



LIONS CLUBS INTERNATIONAL
DISTRICT 20-S

SUFFOLK COUNTY, NEW YORK

CONSTITUTION AND BY-LAWS

**ADOPTED
MAY 2013**

CONSTITUTION

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CONSTITUTION AND BY-LAWS
OF
THE LIONS CLUBS OF DISTRICT 20-S

CONSTITUTION

ARTICLE I

Name

SECTION 1: This organization shall be known as “DISTRICT 20-S LIONS”, a sub-district of Multiple District 20, (The Lions of New York State and Bermuda), hereinafter referred to as the “District”.

ARTICLE II

Objects

SECTION 1: To provide the District with an efficient mechanism for the express purpose of furnishing a proper administrative vehicle to coordinate, standardize and direct district activities, other than local club activities, within the district and to otherwise promote the general welfare of all Lions, Lioness and LEO clubs and their members, in the DISTRICT and to carry out the ideals and principles of Lionism.

ARTICLE III

Membership

SECTION 1: The membership of this organization shall consist of all the Lions Clubs in the District, duly chartered by Lions International, New York State Association of Lions Clubs, and the District.

SECTION 2: **Membership in a Lions Club may be offered to any individual who has reached the age of 18 and has been approved for membership by that club.**

SECTION 3: The boundaries of the District shall be limited to that of Suffolk County, New York.

ARTICLE IV

Officers

- SECTION 1:** The officers of the District shall be District Governor, 1st Vice District Governor, 2nd Vice District Governor, Cabinet Secretary/Treasurer, Region Chairpersons (Optional Position), Zone Chairpersons and the Immediate Past District Governor.
- SECTION 2:** Candidate requirements for the position of District Governor, 1st Vice District Governor and 2nd Vice District Governor shall be in accordance with the International Constitution and By-Laws; Article IX, Sections 4, 5 and 6 of the By-Laws respectively. In the event that either or both of these articles shall be changed, said changes shall be binding upon this Constitution and By-Laws.
- SECTION 3:** The District Governor candidate and the 1st and 2nd Vice District Governor candidates shall be elected at the Multiple District 20 Convention. They shall take office immediately on the adjournment of the Lions Clubs International Convention. The District Governor shall not succeed himself/herself without the approval of the International Board of Directors.
- SECTION 4:** A Region Chairperson (optional position since the position is not mandated by LCI) shall be appointed for each region in the District by the District Governor by the time they take office. The Region Chairperson shall be an active member in good standing of a Lions Club in the region where appointed. They shall have served or will have served, at the time of taking office as Region Chairperson, as President of a Lions Club for a full term or major portion thereof and as a member of the board of directors of a Lions Club for no less than two additional years. In addition to performing the duties of Region Chair as set forth in the International District and International Convention by at least the full quota of delegates to which they are entitled. They shall assist the Zone Chair of their Region in the performance of their official duties. The official actions of the Region Chair shall be under the supervision of the District Governor.
- SECTION 5:** A Zone Chairperson shall be appointed for each zone in the District by the District Governor by the time they take office. The Zone Chairperson shall be an active member in good standing of a Lions Club in the zone where appointed. They shall have served or will have served, at the time of taking office as Zone Chairperson, as President of a Lions Club for a full term or major portion thereof and as a member of the Board of Directors of a Lions Club for no less than two additional years. In addition to performing the duties of Zone Chair as set forth in the International Constitution and By-Laws, it shall be their duty to see to it that every club within their Zone is efficiently operating under The International Association of Lions Club organization plan. The official actions of the Zone Chair shall be under the supervision of the District Governor and of the Region Chair of the Region of which their Zone is a part.
- SECTION 6:** A Cabinet Secretary/Treasurer, or Cabinet Secretary and Cabinet Treasurer, shall be appointed by the District Governor by the time they take office. The Cabinet Secretary/Treasurer, or Cabinet Secretary and Cabinet Treasurer, shall be active members in good standing in a Lions Club in the District.

SECTION 7: In the event of a vacancy in any District Office, except that of District Governor and/or 1st and 2nd Vice District Governors, the District Governor shall have the power to fill such vacancy for the unexpired term thereof under the provisions of this constitution.

