

**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS DISTRICT 303  
(HONG KONG & MACAO, CHINA)  
CONSTITUTION AND BY-LAWS**

## **CONSTITUTION**

### **ARTICLE I**

#### **Name**

This Organization shall be known as District 303 (Hong Kong & Macao, China) (hereinafter referred to as "**the District**") of The International Association of Lions Clubs (hereinafter referred to as "**Lions Clubs International**").

### **ARTICLE II**

#### **Purposes**

The Purposes of this Organization shall be :

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in the District.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by Club members.
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

### **ARTICLE III**

#### **Membership and Boundary Lines**

##### **Section 1      Membership**

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

##### **Section 2      Boundary Lines**

The boundary lines of the District shall be the boundary lines of Hong Kong and Macao respectively

as promulgated by Orders from time to time of the State Council of the People's Republic of China.

## ARTICLE IV Emblem, Colours, Slogan and Motto

### Section 1 Emblem

The emblem of this Organization and each chartered Club shall be of a design as follows:



### Section 2 Use of Name and Emblem

Use of the name, goodwill, emblem and other logos of this Organization shall be according to the guidelines established from time to time in the By-Laws.

### Section 3 Colours

The colours of this Organization and of each chartered Club shall be purple and gold.

### Section 4 Slogan

Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

### Section 5 Motto

Its Motto shall be: We Serve.

## ARTICLE V District Organization

### Section 1 Regions and Zones

The District Governor may divide the District into Regions. Each such Region shall have not less than Twelve (12) Lions Clubs, divided into Zones, each of which shall be of not less than Three (3) nor more than Eight (8) Lions Clubs, giving due regard to the geographical location of the Clubs. All such Regions and Zones shall be subject to change by the District Governor. Each Region may have a Region Chairperson and each Zone a Zone Chairperson appointed by the District Governor.

### Section 2 Appointment of Region/Zone Chairpersons

The District Governor shall appoint, by the time he/she takes office, one Region Chairperson for each Region and one Zone Chairperson for each Zone in the District.

Section 3 Qualifications for a Region Chairperson [Old Bylaws, Art. II, Sec. 5]

A Region Chairperson shall be an Active Member in good standing of a chartered Lions Club in good standing in the District and have served:

- (a) As President of a Lions Club for a full term or major portion thereof, ~~or~~ and as a member of the Board of Directors of a Lions Club for not less than two (2) additional years; and
- (b) Have served or will have served at the time of taking office as Region Chairperson as a Cabinet Secretary and/or Cabinet Treasurer or Zone Chairperson for a full term or major portion thereof.

Section 4 Qualifications for a Zone Chairperson

A Zone Chairperson shall be an Active Member in good standing of a chartered Lions Club in good standing in the District and have served as President of a Lions Club for a full term or major portion thereof, and as a member of the Board of Directors of a Lions Club for not less than two (2) additional years.

ARTICLE VI

**Officers and District Cabinet**

Section 1 Officers

The Officers of the District shall be the District Governor, the Immediate Past District Governor, the First Vice District Governor, the Second Vice District Governor, the Cabinet Secretary, the Cabinet Treasurer, the Region Chairpersons and the Zone Chairpersons. Each such Officer shall have to be a member in good standing of a Lions Club in good standing in the District.

Section 2 District Cabinet

The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary and the Cabinet Treasurer, and such other Club members as may be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the Global Membership Team District Coordinator, Global Leadership Team District Coordinator, Global Service Team District Coordinator and LCIF district coordinator shall be non-voting members of the District Cabinet. Each such Cabinet member shall be a member in good standing of a Lions Club in good standing in the District.

Section 3 Election/Appointment of District Cabinet

The District Governor, First Vice District Governor and Second Vice District Governor shall be elected at the Annual District Convention of the District. The District Governor shall appoint, by the time he takes office, the Cabinet Secretary, the Cabinet Treasurer, one Region Chairperson for each region, one Zone Chairperson for each zone, in the District, Global Membership Team District Coordinator, Global Leadership Team District Coordinator, Global Service Team District Coordinator, and such other Club members as may be included in the District Cabinet.

#### Section 4 Removal

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

### ARTICLE VII Cabinet Vacancies

#### Section 1 Vacancy in the office of District Governor

- (a) In the event of a vacancy in the office of District Governor, the First Vice District Governor shall act for the time being as district governor and shall perform the duties of, and have the same authority as, the District Governor, pending the office being filled in accordance with the provisions of the International Constitution and By-Laws as follows.
- (b) The Immediate Past District Governor, First and Second Vice District Governors, the Region Chairpersons, Zone Chairpersons, the Cabinet Secretary and Cabinet Treasurer and Past District Governors, Past International Presidents and Past International Directors in the District shall convene at a date, time and place called and determined by the Immediate Past District Governor to select a replacement for recommendation to the International Board of Directors.
- (c) In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of District Governor, he/she must:
  - (i) Be an Active Member in good standing of a chartered Lions Club in good standing in the District; and
  - (ii) Have served or will have served at the time he/she takes office as District Governor:
    - (aa) As officer of a Lions Club for a full term or major portion thereof; and
    - (bb) As a member of the District Cabinet for two (2) full terms or major portion thereof.
    - (cc) With none of the above being accomplished concurrently.

#### Section 2 Vacancy in the office of First or Second Vice District Governor

- (a) In the event of a vacancy arising in the office of First or Second Vice District Governor, the District Governor shall convene a meeting of the members of the existing Cabinet as provided for in the International Constitution and By-Laws and all past International officers who are members in good standing of a chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified Club member, qualified as set forth herein, as First or Second Vice District Governor (as the case may be) for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recent Past District Governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the International office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

- (b) In order for a Lion to be eligible and qualified for selection to fill a vacancy in the office of First or Second Vice District Governor (as the case may be), he/she must
  - (i) Be an Active Member in good standing of a chartered Lions Club in good standing in the District; and
  - (ii) Have served or will have served at the time he/she takes office as First or Second Vice District Governor (as the case may be):
    - (aa) As officer of a Lions Club for a full term or major portion thereof; and (bb) As a member of the District Cabinet for a full term or major portion thereof.
    - (cc) With none of the above being accomplished concurrently.

