

**DISTRICT 19 F
CONSTITUTION
AND
BY-LAWS**



**WASHINGTON
IDAHO**

**Under the Jurisdiction of
The Multiple District 19
and
The International Association of Lions Clubs**

as adopted by District 19 F

on

March 23, 2019

at the

**District 19 F Spring Conference
in
Yakima Washington**

Lions Club International
CODE OF ETHICS

TO SHOW my faith in the worthiness of my vocation by industrious applications to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable action on my part.

TO REMEMBER that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

DISTRICT 19 F CONSTITUTION & BY-LAWS TABLE OF CONTENTS

District 19-F Constitution

Article I	Name and Territorial Limits	5
Article II	Objects & Purposes of District 19-F	5
	Section 1 Objects	4-5
	Section 2 Purposes	6
Article III	Membership	6
	Section 1 Makeup of Membership	6
	Section 2 Clubs in Good Standing	6
Article IV	Emblem, Colors, Slogan and Motto	7
	Section 1 Emblem	7
	Section 2 Use of name and emblem	7
	Section 3 Colors	7
	Section 4 Slogan	7
	Section 5 Motto	7
Article V	Supremacy	7
Article VI	Officers	7
	Section 1 Officers of District 19-F	7
	Section 2 Qualifications of District Governor, 1 st . and 2 nd . Vice District Governor, and Zone Chairpersons	8-9
	Section 3 Election of District Governor, 1 st . and 2 nd . Vice District Governor, and Zone Chairpersons	9
	Section 4 Voting for District Officers	9
	Section 5 Voting for Zone Chairpersons	10
	Section 6 Taking Office	10
	Section 7 Compensation	10 -11
	Section 8 Vacancy in Office of District Governor	11
	Section 9 Vacancy in Office of Vice District Governors	11-12
	Section 10 Vacancy in Office of Zone Chairpersons	12
Article VII	Officers and District 19-F Cabinet	12
	Section 1 Officers	12
	Section 2 Cabinet	12-13
	Section 3 Election/Appointment of District 19-F Cabinet	13
	Section 4 Removal	13
	Section 5 Cabinet Meetings	13
Article VIII	District 19-F Spring Conferences	13
	Section 1 Site Selection of District 19-F Conference	13
	Section 2 Date of District 19-F Conference	13

	Section 3	Host Club	14
	Section 4	Officers of District 19-F Conference	14
	Section 5	District 19-F Conference – Legislative Body	14
	Section 6	Voting Delegates	14
	Section 7	Selection of Delegates	15
	Section 8	Quorum	15
	Section 9	Special Conference	15
	Section 10	Control and Financing of Conference	15
	Section 11	Written Report of District 19-F Conference	15
	Section 12	Proxy Voting	15
	Section 13	Certification of Voting Delegates and Registration	15
Article IX	Finance		15
	Section 1	District 19-F dues (Per Capita)	15-16
	Section 2	District 19-F Conference Funds	16
	Section 3	Other Financial Obligations	16
	Section 4	District 19-F Funds	16
	Section 5	District 19-F Per Capita Tax	16-17
Article X	District Dispute Resolution Procedures		17
Article XI	Amendments		18

District 19-F By-Laws

Article I “BL”	Nominations and Endorsement, (Third Vice President and International Director Nominees)	18-19
Article II “BL”	Nominations and Endorsement, (Multiple District 19 Council Chairperson, and Vice Council Chairperson)	19-20
Article III “BL”	Election of District Officers and District Voting Procedures	20-25
Article IV “BL”	Duties of District 19-F Offices	25-29
Article V “BL”	Duties of District 19-F Cabinet Chairs and Committees	30-40
Article VI “BL”	Conference Financing	40
Article VII “BL”	Conference Procedures	41
Article VIII “BL”	Makeup of District 19-F and Zones	41-42
Article IX “BL”	Extension – New Club Paraphernalia	42
Article X “BL”	Designation of Articles	42

Article XI “BL”	Amendments	43
Article XII “BL”	District 19-F Operations	43
	Section 1 Office of District Governor 1 st . & 2 nd . Vice District Governor	43
	Section 2 Voting members of District 19-F Cabinet	43
	Section 3 District 19-F Officers Declaration of Candidacy	44-45
	Section 4 District Election Procedures	45
	Section 5 District Voting Procedures	46

Constitution

District 19-F Constitution

Article I

Name and Territorial Limits

- Section 1.** The name of this organization shall be District 19-F, part of Multiple District 19, International Association of Lions Clubs.
- Section 2.** The territorial limits of this District shall be from the west, Chinook Pass Washington, to the East to Grangeville Idaho. From the North, Follow Interstate 90 including Odessa and Harrington Washington, to Goldendale Washington to the South.
- Section 3.** These limits shall not be changed until such time that Multiple District 19, in accordance with the International Association of Lions Clubs authorize realignment procedures.
- Section 4.** This District shall be divided into 8 Zones as designated by the By-Laws of our Multiple District 19.

Article II

Objects & Purposes

- Section 1. Object of District 19-F:** The Objects of this District 19-F shall be:
- A. To seek within District 19-F, and through the clubs of District 19-F, the attainment of the objects of the International Association of Lions Clubs as set forth in the Constitution and By-Laws thereof.
 - B. To increase the fellowship and cooperative efforts of the clubs within the District.

- C. To cooperate with the International Association of Lions Clubs, and the Multiple District 19 in organizing new clubs and in education and strengthening all clubs within the District.
- D. To promote the participation of the clubs in our District in general objectives, programs, and policies of the Multiple District and of the International Association of Lions Clubs.

Section 2. Purposes of District 19-F: The Purposes of this District F shall be:

- A. To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this 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 endeavors.

**Article III
Membership**

Section 1. Makeup of Members: The membership of this District 19-F shall consist of every chartered Lions Club meeting within the territorial limits of this District in good standing with the Multiple District 19 and with the International Association of Lions Clubs.

Section 2. Clubs in Good Standing: Any member club more than ninety (90) days in arrears for any financial obligation to this Multiple District 19, and the International Association of Lions Clubs shall be considered not in Good Standing.

Article IV
Emblem, Colors, Slogan and Motto

Section 1. EMBLEM. The emblem of this association and each chartered club shall be of a design as follows.



We Serve

Section 2. USE OF NAME AND EMBLEM. The use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Sections 3. COLORS. The colors of this association and of each chartered club shall be purple and gold.

Section 4. SLOGAN. The Slogan for this association shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5. MOTTO. The Motto shall be We Serve.

Article V
Supremacy

This District 19-F Constitution and By-Laws shall govern District 19-F unless otherwise amended so as not to conflict with the Multiple District 19 and 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 District 19-F Constitution and By-Laws and the Multiple District 19 Constitution & By-Laws then the Multiple District 19 Constitution and By-Laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in District 19-F Constitution and By-Laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

Article VI
Officers

Section 1. Officers of District 19F: The Officers of District 19-F shall be a District Governor, Immediate Past District Governor, 1st. Vice District Governor, 2nd. Vice District Governor, and Eight (8) Zone Chairpersons representing Zone 1 thru. Zone 8 in District 19-F.

Section 2. Qualifications of District Governor, 1st. & 2nd. Vice District Governor, and Zone Chairpersons:

District 19-F District Governor:

- A. The District 19-F District Governor shall be an active member in good standing of a Chartered Lions Club in good standing in District 19-F in good standing, and shall have served at the time he/she takes Office as District Governor:
- B. Served as President of a Lions Club in good Standing 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.
- C. Served as Zone Chairperson for a full term or major portion thereof.
- D. Served as 1st. Vice District Governor for a full term or major portion thereof. Provided, however, in the event the incumbent 1st. Vice District Governor does not stand for election as District Governor, any club member who fulfills the qualifications of the International Constitution and By-laws and the Multiple District Constitution and By-Laws, is also eligible; and
- E. With none of the above being accomplished concurrently.

1st. & 2nd. Vice District Governor:

- A. Be an active member in good standing in his/her respective Chartered Lions Club in good standing in District 19-F in good standing and shall have served at the time he/she takes Office as Vice District Governor.
- B. Served 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.
- C. Served as Zone Chairperson for a full term or major portion thereof.
- D. With none of the above being accomplished concurrently.

Zone Chairpersons: (Review District 19-F Policy Manual Article IV page 5)

- A. Be an active member in good standing in his/her respective Chartered Lions Club in good standing in District 19-F in good standing and shall have served at the time he/she takes Office as Zone Chairperson.
- B. Be an active member in good standing in his/her respective Zone.
- C. Have served or will have served at the time of taking office, as President and/or Secretary 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.
- D. Be limited to two terms consecutively.
- E. With none of the above being accomplished concurrently.

