

LIONS CLUBS  
INTERNATIONAL  
District 22-A



CONSTITUTION  
AND BY-LAWS

EFFECTIVE 1 JULY 2023

# CONSTITUTION

## ARTICLE I

### Name

This organization shall be known as District 22-A (hereinafter referred to as the District), a sub-district of Multiple District 22 of Lions Clubs International. It shall consist of all Lions clubs in Anne Arundel County, Baltimore City, Baltimore County, Harford County, and Howard County in the State of Maryland.

## ARTICLE II

### Objects

Section 1. The object of the Constitution and By-Laws is to provide an administrative structure with which to advance the purposes and objects of the International Association of Lions Clubs in District 22-A. This document utilizes the currently most accepted gender neutral pronoun (the singular form of "they") in order to be as inclusive as possible.

Section 2. This Constitution and By-Laws is supplemental to and subordinate to the Multiple District 22 Constitution and By-Laws and the Constitution and By-Laws of the International Association of Lions Clubs.

## ARTICLE III

### Cabinet and Officers

Section 1. District 22-A shall have a Cabinet composed of the District Governor, the First Vice District Governor, Second Vice District Governor, the Cabinet Secretary, the Cabinet Treasurer, the Immediate Past District Governor, and such Region Chairs and Zone Chairs as shall be appointed by the District Governor. Each District Governor shall have the authority to determine whether the position of Region Chair will be utilized during their term. If not so utilized, the position of Region Chair shall remain vacant during said District Governor's term. The named officers are voting members of the Cabinet. Any other voting cabinet officer position to be appointed must be approved by the Delegates of the District 22-A Convention prior to holding office. The members of the District Cabinet shall be officers of the District. Each officer shall be a member in good standing of a Lions Club which is in good standing in the District.

Section 2. The District Governor and the Cabinet shall exercise management, control, and responsibility over the property, business, and funds of the District. The rules of audit as outlined in Lions Clubs International Constitution and By-Laws, as well as, MD-22 Constitution and By-Laws, shall apply in all matters of fiscal control and responsibility.

Section 3. The District Governor and the Vice District Governor(s), each of whom shall meet the qualifications as provided in the Constitution of the International Association of Lions Clubs, shall each be elected at the Annual Convention of the District. The District Governor shall appoint (upon taking office) the Cabinet Secretary, the Cabinet Treasurer, one Region Chair for each Region (if Region Chairs are to be utilized) and one Zone Chair for each Zone in the District.

Section 4. Any vacancy in a District Cabinet office, except that of District Governor and Vice District Governor(s) shall be filled by an appointee of the District Governor for the unexpired term thereof.

Section 5. If any District officer shall transfer to a club which is not in the area covered by their appointment or if they should leave Lionism, their term of office shall thereupon cease; and the District Governor may appoint a successor to fill that office, except that the position of Club President and Club Secretary shall be filled in accordance with the provisions of the Club's Constitution and By-Laws. A club member so appointed Region Chair or Zone Chair shall be an active member of their club, which club shall be in the appointee's Region or Zone and shall not in either case concurrently hold office of President or Secretary of their club.

Section 6. In the event the Region Chair for any reason cannot or does not perform the duties of their office properly in the judgment of the District Governor, the District Governor may remove that member from that position and appoint a successor to serve the unexpired term.

Section 7. In the event the Zone Chair for any reason cannot or does not perform the duties of their office properly in the judgment of the District Governor, the District Governor may remove that member from that position and appoint a successor to serve the unexpired term.

Section 8. No salary or other form of compensation may be paid to any Officer or Committee Chair of the District.

Section 9. District Cabinet Meetings:

- a. Regular – At least four regular meetings of the Cabinet shall be held during the fiscal year with the first to be held within forty-five (45) days after the adjournment of the preceding International Convention. Fourteen (14) days written notice of the meeting setting forth a date, time, and place determined by the District Governor shall be given to each club by the Cabinet Secretary.

b. Special – Special meetings of the Cabinet may be held at the discretion of the District Governor and shall be called with written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. If it is not possible to give five (5) days' notice in writing, each member of the Cabinet shall be contacted by phone or in person. Such notice will include the purpose of the meeting, the date and time of the meeting and where the meeting will be held.

c. Quorum and Vote – The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. The District Governor and each Cabinet member present is entitled to one vote for each question. No absentee or proxy votes shall be permitted.

