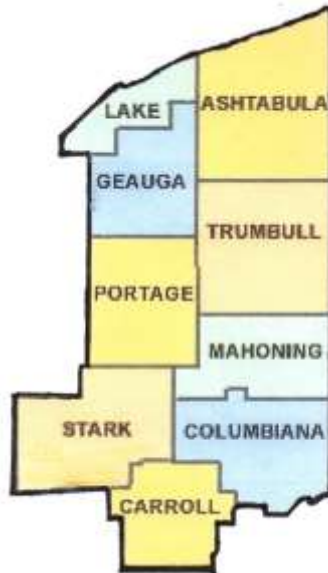


**DISTRICT 13-OH4
CONSTITUTION
AND
BY - LAWS
AND
POLICY MANUAL**



OHIO LIONS, INC.



Adopted October 25, 2015
(to become in full force and effect on June 28, 2016)
Revised Policy Manual 8/2016 Cabinet vote
Amended 3/2017 District Convention

TABLE OF CONTENTS

CONSTITUTION

ARTICLE I	NAME	4
ARTICLE II	GOALS AND OBJECTIVES	4
ARTICLE III	MEMBERSHIP	4
ARTICLE IV	DISTRICT ORGANIZATION	4
ARTICLE V	DISTRICT ADMINISTRATION FUND	7
ARTICLE VI	DISTRICT CONVENTION	8
ARTICLE VII	DISTRICT CONVENTION FUND	9
ARTICLE VIII	CONTRACTING FOR SERVICES AND OBLIGATIONS	9
ARTICLE IX	AMENDMENTS	10

BY-LAWS

ARTICLE I	DISTRICT NOMINATIONS AND ELECTIONS	11
ARTICLE II	DUTIES	12
ARTICLE III	COMMITTEES	12
ARTICLE IV	RULES FOR CONVENTION PROCEDURE	13
ARTICLE V	FISCAL YEAR	15
ARTICLE VI	AMENDMENTS	15
ARTICLE VII	EFFECTIVE DATE OF DOCUMENT	15

TABLE OF CONTENTS

(continued)

POLICY MANUAL

POLICY 1	DEATH / FLOWER POLICY	16
POLICY 2	EMERGENCY CALL LIST	16
POLICY 3	CUSTODIAL ACCOUNT	16
POLICY 4	FUND RAISERS TO OUTSIDERS	17
POLICY 5	DISTRICT FUND RAISER	17
POLICY 6	DISTRICT PROJECT	17
POLICY 7	CABINET MEETING COSTS AND RESPONSIBILITIES	17
POLICY 8	SPRING CONFERENCE / LEADERSHIP SCHOOL	18
POLICY 9	DISTRICT PIN	18
POLICY 10	ADMINISTRATION OF SEED MONEY	18
POLICY 11	CABINET POSITIONS TO BE LIONS	18
POLICY 12	AUDIT OF FUNDS	18
POLICY 13	RECORDS RETENTION POLICY	19
POLICY 14	LONG RANGE PLANNING AND FINANCE	20
REFERENCES		21
EXHIBIT A		22
EXHIBIT B		23

DISTRICT 13-OH4 CONSTITUTION

ARTICLE I NAME

Section 1. This Organization shall be known as District 13-OH4 of the International Association of Lions Clubs (hereinafter referred to as “Lions Clubs International”).

Section 2. The boundary lines of this District are such to be consistent with the Ohio Lions Constitution and include the counties of Ashtabula, Carroll, Columbiana, Geauga, Lake, Mahoning, Portage, Stark and Trumbull.

Section 3. For the purposes of administration, the District Governor, in consultation with the District Cabinet, shall divide this District into two Regions.

ARTICLE II GOALS AND OBJECTIVES

Section 1. The goals and objectives of District 13-OH4 shall be:

- A. To provide an administrative structure with which to advance the Purpose and Objectives of Lions Clubs International in this District.
- B. To coordinate, standardize and direct the activities, other than local activities, of all affiliated Lions Clubs within the District.
- C. Provide ways and means for the activities of District 13-OH4.
- D. To further the charitable objectives and promote the general welfare of THE MELVIN JONES DISTRICT 13-OH4 LIONS EYE CARE FOUNDATION, Lions Eye Program, Greater Akron Lions Eyecare Program (G.A.L.E.P.) and Lions Hearing Aid Program.
- E. To otherwise promote the general welfare of the Lions Clubs International, and of Multiple District 13 Ohio Lions, Inc., and to carry out the ideals and principles of Lionism.

ARTICLE III MEMBERSHIP

Section 1. The membership of this organization shall be all Lions Clubs in the District chartered by Lions Clubs International.

ARTICLE IV DISTRICT ORGANIZATION

Section 1. **Cabinet & Officers**

- A. The District shall have a District Cabinet composed of the District Governor, the Immediate Past

Governor, the 1st Vice Governor, the 2nd Vice Governor, Zone Chairpersons and a Cabinet Secretary-Treasurer. The members of the District Cabinet shall also be Officers of the District. Each Officer shall be a member in good standing of a Lions Club which also is in good standing in the District.

