



LIONS CLUBS INTERNATIONAL

CONSTITUTION AND BY-LAWS OF DISTRICT 410-C (KWAZULU-NATAL / FREE STATE SOUTH AFRICA)

(As adopted at the District Convention,
held in Swakopmund on 29 April 2005,
as amended 2009 and 2010)

TABLE OF CONTENTS

ARTICLE 1 – NAME	4
ARTICLE 2 – OBJECTS	4
ARTICLE 3 – MEMBERSHIP	4
<i>Article 3 – Section 1 - Members.....</i>	<i>4</i>
<i>Article 3 – Section 2 - Boundaries.....</i>	<i>4</i>
<i>Article 3 – Section 3 - Gender.....</i>	<i>4</i>
ARTICLE 4 – DISTRICT OFFICERS AND APPOINTMENTS	4
<i>Article 4 – Section 1 – Election of Officers.....</i>	<i>4</i>
<i>Article 4 – Section 2 – Nominating Committee</i>	<i>5</i>
<i>Article 4 – Section 3 - DG Requirements</i>	<i>5</i>
<i>Article 4 – Section 4 – VDG Requirements.....</i>	<i>5</i>
<i>Article 4 – Section 5 – Ballot procedure.....</i>	<i>6</i>
<i>Article 4 – Section 6 - Vacancy.....</i>	<i>6</i>
<i>Article 4 – Section 7 – Appointments.....</i>	<i>6</i>
<i>Article 4 – Section 8 – Termination of appointment.....</i>	<i>7</i>
<i>Article 4 – Section 9 – Vacation of office</i>	<i>7</i>
<i>Article 4 – Section 10 – Acting appointments</i>	<i>7</i>
ARTICLE 5 – DISTRICT ORGANIZATION	8
<i>Article 5 – Section 1 - Regions.....</i>	<i>8</i>
<i>Article 5 – Section 2 - Zones.....</i>	<i>8</i>
<i>Article 5 – Section 3 - Regional Meetings.....</i>	<i>8</i>
<i>Article 5 – Section 4 - Zone Meetings</i>	<i>8</i>
<i>Article 5 – Section 5 – Cabinet’s Powers.....</i>	<i>8</i>
<i>Article 5 – Section 6 – Club Disbandment procedure.....</i>	<i>9</i>
ARTICLE 6 – DISTRICT GOVERNOR’S CABINET	9
<i>Article 6 – Section 1 – District Cabinet Composition</i>	<i>9</i>
<i>Article 6 – Section 2 - Quorum.....</i>	<i>10</i>
<i>Article 6 – Section 3 - Meetings</i>	<i>10</i>
<i>Article 6 – Section 4 - Vacancy.....</i>	<i>10</i>
<i>Article 6 – Section 5 - Projects.....</i>	<i>10</i>
<i>Article 6 – Section 6 - Disbursements.....</i>	<i>10</i>
ARTICLE 7 – DISTRICT GOVERNOR’S ADVISORY COMMITTEES.....	11
<i>Article 7 – Section 1 - Composition.....</i>	<i>11</i>
<i>Article 7 – Section 2 - Meetings</i>	<i>11</i>
ARTICLE 8 – DISTRICT GOVERNOR’S HONORARY COMMITTEE.....	11
<i>Article 8 – Section 1 - Membership.....</i>	<i>11</i>
<i>Article 8 – Section 2 - Meetings</i>	<i>11</i>
ARTICLE 9 DISTRICT ADMINISTRATION FUND	11
<i>Article 9 – Section 1 - Admin Tax.....</i>	<i>11</i>
<i>Article 9 – Section 2 - Disbursements.....</i>	<i>11</i>
<i>Article 9 – Section 3 – Limits on Disbursements</i>	<i>12</i>
<i>Article 9 – Section 4 - Bond</i>	<i>12</i>
<i>Article 9 – Section 5 - Audit.....</i>	<i>12</i>
<i>Article 9 – Section 6 – Year end transfer of funds</i>	<i>12</i>
<i>Article 9 – Section 7 – Club Bonds</i>	<i>12</i>
ARTICLE 10 – NOMINATION AND ENDORSEMENT	12
<i>Article 10 – Section 1 - Procedure</i>	<i>12</i>
<i>Article 10 – Section 2 - Notification</i>	<i>12</i>
<i>Article 10 – Section 3 – Motivation Speech</i>	<i>12</i>
<i>Article 10 – Section 4 - Endorsement</i>	<i>12</i>
<i>Article 10 – Section 5 -Certification.....</i>	<i>13</i>
<i>Article 10 – Section 6 - Compliance.....</i>	<i>13</i>
ARTICLE 11 – DISTRICT CONVENTIONS.....	13
<i>Article 11 – Section 1 - Place.....</i>	<i>13</i>
<i>Article 11 – Section 2 - Control</i>	<i>13</i>
<i>Article 11 – Section 3 - Voting Entitlement</i>	<i>13</i>
<i>Article 11 – Section 4 - Quorum.....</i>	<i>13</i>
<i>Article 11 – Section 5 - Changes</i>	<i>13</i>
<i>Article 11 – Section 6 - Business</i>	<i>13</i>
<i>Article 11 – Section 7 – Notification</i>	<i>13</i>

- ARTICLE 12 – CONVENTION EXPENDITURE14**
 - Article 12 – Section 1 - Fee..... 14*
 - Article 12 – Section 2 - Surplus..... 14*
 - Article 12 – Section 3 – Audited Statements 14*
- ARTICLE 13 – AMENDMENTS14**
 - Article 13 – Section 1 - Amendments 14*
 - Article 13 – Section 2 – Notice of amendments 14*
 - Article 13 – Section 3 – Effective Date 14*
- ARTICLE 14 – CONFLICT WITH MD 410 CONSTITUTION14**
- ARTICLE 15 – LEGISLATIVE REQUIREMENTS15**
 - Article 15 - Section 1 – Body Corporate 15*
 - Article 15 - Section. 2 - Term 15*
 - Article 15 - Section 3– Rights of office bearers..... 15*
 - Article 15 - Section 4 - Liability..... 15*
 - Article 15 - Section 5 - Personal Liability 15*
 - Article 15 - Section 6– Non Distribution of property..... 15*
 - Article 15 - Section 7 - Requirements 15*
- ARTICLE 16 – EFFECTIVE16**
- BY-LAWS17**
- BY-LAW 1 – CONVENTION RESOLUTIONS17**
 - By-Law 1 – Section 1- Notice of receipt of motions 17*
 - By-Law 1 – Section 2 – Notice to clubs 17*
- BY-LAW 2 – DUTIES17**
 - By-Law 2 – Section 1 – District Governor..... 17*
 - By-Law 2 – Section 2 – Vice District Governors 17*
 - By-Law 2 – Section 3 - Region Chairman..... 18*
 - By-Law 2 – Section 4 – Zone Chairman 18*
 - By-Law 2 – Section 5 – Secretary / Treasurer..... 18*
 - By-Law 2 – Section 6 – Other Cabinet Members 18*
 - By-Law 2 – Section 7 - Honorary Committee..... 19*
 - By-Law 2 – Section 8 - Cabinet 19*
 - By-Law 2 – Section 9 - Advisory Committee 19*
- BY-LAW 3 – COMMITTEES19**
 - By-Law 3 – Section 1 - Appointment 19*
 - By-Law 3 – Section 2 - Committees..... 20*
 - By-Law 3 – Section 3 – Not members of Cabinet..... 20*
- BY-LAW 4 – RULES OF PROCEDURE.....20**
 - By-Law 4 – Section 1 – Robert’s Rules 20*
- BY-LAW 5 – FISCAL YEAR20**
 - By-Law 5 – Section 1 - Period 20*
- BY-LAW 6 – CLUB STATUS21**
 - By-Law 6 – Section 1 - Good standing 21*
- BY-LAW 7 – AMENDMENTS OF BY-LAWS21**
 - By-Law 7 – Section 1 - Amendment 21*

