



**The International Association of Lions Clubs**

**CONSTITUTION AND BY-LAWS**

**DISTRICT 50 HAWAII**

*Fiscal Year 2019-2020*

# 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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**NONE**

*Permissive provisions*

## **ARTICLE I**

### **Name**

This organization shall be known as Lions District No. **50 Hawaii** hereinafter referred to as “district.”

## **ARTICLE II**

### **Purposes**

The purposes of this district shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) 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.
- (g) 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.

## **ARTICLE III**

### **Membership**

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 as follows: geographical areas encompassing the State of Hawaii

## **ARTICLE IV**

### **Emblem, Colors, Slogan and Motto**

Section 1. **EMBLEM.** The emblem of this association and each chartered club shall be of a design as follows:



Section 2. **USE OF NAME AND EMBLEM.** Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. **COLORS.** The colors of this association and of each chartered club shall be purple and gold.

Section 4. **SLOGAN.** Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5. **MOTTO.** Its Motto shall be: We Serve.

**ARTICLE V**  
**Supremacy**

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

**ARTICLE VI**  
**Officers and District Cabinet**

Section 1. **OFFICERS.** The officers of this district shall be the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and Sergeant At Arms. Each such officer shall be a member in good standing of a Lions club in good standing in the district.<sup>1</sup>

Section 2. **DISTRICT CABINET.** The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, Global Membership Team district coordinator, Global Leadership Team district coordinator, Global Service Team district coordinator, LCIF district coordinator, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district.<sup>2</sup>

- (1) **Administrative Personnel.** The following, which are appointing by the District Governor, shall be identified as administrative personnel or functions:
- (a) Legal Advisor
  - (b) Parliamentarian
  - (c) Photographer(s)
  - (d) Auditor

Section 3. **ELECTION/APPOINTMENT OF DISTRICT CABINET.** The district governor and first and second vice district governors shall be elected at the annual convention of the district. No later than the beginning of the fiscal year succeeding the election, the District Governor may appoint one Region Chair for each Region and shall appoint one Zone Chair for each Zone in the District; each such Region Chair and Zone Chair shall be a member in good standing of a chartered Lions Club within the Region or Zone from which the appoint is made. The District Governor shall further appoint a Secretary and a Treasurer who shall be members of Clubs within the District and in good standing.

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

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<sup>1</sup> The officers listed in this section are the minimum officers required for a district cabinet. Should the district add additional officers, they may through amendment of this section.

<sup>2</sup> The cabinet members listed in this section are the minimum cabinet members required. Should the district add additional cabinet members, they may through amendment of this section.

<sup>3</sup> The district governor may be removed by 2/3 vote of the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.

<sup>4</sup> For cause may be any reason as determined by the district cabinet in accordance with ROBERT'S RULES OF ORDER NEWLY REVISED.



## **ARTICLE VII District Convention**

Section 1. **TIME AND PLACE.** An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.<sup>5</sup>

Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district.<sup>6</sup> Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.<sup>7</sup>

- (a) The District Governor, the First Vice District Governor, the Second Vice District Governor and all past District Governors of District 50 shall be entitled to full delegate privileges at each District Convention, but shall not be included in the delegate quota of the club of which they are members.
- (b) Any Lion of this District who is the Present or Past International Officer or Director shall be entitled to full delegate privileges to each District Convention, but shall not be included in the delegate quota of the club of which the Present or Past International Officer or Director is a members.
- (c) Each Lion of this District present and in good standing shall have all the privileges of delegates, except the right to vote.
- (d) The Secretary of each club shall, on a form transmitted by the convention Secretary, submit a certified list of delegates and alternates chosen by the club, not later than ten (10) days preceding the day of the annual District Convention.

Section 3. **QUORUM.** A majority of the registered delegates in attendance shall constitute a quorum of the convention.

## **ARTICLE VIII District Dispute Resolution Procedure**

All disputes or claims arising from provisions of the District Constitution and By-Laws or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors. [Mandatory Provision]

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<sup>5</sup> There is no restriction to holding the location of the district convention outside the geographic location of the district unless otherwise restricted by amendment of the district constitution and by-laws.

<sup>6</sup> It is not required for a member to be enrolled in a club for a year and a day in order to qualify as an eligible delegate.

<sup>7</sup> The district may amend this provision to allow for a past district governor to vote apart from a club delegate quota.

Pursuant to Article IX Section III of the International By-Laws, "...FURTHER PROVIDED, that each district (single, sub- and multiple) may, by express provision in its respective constitution and by-laws, grant full delegate status to each past district governor who is a member of a club in such district independent of the club delegate quotas hereinabove specified".

**ARTICLE IX**  
**Amendments**

Section 1. **AMENDING PROCEDURE.** This constitution may be amended only at the Annual District Convention when such amendment is reported by the Committee on Constitution and By-Laws, and adopted by two-thirds (2/3) affirmative vote of the delegates present in person, qualified and casting a vote, provided such notice of proposed amendment has been submitted to all clubs in District 50 at least forty-five (45) days prior to the Annual District Convention at which the amendment is to be voted on.

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

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than forty-five (45) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. **EFFECTIVE DATE.** Any adopted amendment to the Constitution and By-Laws shall become effective from July 1 of the fiscal year next following the adoption of the amendments.

**BY-LAWS**

**ARTICLE I**  
**Nominations and Endorsement**  
**Third Vice President and**  
**International Director Nominees**

Section 1. **ENDORSEMENT PROCEDURE.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the District seeking endorsement of the District Convention as a candidate for the office of international director or third vice-president shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the District Governor of the candidate's District and the Cabinet Secretary no less than fifty (50) days prior to the convention date of the District Convention at which time the question of endorsement is to be voted upon;
- (b) In addition to the Notice of Intention, documentation of the fulfillment of the qualifications of such office set forth in the International Constitution and By-Laws shall be provided.

Section 2. **NOMINATION.** Each notice of intention shall be transmitted forthwith by the district governor to the Nominating Committee 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 prospective candidate who has fulfilled said procedural and constitutional requirements.

Section 3. **SECONDING SPEECH.** Each such nominee for endorsement shall be entitled to one nominating speech of no more than five (5) minutes duration and one seconding speech of no more than three (3) minutes duration.

Section 4. **VOTE.** The vote on the question of endorsement shall be in accordance with District By-Laws, 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

respective convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority on any ballot, balloting shall continue with respect to two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

Section 5. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated (and if the district is a sub-district in the multiple district to the multiple district council of governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

- (1) When certification or recertification of a candidate is required or desirable, the procedures contained in this article, relative to Director or Third Vice President, Lions International, candidacy shall be followed.

