

**THE INTERNATIONAL ASSOCIATION
OF LIONS CLUBS**



DISTRICT 5 SE

CONSTITUTION AND BY-LAWS

7/18/2009

**DISTRICT 5 SE CONSTITUTION AND BY-LAWS
TABLE OF CONTENTS**

CONSTITUTION:

ARTICLE I	Name	1
ARTICLE II	Objects	1
ARTICLE III	Membership	1
ARTICLE IV	District Organization	1
	District Cabinet Meetings	2
	Regions and Zones	3
	District Committees	3
ARTICLE V	District Administrative Fund	4
	Dues	4
	Fiscal Responsibility/Budget	4
	Bonding	4
	Annual Audit	4
ARTICLE VI	District Project Fund	4
ARTICLE VII	District Convention	5
	Executive Committee	5
	Convention Officers	5
	Delegates	5
	Quorum	5/6
	Report of Proceedings	6
ARTICLE VIII	Executive Committee Approval	6
ARTICLE IX	Severability	6
ARTICLE X	Amendments	7
ARTICLE XI	South Dakota State Lions Convention	7
APPENDIX /EXHIBITS		8

BY-LAWS:

ARTICLE I	District Nominations and Elections	9/10
ARTICLE II	Duties	11
	District Governor	11
	First Vice Dist. Governor	11/12
	Second Vice Dist. Governor	12
	Cabinet Secretary and/or Treasurer	12/13
	Region Chairman	13/14
	Zone Chairman	14/15
	District Governor's Cabinet	15
	Advisory Committee	15
	Honorary Committee	15
ARTICLE III	District Committees	15
ARTICLE IV	Rules for Convention Procedure	15
ARTICLE V	Nominations and Endorsements of International Director and Second Vice President Nominees	16
ARTICLE VI	Fiscal Year	17
ARTICLE VII	Amendments	17
ARTICLE VIII	Effective Date	17

This District Constitution & By-Laws of District 5 SE Lions Clubs International, originally approved and adopted on February 13, 1993, was revised and reprinted on March 1, 2002. On January 30, 2009 it was revised and reprinted to include all amendments approved and adopted from March 1, 2002 through June 30, 2009.

Signatures on file

Lion Robert Bell District 5 SE Co-Chair	PID Lloyd Hansen District 5 SE Co-Chair
Constitution & By-Laws, 5 SE	

District Governor Cindy Iversen 2008-2009	Lion Louise Schley District 5 SE Secretary
--	---

Filed with the Executive Director of the
South Dakota Lions Foundation
800 N. West Avenue,
Sioux Falls, South Dakota, 57104

Its/rb
6/30/2009 (tentative date)

CONSTITUTION

ARTICLE I NAME

Section 1:

The organization shall be known as District 5-SE of the International Association of Lions Clubs (hereinafter referred to as "Lions Clubs International")

ARTICLE II OBJECTS

Section 1:

To provide an administrative structure with which to advance the Purpose, Vision and Mission of Lions Clubs International in this District.

ARTICLE III MEMBERSHIP

Section 1:

The members of this organization shall all be Lions Clubs in the District chartered by Lions Clubs International.

Section 2:

The boundary lines of this District shall be as follows:

NORTH by the state of North Dakota

EAST by the states of Minnesota and Iowa

SOUTH by the state of Nebraska

WEST by the west boundary lines of Brown, Spink, Beadle, Jerauld, Aurora, Douglas, and Bon Homme Counties.

ARTICLE IV DISTRICT ORGANIZATION

Section 1: CABINET AND OFFICERS:

A. The district shall have a District Cabinet composed of the District Governor, the immediate Past District Governor, the First and Second Vice District Governor, Region Chairmen, the Zone Chairmen, and a Cabinet Secretary-Treasurer (a Cabinet Secretary or Cabinet Treasurer may be appointed in which case references to the Cabinet Secretary or Cabinet Treasurer). The above-named members shall be the officers of the District. Each such officer shall be a member in good standing in the District. The District Cabinet shall also include such committee chairs as may be recommended by Lions Clubs International and /or designated by the District Governor.

