

BYLAWS

DISTRICT 371

ARTICLE I DISTRICT NOMINATIONS AND ELECTIONS

SECTION 1; NOMINATING COMMITTEE

The District Governor shall appoint a Nominating Committee consisting of up to five (5) Lions in good standing in the District.

SECTION 2; ELECTION COMMITTEE

The District Governor shall appoint an Elections Committee of up to five Lions in good standing in the District.

SECTION 3; Revised LCI 10/05 ELECTION PROCEDURE

The election shall be by secret written ballot, The candidate receiving the largest number of votes cast shall be declared elected. In case of a tie on any ballot, balloting will continue on the tied candidates until one is elected, provided that should there be more than two (2) candidates and no one candidate receives a majority, the candidate with the least number of votes shall be eliminated and balloting continued until one candidate receives the majority of the votes cast.

SECTION 4; NOTIFICATION

The Cabinet Secretary Treasurer shall notify, in writing, the Multiple District Secretary Treasurer of an intent of the District to hold a Convention to elect a District Governor and a Vice Governor at least sixty (60) days prior to the commencement of the Multiple District Convention to be held during the same fiscal year,

SECTION 5; CONFIRMATION

The Cabinet Secretary Treasurer shall notify, in writing, the Multiple District Secretary Treasurer of the names of the District Governor elect and the Vice Governor elect at least thirty (30) days prior- to the commencement of the next Multiple District Convention.

SECTION 6; VACANCY

In the event of a vacancy in the office of the District Governor, the same shall be filled in accordance with the provisions of the International Constitution.

ARTICLE VI

AMENDMENTS

SECTION I;

CONFORMITY

The bylaws of District 371 shall be automatically amended to conform to any amendments to the Bylaws of the International Association of Lions Clubs and/or Multiple District 37, immediately after such amendments are adopted to the above Bylaws, which govern the operations of this District,

SECTION 2;

ADOPTION

These Bylaws may only be amended at a District Convention by resolution reported by the District Committee on Constitution and Bylaws and adopted by a majority of the votes cast by certified delegates, except as to changes required in Section 1 .

SECTION 3; Revised 10/05

NOTICE

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

SECTION 4;

EFFECT

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

SECTION 5;

MAJORITY

These Bylaws shall take effect at the close of the District Convention at which the same is adopted by an affirmative vote of a simple majority of the votes cast by certified delegates~

(Policy)

4. Committees; Revised 2/05

(a) The District Governor shall constitute such committees as he deems necessary to advance the purpose and objects of Lions clubs International and our District, as outlined in the District's Annual Directory.

(b) All District functions must be planned in conjunction with the District Committee appointed by the District Governor to over see such function.

Refer to Article IV Subsection 5 and as outlined in the District's Annual Directory

5. Resource Committee;

The District Governor may appoint a District Governor's Resource Committee of Past District Governors and Past International Officers ,who are members in good standing of Clubs in good standing within the District, this Committee shall meet when and as called upon by the District Governor~

6 Finance Committee;

The District Governor shall appoint a Finance Committee.

The Committee shall consist of the Cabinet Secretary / Treasurer or the Cabinet Treasurer and three other members with a minimum of one being a Past District Governor, to be appointed from the Past District Governors, Past Cabinet Secretary/Treasurers or Past Cabinet Treasurers. Initially, the District Governor shall appoint one member as Chair, this would be for a one (1) year term, one (1) member for a two (2) year term and shall be the Vice Chair, and one (1) member for a three (3) year term. The Cabinet Treasurer shall be a part of this Committee for the length of time that he remains in office.

Each subsequent year the Chair retires from the Committee (could be reappointed as a three year member), the Vice Chair moves to the Chair and the last member moves to Vice Chair The District Governor shall appoint at the last Cabinet Meeting ,a new member for a three year term. All members of the Finance Committee shall be members of the District Cabinet.