### Section 3 Other vacancies

Any vacancy in office in the Cabinet except that of District Governor and First and Second Vice District Governors shall be filled by appointment from the District Governor for the unexpired term.

### Section 4 Cessation of Term of Office [Old Constitution Art. IV, Sec. 4, (f) & (g)]

- (a) If any District Officer shall cease to be a Lion in good standing in the District or shall reside abroad, his term of office shall thereupon automatically cease and the District Governor shall appoint a successor to fill the office.
- (b) If any Region Chairperson or Zone Chairperson shall cease to be a member of a Club in the Region or Zone from which he/she has been appointed, his/her term of office shall automatically cease and the District Governor shall appoint a successor to fill the office.

## ARTICLE VIII District Committees

### Section 1 District Governor's Advisory Committees

A District Governor's Advisory Committee shall be formed in each Zone with the Zone Chairperson and the Presidents and Secretaries of the Clubs in the Zone, and shall be presided over by the Zone Chairperson. At a date, time and place decided upon by the Zone Chairperson, the Committee shall hold a first meeting which shall be within ninety (90) days after the adjournment of the preceding International Convention; a second meeting shall be held during November/December; a third meeting during February/March; and a fourth meeting approximately thirty (30) days prior to the District Convention.

### Section 2 District Global Action Team

Chaired by the District Governor and includes the GMT District Coordinator, GST District Coordinator and GLT District Coordinator, the District Global Action Team develops and initiates a coordinated plan to help Clubs in the District expand humanitarian service, achieve membership growth, and develop future leaders. It meets regularly to discuss the progress of the plan and initiatives that may support the plan, collaborates with members of the District's Global Action Team

to learn about initiatives and best practices, shares activities, achievements and challenges with members of the District Global Action Team, attends the District Governor Advisory Committee meeting and other Zone, Region, District meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to Club practices.

### Section 3 District Governor's Honorary Committee

There shall be a District Governor's Honorary Committee composed of all Past District Governors resident in the Territory of the District who are members in good standing of Clubs in good standing within the District. This Committee shall meet when and as called upon by the District Governor to advise the District Governor on matters affecting the District's welfare. It shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Committee Chairperson shall be appointed by the District Governor, and shall attend meeting of the Cabinet when requested by the District Governor.

### Section 4 Other Committees

The District Governor may from time to time appoint such Committees as he thinks fit to deal with specific matters within the District on either standing or ad hoc basis with power reserved to the District Governor to remove, suspend, re-instate and re-appoint any Chairperson and/or member in such Committees, and/or to fill any vacancy, if and when circumstances require. This Section shall not apply to Convention Committees which shall be governed by the By-Laws.

## ARTICLE IX

### **Lions Affiliate Organizations**

From time to time the District may affiliate itself with other benevolent and/or charitable organizations or government bodies to undertake long-term projects with aims and objectives acceptable to the Lions Clubs International. Where the constitution of such organizations or bodies requires, the District Governor shall appoint among the Lions in the District representatives to act on behalf of the District and to serve on the Board or in any other position in such organizations or bodies. The District Governor shall have power to remove, suspend, reinstate and/or reappoint any such representatives, and/or to fill any vacancy, if and when circumstances require.

## ARTICLE X

### **District Convention**

#### Section 1 Date, Time and Place

An Annual Convention of the District shall be held in each year not later than the 15th of May, in Hong Kong unless otherwise resolved by the immediately preceding annual convention of the District, and at a date, time and place to be fixed by the District Governor.

## Section 2 Club Delegates Formula

- (a) Each chartered Club in good standing in Lions Clubs International and in the District shall be entitled in each annual convention of the District to one (1) delegate and one (1) designated alternate for each ten (10) members who have been enrolled for at least one year and a day in said Club or major fraction (hereinafter defined) thereof, as shown by the records of the International Office on the first day ("the record date") of the month last preceding that month during which the convention is held, PROVIDED, however, that each such Club shall be entitled to at least one (1) delegate and one (1) such alternate; and FURTHER PROVIDED, that any Club which is newly chartered, and any other chartered Club which takes in new members prior to the convening of any such convention, shall have its delegate quota determined on the basis of members who have been enrolled for at least one year and a day in said Club on such record date in the records of the International Office. All eligible delegates and alternates must be members in good standing of a Club in good standing in the District.
- (b) Each Club member in good standing of a chartered Club in good standing in the District, who has at sometime in the past served, or is serving, as International President, or as an International Director, of Lions Clubs International, shall be entitled to full delegate privileges at each annual Convention of the District. No such Past International President or Past International Director shall be counted as a delegate of his Club, in the Club Delegate Formula as provided in this Section, for any such Convention.
- (c) Although a member-at-large shall not be eligible to hold office or to vote in any International Convention or District Convention, in arriving at the delegate entitlement for a Club, all Club members therein are counted, including members-at-large.
- (d) The major fraction referred to in this Section shall be five or more members.
- (e) Any Lions Club owing the District statutory dues (as distinct from voluntary contributions) amounting to the sum of HK\$2,000 or above, on the last day of March immediately preceding the District Convention, shall not be qualified to take part at the said District Convention either through delegate representation or in the nomination of candidate for District Governor, First Vice District Governor and/or Second Vice District Governor, PROVIDED, however, that delinquent dues may be paid and good standing acquired at any time up to fifteen (15) days prior to the close of the credential certification, as such closing time shall be established by the rules of the District Convention.

