

District 25-F
THE INTERNATIONAL ASSOCIATION
OF LIONS CLUBS



DISTRICT CONSTITUTION
AND BY-LAWS

This Constitution and By-Laws Adopted by the District
As amended , 2009

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Cabinet Secretary
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DG Merle Goldman
District Governor
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Lions Clubs International

PURPOSES

TO ORGANIZE, charter and supervise service clubs to be known as Lions clubs.

TO COORDINATE the activities and standardize the administration of Lions clubs.

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

VISION STATEMENT

TO BE the global leader in community and humanitarian service.

MISSION STATEMENT

TO EMPOWER volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs.

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District 25-F
The International Association of
Lions Clubs
District Constitution

ARTICLE I
Name

SECTION 1.

The organization shall be known as District 25-F of The International Association of Lions Clubs (hereinafter referred to as “Lions International”).

SECTION 2.

Wherever the male gender or pronoun appears in this Constitution and By-Laws, it shall be interpreted to mean both male and female Lions or persons.

ARTICLE II
Object

SECTION 1.

To provide an administrative structure with which to advance the Purpose and Objects of Lions International in this District.

ARTICLE III
Membership

SECTION 1.

The members of this organization shall be all Lions Clubs in this District chartered by Lions Clubs International. The boundary lines of this District shall be those Counties designated in the Constitution of “The Lions of Indiana” Multiple District #25.

ARTICLE IV
District Organization

SECTION 1. District Cabinet and Officers

- A. The officers of the District shall be the members of the District Cabinet which shall be composed of the District Governor, the immediate Past District Governor, the First and Second Vice District Governor, the Cabinet Secretary/Treasurer, the Region Chairperson, the Zone Chairperson, and the Chairperson of each standing District Committee.

- B.** The District Governor, First Vice District Governor, and Second Vice District Governor shall be elected at the Annual Convention of the District held in March. The District Governor shall appoint, by the time the District Governor takes office, the other members of the District Cabinet. Each Officer shall be a member of a Lions Club in the District. Each Region Chairperson and Zone Chairperson shall be member of a Lions Club in the Region or Zone in which appointed.
- C.** Any Vacancy in any appointed District Office shall be filled by appointment by the District Governor for the balance of the unexpired term thereof.
- D.** No salary shall be paid to any Officer of District 25-F Lions.

SECTION 2. District Cabinet Meetings

- A. REGULAR-**A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary-Treasurer.
- B. SPECIAL-** Special meetings of the Cabinet may be called by the District Governor, and may be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not fewer than five (5) nor more than ten (10) days written notice of special meetings setting forth the purposes thereof and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary-Treasurer.
- C. QUORUM-** The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. There shall be no voting by proxy.

SECTION 3. Regions and Zones

- A.** The District Governor shall divide the District into Regions and each such Region into Zones, giving due regard to the geographical locations of the Clubs. All such Regions and Zones shall be subject to change by the District Governor when the District Governor shall deem the same necessary to the best interests of Lions International.
- B. Region Meetings-**Meetings of representatives of all the Clubs in a Region, with the Region Chairperson presiding, may be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.

C. Zone Meetings- Meetings of representatives of all the Clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson of the respective Zone.

SECTION 4. District Governor’s Advisory Committee

In each Zone, the Zone Chairperson and the Presidents and Secretaries of the Clubs in the Zone shall compose a District Governor’s Advisory Committee, with the Zone Chairperson as Chairperson thereof. At a date, time and place called by the Zone Chairperson, this Committee shall hold a first meeting within sixty (60) days after the adjournment of the preceding International Convention: subsequent meetings shall be held consistent with the instructions received from Lions International or as directed by the District Governor.

SECTION 5. District Governor’s Honorary Committee

The District Governor may appoint a District Governor’s Honorary Committee composed of Past District Governors and Past International Officers who are members in good standing of Clubs within the District. This Committee shall meet when and as called upon by the District Governor.

**ARTICLE V
Club Visitation**

Section 1. Under the supervision of the District Governor, each Lions Club in the District may be visited by District Governor or other District Officer once every year to facilitate successful administration of the Club. The visiting District Officer shall submit a Visitation Report for each visit.

**ARTICLE VI
District Administration Fund**

SECTION 1. Assessment of Dues.