- B. The District Cabinet shall include, and who shall also be officers of the district, those District 13-OH4 Lions serving on various Ohio Lions, MD-13 and District 13-OH4 committees, Past District Governors of District 13-OH4 or other Lions as the International Association and/or Multiple District Constitution and By-law specifies or allows.
- C. The affairs of the District shall be controlled by a majority vote of the District Cabinet. The voting Members of the District 13-OH4 Cabinet shall be the District Governor, the Cabinet Secretary, Cabinet Treasurer, the First Vice District Governor, the Second Vice District Governor, the Immediate Past District Governor, all Zone Chairmen, all Elected and Appointed Committee Members and all Past District Governors.
- D. The District Governor, 1st Vice Governor and 2nd Vice Governor of this District shall be elected at the Annual District Convention; otherwise, the District Governor, 1st Vice Governor and 2nd Vice Governor shall be elected at the Annual MD-13 State Convention.
- E. The District Governor shall appoint by the time he/she takes office, a District Cabinet Secretary Treasurer, one Region Chairperson for each region, and one Zone Chairperson for each zone in the District. The District Governor shall not reappoint a Zone Chairperson who has served his/her District the majority of a two (2) year period, unless all means have been exhausted to find an able successor.
- F. Each Region and Zone Chairperson shall:
 - 1.) Be an active member in good standing of a chartered Lions Club in his/her respective Region or Zone
and
 - 2.) Have served or will have served at the time of taking office as Region or Zone Chairperson as president of a Lions Club for a full term or a major portion thereof, and a member of the board of directors of a Lions Club for no less than two (2) additional years;
and
 - 3.) Shall not have served his/her District the majority of a two (2) year period, unless all means have been exhausted to find an able successor.
- G. Any vacancy in any District office, except that of District Governor and 1st Vice Governor, or 2nd Vice Governor, shall be filled by appointment of the District Governor for the unexpired term thereof.

In filling any vacancy arising in the office of 1st Vice Governor or 2nd Vice Governor, the District will follow the guidelines found in Article I, Section 6, sub section A, Ohio Lions Multiple District 13 Bylaws.**

In the event a vacancy occurs in the office of District Governor, the 1st Vice Governor shall act as District Governor and shall perform the duties thereof, and have the same authority as, the District Governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term, as provided in the International Constitution and explained in Article I, Section 6, sub section B, Ohio Lions Multiple District 13 Bylaws.**

- H. A candidate for the office of District Governor shall conform to the qualifications addressed in Article IX, Section 5 of the Ohio Lions Multiple District 13 Constitution.*
- I. A candidate for the office of 1st Vice District Governor shall conform to the qualifications addressed in Article IX, Section 6 of the Ohio Lions Multiple District 13 Constitution.*

- J. A candidate for the office of 2nd Vice Governor shall conform to the qualifications addressed in Article IX, Section 7 of the Ohio Lions Multiple District 13 Constitution.*
- K. The term of any officer, elected or appointed, who moves or transfers from his/her respective Zone, Region, or District shall terminate immediately upon the date of such move or transfer.
- L. The term of all officers, elected or appointed, shall begin with the adjournment of the International Convention next succeeding their election or appointment, or if appointed thereafter, immediately upon appointment, and shall continue in office for their respective term or until a successor may be elected or appointed.
- M. No salary shall be paid to any elected and/or appointed officers of this District.

Section 2. **District Cabinet Meetings**

- A. **Regular** A regular meeting of the Cabinet shall be held in each of the first three quarters of the fiscal year, with the first to be held before the end of August, and a fourth meeting held in conjunction with the annual district convention. At least fifteen (15) days written or electronically transmitted notice of meetings setting forth a date, time, and place determined by the District Governor shall be given to each member (of Cabinet) by the Cabinet Secretary-Treasurer.
- B. **Special** Special meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written (including letters, electronic mail, or facsimile transmitted) request to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not fewer than five (5) nor more than fifteen (15) days written (including letters, electronic mail, or facsimile transmitted) of special meetings, setting forth the purpose thereof and a date, time and place determined by the District Governor, shall be given to each member (of Cabinet) by the Cabinet Secretary-Treasurer.
- C. **Quorum and Vote** The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings, no voting member of the cabinet shall have more than one vote on any issue.

Section 3. **Regions and Zones**

- A. The District Governor shall divide the District into Regions, as per Ohio Lions Multiple District Constitution, Article IX, Section 3.* Each Region shall be divided into Zones of no fewer than three (3) Lions Clubs, giving due regard to the geographical locations of the Clubs. All such Regions and Zones shall be subject to change by the District Governor when, in his/her sole discretion, he/she shall deem the same necessary to the best interests of the District and/or Lions Clubs International.
- B. **Regional Meetings** Meetings of representatives of all Clubs in a Region, with the Region Chairperson or other District Cabinet member as may be assigned by the District governor presiding, may be held during the fiscal year at times and places fixed by the Region Chairperson or other assigned Cabinet member of the respective Region.
- C. **Zone Meetings** Meetings of representatives of all Clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson of the respective Zone. At least three (3) meeting shall be held during the fiscal year.

Section 4. **District Committees**

- A. **District Governor's Advisory Committee** The District Governor may appoint any Lion member, past officer or not, who are members in good standing of Clubs within the District. This committee shall meet when and as called upon by the District Governor.
- B. **District Governor's Honorary Committee** The District Governor may appoint a District

Governor's Honorary Committee composed of Past International Officers who are members in good standing of Clubs within the District. This committee shall meet when and as called upon by the District Governor.

- C. **Various** The District Governor may expand his/her District Cabinet by appointing various committees for deliberation and assistance in the formulation of administrative plans and policies affecting the welfare of Lionism within the District, the Multiple District or Lions International.

ARTICLE V DISTRICT ADMINISTRATION FUND

Section 1.

- A. To provide revenue to defray the non-convention administrative expenses of the District, an annual District Administration 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 semi-annually on July 1st, based on membership as of May 31st; and January 1st, based on membership as of November 30th; dues payable in advance and delinquent thirty (30) days after billing.
- B. To provide additional revenue for the administrative expenses of the District, a \$1.00 (one dollar) per member additional tax will be levied each year**. This additional tax, based on current membership dates as listed above (section 1A), will be collected and paid in semi-annually billing each fiscal year. All additional tax monies collected will be combined with the District Administrative Fund.

**The set value (dollar amount) is hereby levied as per Article X, Section 1 of the Ohio Lions Multiple District 13 Constitution. *

Said per capita tax shall be so paid to the Cabinet Secretary-Treasurer by each club, except newly chartered or reorganized clubs, which shall pay said per capita tax beginning of the next half following the date of the organization of the new club. Said additional tax shall also be paid to the Cabinet Secretary-Treasurer by each club annually, except newly chartered or reorganized clubs, which shall pay the surcharge beginning the next first half following the date of the new club or reorganization.