Section 6. **VALIDITY.** No district endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article have been met.

Section 7. **International Officer Candidacy Fund.** A special International Officer Candidacy fund shall be established to assist candidates for the office of International Third Vice President or International Director to pay for the costs of the campaign expenses to and during the International Convention of the candidate, the candidate's spouse, and the candidate's campaign manager. The fund shall be assessed as follows:

- (1) Until such fund reaches \$20,000, each member shall be assessed a total of one dollar and seventy cents (\$1.70) per year based on the club roster of July 1.
- (2) When the International Officer Candidacy Fund reaches \$20,000, the full amount of one dollar and seventy cents (\$1.70) per member per year shall be continued to be paid, however, the per capita payment shall be credited to the Administrative Operating Account.
- (3) When the International Officer Candidacy Fund is reduced to less than \$20,000, the per capita payment into the fund shall resume beginning with the term of the new District Governor.
- (4) Subsection (2) of this Section shall be repeated once the fund reaches \$20,000.
- (5) The certified candidate shall submit a budget to the District Governor and the Cabinet before any funds are released to said candidate.
- (6) The certified candidate's budget submitted to the District Governor and the Cabinet shall not request more than \$20,000, or the available balance, whichever is less, from the District 50 International Officer Candidacy Fund.

## **ARTICLE II**

### **District Nominations, Elections and Appointments**

Section 1. **NOMINATING COMMITTEE.** Each district governor shall appoint by written notification received at least sixty (60) days prior to the district convention, a Nominating Committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not through the duration of their appointment hold any district cabinet or international office either by election or appointment.

Section 2. **DISTRICT GOVERNOR ELECTION PROCEDURES.**

District Governor shall be qualified as provided in the International By-laws as follows:

- (a) Be an active member in good standing of a chartered Lions Club in good standing in the District.
- (b) Secure the endorsement of the candidate's club or a majority of the club's in the candidate's District.
- (c) Currently be serving as the First Vice District Governor.
- (d) District Governor as set forth in the International By-laws, 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 3. FIRST VICE DISTRICT GOVERNOR ELECTION PROCEDURES.**

The First Vice District Governor shall be elected at the annual District Convention. A candidate for the office of First Vice District Governor shall be qualified as follows:

- (a) Be an active member in good standing of a chartered Lions Club in good standing in the District.
- (b) Secure the endorsement of the candidate's club or a majority of the club's in the candidate's District.
- (c) Currently be serving as the First Vice District Governor.
- (d) Only in the event the current Second Vice District Governor does not stand for election as the First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of Second Vice District Governor as set forth in the International By-laws, 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 4. SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES.**

The Second Vice District Governor shall be elected at the annual District Convention. A candidate for the office of Second Vice District Governor shall be qualified as follows:

- (a) Be an active member in good standing of a chartered Lions Club in good standing in the District.
- (b) Secure the endorsement of the candidate's club or a majority of the club's in the candidate's District.
- (c) Has served or will have served at the time of taking office as Second 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 for no less than two (2) additional years; and
  - (2) As Zone Chair or Region Chair or Cabinet Secretary or Cabinet Treasurer for a full term or major portion thereof.
  - (3) With none of the above being accomplished concurrently.

**Section 5. ELECTION PROCEDURES.** Any member of a club in the District seeking the office of District Governor, First Vice District Governor or Second Vice District Governor shall file an intention to so run in writing with the Nominations Committee forty-five (45) days prior to the day of the Convention, and furnish therewith evidence of compliance with the qualifications for said office as set out in the International Constitution and By-Laws.

- (a) The Nominations Committee shall prepare and mail a list of names of those nominated to each club in the District at least thirty (30) days before the Convention. The nominations Committee shall place in nomination at the District Convention:
  - (1) The names of all candidates so qualified for Second Vice District Governor.
  - (2) The name of the incumbent First Vice District Governor as the nominee for District Governor, and the names of all candidates so qualified for District Governor.
  - (3) The name of the incumbent Second Vice District Governor as the nominee for First Vice District Governor, and the names of all candidates so qualified for First Vice District Governor.
- (b) If no candidates are so received or so qualified, then, and only then, nominations of qualified candidates for the office may be made from the floor.
- (c) Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than (3) minutes duration.
- (d) The District Governor shall appoint, upon receipt from the Nominations Committee of the candidates, but in no event within twenty-one (21) days prior to the Annual District Convention, an Elections Committee of five (5) members who shall each be a member of a different regular chartered Lions Club in good standing within the District, and shall not at the time of their appointment, hold any District or International office. This Committee shall conduct the election.
- (e) Each District Governor, First Vice District Governor and Second Vice District Governor

shall serve only one year term, or until a successor is elected. Such term shall commence with the end of the International Convention held in the year of the election, if so held, but if not, then on July 1 next following the election.

Section 6. **BALLOT.** The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.<sup>10</sup>

Section 7. **DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors.<sup>11</sup>

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Have served or will have served at the time he/she takes office as district governor:
  - (i) As officer of a Lions club for a full term or major portion thereof; and
  - (ii) As a member of the district cabinet for two (2) full terms or major portion thereof.
  - (iii) With none of the above being accomplished concurrently.

Section 8. **FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.** Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

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

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<sup>10</sup> Recommended ballot form for district governor, first vice district governor and second vice district governor is included herein as Exhibit "G".

<sup>11</sup> See Exhibit "B".

- (b) Have served or will have served at the time he/she takes office as first or second vice district governor:
  - (i) As officer of a Lions club for a full term or major portion thereof; and
  - (ii) As a member of the district cabinet for a full term or major portion thereof.
  - (iii) With none of the above being accomplished concurrently.

Section 9. **APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON.** No later than the beginning of the fiscal year succeeding the election, the District Governor may appoint one Region Chair for each Region and shall appoint one Zone Chair for each Zone in the District; each such Region Chair and Zone Chair shall be a member in good standing of a chartered Lions Club within the Region or Zone from which the appoint is made.

Section 10. **REGION/ZONE CHAIRPERSON VACANCY.** If any Region or Zone Chair shall cease to be a member of a club in the Region or Zone from which the appointment was made, the term of office to which the appointment was made, the term of office to which the appointment was made shall thereupon cease and the District Governor shall appoint a successor.

