Camp as shown on the Camp "wish list" distributed by the Lions of Illinois foundation, may be made without prior Cabinet approval upon the signatures of any two of the District Governor, the Cabinet Secretary/Treasurer, the First Vice District Governor or Second Vice District Governor. Any amounts remaining in this Fund at the end of a fiscal year shall remain in the ledger account and be automatically credited to the account of the incoming Cabinet.

ARTICLE VI

DISTRICT CONVENTION

Section 1. **Annual Convention.** An Annual Convention of the District shall be held in each year prior to the Multiple District One and the International Conventions at a place and on a date selected by the District Governor, which date shall be not less than twenty (20) days prior to the convening date of the Multiple District One Convention.

Section 2. **Delegates.** Each chartered Club in the District in good standing with Lions Clubs International and the District shall be represented by one or more delegates at the Annual District Convention and shall be entitled at each such Convention to one voting delegate and one alternate for each ten (10) members or, major fraction thereof, who have been enrolled for at least one year and a day in the Club, as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held. The major fraction referred to in this section shall be five (5) or more members. Only registered delegates with certified credentials, present in person at any meeting of the Convention, and who have paid the Convention registration fee, shall be entitled to vote, and each such delegate may cast only one vote for each office to be filled by, and only one vote on each issue to be voted on by the members of, said Convention. To enable him or her to vote on any question, an alternate delegate must obtain from the Cabinet Secretary-Treasurer delegate's credentials issued in his or her name, which shall be issued only upon surrender of the credentials of the delegate whom he or she is replacing.

Section 3. **List of Club Delegates.** Each Club shall submit a written list of accredited delegates and alternates to the Cabinet Secretary-Treasurer not later than five (5) days prior to the opening date of the Convention, and only such accredited delegates shall be entitled to vote on any matter coming before the Convention, provided, however, that the President or Secretary of the Club, or the District Governor, may correct or add to such list at any time prior to the convening of any meeting of the Convention.

Section 4. **Voting Privileges Extended to Past District Governors.** Each Past District Governor who is a member in good standing of a Club in the District shall be entitled to full delegate privileges at each Annual District Convention and shall not be included in the delegate quota of his or her Club.

Section 5. **Quorum.** The delegates present at any duly scheduled or announced meeting of the Annual District Convention shall constitute a quorum.

Section 6. **Registration Fee.** A registration or hospitality fee, the amount of which shall be fixed by the District Cabinet, shall be collected from each delegate, alternate, member and guest attending the Annual district Convention. Said fee shall be collected under the supervision of and for the District Cabinet, and shall be used by it for defraying the actual cost of entertainment and other expenses of the Convention with the balance, if any, going into the District Administration Fund.

Section 7. **Report of Convention Proceedings.** Within sixty (60) days after the close of the Annual District Convention, the Cabinet Secretary-Treasurer shall transmit one copy of the complete pro-

ceedings thereof to the International Office. Upon written request from any Club in the District, a copy shall be furnished to said Club.

ARTICLE VII

AMENDMENTS

Section 1. **Amendment Procedure.** This Constitution can be amended only at a District Convention by a two-thirds (2/3) affirmative vote of the registered delegates present and voting at a duly scheduled meeting.

Section 2. **Source of Proposed Amendments.** Any amendment proposed to the Constitution shall be first approved by the Board of Directors of the Club in which the proposal originated, and shall be submitted in writing to the Cabinet Secretary-Treasurer not later than ninety (90) days prior to the first scheduled day of the Annual District Convention. Amendments may also originate with the District Cabinet, provided they are adopted at a regular or special Cabinet Meeting held not later than forty-five (45) days prior to the first scheduled day of the Annual District Convention.

Section 3. **Notice to Clubs.** No proposed amendment to this constitution shall be voted upon at an Annual District Convention unless a copy in writing shall have been furnished to each Club in the District no less than thirty (30) days prior to the first scheduled day of the Convention with notice that the same will be voted upon at said Convention.

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

Section 5. **Form of Amendment.** Any proposed constitutional amendment presented, considered and mailed to the Clubs as above provided may be acted upon by the Annual District Convention in any modified, altered or changed form that may result from discussion of the matter on the Convention floor.

Section 6. **Conformity with Multiple District 1 and Lions International Constitutions and By-Laws.** Notwithstanding the foregoing, any amendment required to maintain consistency of the provisions of this Constitution with the provisions of the International and/or Multiple District 1 Constitutions may be made by resolution of the District Cabinet, adopted at a regular or special Cabinet Meeting, which amendment shall take effect on the date of adoption of the resolution, unless otherwise specified in the amendment.

