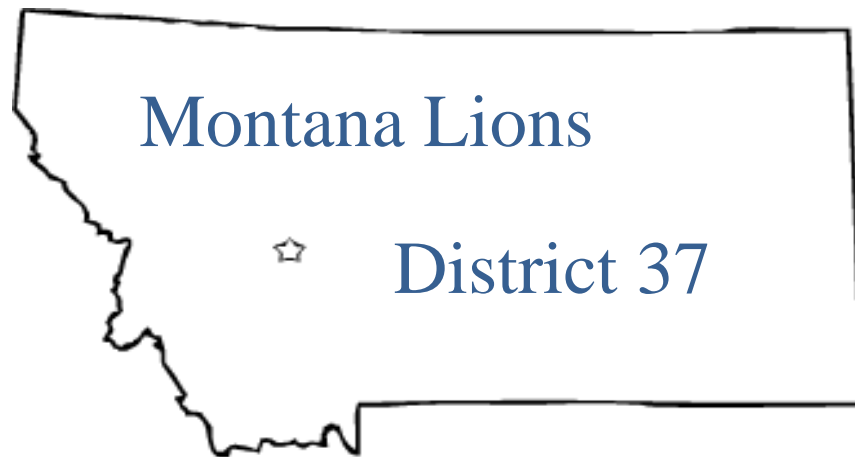


LIONS CLUBS INTERNATIONAL

MONTANA DISTRICT 37 CONSTITUTION & BY-LAWS



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CONSTITUTION

ARTICLE I Name

This organization shall be known as District 37, hereinafter referred to as "District".

ARTICLE II Purpose

The purposes of this District and this constitution shall be:

- a. To provide an administrative structure with which to advance the purposes of Lions Clubs International in this district.
- b. To unite the members in the bonds of friendship, good fellowship and mutual understanding.

ARTICLE III Membership

The members of this organization shall be all Lions Clubs in the District chartered by and in good standing with Lions Clubs International. The boundary lines of this District shall be the entire state of Montana.

ARTICLE IV Supremacy

The District Constitution and By-Laws shall govern the District unless otherwise amended so as not to conflict with the International Constitution and By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

ARTICLE V Officers and District Cabinet

Section 1: **Officers:** The officers of this District shall be the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilized during the District Governor's term),

the Zone Chairpersons, Cabinet Secretary-Treasurer or a Cabinet Secretary, a Cabinet Treasurer and District Administrator. Each such officer shall be a member in good standing of a Lions Club in good standing within the District. Each of these members shall have one vote at Cabinet meetings.

Section 2: District Cabinet: The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone Chairpersons, Cabinet Secretary-Treasurer or a Cabinet Secretary, a Cabinet Treasurer, District Administrator and such other Club members as may be included in this section as enumerated in the By-Laws or Policy Manual. Each of these members shall have one vote at Cabinet meetings.

Section 3. Election/Appointment of District Cabinet Members: The district governor and first and second vice district governors shall be elected at the annual convention of the district. The district governor shall appoint, or the district shall elect by the time he/she takes office, the cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone, in the district, sergeant at arms and such other club members as may be included in the district cabinet.

Section 4. Removal: Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

Section 5: Executive Committee: The Executive Committee shall consist of the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, Cabinet Secretary-Treasurer or a Cabinet Secretary, Cabinet Treasurer and District Administrator. The Executive Committee may act in place of the cabinet as circumstances dictate.

ARTICLE VI District Convention

Section 1. TIME AND PLACE. An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor.

Section 2. CLUB DELEGATE FORMULA. Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) 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. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Section 3. QUORUM. The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

Section 4. SPECIAL CONVENTION. A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

Section 5: NOTICE AND VOTING: Notice of a Special Convention will be given to clubs as stated in section 4 by the most efficient method. The vote on the Special Convention may be done by the most practical method.

ARTICLE VII

District Dispute Resolution Procedure

All disputes or claims arising from provisions of the District Constitution and By-Laws or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district

(single or sub-), or any club(s) and the district (single or sub-) administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

ARTICLE VIII Amendments

Section 1: **Amending Procedure:** This Constitution may be amended only at a District Convention, by resolution of the Constitution and By-Laws Committee; or a resolution proposed by 25% of the Clubs in good standing in the District; and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2: **Automatic Update:** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this District Constitution and By-Laws at the close of the International Convention.