### **ARTICLE III Duties of District Officers/Cabinet**

Section 1. **DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

- (a) Serve as the Global Action Team district chairperson to administer and promote membership growth, and new club development, leadership development and humanitarian service to clubs throughout the district.
  - (1) Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
  - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
  - (3) Collaborate with the multiple district's Global Action Team
- (b) Promote the Lions Clubs International Foundation and all service activities of the association.
- (c) Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- (d) Promote harmony among the chartered Lions clubs.
- (e) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- (f) Ensure that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- (g) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.
- (h) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (i) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (j) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.
- (k) The District Governor shall have the authority to dismiss any Region Chair or any officer

- appointed by the District Governor for good and sufficient reason.
- (1) The District Governor shall strictly adhere to the approved budget and shall not incur obligations in any fiscal year which will create a deficit in said fiscal year. Any expenditures over and above income derived in any one year which in the opinion of the District Governor and the Cabinet deem necessary to serve the best interests of the District, must be duly authorized by the majority of the clubs in the District prior to its implementation as prescribed in the District Constitution.

Section 2. **FIRST VICE DISTRICT GOVERNOR.** The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
- (e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- (f) Conduct club visitation as the representative of the district governor when requested by the district governor.
- (g) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district.
- (h) At the request of the district governor, supervise other district committees.
- (i) Participate in the planning of the next year including the district budget.
- (j) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
- (k) Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as first vice district governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.

Section 3. **SECOND VICE DISTRICT GOVERNOR.** The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor and first vice district governor, and participate in council meetings as appropriate.
- (e) Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- (g) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- (h) Work with the District LCIF Coordinator and assist the committee to achieve the goals of the

year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.

- (i) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
- (j) At the request of the district governor, supervise other district committees.
- (k) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- (l) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 4. **CABINET SECRETARY-TREASURER.** He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - (1) 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 Clubs International.
  - (2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
  - (3) Make reports to the cabinet as the district governor or cabinet may require.
  - (4) Collect and receipt for all dues and taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.
  - (5) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
  - (6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
  - (7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
  - (8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.
  - (1) Cabinet Secretary. Under the supervision and direction of the District Governor and the Cabinet, the Secretary shall keep an accurate record of the proceedings of the Annual Meeting of the District and of all meetings of the Cabinet. Proceedings of the Annual District Convention, annual club report and the District Governor's annual report shall be compiled in record form by the Secretary and distributed to each member of the District Governor's Cabinet and each club in the District. The Secretary shall sign all notices issued by this District and 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 the District or as may be assigned from time to time by the Cabinet. The Secretary shall also be responsible to file complete District records at the District 50 Office, including the cabinet meeting minutes and financial reports. The Cabinet Secretary shall coordinate the filing of the meeting minutes and financial reports with the Hawaii Lions Foundation Secretary.

- (2) **Cabinet Treasurer.** The Cabinet Treasurer shall sign all financial notices and documents issued by this District, keep the accounts, receive all monies paid to the District, and shall make annual reports at the Convention, to the Cabinet at the meeting of said Cabinet immediately preceding the annual meeting of the District, and at such other times as said Cabinet may require. The Cabinet Treasurer shall timely file all appropriate tax returns, and such other reports as may be required covering such fiscal matters occurring during the period of time served by said Treasurer. The Cabinet Treasurer shall deposit all monies received in such bank or banks as may be designated by the Cabinet, and shall disburse the same by order of said Cabinet. The accounts, book and records shall at all times be open to the inspection of the Cabinet, the District Governor and any auditors named by the incoming District Governor, or by the delegates in convention assembled. The Cabinet Treasurer shall give bond for the protection of the District's funds as provided in the District Constitution. The books and records of the Treasurer shall be closed as of June 30 and turned over to the incoming officers not later than July 15 immediately following. Following an audit of the Treasurer's accounts and books, all records shall be filed with District 50 records.

**Section 5. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR.** The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities.
- (c) Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- (d) Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- (h) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

**Section 6. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR.** The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district membership development plan.

- (c) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
- (g) Include diverse populations to participate in Global Action Team Initiatives.
- (h) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.

**Section 7. GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.** The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district leadership development plan.
- (c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- (d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- (e) Promote leadership development opportunities that encourages participation all levels of the association.
- (f) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
- (g) Include diverse populations to participate in Global Action Team initiatives.
- (h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (i) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
- (k) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

**Section 8. LCIF DISTRICT COORDINATOR.** The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in district publications, during district events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.

- (g) Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.
- (h) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

Section 9. **REGION CHAIRPERSON** (if the position is utilized during the district governor's term). The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

- (a) Further the Purposes of this association.
- (b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- (c) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- (d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator, as appropriate.
- (e) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator as appropriate.
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Quality Initiative to the clubs within the region.
- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.
- (i) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, district or multiple district.
- (j) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- (k) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- (l) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives.

Section 10. **ZONE CHAIRPERSON**. The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (c) Endeavor to include the GMT district coordinator, the GLT district coordinator and the GST district coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.

- (e) Promote the Club Quality Initiative to the clubs within the zone.
- (f) In coordination with the GMT district cCoordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- (h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- (i) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- (j) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (k) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (l) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- (m) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor).
- (n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

Section 11. **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) Serve in an advisory and administrative capacity only;
- (d) Supervise and advise the District Governor in all financial matters pertaining to the District's affairs.

Section 12. **SERGEANT-AT-ARMS.** The Sergeant-at- Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT’S RULES OF ORDER, NEWLY REVISED.

## **ARTICLE IV**

### **District Committees**

Section 1. **DISTRICT GOVERNOR’S ADVISORY COMMITTEE.** The District Governor's Zone Advisory Committee shall assist the Zone Chairs in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the Zones, and relay the same through the Zone Chairs to the District Governor and the Cabinet.

Section 2. **DISTRICT GLOBAL ACTION TEAM.** Chaired by the district governor and includes the GMT district coordinator, GST district coordinator and GLT district coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district’s Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

Section 3. **DISTRICT GOVERNOR'S HONORARY COMMITTEE.** The district governor may appoint a District Governor's Honorary Committee composed of past district governors who are members in good standing of clubs within the district. This committee shall meet when and as called upon by the district governor. The foregoing does not create the office of Honorary District Governor. Should the office of Honorary District Governor be created, it shall not receive any financial assistance from the District.

Section 4. **DISTRICT CABINET COMMITTEES.** At the Annual Convention, or within fifteen (15) days after taking office, the District Governor may appoint a Chairperson for each of the following Standing Committees. The appointment of the Nominations Committee shall require approval of the District Cabinet.

