

District 5SKN

Constitution, By-Laws and Policy



February 2010

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THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS DISTRICT CONSTITUTION

ARTICLE I NAME, MOTTO, SLOGAN

- Section 1. This Organization shall be known as District 5-SKN of the International Association of Lions Clubs (hereinafter referred to as "Lions Clubs International").
- Section 2. The Slogan shall be Liberty, Intelligence, Our Nations Safety.
- Section 3. It's Motto shall be " We Serve".

ARTICLE II OBJECTS

- Section 1. To provide an administrative structure with which to advance the purpose and objects of Lions International in this District.
- Section 2. To unite the Lions and Clubs of the District in the bonds of friendship, good fellowship and mutual understanding.
- Section 3. To promote Lionism in the District by urging Lions Clubs in the District to operate efficiently so as to fulfill the purpose for which they were formed - service and fellowship.

ARTICLE III MEMBERSHIP

- Section 1. The members of this organization shall be all Lions Clubs chartered by Lions Clubs International, and which are located in the North portion of the Province of Saskatchewan, Canada.
- Section 2. The boundary lines of District 5 SKN shall be as follows:
Bounded on the East by the Saskatchewan/ Manitoba border, on the north by the Saskatchewan/ Northwest Territories border, on the west by the Saskatchewan/Alberta border, and on the south by the north boundary of Township 32 to one mile west of highway 11, then south easterly to one mile south of highway 15, then east to 105 degrees longitude, south on 105 degrees longitude to the north boundary of Township 21, then east to highway 80, then south on highway 80 to the south boundary of Township 18, then east to the Saskatchewan/ Manitoba border.
- Section 3. Only clubs in good standing in District 5 SKN shall be members of District 5 SKN.

**ARTICLE IV
DISTRICT ORGANIZATION**

Section 1. **District Cabinet**

- (a) The District shall have a District Cabinet composed of the District Governor, the Cabinet Secretary and Treasurer or Secretary-Treasurer, the immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons and the Zone Chairperson'. The members of the District Cabinet shall be the Officers of the District. Other District Cabinet Members shall be the Chairpersons of the various committees required in the District Organization and appointed by the District Governor. They are the officers of the District Cabinet who are entitled to vote on any District business.
- (b) The District Officers shall be elected at the Annual Convention of the District.
- (c) Any vacancy in any District office, except that of District Governor and First and Second Vice District Governor, shall be filled by appointment of the District Governor for the unexpired term thereof.
- (d) If any Region Chairperson or Zone Chairperson cease to be member of a Club in a Region or Zone in which he/she was elected his/her term of office shall cease thereon and the District Governor shall appoint a successor to fill that office.
- (e) No salary shall be paid to any officer of the District, except that of Cabinet Secretary-Treasurer, or Secretary, Treasurer to whom an honorarium may be paid.

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 of which should be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary-Treasurer or Secretary.
- (b) **Special.**
Special meetings of the Cabinet may be called at the discretion of the District Governor and shall be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer or Secretary by a majority of the members of the Cabinet. Not fewer than five (5) nor more than ten (10) days written or other advice, setting forth the purpose, time and date and place determined by the District Governor, shall be given to each member by the Cabinet Secretary-Treasurer or Secretary.
- (c) **Quorum and Vote.**
The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof.

- (d) Elected members of Cabinet as well as the appointed committee chairpersons for the current year will carry a vote at Cabinet meetings.

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 at the discretion of the District Governor, should he/she deem it necessary to the best interests of Lions International.
- (b) Regional Meetings. Meetings of representatives of all Clubs in a Region, with the Region Chairperson presiding may be held at times and places fixed by the Region Chairperson.
- (c) Zone Meetings.(District Advisory 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.

Section 4 District Committees

- (a) The District Governor's Advisory Committee. In each Zone, the Zone Chairperson and the Presidents and Secretaries of the Clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson thereof. At a date, time and place called by the Zone Chairperson, this Committee shall hold its first meeting within ninety (90) days of the preceding International Convention; a second meeting in the month of November and a third meeting in February or March.
- (b) District Governors Honorary Committee. The District Governor may appoint a District Governors 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.

**ARTICLE V
DISTRICT ADMINISTRATION FUND**

Section 1. An annual District Administration Fund per capita tax shall be levied upon each member of each Club in the District. This fund shall be used to provide revenue to defray the administrative expenses of the District. It shall be collected by semi-annual payments based on membership on May 31 and November 30 of each fiscal year. The first billing will cover the expenses for the period July 1 to December 31 and will be payable in July. The second billing will cover the period January 1 to June 30 and will be payable in January.

Section 2. The Cabinet Secretary-Treasurer or Treasurer will bill Clubs in the last week of June and December.