#### Section 10. Regions and Zones:

a. The District Governor shall divide the District into Regions of no more than sixteen (16) Lions Clubs, and each Region into Zones of no more than eight (8) Lions Clubs, giving due regard to the geographical locations of the clubs. All such Regions and Zones shall be subject to change at the sole discretion of the District Governor, when it is deemed necessary and in the best interest of the Association.

b. Regional Meetings – Meetings of the representatives of all Clubs in a Region, with the Region Chair presiding, may be held during the fiscal year at times and places fixed by the Region Chair and Zone Chairs of the respective Regions.

c. Zone Advisory Committee – There shall be a District Governor's Advisory Committee in each Zone, composed of the Zone Chair and the Presidents and Secretaries of the Clubs in the Zone.

d. Zone Advisory Meetings – The Zone Chair in each particular Zone shall call no fewer than three meetings of the District Governor's Advisory Committee during the year. Regional meetings may be held in lieu of Zone meetings. The first of these meetings shall be held within ninety (90) days after the adjournment of the preceding International Convention; the second and third are to be held at intervals of approximately two months or more with the third meeting being completed by April 30.

Section 11. Meetings of the Cabinet or District Committees not routinely scheduled by the Constitution and By-Laws may, with specific permission of the District Governor, be held electronically utilizing methods such as teleconference or web-conference. Minutes of any such meetings shall be kept by, or forwarded within 5 days to, the Cabinet Secretary.

## ARTICLE IV

### District Revenue

Section 1. In order to provide revenue to defray administrative expenses of the District, an annual per capita District Administrative Fund Tax shall be levied upon each member of each Club in the District. The total Annual per capita Tax is \$10.00 per member with \$2.50 of that amount designated to the District Leadership Fund to support training of future leaders. Said tax shall be collected from each Club in the District. The membership billing shall be based upon the roster of each Club as of the first day of July and the first day of January, respectively, and shall be paid by each Club in two semi-annual payments by October 1st and April 1st of each year. New and reorganized Clubs shall pay a pro rata per capita tax beginning the first day of the second month following the date of organization or reorganization.

Section 2. Said per capita tax collected in the District shall become and remain in an Administrative Fund of the District and shall be disbursed only for administrative expenses of the District as are approved by the District Governor's Cabinet. Payments or withdrawals out of said District Administrative Fund shall be by check drawn and signed by any two of the following five officers: District Governor, 1st Vice District Governor, 2nd Vice District Governor, Cabinet Secretary, or Cabinet Treasurer.

Section 3. Expenses incurred by the District Governor in connection with attendance at the International Convention at the close of their term of office shall be considered a District Administrative Expense, and fifty cents (.50) of each annual District Administrative Fund per capita tax shall be set aside as a separate budget line item in the District to defray said expenses. Said fund shall be held and administered separate and apart from all other District funds and duly noted on the budget and financial reports given at each Cabinet meeting. In the event the amount so set aside is insufficient, the District Governor's Cabinet shall have the authority to supplement same from the District Administrative Fund in order to meet or lessen the deficiency. Reimbursement for said expenses for the outgoing District Governor shall be on the same basis as outlined in the Rules of Audit of Lions Clubs International. Any surplus of the sum available over the amount allowed shall carry over to become part of the said line item in the subsequent year. Any carryover amount exceeding \$1000 shall be transferred to the general administrative fund.

Section 4 The Cabinet shall establish and maintain a budget line item titled Social Deposit Fund to provide up to \$1,000.00 towards the deposit required for the District Social to be held in the following Lions year. The funds shall be made available one year prior to the scheduled date of the Social. The amount advanced is to be replaced in the fund as soon as a sufficient amount is collected from ticket sales to the District Social.

a. To initially finance this fund, the District Socials held in 2020 and 2021 shall set aside \$500 from the revenues of each Social. The fund can be financed earlier than 2021 with District Administrative funds at the discretion of the 2020 Cabinet relieving all or part of the burden on the two socials. Once created, it shall be self-sustaining and no further burden on the District.

Section 5. The outgoing District Governor's Cabinet shall provide for an orderly turnover of funds to the newly elected and installed District Governor and Cabinet. Within forty-five (45) days after the close of the International Convention, the then Immediate Past District Governor shall turn over the District funds available for use by the new Cabinet. A complete statement and audit of District funds shall be submitted to the new Cabinet at its first meeting within forty-five (45) days after the close of the annual International Convention.