Section 3: **Notice:** No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means 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.

Section 4: **Effective Date:** 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 Endorsement for Third Vice President and International Director Nominees

*Section 1: **ENDORSEMENT PROCEDURE:** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the district seeking endorsements of a district convention as a candidate for the office of international director or third vice-president shall follow the instructions as outlined in the International By-Laws.

ARTICLE II

District Nominations, Elections and Appointments

Section 1: **NOMINATING COMMITTEE:** Each District Governor shall appoint, by written notification, received at least sixty (60) days prior to the District Convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the District, and shall not at the time of their appointment hold any elected District or International Office. In addition to the above, a Chairperson is to be appointed and the Clubs notified of the Chairperson appointed. Then Clubs in good standing may submit nominations to such Chairperson or District Governor for the consideration of the Nominating Committee. Notifications must be in writing. They can be by e-mail, or United States Postal Service, or hand delivered. Verbal communications need to be reduced to a written format and provided to the Nominating Committee Chairperson or other appointed Nominating Committee Member.

Section 2: **DISTRICT GOVERNOR, FIRST & SECOND VICE DISTRICT GOVERNORS ELECTION PROCEDURE.** Any qualified member of a Club in the District seeking the office of District Governor; First or Second Vice District Governor shall file his/her intention to run in writing with the Nominating Committee a minimum of thirty (30) days prior to its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) 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. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3: **BALLOT:** The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to 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. 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 on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 4: **DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and all Past District Governors shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. (See Exhibit B in the Policy Manual.) In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must: (See District 37 Policy Manual).

Section 5: **FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.** Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all Past District Governors who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

Section 6: **REGION/ZONE CHAIRPERSON QUALIFICATIONS:** Each region and zone chairperson shall:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.

Section 7. **APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON.** The district governor shall appoint, by the time he/she takes office, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone, in the district.

Section 8. **REGION/ZONE CHAIRPERSON VACANCY**. If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the current Lions year.

ARTICLE III Duties of District Officers/Cabinet

The duties of district officers and cabinet members are described in the Lions Clubs International By-Laws, Article III; except for District Administrator which are included in this document.

Section 1: DUTIES OF DISTRICT GOVERNOR

Under the general supervision of the International Board of Directors he/she shall represent the association in his/her District. In addition, he/she shall be the chief administrative officer in his/her District and shall have direct supervision over the first and second vice District Governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in the District Constitution and By-Laws. His/her specific responsibilities shall be to:

1. Further the Purposes and Objects of Lions Clubs International (LCI).
2. Oversee the Global Membership Team at the District level and administer and promote membership growth and new club development.
3. Oversee the Global Leadership Team at the District Level and administer and promote leadership development at the Club and District levels.
4. Promote the Lions Clubs International Foundation and all service activities of the association.
5. Preside, when present, over cabinet, convention and other district meetings. During any period, he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice District Governor, but if she/he is not available, the district officer chosen by the attending members shall preside.
6. Appoint by the time she/he takes office (1July), a Cabinet Secretary, a Cabinet Treasurer, or a Cabinet Secretary-Treasurer; a Region Chairperson for each Region; a Zone Chairperson for each zone and a District Sergeant-at-Arms. (Per Article 1, Section 6 of the District Constitution and By-Laws). In addition, the District Governor will appoint a nominating committee, at least 60 days prior to the District Convention. (Per Article 1, Section 1 of the District Constitution and By-Laws).
7. Participate in the preparation of the District budget.