- Section 3. Said tax shall be paid by each Club except newly Chartered Clubs or re-organized Clubs. Said Clubs shall pay this tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization.
- Section 4. The above tax or dues shall be disbursed only for District Administrative expenses and only on approval by the District Governor. Disbursements there from shall be cheques drawn and signed by the Cabinet Secretary-Treasurer or Treasurer and countersigned by the District Governor, or a third person authorized by 5 SKN Cabinet.
- Section 5. 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 6. The Cabinet Secretary-Treasurer or Treasurer shall be bonded in such amount and with such security company as shall be approved by the District Governor and the cost of same shall be an administrative expense.
- Section 7. The District Governor shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Secretary-Treasurer or Treasurer, and a statement of the financial condition of the District shall be sent to Lions International and each Club in the District, if requested, within sixty (60) days after the close of the fiscal year by the District Governor then in office.
- Section 8. Life members of a club will be required to pay or have the club pay dues to the District on his/her behalf.
- Section 9. The fiscal year shall be from July 1 to June 30th.

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 a previous annual Convention, such place to be suitable as to location, accommodation and suitability. Club or Clubs hosting the annual Convention will attempt to arrange accommodation and other necessary bookings for a period in March. Such dates must have the approval of the District Governor.
- Section 2. The District Governor shall receive invitations in writing from clubs desiring to host the annual event. Invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the Convention at which they are to be voted upon. Procedure to be followed in presentation of bids to delegates as well as action to be taken by a Convention, In the event no bids are received or acceptable shall be determined by the District Governor.
- Section 3. The members of the District Cabinet shall be the officers of the Annual District Convention.

- Section 4. A Convention Sergeant-At-Arms and Assistant Sergeant-At-Arms may/shall be appointed by the District Governor.
- Section 5. Each Chartered Club in good standing in Lions International and the District shall be represented by one or more delegates at the Annual Convention and shall be entitled in each such Convention to one voting delegate and one alternate for each ten members or major fraction thereof, major fraction being five, as of said Club as shown by the records of the International Office on the first day of the last month preceding that month during which the Convention is held. Clubs having delinquent dues owing District & International will not be allowed to vote.
- Past International Directors who are members in good standing of a Club in the District will be entitled to vote.
- Each certified delegate present in person may cast one vote only on each issue to be voted on by the members of the 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.
- 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. The District Governor shall retain and have power to change at any time, for good reason, the Convention site chosen by a previous District Convention, and neither the District Governor nor any member of the District Cabinet shall incur any liability thereby to any Club or Club member of the District.
- Section 8. Within sixty (60) days after the close of the Convention an official report of the Convention proceedings shall be mailed to Lions International and each Club in the District by the Cabinet Secretary or Secretary Treasurer as requested.

ARTICLE VII 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, email or The Lions Pride to each Club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that it shall be voted upon at said Convention.
- Section 3. Each amendment shall take effect at the close of the Convention at which it is adopted unless otherwise specified in the amendment.

BY-LAWS

ARTICLE I ELECTIONS

Section 1. The election shall be by secret written ballot by certified delegates, unless there shall be only one nominee, in which event, a voice vote may be taken. The candidate receiving the largest number of votes cast shall be declared elected. In the case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

District Governor, First and Second Vice District Governor candidate elections shall be conducted by a secret written ballot by certified delegates, even if only one candidate is running for office, with the District Governor, First and Second Vice District Governor candidate required to secure a majority of the votes cast by certified delegates

Section 2. In the event of a vacancy in the office of District Governor, First or Second Vice District Governor, the same shall be filled in accordance with the provisions of the International Constitution. It shall be the duty of the immediate Past District Governor or, if he/she is not available, the most recent Past District Governor who is available shall convene a meeting at a date, time and place and send out invitations to attend said meeting. In filling any vacancy in the office of District Governor or First or Second Vice District Governor, the International Board of Directors shall not be bound by but shall consider any recommendation resolved at a meeting to which the District Governor, First and Second Vice District Governor, the Region Chairperson, Zone Chairperson, and the Secretary and Treasurer, or Secretary/Treasurer and all Past International Directors and Past District Governors who are members in good standing of a chartered Lions Club in good standing shall be entitled to cast a ballot vote. A ballot vote must be taken even if only one candidate is running for office.

ARTICLE II CANDIDATE REQUIREMENTS DISTRICT NOMINATIONS AND ELECTIONS

Section 1. **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 in his/her Single or Sub - District.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her Single or Sub- 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 of the office of First / Second Vice District Governor as set forth in Section 3 of this Article IV and who is currently serving or has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements of Subsection (c) of this Section.
- (e) Nominations and Elections for District Governor shall be as follows;
 1. Nominations shall be closed on a date set by the current District Governor and the Cabinet.
 2. When an election for District Governor is necessary because of more than one candidate, such elections shall be carried out under procedure set out in the International Constitution.

Section 2. **A candidate for the office First and Second Vice District Shall:**

- (a) Be an active member in good standing of a chartered Lions Club in good standing in his/her Single or Sub- District.
- (b) Secure the endorsement of his/her club or a majority of the club in his/her Single or Sub - District.
- (c) Have served or will have served at the time he/she takes office as Vice District Governor.
 1. 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.
 2. As a Zone Chairperson or Region Chairperson or Cabinet Secretary and /or Treasurer for a full term or major portion thereof.
 3. With none of the above being accomplished concurrently.