Section 3. Elections of District 19-F District Governor, Vice District Governor's, and Zone Chairpersons: (Review District 19-F Policy Manual Article II page 3-4)

- A. Candidates for the Officers listed in Section 3 shall have their announcements and endorsements filed with the Multiple District 19 Office by December 31st. of the Lions Year in which the election for these offices is held.

Section 4. Voting for District 19-F District Governor, and 1st. & 2nd. Vice District Governor: (Review District 19-F Policy Manual Article II page 3, Article III page 4)

- A. Voting for District 19-F District Offices shall occur at our District Conference. District Governor, and 1st. & 2nd. Vice District Governor's will be voted on by Ballots at a designated location set up by the Election Committee and run by this Election Committee at the Conference. Election Committee Chairperson is the Immediate Past District Governor from District 19-F.
- B. Candidates for District Governor, and 1st. & 2nd. Vice District Governor shall be nominated, and the nomination Seconded, from the floor at the opening session at the District Conference.
- C. The official voting delegates (one (1) for every ten (10) members) from each Club in our District shall vote by ballot for the District Governor Candidate, and the 1st. & 2nd. Vice District Governor

Candidates at our District Conference at a time and location set by the official Election Committee. This vote takes place each year.

- D. The official tally of the votes for the District Governor, 1st. & 2nd. Vice District Governor will be completed by the Election Committee after the voting is closed, and the results of the Voting will be announced by the Election Committee Chairperson before the close of the Conference.
- E. The District Governor, 1st. & 2nd. Vice District Governor Candidates, if elected will then become District Governor Elect, and 1st. & 2nd. Vice District Governor Elects until July 1st. of that year when they take office officially.
- F. The District Governor is the only one to be sworn in at the International Association of Lions Clubs Annual Convention in June of each year and will take office immediately thereafter.

Section 5. Voting for District 19-F Zone Chairperson: (Review District 19-F Policy Manual Article IV page 5)

- A. The designated delegates of each Club in their prospective Zones shall nominate and elect a Zone Chairperson for their Zone at a specially designated Zone Meeting fixed within the limits of practical planning to precede or coincide with the District 19-F Conference. Each Lions Club in good standing shall be entitled to two (2) delegates to the Zone Meetings, each with 1 vote and such delegates shall be the President and the Secretary, or their official representatives, in case of their inability to be present. It shall be the duty of each Lions Club in good standing to be represented by their delegates at all Zone Meetings.
- B. If no Zone Chairperson has been elected at the designated Zone Meetings before the District 19-F Conference, each Zone will hold a Zone Meeting at the District 19-F Conference by the seated Zone Chairperson, and officially elect a new Zone Chairperson for their Zone.
- C. The announcements of the new Zone Chairpersons in each Zone will be presented by the seated Zone Chairperson or his/her representative before the end of the District 19-F Conference.

Section 6. Taking Office: The officers of District 19-F shall take office at the close of the Annual Convention of the International Association of Lions Clubs next succeeding their election, and shall serve for a period of one year, or until their successor shall be duly elected and enter upon his/her duties of office.

Section 7. Compensation: All officers shall serve without compensation except for actual expenses (not otherwise allowed by the International Association of Lions Clubs) and then only at the direction of the District 19-F Cabinet, and or Multiple District 19 approval.

Section 8. Vacancy of the Office of District Governor: In the event of a vacancy in the office of our District 19-F District Governor, the replacement shall be selected in accordance with the provisions of the Constitution and By-Laws of the International Association of Lions Clubs. The immediate past district governor, first and second vice district governors, zone chairpersons, cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and past district governors, past international directors and past international presidents 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.

For a Lion to be eligible and qualified to be selected to fill a vacancy in the office of District 19-F District Governor, he/she must:

- (a.) Be an active member in good standing of a chartered Lions Club in good standing in District 19-F.
 - (b.) Have served or will have served at the time he/she takes office as district governor:
 - (1.) As officer of a Lions Club for a full term or major portion thereof; and
 - (2.) As a member of the District 19-F Cabinet for two (2) full terms or major portion thereof, with none of the above being accomplished concurrently.
- A.** In the event the seated District 19-F District Governor is unable to perform his/her duties as District Governor, or unable to serve for a short time, the 1st. Vice District Governor shall serve as Chairperson as well as his/her own term for which elected. In the event he/she is unable, or unwilling, to serve, the 2nd. Vice District Governor shall serve as Chairperson as well as his/her own term for which elected until the seated District Governor is able to resume his/her term of office.
- B.** In the event the seated District 19-F District Governor is unable to complete his/her term in office, the 1st. Vice District Governor shall step up and serve as Chairperson for the remaining time of office. If he/she is unable, or unwilling, to serve, the 2nd. Vice District Governor shall serve as Chairperson for the remaining time in office.

Section 9. Vacancy of the District 19-F Office of 1st. & 2nd. Vice District Governors: In the event of a vacancy of the office of District 19-F 1st. or 2nd. 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 District 19-F. It shall be the duty of the attendees at this meeting to

appoint a qualified club member as first or second vice district governor 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 intitled to cast one (1) vote for the Lion of his/her choice.

For a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- (a) Be an active Member in good standing of a chartered Lions club in good standing in District 19-F.
- (b) Have served or will have served at the time he/she takes office as First or Second Vice District Governor:
 - 1. Served as an officer of a Lions club for a full term or major portion thereof; and
 - 2. Served as a member of the District 19-F cabinet for a full term or major portion thereof, with none of the above being accomplished concurrently.

Section 10. Vacancy in the Office of District 19-F Zone Chairperson: In the event of a vacancy of the office of Zone Chairperson in any of the zones in District 19-F, these positions shall be filled by appointment from the District 19-F District Governor for this term or remaining unexpired term.

For a Lion to be eligible and qualified to be selected to fill a vacancy in the office of Zone Chairperson in any of the Zones in District 19-F he/she must:

- (a) Be an active Member in good standing of a chartered Lions club in good standing in District 19-F.
- (b) Have served as President and/or Secretary of a Lions club for a full term or major portion thereof;
- (c) Have served on the Board of Directors of a Lions club for an additional two (2) years with none of the above being accomplished concurrently.

Article VII

Officers and District 19-F Cabinet

Section 1. Officers. The officers of District 19-F shall be the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Zone Chairpersons, and a cabinet secretary, a cabinet treasurer, or a cabinet secretary-treasurer. Each such officer shall be a member in good standing of a Lions club in good standing in District 19-F. Review District F Policy Manual Article VI page 5-6.

Section 2. District 19-F Cabinet. District 19-F shall have a District Cabinet composed of the District 19-F District Governor, the Immediate Past District Governor,

the First and Second Vice District Governors District 19-F, the District 19-F Zone Chairpersons of each Zone in District 19-F, the Global Membership Team District 19-F Coordinator, the Global Leadership Team District 19-F Coordinator, the Global Service Team District 19-F Coordinator and representatives of each team if any, the LCIF District 19-F Coordinator, the District 19-F Northwest Lions Foundation Trustee, a District 19-F Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. Each such cabinet member shall be a member in good standing of a Lions club in good standing in District 19-F. Review District 19-F Policy Manual Article VI page 5-6.

Section 3. Election/Appointment of District 19-F Cabinet. The District Governor and First and Second Vice District Governors shall be elected at the District 19-F Annual Conference. The District Governor Elect shall appoint by the time he/she takes office, a Cabinet Secretary and Cabinet Treasurer or Cabinet Secretary/Treasurer, Sergeant at Arms and such other Cabinet Chairpersons as may be included in District 19-F District Cabinet. Review District 19-F Policy Manual Article VI page 5-6.

Section 4. Removal. Members of the District 19-F Cabinet other than the District Governor, the First and Second Vice District Governor, and the Northwest Lions Foundation for Sight and Hearing Trustee may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

Section 5. Cabinet Meetings. There shall be three (3) District 19-F Cabinet Meetings with the first cabinet meeting to convene with-in thirty day's (30) following the close of the Lions Clubs International Convention. Cabinet Meeting two (2) to convene in November and Cabinet Meeting three (3) to convene in February with time and location to be set by the District Governor in agreement with the seated Cabinet Members and take place before the District 19-F Conference. A fourth (4) Cabinet Meeting shall take place at the District 19-F Conference at a time and location set by the District Governor in agreement with the seated Cabinet Members. Review District 19-F Policy Manual Article VI page 5-6.

Article VIII District 19-F Annual Conference

Section 1. Site Selection of District 19-F Conference. The location for the District 19-F Conference shall be determined by the District Governor Elect with the assistance of the appointed Conference Chairperson and Conference Committee. The District 19-F Annual Conference should take place in the same general location as the sponsoring Lions Club. Review District 19-F Policy Manual Article X, Spring Conference page 20.