LIONS CLUBS INTERNATIONAL CONSTITUTION AND BY-LAWS OF DISTRICT 410C

ARTICLE 1 – NAME

This organisation shall be known as District 410C (hereinafter referred to as “The District”) of the International Association of Lions Clubs (hereinafter referred to as “Lions Clubs International”)

ARTICLE 2 – OBJECTS

The objects of the district shall be to:

- a) Provide an administrative structure with which to advance the purpose and objects of Lions Clubs International in this District; and
- b) To carry out Public Benefit Activities, as described in the First and Second Parts of the Ninth Schedule to the Income Tax Act, 1963, as amended from time to time

ARTICLE 3 – MEMBERSHIP

Article 3 – Section 1 - Members

All Clubs chartered by Lions Clubs International and in good standing within the area of jurisdiction of the District shall have membership in this organisation and shall hold same subject to the Constitution and By-Laws of Lions Clubs International, Multiple District 410 (hereinafter referred to as “The Multiple District”) and of this District.

Article 3 – Section 2 - Boundaries

The boundaries of the District shall be determined from time to time by The Multiple District and approved by Lions Clubs International.

Article 3 – Section 3 - Gender

All references in this Constitution to the male gender include the female gender.

ARTICLE 4 – DISTRICT OFFICERS AND APPOINTMENTS

Article 4 – Section 1 – Election of Officers

- (a) There shall be elected at each Annual District Convention a District Governor, as provided in By-Law Article VII, Section 8, of the International Constitution. He shall act under the direction of the Board of Directors of the International Association and shall have general supervision of all Clubs in his District. He shall take office from the close of the Annual International Convention next following the date of his election until the close of the Annual International Convention next following the date of election of his successor. In the event of an Annual International Convention not being held in the calendar year of his election, then his term of office shall be from the 1st July next following his election until the close of the next Annual International Convention, if held, but if not, then until the 1st July next following the date of election of his successor. No elected District Governor may succeed himself by election.
- (b) There shall be elected at each Annual District Convention a First and Second Vice District Governor. They shall be subject to the supervision and direction of the District Governor and assist the District Governor in the performance of his/her duties. Their terms of office shall be identical to that of the District Governor. A Vice District Governor shall be entitled to hold office in the District additional to that of Vice District Governor (Duties of Vice District Governors see Bylaw 2 Section 2); (Amended 2009)

Article 4 – Section 2 – Nominating Committee

- (a) The District Governor shall appoint a Nominating Committee consisting of one or more members who shall receive written notification of their appointments from the District Governor at least one hundred and twenty (120) days prior to the Annual District Convention.
- (b) The Cabinet Secretary/Treasurer or Cabinet Secretary on behalf of the Nominating Committee shall by letter addressed to each Club in the District at least ninety (90) days prior to the Annual District Convention
 - (i) Call for nominations for the office of District Governor and where applicable for the office of Vice District Governor for the following fiscal year, and
 - (ii) Advise members of the names of the Nominating Committee and the name and address of its Chairman to whom nominations are to be submitted.

Article 4 – Section 3 - DG Requirements

The Nominating Committee shall receive the written nomination(s) for District Governor of any duly qualified member(s). Such nomination(s) shall be made in writing at least sixty (60) days prior to the opening of the District Convention.

A candidate for the office of District Governor shall:

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in his/her Single or Sub-District.
- (b) Secure the endorsement of his/her Club or a majority of the Clubs in his/her Single or Sub-District.
- (c) Currently be serving as the First Vice District Governor within the District from which he/she is to be elected. (Amended 2009)
- (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 fulfils the qualifications for the office of Second Vice District Governor as set forth in Section 4 of this Article 4 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.
- (e) The Nominating Committee shall report to the District Convention on the names of such nominees. Should no duly nominated candidate be available for election, nominations for the office of District Governor may be made from the floor of the District Convention, provided that the eligibility of the candidate/s is confirmed and all the qualifying provisions referred to in Sub Section (a), (b) and (c) above have been complied with. Each candidate shall prior to the election address the Convention for not more than two (2) minutes.

Article 4 – Section 4 – VDG Requirements

The Nominating Committee shall receive the written nominations for the First and Second Vice District Governors of any duly qualified members. Such nominations shall be made in writing at least sixty (60) days prior to the opening of the District Convention.

A candidate for the office of First Vice District Governor shall: (Amended 2009)

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in his/her Single or Sub-District.
- (b) Secure the endorsement of his/her Club or a majority of the Clubs in his/her Single or Sub-District.
- (c) Currently be serving as Second Vice District Governor within the district from which he/she is to be elected. 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 fulfils

the qualifications for the office of Second Vice District Governor as set forth in this constitution shall fulfill the requirements of Paragraph C of this subsection. (Amended 2009)

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

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (c) Have served or will have served at the time he/she takes office as second vice district governor:
- (d) 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 (2) additional years; and
- (e) As Zone Chairman or Region Chairman or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
- (f) With none of the above being accomplished concurrently.