BY-LAWS

ARTICLE I

DISTRICT NOMINATIONS AND ELECTIONS

Section 1. **Nominating Committee.** The District Governor shall appoint, and they shall receive notification of their appointment at least sixty (60) days prior to the date on which the new District Governor, First Vice District Governor, Second Vice District Governor, and Foundation Trustee are to be elected, a Nominating Committee of not more than five (5) members who shall each be a member of a different regularly chartered Club within the District, and shall not at the time of their appointment hold any State, District or International office.

Section 2. **Nomination Procedure.** Nominations for the office of District Governor, First Vice District Governor, Second Vice District Governor, and Foundation Trustee shall be in writing endorsed by a majority of the members of the Club of which the candidate is a member, or by a majority of the Clubs in the District, and shall be filed with the District Nominating Committee not less than twenty (20) days prior to the date set for the election. All such written nominations shall be examined by the Nominating Committee, and if found to be in proper order, shall be reported by the committee to the meeting of the delegates of the Clubs in the District at which the District Governor, First Vice District Governor, Second Vice and Foundation Trustee are to be elected. If the Nominating Committee determines that any written nomination is not in proper order, it shall immediately, and in no event later than ten (10) days after receipt thereof, return the nominating petition to the Club submitting it with the reasons therefore. All nominations shall be closed at midnight of the twentieth day preceding the day of the election, and no nominations shall be received thereafter or made from the floor except upon certification from the Nominating Committee that no nominations in proper form have been received within the time limit herein specified, or except if by reason of death, disability or withdrawal prior to the election of all candidates properly nominated there remains no candidate, at the time of the election, for the office of District Governor, First Vice District Governor, or Second Vice District Governor in which events nominations may be made from the floor. As soon as practicable after the closing date of the nominations, the District Governor shall notify all of the Clubs in the district as to the names of the nominees determined by the Nominating Committee to be properly nominated and who will, accordingly, be candidates for the office of District Governor and First Vice District Governor and Second Vice District Governor at the election meeting.

Section 3. **Nominating Speeches.** Nominating speeches shall be limited to one of not over five (5) minutes in duration, and one seconding speech of not over three (3) minutes for each candidate.

Section 4. **Voting Procedure.** The election for District Governor, First Vice District Governor and Second Vice-District Governor shall be by secret written ballot, and the candidate receiving a major-

ity of votes cast by the qualified delegates present at the meeting in person and voting shall be declared elected. For purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. For the election of Trustees to the Lions of Illinois Foundation, the election shall be by secret written ballot, and the candidate receiving the largest number of votes cast by the qualified delegates present at the meeting in person and voting shall be declared elected, provided, however, that if only one candidate is nominated for the office of Lions of Illinois Foundation Trustee, the nominee may be elected unanimously by a voice vote. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie, balloting shall continue until one candidate is elected. The results of each District Governor , First Vice District Governor and Second Vice District Governor election shall be reported to the office of Lions Clubs International by the current District Governor.

Section 5. Refusal to Act. In the event that a District Governor fails or refuses to perform the duties of office as prescribed by this Constitution and By-Laws, or the Constitution and By-Laws of Lions Clubs International, the Cabinet Secretary-Treasurer shall, upon the written request of a majority of the voting members of the District Cabinet, call a meeting of the District Cabinet within twenty (20) days after receipt of such request for the purpose of considering a recommendation to the President and Board of Directors of Lions Clubs International that the District Governor be removed from office. The notice of such meeting shall be in writing, shall be mailed to each member of the District Cabinet not less than fifteen (15) days prior to the date set for the meeting, and shall specify the purpose of the meeting. Upon a two-thirds (2/3) affirmative vote of the voting members of the District Cabinet in favor of the removal of the District Governor from office, a recommendation to that effect shall be submitted to the President and the Board of Directors of Lions Clubs International for its consideration, together with a recommendation of a qualified successor.