Section 6. The District Governor and the Cabinet shall not incur obligations in any fiscal year, which will create an unbalanced budget or deficit in said fiscal year.

Section 7. The District Governor, 1st & 2nd Vice District Governor(s), Cabinet Secretary, and Cabinet Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Cabinet, and the cost of same shall be an administrative expense.

Section 8. The annual audit called for in Sections 5 and 9 of this ARTICLE shall be presented to the incoming District Governor by the outgoing District Governor within forty-five days of the close of the annual International Convention with a payment for the balance shown in the audit. Such a balance shall equal or exceed any outstanding obligations incurred by the outgoing administration, plus the balance called for in Section 3 of this ARTICLE. The audit referenced in this ARTICLE may be either a complete review performed by a competent auditor or a full audit at the discretion of the incoming District Governor.

Section 9. The District Governor shall provide for an annual or more frequent financial review at their discretion of the books and accounts of the Cabinet Treasurer by a competent auditor, and a statement of the financial condition of the District shall be sent annually to Lions International, each member of the District Cabinet, and each Past District Governor, and to each Club in the District within 45 days after the close of the International Convention.

Section 10. A District Roster Book will be published annually. Each club Secretary will advise the District Cabinet Secretary as to the quantity requested per club and the club to be billed accordingly.

Section 11. The Newsletter will be published and distributed at least six times per year by electronic means to each member of the District. In the event a member does not have the means of receiving the Newsletter electronically, it will be up to the club secretary to provide that member with a printed copy. If an entire club does not have electronic capability, it will be the responsibility of the Cabinet Secretary to provide the club with a single copy of the Governors Newsletter. There

will be no charges for the governors Newsletter to the individual club or member. The information provided regarding e-mail addresses will not be shared to anyone except those absolutely necessary for distribution of the Newsletter.

## ARTICLE V

### Honorary Committee

Section 1. There shall be an Honorary Committee. The membership of this Committee shall consist of all Past International Officers, including Past International Presidents, Past International Directors, and Past District Governors, who are members in good standing of a Club in the District. The Immediate Past District Governor is routinely the Chair of this Committee. The immediate past Chair of the Committee routinely becomes the Secretary of the Committee. The Committee at its first meeting of the Lions year shall vote to confirm the Immediate Past District Governor as Chair and the immediate past Chair as Secretary or to fill the positions as may be desired or required.

Section 2. The mission of the Honorary Committee is to promote Lionism, to encourage fellowship between the Past International Officers, to support the objectives of the current District Governor and to elect Lions to fill the positions described below.

Section 3. The Honorary Committee shall meet when requested by the District Governor, or at the call of the Chair of the Committee. The Committee Chair shall call one meeting at least 45 days prior to the convening of the Annual Multiple District 22 Convention and there cause the election of two (2) Honorary Members to serve as the Finance Committee and one (1) Lion member as a Trustee to the Multiple District 22 Lions Vision Research Foundation, Inc.

Section 4. The Finance Committee will be elected with the first member for a one-year term, the second member for a two-year term after which one member shall be elected each year thereafter for a term of two (2) years. In addition to functioning for the Sub-District, the Committee also provides representations to the Multiple District 22 Finance Committee under the direction of the Council of Governors and its Chair. The Committee Chair for this Committee is the second-year member. The Committee will meet on the call of the District Governor. The Committee will address themselves to the fiscal matters, as presented to them by the District Governor regarding Sub-District budget, final report prior to audit or in matters as presented to them by the District Governor or in writing from the Honorary Committee when signed by five (5) or more members of the Honorary Committee. All conclusions and recommendations issued by the Finance Committee will be presented to the District Governor for whatever action deemed appropriate.

Section 5. The Trustee elected to the Multiple District 22 Lions Vision Research Foundation, Inc., will serve for a three-(3) year term that begins at the end of the expired term of the former elected Trustee.

Section 6. The Multiple District 22 Council Chair shall be selected on a rotating basis in accordance with the provisions of the MD 22 Policy and Procedures Manual. The candidate from District 22-A will be selected by the Honorary Committee along with the District Governor and First Vice District Governor and the name forwarded to the District Governor to be presented to the incoming Council of Governors no later than the 1st of February.