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 in his/her District and shall have direct supervision over the Region Chairperson, the Zone Chairperson , the Cabinet Secretary and Cabinet Treasurer(or Secretary Treasurer) and such other Cabinet members as may be provided for in the respective single, provisional, or Multiple District Constitution and By - Laws .His/hers specific responsibilities shall be:

- (a) Further the Purposes and Objectives of this Association
- (b) Supervise organization of new Lions Clubs.
- (c) Promote the Lions Clubs International Foundation and the service activities of the association.
- (d) Preside, when present, over Cabinet, Convention and other District meetings.

During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the club member designated by the respective District (single, provisional, sub or multiple) Constitution and By -Laws.

- (e) 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.
- (f) Endeavour to visit each Club at least once during his/her term of office.
- (g) Exercise such supervision and authority over Cabinet Officers and District Committee Appointees as is provided in this Constitution, including, but not by way of limitation, the following:
 - 1. Supervise the collection of all per capita taxes by the Cabinet Secretary-Treasurer or Treasurer, designate a depository(s) for said funds and authorize payment there from of all legitimate expenses pertaining to the administration of the affairs of the District.
 - 2. Secure, set the amount of and approve the surety company issuing the surety bond for the Cabinet Secretary-Treasurer or Treasurer.
 - 3. Secure, semi-annually or more frequently, District financial reports from the Cabinet Secretary-Treasurer or Secretary.
 - 4. Provide for an annual or more frequent audit of the books and accounts of the Cabinet Secretary/ Treasurer or Treasurer and set up a definite schedule of dates, times and places Cabinet meetings to be held during the fiscal year.
 - 5. Submit a current itemized statement of total District receipts and expenditures to the Annual District Convention.
- (h) Submit such other reports and perform such other duties as may be required by the International Board of Directors.
- (i) Deliver, at the termination of his/her term of office within (60) days of International Convention, District accounts, funds and records to his/her successor in Office.

Section 2. **First and Second Vice District Governors:**

The Vice District Governors, subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governors. His/her specific responsibilities shall be to:

- (a) Further the purposes and objects of this Association.
- (b) Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of 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) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor's Manual and other directives

- (e) Actively participate in all Cabinet and council meetings when requested and conduct meetings in the absence of the District Governor.
- (f) Participate in the preparation of the District budget.
- (g) Be actively engaged in all matters to be continued during the next year.
- (h) Participate in the review of the strengths and weaknesses of the clubs of the District.
- (i) At the request of the District Governor supervise appropriate District committees.

Section 3.

Region Chairperson:

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

- (a) Further the purposes and objects of this Association.
- (b) Supervise the activities of the Zone Chairperson in his/her Region and such District Committee Chairperson as may be assigned to him/her by the District Governor.
- (c) Play an active role in organizing new clubs and in strengthening weak clubs.
- (d) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Region Chairperson's Manual and other directives.
- (e) Attend the regular and special meetings of the Cabinet
- (f) Assist the District Governor in promoting Lionism in their Region by performing such duties as may be delegated to him/her from time to time by the District Governor.
- (g) Endeavour to locate and recommend to qualified Lions in their Region that they stand for election to such District offices as Zone Chairperson and Region Chairperson.
- (h) Endeavour to have each Club in his/her Region operate under a duly adopted Club Constitution and By-Laws.
- (i) Promote representation at International and District Conventions by at least a full quota of delegates to which Clubs in his/her Region are entitled.
- (j) Supervise and assist the Zone Chairperson of his/her Region in the performance of their official duties and cooperate with them in arranging and holding Zone meetings and District Governor's Advisory Committee meetings.
- (k) Serve on the Extension committee for the Region.
- (l) Make an effort to visit the clubs in their Region at least once during their term in office if geographically possible

In the event the Region Chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of their Office, or in the event the Office is vacated, the District Governor shall appoint a successor to serve for the unexpired term.

Section 4. **Zone Chairperson:**

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

- (a) Further the purposes and objects of this Association.
- (b) Serve as Chairperson of the District Governor's Advisory Committee in his/her Zone and as such Chairperson to call regular meetings of said committee.
- (c) Play an active role in organizing new clubs and keep informed on the activities and well - being of clubs in his/her Zone.
- (d) Perform other such functions and acts as may be required of him/her by the Board of Directors through the Zone Chairperson's Manual and other directives. directives.
- (e) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions International and to the District Governor and Region Chairperson.
- (f) Represent each club in their Zone in any problems with District, Multiple District or Lions International.
- (g) Supervise the progress of District, Multiple District and Lions Clubs International projects in his/her Zone.
- (h) Endeavour to have every Club in his/her Zone operating under a duly adopted Club Constitution and By-Laws.
- (i) Encourage inter-Club meetings and social activities.
- (j) Promote representation at International and District Conventions by at least the full quota of delegates to which Clubs in the Zone are entitled.
- (k) Promote attendance at Charter nights of newly organized Clubs.
- (l) Visit a regular meeting of each club in his/her Zone once or more during their term of office, reporting their findings to the Region Chairperson -- particularly with respect to weaknesses he/she may have discovered. (Copy to District Governor).