Section 6. Death or Incapacity of the District Governor, First Vice District Governor or Second Vice District Governor. In the event of the death, resignation, incapacity or removal from office or from the Sub-District of a Lion who has been elected to the office of District Governor, either before or after assuming the office, the First Vice District Governor, or in the event of the death, resignation, incapacity or removal from office from the Sub-district of lions who have been elected to the office of Governor and First Vice District Governor, the Second 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, as provided in Article III, Section 9(d) of the By-Laws of the International Association of Lions Clubs. It shall be the duty of the Immediate Past District Governor, or, if he or she is not available, the most recent Past District Governor who is available, to promptly send out to all members of the existing Cabinet and to all Past International Presidents, Past International Directors and Past District Governors who are members in good standing of a chartered Lions Club in good standing in the Sub-District, a notice and invitation to attend a meeting, to be held no later than fifteen (15) days of notification by the International Board of Directors, for the purpose of recommending to the International Board of Directors the name of a qualified Lion to be appointed by the Board of Directors to fill such vacancy. The Past District Governor sending such notice shall preside as Chairperson of the meeting, and shall convey the results of the meeting to the International Board of Directors, together with evidence of invitations sent and attendance at the meeting, all within the

time limits as prescribed in the International Constitution. Each Lion who is entitled to receive an invitation to attend and is present at the meeting shall have one (1) vote for the Lion of his or her choice as the recommendee for appointment by the Board.

In the event a vacancy occurs in the office of First Vice District Governor, said vacancy shall be filled by the Second Vice District Governor and the vacancy in the position of Second Vice District Governor thus created filled by appointment by the Sub-District Cabinet for the unexpired term. In the even a vacancy occurs in the office of the Second Vice District Governor, the vacancy will be filled by appointment by the Sub-District Cabinet for the unexpired term.

ARTICLE II

DUTIES

Section 1. **District Governor.** Under the general supervision of the International Board of Directors, the District Governor shall represent the Association in the District. In addition, he or she shall be the chief administrative officer of the District and shall have direct supervision over the Region Chairpersons, the Zone Chairpersons, 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 Lions Clubs International.
- b) Supervise the organization of new Lions Clubs.
- c) Preside, when present, over Cabinet, Convention and other District Meetings. During any period he or she is unable to so preside, the presiding officer at any such meeting shall be the First Vice District Governor, and if he or she is also unable to so preside, by the Second Vice District Governor and if he or she is also unable to do so, by the Region Chairperson selected by the District Governor, but if none is selected, the District Officer chosen by the attending members shall preside.
- d) Promote cordial relations among the chartered Lions Clubs in the District.
- e) Endeavor to visit each Club in the District at least once during his or her 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 financial statement to the District Convention or annual meeting of the District at the Multiple District Convention.
- h) Deliver, forthwith, at the termination of his or her office, all District accounts and records to the successor in office.
- i) Report to Lions Clubs International all known violations of the use of the Association's name and emblem.
- j) Perform such other functions and acts as shall be required by the International Board of Directors through the District Governor's Manual and other directives.

Section 2. **First 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 Gover-

nor. He or she shall be a voting member of the Sub-District Cabinet, and shall attend all meetings of the Cabinet. His or her specific responsibilities shall be to:

- (a) further the Purposes and Objects of the Association;
- (b) preside at the Sub-District Cabinet meeting in the event of the absence of the District Governor from such meeting;
- (c) familiarize himself or herself with the duties of the District Governor so he or she will be better prepared to assume the duties and responsibilities of said office;
- (d) Actively participate in all cabinet and council of governors meetings and conduct all meetings in the absence of the district governor;
- (e) Participate in the preparation of the district budget;
- (f) Engage actively in all matters to be continued during the next year;
- (g) Participate in the review of the strengths and weaknesses of the clubs of the district;
- (h) perform such administrative duties as may be assigned to him or her by the District Governor; and
- (i) perform such other functions and acts as may be required of him or her by the International Board of Directors.

Section 3. Second Vice District Governor. The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be the second chief Administrative Assistant to the District Governor. He or she shall be a voting member of the Sub-District Cabinet, and shall attend all meetings of the Cabinet. His or her specific responsibilities shall be to:

- (a) further the Purposes and Objects of the Association;
- (b) preside at the Sub-District Cabinet meeting in the event of the absence of the District Governor and First Vice District Governor from such meeting;
- (c) familiarize himself or herself with the duties of the First Vice District Governor and District Governor so he or she will be better prepared to assume the duties and responsibilities of said office;
- (d) Actively participate in all cabinet and council of governors meetings and conduct all meetings in the absence of the district governor;
- (e) Participate in the preparation of the district budget;
- (f) Engage actively in all matters to be continued during the next year;
- (g) Participate in the review of the strengths and weaknesses of the clubs of the district;
- (h) perform such administrative duties as may be assigned to him or her by the District Governor; and
- (i) perform such other functions and acts as may be required of him or her by the International Board of Directors.