- (1) The District Governor, the First Vice District Governor and the Second Vice District Governor shall be ex-officio members of all committees.
- (2) Whenever possible each Committee shall constitute members from different regular chartered Lions Clubs within the District.
- (3) Each Committee shall submit an annual report in writing to the District Governor no later than twenty (20) days prior to the District Convention.
- (4) To assure efficient planning of the Annual District Convention, the District Governor may appoint special ad hoc committees as deemed necessary.
- (5) Except where special authority is given by the District Cabinet, no Committee shall implement any planned action or recommendations until a written report has been approved by the Cabinet.
- (6) Standing Committees:
  - (1) **AWARDS AND RECOGNITION.** To determine awards and recognition on a District, Zone, or Club basis; to review and recommend rules for those selected awards and recognition; to select awards and to educate the District regarding International awards. Award recognition for the Best Club shall be based on the period from April 1 of the previous year to the end of March of the current fiscal year. Zone awards and recognition shall be based on the period of July 1 to the end of March of the current fiscal year.

(2) **BOARD OF GOVERNORS.** There shall be established a committee known as the District Board of Governors. The membership of the Board shall be comprised of the immediate past five (5) District Governors and the incumbent District Governor. The Board of Governors shall be responsible for the operation and supervision of the District Office and shall:

- (a) Submit the yearly budget for the District Office to the District Finance Committee prior to the first Cabinet meeting for inclusion in the District overall budget;
- (b) Present to the annual convention for approval by a majority of the delegates present in person, the exact location of the convention to be held at least two (2) years hence. The rotation of conventions to various counties as set forth in the Constitution shall be followed; and
- (c) Perform such other duties as may be requested by the District Governor.

(3) **CONSTITUTION/BY-LAWS & POLICY.** To study and become thoroughly familiar with the Lions International Constitution and y-laws and those of District 50 Hawaii. To receive and report all proposed amendments not in conflict with the International Constitution and By-laws. To maintain the Constitution, By-laws and Polocies up to date consistent with the progress and growth of the District and to suggest changes that will enhance the cause of Lionism.

(4) **DISTRICT CONVENTION.** The District Convention Committee is an operating committee of District 50 and its duties covered in Article VI of this By-laws.

(5) **FINANCE.** The committee shall be comprised of not less than three (3) members nor more than five (5) members, one of whom shall be the immediate past chairperson. The

committee shall review, evaluate and submit, with or without recommendation to the District Governor and Cabinet, all proposals for expenditures other than regularly approved obligations. Assist in the preparation of District 50 budget, and shall assist any other committee in the preparation of its budget if so required.

(6) GLOBAL LEADERSHIP TEAM. To focus on the leadership development necessary for sustained growth and organizational success. Its purpose is to

- (a) provide a comprehensive global platform for developing more qualified leaders from the club level on up; and
- (b) to allow more customized and regional approaches for leadership training and development taking into account the vastly different regional and local needs within our district and around the world.

(7) GLOBAL MEMBERSHIP TEAM. To focus on the membership growth and development necessary for sustained growth and organizational success. Its purpose is to

- (a) provide a comprehensive global platform for developing more success towards membership development from the club level on up; and
- (b) to allow more customized and regional approaches for membership growth and development taking into account the vastly different regional and local needs within our district and around the world.

(8) HAWAII LIONS INTERNATIONAL YOUTH CAMP AND YOUTH EXCHANGE.

- (a) Hawaii Lions International Youth Camp. To promote international relations and youth activity by sponsoring a Lions International Youth Camp. Duties include but not limited to the following:
  - (1) Screening host families and youth applicants.
  - (2) Provide educational, cultural and program orientation to participants and host families.
  - (3) Ascertain that all youth participants have necessary documentation and insurance.
  - (4) Keep the District Governor informed of camp activities.
- (b) International Youth Exchange and Understanding. To promote the International Youth Exchange Program. The Committee shall be responsible for the formulation of policies and procedures governing inter-District communications; youth screening, orientation and proper hosting practices. This would include the determination of which club wishes to serve as the sponsoring club (sending a visitor), or the host club (receiving a visitor), or both. To serve as liaison between the club, the District Governor and Lions International for all International Relations activities, such as to instill the feeling of belonging to a world-wide organization and the desire to improve International Understanding and Cooperation.

(9) INFORMATION TECHNOLOGY. To provide for the oversight and maintenance of the District website. To implement and monitor policies and procedures governing its contents, access and management.

(10) INTERNATIONAL CONVENTION. To secure all information concerning the International Convention from the Lions International Office. To evaluate past participation at International Conventions; to plan and coordinate more effective participation by all members in the District. To circulate the information to all Clubs and work as closely as possible with the District Governor in the planning of the anticipated program at the International Convention. An official report of each Lions International Convention shall be completed and published in the Leo Liona, the District official publication, by the

Chairperson of the Convention Delegation within ninety (90) days after the end of the Convention.

(11) LEOS. A board of six (6) members shall be appointed by the District Governor to administer and guide the District-wide Leo Club program and activities in accordance with guidelines accepted by the District in 1976. The term of the Board members shall be for three (3) years each, and staggered, with two (2) members being appointed each year,

(12) LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF). To support and promote the Lions Clubs International Foundation program within District 50 Hawaii.

(13) LIONS HEARING PROGRAM. To implement and maintain a district plan of action for public education and awareness program to understand the needs of those with hearing impairments in collaboration with District clubs, professional organizations and agencies and other groups supporting hearing education and awareness initiatives.

(14) LIONS SIGHT PROGRAM. To implement and maintain a district plan of action for public education and awareness program to understand the needs of those who are visually impaired. To encourage collaboration between District clubs, professional organizations and agencies and other groups supporting initiatives of the blind and visually impaired.

(15) LIONS QUEST. To promote Lions Clubs International Lions Quest program which involves the home, school and community to cultivate capable, , healthy young people of strong character through life skills, character education civic value, service learning, tolerance and substance abuse prevention.

(16) LONG RANGE PLANNING. To determine and recommend approval of future goals and directions of District 50 Hawaii covering a period of not less than ) three (3) years. The Chairperson of the committee shall be appo inted to a two (2year term.

(17) PROTOCOL. To promote the use of Lions etiquette at Lions meetings, activities and functions.