## ARTICLE VI

### Endorsement of a Candidate for International Office

Section 1. The endorsement of a candidate for an International office by the Multiple District shall be made in accordance with the Constitution of the International Association of Lions Clubs, including such amendments as are made hereafter and in accordance with ARTICLE V of the By-Laws of the Multiple District Constitution and By-Laws.

## ARTICLE VII

### Adoption

Section 1. This Constitution and By-Laws shall become in full force and effect, having been adopted by a majority affirmative vote of the delegates, registered and voting, in the District Convention held by written ballot on 23 April, 2023, and approved by the International Association of Lions Clubs.

## ARTICLE VIII

### Amendments

Section 1. This Constitution can be amended only at a District Convention by Resolution reported by the Committee on Constitution and By-Laws at said Convention and adopted by an affirmative vote of two-thirds of the votes cast. Such votes will be taken by the use of a written ballot at the District election. No proposed amendment may be reported by the Committee on Constitution and By-Laws, nor can the vote thereon be effective unless and until the same shall have been done according to the following:

- a. Filed in writing in the form in which it is to be read if adopted, with the Chair of the Constitution and By-Laws Committee no less than sixty (60) days prior to the convening of the District Convention.



b. Mailed by U.S. Post, and/or by electronic means with a requested read receipt to verify delivery of proposed change, to every Club in the District in the form in which it is to be read if adopted. Said mailing shall be no less than thirty (30) days prior to the convening of the District Convention, at which same is to be voted upon. It shall be the responsibility of the Chair of the Constitution and By-Laws Committee to provide the District Governor with proof that attempts were made to meet the above set criteria. The providing of sent message logs, USPS Receipts, and read logs are acceptable upon the Governor's request.

c. Read and explained by a member of the Constitution and By-Laws Committee to the members in attendance at the annual District 22-A business meeting at the District Convention.

d. A copy of the proposed resolution shall have been furnished to the Certified Delegates by the Registrar at the time of registration.

Section 2. Approved amendments to this constitution shall become effective at the beginning of the Lions Fiscal Year immediately following their passage.

## BY-LAWS

### ARTICLE I

#### Nominations and Elections

Section 1. The District Governor shall appoint by November 1 prior to the District Convention a Nominating Committee of not more than five (5) members in good standing in the District, and who shall not at the time of their appointment, hold any elective District (Sub or Multiple), or International Office. The names and addresses of members so appointed shall be sent to all Clubs in the District by December 1 if they do not appear in the District Roster Book.

Section 2. Any member of a club in the District seeking the office of District Governor or Vice District Governor shall file their intention to run, in writing, with the Nominating committee at least thirty (30) days prior to the day of its report to the Convention and furnish therewith evidence of their compliance with said office as set out in the International By-Laws, Article III.

Section 3. The Nominating Committee shall place in nomination at the District Business Meeting, the names of all candidates qualified. If none are received and/or qualified, then, but only then, shall nominations be made from the floor. Each candidate shall be allowed one nominating speech of not more than five (5) minutes duration and two seconding speeches of not more than three (3) minutes duration.

Section 4.

a. A candidate for the office of district governor shall:

- (1) Be an active member in good standing of a chartered Lions club in good standing in their single or sub-district.
- (2) Secure the endorsement of their club or a majority of the clubs in their single or sub-district.
- (3) Currently be serving as the first vice district governor within the district from which he/she is to be elected.
- (4) Only in the event the current 1st Vice District Governor does not stand for election as district governor, or if a vacancy in the position of 1st Vice District Governor exists at the time of the district convention, and, the 2nd Vice District Governor does not elect to run for the vacant office, any club member who fulfills the qualifications for the office of Vice District Governor as set forth in these by-laws or constitution and who is currently serving or who has served one (1) additional year as a member of the district cabinet, shall fulfill the requirements of subsection (3) of this section.

b. A candidate for the office of 1st Vice District Governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in their single or sub-district.
- (2) Secure the endorsement of their club or a majority of the clubs in their single or sub-district.
- (3) Currently be serving as the 2nd Vice District Governor within the same district.
- (4) Only in the event the current 2nd Vice District Governor does not stand for election as 1st Vice District Governor, or if a vacancy in the position of 2nd Vice District Governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of 2nd Vice District Governor as set forth in these by-laws or constitution shall fulfill the requirements of subsection (3) of this section.

c. A candidate for the office of 2nd Vice District Governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in their single or sub-district.
- (2) Secure the endorsement of their club or a majority of the clubs in their single or sub-district.
- (3) Have served or will have served at the time he/she takes office as 2nd Vice District Governor,
  - (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 no less than two (2) additional years; and
  - (b) As Zone Chair or Region Chair or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
  - (c) With none of the above being accomplished concurrently.
- (4) Has not completed a full term or a major portion thereof as District Governor.