Section 4. Cabinet Secretary-Treasurer. The Cabinet Secretary-Treasurer shall act under the supervision of the District Governor. Specific responsibilities shall be to:

- a) Further the purposes and objects of Lions Clubs International.

- b) Perform such duties as are implied by the title of said office, including but not limited by the following:
 - 1) Keep an accurate record of the proceedings of all Cabinet Meetings, and within ten (10) days after each meeting forward copies of the minutes to all voting members of the Cabinet and to the International office.
 - 2) Take and keep minutes of the Annual District Convention and furnish copies of the same to Lions Clubs International, the District Governor, and upon request, the Secretary of any Club in the District making such request.
 - 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 designated by the District Cabinet and disburse the same by order of the District Cabinet only.
 - 5) Remit and pay over to the Multiple District One Secretary-Treasurer the Multiple District per capita tax collected in the District in accordance with the provisions of the Constitution of the Lions of Illinois, and secure proper receipt therefore.
 - 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 voting Cabinet Member and any Club (or authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he or she shall furnish any such books and records as requested to any auditing committee appointed by the District Governor.
 - 7) Secure bond for the faithful performance of his or her duties in such sum and with such sureties as may be required by the District Cabinet.
 - 8) Deliver, forthwith, at the termination of his or her term of office, all District accounts and records to his or her successor in office.
- c) Certify the endorsement of any candidate for International office to the State Secretary-Treasurer immediately after the adjournment of the District Convention at which such candidate is endorsed.
- d) Perform such additional assignments as shall be given, from time to time, by the District Governor.
- e) Perform such other functions and acts as shall be required by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual and other directives.

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

- a) Further the purposes and objects of Lions Clubs International.
- b) Supervise the activities of the Zone Chairpersons of the Region and such District Committee Chairpersons as may be assigned 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 his or her term of office, reporting his or her findings to the District Governor.

- e) Visit a regular Board of Directors Meeting of each Club in the Region at least once during his or her term of office, reporting his or her 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, State and Annual District Conventions by at least a 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) Encourage the Clubs in the Region to incorporate under the laws of the State of Illinois.
- j) Perform such additional assignments as shall be given from time to time by the District Governor.
- k) Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairperson's Manual and other directives.

In the event the Region Chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of 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. Zone Chairperson. The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the chief administrative officer in the Zone. Specific responsibilities shall be to:

- a) Further the purposes and objects of Lions Clubs International.
- b) Serve as Chairperson of the District Governor's Advisory Committee in the Zone and as such Chairperson to call regular meetings of said Committee.
- c) Make a report of each District Governor's Advisory Committee Meeting and send copies within ten (10) days thereafter to Lions Clubs International and to the District Governor and Region Chairperson.
- d) Play an active role in organizing new Clubs and keep informed on the activities and well-being of all Clubs in the Zone.
- e) Represent each Club in the Zone in any problems with the District, Multiple District One or Lions Clubs International.
- f) Supervise the progress of District, Multiple District One and Lions Clubs International projects 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, State and Annual 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 his or her term of office, reporting his or her findings to the Region Chairperson, particularly with respect to weaknesses he or she may have discovered, with a copy of the report to the District Governor.
- j) Encourage the Clubs in the Zone to incorporate under the laws of the State of Illinois.
- k) Perform such other functions and acts as may be required by the International Board of Directors through the Zone Chairperson's Manual and other directives.

- l) Perform such additional assignments as shall be given, from time to time, by the District Governor.

In the event the Zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not 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 7. District Governor's Cabinet. The District Governor's Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism within the District. It shall serve in an advisory and administrative capacity, and shall:

- a) Receive reports and recommendations which emanate from and concern the Clubs in the district through the Region Chairpersons and Zone Chairpersons.
- b) Supervise the collection of all stipulated per capita taxes of both the District and Multiple District One by the Cabinet Secretary-Treasurer, and designate a depository for all said funds.
- c) Recommend to the State Council, when deemed or found necessary, changes pertaining to the amount of State per capita tax collected to defray the administrative expenses within the District.
- d) Authorize the payment, out of funds of the District, of all legitimate expenses pertaining to the administration of the affairs of the District.
- e) Set the amount of the surety bond for the District Cabinet Secretary-Treasurer, and approve the sureties on said bond.
- f) Demand of and receive from the Cabinet Secretary-Treasurer financial reports semi-annually or more frequently if necessary, and such other reports as are found necessary from time to time.
- g) Make provisions for an audit, at the end of the fiscal year, of the books and accounts of the District Secretary-Treasurer.
- h) Adopt a District Administration Fund budget at its first meeting of the fiscal year, and make certain that such budget or any amendment thereto is being adhered to during the year.