(18) PUBLICATION. To disseminate news and information of the District to each Lion through the medium of the Lions Publication, “Leo Liona”, and is to all responsible in the publishing of the “Leo Liona” and shall see that it is issued the Lions of District 50 Hawaii

(19) PUBLIC RELATIONS. To keep the public and the District informed rd regaing all phases of Lionism in the District through the internet, press, radio and video. To encourage and assist clubs to intensify publicity.

(20) RESOLUTIONS. To this committee shall be referred all proposed formal determinations and expressions which must be submitted in writing and passed upon before such resolutions are presented to the Convention for action. To keep a file of all Resolutions adopted at previous conventions; familiarize Clubs and membership on the value and intent of resolutions; to aid authors in the construction and edification of a resolution; to draft certain resolutions thanking the Mayor of the Host City, the Press, the Host Club, Presidents, the District Governor, Vice District Governor, and others who have assisted with the handling of the Annual Convention.

- (a) A resolution may be initiated by a Lion, a Lions Club, the District Cabinet, or the District 50 Resolutions Committee at any time throughout the year. However, the Resolutions Committee must first receive, analyze, and

redraft, if necessary, all resolutions before recommending them for adoption either to the Cabinet and later to all Clubs in the District or at the Annual Convention.

- (b) After evaluating a proposed resolution as to intent, effectiveness, and influence upon the individual club as well as the District, the Committee has the right to recommend, or not recommend, its adoption either wholly or in amended form. The originator of the proposed resolution must be notified promptly of the action taken by the committee.
- (c) To properly and fairly evaluate a resolution, it is imperative that the Committee:
  - (1) Become familiar with all resolutions adopted at annual conventions; and and By-laws,
  - (2) Become familiar with the International Constitution and District 50 Hawaii Constitution and By-laws; and
  - (3) Become familiar with District 50 Hawaii Policies.

## **ARTICLE V**

### **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 forty-five (45) days after the adjournment of the preceding international convention. Ten (10) days written or electronic notice of each meeting setting forth the date, time and place as 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 the the district governor's discretion, or shall be called upon written request made to the cabinet not fewer than five (5) days, nor more than ten (10) days written, electronic or telegraphic notice of special meeting 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.
- (c) Quorum. The attendance of more than fifty percent (50%) of the members of the cabinet shall constitute a quorum for any meetings thereof.
- (d) Vote. Each cabinet officer shall have one vote at such meeting.

#### **Section 2. REGIONS AND ZONES.**

- (a) Regions and zones shall be subject to change by the district governor, with the approval of the district cabinet and when it is in the best interests of the clubs, district and the association. This district shall be divided by the District Governor into regions of sixteen (16) or less Lions clubs each, due regard having been given to the geographical locations of the clubs, and shall be subject to change by the District Governor as is deemed necessary for the interests of Lionism and the individual Lions Clubs.
- (b) Each Region shall be divided by the District Governor into Zones, which Zones shall be composed of eight (8) or less Lions Clubs each with, due regard having been given to the geographical locations of the clubs, and shall be subject to change by the District Governor as is deemed necessary for the interests of Lionism and the individual Lions Clubs
- (c) District Governor's Zone Advisory Committee. In each Zone, the Zone Chair and the Presidents and Secretaries of the clubs in the Zone shall compose a District Governor's Zone Advisory Committee, with the Zone Chair as Chairperson thereof. At a date, time and place called by the Zone Chair, this committee shall hold three quarterly meetings, each meeting to coincide within fifteen (15) days before or after the first, second and third District Cabinet meetings. A fourth quarterly meeting is optional.



## **ARTICLE VI**

### **District Convention**

Section 1. **CONVENTION SITE SELECTION.** The District Convention shall be rotated between Oahu and the neighbor island counties with the convention to be held on Oahu each alternate year. A neighbor island site shall be replaced by an Oahu site only when the neighbor islands waived their turn. The Board of Governors shall administer the provisions of this Section and shall present to the Annual Convention for its approval, the exact location of the convention at least two years prior to the convention date.

Section 2. **OFFICIAL CALL.** The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. **SITE CHANGE.** The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than thirty (30) days prior to the convening date of the annual convention<sup>14</sup>.

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

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

Section 6. **OFFICIAL REPORT.** Within fifteen (15) 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.

- (a) The minutes of the preceding Annual Convention shall be reviewed and adopted by the District 50 Cabinet at its first meeting.

Section 7. **CREDENTIALS COMMITTEE.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary or the cabinet secretary-treasurer and two other non-officers of the district appointed by the district governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district. The non-officers shall not, through the duration of the appointment, hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 8. **ORDER OF CONVENTION BUSINESS.** The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

- (a) The proper and adequate dissemination of information to delegates at the District Convention is vital to the proper administration of the convention and the District. The District Committee Chairpersons of the Constitution and By-laws Committee and the other committees, and the Cabinet, which have vital matters which will require study and deliberation before consideration on the floor of the convention, shall prepare ample copies of their reports for dissemination to each delegate at the convention. The responsible committee shall use the least expensive method of reproduction. Accordingly, the District Governor shall reflect a budget item for such reproduction expenditures.

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<sup>14</sup> Under extraordinary circumstances, outside the control of the district cabinet, the district may change the facilities where the district convention is set to be held.

Section 9. **DISTRICT CONVENTION COMMITTEES.** The District Convention Committee is an operating committee of District 50. It is charged with the planning and execution of the District Convention, including arranging for housing, registration, meals, convention hall and meeting rooms, design, procurement and distribution of the convention souvenir pins, publication of the convention souvenir booklet, planning and execution of the convention programs in concert with requirements of the District Governor and the Cabinet and other convention related activities. It shall be responsible for the proper budgeting, expenditure and accounting of all convention funds as delineated under the District 50 Constitution. The District Convention Committee shall administer the convention funds without co-mingling funds and all funds shall be controlled and maintained according to generally accepted accounting principles and auditing standards. The scope of the District Convention Committee shall include:

- (a) To plan and submit to the District Governor for approval a detailed plan for the Annual District Convention. The District Governor, by and with the consent of the Cabinet, shall arrange a convention program and the same shall be the Order of the day for all sessions. The Rule of Order, appointment of Parliamentarian, appointment of Sergeant At Arms and Assistant Sergeant At Arms shall be the sole privilege of the District Governor. The Chairperson of the Convention Committee shall recommend to the District Governor persons to be appointed to the following ad hoc subcommittees:
  - (1) **CREDENTIALS.** To this committee shall be referred questions and credentials of Delegates and Alternates by Club Secretaries. It shall keep an accurate record of the number and identity of Delegates and Alternates present at the Annual District Convention and report to the Convention at the time provided in the Order of Business.
  - (2) **REGISTRATION/RECEPTION.** To plan for the efficient registration of Delegates and Alternates, distribute pertinent materials and arrange for the proper reception of Dignitaries.
  - (3) **CONVENTION RULES.** To draft the rules for the Annual District Convention and submit them to the District Governor for approval.
  - (4) **NECROLOGY.** To plan the details for the necrology service to be conducted with solemn dignity and remembrance.