- B. The District Governor and the First Vice District Governor and Second Vice District Governor shall be elected at the annual convention of the District. The District Governor shall appoint, by the time he/she takes office, the Cabinet Secretary, Cabinet Treasurer, or Cabinet Secretary-Treasurer, one Region Chairman for each Region, and one Zone Chairman for each Zone in the District.
- C. A candidate for the office of Region Chairman shall have served as Zone Chairman, Club President, Secretary, or Board of Directors member of his/her club for at least three years.
- D. A candidate for the officer of Zone Chairman shall have served as Club President, Secretary or Board of Director's member of his /her club for at least three years.
- E. Any vacancy in any District office, except that of District Governor and First Second Vice District Governor shall be filled by appointment by the District Governor for the unexpired term thereof.
- F. In the event of a vacancy arising in the office of Vice District Governor and/or Second Vice District Governor, the District 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 Vice District Governor and/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 chair of the meeting. The chair shall convey the results to the Lions International within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion that 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.
- G. If any Region or Zone Chairman shall cease to be a member of a club in the Region or Zone, as the case may be, to which he/she was appointed, his/her term of office shall there upon cease and the District Governor shall appoint a successor to fill said office.
- H. All officers shall serve without compensation. However, they may be reimbursed for expenses reasonably related to and in the discharge of the duties of their offices, in accordance with Rules of Audit established by the District Cabinet.

Section 2: DISTRICT CABINET MEETINGS:

- A. REGULAR.
A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within thirty (30) days after the adjournment of the preceding Lions International Convention. Ten (10) days written notice of meeting setting forth a date, time, and place determined by the District Governor, shall be given to each member of the Cabinet by the Cabinet Secretary and/or Cabinet Secretary-Treasurer.

B. SPECIAL.

Special meeting of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary and/or Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not fewer than five (5) nor more than ten (10) days written or electronic notice of special meetings, setting forth the purposes thereof and a date, time and place, determined by the District Governor, shall be given to each member of the Cabinet by the Cabinet Secretary and/or Secretary- Treasurer.

C. Quorum and Vote.

The attendance of the majority of the members shall constitute a quorum for any meetings thereof. In all such meetings, the voting privilege shall be extended to all members of the Cabinet as designated under the provisions of Article IV, Section 1.

Section 3: REGIONS AND ZONES:

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

Section 4: REGIONAL MEETINGS:

- A. Meetings of representatives of all clubs in the Region, with the Region Chairman or other District Cabinet members as may be assigned by the District Governor presiding, shall be held during the fiscal year at times and places fixed by the Region Chairman of the respective Region.

Section 5: ZONE MEETINGS:

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

Section 6: DISTRICT COMMITTEES:

- A. DISTRICT GOVERNOR'S ADVISORY COMMITTEE. In each Zone, the Zone Chairman, the President, and Secretary of each club in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairman as the chair thereof. At a date, time and place called by the Zone Chairman, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding Lions International Convention, a second meeting in the month of November, and third meeting in the month of February or March

ARTICLE V
DISTRICT ADMINISTRATIVE FUND

Section 1:

To provide revenue to defray the non-convention administrative expenses of the District, an annual District Administrative Fund for dues and assessments (note *) is hereby levied upon each member of a club in the District. Each club member is to pay in advance. These dues and assessments are collected and paid in advance by each club in two (2) semi-annual payments.*One due by September 10 of each year to cover the semi-annual period of July 1, to December 31; and on March 10 of each year to cover the semi-annual period January 1 to June 30. Billing is based upon the roster of each club as of the first days of June and December, respectively. Said dues and/or assessments shall be paid to the Cabinet Secretary and/or Cabinet Secretary-Treasurer by each club, except newly chartered clubs and reorganized clubs which shall collect dues and/or assessments on a pro-rata basis from the first day of the second month following the date of their re-organization, as the case may be. Said dues and/or assessments shall be disbursed only for non-convention administrative expenses of the District only upon approval by the District Governor. Disbursement for district dues shall be made by checks drawn and signed by the Cabinet Secretary and/or Secretary- Treasurer and counter signed by the District Governor.
*(*See Exhibit I in the appendix of the Constitution).*

Section 2:

The District Governor and his/her Cabinet shall not incur obligations in any fiscal year, which will affect an unbalanced budget or deficit in said fiscal year.

Section 3:

The Cabinet Secretary-Treasurer and/or 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 expense.

Section 4:

The District Governor shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Secretary-Treasurer and/or Cabinet Treasurer and a statement of the financial condition of the District shall be sent to Lions Clubs International and each club in District within sixty (60) days after the close of the fiscal year by the District Governor then in office.

ARTICLE VI
DISTRICT PROJECT FUND

Section 1:

A District Project Fund shall be established. All funds contributed or raised for a benevolent cause shall be deposited in this account. These funds may include, but not be limited to-funds raised through Club 200, contributions to LCIF, South Dakota Lions Foundation, South Dakota Lions Eye Bank, SD Lions Foundation Screening Program or any other specific cause.