SECTION 8: In the event of a vacancy occurring in the office of District Governor, under Article IV, Section 11 of the International Constitution and By-Laws, the 1st Vice District Governor shall act as the District Governor until such time said vacancy is filled by the International Board of Directors for the remainder of the term as provided for in subsection 4 of this section.

SECTION 9: In the event that a vacancy occurs in the office of the 1st Vice District Governor or 2nd Vice District Governor, the District Governor shall call an emergency meeting of the Cabinet Secretary/Treasurer (or Secretary & Treasurer), Region Chairpersons, Zone Chairpersons and all Past District Governors to select a new 1st or 2nd Vice District Governor. All Lions required to be at said meeting shall have one vote. Within 7 days of the selection of the 1st or 2nd Vice District Governor, the Cabinet Secretary will notify Lions Clubs International of the reason why a new Vice District Governor was elected and the name of the new 1st or 2nd Vice District Governor.

SECTION 10: In the event, for any reason, a Region Chairperson or Zone Chairperson should cease to be a member of a Lions Club in the Region or Zone to which they were appointed, their term of office shall immediately be terminated and the District Governor shall appoint a successor.

SECTION 11: There shall be no remuneration made to any officer in this District.

ARTICLE V

District Cabinet

SECTION 1: The District Cabinet shall have a governing board (District Officers) composed of the District Governor, as its presiding officer and Chief Executive, the Immediate Past District Governor, the 1st and 2nd Vice District Governors, the Region Chairpersons, the Zone Chairpersons and the Cabinet Secretary/Treasurer (or Cabinet Secretary & Cabinet Treasurer). Each member of this governing board are the only Cabinet Members who will have voting privileges.

SECTION 2: The remaining members of the District Cabinet shall be the District Committee Chairpersons, appointed by the District Governor, ~~other~~ Past District Governors of District 20-S and Past District Governors from any other District that are currently members of a Lions Club in District 20-S. All of these remaining members of the District Cabinet have no voting privileges.

SECTION 3: A simple majority of the voting members of the Cabinet shall constitute a quorum for the purpose of conducting District business.

SECTION 4: The District Governor shall call at least four (4) meetings of the Cabinet during their term office. The first meeting being held within ninety (90) days after adjournment of the preceding Lions International Convention. The Cabinet Secretary shall send written notice to all Cabinet members, no later than ten (10) days prior to the cabinet meeting, setting forth the date, time, cost, and location as determined by the District Governor. The District Governor may invite other Lions, Lioness and LEOs to attend District Cabinet meetings.

SECTION 5: Special meetings may be called at the discretion of the District Governor and SHALL be called upon written request made to the District Governor or to the Cabinet Secretary by a majority of the District Officers. The Cabinet Secretary shall send written notice **(including letters, electronic mail, facsimile transmission or cable – as per International Constitution & By-Laws, Article V, Section 2)** to all Cabinet members, no later than seven (7) days prior to the meeting, setting forth the date, time, cost, location and purpose of the meeting.

SECTION 6: The District Governor Elect shall require an audit of the financial records and accounts of the immediate previous fiscal year prior to the first District Cabinet meeting. Additional audits may be requested, for good cause, by the District Officers. The District Governor will appoint Lions to complete and report the audit.

SECTION 7: The financial records and accounts shall be maintained by the Cabinet Secretary/Treasurer (or Cabinet Treasurer) and financial reports indicating the current fiscal status of the District will be presented at each Cabinet Meeting.

ARTICLE VI

District Administration

SECTION 1: The District shall be divided into Regions of no more than sixteen (16) or less than ten (10) Lions Clubs each, due regard being given to geographical location of the clubs and shall be subject to change by the District Governor as is deemed necessary for the best interest of the District and the individual Lions Clubs concerned.

SECTION 2: The District shall be divided into Zones of no more than eight (8) or less than four (4) Lions Clubs each, due regard being given to geographical location of the clubs and shall be subject to change by the District Governor as is deemed necessary for the best interest of the District and the individual Lions Clubs concerned.

ARTICLE VII

District Governor's Advisory Committee

SECTION 1: There shall be a District Governor's Advisory Committee in each Zone composed of the Zone Chairperson, President, Secretary, and **Membership Chairperson** of each club in the zone. At a date, time and place called by the Zone Chairperson. **The Zone Chairperson shall serve as the District Governor's Advisory Committee in their zone.**

SECTION 2: The Zone Chairperson in each particular Zone shall call three (3) meetings of this District Governor's Advisory Committee during the year. The first of these meetings shall be held within thirty (30) days after the first District Cabinet Meeting. The remaining meetings shall be held at intervals specified by the District Governor.