Section 2. Date for the District 19-F Annual Conference. The date for the District 19-F Annual Conference shall be determined by the District Governor Elect of District 19-F for his year. With the assistance of the other eight (8) District Governors Elect in the Multiple District 19 to not have any conflicts in District 19-F Annual Conference date.

March shall be the preferred date for District 19-F Annual Conference. Review District 19-F Policy Manual Article X Spring Conference page 20.

Section 3. Host Club. The Host Lions Club for the District 19-F Annual Conference will be determined by the District Governor, Conference Chairperson, and the Conference Committee, and should be a Lions Club in good standing in the general location of the District 19-F Conference Hotel, or Conference Site. Review District 19-F Policy Manual Article X page 20-21

Section 4. Officers of District 19-F Annual Conference. The Officers of the District 19-F Annual Conference shall be the District Governor, Conference Chairperson, and District 19-F Conference Committee. Review District 19-F Policy Manual Article X Spring Conference page 20-21.

Section 5. District 19-F Conference-Legislative Body. The Conference of this District 19-F shall constitute the Legislative Body of District 19-F and shall have the right and power to enact rules and regulations, adopt resolutions, amend the Constitution and By-Laws, and approve or disapprove the actions of its officers, and are subject only to the Constitution and By-Laws of District 19-F.

Section 6. Voting Delegates of District 19-F. Each chartered club in good standing in Lions Clubs International, Multiple District 19, and in District 19-F shall be entitled to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one (1) year and a day in the club or major part thereof, carried upon the roster of the club, and so reported upon its monthly report to Lions Clubs International and the Multiple District 19 Executive Secretary/Treasurer of the Multiple District 19 for the month immediately preceding District 19-F Conference, are entitled to one delegate and one alternate delegate. All seated, and past International Directors in District 19-F shall have an automatic vote in elections, in addition to those allocated to his/her club, in accordance with the Lions Clubs International Constitution and By-Laws. Any Lions Clubs chartered less than twelve (12) months preceding the District 19-F Conference are entitled to one (1) delegate and one (1) alternate delegate. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled, and one (1) vote only on each question submitted to, the District 19-F Conference. Unless otherwise specified herein, the affirmative vote of most of the delegates voting on any question shall be the act of the conference. Alternates of each chartered Lions Club can vote only if the delegates from their lions' clubs are not present to vote. Each eligible delegate and alternate must be members in good standing of a club in good standing in District 19-F. Delinquent dues may be paid and good standing acquired prior to the close of credential certification along with proof of payment. Credential closing time shall be established by the rules of the District 19-F Conference. Review District 19-F Policy Manual Article V page 5.

Section 7. Selection of Delegates. The selection of the voting delegates and alternates of a club shall be made by the Board of Directors of the members club. The members club shall select its voting delegates and alternates from its active membership

and such selection shall be evidenced by a voting certificate signed by the president or Secretary of the club, which voting certificate shall be filed by the delegate or alternate with the committee on credentials. (Review District 19-F Policy Manual, Article V, page 5)

Section 8. Quorum. A majority of the delegates in attendance at District 19-F Conference shall constitute a quorum.

Section 9. Special Conference. A Special Conference of District 19-F may be called by a two-thirds vote of the District 19-F Cabinet at such time and place as they shall determine; provided that such Special Conference shall conclude no less than thirty (30) days prior to the convening date of the International Convention and that such Special Conference shall not be convened for the election of the District Governor, First Vice District Governor, Second Vice District Governor, or District 19-F Northwest Lions Sight and Hearing Foundation Trustee Representative. Written notice of the Special Conference setting forth the time, place and purpose thereof, shall be provided to each club in District 19-F, the Multiple District 19 Executive Secretary/Treasurer and each District Governor in the Multiple District 19 by the District 19-F Cabinet Secretary, no less than thirty (30) days prior to the convening date of the Special Conference.

Section 10. Control and Financing District 19-F Conference. The District 19-F Cabinet may establish rules and regulations for the control and financing of the District 19-F Conference, subject to the Constitution and By-Laws of Multiple District 19, and the Constitution and By-Laws of District 19-F.

Section 11. Written Report for District 19-F Conference. A written report shall be sent to the Multiple District 19 Executive Secretary/Treasurer, District 19-F District Governor, First and Second Vice District Governors, District 19-F Cabinet Secretary, and a copy of the report filed in the District 19-F Files, by the Conference Chairperson. This report shall include a synopsis of all action taken thereat, and all financial reports therein. (Review District 19-F Policy Manual Article X Section D page 21)

Section 12. Proxy Voting. Proxy Voting is strictly prohibited in Clubs, Zones, District 19-F, and the District 19-F Conference.

Section 13. Certification of Voting Delegates and Registration of Participants. At District 19-F Conference, all delegates and alternate delegates shall be certified and all persons, whether delegates, alternate delegates or others, may be permitted to attend or participate in any sessions or proceedings, only after registering and paying such registration fees as may be fixed by the District 19-F Conference Committee.

Article IX Finance

Section 1. District 19-F Dues: (Per Capita) Dues shall be paid by every member club a per capita tax for each member carried upon its rolls and reported to Lions Clubs

International upon its monthly report under “Members at Close” for June and December. There will be two (2) sets of Dues, Lions Clubs International Dues, and Multiple District 19 Dues. All new members reported on MMR’S subsequent to the June and December MMR’S shall be assessed on a pro-rated basis. This sum shall be billed in U.S. Funds for clubs in District 19-F. This sum shall be paid semiannually on or before the last day of July and the last day of January for Lions Clubs International Dues and the last day of August and the last day of February for the Multiple District 19 Dues. The Dues payment shall be made payable to the Lions Clubs International, for International Dues and Multiple District 19, for Multiple District 19 Dues.

Section 2. District 19-F Annual Conference Funds:

- A. District 19-F Annual Conference Funds are assessed by charging a Registration Fee for all persons attending the conference no matter whether they are a member of the Lions Clubs Organization or not. Funds can also be raised by holding one (1) outside Raffle and one (1) inside Raffle/Silent auction.
- B. Meals at the District 19-F Annual Conference are self-sustaining, and no Funds can be raised from any meal what so ever.
- C. District 19-F can request startup Funds from the Multiple District 19 Office to be taken from our District 19-F Escrow Account by a yes vote of the District 19-F Cabinet at the first cabinet meeting in July or August. These Funds are to be paid back to the District 19-F Escrow Account from the proceeds from the District 19-F Annual Conference.
- D. All monies left over after all District 19-F Conference expenses are paid are to be turned over to the Multiple District 19 Office and placed in the District 19-F Escrow Account.

Section 3. Other Financial Obligations: No financial obligations, other than as specified herein above, shall be placed upon the clubs in District 19-F.

Section 4. District 19-F Funds: A percentage of the Multiple District 19 dues levied upon each member per month is hereby appropriated for, and shall be made available to, District 19-F for use of district operations. No District or Zone shall levy upon, or collect, any dues or assessments in lieu thereof from its clubs or zones. The percentage of the Multiple District 19 dues appropriated for District 19-F Operations Fund shall be specified in the Multiple District 19 Policy Manual. These funds shall be used for the administration of the affairs of District 19-F, including its annual District Conference. Expenditures shall be made on bills presented and authorized by the District Governor to the Multiple District 19 Executive Secretary-Treasurer to the extent that funds accrue in the District Operations account. Bills for amounts in excess of funds in the District Operations account shall be returned to the District Governor

for payment or for District Cabinet authorization to pay from the District Escrow account to its accrued amount. Bills in excess of the total; of both accounts shall be returned to the District Governor for payment. Any unused funds remaining to the credit of District 19-F at the close of its year shall become a part of the District's Escrow Account. Expenditures from this account must be authorized by a vote of the District 19-F Cabinet. At no time will these funds become a part of the General Fund of the Multiple District without a vote of the District 19-F Cabinet. These funds cannot be used for personal expenses of District 19-F or Zone Officer, except for those instances listed in the Multiple District 19 Policy Manual, and the District 19-F Policy Manual.

Section 5. District 19-F Per Capita Tax: (Lions Clubs International and Multiple District 19)

- A.** The per capita tax for Lions Clubs International dues shall be levied semi-annually. The cost per member semi-annually shall be twenty-one dollars and fifty cents (\$21.50). The per capita tax shall be apportioned as prescribed in the Lions Clubs International Constitution and By-Laws.
- B.** The per capita administrative tax of Lions Clubs International shall include provisions for Family Membership Plan as adopted by the International Board of Directors. In the Family Membership Dues structure one (1) member pays full dues, and all other Family Members in the same house-hold, up to no more than four (4) members pays one half (1/2) the dues rate, and full Membership Entrance fees.
- C.** The per capita tax for Multiple District 19 dues shall be levied semi-annually. The cost per member semi-annually shall be nine dollars and thirty cents (\$9.30). The per capita tax shall be apportioned as prescribed in the Multiple District 19 Policy Manual.
- D.** The per capita administrative tax of Multiple District 19 shall include provisions for a Student Membership Plan as adopted by the International Board of Directors. Eligible students who are less than 30 years old at the semi-annual billing date, as members shall pay a semi-annual per capita tax equal to one half (1/2) of the total amount of the dues. Documentation of student members shall be made through Lions Clubs International utilizing the approved criteria and application form.