In the event the Zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not 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. **Cabinet Secretary/Treasurer (Secretary, Treasurer):**

Each shall act under the supervision of the District Governor. The specific responsibilities of each shall be to:

- (a) Further the purposes and objects of this Association.
- (b) Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary/- Treasurer's Manual and other directives
- (c) Keep an accurate record of the proceedings of all meetings of the Cabinet, and within five (5) days after each meeting forward copies of the same to all

members of the Cabinet, and the office of Lions International.

- (d) Take and keep minutes of the District Convention and furnish copies of the same to Lions International, the District Governor and the Secretary of each Club in the District, if requested. directives.
- (e) Assist the District Governor and the Cabinet in conducting the business of the District and perform such other duties as are specified or are implied in this Constitution and By-Laws, or as may be assigned from time to time by the District Governor or the Cabinet.
- (f) Sign notices and documents issued by the District.
- (g) Make an annual report to the Cabinet at a meeting immediately preceding the Annual District Convention, and such other reports at such times as the District Governor or Cabinet may require.
- (h) Collect and receipt all per capita taxes levied hereunder on members and Clubs in the District, deposit same in such Bank or Banks as the District Governor shall determine and disburse the same by order of the District Governor.
- (i) Remit and pay over to the Multiple District Council Executive Secretary-Treasurer such per capita dues and fees as are levied and agreed to by the Multiple District and set forth in the Constitution of that body.
- (j) 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 any authorized agent) 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.
- (k) Allowable expenses paid as Honorarium, subject to approval by Cabinet up to \$400.00.

Section 6.

The 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) Serve in an advisory and administrative capacity only.
- (c) Receive, from the Region Chairperson any reports or recommendations which concern the Clubs and Zones.
- (d) Other District Cabinet Members - Subject to the supervision of the District Governor, they shall perform such functions and acts as may be required by them by the International Board of Directors, and by provisions of the respective single, provisional, sub or multiple District Constitution and By - Laws which are consistent with the constitution and By- laws and policies of the International Board OF Directors

- Section 7. **District Governor's Advisory Committee:**
It 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 the Cabinet.
- Section 8. **District Governor's Honorary Committee:**
It shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this Committee shall attend meetings of the Cabinet when requested by the District Governor.
- Section 9. **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 this Office under ROBERT'S RULES OF ORDER NEWLY REVISED.
- Section 10. **Parliamentarian:**
May be appointed at the option of the District Governor.
- Section 11. **Cabinet Expense:**
Mileage expense incurred to attend District Cabinet meetings will be paid as per Lions International Rules of Audit.
- Other mileage expense will be paid as per policy.

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 or the Secretary 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.
- The District Governor shall designate the Chairperson of, and fill vacancies occurring in such Committees as are required in the District Governor's Manual and as many others as may be required for the efficient operation of the District.

**ARTICLE IV
RULES FOR CONVENTION PROCEDURE**

Section 1. The District Governor shall arrange the Order of Business for the District Convention, and the same shall be the order of the day for all sessions.

Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of Order and Procedure in any District meeting or Convention, any meeting of the District Cabinet, a Region, Zone or member Club or any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER NEWLY REVISED.

**ARTICLE V
DISTRICT FINANCES**

Section 1. (a) Each Club Secretary shall remit to the District Cabinet Secretary / Treasurer , a regular annual per capita assessment in two instalments as follows:

July 1	\$7.50 per member
January 1	\$7.50 per member

Over and above the \$7.50 per member, will be an amount added to cover the exchange rate at the time of the billing on the M. D.5 dues which are \$4.00. The basis for these two remittances will be each Club membership as of May 31 and November 30.

(b) At the fall meeting of the Cabinet the Cabinet Secretary, Treasurer or Treasurer will submit a budget for Cabinet approval to cover the general expenses of the financial affairs of the District.

(c) In addition to the usual and normal business of the District, it is recognizes that unusual demands may be made on District funds and shall include:

1. Cost of District Awards, e.g. Past District Governor, 100% secretaries.
2. Such other District functions which in the opinion of Cabinet requires support, e.g. District Curling, Provincial Curling, District Golf.

Section 2. **Club 700:**

This project is designed to provide financial assistance to the Vice District Governor to attend the MD5 Convention and meetings of the MD5 Council of Governors as requested. Expenses will be based on Lions International Rules of Audit. Expenses will only be paid when they are not covered by other sources such as MD5 or Lions International. If the Vice District Governor attends the MD5 Convention on the bus as some have done in the past, expenses will be paid as per one half of the bus fare per couple if all expenses (registration, room, meals) are included in the bus trip (all receipts to be submitted).

This project is also designed to provide financial assistance at the value of economy air fare and expenses for the Vice District Governor to attend the USA/Canada Lions Leadership Forum, or for the District Governor if he/she did not attend as Vice District Governor. Expenses will be based on Lions International Rules of Audit (all receipts to be submitted).

This project is also designed to provide financial assistance at the value of economy air fare and expenses to allow the spouse of the Vice District Governor to attend the International Convention if these expenses are not covered from any other source within Lions International. Expenses (including airfare) will be based on Lions International Rules of Audit (all receipts to be submitted). District will reimburse for full economy airfare.