The Nominating Committee shall report to the District Convention on the names of such nominees. Should no duly nominated candidate be available for election, nominations for the office of Vice District Governor may be made from the floor of the District Convention, provided that the eligibility of the candidate/s is confirmed and all the qualifying provisions referred to in (a) to (f) above have been complied with. Each candidate shall prior to the election address the Convention for not more than two (2) minutes. No vice district governor may succeed himself or herself in office. (Amended 2009)

Article 4 – Section 5 – Ballot procedure

The election of the District Governor and of Vice District Governors shall, subject to Section (c) below, be by secret preferential ballot, the following provisions applying thereto:

- (a) In the event of there being only two (2) candidates, the candidate obtaining the majority of votes cast shall be elected. In the event of a tie, voting will continue until one candidate received such majority.
- (b) Where there are more than two (2) candidates, the election shall be by one (1) ballot, delegates recording their preference in numerical order, i.e. their first preference is marked 1, their second preference is marked 2 and so on. A candidate receiving more than fifty per cent (50%) of the total first preference votes cast shall be declared duly elected. If on the count of the first preference votes cast no candidate secures more than fifty per cent (50%) of the total of such votes cast, the candidate with the lowest number of such votes shall be eliminated and the second preference votes cast on his ballot paper shall then be allocated among the remaining candidates according to such second preferences. If no candidate secures more than fifty per cent (50%) of the votes cast on the recount, the above procedure shall be followed until one (1) candidate does receive the necessary majority and subsequent eliminations of candidates may necessitate the allocation of second, third and fourth preference votes. The fact that a delegate does not indicate all his preferences shall not mean that his ballot is a “spoilt paper”.
- (c) The number of votes cast for each candidate shall be announced to the Convention after the election has taken place.

Article 4 – Section 6 - Vacancy

In the event of a vacancy occurring in the offices of District Governor, the vacancy shall be filled in accordance with the provisions of the International Constitution. A vacancy shall exist because of resignation, death, removal from the District or other cause as determined by Lions Clubs International.

Article 4 – Section 7 – Appointments

The District Governor shall appoint by the time he officially takes office:

- (a) One (1) Region Chairman in each Region of the District provided however that the District

Governor shall have the authority to determine whether the position of Region Chairman will be utilized during his term. If not so utilized the position of Region Chairman shall remain vacant during the District Governor's term.

- (b) One (1) Zone Chairman in each Zone of the District provided that a Club member shall be elected or appointed as a Zone Chairman only over the Zone in which his Club is located.

Each Region Chairman and Zone Chairman shall:

Be an active member in good standing in his respective Region or Zone; and Have served or will have served at the time of taking office as Region Chairman or Zone Chairman, 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 no less than two (2) additional years

- (c) A Cabinet Secretary/Treasurer or a Cabinet Secretary and a Cabinet Treasurer, each of whom shall be a member in good standing of a chartered Lions Club in good standing within the District. In addition a Cabinet Secretary/Treasurer or a Cabinet Treasurer shall have served as a President or Secretary or Treasurer of a Club for a full term or a major portion thereof.

In appointing Region Chairmen and Zone Chairmen, the District Governor may recognize recommendations made by Clubs although he is not bound to accept any recommendation. All recommendations for Region Chairman or Zone Chairman shall be made in writing to the Nominating Committee at least ninety (90) days prior to the Annual District Convention.

Article 4 – Section 8 – Termination of appointment

The District Governor shall have authority to dismiss any Region Chairman, Zone Chairman, or any other Officer appointed by him for good and sufficient reason.

Article 4 – Section 9 – Vacation of office

- (a) Should any Region Chairman or Zone Chairman, during his term of office, become a member of a Lions Club located in a Region or Zone (as the case may be) other than the one for which he was appointed, or in another District, the term of office of such officer shall terminate immediately and the District Governor shall forthwith appoint his successor for the unexpired portion of his term.
- (b) If a Vice District Governor during his term of office becomes a member of a Lions Club in a District other than this District, his term of office shall terminate immediately.
- (c) Failure by any appointee of the District Cabinet to provide comprehensive, accurate and proper report in respect of the activities of his or her committee, without just cause, shall be good and sufficient reason for the District Governor to dismiss any officer appointed by him
- (d) Any Lion who has been convicted of a criminal offence involving dishonesty, or who has been granted immunity from prosecution for such an offence by becoming a State witness, shall be prohibited from holding any office on the Cabinet. Any person who holds such an office, if charged with such an offence shall immediately be suspended from such office and upon having been convicted of the offence or granted immunity shall, by the mere fact of such conviction or immunity, be dismissed from that office. If acquitted of the offence, the suspension shall terminate and he may be reinstated in office.

Article 4 – Section 10 – Acting appointments

- (a) In the event a vacancy occurs 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 time as the said vacancy is filled by the International Board of Directors for the remainder of the term as provided for in the Constitution of the International Association of Lions Clubs.
- (b) In the event a vacancy occurs in the office of Vice District Governors the Cabinet Secretary shall immediately call for written nominations (to be submitted within 21 days) from all Clubs in the District for a member, who shall be duly qualified in terms of Article 4 Section 4, to fill the vacant office to the end of that term. Such nominations shall be submitted to the District Governor who shall in writing convene a Special Meeting of the voting members of his Cabinet as soon as is reasonably possible after the expiry of the said period of 21 days.

The District Governor (who shall have a vote) shall preside at such meeting. The nominations so received shall be submitted to such meeting and a candidate shall be elected to fill the said vacancy. If no nominations are received, the office shall remain vacant until the end of the term.

ARTICLE 5 – DISTRICT ORGANIZATION

Article 5 – Section 1 - Regions

The District Governor may, but is not obliged to, divide the district into Regions of sixteen (16) or less Lions Clubs each, due regard having been given to the geographical locations of the Clubs, and shall be subject to change by the District Governor as is deemed necessary for the best interests of Lionism and the individual Lions Clubs. (Amended 2007)

Article 5 – Section 2 - Zones

Each Region shall be divided by the District Governor into Zones, which Zones shall be composed of eight (8) or less Lions Clubs each, due regard having been given to the geographical locations of the Clubs, and shall be subject to change by the District Governor as is deemed necessary for the best interests of Lionism and the individual Lions Clubs, in the event of the district not having been divided into regions, the District Governor shall nevertheless divide the district into Zones in accordance with this provision. (Amended 2007)

Article 5 – Section 3 - Regional Meetings

Meetings of all the member Clubs in a Region may be held, and if held, shall be designated and known as Regional Meetings, and may be held throughout the District during the year at times and places to be fixed by the Region Chairman and Zone Chairman of the respective regions, with the Region Chairman in active charge. All such Regional Meetings shall be under the supervision of the District Governor.

Article 5 – Section 4 - Zone Meetings

Meetings of all member Clubs in a Zone shall be designated and known as Zone Meetings, and Zone Meetings shall be held throughout the District during the year at times and places to be fixed by the Zone Chairman of each individual Zone, who shall be in active charge, under the supervision of the Region Chairman of the Region of which the Zone is a part. Such Zone Meetings shall be so arranged and of such a number as will make it possible and convenient for the members of each Club in each Zone to attend at least two (2) of such meetings each year.