ARTICLE VIII

Past District Governors' Committee

SECTION 1: There shall be a Past District Governors' Committee comprised of all Past District Governors of District 20-S. The Chairperson of this committee shall be the Immediate Past District Governor.

SECTION 2: This committee shall meet when it is deemed necessary by the District Governor, the Immediate Past District Governor or by a decision of a majority of the Past District Governors.

ARTICLE IX

District Convention

SECTION 1: The District Convention may be held, each year, no later than thirty (30) days prior to the multiple District 20 Convention, with the date and location selected by the District Convention Committee.

SECTION 2: The District Convention Committee will arrange a program for the convention, which shall be the order of the day for all sessions.

SECTION 3: Robert's Rules of Order, newly revised, shall govern all parliamentary procedures, except as otherwise provided in the Rules and Procedures adopted by the convention.

SECTION 4: All necessary business will be presented to the delegates, alternates, and attendees at the Convention.

SECTION 5: Any endorsement and nomination of a candidate seeking International Office, shall be made at the District Convention. Certification of such endorsement must be made in writing by the District Governor and Cabinet Secretary or Cabinet Secretary/Treasurer to the Multiple District Office. An International Director or International Second Vice President Candidate shall:

- a. File by mail or in person in a written notice of intention to seek endorsement by the Convention to the District Governor and Multiple District (State) Office no less than sixty (60) days prior to the convening of the District Convention.
- b. Deliver with said notice of intention, evidence of fulfillment of qualifications for said office as required by the International.

SECTION 6: The District Governor may call a special meeting of the District at the convention.

SECTION 7: The District Governor, in conference with his Past District Governors' Committee, shall appoint chairpersons to the Annual District Convention Committee.

SECTION 8: For the purposes of conducting convention business, a quorum shall be a majority of certified delegates present and voting.

SECTION 9: Each chartered Lions Club in District 20, in good standing, shall be entitled to one (1) voting delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in the club, or major fraction thereof, as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held.

Each such vote, based on club membership, can be cast only by a certified delegate or alternate present at the convention and no delegate shall cast more than one (1) vote on each question. It is provided; however, that the District Governor and each Past District Governor of the District, by virtue of their office, who are active members of a chartered Lions Club, in good standing, shall be an accredited delegates to the convention. Their vote shall not be included in the delegate quota of their club for any such convention.

SECTION 10: Each club to remain in good standing, shall:

- a. collect from each member, except as otherwise provided herein, minimum annual dues to cover International and district (single, sub and multiple) and such other expenses as are necessary for club administration.**
- b. Submit such regular reports to the association's office as may be called for by the International Board of Directors.**
- c. Abide by the constitution, by-laws and the policy of the International Board of Directors.**

SECTION 11: All delegate and alternate credentials shall be completed and signed by both the club President and Secretary and returned to the Cabinet Secretary (or Cabinet Secretary/Treasurer) no later than thirty (30) days prior to the date of the convention.

ARTICLE X

Conformity To The International And Multiple District Constitution And By-Laws

SECTION 1: In the event that the International or Multiple District 20 Constitution shall be amended or otherwise changed in such a manner as to render any part of this Constitution invalid, such changes shall not render this Constitution inoperable until proper opportunity is presented under provisions of this Constitution to correct the affected Articles and Sections.

SECTION 2: In the event of such changes, the District Cabinet, shall have the power to act and conduct the affairs of this Organization and modify this Constitution to conform to the Lions Clubs International and Multiple District 20 Constitution and By-Laws.

ARTICLE XI

Amendments

SECTION 1: This constitution can be amended only at either a District or Multiple District Convention, only after the proposed changes have been submitted to the MD 20 Constitution and By-Laws committee for its review and approval **PRIOR** to vote on these items and then by resolution reported and submitted by the Constitution and By-Laws Committee at such annual meeting and adopted by a two-thirds majority vote of the delegates certified, present and voting.

SECTION 2: No amendment can be submitted to the delegates at the convention unless a copy of the proposed amendment, indicating the change(s), shall have first been furnished, in writing, to the presidents and secretaries of all clubs in the entire District thirty (30) days prior to the convention.