The name of each participating club will go into a draw. The draw will be made at the District Convention, and prizes in the following amounts will be awarded to the participating Lions & Lioness clubs whose names are drawn:

Fifty Dollars	\$50.00
Fifty Dollars	\$50.00
One Hundred Dollars	\$100.00
One Hundred Dollars	\$100.00
One Hundred Dollars	\$100.00
Four Hundred Dollars	<u>\$400.00</u>
	\$700.00

District 5SKN will cover the cost if not covered elsewhere for the Cabinet Secretary or Secretary Treasurer that is required to attend a meeting of MD5 Council for training or any other purpose. Expense would be as per Lions International Rules of Audit. Members would be encouraged to pool travel to save costs. Receipts or verification of expenses would be required for reimbursement of funds.

Funding is obtained by assessing each Lions and Lioness Club three (\$3.00) per member once during the fiscal year, no later than the first week in July. Clubs will be asked to support on a voluntary basis.

Any funds in excess of \$3000.00 may be directed to District Administration to help defray those costs at the direction of the District Cabinet.

Section 3.

District 5SKN Sight & Service Foundation:

A District project designed to provide financial or other form of assistance to individuals or groups of individuals who require special aid(s) not available from other source(s). Request for funds will be received in writing by the District 5SKN Sight & Service Foundation Chairperson. Requests will be accepted from any Club or any Lion for Committee consideration.

The unwritten intention has always been to interpret the phrase not available from

other sources" as the key in the consideration of requests for S&S.F. funds, although this interpretation is sufficiently loose to accommodate virtually any kind of request.

Funding is obtained by assessing each Lions & Lioness Club three dollars (\$3.00) per member. Club participation is voluntary. The billing is done once during the year, preferably on the first District per capita assessment.

- Section 4. **District Levy:**
A levy on each Lions club in District 5SKN of \$2.00 per member per year will be assessed to assist with the expenses of the Youth Exchange Program Lions District Speak Off, Membership, Retention Program, and Extension Program in District 5SKN.
- Section 5. **Lions Pride:**
(SK Lions Newspaper) \$4.00 per member on each District per capita assessment.
- Section 6. **Surety Bond Treasurer:**
\$5.50 per club on the first District per capita assessment.

**ARTICLE VI
NOMINATION AND ENDORSEMENT
INTERNATIONAL SECOND VICE PRESIDENT & DIRECTOR NOMINEES**

- Section 1. **A candidate for the Office of International Director shall:**
- (a) Be an active member in good standing of a Lions Club in good standing.
 - (b) Have completed or be completing a full term as District Governor.
 - (c) Secure the endorsement of a Convention of his/her District.
 - (d) Secure the certification of endorsement by his/her District in accordance with Article II, Section 4 - International Constitution and By-Laws

**ARTICLE VII
DISTRICT ACTIVITIES**

- Section 1. **Curling:**
- (a) The District Governor shall appoint a Curling Commissioner whose function will be to represent the District - in consultation with the Curling Commissioners of the other District in the Province.
 - (b) It shall be the duty of the Curling Commissioner to co-ordinate Zone and District curling playoffs so as to have necessary representatives named in sufficient time for the Provincial Curling Playoffs.

(c) An Assistant Curling Commissioner will be appointed to assist the Curling Commissioner in the above duties and it is understood that the Lion appointed to this Office will be the Curling Commissioner the following year.

Section 2. **Golf:**

The District Governor shall appoint a Golf Commissioner whose duty will be to work closely with the Host Club in arranging rules, entertainment, etc. for the District Golf Competition.

Section 3. In the event the Lions of the District are desirous of engaging in other similar activities, the District Governor shall be empowered to appoint such Commissioners or other similar appointees to co-ordinate the activity.

ARTICLE VIII DISTRICT CONTESTS

Section 1. **Lions Club Of the Year:**

District Clubs can compete in this contest on forms provided by the District to be completed by the Club Secretary and forwarded each month to the District Governor, Region Chairperson and Zone Chairperson with the Monthly Membership Report.

Successive District Governors and Cabinets are at liberty to amend the various rules of the contest and may add to or delete from the several items.

Section 2. **Lioness Club Of the Year:**

The Lioness Club of the Year and judging will be taken from the report forms submitted by clubs participating in conjunction with reports and other details. This award is presented at the Convention the following year by the Immediate Past District Governor with consultation with the Lioness Chairperson.

Section 3. **Tabs For Diabetes Contest:**

Tab money and donations are placed directly into the program that supports needy diabetic children. More than tabs are required to make it worthwhile. Since the tabs are aluminum and recycling is the method of turning aluminum into cash, any aluminum product will be accepted. Tabs are merely a lead into more volume and pounds needed.

When tabs and aluminum products are sold, the proceeds are forwarded to the Saskatchewan Diabetes Association for the Youth Summer Camp.

Section 4. **Eye Glass Collection Award:**

This award will be presented annually to the Lions or Lioness Club of the District that has collected the most eyeglasses, and will present them at the District Convention. A formula has been designed to calculate the winner.

