

**BY-LAWS**  
**ARTICLE I**  
**DISTRICT NOMINATIONS AND ELECTIONS**

**Section 1:**

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

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

- A. Be an active member in good standing of a chartered Lions Club in good standing within said district.
- B. Secure the endorsement of said Lions Club, or a majority of the Clubs in the district.
- C. Currently be serving as the First, Vice District Governor within the district from which he/she is to be elected.
- D. Only in the event the current First, Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of Second Vice District Governor as set forth in these By-Laws or Constitution and who is currently serving or who has served one (1) additional year as member of the district cabinet, shall fulfill the requirement of Item (C) of Section 2.

**Section 3:**

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

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

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

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

**Section 5:**

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

**Section 6:**

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

**Section 7:**

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

## **ARTICLE II DUTIES**

### **Section 1: DISTRICT GOVERNOR.**

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

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

### **Section 2 A: FIRST VICE DISTRICT GOVERNOR.**

The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant to the District Governor, will conduct all District meetings where the District Governor is not in attendance. His/her specific responsibilities shall be to:

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

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

**Section 2 B: Second Vice District Governor**

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

His/Her specific responsibilities shall be to:

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

**Section 3: CABINET SECRETARY-TREASURER.**

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

- A. Further the Purpose, Vision, and Mission of this Association.
- B. Perform such duties as are implied by the title of said office, including but not by way of limitation the following:
  - 1). Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after meeting forward copies of the same to all

- members of the cabinet; and the office of Lions Clubs International.
- 2). Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each club in the District. Minutes should be sent to the MD 5 Council Secretary-Treasurer.
  - 3). Make reports to the cabinet as the District Governor may require.
  - 4). Collect and receipt all per capita taxes levied hereunder on members and clubs in the district, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor.
  - 5). Remit and pay the Multiple District Secretary-Treasurer the Multiple District per capita tax, if any, collected in the district, secure a proper receipt therefore.
  - 6). Keep accurate books and records of account, and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any cabinet member and any club (or authorized agent of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
  - 7). Secure a bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
  - 8). Remit the Executive Secretary of the South Dakota Lions Foundation such per capita fees as are levied for the publication of the SOUTH DAKOTA LION.
- C. Perform such additional assignments as shall be given to him/her or them from time to time by the District Governor.
  - D. Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet –Treasurer’s Manual and other directives.

**Section 4: REGION CHAIRMAN:**

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

- A. Further the Purpose, Vision, and Mission of this Association.
- B. Supervise the activities of the Zone Chairmen in his/her Region and such District Committee Chairmen as may be assigned to him/her by the District Governor.
- C. Play an active role in organizing new clubs and strengthening weak clubs.
- D. Visit a regular meeting of each club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor.
- E. Visit a regular Board of Directors meeting of each club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor.

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

**Section 5: ZONE CHAIRMAN:**

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

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

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

**Section 6: DISTRICT GOVERNOR'S CABINET:**

The District Governor's Cabinet shall:

- A. Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lions within the district.
- B. Receive from the Region Chairman or other assigned District Cabinet member, reports and recommendations that concern the clubs and zones.

**Section 7: DISTRICT GOVERNOR'S ADVISORY COMMITTEE:**

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

**Section 8: DISTRICT GOVERNOR'S HONORARY COMMITTEE:**

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

**ARTICLE III  
DISTRICT COMMITTEES**

**Section 1: The Credentials Committee of the District Convention**

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

**Section 2:**

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

**ARTICLE IV  
RULES FOR CONVENTION PROCEDURE**

**Section 1:**

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

**Section 2:** Except as otherwise specifically provided in the Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, ROBERT'S RULES OF ORDER, NEWLY REVISED, shall determine any meeting of the District Cabinet, a Region, Zone, or member club, or of any other group or committee of any of them.

**Section 3:**

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

**ARTICLE V**

**NOMINATION AND ENDORSEMENT**

**INTERNATIONAL DIRECTOR AND SECOND VICE PRESIDENT NOMINEES**

**Section 1:**

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

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

**Section 2:**

Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as my be necessary under the International Constitution and By-Laws, and shall place in nomination at respective convention, the name of such prospective candidate who has fulfilled and procedural and constitutional requirements.

**Section 3:**

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

**Section 4:**

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

**Section 5:**

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

**Section 6:**

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

**ARTICLE VI  
FISCAL YEAR**

**Section 1:**

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

**ARTICLE VII  
AMENDMENTS**

**Section 1:**

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

**Section 2:**

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

**Section 3:**

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

**ARTICLE VIII  
EFFECTIVE DATE**

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

Revisions:  
June 30, 2009  
July 7, 2010