## Section 3 Quorum and Vote

- (a) The attendance in person of a majority of the delegates registered at a District Convention shall constitute a quorum at any session thereof.
- (b) Each certified delegate present in person at a District Convention shall be entitled to cast one vote only for each office to be filled, and one vote only on each question submitted to, the District Convention.
- (c) Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on

any question shall be the act of the District Convention. For the purpose of any voting, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.

## ARTICLE XI

### **District Dispute Resolution Procedure**

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

## ARTICLE XII

### **Supremacy**

- (a) The Constitution and By-Laws of Lions Clubs International shall govern all matters not covered in this Constitution and the By-Laws made thereunder.
- (b) The Standard Form District Constitution and By-Laws shall govern the District unless otherwise amended as provided herein and in the By-Laws annexed hereto so as not to conflict with the International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the Constitution and By-Laws of the District and the International Constitution and By-Laws, then those set out in the latter shall govern.



## **BY-LAWS**

### **ARTICLE I**

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

##### **Section 1 District Governor**

Under the general supervision of the International Board of Directors, he/she shall represent Lions Clubs International in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the First and Second Vice District Governor, Region Chairpersons, Zone Chairpersons, the Cabinet Secretary, Cabinet Treasurer and such other Cabinet members as may be provided for in this District Constitution and By-laws. His/her specific responsibilities shall be to:

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

## Section 2 First Vice District Governor

The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

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

## Section 3 Second Vice District Governor

The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the District, and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this Organization.
- (b) Perform such administrative duties assigned by the District Governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in Cabinet meetings, and conduct meetings in the absence of the District Governor and First Vice District Governor.
- (e) Familiarize himself/herself with the health and status of the Clubs in the District, review the monthly financial report and assist the District Governor and the First Vice District Governor in identifying and strengthening the existing and potential weak Clubs.
- (f) Conduct club visitation, as the representative of the District Governor, when requested by the District Governor.

- (g) Assist the District Governor and First Vice District Governor in planning and conducting the annual District Convention.
- (h) Work with the District LCIF coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
- (i) Work with the District Information Technology Committee and assist that committee to promote the use of the website of the Organization and the internet among the Clubs and members to obtain information, file reports, purchase Club supplies, etc.
- (j) At the request of the District Governor, supervise other District committees.
- (k) Assist the District Governor, First Vice District Governor, and the Cabinet in planning of the next year, including the District budget.
- (l) Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the offices of District Governor and/or First Vice District Governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting District Governor or acting First Vice District Governor until the vacancies are filled according to these By-Laws and rules of procedure adopted by the International Board of Directors.

#### Section 4      Cabinet Secretary

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

- (a) Further the Purposes of this Organization;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - (1) Keep an accurate record of the proceedings of all meetings of the Cabinet, and within five (5) days after each meeting forward copies of the same to all members of the Cabinet, and the office of Lions Clubs International.
  - (2) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the secretary of each Club in the District.
  - (3) Make reports to the Cabinet as the District Governor or Cabinet may require.
  - (4) Keep accurate 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 of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such records as requested to any auditor appointed by the District Governor.
  - (5) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
  - (6) Deliver, in a timely manner, at the conclusion of his/her term in office, full set of records of the District to his/her successor in office.
- (c) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

#### Section 5      Cabinet Treasurer

He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall

be to:

- (a) Further the Purposes of this Organization;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - (1) Collect and receive for all dues and taxes levied on members and Clubs in the District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor.
  - (2) Keep accurate books and records of account, and permit inspection of the same by the District Governor, any Cabinet member and any Club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
  - (3) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
  - (4) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the District to his/her successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

#### Section 6 Global Service Team (GST) District Coordinator

The GST District Coordinator is a member of the District Global Action Team. His/her responsibilities include:

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

#### Section 7 Global Membership Team (GMT) District Coordinator

The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities

include:

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

#### Section 8 Global Leadership Team (GLT) District Coordinator

The GLT District Coordinator is a member of the District Global Action Team. His/her responsibilities include:

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

## Section 9 LCIF District Coordinator

The LCIF District Coordinator is nominated by the District Governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF while working closely with District leadership. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the District on the various grants and projects supported by LCIF. Assist District Governors with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in District publications, during District events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (g) Encourage Clubs to select a Lion to serve as the Club LCIF coordinator (which may be the Immediate Past Club President). Host an annual training for Club LCIF coordinators. Communicate with each LCIF Club coordinator quarterly.
- (h) In collaboration with the District Governor, develop and execute a plan with agreed-upon goals. Communicate as frequently as possible with the LCIF to discuss progress and challenges.

## Section 10 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. The Region Chairperson is a member of the District Global Action Team. His/her specific responsibilities should be to:

- (a) Further the Purposes of this Organization.
- (b) Supervise the activities of the Zone chairpersons of the Clubs in his/her Region and such District Committee chairpersons as may be assigned to him/her by the District Governor.
- (c) In coordination with the GMT District Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- (d) Visit a regular meeting of each Club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor and the GMT District Coordinator, the GLT District Coordinator and the GST District Coordinator, as appropriate.
- (e) Visit a regular Board of Directors meeting of each Club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor and the GMT District Coordinator, the GLT District Coordinator and the GST District Coordinator as appropriate.
- (f) Endeavour to have every club in his/her region operating under a duly adopted club constitution and by-laws.
- (g) Promote the Club Quality Initiative to the Clubs within the Region.
- (h) In coordination with the District GLT coordinator, play an active role in supporting leadership initiatives by informing Lions within the Region about leadership development opportunities in

the Region or District.

- (i) In coordination with the GST District coordinator, play an active role in promoting global service initiatives by informing Lions within the Region about service opportunities in the Region or District.
- (j) Promote representation at International and District conventions by at least the full quota of delegates to which Clubs in his/her Region are entitled.
- (k) Carry out such official visitations to Club meetings and charter nights as shall be assigned to him/her by the District Governor.
- (l) Perform such additional assignments as shall be given to him/her from time to time by the District Governor.