Article 5 – Section 5 – Cabinet’s Powers

The following powers shall be vested in the District Governor’s Cabinet subject to a resolution passed at a District Convention by a two-thirds affirmative vote of the registered delegates present in person (of which due notice has been given in accordance with By-Law 1, Section 1).

- (a) To purchase, take on lease or in exchange, hire or otherwise acquire any real or any personal property and any rights or privileges which the District may think necessary or convenient with regard to any of its objects or acquisitions or which may seem calculated to facilitate realization of any securities held by the District or to prevent or diminish any apprehended loss, or liability, or which may seem capable of being profitably dealt with by way of re-sale or otherwise, and in particular, any land, building, ground loans, reversions, policies of assurance, life interest, rights of action, book debts or any other assets.
- (b) To sell, let, lease, exchange, part with, transfer, deliver, charge, mortgage or otherwise howsoever dispose of or deal with the movable and immovable property, assets of any kind and rights of the District or any part thereof.
- (c) Notwithstanding the foregoing:
 - i) The Cabinet shall not bind the District to any financial commitment without the consent of a convention, unless that commitment will be extinguished by the close of the fiscal year in which the commitment was made.
 - ii) No Cabinet Officer shall bind the Cabinet or the district, any project or any committee

to any financial commitment without the consent of the Cabinet and, unless that commitment will be extinguished by the close of the fiscal year in which the commitment was made, a convention

Article 5 – Section 6 – Club Disbandment procedure

In the event of a Club being disbanded or ceasing to function as a Club under the jurisdiction of the International Association of Lions Clubs, the funds and other assets of the defunct Club shall be administered by the District Governor's Cabinet in the following manner: -

- (a) Service or activities funds and/or assets shall be disposed of at the discretion of the District Governor's Cabinet to other Lions Clubs within the Zone.
- (b) Administration funds and/or assets shall be used for any purpose, which the District Governor's Cabinet in its sole discretion may determine.
- (c) The following powers shall be vested in the District Governor's Cabinet subject to a Resolution passed at a District Convention by two-thirds affirmative vote of the delegates present in person (of which due notice has been given in accordance with By-Law 1 Section 1).
 - (i) To purchase, take on lease or in exchange, hire or otherwise acquire any real or any personal property and any rights or privileges deemed calculated to facilitate realization of any securities held by the defunct Club or to prevent or diminish any apprehended loss or liability or which may seem capable of being dealt with by way of re-sale or otherwise and in particular any land, building, ground loans, reversions, policies or assurance, life interest, rights of action, book debts or any other assets.
 - (ii) To sell, let, lease, exchange, part with, transfer, deliver, charge, mortgage or otherwise howsoever dispose of or deal with the movable and immovable property, assets and rights of any kind of the defunct Club or any part thereof;
 - (iii) To sell, lease, let, exchange, burden by servitudes or personal burdens or otherwise deal with any other property of the defunct Club for the time being, or any part thereof, of any interests therein.

ARTICLE 6 – DISTRICT GOVERNOR'S CABINET

Article 6 – Section 1 – District Cabinet Composition

- a) There shall be a District Cabinet in the District composed of the District Governor as its executive head and chairman, the Immediate Past District Governor, The 1st & 2nd Vice District Governors, the Cabinet Secretary and Cabinet Treasurer (or Secretary/Treasurer), the Region Chairman (if the District Governor has determined to utilize the position of Region Chairman) and Zone Chairman of the District. (Amended 2009)
- b) Each of these Officers is entitled to one (1) vote on each matter submitted to the Cabinet. The District Governor may also appoint such Chairmen of Committees to be known as District Chairmen and other officers as he may deem necessary to the Cabinet. District Chairmen shall also be entitled to one (1) vote on each matter submitted to the Cabinet.
- c) The District Governor may appoint an Archive Secretary, whose duties shall include the preservation, protection and maintenance of documents and other information relating to the assets, agreements, minutes, records, reports and financial commitments of the Cabinet and all projects and committees of the Cabinet (Amended 2007)
The Archive Secretary shall, if he becomes aware of any non-compliance with any obligation imposed on the Cabinet, any project, committee or club whose records he holds, immediately report such non-compliance to the Cabinet All documents and information held by the Archive Secretary shall be held in perpetuity, unless the Cabinet shall, in respect of any particular documents or information, or any class thereof, decide otherwise All documents and information held by the Archive Secretary shall be available for inspection by any Lion, on the basis that none of the contents thereof shall be disclosed to any person who is not a Lion, unless the Cabinet shall agree otherwise.
- d) The District Governor may also appoint an Operations and Compliance Committee. This committee shall compile and maintain and from time to time amend an Operations Manual. The Operations manual shall have, but not be limited to, chapters relating to procedure to be

followed and activities of the District, its committees and its projects. The committee's duties shall include making recommendations relating to financial and other controls, calling for the District, clubs or committees and itself proposing resolutions relating thereto and to better management procedures to be adopted in an amended form or otherwise, at a Convention, for inclusion in the Operations Manual. It shall, in consultation with the Chairman of the Resolutions, Constitutions and By-Laws Committee, ensure that no provision of the Operations Manual is in conflict with this constitution. It shall be entitled to investigate non-compliance with all Lions Constitutions and to report all such non-compliance and on any other matter relevant to good governance and reputation to the District. The Operations Manual shall be made available to each club, with the recommendation that those Clubs adopt it for use. (Amended 2007)

- e) No person may hold any office on the district cabinet for a period of more than three consecutive years, if that office gives him or her the power to authorize the expenditure of or to disburse any funds on behalf of the District; and
- f) Any person having held such office for a period of three years may not be reappointed to any other office giving him or her the power to authorize the expenditure of or to disburse any funds on behalf of the District until a period of three years has expired thereafter

Article 6 – Section 2 - Quorum

A majority of the members of the District Governor's Cabinet eligible to vote shall constitute a quorum.

Article 6 – Section 3 - Meetings

The District Governor shall call at least three regular meetings of the District Governor's cabinet during the year and the first of these meetings shall be held within thirty (30) days after the adjournment of the preceding International Convention. The Cabinet Secretary shall give Ten (10) days written notice of meetings of the District Governor's Cabinet to each member.

Special Meetings of the District Governor's Cabinet may be called by the District Governor at his discretion, or shall be called upon written request made either to the District Governor or to the Cabinet Secretary/Treasurer or Cabinet Secretary, by a majority of the members of the cabinet. Not less than five (5) days and not more than ten (10) days written or telegraphic notice of special meetings of the District Governor's Cabinet shall be given to each member by the Cabinet Secretary/Treasurer or Cabinet Secretary.