**Article X
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 and the district administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors. (Mandatory Provision)

Article XI Amendments

Section 1. Amending Procedure: This constitution may be amended only at the District 19-F Conference, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. Automatic Updates: When amendments to the International Constitution and By-Laws are passed at the International Convention, and amendments to the Multiple District 19 Constitution and By-Laws are passed at the Multiple District 19 Convention, any amendment that would have an effect on this District 19-F Constitution and By-Laws shall automatically be updated in this District 19-F Constitution and By-Laws at the close of the District 19-F Conference.

Section 3. Notice: No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual District 19-F Conference with notice that the same will be voted upon at said conference.

Section 4. Effective Date: Each amendment shall take effect at the close of the District 19-F Conference, unless otherwise specified in the amendment.

BY-LAWS DISTRICT 19-F BY-LAWS:

Article I “BL” 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 District 19-F seeking endorsements of a district conference 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 in District 19-F and to the Multiple District 19 Secretary/Treasurer no less than thirty (30) days prior to the convening date of the District 19-F Conference 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. Nomination: Each notice of intention so delivered shall be transmitted forthwith by the District 19-F District Governor to the Nominating Committee of the District 19-F Annual Conference, 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 19-F Conference the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

Section 3. Seconding Speech: Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in 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 endorsed (elected) as the candidate of the District 19-F Conference. 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: Certification of endorsement by the District 19-F Conference shall be made in writing to the Lions Clubs International Office by the District 19-F officials designated, and to the Multiple District 19 Executive Secretary/Treasurer and Multiple District 19 Council of Governors in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 6. Validity: No District 19-F endorsement of any candidacy of any member of a Lions Club in District 19-F shall be valid unless and until the provisions of this Article have been met.

Article II “BL”
Nominations and Endorsement
Multiple District 19 Council Chairperson and
Multiple District 19 Vice Council Chairperson Nominees

Section 1. Endorsement Procedure. Any candidate in District 19-F seeking Nomination for the office of Multiple District 19 Council Chairperson, or Vice Council Chairperson shall have their announcements and endorsements filed with the Multiple District 19 Office by December 31st. of the Lions year in which the election for these offices is held, in accordance with the Multiple District 19 Constitution and By-Laws, Article IV Sections 3 page 4.

Section 2. Nomination and Seconding Nomination. Nomination for the Multiple District 19 Council Chairperson and Multiple District 19 Vice Council Chairperson

Candidates from District 19-F shall be done at the District 19-F Spring Conference prior to voting.

Section 3. Voting for Multiple District 19 Council Chairperson, and Multiple District 19 Vice Council Chairperson. Voting for these officers shall occur at each of the nine (9) District's Spring Conferences. The ballots will be deposited into sealed official MD 19 ballot boxes that will be collected at the close of the elections at each District Conference. The sealed ballot boxes shall be delivered by a Lion representing the MD19 Office to the MD19 Office. The ballot boxes shall not be opened until the voting at all District Spring Conferences has taken place. The Ballots shall be counted in the presence of the Council Chairperson and/or the Immediate Past Council Chairperson, the MD19 Election Chairperson, two Lions selected by the Council Chairperson and the MD 19 Executive Secretary/Treasurer. The counting of the ballots will be observed by the scrutineer of each of the candidates and will take place at the close of the final District Conference. Should two (2) District Conferences be scheduled on the same and last weekend, the counting of the ballots will be within seven (7) days of these last District Conferences, in accordance with the Multiple District 19 Constitution and By-Laws, Article IV Section 3, (b).

Section 4. Certification of Endorsement. Certification of endorsement of candidate from District 19-F for Multiple District 19 Council Chairperson, or Vice Council Chairperson, shall be verified by the Multiple District 19 Council of Governors, in accordance with the Multiple District 19 Constitution and By-Laws, Article IV Section 4 and Section 5.

Section 5. Validity. No District 19-F endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article have been met.

Article III "BL"

Election of District 19-F Officers and District Voting Procedures

Section 1. Nominating Committee: The District Governor of District 19-F shall appoint by written notification received at least sixty (60) days prior to the District 19-F Annual Conference, a Nominating Committee, of no less than three (3) and no more than five (5) Lions in good standing in a club in good standing in District 19-F to serve as the District 19-F Nominating Committee, and shall not through the duration of their appointment hold any district cabinet offices either by election or appointment.

Section 2. District Governor Election Procedures: Any qualified member of a club in District 19-F seeking the office of District Governor shall file his/her intention to so run in writing with the Multiple District 19 Office and the seated District Governor no later than December Thirty First (31) of each year and furnish evidence of his/her compliance with the qualifications for said office set out in the Multiple District

Constitution and By-Laws, Article IV, Section 6 and the District 19-F Policy Manual, Article II, Paragraphs 2, & 3, Page 3-4.

- (a) For a Lion to be eligible for the office of District 19-F District Governor he/she shall be an Active Member in good standing of a Chartered Lions Club in good standing in District in 19-F and shall have served at the time he/she takes office as District Governor;
 - (i) As President of a Lions Club in good standing 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,
 - (ii) As Zone Chairperson for a full term or major portion thereof,
 - (iii) As First Vice District Governor for a full term or major portion thereof. Provided, however in the event the incumbent First Vice District does not stand for election as District Governor, any club member who fulfills the qualifications of the International Constitution and By-Laws and who is currently serving or has completed one (1) additional year as a member of the District Cabinet is also eligible and,
 - (iv) With none of the above being accomplished concurrently.
- (b) If no candidate has declared by December thirty first (31) then a declaration can be put in place thirty (30) days prior to the District F Conference.
- (c) If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor at the opening session of the District F Conference. A Candidate shall be allowed one (1) nominating speech, of no more than five (5) minutes duration, and one (1) Seconding speech of no more than three (3) minutes duration.
- (d) If no candidate comes forth from the floor of the District 19-F Conference, then Lions Clubs International Constitution and By-Laws, Article VIII, Section 6, Paragraphs D, & E shall be followed. A properly qualified candidate may be declared by the past District Governors of District 19-F.

Section 3. First and Second Vice District Governor Election Procedures: Any qualified member of a club in District 19-F seeking the office of First or Second Vice District Governor, shall file his/her intention to so run in writing with the Multiple District 19 Office and the seated District Governor of District 19-F no later than December thirty first (31) of each year and furnish evidence of his/her compliance with the qualifications for said office set out in the Multiple District Constitution and by-Laws, Article IV, Section 7 and the District F Policy Manual Article III page 4.

- (a) Qualifications for First Vice District Governor for District 19-F he/she shall,
 - (i) Be an active member in good standing in District 19-F,
 - (ii) Have served or will have served at the time he/she takes Office as First Vice District Governor 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;
 - (iii) As Zone Chairperson for a full term or major portion thereof;

- (iv) As Second Vice District Governor for a full term or major portion thereof. Provided, however, in the event the incumbent Second Vice District Governor does not stand for election as First Vice District Governor, any club member who fulfills the qualifications of the International Constitution and By-Laws and who is currently serving or has completed one (1) additional year as a member of the District 19-F Cabinet is also eligible; and
- (v) With none of the above being accomplished concurrently.
- (b) Qualifications for Second Vice District Governor for District 19-F he/she shall;
 - (i) Be in position to be determined by the separate Districts;
 - (ii) Be an active member in good standing in District 19-F;
 - (iii) Have served or will have served at the time he/she takes office as Second Vice District Governor as President of a Lions Club for a full term or a major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years;
 - (iv) As Zone Chairperson for a full term or major portion thereof;
 - (v) With none of the above being accomplished concurrently.
- (c) If no candidate is declared by December thirty first (31) then a declaration can be put in place thirty (30) days prior to the District F Conference.
- (d) If no candidate is declared thirty (30) days prior to the District F Conference, then a candidate can be nominated from the floor at the opening session of the District 19-F Conference. A Candidate shall be allowed one (1) nominating speech, of no more than five (5) minutes duration, and one (1) seconding speech of no more than three (3) minutes duration.
- (e) If no candidate comes forth from the floor of the District 19-F conference, then Lions Clubs International Constitution and By-Laws, Article VIII, Section 6, Paragraphs D, & E shall be followed. A properly qualified candidate may be declared by the past District Governors of District 19-F.
- (f) If a Vice District Governor of District 19-F chooses not to run for the office of District Governor, within two (2) years after serving as Vice District Governor, then they must be elected as Vice District Governor again to run for the office of District Governor.