#### Section 5.

- a. District Governor. The election shall be conducted by a secret-written ballot by registered and certified delegates at the last business meeting held at the District Convention. The District Governor candidate is required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected for the purpose of such an election. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.
- b. 1st and or 2nd Vice District Governor. If there are multiple candidates for the First Vice District Governor's position and none for Second Vice District Governor, the two candidates receiving the highest number of votes will be voted on until one of the two candidates receives a majority and will be declared 1st Vice District Governor-elect, and the other 2nd Vice District Governor-elect.
- c. That full delegate status at district elections is granted to each past district governor, in good standing, who is a member of a club in this district, independent of that club's delegate quota.

Section 6. In the event of a vacancy in the office of District Governor or Vice District Governor, the same shall be filled in accordance with the provisions of the Lions Clubs International Constitution. The final appointment to fill the position(s) by a nominee(s) chosen according to the selection process described in Section 8 below is at the discretion of Lions Clubs International

Section 7. In the event of the absence of the District Governor at a Cabinet Meeting, the 1st Vice District Governor shall perform the duties of the District

Governor at the meeting. In the event the 1st VDG is unable to stand in during the absence of the District Governor, the 2nd VDG shall perform these duties. In the event of temporary sickness or disability of the District Governor, the 1st and or 2nd Vice District Governor, as indicated above, shall act as the District Governor until such time as Lions International may elect to appoint a replacement for the District Governor.

Section 8. In the event of a vacancy in the office(s) of District Governor or Vice District Governor prior to 30th of January, the District Governor (if not available, the Immediate Past District Governor) shall call and preside over a special meeting of the existing Vice District Governors (as available) and the present and past International Officers currently active members of active clubs in the District to nominate Lions to fill the position(s) for the remainder of the vacant term(s). Those nominated must meet the same requirements for the positions as is required in the normal annual election process. The notice of this meeting including place and time shall be given at least 15 days prior to the meeting. The election of Nominees to fill the vacant position(s) may occur at the same meeting or at a subsequent meeting of the Present and Past International Officers chaired by the District Governor(if not available, the Immediate Past District Governor) to be held within 10 days of the nomination meeting. The successful election to fill a vacancy shall be by simple majority of those voting. Evidence of meeting notification and minutes of the nomination and election meetings shall be forwarded to Lions Clubs International within 7 days of the election. If the vacancy occurs after 30 January, the position shall remain vacant until the next District Convention.

## ARTICLE II

### Duties of the District Cabinet

Section 1. The District Cabinet shall:

a. Approve an operating budget for the year and approve all contracts and expenditures relating to the planning and operation of the District. Such budget shall include, but not be limited to, such items as

Stationery and printing

Publicity

Telephone

Postage

Committee expenditures

Cabinet meeting expenses

Blanket bonding

Annual report preparation and distribution

Other normal administrative expenses of the District

- b. Designate a depository (or depositories) for District funds.
- c. Determine the amount of surety bond for the District Governor, Vice District Governors, Cabinet Secretary, Cabinet Treasurer, and approve the surety company issuing said bond.
- d. Receive financial reports quarterly or more frequently, if desired, from the Cabinet Treasurer and provide for a year-end Review by a competent auditor of the books and accounts of the Cabinet Treasurer.
- e. Establish monetary controls so that no indebtedness, which would cause the budget to exceed the anticipated receipts for the fiscal year of the Cabinet's term, shall be planned.
- f. Keep accurate books and records of accounts and minutes of all Cabinet meetings, and permit inspection of the same by any member of the Cabinet, or by any Club in the District (or by any duly authorized agent of either) at any reasonable time for any proper purpose.
- g. Following the close of their term of office, at a meeting of the Cabinet within forty-five (45) days after the date on which the succeeding District Governor officially took office, the Cabinet shall turn over to their respective and duly elected successor.
  - (1) All property of the District entrusted to their care and keeping.
  - (2) All permanent records, accounts, and files of the Cabinet Secretary and Cabinet Treasurer – both transferred from the prior four (4) years and those of the current year.
  - (3) The balance of all monies belonging to the District properly designated as to their specific allocation, including any accrued liabilities related thereto.
- h. The Cabinet shall annually seek competitive bids on expenditures for all stationery and printing. All bids will be secured within the political boundaries of District 22A. When it is not possible to secure a bid within District 22A, the full cabinet will have the authority to seek bids within the Multiple District 22 political boundaries, The vendor must be licensed within the State of Maryland by the appropriate agency, provide a Certificate of Insurance providing the limits of Products and Completed Operations Liability Insurance