The sum specified in the Multiple District 25 Constitution and By-Laws shall provide the revenue to defray the administrative expenses of the District Governor. In addition a \$1 (one dollar) per Lion per year assessment will be charged by the Cabinet Secretary and/or Treasurer. An Assessment of \$.50 (fifty cents) will be made during each installment of dues each year except for the first year only where the assessment of \$1 (one dollar) will be made at the second half-year installment of dues.

SECTION 2. Financial Obligation.

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 Treasurer Bond

The Cabinet Secretary-Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense, unless otherwise purchased by the State Council.

SECTION 4. Audit.

The District Governor shall provide for an annual, or more frequent, audit of the books and accounts of the Cabinet Secretary-Treasurer and a statement of the financial condition of the District shall be sent to Lions International and each Club in the District within thirty (30) days after the close of the fiscal year by the District Governor.

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/Cabinet Treasurer (or Secretary-Treasurer) whose compensation, if any, shall be fixed by the District Cabinet.

SECTION 6. Dispute Resolution.

The Clubs in the District shall pursue all complaints, disputes or claims according to the terms and conditions of rules or procedure adopted, from time to time, by the International Board of Directors.

ARTICLE VII **District Convention**

SECTION 1. Conventions.

An Annual Convention of the District shall be held each year. A meeting of the registered delegates of the District in attendance at the **Annual District Convention to be held in March of each year**. Additional Conventions may be called by the District Governor when needed.

SECTION 2. Sergeant-At-Arms.

A Convention Sergeant-at-Arms shall be appointed by the District Governor.

SECTION 3. Club Delegate Formula.

Each chartered Club in good standing in Lions International and the District shall be authorized one or more delegates at a District Convention and shall be entitled in each Convention to one voting delegate and one alternate for each ten (10) members, or major fraction thereof, of said Club as shown by the records of the International Offices on the first day of the month 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 may cast one vote only for each office to be filled, and/or one vote only on each issue to be voted on, by members of said Convention. Unless otherwise specified herein, the affirmative vote of the majority of the delegates voting on any question shall be the act of the Convention. The District Governor and all Past District Governors of District 25-F, when properly registered, shall be an accredited voting Delegate to a District Convention, but shall not be included in the Delegate quota of their Club for such Convention.

SECTION 4. Quorum.

The attendance in person of a majority of delegates registered at a Convention shall constitute a quorum at any session of the Convention.

SECTION 5. Official Report.

Within thirty (30) days after the close of the Convention, an official report of the Convention proceedings shall be mailed to Lions International and each club in the District by the Cabinet Secretary-Treasurer.

ARTICLE VIII **District Convention Fund**

SECTION 1. In lieu of collecting a separate fund for District Conventions, payment of dues pursuant to the State and International Constitution and By-Laws shall be the only assessment for conducting District Conventions.

ARTICLE IX **Amendments**

SECTION 1. Amendment Notice

This Constitution may be amended only at a District Convention. Any amendment to be considered will first have to be submitted in writing at least thirty (30) days prior to the convening date of the Convention, with one copy to each Lions Club in the District, with notice that the same will be voted upon at such Convention.

SECTION 2. Amending Procedure

An amendment will require an affirmative vote of two-thirds of the votes cast at the District Convention at which it is voted upon.

SECTION 3. Effective Date.

Each amendment shall take effect at the Close of the Convention at which adopted unless otherwise specified in the amendment when adopted.

**DISTRICT 25-F
THE INTERNATIONAL ASSOCIATION OF
LIONS CLUBS
BY-LAWS**

**ARTICLE I
District Convention**

SECTION 1. Convention Site Selection.

The District Governor shall select the location, date, and time for the District Convention to be held.

SECTION 2. Officers.

The members of the District Cabinet shall be the officers of the annual District Convention.

SECTION 3. 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 4. Official Report.

Within sixty (60) days after the close of each Single and Sub-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 5. 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 certify delegates for voting privileges and provide each delegate with proper identification for voting as specified below.

- A. Delegates Club has no outstanding debt with Lions Club International, Lions of Indiana, or District 25-F Lions.
- B. Delegate has a paid up dues card from a Chartered Lions Club in District 25-F.
- C. Delegates dues card is signed by the delegate.

SECTION 6. 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 7. District Convention Committees.

The District Governor shall appoint, designate 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 II
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 may 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 and Vote.