SECTION 3: Any amendments passed by LCI that must be placed in the District 20-S Constitution and By-Laws may be done by a vote at a District Cabinet Meeting.

BY-LAWS

ARTICLE I

Duties

SECTION 1: The DISTRICT GOVERNOR shall, as chief executive, preside at all meetings of the Cabinet, supervise the work and activities of their district and shall perform other duties as pertain to that office, as set forth in the Lions Clubs International Constitution and By-Laws and the Constitution and By-Laws of Multiple District 20. The District Governor shall have the authority to dismiss any officer appointed by them for good and sufficient cause.

SECTION 2: The 1st and 2nd VICE DISTRICT GOVERNORS shall attend all Cabinet meetings or special meetings called by the District Governor and shall preside at all cabinet meetings and special meetings when the District Governor is not present. The 1st and 2nd Vice District Governors shall familiarize themselves with the duties of the District Governor and assist in such administrative duties as may be assigned to them by the District Governor. He/She may be the liaison officer between the District Committee Chairpersons and the Cabinet.

SECTION 3: The CABINET SECRETARY (or Secretary/Treasurer) shall keep accurate records of all the proceedings of all meetings of the Cabinet and shall, within fifteen (15) days after each meeting, forward copies of same to all members of the Cabinet and the office of Lions Clubs International. They shall assist the District Governor and the Cabinet in conducting the business of the District and shall perform such duties as are specified or implied in the Constitution and By-Laws of Lions Clubs International and Multiple District 20 or as may be assigned to them by the Cabinet. They shall sign all notices and documents issued by the District.

SECTION 4: The CABINET TREASURER (or Secretary/Treasurer) shall receive all monies paid to the District and deposit them in such bank or banks as may be designated by the Cabinet, maintaining separate accounts or line items for Administrative Funds and for Charitable Funds of the District. They shall disburse District Funds by order of the Cabinet. The Cabinet Treasurer shall maintain clear and accurate records of all accounts of the District and provide a financial report at all Cabinet meetings or as otherwise may be required. The financial accounts, books or other records shall, at all times, be open to the inspection of the District Governor and any auditors named by the Cabinet. ~~A copy of all audits will be sent to each club in the District.~~

SECTION 5: The REGION CHAIRPERSON (optional position) shall be a voting member of the Cabinet and shall attend all regular meetings, special meetings, and deliberations of the Cabinet. They shall assist the District Governor in the promotion of Lionism in their region. It shall be their duty to see that every club in their region is operating efficiently under the Lions Clubs International Standard Club Organization Plan. It shall be their duty to promote the annual District, Multiple and International Convention among the clubs in their region. They shall make every endeavor to see that they have at least a full quota of delegates at each of these conventions. They shall assist the Zone Chairpersons in their region in the performance of their official duties. The official actions of the Region Chairperson shall be under the supervision of the District Governor. They shall assist the District Governor in appointing a regional representative to every District Committee.

SECTION 6: The ZONE CHAIRPERSON shall be a voting member of the Cabinet and shall attend all regular meetings, special meetings and all deliberations of the Cabinet. The Zone Chairperson shall hold regularly scheduled Advisory Committee Meetings as provided in section 2, Article VII of this Constitution. They shall be the presiding officer of these meetings and send copies, within ten (10) days thereafter, to their Region Chairperson, the District Governor and to the office of Lions International. It shall be their duty to see that each club in their zone is operating efficiently under the Lions International Standard Club Organization Plan. The official actions of the Zone Chairperson shall be under the supervision of the District Governor and the Region Chairperson of which their zone is a part. Club Presidents, Secretaries, **Membership Chairs** and Zone Chairpersons are members of this committee. Advisory Committee meetings are open to any Lioness or LEO Club members.

SECTION 7: The DISTRICT GOVERNOR'S CABINET is the deliberating and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism within the District. It shall serve in an advisory capacity.

SECTION 8: The DISTRICT GOVERNOR'S ADVISORY COMMITTEE is an advisory body from its zone to the District Governor. It represents all the clubs in the zone in this capacity and it shall serve in an advisory, communicative and administrative capacity only. This committee shall receive recommendations affecting the welfare of Lionism in the zone and present same to the District Governor, Region Chairpersons and District Cabinet. Club Presidents, Secretaries, **Membership Chairpersons** and Zone Chairpersons are the members of the committee. Advisory Committee meetings are open to any Lions, Lioness or LEO Club members.