8. Set a definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.
9. Constitute such committees, as he/she deems necessary to advance the purposes and objects of Lions Clubs International in the District and to appoint Committee Chairpersons to supervise the functions of such committees.
10. Promote harmony among the chartered Lions clubs.
11. Review the strengths and weaknesses of the Clubs in the District.
12. Exercise such supervision and authority over the cabinet officers and district committee appointees as is provided in the District Constitution.
13. Ensure that each Lions club in the District be visited by the District Governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
14. Submit a current itemized statement of total district receipts and expenditures to his/her district convention.
15. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and /or financial accounts, funds and records of the District to his/her successor in office.
16. Report to Lions Clubs International all known violations of the use of the association's name and emblem.
17. Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

Section 2: DUTIES OF FIRST VICE DISTRICT GOVERNOR

The first vice district governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

1. Further the Purposes and Objects of Lions Clubs International (LCI).
2. Familiarize himself/herself with the duties of the District Governor so as to be prepared for the responsibilities of that office.
3. Perform such administrative duties as assigned by the District Governor.
4. Perform such other functions and acts as required by the International Board of Directors.
5. Participate in the cabinet meetings and conduct meetings in the absence of the District Governor.
6. Participate in the review of the strengths and weaknesses of the Clubs in the District.
7. Serve as the District Governor Team liaison between the district global membership team, working as an active member of the district global membership team along with the District Governor and the second vice

district governor to establish and implement a district wide plan for membership growth.

8. Work as an active member of the district global leadership team along with the District Governor and the second vice district governor to establish and implement a district wide plan for leadership development.
9. Participate in the preparation of the District budget.
10. At the request of the District Governor, supervise appropriate District Committees.
11. Conduct club visitations as the representative of the district governor when requested by the district governor.
12. Take the lead on Monthly Membership Reports (MMR) and Yearly Activities Form. Take the responsibility to ensure they are submitted on time by each club. Coordinate with the proper Zone Chairperson on getting reports entered, or make direct contact with the club to get reports entered timely.
13. Assist the District Governor and the district convention committee to plan and conduct the annual district convention.
14. Appoint, by April, a Convention Chairperson for the annual district convention to be held during your year as district governor.
15. Assist the district governor to organize and promote other events within the district.
16. Participate in the planning of the next year for the district to include the district budget.

Section 3: DUTIES OF SECOND VICE DISTRICT GOVERNOR

The second vice district governor subject, to the supervision and direction of the District Governor, shall be an assistant in administrative of the District and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

1. Further the Purposes and Objects of Lions Clubs International (LCI).
2. Familiarize himself/herself with the duties of the District Governor so as to be prepared for the responsibilities of that office.
3. Perform such administrative duties as assigned by the District Governor.
4. Perform such other functions and acts as required by the International Board of Directors.
5. Participate in the cabinet meetings and conduct meetings in the absence of the District Governor and the first vice district governor.
6. Participate in the review of the strengths and weaknesses of the Clubs in the District.
7. Work as an active member of the district global membership team along with the District Governor and the first vice district governor to establish and implement a district wide plan for membership growth.

8. Serve as the District Governor Team liaison between the district leadership team, working as an active member of the district global leadership team along with the District Governor and the first vice district governor to establish and implement a district wide plan for leadership development.
9. Participate in the preparation of the District budget.
10. At the request of the District Governor, supervise appropriate District Committees.
11. Conduct club visitations as the representative of the district governor when requested by the district governor.
12. Review Monthly Membership Reports (MMR) and Yearly Activities Form to become familiar with clubs within the District.
13. Assist the District Governor, the first vice district governor and the district convention committee to plan and conduct the annual district convention.
14. Assist the district governor to organize and promote other events within the district.
15. Participate in the planning of the next year for the district to include the district budget.
16. Work with the District LCIF Chairperson and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
17. Work with the District Information Technology Chairperson and assist the committee to promote the use of the association's, and district's websites, and the Internet among clubs and members to obtain information, file reports, purchase club supplies, etc.

Section 4: **QUALIFICATIONS FOR REGION/ZONE CHAIRPERSONS**

In Order for a Lion to be eligible and qualified to be selected to fill the vacancy in the office of Region or Zone Chair, she/he must:

1. Be an active member in good standing of a chartered Lions Club in good standing in the District.

Section 5: **DUTIES OF REGION CHAIRPERSON**

The region chairperson, subject to the supervision and direction of the district governor, shall be the chief administrative officer in her/his region. Her/his specific responsibilities should be to:

1. Further the purposes of this association.
2. Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to her/him by the district governor.
3. In coordination with the district GMT (Global Membership Team) chairperson, play an active role in organizing new clubs and strengthening weak clubs.