ARTICLE IX AMENDMENT

- Section 1. The By-Laws may be amended by a two-thirds vote at any regular Cabinet Meeting.
- Section 2. No amendment shall be voted upon unless 30 days notice has been given prior to the Cabinet Meeting.
- Section 3. Any amendment shall take effect at the conclusion of the Cabinet Meeting at which said amendment was voted upon.

Policy

A PURPOSE

The purpose of the Policy is to set forth the rules and regulations relating to various lionistic aspects of the District. It is understood that the Policy conforms with the Constitution and Bylaws of Lions International.

B AMENDMENT

- (a) The Policy shall be amended only by a two-thirds vote at a regular Cabinet Meeting.
- (b) No amendment shall be voted upon unless 30 days notice has been given prior to the Cabinet Meeting.
- (c) Any amendment shall take effect at the conclusion of the Cabinet Meeting at which said amendment was voted upon.

C CONVENTION RULES

- (a) The Official Program and Governor's Agenda will be the Order of Business.
- (b) Robert's Rules of Order shall govern parliamentary procedure.
- (c) Nominations and bids for golf, curling and Convention sites must be submitted in writing AND RECEIVED BY THE NOMINATING COMMITTEE PREFERABLY THIRTY (30) DAYS PRECEDING THE ELECTION.
- (d) Delegates must be recognized by the Chair prior to speaking and will state his/her name and Club. No delegate will be permitted to speak in excess of three (3) minutes without the consent of the other delegates.
- (e) ONLY THE HOST CLUB(S) will be permitted to conduct one (1) fund raising project, proceeds of which may be directed toward deferment of Convention expenses. However, one other may be permitted at the discretion of the Host

Club(s).

- (f) Campaign Committees should use discretion when securing poster, etc. to the walls of Convention Halls and hotels and motels.
- (g) Delegates are reminded that banners and other Convention paraphernalia are the property of their District and are costly items to replace.
- (h) **Convention Profits**
Profits become the property of the District, and shall be placed in a Convention Resource Fund, to a maximum of \$3000.00. Funds in excess of this may be directed to District Administration to help defray those costs at the discretion of the District Cabinet.
- (i) **Convention Losses**
May be covered by the District up to a maximum of \$2000.00 at the discretion of the District Cabinet.

D

CONVENTION ADVISORY COMMITTEE

- (a) The Convention Committee shall budget for the District Governor's registration, his/her accommodations to include spouse, at negotiated delegate rate, maximum three nights.
- (b) The Cabinet Spouses' reception shall be budgeted and paid for by the District.
- (c) If the MD5 Council Chairperson is scheduled to attend, the convention committee shall budget for his/her registration and accommodation, including spouse. Mileage is paid for by the Multiple District.
- (d) The convention committee shall budget for the presenters who are invited from outside District 5SKN and should have their registration, accommodations and mileage paid for including spouse.
- (e) Convention Committee shall prepare and present a preliminary budget at the first Cabinet meeting and have it finalized for presentation and approval at the second Cabinet meeting before information is mailed to clubs.
- (f) A final convention report shall be submitted no later than the final Cabinet meeting of the current Lions year.
- (g) Delegates are reminded that banners and other Convention paraphernalia are the property of their District and are costly items to replace.

E

5SKN SIGHT & SERVICE FOUNDATION

The S. & S.F. is authorized and operates under Article V Section 3 of the District Bylaws, which reads as follows:

"5SKN Sight & Service Foundation.

A District Project designed to provide financial or other form of assistance to individuals or groups of individuals who require special aid(s) not available from

other source(s). Requests for funds will be received in writing by the S. & S.F. Chairperson. Requests will be accepted from any Club or any Lion for Committee consideration.

Funding is obtained by assessing each Club three dollars (\$3.00) per member once during the fiscal year, preferably on the first District per capita assessment. Clubs may or may not participate and the assessment may be subscribed from Club Project Account funds."

The unwritten intention has always been to interpret the phrase "not available from other sources" as the key in the consideration of requests for S. & S.F. funds, although this interpretation is sufficiently loose to accommodate virtually any kind of request.

Guidelines

Any review of the S. & S.F. mandate must begin with a clear enunciation of the Fund's mandate, and then proceed to a consideration of the guidelines to be applied in fulfilling the mandate.

To ensure that the spirit of the S. & S.F. is well articulated and followed in the approval process, some general guidelines are suggested:

- (a) The first line of funding for any project must be the local Lions Club.
- (b) S. & S.F. should become involved in projects which are beyond the scope of the local Club, where no Lions Club is operating, or where District boundaries are crossed in the funding process.
- (c) S. & S.F. involvement should be on a shared-funding basis.