ARTICLE II

District Chairpersons

SECTION 1: At or before the first Cabinet Meeting, the District Governor shall appoint District Chairpersons for activities and projects in which the District will participate during their tenure of office, such as, but not limited to, those in the District Directory, LCI officially recognizes **17** chairpersons to in the District. These are:

- a. District Convention
- b. District Cultural and Community Activities
- c. District Diabetes Awareness and Action
- d. District Environment
- e. District Hearing Preservation, Awareness, and Action
- f. District Honorary
- g. District Information Technology
- h. District International Relations
- i. District LEO Club
- j. District Lions ALERT
- k. District Lions Quest
- l. District Lions Services for Children
- m. District Peace Poster Contest
- n. District Public Relations and Lions Information
- o. District Sight Preservation Awareness and Action
- p. District Youth (Lions Opportunities for Youth
- q. District Youth Camp and Exchange

(Committees discontinued as of 2012-13 Lion's year: Campus Club, Extension, Leadership development, Membership, Retension) *The LCIF District Coordinator serves a three year term and is appointed by the LCIF Multiple District Coordinator in consultation with the District Governor. The District Coordinator is not an official committee position, but should be invited to attend cabinet meetings.

SECTION 2: The District Chairperson shall work with the Multiple District 20 Chairperson, appointed by the Council of Governors, where applicable. The Multiple District 20 Committee Chairpersons shall be responsible for holding an informational and activity planning meeting, preferably in the Fall and a seminar to be held at the Multiple District 20 annual convention. Travel expenses for District Committee Chairman attending the projected Fall meeting will be allowed using district funds and using the MD 20 Rules of Audit as a guideline.

SECTION 3: The District Governor shall have the authority to remove a member of any appointed committee for inactivity or other valid cause. In the event of a vacancy, the District Governor shall have the authority to fill the unexpired term.

ARTICLE III

International and MD 20 Amendments

SECTION 1: In the event that the Constitution and By-Laws of Lions Clubs International or Multiple District 20 shall be amended, deleted or otherwise changed in such manner as to render any part of this Constitution inoperable until the next ensuing annual Convention of the District, such change shall not render the entire Constitution inoperable. Affected articles and sections will be corrected to comply with Lions International and Multiple District 20 Constitutions at the earliest opportunity.

ARTICLE IV

District Amendments

SECTION 1: These By-Laws can be amended only at the annual District Convention or Multiple District Convention, by resolution reported by the Constitution and By-Laws Committee, as such convention and adopted by an affirmative vote of a simple majority of delegates certified, present and voting at such convention. This can only be done aft review and approval by the MD 20 Constitution and By-Laws Committee.

ARTICLE V

Fiscal Year

SECTION 1: The fiscal year of this District shall be from July 1st of a particular year through June 30th of the following year.

ARTICLE VI

District Membership Dues

SECTION 1: District Membership Dues, if they shall be determined to be required, by a simple majority affirmative vote taken at a District or Multiple District Annual Convention, Shall take effect at the beginning of a particular fiscal year.

SECTION 2: **The District Dues, in the amount of \$2.00 per Lion Member, shall take effect on July 1, 2013.**

SECTION 3: **The District Dues shall be payable on an annual basis, with payment due on July 1st of the District fiscal year.**

SECTION 4: **The District Dues will be based on the membership roster as shown by the International Association of Lions Clubs on July 1st of the District fiscal year.**

SECTION 5: **The District membership dues shall be forwarded to the District Cabinet Treasurer or Secretary/Treasurer**

SECTION 6: For student membership programs as adopted by the International Board of Directors, eligible student members shall pay a semi-annual per capita tax equal to one-half (1/2) of the total amount of dues as provided in sub-sections (a), (c) and (d) of Article IX of the International Constitution and By-Laws.

ARTICLE VII
District Administrative Reserve Fund

SECTION 1: The District shall maintain a District Administrative Reserve Fund. This reserve fund will begin the Lions' fiscal year with a balance of not less than \$5,000.00 and will end the Lions' fiscal year with a balance of \$5,000.00. Said funds shall be used for District expenditures only.