A member of a club in good standing shall be entitled to:

- i) A copy, for which he or she shall supply an e-mail address, of the minutes of all Cabinet meetings and the Cabinet Secretary shall dispatch it by e-mail within a reasonable time.
- ii) Attend Cabinet meetings, provided that he or she shall not be entitled to speak or otherwise participate in any discussion or debate

Article 6 – Section 4 - Vacancy

Should any vacancy occur in the District Governor's Cabinet other than in the office(s) of District Governor, or Vice District Governors (if one be elected), the District Governor shall have power to fill such vacancy for the unexpired term thereof. (Amended 2009)

Article 6 – Section 5 - Projects

All District Projects which have been formally adopted at a District Convention shall fall under the direct control of the District Cabinet which shall, however, have power to delegate supervision and control thereof to any properly constituted committee.

Full reports on the activities of District Projects shall be tabled at each annual District Convention supported by Balance Sheets and Accounts (where applicable) drawn up for a period of twelve (12) months to the 31st March prior to the holding of such Convention. Contributions by Clubs to District Projects shall be on a voluntary basis.

Article 6 – Section 6 - Disbursements

The Cabinet Secretary/Treasurer or Treasurer shall pay from the District Administration Fund the expenses of all officers and members of District Committees when such expenses are incurred in the discharge of duties for the District as approved by the District Cabinet in its Rule of Audit or otherwise. He shall, however,

not pay expenses that are not provided for in the Rules of Audit as laid down by Lions Clubs International.

ARTICLE 7 – DISTRICT GOVERNOR’S ADVISORY COMMITTEES

Article 7 – Section 1 - Composition

There shall be a District Governor’s Advisory Committee in each Zone, composed of the Zone Chairman and the Presidents and Secretaries of the Clubs in the Zone. The Zone Chairman shall be the Chairman of this Committee.

Article 7 – Section 2 - Meetings

The Zone Chairman in each particular Zone shall call and conduct no fewer than three (3), and preferably four (4) meetings of the District Governor’s Advisory Committee during the year. The First of these meetings shall be held within sixty (60) days after the adjournment of the preceding International Convention; the Second in the month of November; the Third in the month of February or March; and the Fourth (if a Fourth is held) at such time as the Zone Chairman may determine.

ARTICLE 8 – DISTRICT GOVERNOR’S HONORARY COMMITTEE

Article 8 – Section 1 - Membership

There may be in the District a District Governor’s Honorary Committee. The membership of this committee shall consist chiefly of Past International Officers, and Past District Governors within the District. The membership of this committee shall be appointed by the District Governor. (See By-Law 2, Section 7).

Article 8 – Section 2 - Meetings

The District Governor’s Honorary Committee shall meet when and as called upon by the District Governor to do so.

ARTICLE 9 DISTRICT ADMINISTRATION FUND

Article 9 – Section 1 - Admin Tax

In order to provide revenue to defray the administrative expenses of the District, an annual per capita District Administration Fund tax shall be levied upon each member of each Club in the District. The amount of such tax shall be determined from time to time at the District Convention.

The tax shall be paid in advance by each Club in the District in two (2) equal semi-annual payments by 10th September of each year to cover the semi-annual period 1st July to 31st December, and by 10th March of each year to cover the semi-annual period 1st January to 30th June; billings shall be based upon the membership of each club as shown by its membership report of June and December, respectively. The said tax shall be collected from each Club by the Cabinet Secretary/Treasurer or Treasurer excepting new and re-organised Clubs, which Clubs shall pay pro-rata per capita tax beginning the first day of the second month following the date of their organization.

For family membership programs as adopted by the International Board of Directors, the following dues shall apply:

- (1) The first family member shall pay a semi-annual per capita tax, as provided above
- (2) Subsequent qualifying family members, not to exceed four additional qualifying members per household, shall pay a semi-annual per capita tax equal to one-half (1/2) of the total amount paid by the first family member as described in sub-section(1) above.

Article 9 – Section 2 - Disbursements

The per capita tax collected in each District shall become and remain a fund of the District and shall be disbursed only for administrative expenses of the District or such other expenditure as is approved by the District Governor’s Cabinet. Payments out of the said District Administration Fund shall be by cheque drawn and signed by the Cabinet Secretary/Treasurer or Treasurer and countersigned by the District Governor and/or such officer/s as may be approved by the District Cabinet.

Article 9 – Section 3 – Limits on Disbursements

The District Governor and his Cabinet shall not incur expenditure in excess of monies available.

Article 9 – Section 4 - Bond

The Cabinet Secretary/Treasurer or Treasurer shall be required to make bond in such amount as shall be approved by the District Governor's Cabinet.

Article 9 – Section 5 - Audit

The District Governor's Cabinet shall provide for an audit of the books and accounts of the District annually, or at more frequent intervals if necessary, by registered public accountants.

There shall be submitted at each District Convention: -

- (a) An audited Balance Sheet and Income and Expenditure Account for the previous twelve (12) months ended 30th June
- (b) A draft Balance Sheet and Income and Expenditure Account for the first nine (9) months of the current fiscal year, i.e. for the period ended 31st March.

Article 9 – Section 6 – Year end transfer of funds

Any balance of funds remaining in the District Administration Account at the end of the fiscal year ending 30th June shall be handed to the incoming District Governor's Cabinet.

Article 9 – Section 7 – Club Bonds

- (a) The District may make bond annually, in respect of all Clubs at the commencement of the fiscal year in such amount as the Cabinet may from year to year determine, in order to provide cover against losses of amounts due to the District by Clubs;
- (b) That the Cabinet Treasurer shall effect such insurance from time to time and levy each Club with the amount of the premium payable by such Club. Such premium shall be payable annually in advance by the 10th September in each fiscal year.

ARTICLE 10 – NOMINATION AND ENDORSEMENT

Article 10 – Section 1 - Procedure

Subject to provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsements of the Conventions of the District and the Multiple District 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 and the Council Secretary no less than sixty (60) days prior to the convening date of the Convention at which such question of endorsement is to be voted upon;
- (b) Deliver with the said Notice of Intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Article 10 – Section 2 - Notification

Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the District Convention, which 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 shall place in nomination at the District Convention the name of each such prospective candidate who has fulfilled the said procedural and Constitution requirements.

Article 10 – Section 3 – Motivation Speech

Each such nominee for endorsement shall be entitled to one speech of no more than three minutes duration.

Article 10 – Section 4 - Endorsement

The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one (1) nominee seeking the same, in which event a show of hands 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 (1) nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two (2) nominees only who received the largest number of votes on the previous ballot until one (1) receives the required majority of the votes cast.