The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting. In all such meetings, the voting privilege shall extend to the District Governor, the Immediate Past District Governor, First and Second Vice District Governor, the Region Chairpersons (if the position is utilized during the District Governor's term), Zone Chairpersons, Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary Treasurer). *(The voting privilege may be extended to such other Members of the District Cabinet as may be provided.)*

SECTION 2. REGIONS AND ZONES.

(A) Organizational.

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

(B) Regional Meetings.

Meetings of representatives of all Clubs in a Region, with the Region Chairperson (if the position is utilized during the District Governor's term) or other District Cabinet Member as may be assigned by the District Governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective Region.

(C) Zone Meetings.

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

ARTICLE III District Nominations and Elections

SECTION 1. Committee Appointment.

The District Governor shall appoint, prior to the District Conventions, a Nominations and Elections Committee of not more than three (3) members, each of whom shall be a member in good standing of a Lions Club in good standing in the District and shall not at the time of their appointment hold any District or International office. The name and address of the Chairperson of this committee shall be sent to all Lions Clubs in the District prior to the convening of a District Convention.

SECTION 2. Duties.

The Nominations and Elections Committee Chairperson shall place in nomination for election at the March Cabinet Meeting the name of the Vice-District Governor for the position of District Governor. The District Governor election shall be conducted by a secret written ballot, with the District Governor candidate required to secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected.

SECTION 3. District Governor Election Procedures.

Any member of a Lions Club in the District seeking the office of District Governor shall file intention to run in writing with the Nominations and Elections Committee Chairperson at least thirty (30) days prior to that Chairperson's report to the Convention of the District, and furnish therewith evidence of compliance with the required qualifications for the office as set out in the International Association of Lions Clubs Constitution and By-Laws. The Nominations and Elections Committee Chairperson shall

place in nomination for election at the Annual District Convention the names of all candidates so qualified. If none are so received and or so qualified, then, and then only, nominations for the office may be made from the floor. Each candidate shall be allowed one (1) seconding speech of not more than three (3) minutes.

SECTION 4. First and Second Vice District Governor Election Procedures.

Any member of a Club in the District seeking the offices of First and Second Vice District Governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of 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 names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

SECTION 5. Ballot.

The elections shall be by secret written ballot. The candidate receiving the largest number of favorable votes cast shall be declared elected. In event of a tie on the ballot for the two (2) receiving the highest number of votes, balloting shall continue on the tied candidates only until one (1) is elected.

SECTION 6. District Governor/First and Second Vice District Governor Vacancy.

In the event a vacancy occurs in the office of District Governor under these By-Laws or the Constitution, the First Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as, the District Governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term. In the event a vacancy occurs in the office of First Vice District Governor the Second Vice District Governor shall act as First District Governor and shall perform the duties of, and have the same authority as, the First District Governor, said vacancy shall be filled in accordance with the District (Single, Sub- and Multiple) Constitution and By-Laws.

SECTION 7. District Governor Qualifications.

A candidate for the office of District Governor shall:

- (A) Be an active member in good standing of a chartered Lions Club in good standing in his/her single or Sub-District.
- (B) Secure the endorsement of his/her Club or a majority of the Clubs in his/her single or Sub-District.
- (C) Have served as a Vice District Governor.
- (D) Only in the event the current Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of Vice District Governor exists at

the time of the District Convention, 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 (c) of this section.

SECTION 8. First and Second Vice District Governor Qualifications.

A candidate for the office of First and Second Vice District Governor shall:

- (A) Be an Active Member in good standing of a chartered Lions Club in good standing in his/her single or Sub-District.
- (B) Secure the endorsement of his/her Club or a majority of the Clubs in his/her single or Sub-District.
- (C) Have served or will have served at the time he/she takes office as Vice District Governor:
 - (1) 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
 - (2) As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 - (3) With none of the above being accomplished concurrently.

SECTION 9. Region/Zone Chairperson Qualifications.

Each Region and Zone Chairperson shall:

- (A) Be an active member in good standing in his/her respective Region or Zone; and
- (B) Have served or will have served at the time of taking office as Region or Zone Chairperson 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.

SECTION 10. 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 term.

ARTICLE IV
Duties

SECTION 1. District Governor.