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

#### Section 11 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. The Zone Chairperson is a member of the District Global Action Team. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this Organization.
- (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) Endeavour to include the GMT District Coordinator, the GLT District Coordinator and the GST District Coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the Clubs within the Zone.
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor. Copies should also be sent to the GMT District Coordinator, the GLT District Coordinator, the GST District Coordinator and Region Chairperson when appropriate.
- (e) Promote the Club Quality Initiative to the Clubs within the Zone.
- (f) In coordination with the GMT District Coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all Clubs in his/her Zone.
- (g) In coordination with the GLT District Coordinator, play an active role in supporting leadership initiatives by informing Lions within the Zone about leadership development opportunities at the Zone or District.
- (h) In coordination with the GST District Coordinator, play an active role in promoting global service initiatives by informing Lions within the Zone about service opportunities in the Zone or District.
- (i) Represent each Club in his/her Zone in any problems with the District or Lions Clubs International.
- (j) Supervise the progress of district, and Lions Clubs International projects in his/her Zone.
- (k) Endeavour to have every Club within his/her Zone operating under a duly adopted club constitution and by-laws.
- (l) Promote representation at International and District conventions by at least the full quota of delegates to which Clubs in his/her Zone are entitled.

- (m) Visit a regular meeting of each Club in his/her Zone once or more during his/her term of office, reporting his/her findings to the Region Chairperson – particularly with respect to weaknesses he/she may have discovered (copy to District Governor).
- (n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

#### Section 12 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 Chairpersons or other assigned District Cabinet members, reports and recommendations which concern the Clubs and Zones.
- (c) Supervise the collection of all dues and taxes by the Cabinet Treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the District.
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet Secretary and/or the Cabinet Treasurer (if applicable).
- (e) Secure, semi-annually or more frequently, District financial reports from the Cabinet Treasurer.
- (f) Provide for an audit of the books and accounts of the Cabinet Treasurer and with the District Governor's approval, set up definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.

## ARTICLE II Meetings

#### Section 1 District Cabinet Meetings

##### (a) Regular Meeting

A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first of which being held within sixty (60) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time and place and an agenda determined by the District Governor shall be given to each member by the Cabinet Secretary. Past District Governors residing in the District shall have the right to attend and voice their views.

##### (b) Special Meeting

Special meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary.



(c) Quorum and Vote

The attendance of a majority of the members of the District Cabinet shall constitute a quorum for any meeting thereof. Voting members shall comprise the District Governor, Immediate Past District Governor, the First Vice District Governor, the Second Vice District Governor, the Cabinet Secretary, the Cabinet Treasurer, the Region Chairpersons, and the Zone Chairpersons. The Global Membership Team District Coordinator, Global Leadership Team District Coordinator, Global Service Team District Coordinator, and LCIF district coordinator shall be non-voting members in accordance with Article VI Section 2 of the Constitution. The District Governor shall have a casting vote.

Section 2 Region 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, should be held during the Fiscal Year at times and places fixed by the Region Chairperson of the respective Region.

Section 3 Zone Meetings

Meetings of representatives of all the 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.

**ARTICLE III  
Administration Fund**

Section 1 District Administration Fund

- (a) To provide revenue to defray the administrative expenses of the District, there shall be set up a District Administration Fund to which an annual per capita levy shall be paid by all the Clubs in the District according to the number of members in each Club. The amount of the levy shall be determined by the District Governor and the Cabinet at their first Cabinet Meeting and will be circulated to the Clubs. It shall be collected and paid in advance by each Club in two (2) semi-annual payments as follows: 50% thereof in August and 50% thereof in February of each Fiscal Year, with billings of the same to be based upon the roster of each Club as of the first days of July and January respectively, immediately preceding. Such a levy shall be paid to the Cabinet Treasurer by each Club in the aforesaid manner, except newly chartered and re-organized Clubs, which shall collect and pay the levy on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. The per capita levy shall be disbursed only for administrative expenses of the District and only upon approval by the District Governor. Disbursements therefrom shall be by cheques drawn and signed by the Cabinet Secretary or the Cabinet Treasurer, and counter-signed by the District Governor or the First Vice District Governor.

- (b) Expenses of the District Governor in connection with his attending the International Convention shall be considered District administrative expenses. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International.

## Section 2 Budget

The annual budget on the District Administration Fund as proposed by the District Governor shall first be discussed and, if thought fit, endorsed in a Joint Meeting of the District Governor's Advisory Committees of all the Zones in the District (hereinafter referred to as "Joint Advisory Zone Meeting") before it is formally placed for approval before the first Cabinet meeting of the Fiscal Year. Expenditure by the District Governor and District Officers should be made in accordance with the approved budget. Approval must be sought at a Joint Advisory Zone Meeting for any expenditure made or to be made in excess of the budget. If the District Governor spends or allows any of the Cabinet Officers to spend on any item an amount greater than that provided in the budget without the approval of the Joint Advisory Zone Meeting, the District Governor shall be held responsible to refund to the District the whole amount in excess of the budget.

## Section 3 Headquarters Maintenance Fund

There shall be set up a Headquarters Maintenance Fund. Each new member admitted to a chartered Club in the District shall, in addition to the regulatory payments of fees and dues as stipulated by such Club, contribute a sum as determined by the District Cabinet from time to time to the District Headquarters Maintenance Fund on his admission. Such sum shall be transferred to the Cabinet Treasurer within the month of its collection. The amount of such contribution shall be subject to review by the District Cabinet from time to time as the District Cabinet sees fit.

# ARTICLE IV District Project Fund

## Section 1 Establishment of Project Fund

To provide revenue to defray expenses in furtherance of the Objects of Lions Clubs International in the District, there shall be set up a District Project Fund ("**District Project Fund**"). Contributions to the District Project Fund shall in the first instance be collected by the Cabinet Treasurer and shall so soon as may be practicable after receipt be paid to the Hongkong & Macau Lions Foundation ("**HKMLF**"), and shall be administered by HKMLF in accordance with the provisions contained in its Articles of Association. HKMLF shall hold the landed properties of the District, and shall also administer donations for charitable purposes and/or specific projects from other sources.