SECTION 2; DISTRICT ADMINISTRATION FUND

1. Annual Dues;

(a) **The** Multiple District 37 Dues as set from time **to** time and levied by the Council of Governors of the Multiple District 37 of Lions Clubs International, pursuant to the Multiple District Constitution and Bylaws, be paid and invoiced prorated to the respective Lions Club of the District.

(Policy)

SECTION 3 ; Continued.

2. Sergeant at Arms ;Revised 02/05

A Convention Sergeant-at Arms and an assistant Sergeant-at Arms shall be appointed by the District Governor in advance of the opening of the District Convention.

Reference to Guidelines, Convention Planning Policy Manual

3. Dress Code;

Delegates;

Convention;

Business sessions, Convention shirts or skirts, dark trousers, and dark socks and shoes, Club vests are optional.

District Governor's Banquet;

Business suits or semi formal gowns.

District Governors , Vice District Governors and Past District Governors;

Convention;

Business sessions, navy blue blazers with Governor's or Vice Governors patch on the left breast pocket, gray trousers or skirt, white or blue shirt, red or Lions tie, and dark socks and shoes,

District Governor's Banquet;

District Governors;

Dress for the District Governor's Banquet, white dinner jacket, black tuxedo trousers or skirt, appropriate tuxedo apparel and accessories.

Spouses / Companion, formal, business or evening attire.

Vice District Governors;

Optional formal wear or business suit.

Spouse / Companion, formal, business or evening attire.

Past District Governors;

Optional black or white tuxedo jacket ensemble, business attire or blues.

Spouses / Companion, formal business or evening attire

4. Host Club Fund Raising;

A Club or Clubs hosting a Convention shall not use the operation of such Convention as a fund raising project except for the striking of Convention trading pins, the cost of which will be the responsibility of the host Club or Clubs, The Host Club or Clubs shall sell Convention trading pins at a price to cover costs of trading pins and reasonable handling charges only.

(Policy)

SECTION 15;

DISTRICT PROJECTS, ENDORSEMENTS AND PARTNERSHIPS; Revised 02/05

(1) The Cabinet on behalf of the District may from time to time undertake or decline any Project(s), Endorsement of project(s) or Partnership in Project(s) with other Districts or Organizations brought before it, (Subject to notice, see (2) below).

(2) The Cabinet Secretary shall notify in writing all Cabinet members and all Clubs in the District via the District Bulletin. Such notification shall contain the purpose of the proposed project, the anticipated results and all available details. The notification shall be forwarded at least thirty (30) days prior to a meeting to be convened to discuss the merits of the proposal

SECTION 16; CONTEST & VISITATION RULES;

(A) KILOMETER CONTEST RULES;

1. Kilometers must be calculated on the return trip to a Club visited. Multiply that number by the number of members making the visitation.
2. **Revised 02106** There must be a minimum of two members representing the Lions Club making the visit, which may include active members of an affiliated Lioness or Leo Club(s) of which one visiting member must be an active member of the Lions Club. The collective mileage shall accrue to the representative Lions Club.
3. Clubs making a visit outside of District 37! may claim up to a maximum of one hundred and sixty (160) kilometers one way (or three hundred and twenty (320) kilometers round trip). This is in addition to the distance from your home town to the nearest border point of the District.
4. Kilometers may be claimed subject to rule #3, to attend a District Convention, a Multiple District Conference or Convention, an International Convention, a USA/Canada Forum or any Multiple District or District Committee Meetings. All of the above must be ground traveled kilometers, air kilometers will not be considered.
5. The District Governor's home Club cannot claim kilometers for visitations by the District Governor, however, his attendance can be used to make up the required minimum of two (2) members as per rule #2. (e.g.) The governor and one (1) of his Club members attending, the kilometers for only one (1) member can be claimed.
6. The reporting cards must be filled out completely and all members attending must be listed on the back of the card. These cards should be sent to the District 37! Cabinet Secretary periodically and must all be in by July 15th. each year as the contest ends on June 30th.. The next one starts on July 1st. No carryover from one year to the next will be allowed,
7. Only three (3) visits are allowed to any Club, and only one of these can be a social or a Charter Anniversary .except in the case of a new Lions' Club to which unlimited visitations can be claimed in their first Lionistic year,
8. Visitation / Kilometer cards are available from the District Governor or the Cabinet Secretary of District 37!. All Club Secretaries or Visitation Chairs should have a supply of these cards at all Club meetings and other functions,
9. All distances must be in kilometers.
10. Where more that one (1) event is attended on the same trip (i.e.) a multi Club Charter Anniversary or a Convention.) Kilometers to only one event can be claimed.