Said per capita tax and additional tax shall be disbursed only for non-convention administration expenses of The District and only upon approval by the District Governor. Disbursements there from shall be by checks drawn and signed by the Cabinet Secretary-Treasurer.

Section 2. Expenses of the District Governor, 1st Vice Governor and the 2nd Vice Governor in connection with his/her attending the USA/Canada Forum shall be considered a District administrative expense. Reimbursement for such expenses, *not to exceed \$200*, per eligible officer, shall be made on the same basis as outlined in the Rules of Audit.

Section 3. The District Governor and his/her Cabinet shall approve a preset budget, not to incur obligations in any fiscal year, which will affect an unbalanced budget or deficit in said fiscal year.

Vouchers for such budgeted items shall be submitted to, and approved by, the District Governor as to District expenses. Disbursements there from shall be by checks drawn and signed by the Cabinet Secretary upon the District Governor directive.

Section 4. The Cabinet Secretary-Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of it shall be an administrative expense.

Section 5. The District Governor shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Secretary-Treasurer, and a statement of the financial condition of the District shall be sent to Lions Clubs International and each Cabinet member within sixty (60) days after the close of the fiscal year by the District Governor then in office.

Upon written request from any Club in this District, a copy (of current audit) shall also be furnished to said Club.

ARTICLE VI DISTRICT CONVENTION

Section 1. An Annual Convention of the District shall be held in each year prior to the International Convention at a place selected by an incoming officer and his/her proposed Convention Chairperson at a date and time agreed to as per available conditions. Said arrangements will be provided in writing to the current District Governor.

Section 2. Members of the District Cabinet shall be the officers of the Annual District Convention as assigned by the District Governor and/or the Convention Committee.

Section 3. A convention Sergeant-at-Arms and Assistant Sergeant-at-Arms shall be appointed by the District Governor.

Section 4. Each chartered Club in good standing in Lions Clubs International and the District shall be represented by one or more delegates at the annual District Convention and shall be entitled in each such Convention to one voting delegate and one alternate for each ten members, 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 or more members. Each certified delegate present in person may cast one vote only on each issue to be voted on by the members of said 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 must be paid and good standing acquired at least 15 days prior to the close of credentials certification⁺, as such closing time shall be established by the rules of the respective convention.

- A. The Cabinet Secretary-Treasurer must sign the delegate card at the time of Certification.
 - a) In the absence of the CST, the District Governor, 1st Vice District Governor or 2nd Vice District Governor or a CST appointee, may certify a delegate

Section 5. All Past District Governors, who on the date of the District Convention, being a member in good standing of any Club belonging to District 13-OH4, shall be considered Delegates-at-Large and shall be irrespective and exclusive of any Delegate quota of their respective Clubs, but nothing herein shall be construed to allow any person more than one vote upon occasion or in connection with any question before the Convention delegates.

Section 6. The attendance in person of a majority of the Delegates registered at a Convention shall constitute a quorum at any session of the Convention.

Section 7. Within sixty (60) days after the close of each District Convention, the Cabinet Secretary-Treasurer shall transmit one copy of the complete proceedings thereof to the International Office. Upon written request from any Club in the respective District, a copy shall be furnished to said Club.

Section 8. Anticipated proposals or resolutions for Delegate consideration at the Annual District Convention shall be in writing and submitted to the District Governor by the third (3rd) Cabinet Meeting of the year and presented to the District Cabinet, before it is presented to the full Convention Delegates for a vote. Such proposals or resolutions shall be printed in the Governor's newsletter at least thirty (30) days prior to the Annual Convention. If thirty (30) days prior cannot be met by Governor's newsletter, then a separate mailing (including letters, electronic mail or facsimile) to all Club Secretaries of District 13-OH4 shall be

made within said time limit.

ARTICLE VII DISTRICT CONVENTION FUND

Section 1. In addition to a District Convention registration fee, an annual per capita District Convention Fund Tax of \$2.00 will be levied upon each member of each Club in the District and shall be collected and paid in advance by each Club, except newly chartered and re-organized Clubs, in semi annual payments along with the annual per capita billing statements as defined in Article V, Section 1 of this Constitution. This tax shall be collected from the Clubs by, and be remitted to, the Cabinet Secretary-Treasurer, who shall deposit the monies so collected in a special account in a bank or other depository approved by the District Cabinet. The fund so collected shall be used exclusively for defraying expenses of District Conventions and shall be expended only by District checks drawn and signed by the District Convention Chairperson.

Section 2. In any fiscal year, any balance remaining in the Convention Fund after payment of all Convention Administrative expenses in that year shall:

- A. Be reduced to \$2,500 (and forwarded to the next Convention Chairperson). There is hereby established a Convention Fund, which fund shall be used to provide for the annual District 13-OH4 Convention. Said Convention Fund shall be maintained under the direction of the District Cabinet, thru the Convention Committee Chair to be appointed annually by the District Governor. At the end of the District 13-OH4 fiscal year the amount in the Convention Fund shall be Twenty-Five Hundred Dollars (\$2,500.00). If at the end of the District 13-OH4 fiscal year the balance in the Convention Fund exceeds \$2,500.00, such excess balance above \$2,500.00 shall be transferred to the Reserve Fund, established in this Article. The Convention Committee Chair and the Cabinet Secretary-Treasurer are directed and authorized to provide for the transfer of such excess funds. If the balance in the Convention Fund is less than \$2,500.00, such deficit shall be transferred to the Convention Fund from the Reserve Fund. The Cabinet Secretary-Treasurer is directed and authorized to draw against the Reserve Fund to replace said deficit to the extent that monies are available in the Reserve Fund.
- B. There is hereby established a Reserve Fund, which fund shall be used as an emergency fund for any District 13-OH4 financial contingencies, including, but not limited to, a means to provide a reserve to allow for the maintenance of \$2,500.00 in the District 13-OH4 Convention Fund. Said Reserve Fund shall be maintained under the direction of the District 13-OH4 Cabinet. Expenditures from the Reserve Fund shall be approved by a two-thirds (2/3) vote of eligible Cabinet Members at any regular or special meeting of the cabinet providing notice of the proposed expenditure is given as provided in the Policy Manual of District 13-OH4 of this Constitution and Bylaws. Such approval is not necessary to cover expenditures needed to maintain the Convention Fund balance of \$2,500.00.