## Section 2 Amount of contribution

The District Governor shall propose the amount to be contributed to the District Project Fund by each member of all the Lions Clubs in the District for each Fiscal Year, and such proposal shall be discussed and, if thought fit, endorsed at the first Joint Advisory Zone Meeting of such Fiscal Year.

### Section 3 Specified Purposes

The funds of HKMLF shall not be used for any purpose other than those specified in Part A: Mandatory Articles of its Articles of Association. Subject to the compliance of the Third Clause of Part A: Mandatory Articles of its Articles of Association and the provisions in Article 57 of Part B: Other Articles, HKMLF shall comply with request for appropriation of funds by the District, made by the District Governor thereof on its behalf.

### Section 4 Designated Project Fund and General Project Fund

In this section, the exact amount of funds and donations raised by or through the efforts of the District Governor for the time being of the District during his tenure, together with those funds and donations raised in the lionistic year (from July to June) preceding his tenure, including those raised through the Lions Walk and/or such similar District fund-raising campaign bearing a different name, intended for carrying out service projects, which have actually been received by HKMLF, shall be called “**Designated Project Fund**”. All other funds and donations held by HKMLF (including all interest earned, if any) shall be called “**General Project Fund**”.

### Section 5 Application in excess of Designated Project Fund

Before any application for appropriation of funds by HKMLF, made by the District Governor for the time being of the District, is approved, the applicant is required to satisfy HKMLF that the purpose of such funds is of a charitable nature and is in furtherance of the objects of HKMLF as provided in the Third Clause of Part A: Mandatory Articles of its Articles of Association. HKMLF, if satisfied that such requirement has been fully met, shall make appropriation accordingly, but only to the extent of the amount of the Designated Project Fund. For any application for appropriation of funds in excess of what has already been approved up to the limit of the Designated Project Fund, the applicant shall be required to obtain the prior approval in support of such application by an ordinary resolution of a Joint Advisory Zone Meeting for the time being of the District; and, in order that such amount applied for may exceed the Designated Project Fund by a proportion of more than 20% thereof, the prior approval of a simple majority of the members of the Honorary Committee currently serving and residing in the District shall also have been obtained.

### Section 6 Surplus to General Project Fund

Any surplus left of the Designated Project Fund from year to year which has not been appropriated during the tenure of the incumbent District Governor of the District shall be transferred to the General Project Fund. The preceding sentence does not prevent the appropriation of funds applied for during the tenure of the incumbent District Governor but consideration of the application for appropriation takes place only after his tenure; and for the avoidance of doubt, any funds thus approved for appropriation shall fall outside the surplus mentioned in this section.

## ARTICLE V (Old Constitution Art. VIII) **District Convention**

### Section 1 Official Call

The District Governor shall issue an official call by printed or electronic means to all Clubs in the District for the annual District Convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

### Section 2 Site Change

The District Cabinet shall retain, and have, power to change at any time, for good reason, the Convention site previously chosen and neither the District, the District Officers of the District nor any member of the District Cabinet, shall incur any liability thereby to any Club or Club member in the District by virtue or as a consequence thereof. Notice of any site change shall be furnished in writing to each Club in the District no less than thirty (30) days prior to the convening date of the annual Convention.

### Section 3 Officers

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

### Section 4 Sergeant-At-Arms

A Convention Sergeant-at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the District Governor.

### Section 5 Official Report

Within fifteen (15) days after the close of each District Convention, the Cabinet Secretary shall transmit one copy of the complete proceedings to the International Office. Upon written request from any Club in the District a copy shall be furnished to said Club.

### Section 6 District Convention Committees

The District Governor shall appoint and fill vacancies occurring from time to time not more than six (6) Past Presidents as members of the District Convention Committee; and also the chairpersons and members respectively of the Convention Constitution & By-Laws Committee, Resolutions Committee and Election Committee, each Committee to comprise not more than five (5) members including its chairperson. All such Committees shall perform such duties as the District Governor may designate in accordance with the Purposes and Objects of Lions Clubs International. No candidates for the office of District Governor, First Vice District Governor or Second Vice District Governor shall serve on any of the statutory Committees of the District Convention.

### Section 7 Nominating Committee

- (a) The District Governor shall appoint by written notification received at least sixty (60) days prior to the District Convention, a Nominating Committee of not less than three (3) and not more than five (5) members, all of whom shall be Past District Governors of and residing in the District, and each of whom shall be a member in good standing of a different Lions Club in good standing in the District and shall not through the duration of such appointment hold any District Cabinet or International office either by election or appointment, whose names and addresses shall be sent to all Clubs in the District. Members of the Nominating Committee shall elect a chairperson

- among themselves at their first meeting.
- (b) All Past District Governors residing in the District shall act as advisors at meetings of the Nominating Committee so appointed.
  - (c) The Nominating Committee shall be charged with the responsibility of screening all the candidate(s) for the office of District Governor, First Vice District Governor and Second Vice District Governor as to their Lionistic qualifications, as stipulated in Article VI of the By-Laws, and shall be charged with such further responsibility as may be necessary under Article VIII Section 2.
  - (d) The Nominating Committee shall appoint such number of Parliamentarians as it deems fit to take part in the District Convention, who shall be active Lions in good standing in their Clubs.
  - (e) Nominations shall be received in writing in a format prescribed by the Nominating Committee.
  - (f) The Nominating Committee shall enlist the names of all candidates, who shall have been found to be suitable for election, in alphabetical order, and present such list to the Convention Chairperson at least forty-eight (48) hours before the District Convention.