Coverage, in acceptable amounts (\$1,000,000.00 per occurrence), and not by a state Agency, or quasi state of federal government agency.

Section 2. District Governor - The District Governor shall act under the general supervision of the International Board of Directors as the representative of Lions Clubs International in their District and shall have general supervision over all Clubs therein. In addition, in their District, they shall:

- a. Further the purposes and objects of Lions Clubs International.
- b. Supervise the organization of new Lions Clubs.
- c. Promote cordial relations among the Chartered Lions Clubs.
- d. Preside over all Cabinet, Convention, and other District meetings, except as provided for under ARTICLE III, Section 10, sub-paragraphs "b" and "d" of the District 22-A Constitution.
- e. Visit each Club in their official capacity at least once during their term of office.
- f. Exercise such supervision and authority over Cabinet officers and District Committee appointees as is provided in this District Constitution and By-Laws.
- g. Assure that a current itemized statement of receipts and expenditures is submitted to the members of their Cabinet and make such reports available to any Club in the District that may have a justifiable reason for seeing such a statement.
- h. Submit such other reports and perform such other duties as may be required by the International Board of Directors.
- i. Notify Lions Clubs International at the close of the District Convention of the name and address of the District Governor-Elect of their District.
- j. Brief the District Governor-Elect on the status of each Club in the District and the status of all District activities.
- k. The District Governor shall establish District goals for Club Activity and Achievement Awards. Recognition will cover the period starting July 1 and ending March 31. All activities and achievements during the period April 1 through June 30 may be either forecasted and credited to the current year or credited to the following year.

Section 3. 1st Vice District Governor. The 1st Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief assistant to the District Governor. The specific responsibilities of the office shall be to

- a. Further the purposes and objects of this association.
- b. Become familiar with the duties of the District Governor so that in the event of a vacancy in the office of District Governor they will be better prepared to assume the duties and responsibilities of said office.
- c. Perform such administrative duties as may be assigned to him/her by the District Governor, and
- d. Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor's Manual and other directives.
- e. Actively participate in all Cabinet and Council meetings and conduct all meetings in the absence of the District Governor.
- f. Participate in the preparation of the District Budget.
- g. Be actively engaged in all matters to be continued during the next year.
- h. Participate in the review of the strengths and weaknesses of the clubs in the District.
- i. At the request of the District Governor, supervise appropriate District committees.

Section 4. 2nd Vice District Governor. The 2nd VDG will perform their duties per the direction of the District Governor, and those provisions shown in Section 3 above will apply equally.

Section 5. Cabinet Secretary – Under the supervision of the District Governor, the Cabinet Secretary shall

- a. Keep an accurate record of the proceedings of all meetings of the Cabinet and within five (5) days after each meeting forward copies of the same to all members of the Cabinet, the office of Lions Clubs International, and have copies available for inspection by any Club member in the District.
- b. Take and keep minutes of the District Convention meetings and furnish copies of the same to Lions Clubs International, the District Governor, and the District Governor-Elect.
- c. Assist the District Governor and the Cabinet in conducting the business of the District and perform such other duties as are specified, or implied, in this District 22-A Constitution and By-Laws, or as may be assigned from time-to-time by the District Governor.
- d. Make an Annual Report to the Cabinet and such other reports as the District Governor or Cabinet may require.