Article 10 – Section 5 -Certification

Certification of endorsement by the District Convention shall be made in writing to the International Office by the District Governor and in accordance with the requirements therefore set forth, in the International Constitution and By-Laws.

Article 10 – Section 6 - Compliance

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 10 have been met.

ARTICLE 11 – DISTRICT CONVENTIONS

Article 11 – Section 1 - Place

A Convention of the District shall be held each year prior to the Multiple District Convention at a place selected by the vote of the registered delegates present in person at the preceding annual Convention of the District, the time to be fixed by the District Governor and the Convention Host Club(s) provided that wherever possible the District Convention shall be held at the venue of the Multiple District Convention. The Convention may by such vote elect to hold the District Convention other than at the venue of the Multiple District Convention.

Article 11 – Section 2 - Control

The District Governor shall have supervision over all phases of the Convention of this District, and all members of the District Governor's Cabinet shall be the officers of the Convention.

Article 11 – Section 3 - Voting Entitlement

Each Chartered Club in the District in good standing shall be entitled to one (1) voting delegate and one (1) alternate for each ten (10) members of the said Club, or major fraction thereof, as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held. The major fraction referred to in this section shall be five (5) or more members.

Each such vote on any question can be cast only by a registered delegate present in person at the Convention, and no delegate shall cast more than one (1) vote on each question.

Outstanding dues may be paid and good standing acquired at any time prior to or on the last day of the month preceding the month during which the District Convention is held provided that if fifty Rand (R50-00) or less is outstanding after such last day, good standing may be acquired by the payment of such outstanding amount at any time prior to the closing credential certification. The District Cabinet shall determine such closing time. (Amended 2007)

Article 11 – Section 4 - Quorum

A majority of the registered delegates present in person at any session shall constitute a quorum.

Article 11 – Section 5 - Changes

The District Governor's Cabinet shall retain and have the absolute power to change at any time, for good and sufficient reason, without the District or Multiple District incurring any liability whatsoever, the city or place holding the District Convention and the date thereof.

Article 11 – Section 6 - Business

In addition to electing a District Governor for the ensuing year, the delegates at the District Convention shall receive all matters of district-wide nature and suggested changes in the provisions of this Constitution and By-Laws, for their approval or disapproval. The delegates at each District Convention shall also elect a 1st & 2nd Vice District Governor as provided for in Article 4, Section 1(b). (Amended 2009)

Article 11 – Section 7 – Notification

Within sixty (60) days after the close of the District Convention the Cabinet Secretary/Treasurer or Secretary

shall transmit one copy of the complete proceedings thereof to the International Office and one copy to the District Governor. A copy shall be sent to each Club or Officer in the District on request.

ARTICLE 12 – CONVENTION EXPENDITURE

Article 12 – Section 1 - Fee

A Convention Fee, determined by the Host Clubs with the approval of the Cabinet, shall be levied upon all delegates attending each annual District Convention to defray the cost of: -

- (a) All administrative expenses of the Host Club(s) in connection with the said Convention and shall include such expenses as printing and stationery, decorations, hire of halls, services of stenographers, registration and ballot cards, relay systems, badges, reporting of official proceedings, insurances and other miscellaneous expenditure incidental to the running of a Convention
- (b) Organized entertainment and official Convention banquets, but excluding the cost of accommodation and meals, which shall be borne by the delegates themselves, unless otherwise determined by the said Host Club(s) and the Cabinet. The said Convention Fee shall be collected by the Host Club(s) under the supervision of the District Cabinet at the Convention site and failure or refusal to pay it shall be grounds for non-certification of delegate's status upon report of it to the Convention Credentials Committee.

Article 12 – Section 2 - Surplus

Any surplus arising from Convention Fees after defraying the costs referred to in Section 1 above shall be paid by the Host Club(s) into a District Convention Fund to be administered by the District Cabinet and to be used only for the purposes prescribed in Section 1 above. In the event of a deficit on a District Convention the District Cabinet may reimburse the Host Club (s) from funds available in the District Convention Fund.

Article 12 – Section 3 – Audited Statements

The Convention Host Club(s) shall present the District Cabinet with an audited statement of such Convention income and expenditure by not later than sixty (60) days after the close of the fiscal year. Such financial statement shall be presented at the next District Convention.

ARTICLE 13 – AMENDMENTS

Article 13 – Section 1 - Amendments

This Constitution may be amended only at a District Convention by resolution reported by the Committee on Constitution and By-Laws at such Convention and adopted by a two-thirds affirmative vote of the registered delegates present in person.

Article 13 – Section 2 – Notice of amendments

No amendment in terms of Section 1 hereof shall be voted upon unless it shall have been circulated in writing to each Club in the District together with notice that it will be voted upon at the next District Convention. The Cabinet Secretary/Treasurer or Secretary shall give such notice at least thirty (30) days prior to the date of the District Convention.

Article 13 – Section 3 – Effective Date

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

ARTICLE 14 – CONFLICT WITH MD 410 CONSTITUTION

This Constitution shall not contain any provisions that are not consistent with the Constitution and By-Laws

of the Multiple District as amended from time to time.

ARTICLE 15 – LEGISLATIVE REQUIREMENTS

Article 15 - Section 1 – Body Corporate

The District is a body corporate and has an identity and existence distinct from its members or office-bearers.

Article 15 - Section. 2 - Term

The District shall continue to exist, notwithstanding changes in the composition of its membership or office-bearers

Article 15 - Section 3 – Rights of office bearers

The members or office-bearers of the District have no rights in the property or other assets of the District solely by virtue of their being members or office-bearers

Article 15 - Section 4 - Liability

The members or office bearers do not become liable for any of the obligations and liabilities of the District solely by virtue of their status as members or office bearers of the District.

Article 15 - Section 5 - Personal Liability

The members and office bearers are not personally liable for any loss suffered by any person as a result of an act or omission that occurs in good faith while the member or office bearer is performing functions for or on behalf of the District.

Article 15 - Section 6 – Non Distribution of property

The District's income and property are not distributable to its members or office bearers, Except as compensation for expenses incurred on behalf of the District.