4. In coordination with the district GLT (Global Leadership Team) chairperson, play an active role in supporting leadership initiatives by informing Lions within the region about leadership development opportunities.
5. Visit a regular club meeting of each club in his/her region at least once during her/his term of office, reporting his/her findings to the district governor, GMT and GLT chairpersons.
6. Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting her/his findings to the District Governor, GMT and GLT chairpersons.
7. Promote the Club Excellence Process to the clubs within the region and work in concert with the district GMT and GLT chairpersons and the district governor team to implement the program within the region.
8. Endeavor to have every club in her/his region operating under a duly adopted club constitution and by-laws.
9. Promote representation at International and District conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
10. Carry out such official club visitations to club meetings and charter nights as shall be assigned to her/him by the district governor.
11. Perform such additional assignments as shall be given to him/her, from time to time, by the district governor. In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directive

Section 6: **DUTIES OF THE 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 her/his zone. Her/his specific responsibilities should be to:

1. Further the purposes of this association.
2. Serve as chairperson of the District Governor's Advisory Committee in her/his zone and as such chairperson to call regular meetings of said committee.
3. Endeavor to include the district GMT and GLT chairpersons and the District Governor's Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor's Team may assist with membership and leadership development within the zone.
4. Make a report of each District Governor's Advisory Committee meeting and send copies within fifteen (15) days thereafter to Lions Clubs International, and the district governor, District GMT and GLT and Region Chairpersons.
5. In coordination with the district GMT chairperson, play an active role in organizing new clubs and strengthening weak clubs within his/her zone.
6. In coordination with the district GLT chairperson, play an active role in supporting leadership initiatives by informing Lions within the region about leadership development opportunities.
7. Supervise the progress of district and LCI projects in her/his zone.
8. Represent each club, in her/his zone, regarding any problems to the District Governor's Team or Lions Clubs International.
9. Visit a regular club meeting of each club in his/her zone at least once during her/his term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses she/he may have discovered, with a copy to the district governor, GMT and GLT chairpersons.
10. Endeavor to have every club in her/his zone operating under a duly adopted club constitution and by-laws.
11. Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting her/his findings to the District Governor, GMT and GLT chairpersons.
12. Promote the Club Excellence Process to the clubs within the zone and work in concert with the district GMT and GLT chairpersons and the district governor team to implement the program within the zone.
13. Promote representation at International and District conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
14. Carry out such official club visitations to club meetings and charter nights as shall be assigned to her/him by the district governor.
15. Perform such additional assignments as shall be given to him/her, from time to time, by the district governor. In addition, the zone chairperson shall perform

such other functions and acts as may be required by the International Board of Directors through a zone chairperson's manual and other directives.

Section 7: DUTIES OF CABINET SECRETARY

He/she shall act under the supervision of the District Governor. Her/his specific responsibilities shall be to:

1. Further the purposes of this association.
2. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - a. Keep an accurate record of the proceedings of all meetings of the cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the cabinet and the office of Lions Clubs International.
 - b. Take and keep minutes of the district convention and furnish copies of the same to Lions Clubs International, the District Governor and the secretary of each club in the district.
 - c. Make reports to the cabinet as the district governor or cabinet may require.
 - d. 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 the district Constitution and By-Laws, and/or this Policy Manual or as may be assigned to him/her from time to time by the District Governor or the cabinet.
 - e. Sign all notices and documents issued by the Cabinet.
 - f. Make other reports at such times as the District Governor or the Cabinet may require.
3. Perform such other functions and acts as may be required by directives of the International Board of Directors.
4. Deliver, in a timely manner, at the conclusion of his/her term in office, the records of the District to his/her successor in office.

Section 8: DUTIES OF CABINET TREASURER

He/she shall act under the supervision of the District Governor. Her/his specific responsibilities shall be to:

1. Further the purposes of this association.
2. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - a. Attend Cabinet, Executive, Convention and Special meetings called by the District Governor or Cabinet.
 - b. Prepare a financial statement for each Cabinet meeting, annual Convention, or upon request by the District Governor.
 - c. Collect and receive all funds due to the District.
 - d. Deposit the same in such financial institutions as the District Governor or the Cabinet shall determine.