Section 3. Such fee as the District Convention Committee / Chairperson shall set, may be collected (under procedures set by the District Governor) from each delegate, alternate and guest attending the District Convention to defray the actual cost of Convention meals and entertainment.

Section 4. The District Convention Chairperson shall provide for an annual (or more frequent) audit of the District Convention Fund and shall give an annual financial report of said fund to the District Governor and Cabinet Secretary-Treasurer within sixty (60) days of the close of the District Convention.

ARTICLE VIII CONTRACTING FOR SERVICES AND OBLIGATIONS BEYOND THE TERM OF THE SITTING CABINET AND GOVERNOR.

Section 1. When a presiding Governor shall deem it necessary and advantageous to the District to enter into a contract extending beyond the term of that Governor's, the following steps must be observed:

- A. The current Governor's cabinet must approve the action by a two-thirds majority vote;

- B. The Governor-Elect, the First Vice District Governor-Elect, and the Second Vice District Governor-Elect must approve the contract, in writing. The Governor-Elect must also be a party to the signing of the contract;
- C. This Rule shall not create any indebtedness nor encumber the District with any financial obligations, nor authorize disbursement of District funds for purposes inconsistent with the business and policy authorized by the District membership.

Section 2. LCIF & SUPPLEMENTAL GRANTS Any committee from District 13-OH4 that applies for and receives a grant from Lions International, shall monthly submit to the CST, to be placed in permanent file, a copy of all documentation involving the project including expenditures and appropriate minutes regarding the disposition of the funds until the project is completed.

Section 3. DISTRICT GRANT ADMINISTRATION FORMS Forms used to administer disaster relief grants, including but not limited to application forms and vouchers* are to be submitted to the cabinet for approval and will be placed on permanent file with the CST in the event of future need by the District.
*attached, Exhibits A & B

Section 4. DISTRICT WEB SITE For as long as the District maintains a web site, the cost for maintaining such web site shall be born by the District. The need for such maintenance costs shall be reviewed annually so that budget adjustments can be made.

ARTICLE IX AMENDMENTS

Section 1. For other than housekeeping language, this Constitution may be amended only at a District Convention by resolution, first reviewed by the District Cabinet and reported by the Convention Committee or representative on Constitution and By-laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast. (See Article VI, Section 8)

Section 2. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each Club not less than thirty (30) days prior to the convention date of the Annual Convention with notice that the same will be voted upon at said Convention. If thirty (30) days prior cannot be met by Governor's newsletter, than a separate mailing (including letters, electronic mail or facsimile) to all Club Secretaries of District 13-OH4 shall be made immediately.

Section 3. Each amendment shall take effect at the close of the Convention at which adopted, unless otherwise specified in the amendment.

"Housekeeping", shall be defined as those provisions/changes of the MD13 Ohio Lions Constitution & By-Laws and/or Lions Club International Constitution & By-Laws, which by virtue of their subordinate status, must be replaced due to a conflict in the language of the changed provisions.

Each year immediately following the Ohio Lions Multiple District 13 Convention and Lions Clubs International Convention and its call of Delegates, the newly elected/appointed Cabinet of District 13-OH4 will:

- a) Review, if any, all changes – adopted by the formal vote of the International Delegates- to see if they conflict with our own District Constitution and By-Laws. If so, the District Cabinet will adopt such as formal Constitution and By-Laws change(s) for the District without District Delegate votes as a housekeeping matter.
- b) Any changes made will be published in the first available issue of the District 13-OH4 newsletter and again in the third available issue, so all clubs can change their own copies of the District Constitution and By Laws accordingly.

BY – LAWS

ARTICLE I DISTRICT NOMINATIONS AND ELECTIONS

Section 1. Any member of a Club in the District seeking the office of District Governor shall file his/her intentions to so run in writing with the District Governor and secure the endorsement of his/her Club or a majority of the Clubs in their region. And, furnish therewith evidence of his/her compliance with the qualifications for said office set out in the Ohio Lions Multiple District 13 Constitution, Article IX, Section 5.* At the District Convention, all names of candidates received on file and qualified shall be placed in nomination for the office. Each candidate shall be allowed at least one nominating speech and at least two seconding speeches as determined by the convention rules published in the Official Convention Annual Report or program.

Section 2. Any member of a Club in the District seeking the office of 1st Vice Governor shall file his/her intention to so run in writing with the District Governor and secure the endorsement of his/her Club or a majority of the Clubs in their region. And, furnish therewith evidence of his/her compliance with the qualifications of said office set out in Ohio Lions Multiple District 13 Constitution, Article IX, Section 6.* At the District Convention, all names of candidates received on file and qualified shall be placed in nomination for the office. Each candidate shall be allowed at least one nominating speech and at least two seconding speeches as determined by the convention rules published in the Official Convention Annual Report or program.

Section 3. Any member of a club of the District seeking the office of 2nd Vice Governor shall file his/her intention to do so in writing to the District Governor prior to the District Convention. Those seeking this office shall submit in writing the endorsement of his/her Club or majority of the Clubs in their zone and, furnish therein, evidence of his/her compliance with the qualifications for said office as set out in the Ohio Lions Multiple District 13 Constitution, Article IX, Section 7.* At the District convention, all names of candidates received and qualified shall be placed in nomination for the office. Each candidate shall be allowed one (1) nominating speech and up to two seconding speeches as determined by the Convention rules, published in the Official Convention Annual Report or program.