Section 4. Ballots: The election shall be by secret written ballot taking place at the District 19-F Conference, with the candidate or candidates of District 19-F required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half (1/2) of the total valid votes cast excluding blanks and abstentions. 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. (Refer to Multiple District 19 Constitution and By-Laws, Article I “BL”, Sections 1 thru. 9) page 11.

Section 5. District Governor Vacancy: In the event of a vacancy in the office of the District 19-F District Governor, the same shall be filled in accordance with the provisions

of the International Constitution and By-Laws, Article VIII, Section 6, Paragraphs D, & E. The Immediate Past District Governor, First and Second Vice District Governor, Zone Chairpersons, Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary/Treasurer), past District Governors, past International Director, and past International Presidents in District 19-F 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. (Refer to District F Policy Manual, Article I, Paragraph 4, page 4.)

For a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must;

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in District 19-F.
- (b) Have served or will have served at the time he/she takes office as district governor;
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the District 19-F Cabinet for two (2) full terms of major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

It is encouraged that the First Vice District Governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

Section 6. First and Second Vice District Governor's Vacancies: In the event of a vacancy arising in the office of First or Second Vice District Governor in District 19-F, the District Governor of District 19-F, shall convene a meeting of the members of the existing Cabinet of District 19-F as provided for in the International Constitution and By-Laws, and the Multiple District 19 Constitution and By-Laws, Article IV, Section 19, page 8, and all past international officers who are members in good standing of a chartered Lions club in good standing in District 19-F. It shall be the duty of the attendees at the meeting to appoint a qualified club member as First or Second Vice District Governor for District 19-F, (whichever is perinate), for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor of District 19-F, or if not available, the most recent Past District Governor of District 19-F, 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 on his/her choice.

For a Lion to be eligible and qualified to be selected to fill a vacancy in the office of First or Second Vice District Governor in District 19-F, he/she must;

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in District 19-F.
- (b) Have served or will have served at the time he/she takes office as First or Second Vice District Governor;
 - (i) As officer of a Lions club for a full term or major portion thereof; and

- (ii) As a member of the District 19-F Cabinet for a full term or major portion thereof;
- (iii) With none of the above being accomplished concurrently.

Section 7. Zone Chairperson in District 19-F Qualifications:

- (a) Be an active member in good standing in an active Lions club in good standing in a Zone in District 19-F;
- (b) Have served or will have served at the time of taking office as Zone Chairperson in District 19-F, as President or Secretary of a Lions club for a full term or major portion thereof, and member of the board of directors of a Lions club for no less than two (2) additional years.

Endorsements for qualifications for the position or Zone Chairperson in District 19-F shall be sent by written endorsement, to the Multiple District 19 Office, and the seated District Governor in District 19-F by December thirty first (31) of that year.

Section 8. Election/Appointment of District 19-F Zone Chairperson: The Election for Zone Chairperson in District 19-F shall take place as follows;

- (a) Election for Zone Chairperson is to take place at each individual Zone Meeting held after the endorsement proceedings;
- (b) If no Zone Chairperson is elected at the individual Zone Meetings in District 19-F, then a special meeting will be called at the District 19-F Conference by each Zone in the District to elect a Zone Chairperson in each Zone in District 19-F;
- (c) If no Zone Chairperson is elected at the District 19-F Conference, then it is the duty of the incoming District Governor Elect of District 19-F to fill the positions of Zone Chairpersons by appointment of a qualified Lion in each vacant Zone.
- (d) A Zone Chairperson in District 19-F can be elected for two (2) consecutive terms only, then he/she must not serve as Zone Chairperson for at least one (1) year before being elected for another term as Zone Chairperson in District 19-F.

Section 9. Zone Chairperson Vacancy: If a Zone Chairperson in any Zone in District 19-F ceases to be a member of a club in their zone, or is no longer a member in good standing in their Lions club in good standing which he/she was elected, he/she shall;

- (a) Cease as zone chairperson and the District Governor in District 19-F shall convene a special meeting of the Zone Council of the Zone concerned, to fill by election the vacancy in this office, except where such vacancy occurs after April first (1); then, the Governor may appoint an interim Zone Chairperson to fill the remainder of the unexpired term. The candidate must meet the qualifications stated in Article IV, Section 9 of the Multiple District 19 Constitution and By-Laws, and Article IV, Section B, page 4 in the District 19-F Policy Manual.
- (b) In the event it is not practical or feasible to convene a special meeting of the zone to elect a replacement Zone Chairperson, the seated Zone Chairperson or the Seated District Governor in District 19-F may submit the election to the Presidents and Secretaries of the Clubs in the Zone for a vote by email, fax, or

- telephone. If a simple majority of the total number of the Zone's Club Presidents and Secretaries respond in favor of the election, the Zone Chairperson candidate would be considered elected. To be counted, votes must be received by the current Zone Chairperson, or the District Governor within 72 hours of when the email, fax, or telephone call requesting the vote is made or sent by the current Zone Chairperson or District Governor of District 19-F. The matter voted upon shall be submitted at the next possible Zone Meeting to be ratified. Refer to Article IV, Section 18, page 7, Multiple District 19 Constitution and By-Laws.
- (c) Written notification of such resignation must be sent immediately to the seated District Governor of District 19-F and the Multiple District 19 Executive Secretary/Treasurer.

Article IV "BL"
Duties of District 19-F Officers

Section 1. District Governor: Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her District 19-F. In addition, he/she shall be the chief administrative officer in his/her District 19-F and shall have direct supervision over the First and Second Vice District Governors, Zone Chairpersons, the Cabinet Secretary/Treasurer, District 19-F Global Action Team (GAT), and such other Cabinet members as may be provided for in this Multiple District 19 Constitution and By-Laws, Article II, Section 2, and District 19-F Constitution and By-Laws. His/her specific responsibilities shall be to;

- (a) Appoint all non-elected one (1) year cabinet positions to serve on the District 19-F Cabinet for his/her year as District 19-F District Governor. (This should be done when he/she is serving as First Vice District Governor, so the positions are in place for the first cabinet meeting in his/her year).
- (b) It shall be his/her duty to visit each club within his/her District 19-F at least once during his/her term of office, and report thereon to the International Association of Lions Clubs, and at other times as required.
- (c) Be responsible to hold an annual District 19-F Conference during his/her year.
- (d) He/she shall cooperate with the Chairperson of the Multiple District 19 and shall perform such duties as may be assigned to him/her by the Multiple District 19 Council of Governors. He/she shall attend and serve upon the Council of Governors of this Multiple District 19.
- (e) Serve as the District 19-F, Global Action Team District Chairperson to administer and promote membership growth, new club development, Leadership development and humanitarian service to clubs throughout District 19-F.
 - (1) Ensure the selection of qualified Lion leaders for the positions of GST District Coordinator, GMT District Coordinator and the GLT District Coordinator; (This should be done when he/she is serving as First Vice District Governor for District 19-F, so the positions are in place for the first cabinet meeting in his/her year. Refer to District 19-F Policy Manual, Article VIII, Section C Selection Procedures, Pages 9-10-11-12-13-15-16-18.
 - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
 - (3) Collaborate with the Multiple District 19 Global Action Team.

- (f) Promote the Lions Clubs International Foundation and all service activities of the association.
- (g) Preside, when present, over Cabinet, Conference and other District 19-F 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 of District 19-F, but if he/she is not available, the district officer chosen by the attending members shall preside.
- (h) Promote harmony among the chartered Lions Clubs in District 19-F.
- (i) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this District 19-F Constitution and By-Laws.
- (j) Ensure that each Lions club in the District 19-F be visited by the District Governor, or other appointed district officers by the District Governor 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.
- (k) Work with Clubs that are in arrears for Dues to Lions Clubs International and Multiple District 19, so those clubs stay current and healthy.
- (l) Submit a current itemized statement of total district receipts and expenditures to the Multiple District 19 office of his/her District 19-F Conference.
- (m) Deliver in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of District 19-F to his/her successor in office.
- (n) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (o) 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 and Second Vice District Governor's District 19-F: The First and Second Vice District Governors of District 19-F shall be a member of the District 19-F Cabinet and shall be the Chief Administrative Assistants to the District Governor. He or She shall become familiar with the duties of the District Governor so in the event of a vacancy in the Office of District Governor in District 19-F, he/she will be better prepared to assume the duties and responsibilities of said Office until such time as said vacancy is filled in accordance with the Lions Clubs International Constitution and By-Laws, Article VIII, Section 6, Paragraph D & E. Also refer to the Multiple District 19 Constitution and By-Laws, Article II "BL", Section 3, page 12.