The District Governor shall act under the general supervision of the International Board of Directors as the representative of Lions International in this District and shall have general supervision over all Lions Clubs therein. In Addition, the District Governor shall:

- A. Further the purposes and Objects of Lions International;
- B. Supervise organization of new Lions Clubs;
- C. Promote cordial relations among the chartered Lions Clubs;
- D. Preside over all Cabinet, Convention, and other District Meetings;
- E. Endeavor to visit each Club at least once during the term of office;
- F. Exercise such supervision and authority over Cabinet Officers and District Committee Appointees as is provided in this Constitution, including, but not by way of limitation, the following:
 - 1) Supervise the collection of all per capita taxes by the Cabinet Secretary-Treasurer, designate a depository (s) for said funds, and authorize the payment from of all legitimate expenses pertaining to the administration of the affairs of the District;
 - 2) Secure, semi-annually or more frequently, District financial reports from the Cabinet Secretary-Treasurer;
 - 3) Provide for an annual or more frequent audit of the books and accounts of the Cabinet Secretary-Treasurer;
 - 4) Set up a definite schedule of dates, time and places of Cabinet Meetings to be held during the fiscal year;
 - 5) Submit a current itemized statement of total District receipts and expenditures to the annual District Convention.
 - 6) Submit such other reports and perform such other duties as may be required by the International Board of Directors; and,
 - 7) Deliver, forthwith, at the termination of his/her term of office all District accounts, funds and records to his/her successor in office.

SECTION 2. First and Second Vice District Governor.

The First and Second Vice District Governor, subject to the supervision of the District Governor, shall be the Chief Administrative Assistant to the District Governor, and shall perform such other functions as may be required by the International Association of Lions Clubs through their First and Second Vice District Governor's manual and other directives.

SECTION 3. Cabinet Secretary-Treasurer.

Under the supervision and direction of the District Governor, the Cabinet Secretary-Treasurer shall:

- A.** Keep an accurate record of the proceedings of all meetings of the Cabinet, and within five (5) days after each meeting forward copies of the same to all members of the Cabinet and the office of Lions International;
- B.** Take and keep minutes of the District Convention and furnish copies of the same to Lions International, the District Governor, and the Secretary of each club in the District;
- C.** Assist the District Governor and the Cabinet in conducting the business of the District and perform such other duties as are specified or implied in the Constitution and By-Laws, or as many be assigned from time to time by the District Governor or the Cabinet;
- D.** Make an annual report to the Cabinet at its meeting at the Annual Convention, and such other reports at such other times as the District Governor or Cabinet may require;
- E.** Collect all per capita taxes levied on members and Clubs in the District, deposit the same in such bank(s) as the District Governor shall determine, and disburse the same by order of the District Governor.
- F.** Remit and pay over to the Multiple District Comptroller monthly, the Multiple District per capita assessments collected in the District;
- G.** Keep accurate books and records of accounts and minutes of all Cabinet and District meeting, and permit inspection of the same by the District Governor, any Cabinet member and any Club (or authorized agent of any of them) at any reasonable time for any proper purpose.
- H.** The books and records of the Cabinet Secretary-Treasurer shall be audited at the end of the term of office. An Auditing Committee consisting of three Lions appointed by the outgoing District Governor shall audit the books and records and promptly make a report thereon to the District Governor and the incoming District Governor;
- I.** Secure bond for the faithful performance of duties in such sum and with such sureties as may be required by the District Governor. (This may be provided by the State Council.)
- J.** Remit and pay over to the various projects money received on a monthly basis.

SECTION 4. Region Chairperson.

Under the control and supervision of the District Governor, the Region Chairperson shall:

- A.** Attend the regular and special meetings of the Cabinet;
- B.** Assist the District Governor in promoting Lionism in the Region by performing such duties as may be delegated from time to time by the District Governor;
- C.** Recommend qualified Lions in the Region for appointment as Zone Chairperson, when requested by the District Governor.
- D.** Endeavor to have every Club in the 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 Clubs in the Region are entitled; and,
- F.** Assist the Zone Chairperson of the 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.

Region Chairperson shall be an optional position, as deemed necessary by the District Governor.

In the event a Region Chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of the office, or in the event the office is for any reason vacated, the District Governor may appoint a successor to serve for the unexpired term.