#### Section 8 Credentials Committee

The Credentials Committee of the District Convention shall be composed of the District Governor, as chairperson, the Cabinet Secretary, the Cabinet Treasurer, and two other non-officers of the District appointed by the District Governor, each of whom shall be a member in good standing of a different Lions Club in good standing in the District. The Credentials Committee shall certify the number of delegates to which each Club is entitled, the standing of each delegate and the attendance of delegates at the District Convention. The non-officers shall not, through the duration of the appointment, hold any District or International office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

#### Section 9 Order of Convention Business

The District Governor shall arrange the order of business for the District Convention, and the same shall be the order of the day for all sessions.

### ARTICLE VI

#### **District Governor, First Vice District Governor and Second Vice District Governor Nominations and Lionistic Qualifications**

Section 1 District Governor, First and Second Vice District Governor Nomination Procedures  
Any qualified member of a Club in the District seeking the office of District Governor, First Vice District Governor, or Second Vice District Governor, shall file his/her intention to so run in writing

with the Nominating Committee not less than twenty-one (21) days prior to the day of the District Convention, and furnish therewith evidence of his/her compliance with Lionistic qualifications for said office set out in the International Constitution and By-Laws, together with any other information as may be reasonably required by the Nominating Committee to enable his candidacy to be considered for election. The Nominating Committee shall place in nomination at the District Convention the name(s) of all candidate(s) so qualified. If none is received and/or so qualified, then, but only then, nominations for the office may be made from the floor. A candidate shall be allowed a campaign speech to be given by himself/herself of no more than five (5) minutes duration.

#### Section 2 District Governor Lionistic Qualifications

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 the District;
- (b) Secure the endorsement of his/her Club or a majority of the Clubs in the District;
- (c) Currently be serving as the First Vice District Governor within the District; and
- (d) Only in the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the District Convention, any Club member who fulfills the qualifications for the office of Second Vice District Governor as set forth in these By-Laws and who is currently serving or who has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements of Subsection (c) of this Section.

#### Section 3 First Vice District Governor Lionistic Qualifications

A candidate for the office of First Vice District Governor shall:

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in the District;
- (b) Secure the endorsement of his Club or a majority of the Clubs in the District;
- (c) Currently be serving as the Second Vice District Governor of the District, and
- (d) Only in the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the District convention, any Club member who fulfills the qualifications for the Office of Second Vice District Governor as set forth in these By-Laws shall fulfill the requirements of Subsection (c) of this Section.

#### Section 4 Second Vice District Governor Lionistic Qualifications

A candidate for the office of the Second Vice District Governor shall:

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in the District;
- (b) Secure the endorsement of his/her Club or a majority of the Clubs in the District; and
- (c) Have served or will have served at the time he/she takes office as Second Vice District Governor:
  - (i) As President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for not less than two (2) additional years;

- (ii) As Cabinet Secretary, Cabinet Treasurer, Region Chairperson or Zone Chairperson for a full term or major portion thereof; and
- (iii) With none of the above being accomplished concurrently.

#### Section 5 Term of Office

Each District Governor, First Vice District Governor and Second Vice District Governor shall serve for a term of one year which term shall commence with the close of the International Convention held in the calendar year of his election, if so held, but if not, then on 1<sup>st</sup> July next following his election and shall terminate with the close of the International Convention held in the calendar year next following the calendar year of his election, if so held, but if not, then on 30<sup>th</sup> June of the calendar year next following the calendar year of his election.

### ARTICLE VII Election Proceedings

#### Section 1 Election of the District Governor

- (a) The election of the District Governor shall be conducted by a secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected.
- (b) For each of such elections, if, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected. If, however, after the third balloting, the result is still a tie, the Convention Chairperson shall call on the Election Committee to prepare lots and the candidates receiving the tie votes shall cast lots before this Committee within one (1) hour after the election shall have been declared a tie. If any such candidate shall fail to appear within the said hour, the Election Committee shall cast a lot for him. The candidate to whom the lot shall fall shall be declared elected. The type of lot to be cast shall be determined by the Election Committee.
- (c) For each of such elections, in the event that there is only one candidate, he/she is required to secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected.
- (d) For purpose of any of the aforesaid elections, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.
- (e) If the District Governor candidate fails to secure a simple majority of the affirmative votes cast, the said candidate is defeated. The District has failed to elect a District Governor. In such event, the District Governor shall be appointed by the International Board of Directors. The District Governor, or the Immediate Past District Governor, or if none is available, then the most recent

Past District Governor available shall convene a meeting to be held within 15 days after such District Governor candidate is defeated, with the District Governor, Immediate Past District Governor, First and Second Vice District Governors, the Region Chairpersons, Zone Chairpersons, the Cabinet Secretary, the Cabinet Treasurer and all past International Presidents (residing in District 303), all past International Directors (residing in District 303) and Past District Governors, who are members in good standing, invited to attend. Such a meeting is to be chaired by the convenor and written invitations are to be sent by him. Each Lion, who is entitled to receive an invitation to attend and is present at the said meeting shall be entitled to cast one vote for the Lion of his choice (which may include but not limited to the said defeated candidate) as the recommendee for the appointment to the office of District Governor by the International Board of Directors. It is the duty of the chairperson at such meeting to report the result thereof in particular the name(s) of the recommendee(s) and the number of votes given to each of them to the International Board of Directors within seven (7) days of such meeting together with evidence of invitation sent and attendance at said meeting. The International Board of Directors may consider such recommendation but is not bound by such.