Section 8. District Governor's Advisory Committee. This Committee is an advisory body from its Zone to the District Governor and the Cabinet, and it represents all of the Clubs in the Zone in an advisory and administrative capacity only. It shall:

- a) Receive and relay to the District Governor and the Cabinet information and recommendations affecting the welfare of Lionism in its Zone.
- b) Assist the Zone Chairperson in his or her endeavor to have every Club in the Zone operating efficiently under the Lions Clubs International Club Standard Organization Plan.
- c) Promote attendance from the Clubs in the Zone at District, State and International Conventions and encourage representation of each Club by a full quota of delegates.
- d) Assist the Zone Chairperson in the promotion of interclub meetings, social activities, anniversary celebrations, ladies' nights and other special Club and District functions.

- e) Hold at least the number of meetings during the year as required or recommended by Lions Clubs International and this Constitution.

Section 8. **District Governor's Honorary Committee.** This Committee 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, and may be an ex officio member of the Cabinet.

ARTICLE III

RULES FOR CONVENTION PROCEDURE

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

Section 2. **Conduct of Meetings.** 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 group or committee of any one of them shall be determined by Robert's Rules of Order Newly Revised.

Section 3. **Resolutions.** Any resolution proposed for action by the Annual District Convention shall be submitted to the Cabinet Secretary-Treasurer in writing not less than thirty (30) days prior to the opening date of the Convention, and shall be immediately referred by him or her to the Resolutions Committee, with a copy thereof to the District Governor. The District Governor may, within his or her discretion, mail a copy of each such proposed resolution to the Secretary or President of each Club in the District. No other resolutions may be considered by the Convention except those of a commendatory nature, which may be submitted to the Convention by either the Resolutions Committee or from the floor.

Section 4. **Voting Procedure.** A voice vote, or a showing of hands, or a standing vote may be taken at the Annual District Convention, and the ruling on such showing by the presiding officer shall be deemed conclusive unless said ruling is challenged by an accredited delegate immediately after said ruling is made, in which event the presiding officer shall cause a further vote to be taken and only those accredited delegates present and holding proper credentials shall participate in said voting. Voting shall be by written ballot only when required by the Constitution, when approved by a majority vote of the delegates present, or when ordered by the District Governor. A majority vote by attending and accredited delegates shall be sufficient to pass and approve any matter coming before a meeting of the Convention except where a two-thirds (2/3) vote is required by this Constitution. No proxy or absentee voting shall be permitted.

ARTICLE IV

NOMINATION AND ENDORSEMENT FOR INTERNATIONAL OFFICE

Section 1. **Notice of Intention.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsement of a District Convention as candidate for the office of International Director or Third Vice-President shall:

- a) Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor and to the Multiple District One Secretary-Treasurer no less than twenty (20) days prior to the convening date of the Convention at which such question of endorsement is to be voted upon, and
- b) Deliver with said Notice of Intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2. **Nominating Committee.** Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the Convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the Convention the name of each such prospective candidate who has fulfilled said procedural and Constitutional requirements.

Section 3. **Endorsement Speeches.** Endorsement speeches shall be limited to one of not over five (5) minutes in duration, and one seconding speech of not over three (3) minutes for each candidate.

Section 4. **Voting.** The vote on the question of endorsement shall be by secret written ballot. The nominee receiving a majority of the votes cast shall be declared endorsed as the candidate of the Convention and District. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In the event of a tie vote for any candidate receiving the first or second highest vote totals without a majority vote by any candidate, balloting shall continue until one candidate is elected.

Section 5. **Certification.** Certification of endorsement by the Convention shall be made in writing to the State Secretary-Treasurer by the District Governor and Cabinet Secretary-Treasurer immediately after adjournment of the Convention.

Section 6. **Exclusive Procedure.** No endorsement of any candidacy of any member of a Lions Club in the District shall be valid unless and until the provisions of this Article IV have been met.

ARTICLE V

FISCAL YEAR

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

ARTICLE VI

AMENDMENTS

The procedure for amending these By-Laws shall be identical with the procedure provided for in Article VII of the Constitution of which these By-Laws are a part.

The chart that follows is not an official part of the Constitution. The author has compiled this record of the dates of prior amendments since the adoption of the Constitution. It has not been adopted by any District Governor, nor the Cabinets. It is for reference guidance purposes only.