- A. **First Vice District Governor District 19-F:** His/her specific responsibilities shall be, but not limited to;
 - (1) Appoint all non-elected cabinet positions to serve on the District 19-F Cabinet for his/her term as District 19-F District Governor.
 - (2) Ensure the selection of qualified Lions leaders for the positions of GST District Coordinator, GMT District Coordinator and GLT District Coordinator are in place for his/her year as District 19-F District Governor.
 - (3) Further the purposes of this association and District 19-F.
 - (4) Perform such administrative duties assigned by the International Board of Directors.

- (5) Participate in the District 19-F Cabinet meetings, and conduct meetings in the absence of the District Governor and participate in the Multiple District 19 Council of Governors meetings as appropriate.
- (6) Assist the District 19-F 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.
- (7) Conduct club visitations as the representative of the district governor when requested by the district governor.
- (8) Work with the District 19-F Conference Committee and assist the committee to plan and conduct the District 19-F Conference and assist the district governor to organize and promote other events within District 19-F.
- (9) At the request of the district governor, supervise other district committees.
- (10) Participate in the planning of the next year including the district budget.
- (11) Familiarize himself/herself with the duties of the District 19-F District Governor so that, in the event of a vacancy in the office, 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.
- (12) Conduct a District 19-F assessment and collaborate with the other district officers, specifically members of the District 19-F Global Action Team, and other committee chairpersons, 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 19-F Cabinet during his/her term as District 19-F District Governor.

C. Second Vice District Governor District 19-F: His/her responsibilities shall be, but not limited to;

- (1) Further the purposes of this association and District 19-F.
- (2) Perform such administrative duties assigned by the district governor.
- (3) Perform such other functions and acts required by the International Board of Directors.
- (4) Participate in the District 19-F Cabinet meetings, and conduct meeting in the absence of the District Governor and First Vice District Governor and participate in the Multiple District 19 Council of Governor's meetings as appropriate.
- (5) Familiarize himself/herself with the Lions leaders in the District 19-F for future appointments.
- (6) Familiarize himself/herself with the health and status of the clubs in District 19-F, 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.
- (7) Conduct club visitations, as the representative of the District Governor, when requested by the District Governor.
- (8) Assist the District Governor, and First Vice district Governor in planning the District 19-F Conference.
- (9) At the request of the District Governor, supervise other district committees.

- (10) Assist the District Governor, first Vice District Governor and the District 19-F Cabinet in planning of the next year, including the district budget.
- (11) Familiarize himself/herself with the duties of the District 19-F District Governor so that, in the event of a vacancy in the offices of the District Governor, and 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 Vice District Governor in District 19-F until the vacancies are filled according to these By-Laws and rules of procedure adopted by the International Board of Directors.

Section 3. Immediate Past District Governor District 19-F: He/she shall act under the supervision of the District 19-F District Governor. His/her specific responsibilities shall be to;

- (a) Initiate his/her knowledge of the office of District Governor to the newly elected District 19-F District Governor, not to lead, but to serve as a Guiding Lion Leader for the seated District Governor, and District 19-F.
- (b) Further the purpose of this association and District 19-F.
- (c) He/she shall cooperate with the Chairperson of the Multiple District 19 Council and shall perform such duties assigned to him/her by the Chairperson of the Multiple District 19 Council. He/she shall attend and serve on the Council of Governors of Multiple District 19.
- (d) Work with the District 19-F District Governor, and perform duties as assigned by the seated District Governor.

Section 4. Zone Chairpersons District 19-F: The Zone Chairpersons of District 19-F shall be the liaison officer between the District Governor of District 19-F and the clubs in his/her specific Zones in District 19-F and are subject to the supervision and direction of the District Governor of District 19-F and shall be the chief administrative officers in his/her Zone, as presented in the Multiple District 19 Constitution and By-Laws, Article II “BL”, Section 4, page 12. His/her specific responsibilities shall be to;

- (a) Work closely with the District Governor in District 19-F and promote to the clubs in his/her zone the agenda of District 19-F and the District Governor.
- (b) Further the purposes of this association and District 19-F.
- (c) 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.
- (d) He/she shall hold at least three (3) Zone Council Meetings during his/her term of office, under the advice and direction of the District Governor in District 19-F.
- (e) He/she shall cooperate with the District Governor, and perform such duties as may, from time to time, be assigned to him/her by the District Governor.
- (f) Endeavor to include the GMT, GLT, and GST District 19-F Coordinators at the three (3) Zone Council Meetings in his/her Zone in District 19-F as special guests to discuss needs related to Membership, Leadership development and Service and how these teams may assist the clubs within the zones.

- (g) He/she shall work to support the clubs' activities and projects in his/her zone, and further the District Governor's agenda, by extending information from District 19-F to the club level.
- (h) Make a report of each District 19-F Zone Council Meeting and send copies within five (5) days thereafter to Lions Clubs International, District 19-F District Governor, First and Second Vice District Governor, GMT, GLT GST District Coordinators, and the Multiple District 19 Office.
- (i) Promote the Club Quality Initiative to the clubs in his/her Zone within District 19-F.
- (j) In coordination with the GMT District 19-F 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.
- (k) In coordination with the GLT District 19-F Coordinator, play an active role in supporting leadership initiatives by informing Lions within his/her Zone about Leadership Development Opportunities at the Zone, District 19-F or Multiple District 19.
- (l) In coordination with the GST District 19-F Coordinator, play an active role in promoting Global Service Initiatives by informing Lions within the Zone about service opportunities in his/her Zone, District 19-F, and Multiple District 19.
- (m) Represent each club in his/her Zone in District 19-F in any problems with District, Multiple District 19 Council Chairperson or Lions Clubs International.
- (n) Supervise the progress of District 19-F, Multiple District 19, and Lions Clubs International Projects in his/her Zones.
- (o) Endeavor to have every club in his/her Zone in District 19-F operating under a duly adopted Club Constitution and By-Laws.
- (p) Promote representation at International and Multiple District 19 Conventions and the District 19-F Conference, by at least the full quota of delegates to which Clubs in his/her Zone are entitled.
- (q) Visit a regular meeting of each club in his/her Zone in District 19-F once or more during his/her term of office, reporting his/her findings to the District Governor, First and Second Vice District Governor, and Multiple District 19-particularly with respect to weaknesses he/she may have discovered.
- (r) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.
- (s) Promote and encourage clubs to pay Lions Clubs International and Multiple District 19 Dues.

Article V "BL"

Duties of District 19-F Cabinet Chairpersons and Committees

Section 1. Cabinet Secretary/Treasurer District 19-F: He/she shall act under the supervision of the District 19-F District Governor. His/her specific responsibilities shall be to;

- (a) Further the purpose of this association and District 19-F.
- (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 District 19-F Cabinet, and within five (5) days after each meeting forward copies of the same to all members of the Cabinet, Lions Clubs International, and the Multiple District 19 Office.
 - (2) Take and keep minutes of the District 19-F Conference Cabinet Meeting and special Meetings, and furnish copies of the same to Lions Clubs International, the District Governor, Vice District Governor's, Zone Chairpersons, and Secretaries of each club in District 19-F.
 - (3) Make reports to the cabinet as the district governor or cabinet may require.
 - (4) Keep accurate records and minutes of any monies to be paid out, (according to the Multiple District 19 Rules of Audit), of the District 19-F Account by a vote of the District 19-F Cabinet and report same to the Multiple District 19 Executive Secretary/Treasurer.
 - (5) Deliver in a timely manner, at the conclusion of his/her term in office, the general records of District 19-F 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 and the Multiple District 19 Office.
- (d) If separate offices of District 19-F Cabinet Secretary and Treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

Section 2. District 19-F Global Action Team (GAT) District 19-F Global Action Team (GAT) is comprised of the Global Leadership Team Coordinator (GLTC), Training Chairperson, or Co-Chairperson, Facilitator Development Chairperson, Global Membership Team Coordinator (GMTC), Extension Chairperson, Retention Chairperson, Global Service Team Coordinator (GSTC), and the Public Relations Chairperson. Refer to the District 19-F Policy Manual, Article VIII, page 7-19

- (a) The (GAT) members are one (1) year appointments, and the final pick for all the members shall be the responsibility of the District Governor Elect for his year in service.
- (b) The Facilitator for the Global Action Team shall be the First Vice District Governor for District 19-F. The Second Vice District Governor shall act as a Co-Chairperson for the First Vice District Governor.
- (c) The First Vice District Governor shall create an agenda for scheduled meetings for the GAT and set the time and location for scheduled meetings.
- (d) The District Governor for District 19-F is the head of the District 19-F Global Act Team (GAT) and has the final decisions for the team's actions during his term in service.