Section 2:

Funds deposited to the District Project Fund may be distributed only to those causes for which the funds were raised. Funds raised for undesignated purposes may be expended only for benevolent causes, and only by authorization of the District Governor.

Section 3:

The District Project Fund shall be subject to and included in the audit provided for in Article V, Section 4.

**ARTICLE VII
DISTRICT CONVENTION**

Section 1:

An annual convention of the District shall be held each year at a place selected by a previous annual convention of the District and at a date and time fixed by the Executive Committee; provided however, that the selection of the convention site shall not be made more than three (3) years in advance. A meeting of the registered delegates of the District in attendance at the annual convention of the South Dakota Lions, of which this District shall be a part, may constitute the annual convention of the District.

Section 2: DISTRICT EXECUTIVE COMMITTEE:

The District Executive Committee shall consist of the District Governor, the Cabinet Secretary, and/or Cabinet Secretary-Treasurer and/or Cabinet Treasurer, the Immediate Past District Governor and First and Second Vice District Governors.

Section 3:

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

Section 4:

The Chairman of the Constitution and By-Laws committee shall be the parliamentarian of the District Convention.

Section 5:

The District Governor may appoint a convention Sergeant-at-Arms.

Section 6:

Each chartered club in good standing in Lions Clubs International and the District shall be represented by one (1) or more delegates at the annual District Convention and shall be entitled in each such convention to one (1) voting delegate and one (1) alternate who has been enrolled for at least one year and a day in the club, for each ten (10) members or major fraction thereof, of said club as shown by the records at Lions International of the first day of the month last preceding that month during which the convention is held, provided, however that each club shall be entitled to at least one (1) delegate and one (1) alternate, and further provided that each Past

District Governor be granted full delegate status who is a member of a club in the District independent of the club delegate quotas hereinabove specified. 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 of his/her choice for each office to be filled by one vote of his/her choice 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. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such, closing time shall be established by the rules of the respective convention.

Section 7:

Any club which is newly chartered, and any other chartered club which takes in new members prior to the convening on any such convention, shall have its delegate quota determined on the basis of members who have been enrolled in the club for at least one year and a day as shown on such record date in the records at Lions International.

Section 8:

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

Section 9:

Within sixty (60) days after the close of the convention, the Cabinet Secretary and/or Cabinet Secretary-Treasurer shall transmit one copy of the complete proceedings to the Lions International. One copy shall be attached to the minutes of the Cabinet meeting held and a copy mailed to each club in the District that may request a copy. A copy is to be sent to the MD 5 Council Secretary and/or Council Secretary-Treasurer.

**ARTICLE VIII
EXECUTIVE COMMITTEE APPROVAL**

Section 1:

Where the Executive Committee takes immediate actions, the Executive Committee shall report such actions to the entire Cabinet for subsequent approval.

**ARTICLE IX
SEVERABILITY**

Section 1:

If any section, sentence, clause or other part of this Constitution or By-Laws shall be declared to be void and of no effect, for any reason whatsoever, such decision shall not effect the validity of any other portions hereof.

**ARTICLE X
AMENDMENTS**

Section 1:

This Constitution may be amended only at a District Convention by resolution reported by the Convention Committee on Constitution and By-Laws, and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2:

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 3:

Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

Section 4:

The host District Governor of a convention wherein the Constitution was amended shall cause to have the amendment filed with the Executive Secretary of the South Dakota Lions Foundation for safekeeping. The District Governor shall sign the amendment and stipulate the effective date and the date filed.

**ARTICLE XI
SOUTH DAKOTA STATE LIONS CONVENTION**

Section 1:

District 5 SE recognizes and supports the South Dakota State Lions Convention and the effort of all of the Lions Clubs in South Dakota to further the Purpose, Vision, and Mission of Lions Clubs International.

Section 2:

All voting by District 5-SE at the State Convention shall be in accordance with the provisions of the District 5-SE Constitution and By-Laws.

Section 3:

The District 5 SE Constitution and By-Laws will take precedence over the South Dakota State Lions Constitution and By-Laws, or any policy adopted by the South Dakota State Convention, which may be in conflict with the District 5 SE Constitution and By-Laws.