## **ARTICLE VII CONVENTION FUND**

Section 1. **CONVENTION FUND TAX.** A semi-annual convention fund tax of fifty cents (\$0.50) shall be levied upon each club member and shall be paid in advance by each club by June 30 and December 31 of each year. The fund so raised shall be used exclusively to defray the expenses in connection with the Annual Convention of this District. Total Convention Fund Tax - one dollar (\$1.00).

When the Convention Fund Reserve, as denoted in the District Constitution and Bylaws, attains a total of \$7,000, the annual convention tax per member shall be credited to the Administrative Operating Fund.

The one dollar assessment shall be restored to the Convention Fund the following year when the amount is reduced below \$7,000, The tax shall continue until the Convention Fund Reserve attains a balance of \$7,000, whereby Article VII, Section 1 shall be adhered to.

- (a) The fund shall be turned over to the District Convention Committee by the Cabinet Treasurer and it shall be controlled and maintained according to generally accepted accounting principles and auditing standards.
- (b) The funds shall be used but not limited to the following purposes of the convention.
  - (1) Organizing and planning the convention, communication cost; printing of materials.
  - (2) Payment and rental of facilities.
  - (3) Payment for meals of speakers and special guests not provided otherwise.
  - (4) Payment for entertainment not provided otherwise.

- (5) Payment for leis and gifts incidental to the convention and not provided for by other accounts.
- (6) Payment for convention printed materials and programs not provided for by other accounts.
- (7) Payment for printing of the convention proceedings.
- (8) Advancement of funds for registration and procurement of materials and supplies related to registration and reimbursable from convention registration fund.
- (9) Secretarial services.

Section 2. **REMAINING FUNDS.** All monies in the Convention Fund unexpended at the end of the fiscal year will be placed in the Convention Fund Reserve up to a maximum of \$7,000. Any amount in excess of \$7,000 shall be transferred to the Administrative Reserve Fund, as provided under Section 1.

Section 3. **FEE COLLECTION.** Such fee as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and other Lions attending the convention to defray the cost of convention activities. The amount of the fee shall be recommended by the Convention Committee to the District Governor who shall set the fee pursuant to the Constitution.

- (a) The Registration Fee shall be used to pay for all registration costs inclusive of convention badge, souvenir pins, printing of convention programs, incidental expenses and a nominal amount for the convention booklet included with each registration packet.

Section 4. **CONVENTION BOOKLET.** The publication of the convention souvenir booklet is the responsibility of the District Convention Committee. Funds to publish the souvenir program shall be from income derived by sales of advertising space, subscription from participating Lions Clubs and a token amount to be included as part of the convention registration fee.

- (a) The Convention Committee may provide incentives to advertising Lions Clubs by awarding a percentage of the advertising sales made by the club or its members.
- (b) Earnings shall be used to defray cost of entertainment and various other expenses of the convention not included in other accounts.
- (c) When there is any net profit, fifty percent (50%) shall be given over to the District 50 Disaster Fund for administrative purposes in the ensuing years, and the remaining balance may be distributed to the clubs in host Region or Zone(s) in a manner to be determined by the District Convention Committee.

## **ARTICLE VIII District Administration Fund**

Section 1. **DISTRICT REVENUE.** To provide revenue to defray the non-convention administrative expenses of the District, an annual Administrative Operating Fund Per Capita Tax is hereby levied upon each member of each club in the District. It shall be collected and paid in advance by each club in semi-annual payments as follows: Eleven dollars and thirty-five cents (\$11.35) per member by June 30 of each year to cover the semi-annual period July 1 to December 31; and eleven dollars and thirty-five cents (\$11.35) per member by December 31 of each year to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of June and December respectively, regardless of membership category. ie., Active, Member-at-Large, Honorary, Privileged, Affiliate or Life. Adjustments for underpayments or overpayments based on the last day of June and December shall be made accordingly. Said tax shall be so paid to the Cabinet Treasurer by each club, except newly chartered and reorganized clubs, which shall collect and pay said per capita tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said per capita tax shall be disbursed only for non-convention administrative expenses of the District and only upon the

approval by the District Governor. Disbursements shall be by checks drawn and signed by the Cabinet Treasurer and countersigned by the District Governor or the Cabinet Secretary or the First Vice District Governor or the Second Vice District Governor so designated by the District Governor. Total annual Per Capita Tax - twenty-two dollars and seventy cents (\$22.70).

Section 2. **REMAINING FUNDS.** All amounts remaining in the Administrative Operating Fund at the end of each fiscal year shall be transferred to the Administrative Reserve Fund, as provided under subsections 2(a) and 2(b).