Funding Formula

Almost an unlimited number of funding formulas could be created to reflect the funding guidelines. As a starting point, the following formula is suggested:

Share	Fund Request	Club Share	S&SF Share	Club Share	SS&F Share	Total Shares	
						Club Share	SS&F Share
	\$			\$	\$		
First \$500	500	60%	40%	300	200	300	200
Next \$500	1000	50%	50%	250	250	550	450
Next \$500	1500	40%	60%	200	300	750	750
Next \$500	2000	30%	70%	150	350	900	1100
Next \$500	2500	20%	80%	100	400	1000	1500

\$1,500 maximum payout over a five year period to any club. In the normal routine, the S. & S.F. Committee would flow back to the local Lions Club the appropriate S. & S.F. share of any project accepted, for its disbursement to the recipient. Where no Lions Club exists in the area from which a request has come, the S. & S.F. Committee would be authorized to pay what would normally be the Club share out of S. & S.F. funds, directly to the recipient.

The objectives achieved by this funding formula would be as follows:

1. The local Lions Club would automatically become involved in the funding process. This would, hopefully, provide some "vetting" of the project at the local level before it is forwarded to the S. & S.F. Committee for consideration. A local recommendation could then be reasonably asked for.
2. Local Clubs would know in advance the amount of help available from S. & S.F. for any request.
3. Since the distribution of funds would be made by the local Club, some additional Public Relations benefits may accrue to the Club within its local service area.
4. The decision process for the S. & S.F. Committee should become somewhat easier, since both a funding formula and some prior screening of the request would be in place.
5. In the event that a Service Foundation with a broader mandate than that of just District 5CA can be established, these guidelines would form a starting point for discussion on the mandate of such a fund
6. The decision as to whether a request qualifies for S. & S.F. funding would still rest with the S. & S.F. Committee, using input from the local Club, information on other funding sources and an assessment of the request itself.

While these guidelines and formula may appear overly formal, it is highly desirable that the method of operation of the S. & S.F. Fund be understood and supported by all Lions and Lioness in the District.

District 5SKN Convention Revenue and Expense Budget

Host Club: _____ Dates of this Report: _____

Location: _____

Total Delegate Hotel & Motel accommodation available: _____

What Organization will do the Catering: _____

Total Anticipated Registration

Lions: _____ Ladies: _____ Lioness: _____ Leos: _____

Total: _____

Estimated Revenue

Individual Meal Tickets \$ _____

Meals: Breakfasts: _____ @ \$ _____ \$ _____

Luncheons: _____ @ \$ _____ \$ _____

Dinners: _____ @ \$ _____ \$ _____

Farewell Lunch or Brunch: _____ @ \$ _____ \$ _____

Ladies Meals: _____ @ \$ _____ \$ _____

Bar Revenues (net) \$ _____

Tail Twister Fines \$ _____

Total Estimated Revenue: \$ _____

Estimated Expenses

Meals: Breakfasts: _____ @ \$ _____ \$ _____

Luncheons: _____ @ \$ _____ \$ _____

Dinners: _____ @ \$ _____ \$ _____

Brunches: _____ @ \$ _____ \$ _____

Ladies Meals: _____ @ \$ _____ \$ _____

Room and Meeting Rentals: \$ _____

Entertainment: \$ _____

Printing & Supplies: \$ _____

Decorations: \$ _____

Publicity, including postage: \$ _____

Guest Speaker Expenses including gifts: \$ _____

Ladies Events: \$ _____

Other Expenses: \$ _____

Total Estimated Expenses: \$ _____

Net Profit or Loss Anticipated: \$ _____

Submitted by: _____ Lions Club (Attach supplementary sheets if necessary) Per: _____

District 5SKN Convention Report

(to be filed with the District Cabinet Secretary-Treasurer
not later than six(6) weeks following the date of convention)

Host Club: _____ Dates of Convention: _____

Total Registration

Lions: _____ Ladies: _____ Lioness: _____ Leos: _____
Total: _____

Revenue

Sale of Individual Meal Tickets	\$ _____
Other Revenues	\$ _____
Bar Revenues	\$ _____
Tail Twister Fines	\$ _____
Total Revenue:	\$ _____

Expenses

Meals:	Breakfasts: _____ @ \$ _____	\$ _____
	Luncheons: _____ @ \$ _____	\$ _____
	Dinners: _____ @ \$ _____	\$ _____
	Brunches: _____ @ \$ _____	\$ _____
	Ladies Meals: _____ @ \$ _____	\$ _____
Room and Meeting Rentals:		\$ _____
Entertainment:		\$ _____
Printing & Supplies:		\$ _____
Decorations:		\$ _____
Publicity, including postage:		\$ _____
Guest Speaker Expenses including gifts:		\$ _____
Ladies Events:		\$ _____
Other Expenses:		\$ _____
	Total Expenses:	\$ _____

Net Profit or Loss: \$ _____

Reimbursement Claim: \$ _____

Cheque for surplus enclosed: \$ _____

Submitted by: _____ Lions Club

DUTIES OF THE DISTRICT CURLING COMMISSIONER

The duties of the District 5SKN curling commissioner or designate shall be to conduct and direct all matters relating to the actual curling and more particularly the following:

1. To receive the names of the Zone winners, both Club and Players.
2. To advise the Host Club after the final Zone Curling Playoffs have been completed the number of teams that will compete.
3. To purchase suitable trophies, both for the ultimate winners and the runners up, to have proper inscriptions placed upon these trophies, to pay for ice rental and any other necessary expense.
4. To conduct the curling draw in an efficient manner.
5. To post the progress of the draw up in the curling rink.
6. To place the names of the competing rinks up over the ice surface of each game.
7. To impose any necessary penalty of lateness as defined in the rules governing playoffs.
8. To arrange for the actual presentation of the cup and trophies.
9. To co-ordinate any social functions of the host club with those of the visiting curlers and their partners in service.
10. To have the authority to appoint an assistant to be known as the Assistant Curling Commissioner, to assist in any or all curling matters, both within the District and Provincial, as directed by the District Curling Commissioner.