- e. Disburse funds only by order of the District Governor or the Cabinet.
- f. Keep accurate books and records of accounts, and permit inspection by the District Governor, any Cabinet member, and any Club (or authorized agent of any of them) at any reasonable time for any purpose.
- g. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to an auditor/reviewer appointed by the District Governor or the Cabinet.
- h. District Convention expenses shall be paid by the Cabinet Treasurer.
- i. Disbursements shall be by checks drawn and signed by one Cabinet officer. The signing authorities may be any one (1) of the following: the Cabinet Treasurer, the District Governor or the Cabinet Secretary.
- j. Disbursements shall be accomplished by the Cabinet Treasurer based on approval of the Cabinet; or the Executive Committee, when such disbursements are based on the approved Fiscal Year Budget.
- k. The cabinet treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of the bond shall be an administrative expense.
- l. Give to the Cabinet Secretary an up-to-date financial statement to be included in the notice of a full cabinet meeting.
- m. Any bills that are not paid in the Lionistic year shall be carried over to the next year. No checks should be written outside of your Lionistic year. The Lionistic year is from July 1 to June 30.
- n. If you have any questions about any bills discuss them with the District Governor and/or the Finance Committee before payment is issued.
- o. You should not approve or pay any bill that will cause indebtedness to the District.
- p. Amounts to be paid should be in the budget or approved by the Cabinet.
- q. Income shall include:
 - i. District Dues,
 - ii. Voluntary Contributions,
 - iii. Other fund-raising activities approved by the Cabinet.
- r. Expenses shall include:
 - i. District photocopying,
 - ii. Stationery, name tags and crests,
 - iii. Printing and postage carried out for the good of the District,
 - iv. Bank Service Charges, administrative postage and fax costs,
 - v. District Governor's Appreciation Awards,
 - vi. Induction kits and supplies,
 - vii. District Directory,
 - viii. Chairperson budget items approved by the Cabinet,
 - ix. Other items approved by the Cabinet,

- x. Expenses of the district governor elect in connection with his/her attending the international convention, (Per Article 1, Section 6 of the District Constitution and By-Laws)
 - xi. First Vice District Governor companion travel to an offshore International Convention, with a limit of \$500.00.
3. Perform such other functions and acts as may be required by directives of the International Board of Directors.
 4. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the District to his/her successor in office.

Section 9: DUTIES OF DISTRICT CABINET

The District Governor's Cabinet shall:

1. Further the purposes of this association.
2. Assist the District Governor in the performance of her/his duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
3. Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
4. Supervise the collection of all dues and taxes by the Cabinet Treasurer, designate a depository for said funds and authorize the payment of all legitimate expense pertaining to the administrations of the affairs of the District.
5. Secure, set the amount of and approve the surety company issuing the surety bond for the Cabinet Treasurer.
6. Secure, semi-annually or more frequently, district financial reports from the cabinet secretary or cabinet treasurer.
7. Provide for an audit of the books and accounts of the Cabinet secretary and Cabinet Treasurer as needed.
8. With the District Governor's approval, set up definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.
9. Increase membership in the District.
10. A record of all established Cabinet positions shall be maintained by the Cabinet secretary.

Section 10: DUTIES OF SERGEANT OF 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 her/his office under Robert's Rules of Order, Newly Revised.

Section 11: DUTIES OF DISTRICT ADMINISTRATOR

The district administrator shall act under the supervision of the district governor and the district cabinet. Specific responsibilities shall be to:

1. Prepare and distribute the district directory;
2. Prepare and distribute a monthly District Governor newsletter with input from the District Governor and cabinet members. The newsletter should be distributed by email to minimize postage costs;
3. Prepare and maintain databases for email and for those members who do not have an email address;
4. Work with the District Governor to determine special needs of clubs through available LCI reports and prepare a plan to address those needs, and implement the plan;
5. Serve as a member of the Advisory Committee;
6. Work with the Social Media and Information Technology Chairs as needed to assist the district;
7. Serve as the district secretary;
8. Assist with the North America Membership Initiative as needed;
9. Other duties as mutually agreed upon by the parties to this agreement.

ARTICLE IV Meetings

Section 1: DISTRICT CABINET MEETINGS:

- (a) **Regular.** A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should 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 by the cabinet secretary.
- (b) **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 by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.
- (c) **Quorum.** The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.
- (d) **Vote.** The voting privilege shall extend to all members of the district cabinet.