- (a) The total amount in the Administrative Reserve Fund shall be limited to \$20,000.
- (b) All amounts in excess of \$20,000 shall be transferred to an Unrestricted Administrative Fund. Each fiscal year, a sum of up to \$10,000 may be transferred from the Unrestricted Administrative Fund to the Administrative Operating Fund for the purposes of balancing the annual operating budget.
- (c) A sum of up to \$25,000 may be advance to the Convention Fund for the purpose of placing a deposit for the District 50 Convention facilities for the fiscal year. The Unrestricted Administrative Reserve Fund shall be reimbursed during the same fiscal year for all such advances.
- (d) Gifts/Bequests. The District through the District Governor shall receive all gifts/bequests, etc. and shall establish, maintain and administer such funds in accordance with the donor's requests, if any. Candidacy Fund),
- (e) Other Income. Other Income, such as interest earned on Reserve Funds (Administrative Reserve Fund, Unrestricted Administrative Reserve Fund, Convention Fund Reserve and International Officer Candidacy Fund), interest earned on accounts for gifts/bequests, etc. which are not in conflict with the donor's requests, miscellaneous income derived from fifty percent (50%) of net profits generated from the District Convention booklet ad sales, miscellaneous income generated from District 50 pin sales other than District Convention pin sales, and any other miscellaneous income shall be income under each fiscal year's budget.
- (f) Advances/ Advances for the defrayment of expenses recognized by the District may be made by the incoming Cabinet from the Administrative Reserve Fund prior to the receipt of District dues. The Administrative Reserve Fund shall be reimbursed during the same fiscal year for all such advances made there from when current dues are received from member clubs of this District.
- (g) Transfers from Reserves. It is expressly provided that any expenditure over and above the income derived in any year shall be drawn from the Reserve Fund only upon the recommendation of the District Governor with approval of a majority of clubs in the District.
- (h) The Treasurer shall have control of receipts, disbursements and accounts of funds, subject to the supervision of the District Governor with approval of the majority of the clubs in the District, except as provided under Subsection of this Section, whereby the income and expenditures are authorized within the limits of the approved budget for the District.
- (i) All clubs upon acceptance of a new member or the acceptance of a transfer member from another District, shall pay to the District a monthly pro-rata share computed from the first day following the month of acceptance to membership covering those funds due as set forth in the Constitution and By-laws.
- (j) The District Governor shall present the proposed budget for approval at the first District Cabinet meeting of the current year.
- (k) All District or District related committees or corporations must register all checking and savings accounts with the District Treasurer, and file with the District Governor and the Cabinet a full accounting report covering all income and expenditures for the year.
- (l) A special dues schedule of \$10 per year will be assessed members who are students in an accredited college in a Lions campus club. Lions clubs with members who are students in an accredited college will also be included in this special dues structure This special dues schedule of \$10 per year also apply to members applying under the LEOs to Lions Program. These dues are in lieu of the dues outlined in Section 1.
  - (a) These dues will be deposited in the General Administration Operating Fund of the

District and will help defray expenses needed to provide administrative support for the campus club and affected Lions club.

- (b) These dues will be prorated on a 6-month basis. Therefore members joining the club between July 1 and December 31 of a fiscal year will be assessed \$10, while those members joining between January 1 and June 30 will be assessed \$5.

## **ARTICLE IX Miscellaneous**

Section 1. **DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION.** Expenses of the District Governor in connection with attending the international convention shall be considered an Administrative Operating expense. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions International.

Section 2. **FINANCIAL OBLIGATIONS.** The District Governor and the Cabinet shall not incur obligations in any fiscal year which will create a deficit in said fiscal year.

Section 3. **CABINET TREASURER BOND.** The Cabinet Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor, and the cost of same shall be an Administrative Operating expense.

Section 4. **AUDIT OR REVIEW OF BOOKS.** The incoming District Governor shall appoint a committee of not more than three (3) persons to audit or review any or all books and accounts of the District including all committees, whether standing committees or otherwise, created, chartered or formed by District 50 Hawaii, and such members of the audit committee cannot have served on the Cabinet or as a trustee or director of any group directly associated with District 50 Hawaii Lions, for that audit year, The audit report shall be made ninety (90) days after auditors receive the previous year's financial records, but no later than October 31, to the membership through publication in Leo Liona or other District media, and a copy of said audit shall be provided to the incoming District Governor and to each member of that District Governor's Cabinet.

Section 5. **COMPENSATION.** No salary shall be paid to any officer of the District.

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

Section 7. **RULES OF PROCEDURE.** Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or any one of them, shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 8. **OFFICIAL DOCUMENTS.** A true and correct copy of the District Constitution, By-laws and Standing Policies, as amended from time to time, shall be kept by the District Secretary and at the District 50 office.;

### **Section 9. CLUB FUNDS**

- (a) A Lions Club shall establish and operate an Administrative Fund separate from an Activity Fund.
- (b) Dues shall be used for normal operating expenses and credited to the Administrative Fund. All clubs shall maintain their Activity Fund through fund raising within the community.
- (c) Members shall not be assessed when funds are to be raised for activities purposes.
- (d) Funds from the Activities Fund may not be transferred to the Administrative Fund nor used for administrative purposes.

## Section 10. HAWAII LIONS FOUNDATION

- (1) A Charitable corporation known as the Hawaii Lions Foundation shall be formed under the laws of the State of Hawaii and shall be a part of the permanent structure of District 50 Hawaii Lions.
- (2) The objects and purposes of this corporation shall be as they are prescribed in its Charter of Incorporation.
- (3) This Foundation shall be administered by a Board of Trustees under terms and conditions prescribed in the By-laws of said Foundation. The members of the Board of Trustees shall consist of one member for each Zone in the District.
- (4) All Lions Clubs of District 50, Lions International, shall be members of the Foundation. An annual voluntary contribution shall be requested from all clubs.
- (5) At the annual meeting held in conjunction with the District Convention, the Foundation shall submit a report of the current activities and an updated financial report. A proposed budget and proposed activities for the following year shall be transmitted to the general membership through each member club and Leo Liona after the first HLF trustee meeting held in July of the following fiscal year.
- (6) The Foundation shall develop the functional responsibilities of the Hawaii Lions Eye Bank and Makana Foundation including: operational procedures, budget development and controls, personnel procedures and other administrative functions.
- (7) Disaster Fund. The District 50 Lions Disaster Fund was established primarily to provide immediate funds to assist disaster victims. It would be preferred that these funds be administered within the disaster area by a Lions Club or Clubs in a manner which will be beneficial to disaster victims.
  - (a) Definition of Disaster. Whenever a declaration is made by a County or the State of Hawaii, or the District Governor that a natural disaster condition exists, i.e. flooding, high winds, tsunami, or any condition in the opinion of the District Governor which is a disaster whether it affects an individual, family, or any other group of persons.
  - (b) Requesting Aid. During a disaster, any Lions Club within the disaster area should contact the District Governor promptly requesting aid for the disaster victims. The request may be either verbal or written. If verbal, a written confirmation should follow for record purposes. Upon hearing of a disaster, or upon receipt of a request for aid, the District Governor shall assign a Cabinet Officer to investigate, coordinate, and recommend the disbursement of funds as required. Inquiry should be made with the Lions Club in the immediate disaster area or a Civic Group, i.e. Community Associate, religious organizations, or a Disaster Relief Agency, i.e. American Red Cross, Salvation Army, etc.
  - (c) Disbursement of Funds. The District Governor is authorized to designate the amount of each disbursement. The District Governor shall authorize the President of the Hawaii Lions Foundation to issue checks for monies in the Hawaii Lions Foundation segregate fund titled District 50 Disaster Fund. Checks shall be made payable according to the following priority:
    - (1). A Lions Club within the disaster area, or any other Lions Club which will accept responsibility of administering the disaster funds.
    - (2) Any Civic Organization, Community Association, religious organization, etc., which is spearheading a drive to assist the disaster victims. The Civic Group shall administer the funds.
    - (3) Any Disaster Relief Agency, American Red Cross, Salvation Army, etc., which is assisting the disaster victims. The agency shall administer the funds specifically for victims in the disaster area.