SECTION 5. Zone Chairperson. Under the control and supervision of the District Governor, the Zone Chairman shall:

- A.** Make a report of each District Governor's Advisory Committee Meeting and send copies within five (5) days thereafter to Lions International and to the District Governor and Region Chairperson;
- B.** Endeavor to have every Club within the Zone operating under a duly adopted Club Constitution and By-Laws;
- C.** Arrange regularly scheduled Zone meetings;
- D.** Encourage Inter-Club Meetings and social activities;
- E.** Promote attendance at charter nights of newly organized Clubs; and

- F. Promote representation at International, Multiple, and District Conventions by at least the full quota of delegates to which Clubs in the Zone are allowed.

In the event the Zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not perform the duties of the office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve the unexpired term.

SECTION 6. Sergeant-At-Arms.

The Sergeant-At-Arms is the person who acts as a doorkeeper, maintains order at the direction of the presiding officer, and is responsible for the comfort of the assembly.

SECTION 7. District Governor's Cabinet.

The District Governor's Cabinet shall:

- (A) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the Sub-District;
- (B) Receive, from the Region Chairpersons or other assigned District Cabinet Members, reports and recommendations which concern the Clubs and Zones;
- (c) Supervise the collection of all per capita taxes by the Cabinet Treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the District;
- (d) Secure, set the amount of and approve the Surety Company issuing, the Surety Bond for the Cabinet Secretary-Treasurer;
- (e) Secure, semi-annually or more frequently, Sub-District financial reports from the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer).
- (f) Provide for an audit of the books and accounts of the Cabinet Secretary, Cabinet Treasurer, or Cabinet Secretary-Treasurer and 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.

SECTION 8. District Governor's Advisory Committee.

The members of the District Governor's Advisory Committee shall assist the Zone Chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the Clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor.

SECTION 9. District Governor's Honorary Committee.

The members of the District Governor's Honorary Committee shall act under the direction of the District Governor in the promotion of harmony throughout the District. The District Governor may designate the Lion to act as Chairperson of this Committee.

SECTION 10. Emergency Response Team.

This will be a plan of action and an organized team of trained coordinators for the Lions of District 25-F, to identify and respond to emergencies.

- A. Emergencies are defined as but not limited to: weather, natural disaster (e.g. earthquake), or terrorist related activities.
- B. The First Vice District Governor, under the supervision of the District Governor, shall serve as the District Emergency Response Chairperson. The Second Vice District Governor, under the supervision of the District Governor, shall serve as the District Emergency Response Vice-Chairperson.
- C. The Region Chairperson, as appointed by the District Governor, shall serve as the coordinator of the Region assisted by the Zone Chairperson.
- D. Should no Region Chairperson be appointed, the Zone Chairperson shall serve as coordinators.
- E. An Emergency Response Plan will be developed and revised as needed and required. Each Region and Zone Chairperson will receive a copy of the current plan and be trained upon its use annually.

ARTICLE V **Committees**

SECTION 1. Credentials.

The Cabinet Secretary-Treasurer shall serve as the Credentials Committee Chairman for the District.

SECTION 2. District.

The District Governor shall appoint, designate the Chairperson of, and fill any vacancies occurring in the following District Committees:

Resolutions, Constitution and By-Laws, Rules, Necrology (Chaplain), Activities, Membership Development, Membership Retention, Parliamentarian, Public Relations, Sergeant-at Arms, Leo Clubs, Lioness Clubs, Lions Clubs International Foundation, Environmental, Youth Camp and Exchange Program, Extension, Budget and Finance, Leadership Development, Nominations and Elections, Conventions, Audit, and Long Range Planning, Sight Conservation, Opportunities for Youth, Lions Quest.

The District Governor may appoint any additional Committees deemed appropriate during the year.

ARTICLE VI

SECTION 1. Order Of Business.

The District Governor shall arrange the Order of Business for the District Convention and all District Meetings.

SECTION 2. 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.**

ARTICLE VII

Nomination and Endorsement

International Director and Second Vice President Nominee

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

- A.** Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor and, if this District is a Sub-District of a Multiple District, to the Multiple District Council Chairman, no less than thirty (30) days prior to the convening date of the respective Convention at which such question of endorsement is to be voted upon and,
- B.** Deliver with said Notice of Intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

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

SECTION 3. Each such nominee for endorsement shall be entitled to one (1) seconding speech of no more than three (3) minutes duration.