Effective Date	Adoption Date	Authority	Change Made
3/22/92	3/92 by Convention	Art. VII, Sec. 2	Changed language to include female as well as male pronouns.
3/20/93	3/20/93 by Convention	Art. VII, Sec. 2	Allowed excess in reserve fund above \$5,000.00 to be used in other District funds.
7/1/95	95 by Convention	Art. VII, Sec. 2	Amended Art. IV, Sec. 1(A) requirements for District Governor; Amended Lieutenant Governor to Vice-District Governor wherever it appeared. Amended By-Laws, Article I, Sec. 4 by adding sentence providing for notification to International of the results of the elections. Amended By-Laws, Article I, Sec. 6 providing procedure for filling vacancies of District Governor and VDG Amended By-Laws, Article II, Sec. 2 duties of VDG Added Article VII, Sec. 6 and By-Laws, Article VI allowing District Cabinet to amend Constitution when required to conform to the International Constitution.
10/29/96	10/29/96 by cabinet	Art. VII, Sec. 6	Amended Article IV, Sec 1(A) requirements for District Governor.
10/28/97	10/28/97 by cabinet	Art. VII, Sec. 6	Amended Article IV Sec. 1(A) to require written ballot for District Governor Amended By-Laws, Art. I, Sec. 4, to require vote by ballot for District Governor. Erroneously was passed so broadly that it would have limited voice vote for VDG and Trustee.
1/13/98	1/13/98 by cabinet	Art. VII, Sec. 6	Amended By-Laws, Art. I, Sec. 4, to correctly require vote by ballot for District Governor, but not other officers when no more than one candidate is on ballot.
4/11/99	4/11/99 by Convention	Art. VII, Sec. 2	Added Section 10 to Article V dealing with the separate funds for Camp Lions.

Effective Date	Adoption Date	Authority	Change Made
7/2/99	10/13/98	Art. VII, Sec. 6	Article IV, Section 1(A) had added the last line. Beginning with “Notwithstanding” and ending with “Directors”. Effective date determined by the International Constitution which required this amendment after 7/2/99 and the authority of the Board to amend which only extends to what is required by the International or State Constitutions
8/6/00	8/6/00	Art. I, Sec. 6	Changed the persons who would be called to a meeting to recommend a new district governor from all cabinet members to those required by amendment to the International Constitution adopted at the 1999 Convention
1/11/03	1/11/03 by Cabinet	Art. VII, Sec. 6	Article VI, Section 2 of the Constitution changed the requirements for delegate count for Clubs at the District Convention to only count Lions who were members for a year and a day the month prior to convention. Article II, Section 2 of the By-Laws added the duties for VDG that are specified in the International Constitution. Reference to the International Constitution in Article I, Section 6 of the By-Laws was corrected to specify the current citation.
10/8/03	10/8/03 by Cabinet	Art. VII, Sec. 6	By-Laws Art. I, Sec. 4 amended to require majority vote by ballot for Vice District Governor.
3/19/06	3/19/06	Art. VII, Sec. 2	Changed “chairman” to “chairperson” wherever it appears. Changed “chairmen” to “chairpersons” wherever it appears.
3/19/06	3/19/06	Art. VII, Sec. 2	By-Laws Art. I, Sec. 4 provided a drop-the-lowest-and-revote method of balloting if no candidate receives the required majority vote.
3/19/06	3/19/06	Art. VII, Sec. 2	By-Laws Art. IV, Sec. 4 provided a drop-the-lowest-and-revote method of balloting if no candidate receives the required majority vote.

Effective Date	Adoption Date	Authority	Change Made
3/19/06	3/19/06	Art. VII, Sec. 2	<p>Art. IV, Sec. 1(D) amended to state both LIF Trustees are Cabinet Members (LIF previously amended its By-Laws to replace the DG-Trustee with another elected Trustee)</p> <p>Language was added to clarify the long standing practice that District Coordinators are Cabinet officers deemed appointed thereto by the DG</p> <p>The authority of the DG to remove “any Officer appointed by him or her” was changed to specify that the DG could remove any officer except the VDG and LIF Trustees, all elected offices.</p> <p>Language was added to clarify that the DG is the sole authority concerning whether there is good cause to remove a Cabinet officer.</p> <p>The blanket authority of the DG to replace a vacancy in any Cabinet Office was amended to exclude the VDG and LIF Trustees who are replaced by other methods under their respective governing documents.</p>
10/15/08	10/15/08	Various	Conforming amendments to add Second Vice District Governor