(Policy)

(B) DISTRICT 371, CLUB PROPERTY RULES FOR VISITATIONS;

Visiting Clubs and Members must observe the following rules.;

1. Club property may only be requested at a regular meeting.
2. The only item that can be requested by a visiting Club is the Gong. Under no circumstances should any other item of the Club equipment be taken. The host Club must consent before the Gong may be taken.
3. A cheque for twenty five (**\$25.00**) dollars made payable to a charity of the Host Club's choice, may be substituted in place of the Gong. If the cheque is not recovered within forty five (45) days it is to be forwarded to the charity named thereon.
4. A visiting Club must have a minimum of four (4) members present before requesting the Gong or Cheque.
5. A visiting Club must have a minimum of three (3) members present to retrieve their Gong or Cheque.
6. Clubs may not retrieve and take on the same visit. (The purpose of this activity is to encourage inter Club visitations, so to retrieve and take will require two (2) visits at different meetings).
7. When two (2) or more Clubs visit another Club simultaneously, the Club with the greater number of members present will be entitled to request the Gong,
8. When the greatest number of visiting members in attendance shared by two (2) or more Clubs, the Club that has traveled the greatest distance will be entitled to request the Gong. Distance must be measured by the most direct route from the home Club to the visited Club.
9. The request for the Gong must be made by a representative of the visiting Club before the meeting is adjourned. (Presidents of visited Club should always provide the visiting Club with the opportunity to have a representative of their Club address the meeting).
10. The Club in possession of a Gong or Gongs belonging to other Clubs are held fully responsible for the safe keeping of same, they will display all Gongs in their possession at each regular Club meeting.
11. The only Gong to be presented to a visiting Club is that belonging to the Host Club. Under no circumstances should a Gong belonging to another Club be presented.
12. A record should be kept by both the visiting and Host Clubs, indicating what was presented to the visiting Club and the date such presentation was made. (The M & A's could be used for this purpose).
13. Clubs who have Gongs in their possession for an extended period of time should contact the owner Club and remind them, of where their Gong is located.
- 14. A** visiting Club should always advise the President or Secretary of the Club to be visited in advance of their intended visit, indicating the number of members who will be attending. They should always arrive prior to the start of the meeting and remain until the meeting is adjourned.

(Convention)

COMPANION ACTIVITIES COMMITTEE;

1. This Committee shall arrange a short program for the Non Lion Companions possibly a tour of the Town or City or a Museum etc. Allow time for shopping.
2. Work with the Transport Committee..

TRANSPORT COMMITTEE;

1. This Committee shall arrange transportation for registrants between the hotels/motels and the Convention Site.
2. Work with the Companions Activities Committee.

DECORATING COMMITTEE;

1. This Committee is responsible for placing all banners, plaques and signs in the Convention Site rotunda and for decorating the Convention hall.
Flowers for the District Governor's Banquet;
2. Arrange for Boutonnieres and corsages for the International Guest and his/her Spouse, the District Governor and his/her spouse, the Vice Governor and his/her Spouse.
3. Arrange for flowers for the Head Table.
4. Arrange for a small gift of welcome for the International couple to be placed in their room prior to their arrival. NOTE; not flowers or fruit as these cannot be taken across the line.