Appendix to Constitution

EXHIBIT 1- DUES AND ASSESSMENTS DISTRICT 5 SE

Lions Clubs International:	<u>Semi-annual</u>	<u>Annual</u>
Lions Clubs International Dues:	\$19.50	\$39.00
Family Unit Dues:		
Head of Household	\$19.50	\$39.00
Family Members up to 4	\$ 8.25	\$19.50
Rules of Audit: (actual cost or maximum amount)		
Mileage (per mile)		\$.30
Lodging (per day)		\$50.00
Meals (per day)		\$16.00
Charter Member Initiation Fee		\$30.00
New Member Initiation Fee		\$25.00
Multi-district and District 5 SE	<u>Semi-annual</u>	<u>Annual</u>
Multi-district 5 Dues:	\$2.00	\$4.00
District 5 SE Dues	\$2.50	\$5.00
SD Lions Publication Assessment	\$2.50	\$5.00
SD Hall of Fame Assessment	\$.25	\$.50
Monthly prorated dues	\$1.17	
Annual Club Bond Fee	\$5.00	
District Governor	<u>Monthly</u>	<u>Annual</u>
Remittance for SD Lion:	\$50.00	\$600.00

BY-LAWS
ARTICLE I
DISTRICT NOMINATIONS AND ELECTIONS

Section 1:

The District Governor shall appoint, by written notification received at least sixty (60) days prior to the District Convention. A nominating committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the district, and shall not at the time of their appointment hold any District or Lions International Office. The names and addresses of Lions so appointed shall be sent to all clubs in the district at least thirty (30) days prior to the convening day of the District Convention.

Section 2: A candidate for the office of District Governor shall:

- A. Be an active member in good standing of a chartered Lions Club in good standing within said district.
- B. Secure the endorsement of said Lions Club, or a majority of the Clubs in the District.
- C. Currently be serving as the First Vice District Governor within the district from which he/she is to be elected.
- D. Only 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, any club member who fulfills the qualifications for the office of Second Vice District Governor as set forth in these By-Laws or Constitution and who is currently serving or who has served one (1) additional year as member of the district cabinet, shall fulfill the requirement of Item (C) of Section 2.

Section 3:

Any qualified member of a club in the district seeking the office of District Governor shall file his/her intention to run in writing with the nominating committee prior to the day of its report to the convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The nominating committee shall place in nomination at the District Convention the name (s) of all candidates so qualified. If none are so received and/or so qualified then, but only then, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five minutes duration, and seconding speech of no more than three minutes duration.

Section 4: First and Second Vice District Governor candidates for the office shall:

- A. Be an active member in good standing of a chartered Lions Club in good standing within his/her said district.

- B. Secure the endorsement of said Lions Club or a majority of the clubs in said district.
- C. Have filed a notice of candidacy in writing including evidence that the candidate has satisfied the qualification for said office with the nominating committee prior to the day it is reported to the annual convention of said district.
- D. Have served or will have served at the commencement of term of office:
 - (1). As President of a Lions club for a full term or major portion thereof, and a member of the Board of Directors of a Lions club for no less than two additional years.
 - (2). As Zone Chairman, Region Chairman, or Cabinet Secretary and/or Cabinet Secretary- Treasurer full term or major portion thereof.
 - (3). With none of the above accomplished concurrently.
- E. A candidate for the office of First Vice District Governor shall currently be serving as the Second Vice District Governor within the district from which he/she is to be elected.

Section 5:

Any member of a club in the district seeking the office of First or Second Vice District Governor shall file his/her intention to so run in writing with the nominating committee prior to the day of its report to the convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the Lions International Constitution and By-Laws. The nominating committee shall place in nomination at the District Convention the names of all candidates so qualified. If none are so received and /or so qualified, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 6:

The selection of the District Governor, First and Second Vice District Governor shall be by secret ballot with the candidate receiving a simple majority of the votes cast declared elected. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 7:

In the event of a vacancy in the office of District Governor, the First Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as the District Governor until such vacancy is filled by the international Board of Directors for the remainder of the term. The acting Vice District Governor, Second Vice District Governor, Region Chairmen, Zone Chairmen, Cabinet Secretary and/or Secretary- Treasurer, Cabinet Treasurer, Past International Presidents, Past International Directors and Past District Governors shall convene at a date, time and place called and determined by the immediate Past District Governor to select a replacement for recommendation to the International Board of Director

ARTICLE II DUTIES

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 of this district and shall have direct supervision over the First and Second Vice District Governor, the Region Chairmen, the Zone Chairmen, the Cabinet Secretary and/or Cabinet Secretary- Treasurer and Cabinet Treasurer such other cabinet members as may be provided for in this Constitution and By-laws. His/Her specific responsibilities shall be to:

- A. Further the Purpose, Vision, and Mission of this Lions Association.
- B. Supervise the organization of new Lions Clubs.
- C. Preside, when present, over Cabinet, Convention and other District meetings. During any period he/she is unable to preside, the presiding officer at any such meeting shall be the First or Second Vice District Governor, or the Region Chairman selected by the District Governor, but if none is selected the District officer chosen by the attending members shall preside.
- D. Promote cordial relations among the chartered Lions Clubs.
- E. Endeavor to visit each club at least once during his/her term of office.
- F. Exercise such supervision and authority over Cabinet Officers and District Committee appointees as is provided for in this Constitution.
- G. Submit a current itemized statement of total district receipts and expenditures to the District Convention or annual meeting of the district as a Multiple District Convention.
- H. Deliver, forthwith, at the termination of his/her term of office, all district accounts and records to his/her successor in office.
- I. Report all known violations of the use of the Lions International 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.

Section 2 A: 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 to the District Governor, will conduct all District meetings where the District Governor is not in attendance. His/her specific responsibilities shall be to:

- A. Further the Purposes, Vision, and Mission of this Association.
- B. Familiarize himself/herself with the duties of the District Governor, so in the event of vacancy in the office of the District Governor he/she will be better prepared to assume the duties and responsibilities of said office.

- C. Perform such administrative duties as may be assigned to him/her by the District Governor.
- D. Actively participate in all Cabinet and Council meetings and conduct all district meetings in the absence of the District Governor.
- E. Participate in the preparation of the district budget.
- F. Be actively engaged in all matters to be continued during the next year.
- G. Participate in the review of the strengths and weaknesses of the clubs in the district.
- H. At the request of the District Governor supervise appropriate district committees.
- I. Serve as ex-officio member of the South Dakota Lions Foundation Board of Directors.
- J. Perform such other functions and acts as may be required of him/her by the International Board of Directors through the First Vice District Governor Manual and other directives.

Section 2 B: Second Vice District Governor

The Second Vice District Governor is subject to the supervision and direction of the District Governor.

His/Her specific responsibilities shall be to:

- A. Further the Purposes, Vision, and Mission of this Association.
- B. Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
- C. Perform such duties as assigned by the District Governor, including assisting the District Retention Chairman.
- D. Perform such other functions and acts as required by the policy of the association.
- E. Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor and First Vice District Governor.
- F. Participate in the preparation of the district budget.
- G. Actively engage in all matters to be continued during the following year.
- H. At the request of the District Governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

Section 3: CABINET SECRETARY-TREASURER.

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

- A. Further the Purpose, Vision, and Mission 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 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 District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each club in the District. Minutes should be sent to the MD 5 Council Secretary-Treasurer.
 - 3). Make reports to the cabinet as the District Governor may require.
 - 4). Collect and receipt all per capita taxes levied hereunder on members and clubs in the 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 the Multiple District Secretary-Treasurer the Multiple District per capita tax, if any, collected in the district, secure a proper receipt therefore.
 - 6). Keep accurate books and records of account, and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any cabinet member and any club (or authorized agent 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 a 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). Remit the Executive Secretary of the South Dakota Lions Foundation such per capita fees as are levied for the publication of the SOUTH DAKOTA LION.
- C. Perform such additional assignments as shall be given to him/her or them from time to time by the District Governor.
 - D. Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet -Treasurer's Manual and other directives.

Section 4: REGION CHAIRMAN:

The Region Chairman, subject to the supervision and direction of the District Governor, shall be the chief administrative officer of his/her Region. His/Her specific responsibilities shall be to:

- A. Further the Purpose, Vision, and Mission of this Association.
- B. Supervise the activities of the Zone Chairmen in his/her Region and such District Committee Chairmen as may be assigned to him/her by the District Governor.
- C. Play an active role in organizing new clubs and 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.
- 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.