SECTION 4. The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of votes cast shall be declared endorsed (elected) as the candidate of the Convention and District. In the event of a tie vote, or failure of one (1) nominee to receive the required majority on any ballot, balloting shall continue with respect to the two (2) nominees only who received the largest number of votes on the previous ballot until one (1) receives the required majority of votes cast.

SECTION 5. Certification of Endorsement by the respective Conventions shall be made in writing to the International Office by the District Officials designated, and in accordance with the requirements therefore set forth, in the International Constitution and By-Laws.

ARTICLE VIII **State Project Representatives**

SECTION 1. Number.

The District shall provide three (3) representatives for each State Project and such Lions shall be elected at our Annual Convention for a three (3) year term, one (1) to be elected each year. The member serving the third year shall serve as District Chairperson.

SECTION 2. Candidates.

Nomination of candidates for election to the Project offices shall be turned in to the Nominations and Elections Committee Chairman at least ten (10) days prior to the District Convention at which the election will be held. The Nominations and Elections Committee Chairman will place the names in nomination from the floor unless there are no names provided to the Nominations and Elections Committee Chairman. One (1) seconding speech not to exceed three (3) minutes will be allowed for each candidate.

SECTION 3. Vacancy.

Any vacancy in the office of any of the State Projects shall be filled by appointment of the District Governor.

SECTION 4. Voting.

The election of District Representatives to State Projects may be by voice vote or standing vote or secret ballot as designated by the District Governor. The candidate receiving the highest number of votes will be declared elected.

SECTION 5. Support.

All Lions Clubs in the District are expected to give financial support to all of the State Projects

SECTION 6. State Projects.

The State Projects of the Lions of Indiana are: Cancer Control Fund Inc., Indiana Lions Eye and Tissue Bank Inc., Indiana Lions for Leader Dog Inc., Indiana Lions Speech and Hearing Inc., and the Indiana Lions for the Indiana School for the Blind and Visually Impaired Inc.

ARTICLE IX
Corporation Trustee

SECTION 1. Trustee.

A Trustee is elected at our Annual District Convention to serve a three (3) year term on the Board of Trustees of the Indiana Lions Foundation Inc. and the Lions of Indiana State Office Holding Corporation, beginning July 1, following the election. Vacancy will be filled as prescribed by the State Constitution and By-Laws.

SECTION 2. Election.

Election of this Trustee shall follow the same procedure designated in Article VIII, Section 2 and Section 4 for the election of State Project Representatives.

ARTICLE X
District Project

SECTION 1. Lions Camp Project, District 25-F Inc., hereinafter referred to as Camp Woodsmoke, shall be a District Project.

SECTION 2. The District Governor shall promote the camp as a District Project.

SECTION 3. The Board of Trustees of Camp Woodsmoke shall consist of the current Governor, the four (4) preceding District Governors, one (1) Trustee from each Region, and one (1) Trustee from each Zone. All Trustees are subject to the Articles of Incorporation and the By-Laws of Camp Woodsmoke.

- A.** Zone Trustees are to be elected at the last Zone Meeting of the year prior to the ending of a term of office.
- B.** Region Trustees are to be elected at the Spring Cabinet/Convention Meeting prior to the ending of a term of office. If there is only one (1) candidate for the office of Region Trustee, the District Governor will conduct the election by a voice vote of the Lions present. If more than one (1) candidate is presented for the office of Region Trustee, then a vote of the Lions present from that Region only will be held. The candidate receiving a plurality of votes will be declared elected. The Region Trustee election shall be reported in the Minutes of the Meeting and in the District Governor's next newsletter to the Lions Clubs.

SECTION 4. Camp Woodsmoke, as a District Project, operates under Articles of Incorporation as an Indiana Not-For-Profit Corporation and By-Laws adopted by the Delegates at a District Convention.

SECTION 5. All Lions Clubs in the District are expected to give financial support to Camp Woodsmoke.

ARTICLE XI
District Program

SECTION 1. Lions District 25-F Inc. Vision Van, hereinafter referred to as the Vision Screening Program, shall be a District Program.

SECTION 2. The District Governor shall promote the Vision Screening Program as a District Program.