Section 3. District 19-F Global Service Team (GST) Coordinator: The District 19-F GST Coordinator is a member of the District 19-F Global Action Team (GAT). His/her responsibilities include;

- (a) Work closely with the Multiple District 19 (GAT) and GST Coordinator to ensure continuity with District 19-F and proper reporting to the Multiple District 19 GAT Chairperson.
- (b) Encourage clubs in District 19-F to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (c) Work with club in our district to raise the visibility of Lions service impact in local communities.
- (d) Collaborate with GMT and GLT District 19-F Coordinators and the Global Action Team District 19-F chairperson (District 19-F District Governor) to further initiatives focused on leadership development.
- (e) Work with District 19-F Zone Chairpersons and the clubs 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.
- (f) Support District 19-F local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (g) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (h) In collaboration with District 19-F, LCIF District Coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to District 19-F.
- (i) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with Multiple District 19 Coordinators to troubleshoot/remove barriers impeding the successful implementation of service programs.
- (j) **Section 4. District 19-F Public Relations Chairperson:** He/she shall encourage the dissemination of accurate information regarding Lions Clubs Object, Lions Code of Ethics, Lions Motto, service activities of Lions Clubs in District 19-F and various projects of Lions Clubs in our District, local and worldwide. His/her duties shall include;
 - (a) Participate as a member of the District 19-F Global Action Team (GAT) to develop and promote programs for the leadership growth of District 19-F.
 - (b) Provide information regarding the importance of the history and organizational structure of Lionism and the significance of our Motto, “We Serve”. Promote the proper recognition, use and respect for our Lions Clubs International Emblem.
 - (c) Assist in the training of Lions Clubs Officers, Zone Chairpersons, District Governors, Vice District Governors, for the development of programs to promote their activities within their communities and District 19-F. Utilize materials provided by Lions Clubs International, Multiple District 19, and develop materials which are applicable to our own situation.
 - (d) Provide articles and pictures to the Lions Magazine and the Multiple District 19 Boarder Crossing to promote District 19-F.
 - (e) Encourage Convention and Conference attendance, club visitations, club brochures and bulletins, and the interchange of club bulletins.

Section 5. District 19-F Global Membership Team (GMT) Coordinator: The District 19-F GMT Coordinator is a member of the District 19-F Global Action Team (GAT). His/her responsibilities include;

- (a) Work closely with the Multiple District 19 (GAT) and GMT Coordinator to ensure continuity with District 19-F and proper reporting to the Multiple District 19 GAT Chairperson.
- (b) Collaborate with the GLT and GST District 19-F Coordinators and the GAT District 19-F Chairperson (District 19-F District Governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (c) Develop and execute an annual district membership development plan.
- (d) Collaborate with the District 19-F Zone Chairpersons and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (e) Motivate clubs in our district to invite new members, inspire positive club membership experiences, and ensure clubs are aware if available membership programs and resources.
- (f) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (g) Work with clubs in our district in danger of cancellation by insuring dues payments are submitted on time.
- (h) Include diverse populations to participate in District 19-F (GAT) Initiatives.
- (i) Respond promptly to prospective member leads provided by the GMT Multiple District 19 Coordinator or LCI, track recruitment and provide status report of the lead.
- (j) Complete requirements and submit applications to receive District 19-F funding from LCI for membership development activities.
- (k) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT District 19-F Coordinator and clubs officers.
- (l) Provide retention strategies to clubs in collaboration with District 19-F GLT and GST District Coordinators.

Section 6. District 19-F Retention Chairperson: He/she shall work with and coordinate information with the Global Membership Team Coordinator (GMTC) to identify true reasons of Lions resignations, and to seek means to prevent drops in cases which may be prevented by finding solutions of common simple problems. His/her duties shall include;

- (a) Participate as a member of District 19-F Global Action Team (GAT) to develop and promote programs for the growth of District 19-F.
- (b) Work in harmony with Lions Clubs International, Multiple District 19 Retention Chairperson, District 19-F (GAT) Team Coordinators, and the clubs in our district to achieve membership and retention goals.
- (c) Utilize materials provided by Lions Clubs International, Multiple District 19, and develop your own material deemed usable for similar nature.
- (d) Develop realistic and achievable District 19-F Retention Goals.

- (e) Attend Multiple District 19 scheduled Kick off and Half Time Meetings.
- (f) Coordinate and provide leadership skills for strengthening and development of Retention.
- (g) Pass on all materials to future Retention Chairpersons in District 19-F.

Section 7. District 19-F Extension Chairperson: He/she shall further the Extension of Lions Service in District 19-F through the formation of new Lions Clubs. His/her duties shall include;

- (a) All club categories to include Campus Clubs, Club Branches, New Century Clubs, Monarch, should be under the direction of the Extension Chairperson. The Extension Chairperson may appoint an assistant as needed.
- (b) Participate as a member of the District 19-F Global Action Team (GAT) to develop and promote programs for the growth of District 19-F.
- (c) This position fall under the portfolio of the District 19-F Global Membership Team Coordinator. (GMTC)
- (d) Identify those areas that can be targeted for the expansion of new Lions Clubs.
- (e) Know the proper procedure to follow for extending new clubs and reporting new clubs to Lions Clubs International and Multiple District 19 Office once they are organized.
- (f) Work as a Guiding Lion with the newly formed Club or appoint a qualified Guiding Lion to work with the newly formed Club.

Section 8. District 19-F Global Leadership Team (GLT) Coordinator: The District 19-F Global Leadership Team (GLT) Coordinator is a member of the District 19-F Global Act Team (GAT). His/her responsibilities include;

- (a) Work closely with the Multiple District 19 (GAT) and the (GLT) Coordinator to ensure continuity with District 19-F and proper reporting to the Multiple District 19 GAT Chairperson.
- (b) Collaborate with the District 19-F GMT and GST Coordinators and the District 19-F GAT Chairperson (District 19-F District Governor) to further initiatives focused on leadership development, membership growth and extending humanitarian service.
- (c) Develop and execute an Annual District 19-F Leadership Plan.
- (d) Communicate regularly with the District 19-F Zone Chairpersons and club Vice Presidents to ensure they are aware of leadership development programs and resources available.
- (e) Provide ongoing motivation to the District 19-F Zone Chairpersons and club Vice Presidents to achieve leadership development goals.
- (f) Promote leadership development opportunities that encourages participation in all levels of the association.
- (g) Collaborate with District 19-F Retention Chairperson, and the GMT and GST Coordinators to provide retention strategies to the clubs.
- (h) Include diverse populations to participate in District 19-F Global Action Team (GAT) initiatives.

- (i) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (j) Organize and facilitate instructor-led and web-based training, (including Club Officers Yearly Training) in coordination with LCI and the Multiple District 19.
- (k) Confirm new members are provided an effective member orientation at the club level, in collaboration with the District 19-F GMT Coordinator and club officers.
- (l) Complete requirements and submit applications to receive District 19-F funding from LCI for leadership development activities.

Section 9. District 19-F Facilitator Development Chairperson: He/she shall work with and assist the District Global Leadership Team Coordinator (GLTC), with an emphasis on those areas identified under General Responsibilities. His/her duties shall be;

- (a) Work with the District 19-F Conference Chairperson to arrange for workshops and seminars as well as presenters, and moderators for the District 19-F Conference, and special events.
- (b) Arrange for Officer Training within District 19-F when needed.
- (c) Promote by example and training, good protocol with regards to International guests, and election procedures.
- (d) Assist the District 19-F District Governor and the Conference Chairperson in the selection of speakers and seminars for the District 19-F Conference, or special events.

Section 10. District 19-F Training Chairperson or Co-Chairperson: He/she shall work with and assist the District 19-F Global Leadership Team Coordinator (GLTC), with an emphasis on those areas identified under Training. His/her duties shall be;

- (a) Assist in the development of curriculum and training of the Zone Chairpersons, elected Club Officers, and lions in the understanding of the duties of their office and the development of their leadership potential.
- (b) With the assistance of the Zone Chairpersons, set up Club Officer Training classes no later than June 30th. Each year for, Presidents, Secretaries, Treasurer, Tail Twisters, Lion Tamers, Membership Chairpersons, and Club Board of Directors.
- (c) Set-up Training in District 19-F within the Zone Chairpersons zones for newly elected club officers. The dates, times, and location shall be determined by the Zone Chairperson in District 19-F.
- (d) Work in cooperation with Lions Clubs International to provide the necessary training for strengthening and developing leadership skills on the District 19-F level.