## Section 2 Election of the First and Second Vice District Governor

- (a) The election of the First Vice District Governor and the Second Vice District Governor shall each be conducted by a secret written ballot and each of the First Vice District Governor Candidate and the Second Vice District Governor Candidate is required to secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected. For the purpose of any of the aforesaid elections, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.
- (b) Subject to sub-paragraphs (c) and (d) hereof, the candidate receiving the largest number of the votes cast shall be declared elected.
- (c) In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected. If, however, after the third balloting, the result is still a tie, the Convention Chairperson shall call on the Election Committee to prepare lots and the candidates receiving the tie votes shall cast lots before this Committee within one (1) hour after the election shall have been declared a tie. If any such candidate shall fail to appear within the said hour, the Election Committee shall cast a lot for him. The candidate to whom the lot shall fall shall be declared elected. The type of lot to be cast shall be determined by the Election Committee.
- (d) If the First Vice District Governor candidate, or the Second Vice District Governor candidate, as the case shall be, fails to secure a simple majority of the affirmative votes cast, the said candidate is defeated. In the event that the District fails to elect a First Vice District Governor or a Second Vice District Governor, he shall be appointed in the following manner to fill the term.
- (e) The District shall convene a meeting of the members of the existing Cabinet as provided for in the International Constitution and By-Laws and all past international officers and Past District Governors who are residing in District 303 and who are members in good standing respectively



of a chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified Club member (including but not limited to the defeated candidate) to fill the vacuum left by the defeated candidate for the remainder of the term. It shall be the duty of the District Governor, or if not available, the most recent Past District Governor who is available to send out invitations to attend said meeting and it shall also be his responsibility to preside as chairperson of the meeting. The chairperson shall convey the result to Lions Clubs International within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his choice.

### Section 3 Report of results of election

The names of the District Governor Elect, the First Vice District Governor Elect and the Second Vice District Governor Elect shall be reported within three (3) days after the close of the District Convention by the incumbent District Governor to the International President and International Board of Directors for confirmation.

## ARTICLE VIII

### **Nominations and Endorsement Third Vice-President and International Director Nominees**

#### Section 1 Endorsement Procedure

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsements of the District Convention as a Candidate for the Office of International Director or Third Vice-President shall:

- (a) Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor, no less than sixty (60) days prior to the convening date of the District Convention at which the question of endorsement is to be voted upon; and
- (b) Deliver with the said Notice of Intention evidence of fulfilment of the qualifications for such office set forth in the International Constitution and By-Laws.

#### Section 2 Nomination

Each Notice of Intention as delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the Convention, as soon as the Nominating Committee has been appointed under Article V Section 7 of these By-Laws. The Nominating Committee shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws and, so far as may be applicable, as provided in Section 7 of this Article, and shall place in nomination at the District Convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

#### Section 3 Campaign Speech

Each such nominee for endorsement shall be entitled to one campaign speech of not more than five

(5) minutes duration.

#### Section 4     Vote

The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared as the endorsed candidate of the Convention and District. In the event of a tie vote, or failure of one nominee receiving the required majority of votes on any ballot, the balloting shall continue until there shall be one nominee who receives the required majority of votes cast. For the purpose of any voting, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.

#### Section 5     Certification of Endorsement

Certification of Endorsement of Candidacy by the District Convention shall be made in writing to Lions Clubs International by the District officials designated in accordance with the requirements therefor set forth in the International Constitution and By-Laws. The District Governor shall further send a copy of the same to the Orient and South East Asia Lions (OSEAL) Forum within thirty (30) days after the District Convention at which the endorsement is given, or if by then the Resolutions Committee of the next ensuing OSEAL Forum has not yet been formed, so soon as may be practicable after such Committee is formed.

#### Section 6     Validity

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

#### Section 7     Qualifications

A member of a Lions Club seeking election for the office of the Third Vice-President or International Director of Lions Clubs International shall be required to have the following qualifications:

- (a) A candidate for the Office of Third Vice-President of Lions Clubs International shall:
  - (1) be an Active Member in good standing of a Lions Club in good standing;
  - (2) have completed or be completing his term, by election or appointment, of International Director;
  - (3) secure endorsement by the District Convention of the District; and
  - (4) secure a Certification of Endorsement of Candidacy by the District as provided in the International Constitution and By-Laws.
- (b) A candidate for the Office of International Director shall:
  - (1) be an Active Member in good standing of a Lions Club in good standing;
  - (2) have completed or be completing a full term or major portion thereof as District Governor of the District;
  - (3) secure the endorsement by the District Convention of the District; and
  - (4) secure a Certification of Endorsement of Candidacy by the District in accordance with the provisions of the International Constitution and By-Laws.

ARTICLE IX  
**Formation of New Lions Clubs**

- (a) A Lions Club may be organized and chartered with the consent of the District Governor and/or the approval of the International Board of Directors.
- (b) The name of each Club shall denote whether it is situated in Hong Kong or Macao; and each Club shall add a distinguishing designation to its name, which must have the prior written approval of the District Governor and/or International Board of Directors.
- (c) The organization of a new Club should be under the supervision of a guiding Lion, who should be a competent Lion member and should render guidance and advice to the new Club on all matters before, and twenty four (24) months after, its organization.
- (d) The acceptance of a Charter by a Lions Club shall be deemed to be the ratification of, and agreement on its part to be bound by, the Constitution and By-Laws of the District and Lions Clubs International.
- (e) Any chartered Club which fails to meet any obligation to Lions Clubs International may, in the discretion of the International Board of Directors, be placed in status quo, or have its charter cancelled. Any Club placed in status quo shall forfeit all rights and privileges pending final determination of its status by the said Board.

ARTICLE X  
**Membership**

Membership in Lions Clubs shall be as follows :

- (a) **Active Member:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions Club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in the Club in which he is a member, the District or Lions Clubs International, and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in Club activities and conduct reflecting a favourable image of the Lions Club in the community. All Active Members shall pay such dues as may be charged by the Club of which he is a member, which dues shall include District and International dues. This membership category shall be included in the club delegate formula calculation.
- (b) **Member-at-Large:** A member who has moved from the community or, because of health or other legitimate reason, is unable regularly to attend Club meetings and desires to retain membership in the Club, and upon whom the Board of Directors of said Club desires to confer this status. This status shall be reviewed each six months by the Board of Directors of said Club. A Member-at-Large shall not be eligible to hold office, or to vote in district or international meetings or conventions, but shall pay such dues as said Club may charge, which dues shall include

District and International dues. This membership category shall be included in the club delegate formula calculation.