Section 2. **ALTERNATE MEETING FORMATS.** Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

Section 3. **BUSINESS TRANSACTED BY MAIL OR EMAIL**

The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved by two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district.

ARTICLE V **District Convention**

Section 1: **CONVENTION SITE SELECTION:** The District Governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.

Section 2: **OFFICIAL CALL:** The Executive Committee shall issue an official printed call for the annual district convention not less than thirty (30) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3: **SITE CHANGE:** In the event the district convention is cancelled due to circumstances beyond the district's control, (i.e., pandemic) the Lions club hosting the convention, when such cancellation occurs, shall have the option to re-apply to host the district convention the upcoming year immediately following the convention. Notice of the site cancellation shall be furnished in writing or by other appropriate means to each club in the district in a timely manner prior to the thirty (30) day application requirement as outlined in Article VI, District Convention, Section 1 – Convention Site Selection. If an extraordinary situation requires cancellation less than 30 days prior to the convention, the cabinet can waive the 30-day requirements for the current host club(s) to rebid for the next year's convention.

Section 4: **OFFICERS:** The members of the district cabinet shall be the officers of the annual district convention.

Section 5: **SERGEANT-AT-ARMS:** A convention sergeant-at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

Section 6: **OFFICIAL REPORT:** Within sixty (60) days after the close of the district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 7: **CREDENTIALS COMMITTEE:** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet-secretary treasurer and two other non-officers of the district appointed by the district governor. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 8: **ORDER OF CONVENTION BUSINESS:** 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.

Section 9: **DISTRICT CONVENTION COMMITTEES:** The District Governor shall appoint the chairperson of, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules and International Convention. Each region shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

ARTICLE VI District Administration Fund

Section 1: **DISTRICT REVENUE:** To provide revenue for approved district projects and to defray the administrative expenses of the district, an annual district administrative fund tax of \$25.00 is hereby levied upon each member of each club in the district. Payment shall be billed to each Club on January 1 to cover the entire Lion's fiscal year with billings of the same to be based upon the International roster of each club as of the last day of November, of the year billed. Said tax shall be paid to the cabinet treasurer (or cabinet secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative, or other related expenses, of the district and only upon approval by the district governor's

cabinet. Disbursement therefrom shall be by checks drawn and signed by the cabinet treasurer.

Section 2: **REMAINING FUNDS:** In any fiscal year, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund and become available for future district administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

ARTICLE VII Miscellaneous

Section 1: **DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION:** Basic expenses of the district governor elect in connection with his/her attending the international convention shall be paid by Lions Clubs International. Other expenses will be considered as district administrative expense and will be voted and approved by the District Cabinet. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the Rules of Audit of Lions Clubs International.

Section 2: **FINANCIAL OBLIGATIONS:** The district governor and his/her cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

Section 3: **CABINET SECRETARY-TREASURER BOND:** The cabinet secretary-treasurer and authorized signatories may be bonded in such amount and with such surety company as shall be approved by the district governor's cabinet and the cost of same shall be an administrative expense.

Section 4: **AUDIT OR REVIEW OF BOOKS:** The district governor's cabinet may provide for an annual or more frequent audit or review of the books and accounts of the District.

Section 5: **COMPENSATION:** No officer shall receive any compensation for any service rendered to this district in his/her official capacity with the exception of the cabinet secretary and/or cabinet treasurer (or secretary/ treasurer) or District Administration whose compensation, if any, shall be fixed by the district cabinet. Reimbursement is not to be considered as compensation.

Section 6: **FISCAL YEAR:** The fiscal year of this district shall be from July 1st to June 30th.

Section 7: **RULES OF PROCEDURE:** 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 adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, 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 8: **PDG FULL DELEGATE STATUS.** Montana District 37 grants full delegate status to each past district governor who is a member of a club in such district independent of the club delegate quotas.

Section 9: **LIFE MEMBERSHIP:** The following criteria: District 37 life membership may be granted to a Lion who has maintained active membership as a Lion for 20 years of service, or 15 years and reached the age of 70, or is critically ill. The cost of District 37 Life membership is US\$250.00, and is based on 10 years at the yearly rate of \$25.00. This is a one-time application fee and does not cover club, or Lions Clubs International dues. It is at the discretion of the club's board of directors to decide whether or not to charge club dues.