Section 4. Any Lion member in good standing belonging to a Lions Club in District 13-OH4 may seek election to represent the District on any “elected” State Committee or Board of Trustee(s) except as limited by the MD13 Constitution, By-Laws and/or Policy Manual. A letter of intent to seek such “elected” committee or Board of Trustee(s) should be submitted to the District Governor prior to the Annual District Convention. Nominations for the elective position(s) will be made during the regular business session of the District Convention and then a majority of the certified Delegates shall elect the District representative to such committee(s) in the same manner as all other elective offices.

Section 5. The election of District Governor, 1st Vice Governor, and 2nd Vice Governor shall be by secret written ballot. A nominee must receive a majority of the votes from the voting delegates to be elected. Voting procedures for other elected positions will be conducted in the same manner except that if there is only one nominee, a voice vote may be taken.

At the Elections

- a) All wording on the ballots must be uniform and the printing of names be in the same location on each ballot. This includes District officer candidates and other cabinet offices requiring an election.
- b) A single one sheet ballot is to be used
- c) No voting ballots will be distributed until a count is made of the delegates and a delegate card must be shown before receiving a ballot.
- d) All delegates will turn in ballots before leaving the room
- e) Candidates for all offices in District 13-OH4 must sit in front row / in front of delegates.

ARTICLE II DUTIES

Section 1. District Governor The specific duties of District Governor are found in the Ohio Lions Multiple District 13 By-Laws, Article II, Section 1.**

Section 2. 1st Vice Governor The specific duties of the 1st Vice Governor are found in the Ohio Lions Multiple District 13 By-Laws, Article II, Section 2.**

Section 3. 2nd Vice Governor The specific duties of the 2nd Vice Governor are found in the Ohio Lions Multiple District 13 By-Laws, Article II, Section 3.**

Section 4. Cabinet Secretary-Treasurer The specific duties of the Cabinet Secretary-Treasurer are found in the Ohio Lions Multiple District 13 By-Laws, Article II, Section 4.**

Section 5. Region Chairperson The specific duties of the Region Chairperson are found in the Ohio Lions Multiple District 13 By-Laws, Article II, Section 5.**

Section 6. Zone Chairperson The specific duties of the Zone Chairperson are found in the Ohio Lions Multiple District 13 By-Laws, Article II, Section 6.**

Section 7. District Governor's Cabinet The District Governor's Cabinet shall:

- A. Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- B. Receive, from the Region Chairperson or other assigned District Cabinet members, reports and recommendations, which concern the Clubs and Zones.

Section 8. District Governor's Advisory Committee Is an advisory body to the District Governor and his/her Cabinet, shall assist the Zone Chairperson in an advisory capacity; procure recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay the same through the Zone Chairperson to the District Governor and his Cabinet. This committee may attend the Cabinet meetings at the invitation of the District Governor and shall serve at the District Governor's request.

Section 9. District Governor's Honorary Committee It shall act under the direction of the District Governor in the promotion of harmony throughout the District. The committee may attend Cabinet meetings.

Section 10. 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 RULE OF ORDER NEWLY REVISED.

ARTICLE III COMMITTEES

Section 1. The Credentials Committee of the District Convention shall be composed of the District Governor (as Chairperson), the Cabinet Secretary-Treasurer and two other non-officers of the District appointed by the District Governor. The Credentials Committee shall 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 Chairperson of, and fill any vacancies occurring in the following District Committees if so chosen: Resolutions, Elections, Constitution and By-laws and Rules. These committees shall perform such duties as the District Governor shall designate.

Section 3. The following committee shall serve at the direction of the Multiple District 13 - Ohio Lions Council of Governor's, however the election and/or appointment of committee members shall be carried out during the Annual District Convention: Finance and Planning Advisory Committee.

The following trustees shall be elected during the Annual District Convention: Ohio Lions Eye Research Foundation, Ohio Lions Foundation and State Office Building Board of Trustee.

A schedule for the years of District 13-OH4 committee appointments or elections can be found in the Ohio Lions Multiple District 13 By-laws, Article III, Section 12 and/or Article IV, Section 3D.**

Section 4. The District Governor shall appoint within his/her own District, Committees and/or District Chairperson in areas needed for the furtherance and promotion of District and Ohio Lionism.

ARTICLE IV RULES OF CONVENTION PROCEDURE

Section 1. The District Governor, along with the District Convention Chairperson and Parliamentarian, shall help arrange the Order of Business for the District Convention and the elections, and the same shall be the order of the day for all sessions.

All business and nominations, if any, will be completed at the Saturday Business session (including votes on resolutions). Sunday's business session is to be for Elections of Officers and Trustees only.

Section 2. 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 a District Cabinet, Region, Zone or member Club or of any other group or Committee shall be determined by ROBERT'S RULES OF ORDER NEWLY REVISED.

Section 3. In order to encourage and promote all facets of Lionistic endeavors, the District Convention will promote a "PARADE OF CHECKS" so that donations will be channeled through Lion oriented projects whenever possible.

Held at the annual District 13-OH4 Convention; the following units and organizations are considered official participants in the Parade of Checks:

Amigos/ International Relations
Camp Echoing Hills
Diabetes
Greater Akron Lions Eyecare Program (G.A.L.E.P.)
L.C.I.F.
Lions Eye Program
Lions Hearing Aid Program
Melvin Jones District 13-OH4 Lions Eye Care Foundation
Ohio Lions Band
Ohio Lions Eye Research Foundation
Ohio Lions Foundation
Pilot Dogs/Sight and Hearing

Section 4. For the accountability of participants in the Parade of Checks and to ensure each Lion in this District that funds donated to participants in the Parade of Checks are handled in a prudent, responsible and efficient manner, each participant will be required to adhere to the following conditions:

- A. A current available Financial Statement as of December 31st of the preceding year must be filed by February 1st of each year with the District Governor in order to be made available at the annual Convention of this District;
- B. The financial statements referred to in Subsection A, above, will be made available to each voting delegate to the annual Convention of this District;
- C. The financial statements will be presented to the District Cabinet for approval at the first Cabinet meeting following February 1st of each year;
- D. In the event the financial statement is not approved by the cabinet, the Governor shall notify the participant in writing of the cause(s) of non-approval and require of the participant that action be taken to satisfy the stated reason(s);
- E. A formal complaint may be lodged against a participant in the Parade of Checks by a Lions Club, a Lions Member or a Cabinet Member in District 13-OH4. The Governor shall attempt to resolve the complaint; if the Governor is not successful in this attempt, a committee shall be appointed by the Governor to resolve the item(s) at issue. This committee will render a full report to the Governor, within a time frame established by the Governor, with such report presented to the cabinet at its next meeting;
- F. Failure to comply with the conditions of Article II, Section 2 may result in the District Cabinet taking appropriate action leading to removal from the Parade of Checks, and any other steps deemed necessary to protect the integrity of the Lions in District 13-OH4, where such additional action appears necessary.

Section 5. For approval as a Participant in the Parade of Checks; the following criteria must be met

- A. Any Lion Club or Group of Lions Clubs who proposes participation in the District 13-OH4 Parade of Checks shall first secure the approval of their Board of Directors or Boards of Directors.
- B. Said proposal shall be submitted in writing and duly signed by the said club or clubs to the District 13-OH4 at least ninety days prior to the Annual District 13-OH4 Convention.
- C. The Cabinet shall then cause written notice, with recommendations thereon, to be given to each secretary of record of each active Lions Club in District 13-OH4 at least thirty days prior to the convention of the proposal to become part of the Parade of Checks.
- D. The Cabinet shall then propose the resolution to the delegates at the District 13-OH4 Convention and if adopted, it shall be by a two-thirds affirmative vote of the delegates present and voting.

Section 6. No participant of the Parade of Checks shall be removed from this function except that just cause has been demonstrated beyond any reasonable doubt, with such doubt attested to be a majority vote of the District Cabinet. In the event the Cabinet decides that such action is necessary, the following steps shall prevail:

- A. The participant shall be notified, in writing, of the intent to remove from the Parade of Checks. The participant will have thirty days following such notification to indicate intent to comply with the directives of the District Cabinet;
- B. Failing to indicate intent to comply with the directives of the District Cabinet, the participant in question shall be notified at least thirty days in advance of the next annual District Convention of the proposed action to delete that participant from the Parade of Checks;
- C. The name of the organization, or participant, to be removed, the reasons for such intended removal as established by the District Cabinet and all such other pertinent information shall be a part of the resolution to be presented to the voting delegates at the stated convention;

- D. The participant shall be considered removed from the Parade of Checks upon a two-thirds majority vote of the delegates present and voting in favor of the motion. Such action shall take effect immediately and the organization will not be permitted to participate at any ensuing Parade of Checks;
- E. Following removal from the Parade of Checks, the participant will receive no funds, endorsements, nor committee assistance from the members of District 13-OH4, nor may the former participant continue use of the Lions emblem, logo or name "Lions".

Section 7. The selling of tickets at the District Convention will be allowed for specific District functions and/or projects provided they have prior approval by majority vote of the District Cabinet no later than the third (3rd) cabinet meeting in order to take place at the District Convention for that year. Times and places for ticket sales are to be designated by the Convention Committee.

ARTICLE V FISCAL YEAR

Section 1. The fiscal year of this District shall be from July 1st to June 30th.

ARTICLE VI AMENDMENTS

Section 1. For other than housekeeping language, these By-laws may be amended only at a District Convention, by resolution reported by the District Convention Committee or representative and adopted by a 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 the District Cabinet by the third (3rd) Cabinet Meeting and in writing to each Club within thirty (30) days prior to the convening date of the Annual Convention by newsletter or separate mailing. If thirty (30) days prior cannot be met by Governor's newsletter, than a separate mailing (including letters, electronic mail or facsimile) to all Club Secretaries of District 13-OH4 shall be made immediately.

Section 3. Each amendment shall take effect at the close of the Convention at which adopted, unless otherwise specified in the amendment.

"Housekeeping", shall be defined as those provisions/changes of the MD13 Ohio Lions Constitution & By-Laws and/or Lions Club International Constitution & By-Laws, which by virtue of their subordinate status, must be replaced due to a conflict in the language of the changed provisions.

ARTICLE VII EFFECTIVE DATE OF DOCUMENT

This Constitution and By-laws shall take effect, by the affirmative vote of two-thirds (2/3) of the votes cast, at the close of the District 13-OH4 organizational meeting held October 25, 2015 and be in full effect with the 2016-2017 Lions year.

Starting with year 2016, the District Cabinet at the time so determined, will be responsible for printing a new/updated/revised edition of the District Constitution and By Laws every three years with each club and current District officers receiving such by December 31st of that year so determined.

POLICY MANUAL

This Policy Manual may be amended only at a regular scheduled District 13-OH4 Cabinet meeting upon two-thirds (2/3) affirmative vote or by majority vote of the accredited Delegates present and voting at the Annual District Convention. Each proposed amendment shall be voted separately.

Any resolution specifically intended to change any portion or portions of the Policy Manual shall be submitted to the District Governor in writing at least fourteen (14) days prior to any District Cabinet Meeting or Annual District Convention. The resolution will be considered and posted at the Cabinet Meeting or Annual District Convention with the understanding that a possible vote will be taken at the Cabinet Meeting or Annual District Convention.

POLICY #1 DEATH / FLOWER POLICY

(edit 8/2016)

Sending flowers in case of death: To be sent for a Cabinet Member, their spouse, and any unmarried children living at home. This also includes any PDG living in District 13-OH4 in good standing in any Lions Club. Costs not to exceed \$50.00.

Where family requests contributions may be sent in lieu of flowers, a contribution of equal amount will be sent to that organization suggested by the family.

Upon family approval, a Lions Service shall be held for any Past District Governor or current Cabinet Member. Such service will be extended to any Lion member upon request by immediate family members with at least one (1) day notice.