Article 15 - Section 7 - Requirements

The District is:

- (a) Required to have at least three persons, who are not connected persons in relation to each other, to accept the fiduciary responsibility of the District and no single person may directly or indirectly control the decision making powers relating to the District
- (b) Prohibited from distributing any of its funds to any person (otherwise than in the course of undertaking any public benefit activity) and is required to utilize its funds solely for the object for which it has been established, or to invest such funds-
 - (i) With a financial institution as defined in section 1 of the Financial Services Board Act, 1990 (Act No.97 of 1990);
 - (ii) In securities listed on a stock exchange as defined in section 1 of the Stock Exchanges Control Act, 1985 (Act No.1 of 1985); or
 - (iii) In such other prudent investments in financial instruments and assets as the Commissioner for Inland Revenue may determine after consultation with the Executive Officer of the Financial Services Board and the Director of Non- Profit Organizations: Provided that the provisions of this subparagraph shall not prohibit the District from retaining any investment (other than any investment in the form of a business undertaking or trading activity or asset which is used in such business undertaking or trading activity) in the form that it was acquired by way of donation, bequest or inheritance;
- (c) Required on dissolution to transfer its assets to-
 - (i) Any similar public benefit organization which has been approved in terms of Section 30 of the Income Tax Act, No. 58 of 1962;
 - (ii) Any institution, board or body which is exempt from tax under the provisions of section 10(1) (cA)(i) of the aforesaid Act, which has as its sole or principal object the carrying on of any public benefit activity; or
 - (iii) Any department of state or administration in the national or provincial or local

- sphere of government of the Republic, contemplated in section 10(1)(a) or (b) of the said Act;
- (iv) Prohibited from carrying on any business undertaking or trading activity, otherwise than to the extent that-
 - (a) The gross income derived from all such business undertakings or trading activities do not in total exceed the greater of-
 - 1. 15 per cent of the gross receipts of the District; or
 - 2. R 25 000;
 - (b) The undertaking or activity is-
 - 1 Integral and directly related to the sole object of the District; and
 - 2 Carried out or conducted on a basis substantially the whole of which is directed towards the recovery of cost and which would not result in unfair competition in relation to taxable entities;
 - 3 The undertaking or activity, if not integral and directly related to the sole object of the District as contemplated in article 3.
 - 4 is of an occasional nature and undertaken substantially with assistance on a voluntary basis without compensation; or
 - (d) The undertaking or activity is approved by the Minister of Finance by notice in the Gazette, having regard to-
 - (i) The scope and benevolent nature of the undertaking or activity The direct connection and interrelationship of the undertaking or activity with the sole purpose of the District;
 - (ii) The profitability of the undertaking or activity; and
 - (iii) The level of the economic distortion that may be caused by the tax exempt status of the District carrying out the undertaking or activity;
 - (e) Prohibited from accepting any donation which is revocable at the instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in terms section 18A of the Income Tax Act: Provided that a donor (other than a donor which is an approved public benefit organization or an institution, board or body which is exempt from tax in terms of section 10(1) (cA)(i) of the said Income Tax Act, which has its sole or principal object the carrying on of any public benefit activity) may not impose conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation;
 - (f) Required to submit to the Commissioner for Inland Revenue a copy of any amendment to this constitution

ARTICLE 16 – EFFECTIVE

This Constitution and the By-Laws shall take effect at the close of the District Convention at which same are approved by a two-thirds (2/3) affirmative vote of the registered delegates present in person.

BY-LAWS

BY-LAW 1 – CONVENTION RESOLUTIONS

By-Law 1 – Section 1- Notice of receipt of motions

No resolution shall be moved at a District Convention unless due notice in writing thereof shall have been received by the District Secretary or Secretary at least ninety (90) days prior to the Annual District Convention provided that the District Convention may waive this section by a two-thirds (2/3) majority vote of the registered delegates present and voting.

By-Law 1 – Section 2 – Notice to clubs

The District Secretary/Treasurer or Secretary shall give notice in writing to all Clubs in the District of all resolutions of which he has received due notice in accordance with Section 1 hereof at least thirty (30) days prior to the annual District Convention.

BY-LAW 2 – DUTIES

By-Law 2 – Section 1 – District Governor

District Governor.

Under the general supervision of the International Board of Directors, he/she shall represent the Association in his/her District. In addition, he/she shall be the chief administrative officer in his/her District and shall have direct supervision over the Region Chairmen, the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer) and such other Cabinet members as may be provided for in the respective Single, Provisional or Multiple District Constitution and By-Laws.

His/her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of this Association.
- (b) Supervise the organization of new Lions Clubs.
- (c) Promote the Lions Clubs International Foundation and all service activities of the association.
- (d) Preside, when present, over Cabinet, Convention and other District meetings. During any period he/she is unable to so preside, the presiding officer at any such meetings shall be the club member designated by the respective District (Single, Provisional, Sub- or Multiple) Constitution and By-Laws.
- (e) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

By-Law 2 – Section 2 – Vice District Governors

(i) First Vice District Governor.

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

- (a) Further the Purposes and Objects of this Association.
- (b) Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of District he/she will be better prepared to assume the duties and responsibilities of said office.
- (c) Perform such administrative duties as may be assigned to him/her by the District Governor.
- (d) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor's Manual and other directives.
- (e) Actively participate in all cabinet and council meetings and conduct all meetings in the absence of the District Governor. 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 of the district.
- (h) At the request of the District Governor supervise appropriate district committees. (Amended 2009)

(ii) 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 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 to him/her 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. (Amended 2009)

By-Law 2 – Section 3 - Region Chairman

Region Chairman.

The Region Chairman, if the position is utilized during the District Governor's term, is subject to the supervision and direction of the District Governor and shall be the chief administrative office in his/her region.

His/her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of This Association.
- (b) Supervise the activities of the Zone Chairman in his/her region and such District Committee Chairman 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) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Regional Chairman's Manual and other directives.

By-Law 2 – Section 4 – Zone Chairman

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 Purposes and Objects 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 of such Committees.
- (c) Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her Zone.
- (d) 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 and other directives.

By-Law 2 – Section 5 – Secretary / Treasurer

Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer).

Each shall act under the supervision of the District Governor.

The specific responsibilities of each shall be to:

- (a) Further the Purposes and Objects of this Association.
- (b) Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual and other directives.

By-Law 2 – Section 6 – Other Cabinet Members

Other District Cabinet Members.

Subject to the supervision of the District Governor, the District Governor may appoint other Cabinet members, including District Chairmen, who shall perform such function and acts as may be required of them by the International Board of Directors and by provisions of the respective Single, Provisional, Sub- and Multiple District Constitution and By-Laws which are consistent with the Constitution and By-Law and policies of the International Board of Directors.

By-Law 2 – Section 7 - Honorary Committee.

District Governor’s Honorary Committee.

The chief mission of this committee shall be to promote harmony throughout the District. In this connection, the members of this Committee shall be known as “ambassadors of good will”. The Chairman of this Committee shall attend meetings of the District Governor’s Cabinet as and when called upon by the District Governor to do so, and the Chairman may be an ex-officio member of the District Governor’s Cabinet. The official actions of this Committee or of its individual members shall be under the supervision of the District Governor.