SECTION 3. The Board of Directors shall be the governing and directing body of the organization. The Board of Directors shall consist of not less than three (3) nor more than sixteen (16) chosen as follows:

- a. (1) Member from the Indianapolis Downtown Lions Club
- b. (8) A Representative to be appointed by the incoming District Governor, for each Region in District 25-F
- c. (6) At-Large members from District 25-F Lions of Indiana to be appointed as follows: the sitting District Governor will appoint two (2) with each appointee serving a 3-yr term.
- d. (1) Appointee from the Indiana Lions Eye and Tissue Bank. Said appointee will be made from the District 25-F Trustee of said organization.

SECTION 4. Each Director shall be elected/or appointed for a 1 to 3 year term as specified by position.

Two of the six At-Large members from District 25-F Lions Of Indiana shall be appointed each year by the sitting District Governor, such that two (2) of the six (6) positions shall be set to expire each year and each appointee shall serve a three (3) year term.

SECTION 5. The Vision Screening Program, as a District Program, operates under Articles of Incorporation as an Indiana Not-For-Profit Corporation and By-Laws adopted by the Delegates at a District Convention held November 16, 2003.

SECTION 6. All Lions Clubs in the District are encouraged to give financial support to the Vision Screening Program each year.

ARTICLE XII
District Committee

SECTION 1. Lions District 25-F Eyeglass Mission Committee, hereinafter referred to as the Eyeglass Mission Committee, shall be a District Committee.

SECTION 2. The District Governor shall promote the Eyeglass Mission Committee.

SECTION 3. The Eyeglass Mission Committee shall be formed with Lions from the District who have been on at least (1) Eyeglass Mission. The Eyeglass Committee shall have the authority to raise and control funds for the purpose of providing the equipment and tools necessary to conduct Eyeglass Missions. A report shall be given on the status of the Eyeglass Mission Committee and its funds at each District 25-F Cabinet Meeting and District 25-F Conventions.

The Eyeglass Mission Committee shall consist of:

* (1) Chairperson

* (1) Vice Chairperson

* (1) Treasurer

* (1) Secretary

* (5) Directors

* These Officers as elected shall serve a term of (3) three years.

* These Officers shall be elected by the members of the Eyeglass Missions that District 25-F has conducted at an open meeting of Mission Members. Openings occurring in the Officers or Directors shall be replaced at an open meeting of all Eyeglass Mission Members at the time of the opening. Elections will be held every (3) years by the Eyeglass Mission Members at that time.

ARTICLE XIII
Fiscal Year

SECTION 1. The fiscal year of this District shall be from July 1 through June 30 of the following calendar year.

ARTICLE XIV
Amendments

SECTION 1. Amendment Notice.

These By-Laws may be amended only at a District Convention. Any amendment to be considered will first have to be submitted in writing at least thirty (30) days prior to the convening date of the Convention, with one copy to each Lions Club in the District, with notice that the same will be voted upon at such Convention.

SECTION 2. Amending Procedures.

An amendment will require an affirmative vote of a majority of the votes cast at the District Convention at which it is voted upon.

SECTION 3. Effective Date.

Each amendment shall take effect at the Close of the Convention at which adopted unless otherwise specified in the amendment when adopted.

EXHIBIT A

RULES OF PROCEDURE

DISTRICT 25-F CONVENTION

Rule 1. The district governor shall arrange the order of business for the district convention. 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 25-F 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. The credentials committee shall be composed of the District Governor, as chairperson, the cabinet secretary 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 certify delegates for voting privileges and provide each delegate with proper identification for voting as specified below.

- A. Delegates Club has no outstanding debt with Lions Club International, Lions of Indiana, or District 25-F Lions.
- B. Delegate has a paid up dues card from a Chartered Lions Club in District 25-F.
- C. Delegates dues card is signed by the delegate.

Rule 4.(a) Prior to the convention, the District Governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate 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 surrender the copy of the credential certificate issued to the member he/she is replacing.

(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 3 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 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 simple majority vote shall be necessary to elect the District Governor. If a simple majority vote is not received in the election of District Governor, a vacancy shall occur and Article III, Section 9(d) of the International By-Laws shall apply, and subsection (e) of this rule shall be followed.

(e) A simple 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 simple 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 District Governor, 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 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 unless a majority of the members attending the meeting select another voting method.

(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 simple 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 III, Sections 9(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 recommendee or any club member as district governor for the (remainder of the) term.

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

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, 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 the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A simple majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.