If a Cabinet Member learns of a death, notification is to be made to District Governor or Cabinet Secretary to send flowers or contribution

POLICY #2 EMERGENCY CALL LIST

An Emergency Call List will be maintained and distributed to current Cabinet Members. A copy is to be attached to the official District records (Cabinet Secretary's copy) when completed. This list is always subject to change each year, depending on the size of Cabinet, and thus is for guidelines only.

It is up to the District Governor before his year starts to make sure his/her complete Cabinet is on a calling list and should be in the hands of the callers before the new Governor is in office.

Each District Governor must make sure that each PDG is on the calling list even though they may not be on the District Cabinet or Advisory Committee.

POLICY #3 CUSTODIAL ACCOUNT

(edit 8/2016)

Certificates of investment be turned over in the custodial account, under the control of the elected officials of this District; namely, the Governor, 1st Vice Governor, 2nd Vice Governor, Finance and Planning, and Eye Research Chairperson, and that these Lions control this money in the best possible way and the best advantage for use in this District.

We shall cap the "CD" Funds and take the yearly interest and place in the district administrative account as income under the line item "district pins".

**POLICY #4
FUND RAISERS TO OUTSIDERS**

No Club in District 13-OH4 will participate in turning fund raisers over to outsiders

All Clubs shall desist all offers from Boiler Room Operations on Fund Raising. It has been proven these operations do nothing but leave bad relations within our communities about the Lions of Ohio

**POLICY #5
DISTRICT FUND RAISER**

District will produce a "District Fun Calendar" as a fund raiser for the Melvin Jones District 13-OH4 Lions Eye Care Foundation, based on the evening 3 digit numbers excluding Sunday.

At the end of each calendar (programs') year, proceeds from the calendar project shall be forwarded to the Melvin Jones District 13-OH4 Lions Eye Care Foundation, no later than March 15th of the new calendar year. A final financial report will then be submitted to the CST and reported upon at the first scheduled cabinet meeting thereafter.

Chairperson to be a three year term with a Co- Chairperson named in the third year.

**POLICY #6
DISTRICT PROJECTS**

The Lions of District 13-D endorsed and supported the formation and operation of a District sight program known as THE MELVIN JONES DISTRICT 13-D LIONS EYE CARE FOUNDATION since the 1998-1999 Lions year. This Foundation evolved from the District's operations of an Eye Bank.

Each Lions Club will appoint/elect one delegate and alternate to represent its own Club during regular scheduled meetings for operational updates.

If or when the MELVIN JONES DISTRICT 13-OH4 LIONS EYE CARE FOUNDATION would cease to exist, all money that is in holding belonging to same would be dissolved as per "Code of Regulations" and/or State Laws.

The Lions of District 13-OH4 will support the operations of the Greater Akron Lions Eyecare Program (G.A.L.E.P.), Lions Hearing Aid Program and the Lions Eye Program.

Should any of these organizations or programs cease to exist, all money and assests in holding belonging to same would be dissolved per each program's "governing documents" and/or State Laws.

**POLICY #7
CABINET MEETING COSTS and RESPONSIBILITIES**

(edit 8/2016)

Cabinet members must contact (telephone or email) the CST at least ten (10) days prior to make a dinner reservation for the cabinet meeting. Cancellations must be at least five (5) days prior to the cabinet meeting or the cabinet member will be expected to pay for his/her meal. The hosting Dg or VDG and his/her club will determine the cost of the meal. It is expected that the meal will not be a fund raising event for the host club.

The SERGEANT-AT-ARMS shall assist the Cabinet Secretary-Treasurer, at the cabinet meetings, in collection of meal charges and verifying reservations; in addition to the duties described in Article II, Section 10 of the District 13-OH4 By-Laws.

The TAILTWISTER shall assist the Cabinet Secretary-Treasurer, at the Cabinet meetings, by distributing cabinet member packets and any other required handouts and assist or substitute for the Sergeant-at-Arms, if so needed.

**POLICY #8
SPRING CONFERENCE**

All Presidents, Secretaries and/or Treasurers should attend officer's training at the annual District 13-OH4 Spring Conference or when otherwise offered. All Secretaries and/or Treasurers who have served more than two years in the same office should return to officer's training before they can serve another year in that office.

**POLICY #9
DISTRICT PIN**

District Pins be added as a line item in the District Budget (not exceeding 400 pins) *for incoming District Governor use*. One hundred pins shall be given to the District Governor for distribution to Cabinet members and for other uses, such as trading, tokens of appreciation, etc. The balance of pins shall be sold at a price determined by the District Governor with all revenue being returned to the District. The incoming District Governor shall be responsible for the design of the pin and selecting the vendor for its Manufacture

**POLICY #10
ADMINISTRATION OF SEED MONEY**

All seed money received by the district social committee and the Spring Conference (officer's training school) shall be returned to the district CST no later than June 1 along with a complete financial report. If applicable, the district social committee, as fund raising events occur, shall forward all profits to the charity of the Governor's choosing. Spring Conference shall forward any profits to the district account for other training events or general administrative costs of the district. Neither program shall carry any monies forward.

**POLICY #11
CABINET POSITION TO BE LIONS**

All Cabinet positions, including Co- Chairpersons must be filled by Lions in good standing.

**POLICY #12
AUDIT OF FUNDS (Reference Article V District Administration Fund)
(new 8/2016)**

The District cabinet shall provide for an annual audit or review of the books and accounts of the cabinet secretary/treasurer (or secretary and treasurer) and including all other district funds and projects. . Prior to the end of the District's fiscal year, the District Governor shall appoint a three member committee to perform the audit or review to help ensure the financial records supporting the District's financial statements are complete and accurate. The examination should include review of the receipts, disbursements, bank statements, deposit records, and cancelled checks of the District for the fiscal year. Results of the annual audit or review should be reported to the District Cabinet no later than 60 days after the close of the fiscal year by the District Governor then in office.