ARTICLE VIII Amendments

Section 1: **AMENDING PROCEDURE:** These by-laws may be amended only at a district convention, by resolution reported by the Constitution and By-Laws committee and adopted by a majority of the votes cast.

Section 2: **AUTOMATIC UPDATE:** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the International Convention.

Section 3: **NOTICE:** 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.

Section 4: **EFFECTIVE DATE:** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendments.

EXHIBIT A

SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.

DISTRICT 37 CONVENTION

Rule 1. The district governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2.

Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 37 Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.

- (a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.
- (b) The registration and certification of delegates shall occur on the day(s) of _____ between the hours of _____ and _____.
- (c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4.

- (a) 60 days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.
- (b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5.

Replacement of delegates and alternate delegates.

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate.
- (b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Rule 6.

Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed 5 minute(s) for each nominee.

Rule 7.

- (a) Prior to the convention, the district governor shall appoint, and designate the chairperson of an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.
- (b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.
- (c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

Rule 8. Voting.

- (a) Voting will take place at a predetermined location and time.
- (b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more

than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

- (d) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6 (d) on the International By-Laws shall apply.
- (e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

EXHIBIT B

RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

Rule 1. In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and 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 within the district for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2. Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen (15) days of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

Rule 3. The chairperson shall maintain a written attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting.

(a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7 At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8. The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any club member as district governor for the (remainder of the) term.

EXHIBIT C

RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR

Rule 1. In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term.

Rule 2. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recently serving past district governor who is available, to send out written invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

Rule 3. The district governor shall maintain a written attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting.

(a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as first or second vice district governor ~~district governor~~. In the event any one candidate shall fail to receive the required number of votes to be selected,

additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7. At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

EXHIBIT D

**Nominating Committee Checklist
District Governor Candidate**

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

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the first vice district governor within this district.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications:

- Club President: _____ Year Served _____
- Club Board of Directors _____ Two (2) Years Served _____
- District Cabinet (check one)
 - Zone or Region Chairperson _____ Year Served _____
 - Cabinet Secretary and/or Treasurer) _____ Year Served _____
- One (1) additional year as a member of district cabinet
Position held: _____ Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

EXHIBIT E

Nominating Committee Checklist
First Vice District Governor Candidate

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

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the second vice district governor within this district,

In the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served _____
- District Cabinet (check one)
 - Zone or Region Chairperson Year Served _____
 - Cabinet Secretary and/or Treasurer) Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

EXHIBIT F

**Nominating Committee Checklist
Second Vice District Governor Candidate**

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

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served _____
- District Cabinet (check one)
 - Zone or Region Chairperson Year Served _____
 - Cabinet Secretary and/or Treasurer Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

EXHIBIT G

Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Elections

Sample 1: Ballot where there are two candidates.

Instructions: Clearly indicate your vote by placing an appropriate symbol in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing an appropriate symbol¹ in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

Sample #3: Ballot where there are three or more candidates:

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest number of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

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

Position	Name	Preference/ Rank
Second Vice District Governor		
	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

Rules for Preferential Voting:

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.
2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.
3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one is eliminated as described below.
4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:
 - a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
 - b. The number of ballots in each remaining pile after this distribution is again recorded.
 - c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
 - d. Again, the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
 - e. The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.
6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.
7. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).

CONTITUTION AND BY-LAWS CHANGES

July 2015 – District 37 Document Written, PDG Bill Pfeifer

2014-2015, October 2014, Ennis, Convention Approval, DG Jim Johnke

2015-2016, October 2015, Red Lodge, No record of changes, DG Richard Gessling

2016-2017, April 2017, Kalispell, Nothing reported, DG Lary Garrison

2017-2018, April 2018, Butte, Nothing reported, DG Lary Garrison

2018-2019, April 2019, Sidney, Changes approved, DG Dennis Kopitzke

2019-2020, April 2020, Glendive Convention Cancelled, Changes approved via mail/email, DG Verna Love

2020-2021, April 2021, Kalispell, Changes approved, DG Mike Collins