RULES GOVERNING DISTRICT CURLING PLAYOFFS

1. The locale of the District Playoffs shall be selected by the District Curling Commissioner in consultation with the District Cabinet and the various Lions Clubs.
2. The deadline for declaring Zone winners as entering clubs shall be January 31st of each year. This competition is open to all Lions, Lioness, Lion L's, or Leo clubs and any combination of aforementioned clubs. The number of entrants accepted to be determined by the Host Club.
3. It shall be the responsibility of the Zone Chairperson to advise the District Curling Commissioner of the club and names of the winning team in his/her Zone. Teams may consist of Lions and/or Lioness, Lion L's, or Leos, or any combination of aforementioned.
4. It shall be the responsibility of the District Curling Commissioner to advise the Provincial Curling Commissioner of the clubs and names of the winning teams in his/her District.
5. Curling expenses shall be shared between the host club and the participating teams.
6. Games are to be eight (8) ends or as determined by participants, including semi-finals and finals.
7. The penalty for late arrival at the ice for a scheduled game shall be one end and one point for each ten minutes late.
8. The type of draw shall be modified double knock-out. The winner of "A" side and the winner of "B" side shall represent the District in the Lions Provincial Curling Playoffs.
9. Games shall be played in accordance with the Saskatchewan Curling Association rules and interpretation.
10. The District Curling Commissioners' word on curling decisions not otherwise written into these rules shall be final.

RULES GOVERNING THE LIONS CURLING PLAYOFFS

1. A Curling Commissioner shall be appointed for each District and the Curling Commissioner's word on curling decisions not otherwise written into these rules, shall be final.
2. The Curling Commissioner of the Host District shall automatically be the Provincial Curling Commissioner, with assistants available in the offices of the District Curling commissioners in their respective order of rotation.
3. The trophy donated by the Swift Current Lions Club shall be presented annually to the winning club, to be held until the following year's competition. Suitable individual trophies are also to be awarded to an all-star team, to be awarded on their performance in the first three draws as recorded by scorekeepers, who are appointed by the Commissioner.
4. The deadline for declaring District winners shall be February 28 of each year.
5. No matter which Club wins the Provincial Championship, the locale for each years' playoffs shall alternate between, 5SKS and 5SKN presumably at such places where sufficient artificial ice is available.
6. The Host District and in particular the Host Club, shall give sufficient publicity to the playoff.
7. The penalty for late arrival at the ice for a scheduled game shall be one end and one point of each ten minutes late.
8. All games are to be eight (8) ends, including semi-finals and finals.
9. The type of draw shall be "DOUBLE KNOCK-OUT". The winner of the "B" side must beat the winner of the "A" side twice to be declared the Provincial Champion.
10. All games to be played in accordance with the Saskatchewan Curling Association rules and interpretation.

DUTIES OF THE PROVINCIAL CURLING COMMISSIONER

The duties of the Curling Commissioner shall be to conduct and direct all matters relating to the actual curling and more specifically the following:

1. To arrange for a Club to host the Provincial Curling Playoffs where four (4) sheets of artificial ice and suitable accommodation is available.
2. receive the names of the District winners, both Club and Players.
3. To purchase suitable trophies for the ultimate winners, runners-up and the all-star team, to have the proper inscriptions placed upon these trophies, to pay the ice rental and other necessary expenses.
4. conduct the double knock-out draw in an efficient manner.
5. To post the progress of the draw up in the curling rink.
6. To place the names of competing teams up over the ice surface of each game.
7. To impose any necessary penalty of lateness as defined in the rules governing playoffs.
8. To arrange for the actual presentation of the trophies.
9. To help co-ordinate any social functions of the Host Club with those of the visiting curlers and their partners in service.

ZONE, REGION AND COMMITTEE EXPENSES

Each Zone and Region Chairperson will receive expenses in the amount of 20 cents per kilometre on the following basis. The total kilometres for one visit to each club will be paid at 20 cents per kilometre. In order that any are paid the Zone or Region Chairperson must submit a report to the Cabinet giving the date and location of the visit to the club, if not all the clubs are visited expenses will only be paid to those that were visited.

Any Cabinet committee member who travels to a meeting on behalf of the District will also be paid on the basis of 20 cents per kilometre, if expenses are not covered from any other source.

The District Cabinet will also cover any legitimate expenses with respect to the District such as postage, envelopes and paper and photo copy expenses provided bills are submitted to verify such expenses.