BAR COMMITTEE;

This Committee shall arrange for a no host bar for the Mixer evening and the Governor's Ball.

BUDGET COMMITTEE ;Revised 02/05

This could be the Planning Committee or a Committee of all Committee Chairpersons. A budget must be drawn up and presented for approval by the District CAC Committee and the District Cabinet before the registration forms are sent to the M.D. office and to the District Governors for insertion in to their respective bulletins.

GREETERS;

Two couples must be appointed to greet and host the International couple and the District Governor and his/her Spouse throughout the Convention.

SERGEANT - AT -ARMS

PURPOSE

To maintain security, proper order and decorum at the District 371 Convention and other functions as required, and to perform such duties as are assigned by the District Governor, and/or the Convention Committee Chairperson or assignee.

RESPONSIBILITIES

- a) **Act as liaison for Delegates;**
 - To be security minded at all times, as to attendees welfare, personal property and venue.
 - l **Be aware of the locations of emergency exits, equipment and who and how to contact the relative emergency services should the need arise.**
 - ' **Act to ensure crowd control, in the event emergency exit is necessary.**
- c) **Ensure protocol procedure at sessions is maintained.**
- d) **Be cognizant of program and proceedings.**
- e) **Promote attendance at Business Sessions and other Functions;**
- f) **Ensure proper behaviour and decorum at all functions, regardless of seniority, rank, or position.**
- g) **Collect all meal tickets, including Committee, Head Table and Guests, Count and deliver to the Convention Committee Chairperson at each sitting.**
- h) **Ensure all participants at Business Sessions are registered, (they should be wearing Convention Name Tags — if not, encourage them to register, or they should be diplomatically asked to leave, but cannot be forced if they are Lions members with a current membership card) (this is contrary to Policy, which states, “any Lion can attend any Lions Meeting or Function”, therefore, the cost of Meeting Halls/Speakers, etc, may be used as an excuse).**
- I) **Ensure that all participants are in the Meeting Location prior to commencement of Sessions, in order to assist in maintaining the program schedule. (Late entry is not to be permitted until a Presenter or Speaker is finished. GREAT DISCRETION is to be used here and if entry is permitted it should be quiet and to the most remote location from the Presenter/Speaker).**
- j) **Ensure all chatter and side meetings during presentations or speech are ceased or moved outside the Business Session Hall.**
All Cell phones must be turned off and not to be used or answered if vibrators are used, within the Business Session Hall, during presentations or Business Sessions.
- k) **Assist at voting, ensure that all voting Delegates are registered participants of the Convention.**
- l) **Be Diplomatic, Courteous and Polite at all times;**
- m) **Take time to take part in and enjoy the Convention.**

SERGEANT- AT-4RMS, CONTINUEL):

SUGGESTIONS:

- ≥ **Designate one Sergeant at Arms to be the Chairperson and communicate actions and directions through him/her and he/she should not be tied up with duties, so that he/she can coordinate the teams activities, but, should help and spell off as required.**
- ≥ **Have at least 3 to 4 Lions, that way they are able to spell one another off and have time to enjoy the Convention and Fellowship.**
- ≥ **The size of the registration, Particulars of Location and the Agenda will dictate the number required.**
- ≥ **The Sergeant -at -Arms must familiarize themselves with the Agenda, time schedules, who is who, and where such things as, where the Washrooms are, Meeting Locations and Local facilities -Stores -Restaurants -and Attractions, as all Attendees will not partake of the Sessions and these questions are bound to come up.**
- ≥ **A good suggestion is to be aware of what is coming up next and beyond and be ready to react. Do not wait to be told or the time of the event, it will be too late and chaos will prevail.**
- ≥ **The prime function of the Sergeant -at -Arms, is to ensure the smooth and uninterrupted flow of the Convention.**

GOOD LUCK and above all HAVE FUN