- F. Endeavor to have every club in his/her Region operating under a duly adopted Constitution and By-Laws.
- G. Promote representation at the International and District Convention by at least the full quota of delegates to which clubs in his/her Region are entitled.
- H. Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the District Governor.
- I. Perform such other assignments as shall be given to him/her from time to time by the District Governor.
- J. Perform any other functions and acts as may be required of him/her by the International Board of Directors' through the Region Chairman's Manual and other directives.
- K. In the event the Region Chairman for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his/her office or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

Section 5: ZONE CHAIRMAN:

The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman, shall be the chief administrative officer in his/her Zone. His/Her specific responsibilities shall be to:

- A. Further the Purpose, Vision, and Mission of this Association
- B. Serve as Chairman of the District Governor's Advisory Committee in his/her Zone and as such Chairman to call regular meetings in his/her Zone of said committee.
- C. Make a report of each District Governor's Advisory Committee meeting and send copies within in five (5) days thereafter to the Lions Clubs International and to the District Governor and Region Chairman.
- D. Play an active role in organizing new clubs and keep informed on the activities and well being of all clubs in his/her zone.
- E. Represent each club in his/her zone in any problems with District, Multiple District or Lions Clubs International, in his/her zone.
- F. Supervise the progress of District, Multiple District, and Lions Clubs International projects in his/her zone.
- G. Endeavor to have every club within his/her zone operating under a duly adopted Club Constitution and By-Laws.
- H. Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- I. 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 Chairman, particularly with respect to weaknesses, he/she may have discovered (copy to the District Governor).
- J. Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Zone Chairman's Manual or other directives.

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

Section 6: 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 Lions within the district.
- B. Receive from the Region Chairman or other assigned District Cabinet member, reports and recommendations that concern the clubs and zones.

Section 7: DISTRICT GOVERNOR'S ADVISORY COMMITTEE:

It shall assist the Zone Chairman in a advisory capacity, procure recommendations affecting the welfare of Lions activities and the clubs in the zone, and relay the same through the Zone Chairman to the District Governor and his/her cabinet.

Section 8: DISTRICT GOVERNOR'S HONORARY COMMITTEE:

It shall consist of the three (3) most recent Past District Governors and any Past International Officers as appointed by the District Governor and approved by the District Cabinet. It shall act under the direction of the District Governor in the promotion of harmony throughout the district. The chair of this committee shall attend meetings of the Cabinet when requested by the District Governor.

**ARTICLE III
DISTRICT COMMITTEES**

Section 1: The Credentials Committee of the District Convention

Shall be composed of the District Governor as Chairman, the Cabinet Secretary-and/or Cabinet Secretary-Treasurer and two (2) other non-officers of the District appointed by the District Governor. The Credentials Committee shall have the powers and perform the duties set forth in **ROBERT'S RULES OF ORDER, NEWLY REVISED.**

Section 2:

The District Governor shall appoint, designate the chair of, and fill any vacancies occurring in the District Committees approved by the District Cabinet. These committees shall perform such duties, as the District Governor shall designate.

**ARTICLE IV
RULES FOR CONVENTION PROCEDURE**

Section 1:

The District Governor shall arrange the Order of Business for the District Convention; the same shall be the Order of The Day for all sessions.

Section 2: Except as otherwise specifically provided in the 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, ROBERT'S RULES OF ORDER, NEWLY REVISED, shall determine any meeting of the District Cabinet, a Region, Zone, or member club, or of any other group or committee of any of them.

Section 3:

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

ARTICLE V

NOMINATION AND ENDORSEMENT

INTERNATIONAL DIRECTOR AND SECOND VICE PRESIDENT NOMINEES

Section 1:

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

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

Section 2:

Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the 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 my be necessary under the International Constitution and By-Laws, and shall place in nomination at respective convention, the name of such prospective candidate who has fulfilled and procedural and constitutional requirements.

Section 3:

Each such nominee for endorsement shall be entitled to one seconding speech of not more than three minutes duration

Section 4:

The vote on the question on endorsement shall be by secret ballot, unless there shall be only one nominee 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 the votes cast shall be declared endorsed (elected) as the candidate of the convention and district. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section 5:

Certification of Endorsement by the respective convention shall be made in writing to the International office by the district officials designated, and in accordance with the requirement therefore set forth in the International Constitution and By-Laws.

Section 6:

No endorsement of any candidacy of any member of a Lions Club in the district shall be valid unless and until the provisions of this Article V have been met.

**ARTICLE VI
FISCAL YEAR**

Section 1:

The fiscal year of District 5 SE shall be from July 1 through June 30.

**ARTICLE VII
AMENDMENTS**

Section 1:

These By-Laws may be amended only at a District Convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the majority of the votes cast.

Section 2:

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each Lions Club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 3:

Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

**ARTICLE VIII
EFFECTIVE DATE**

This Constitution and By-Laws shall take effect at the close of the District Convention at which the same is adopted, unless otherwise specified.