- (c) **Honorary Member:** An individual not a member of the conferring Lions Club, having performed outstanding service for the community or the said Club, upon whom the said Club desires to confer special distinction. The said Club shall pay entrance fees and International and District dues for the Honorary Member, who may attend meetings but shall not be entitled to any privileges of Active membership. This membership category shall be included in the club delegate formula calculation.
- (d) **Privileged Member:** A member of a Club who has been a Lion for fifteen (15) or more years, who, because of illness, infirmities, advanced age or other legitimate reason as determined by the Board of Directors of said Club, has to relinquish his Active Member status. A Privileged Member shall pay such dues as the Club may charge, which dues shall include District and International dues. He shall have the right to vote and be entitled to all other privileges of membership except the right to hold Club, District or International office. This membership category shall be included in the club delegate formula calculation.
- (e) **Life Member:** Any member of a Club who has maintained Active membership as a Lion for twenty (20) or more years and has rendered outstanding service to his Club, his community, or Lions Clubs International; or any member of a Club who has maintained such Active membership for fifteen (15) or more years and is at least 70 years of age; or any member of a Club who is critically ill, may be granted Life membership in his Club upon (i) recommendation of his Club, (ii) payment to Lions Clubs International of US\$650.00, or its equivalent in Hong Kong or Macao currency, by his Club in lieu of all future dues to Lions Clubs International. Nothing herein shall prevent a Club from charging a Life Member such dues as it shall deem proper. A Life Member shall have all privileges of Active membership so long as he fulfills all obligations thereof. All International Presidents, upon retiring from office, shall automatically become Life Members of their respective Lions Clubs, without cost to such Clubs. A Life Member who desires to relocate and receives an invitation to join another Lions Club shall automatically become a Life Member of the latter. Former Lioness members, who are now Active members of their Lions clubs or who become Active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward Life membership eligibility. Lioness members who become Active members of a Lions Club after June 30, 2007, will not be eligible for Lioness service credit for the purposes of Life membership eligibility. This membership category shall be included in the club delegate formula calculation.
- (f) **Associate Member:** A member who holds his primary membership in another Lions Club but maintains a residence or is employed in the conferring club's community. This status may be conferred by the invitation of the Board of Directors and shall be reviewed annually by said Board. The conferring club shall not report an Associate Member on its Membership and Activities Report. An Associate Member may be eligible to vote on club matters at meetings where he is present in person, but may not represent the club, which has conferred Associate Member status, as a delegate at District or International conventions. He shall not be eligible to hold Club, District or

International office, nor District or International committee assignment through the conferring club. International and District dues shall not be assessed on the club conferring Associate Member status but shall be assessed by the club in which he maintains Active Membership; PROVIDED, however, the local club may assess an Associate such dues it deems appropriate. This membership category shall not be included in the club delegate formula calculation.

- (g) **Affiliate Member:** A quality individual of the community who currently is not able to fully participate as an Active Member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's Board of Directors. An Affiliate Member may be eligible to vote on club matters at meetings where he is present in person, but may not represent the club as a delegate at District or International conventions. He shall not be eligible to hold Club, District or International office, nor District or International committee assignment. An Affiliate Member shall be required to pay District, International and such dues as the local club may charge. This membership category shall be included in the club delegate formula calculation.

## ARTICLE XI **Accounting and Financial Obligations**

- (a) The Fiscal Year of the District shall be from July 1 of one year to June 30 of the following year.
- (b) The District Governor and his/her Cabinet shall not incur obligations in any Fiscal Year which will effect an unbalanced budget or deficit in said Fiscal Year.
- (c) The District Governor's Cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the Cabinet Treasurer.
- (d) Within sixty (60) days after the close of a Fiscal Year, the District Cabinet Treasurer in office during that Fiscal Year shall provide one copy of a categorized statement of the receipts and disbursements of the District for said Fiscal Year to each of the International Office and the Club secretaries in the District, and an audited financial condition of the District shall be sent to Lions Clubs International and each Club in the District not later than six (6) months after the close of the fiscal year by the District Governor then in office.
- (e) No officer shall receive any compensation for any service rendered to this District in his/her official capacity with the exception of the Cabinet Secretary and Cabinet Treasurer whose compensation, if any, shall be fixed by the District Cabinet.

## ARTICLE XII **Rules of Procedure**

Except as otherwise specifically provided in this Constitution and By-Laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all

questions of order and procedure in any District meeting or convention, any meeting of the District Cabinet, Region, Zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE XIII  
(Old Constitution Art. XIII)

**Effective Date of Constitution and By-Laws and Amendment(s) thereto**

Section 1     Amendment

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

Section 2     Notice

Any Club may propose one or more amendment(s) to the Convention Committee on Constitution and By-Laws, but no such amendment shall be so reported or voted upon unless the same shall have been furnished in writing by the proposing Club to the Convention Committee on Constitution and By-Laws not less than sixty (60) days prior to the date of the District Convention. The said Committee shall study such amendments and may improve the wording thereof with the consent of the proposing Club. If and when the proposed amendments are found in order, the said Committee shall circulate them together with their findings to all the Clubs in the District at least thirty (30) days prior to the date of the District Convention with notice that the amendments will be voted upon at the District Convention.

Section 3     Effective Date of the Constitution and By-Laws and any Amendment thereto

This Constitution and the By-Laws made thereunder shall come into force from 1st July following the District Convention at which the same are adopted.

Section 4     Automatic Update

Any amendments to the International Constitution and By-Laws at any International Convention of Lions Clubs International that would have an effect on this District Constitution and By-Laws shall automatically be updated in this District Constitution and By-Laws immediately after the International Convention at which such amendment is passed.

ARTICLE XIV  
**Gender**

In this Constitution and the By-Laws made thereunder, unless the context otherwise requires, words importing the masculine gender include the feminine and neuter genders, and words in the singular include the plural, and vice versa.