POLICY #13
RECORDS RETENTION POLICY
 (new 8/2016)

Purpose: The objective of this policy is to establish guidelines for the District to manage, maintain and dispose of records in an orderly, reasonable and lawful manner. It is the purpose of this records retention policy to facilitate the following:

1. All records are retained for the period required by applicable state and federal laws.
2. Adequate records will be developed and maintained to document the district's compliance with all relevant laws and regulations.
3. All records necessary are retained for a period of time that will reasonably assure availability of those records when required.
4. Vital records will be identified and appropriately safeguarded.
5. All records not necessary for legal and business reasons can be destroyed to reduce the cost of storage.
6. Destruction of records shall take place only in compliance with this policy.
7. Documents that are not subject to retention may need to be retained due to unusual circumstances, such as litigation or government investigation.
8. Records maintained on electronic data storage media are legally acceptable for retention and are governed by the same guidelines as other records.
9. It is imperative the District knows which documents have been retained and which documents have been discarded. Such records shall not be stored and maintained at home or on personal computers.
10. This policy applies to all members of the District.

Records Retention Schedule:

• Constitution and By-Laws	Permanent (Hard Copy)
• Minutes	Permanent (Hard Copy)
• Annual Audit Reports	Permanent (Hard Copy)
• Form 990	Permanent (Hard Copy)
• District Convention Booklet	Permanent (Hard Copy)
• Incorporation Records	Permanent (Hard Copy)
• Ledger	Permanent (Hard Copy)
• Legal Files / Records	Permanent (Hard Copy)
• Budgets	7 Years
• Financial Reports	7 Years
• Contracts and Agreements	10 Years After Termination
• Per Capita Statements (Receipts)*	3 Years
• Check Register*	3 Years
• CD Investments*	3 Years
• Paid Invoices*	3 Years
• Receipts*	3 Years
• Bank Statements*	3 Years
• Directories	3 Years
• Newsletters	3 Years (Electronic)
• Parade of Checks Reports	3 Years (Electronic)
• LCIF Grant Records	3 Years After Close of Grant
• PU-101 Forms	1 Year
• General Correspondence	1 Year or Until No Longer Administratively Necessary

District Convention Financial Reports / Spring Conference Financial Reports / Spring Social Financial Reports / Cabinet Member Reports do not have to be maintained separately if they are part of the Minutes.

District Paraphernalia Including Convention Paraphernalia: Permanent (Hard Copy) updated annually.

* Items may be destroyed after annual audit.

POLICY #14
LONG RANGE PLANNING AND FINANCE

(new/added/edit “as policy” from by-laws 3/2017)

A committee formed to research and recommend the future goals and/or policies of District 13-OH4, shall be known as LONG RANGE PLANNING AND FINANCE; and consist of the District Governor, 1st Vice District Governor (serving as Chairperson), 2nd Vice Governor, Cabinet Secretary-Treasurer, Immediate Past District Governor, Chairperson of the District Constitution and By-laws, and Finance and Planning Committees, the District Parliamentarian, two (2) Zone Chairpersons (one from each region), two (2) Club Presidents (one from each region) and two (2) Club Secretaries (one from each region).

REFERENCES

+ **Lions Club International By-Laws, adopted July 2015**

* **MULTIPLE DISTRICT 13 OHIO LIONS, INC. CONSTITUTION**

Approved by the Delegates to the 82nd Multiple District 13 State Convention May 19, 2001 - Toledo, Ohio with amendments approved by the delegates through the 95th Multiple District 13 State Convention May 17, 2014 - Dublin, Ohio with housekeeping changes approved by the Council of Governors November 8, 2014.

** **MULTIPLE DISTRICT 13 OHIO LIONS, INC. BY-LAWS**


Approved by the Delegates to the 82nd Multiple District 13 State Convention May 19, 2001 - Toledo, Ohio with amendments approved by the delegates through the 95th Multiple District 13 State Convention May 17, 2014 - Dublin, Ohio.

OHIO LIONS INCORPORATED, DISTRICT 13-C BYLAWS
2011 updated issue

LIONS CLUB INTERNATIONAL, STANDARD DISTRICT
CONSTITUTION AND BYLAWS

EXHIBIT A

VOUCHER NO: _____

\$50  **OHIO LIONS**
District 13-D
Disaster relief voucher

SAMPLE ONLY

MUST BE REDEEMED BY AUGUST 25, 2003

Issued to: _____
Address _____

This Fifty Dollar voucher only good at: _____

NON

To be **USED ONLY** for the following:
Food, clothing, blankets, bedding, basic eating utensils, eye glasses, prescription drugs,
materials to temporarily secure the home, sanitation and cleaning supplies

NEGOTIABLE

Please honor this voucher for purchases of the aforementioned items in an amount not to exceed the amount specified. This voucher may **NOT** be used for the purchase of tobacco products, cigarettes or alcohol, nor may it be redeemed for cash. **MERCHANT:** Please stamp or mark CANCELED on voucher after it has been redeemed for goods. Send voucher as invoice for payment to:

Disaster Relief Advisory Committee, c/o
CST Dan Henthorne
1946 Westville Lake Rd
Beloit, Ohio 44609

DATE _____ AUTHORIZED SIGNATURE : _____


 District 13-D Governor Bob Booher **\$50**

EXHIBIT B

APPLICATION FOR DISASTER RELIEF

Last Name, First, Middle Initial Age Social Security No.

Address at time of loss: _____
Present address, if different _____
Present Telephone No. _____

Extent of Loss: _____

Was any portion of the loss covered by insurance? _____

I attest the above information is true and correct to the best of my knowledge and belief.

_____ Date _____ Signature of Applicant

(II. TO BE COMPLETED BY DISASTER RELIEF ADVISORY COMMITTEE)

Additional information and findings from interview and/or investigation: _____

Amount Approved: \$ _____

Voucher No.(s) issued: _____

DISASTER RELIEF ADVISORY COMMITTEE

_____ Date By: _____ Authorized Signature