Section 6. Cabinet Treasurer – Under the supervision of the District Governor, the Cabinet Treasurer shall

- a. Collect and record all per capita taxes levied hereunder on members and Clubs in the District and such other monies as may be due the District; deposit same in such depository (or depositories) as the Cabinet shall authorize and disburse same by order of the District Governor or the Cabinet in accordance with ARTICLE IV, Section 2, of the District 22-A Constitution.
- b. Remit to the Multiple District Council Treasurer the Multiple District per capita tax collected in the District no later than specified in ARTICLE VIII, Section 1, of the Multiple District Constitution.
- c. Keep accurate books and records of account, and permit inspection of same by the District Governor, any Cabinet member, and any Club (or other authorized agent of them) at any reasonable time for any proper purpose. Upon direction of the District Governor, or of the Cabinet, shall furnish such books and records as requested to any competent reviewer or auditor appointed by the Cabinet.

Section 7. Region Chairs – Under the supervision of the District Governor, the Region Chairs shall

- a. Attend the regular and special meetings of the Cabinet.
- b. Assist the District Governor in promoting Lionism in their Region by performing such duties as may be delegated to him/her from time-to-time by the District Governor and the Cabinet.
- c. Recommend qualified Lions in their Region for appointment as Zone Chair.
- d. Endeavor to have every Club in their Region operating under a duly adopted Club Constitution and By-Laws.
- e. Promote representation at International and District Conventions by at least the full quota of delegates to which the Clubs in their Region are entitled.
- f. Supervise and assist the Zone Chair(s) of their Region in the performance of their official duties and cooperate with them in arranging and holding Zone meetings and District Governor’s Advisory Committee meetings.
- g. Report to the District Cabinet any problems or outstanding accomplishments of any Clubs in their Region and present the Club’s point of view if special consideration or recognition is to be given to that Club in any of the District contests.
- h. Promote all District affairs and activities in their Region.



Section 8. Zone Chairs - Under the control and supervision of the District Governor and their Region Chair, the Zone Chairs shall

- a. Make a report of each required District Governor's Zone Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International, the District Governor, and their Region Chair.
- b. Endeavor to have every Club in their Zone operating under a duly adopted Club Constitution and By-Laws.
- c. Arrange, with the cooperation of the Region Chair, regularly scheduled Zone Advisory meetings.
- d. Encourage inter-club meetings, service events, and social activities.
- e. Promote attendance at charter nights and activities of newly organized Clubs.
- f. Promote representation at International and District Conventions by at least the full quota of delegates to which the Clubs in the Zone are entitled.

Section 9. Zone Advisory Committee – The Zone Advisory Committee shall assist the Zone Chair in an advisory capacity, procure recommendations affecting the welfare of Lionism in the Clubs of the Zone, and relay the same through the Zone Chair to the District Governor, and their Cabinet.

### ARTICLE III

#### Committees

Section 1. The District Governor shall name the Committees to exist during their year as Governor and appoint qualified Lions to serve as Chairs and/or members of the respective Committees.

Section 2. Any Committee having income and/or expenditures in excess of one hundred dollars (\$100) shall submit a budget by August 1 to the District Treasurer for inclusion in the District budget submitted to the Cabinet for approval at the first Cabinet meeting After completion of the respective Committee programs for the year, all Chairs shall furnish to the Cabinet a detailed accounting of all income and expenditures applicable to their Committee's program.

### ARTICLE IV

#### Rules for Convention Procedure

(See ARTICLE IV of the Multiple District 22 By-Laws)

The District 22-A Business Meeting held in conjunction with the Multiple District 22 Convention is convened for the purpose of discussion and/or action on those matters considered in the best interest of Lionism, as well as the election of a District Governor, a 1st Vice District Governor, and a 2nd Vice District Governor. The Cabinet Secretary shall keep, or cause to be kept the accurate minutes of the meeting and see that said Minutes and any necessary attachment, in their entirety, be mailed within fifteen (15) days of the close of the Convention to all Club Presidents, International Directors or Past Directors, all Past Governors of the District and District Governor-Elect.

#### ARTICLE V

##### Endorsement of International Office Candidate

(See ARTICLE V of the Multiple District 22 By-Laws)

#### ARTICLE VI

##### Fiscal Year

Section 1. The fiscal year of this District shall be July 1 to June 30 of the following year.

#### ARTICLE VII

##### Amendments

Section 1. These By-Laws may be amended only at the District Convention by resolution reported by the Constitution and By-Laws Committee and adopted by an affirmative vote of a majority of the votes cast. Such votes will be taken by use of a written ballot at the District election.

Section 2. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each Club in the District 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 3. Each amendment shall take effect at the beginning of the next Lions Fiscal year immediately following adoption.