Note: Checks shall be made payable to the group directly involved in

assisting disaster victims, and for a specific disaster, e.g. “Koolauloa Lions Club – Sunset Beach Disaster Fund.”

- (d) Replenishment of Funds.
  - (1) When the District 50 Lions Disaster Fund is at a minimum level of \$30,000 the District Governor shall issue a memo to all Lions clubs in District 50 requesting their voluntary contribution to replenish the fund. Each Club’s voluntary contribution may be calculated at the rate of twenty cents (\$0.20) per member per month, or two dollars and forty cents (\$2.40) per member per year. The District Governor may also issue a call for emergency contributions in such amounts as determined by the District Governor. Monies should be from the Clubs Activity accounts. All income earned by the fund shall remain in and become a part of the fund. The amount in the fund shall not exceed \$50,000 plus accrued interest
  - (2) Any person, Lion or otherwise, or business entity, may make a contribution to the District 50 Lions Disaster Fund.
  - (3) All checks payable to said fund shall be made payable to the “HLF- District 50 Lions Disaster Fund.”

Section 11. **EMBLEMS** The District Governor shall ensure that the use of any Lions emblems, names and logos of Lions Clubs International and District 50 Hawaii Lions are in accordance with guidelines established by Lions Clubs International.

Section 12. **MEMBERSHIP**

- (1) Lions in Military Service. Active members shall be included in total membership of a club. Inactive members shall be dropped from active membership and are not included in the total membership of the club or in the statistical columns of the regular monthly report. Obligations of dues and attendance at meetings for Lions Military Service shall be as determined by Lions International. Upon return of an inactive member in service to active membership, the usual reinstatement fees will not apply. Lions in Service, active or inactive, receive credit for 100% attendance and continuous membership during the time they are serving with the Armed Forces.
- (2) Property Interest Forfeiture. Any Lion whose membership has been terminated in any manner shall forfeit all interest in any funds or other assets belonging to the club.
- (3) Uniform Procedure in Time of Death of a Lion Member. In the event of the death of a member in good standing with District 50 and Lions International the following action shall be initiated immediately:
  - (a) The President of the deceased member’s club shall notify the Region Chair and Zone Chair;
  - (b) The Region Chair shall then notify the District Governor by the fastest available medium;
  - (c) The District Governor, or representative, shall immediately make arrangements to obtain a memorial plaque bearing the name of the deceased Lion, name of club, and day of demise;
  - (d) The District Governor, or representative, shall prepare a resolution dedicated to the memory and honor of the deceased Lion. This resolution shall bear the name of the club and date of demise;

- (e) The plaque and resolution shall be promptly forwarded to the
- (f) The plaque and resolution shall be promptly forwarded to the club President concerned who shall arrange for the presentation of the same to the next of kin of the deceased Lion in the most appropriate manner and time;
- (g) Notwithstanding the procedure outlined above, the club President may communicate directly with the District Governor if so deemed to be the most expeditious action to take, provided, however that the Region Chair and Zone Chair are also duly notified. Further, the District Governor may immediately initiate actions under Section (3) above voluntarily if notified of a member's death through any means other than described above, provide the Region Chair and Zone Chair and the club President concerned are duly notified that such actions have been taken.

Section 13. **MEMBERSHIP DISTRIBUTION LIST.** Club Secretaries shall report all additions, deletions, and changes of postal and e-mail addresses to the following committees: Publication, Public Relations, and Information Technology. This list will be used to disseminate District 50 Hawaii Lions information.

## **ARTICLE X Amendments**

Section 1. **AMENDING PROCEDURE.** This constitution and bylaws may be amended only at the Annual District Convention when such amendments is reported by the Committee on Constitution and By-laws, and adopted by two-thirds (2/3) affirmative vote of the delegates present in person, qualified and casting a vote.

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

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been submitted to all clubs in District 50 at least forty-five (45) days prior to the Annual District Convention at which the amendment is to be voted on.

Section 4. **EFFECTIVE DATE.** Any adopted amendment to the Constitution and By-laws shall become effective from July 1 of the fiscal year next following the adoption of the amendment.



EXHIBIT A

SAMPLE RULES OF PROCEDURE

*These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.*<sup>15</sup>

**DISTRICT 50 CONVENTION**

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

**Rule 2.**

Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 50 Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

**Rule 3.**

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

**Rule 4.**

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

**Rule 5.** Replacement of delegates and alternate delegates.

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

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<sup>15</sup> These are the minimum requirements. The district may add additional rules so long as they are not in conflict with mandatory rules.

**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 \_\_\_\_\_ minute(s) for each nominee.

**Rule 7.**

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

**Rule 8. Voting.**

- (a) Voting will take place at a predetermined location and time.
- (b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
- (d) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
- (e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

## **EXHIBIT B**

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

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

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

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

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

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

**Rule 6.** Voting.

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

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

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

## **EXHIBIT C**

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

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

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

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

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

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

**Rule 6.** Voting.

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

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

**EXHIBIT D**

**Nominating Committee Checklist  
District Governor Candidate**

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

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
Nominating Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominating Committee Member

\_\_\_\_\_  
Date

**EXHIBIT E**

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

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

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
Nominating Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominating Committee Member

\_\_\_\_\_  
Date

**EXHIBIT F**

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

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

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Nominating Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominating Committee Member

\_\_\_\_\_  
Date

**EXHIBIT G**

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

**Sample 1: Ballot where there are two candidates.**

Instructions: Clearly indicate your vote by placing an appropriate symbol<sup>16</sup> in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

**Sample 2: Ballot where there is only one candidate.**

Instructions: Clearly indicate your vote by placing an appropriate symbol<sup>17</sup> in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

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

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

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

Position	Name	Preference/ Rank
Second Vice District Governor		
	Candidate A	
	Candidate B	
	Candidate C	
	Candidate D	

<sup>16</sup> Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters.

<sup>17</sup> Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in an vacancy.



### **Rules for Preferential Voting:**

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

# Lions Clubs International

## CODE OF ETHICS

*TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.*

*TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable action on my part.*

*TO REMEMBER that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

*WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

*TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.*

*ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.*

*TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

*TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.*