By-Law 2 – Section 8 - Cabinet

District Governor’s Cabinet.

The District Governor’s Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism within the District. It shall serve in an advisory and administrative capacity only. Through the Region Chairman it shall receive reports and recommendations that emanate from and concern the Clubs and Zones in the respective Regions of the Region Chairman. It shall supervise the collection of all stipulated per capita tax pertaining to this organization, including the Multiple District Administration Fund, by the Cabinet Secretary-Treasurer, and it shall designate a depository for all said funds. When deemed or found necessary it shall recommend to the Council of Governors, changes pertaining to the amount of Multiple District per capita levy collected to defray the administrative expenses within the Multiple District. It shall authorize the payment, out of funds of the District, of all legitimate expenses pertaining to the administration of the affairs of the District. It shall set the amount of corporate surety bond for the Cabinet Secretary- Treasurer and shall approve the surety company with which he shall be bonded. It shall demand of and receive from the Cabinet Secretary-Treasurer, or Treasurer, financial reports semi-annually or more frequently if necessary. It shall make provision for an audit at the end of the fiscal year, of the books and accounts of the District, a copy of which audit shall be mailed to the District Governor, the Region Chairman and the office of Lions Clubs International.

It shall receive such other reports from the Cabinet Secretary-Treasurer or Treasurer, as are found necessary from time to time. At the first meeting of the Cabinet there shall be agreed upon a definite schedule of Cabinet Meetings to be held during the year, and in so far as possible, definite dates and places of such meetings.

By-Law 2 – Section 9 - Advisory Committee

District Governor’s Advisory Committee.

The Committee is an advisory body from its Zone to the District Governor and his Cabinet, and it represents all the Clubs in the Zone in this capacity. It shall serve in an advisory and administrative capacity only. From the Clubs Presidents and Secretaries, which Club Officers, with the Zone Chairman, constitute its membership, this Committee shall receive recommendations affecting the welfare of Lionism and the Clubs in the Zone. It shall relay to the District Governor and his Cabinet, through its Region Chairman information and recommendations affecting the welfare of Lionism in its Zone, its Region and the District. It shall hold at least three (3) and preferably four (4) meetings during the year. It shall assist the Zone Chairman in his endeavor to have every Club within the Zone operating efficiently under the Lions Clubs International Club Standard Constitution and By-Laws. It shall promote attendance from the Clubs in the Zone at the annual District, Multiple District and International Conventions. It shall assist the Zone Chairman in promotion among the Clubs of the Zone Inter-Club meetings (meetings of Lions Clubs with other Lions Clubs) and such other social activities as golf and bowling tournaments, etc., banquets, anniversary celebrations, special functions such as meetings in observance of District Governor Week, honoring Key Members, Monarch, etc., installation of Officers, induction of new members, ladies’ nights, outings and other similar functions.

BY-LAW 3 – COMMITTEES

By-Law 3 – Section 1 - Appointment

The District Governor may appoint such Committees as he deems necessary and shall designate the Chairman of each Committee appointed by him and shall have power to fill vacancies in any committee as appointed.

By-Law 3 – Section 2 - Committees

The District Governor shall appoint the following committees, which may consist of the same persons:

- (a) **RESOLUTIONS, CONSTITUTION & BY-LAWS COMMITTEE**
Its purpose shall be the examination of all original Resolutions that come to or are to come before the Convention. These Resolutions shall be considered by this Committee, which will issue a report on them. The said Committee shall have the following rights:
 - a. To originate and draft its own Resolutions for submission to the Convention.
 - b. It shall have the power to put Resolutions in proper form, eliminating duplication where similar Resolutions are offered and ensure that all Resolutions relating to a specific subject will be offered in a logical sequence.
 - c. It shall have the authority to make substantive alterations in the Resolutions, but only with the sponsor's consent.
 - d. This Committee shall be required to report all Resolutions referred to it
- (b) **DISTRICT NOMINATIONS AND ELECTIONS COMMITTEE**
This Committee shall supervise the election of candidates for International Office, District Governor and Vice District Governor, should a ballot be necessary at Convention.
- (c) **CREDENTIALS COMMITTEE**
This Committee shall prepare and certify to the Convention the list of Officers, delegates and alternates that it has registered after finding them entitled to accreditation. The Committee shall also certify to the Convention the total number of delegates permitted and registered.
- (d) **COMMITTEE ON STANDING RULES**
This Committee shall draft rules of operating procedure for Convention.
- (e) **PROGRAMME COMMITTEE**
This Committee shall concern itself with the necessary physical arrangements such as negotiating a suitable venue/s, securing hotel accommodation, and related services. This Committee shall be appointed in conjunction with the Convention Host Club/s.
- (f) **LEADERSHIP AND LONG RANGE PLANNING COMMITTEE**
The purpose of this Committee shall be to assist and advise the Cabinet on all matters referred to it by the Cabinet pertaining to past and present policies, forward-planning, extension and direction of Lionism in the District.

By-Law 3 – Section 3 – Not members of Cabinet

Unless the District Governor designates otherwise, the Chairman of the Committees referred to in Paragraphs 1 (a) to (f) shall not be deemed to be District Chairman as contemplated in Article 6, Section 1 of the Constitution and shall not be entitled to a vote at meetings of the District Cabinet

BY-LAW 4 – RULES OF PROCEDURE

By-Law 4 – Section 1 – Robert's Rules

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 of Procedure in any District Meeting or Convention, any meeting of the Cabinet, Region, Zone or Member of Club or of any Group of Committee of any one of them, shall be determined by Robert's Rules of Order as revised from time to time.

BY-LAW 5 – FISCAL YEAR

By-Law 5 – Section 1 - Period

The fiscal year of the District shall be from 1st July to 30th June, inclusive, of each year.

BY-LAW 6 – CLUB STATUS

By-Law 6 – Section 1 - Good standing

A Lions Club in good standing is one which –

- (a) Is not in “status-quo”.
- (b) Operates in accordance with the provisions of the International Constitution and By-Laws and the International Board Policy.
- (c) Had paid current International and District (sub and multiple) per capita taxes and other levies in full.
- (d) Has no unpaid balance of more than R100, 00 outstanding over ninety (90) days for monies owing to Lions Clubs International, Multiple District 410 or District 410C for merchandise, projects or for any other reason, nothing excepted. (1991)

BY-LAW 7 – AMENDMENTS OF BY-LAWS

By-Law 7 – Section 1 - Amendment

These By-Laws can be amended only at a District Convention by resolution reported by the Committee on Constitution and By-Laws at such Convention and adopted by a two-thirds vote of the registered delegates present in person, and shall not contain any provisions which are not consistent with the Constitution and By-Laws of Multiple District 410 as amended from time to time.