Section 11. District 19-F LCIF District Coordinator: The LCIF District 19-F Coordinator is nominated by the LCIF Multiple District 19 District Coordinator, in consultation with the District 19-F District Governor and appointed by the Multiple District 19 LCIF Chairperson to serve a three (3) year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF Multiple District 19 Coordinator while working closely with District 19-F Leadership. His/her responsibilities include;

- (a) Be familiar with LCIF initiatives and educate Lions within District 19-F on the various grants and projects supported by LCIF. Assist the District 19-F District Governor with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in District 19-F 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, 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 in District 19-F 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 19-F District Governor and the LCIF Multiple District 19 Coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF Multiple District 19 Coordinator to discuss progress and challenges.

Section 12. District 19-F Northwest Lions Foundation Trustee: District 19-F Northwest Lions Foundation Trustee is a three (3) year elected position, (not an appointed position by the District Governor) and he/she shall serve as a voting member Chairperson on the District 19-F District Governors Cabinet. His/her duties shall be;

- (a) Represent District 19-F as a Trustee on the Northwest Lions Foundation Board of Directors.
- (b) Attend the Northwest Lions Foundation Board of Directors Meetings and report back to District 19-F and the club in our district the results from said meetings.
- (c) Attend all the District 19-F Cabinet Meetings and present a report involving the Northwest Lions Foundation.
- (d) He/she shall serve as the District 19-F Sight and Hearing Chairperson and present a written report to the District 19-F Cabinet Secretary for each Cabinet Meeting.
- (e) The Northwest Lions Foundation Trustee should not serve more than three (3), three-year terms as Trustee.
- (f) He/she shall reside in District 19-F to serve as Trustee in our District.

Section 13. District 19-F Conference Chairperson: He/she shall work with the District Governor in District 19-F in the promotion of the District 19-F annual Conference. His/her duties shall be;

- (a) He/she shall work closely with the District Governor and the appointed Conference Committee to secure the location and in the planning implementation of the annual District 19-F Conference.

- (b) He/she shall oversee and assist the Host Club in the registration process for the District 19-F Conference.
- (c) He/she shall be aware always of the progress, and be prepared to update information about attendees, and all aspects of the registration process.
- (d) He/she shall periodically contact the Conference Facility to ensure all activities and preparations are progressing as scheduled.
- (e) He/she shall always be available and in attendance during all scheduled functions of the District 19-F Conference and oversee all activities at the Conference.
- (f) He/she shall ensure all meeting rooms, banquet rooms, rooms for voting, etc. are scheduled as requested and that the necessary set-ups (microphones, lecterns, seating, etc.) are in place and in good operating condition.
- (g) He/she shall oversee and instruct Lions from the Host Club and other clubs if involved, are scheduled to assist with the function of the Conference.
- (h) He/she shall oversee all raffles and assist the club in charge of all raffles at the Conference.
- (i) He/she shall establish and maintain a separate District 19-F Conference Account and provide all financial reports and bank statements to the District 19-F District Governor's Cabinet for their approval.
- (j) He/she shall provide an accounting report of number of attendees at all events, so this may be available to assist in planning by future Chairpersons.
- (k) He/she shall turn in a written report to the District 19-F District Governor, First and Second Vice District Governor and the Multiple District 19 Office, within sixty (60) days of the completion of the Conference.
- (l) He/she shall turn over all remaining funds from the District 19-F Conference Account to the Multiple District 19 Office to be deposited into the District 19-F Operations Account as soon as all Conference expenditure are finalized.
- (m) He/she shall assist the District 19-F District Governor with any other aspects of the implementation, planning, and over all functions of the District 19-F Conference.

Section 14. District 19-F Policy Manual & Constitution and By-Laws

Chairperson: He/she shall write, maintain and update a clear and concise District 19-F Policy Manual, and Constitution and By-Laws which is in compliance with the Policy Manuals and Constitution and By-Laws of Lions Clubs International, and Multiple District 19. His/her duties shall be;

- (a) Ensure that all proposed changes to District 19-F Policy Manual and Constitution and By-Laws are reviewed by the Committee, and such changes are in compliance with the Lions Club International and Multiple District 19 Policy Manuals and Constitution and By-Laws.
- (b) Prepare and review all resolutions which may be submitted to the District 19-F Policy Manual and Constitution and by-Laws Committee as mandated in the Multiple District 19 Constitution and By-Laws, Article VIII, Section 2, and Article XII "BL", Section 2, to the District 19-F Committee and submitted to the District 19-F Cabinet for approval.
- (c) Ensure that recommended changes as approved by District 19-F Cabinet shall be reported to the Lions Clubs in our District as mandated in the Multiple District 19

Constitution and By-Laws, Article VIII, Section 3, and Article XII “BL” Section 3.

Section 15. District 19-F C.A.R.E. Chairperson: He/she shall solicit funds from District 19-F to be used for humanitarian purposes in selected developing countries. His/her duties shall be;

- (a) Work with the Multiple District 19 C.A.R.E. Chairperson about the project selected and the proper materials to be distributed to the club in District 19-F.
- (b) Raise funds from the Clubs in District 19-F and turnover said funds to the Multiple District 19 C.A.R.E. Chairperson to be used in selected project.
- (c) Report to District 19-F Cabinet Meetings about the C.A.R.E. Project.
- (d) Visit District 19-F Clubs and Zone Meetings and distribute informational packets and raise funds for the C.A.R.E. project.

Section 16. Information and Technology Chairperson: He/she shall work toward designing a District 19-F Technology plan that will set standards, address basic technology needs, and prepare for the advancement of technology in the future. His/her duties shall be;

- (a) Assist District 19-F during all stages of the development of policies, procedures, and implementation in relation to the design and use of information technology.
- (b) Work with the Web Site in District 19-F, to keep it updated and information posted in the Web Site.
- (c) Encourage and support the development and expanded use of technologies that aid in enhancing communications within the Multiple District 19, District 19-F, and individual clubs. Provide direction to District 19-F to minimize the expense of future technology upgrades and expansion.
- (d) Investigate and evaluate future and emerging technology tools and their potential to assist in the advancement of processes within District 19-F.
- (e) Assemble, create, organize and disseminate information about the use of technology through articles and educational panels.
- (f) Encourage and promote the development and use of web sites in District 19-F and Club in our District. Prepare a model for our District and Clubs to follow for “best results” in creating web sites and the use of Email.

Section 17. District 19-F Peace Poster Chairperson: He/she shall work toward the development of the Peace Poster Program in District 19-F. His/her duties shall be;

- (a) To encourage implementation of the Lions Clubs International Peace Poster Program each year.
- (b) Encourage the Clubs in District 19-F to enter the Peace Poster Program each Lions year.
- (c) Prepare a report, for each of the District 19-F Cabinet Meetings.
- (d) Make sure that all the Peace Posters developed in District 19-F are properly put on display for Judging at the second District 19-F Cabinet meeting and the winning Peace Poster is advanced to Multiple District 19 before December 31st. each year.

- (e) Make sure the winning Peace Poster in District 19-F is advanced to the Multiple District 19 for Judging for possible advancement to Lions Clubs International for final Judging.
- (f) If possible, put our District 19-F Peace Posters on display at District 19-F Conference each year.

Section 18. District 19-F Diabetes Chairperson: He/she shall develop an awareness by the Lions, Lioness, Leos and general public regarding Diabetes detection and treatment. His/her duties shall be;

- (a) Encourage participation in the Diabetes Awareness Program as developed by Lions Clubs International for use at club, district levels.
- (b) Assist Lions Clubs in District 19-F that initiate, develop or cooperate with existing community diabetes programs by providing;
 - (1) Step by step direction for program development.
 - (2) Information and material.
 - (3) Training and education.
- (c) Attend District 19-F scheduled Cabinet Meetings and prepare a written report on the Diabetes Awareness Program.
- (d) Develop and promote the use of publicity regarding the Lions Diabetes Awareness Program.

Section 19. District 19-F Environment Chairperson: He/she shall encourage the preservation of our natural resources, and the improvement of quality of life. His/her duties shall be;

- (a) Encourage Lions Clubs in District 19-F to appoint a chairperson in their Lions Club to work toward networking goals in environment.
- (b) Create Service Activities in District 19-F toward environment problems.
- (c) Identify the major environment problems of natural and biological environments (i.e. water, ground, sound, etc.) and potential solutions (i.e. regulate pollutants, recycle, lower decibel levels, etc.)
- (d) Work with the Multiple District 19 Environment Chairperson with the programs in place and promote these programs.
- (e) Attend District 19-F Cabinet Meetings and report on Environment activities and promote said programs.

Section 20. District 19-F Leader Dogs for The Blind: He/she shall promote the Leader Dogs for the Blind program, located in Rochester, Michigan. His/her Duties shall be;

- (a) Encourage Clubs in District 19-F to support the Leader Dog for the Blind by raising funds for the program.
- (b) Distribute information about Leader Dog for the Blind Program through-out District 19-F and all their communities.
- (c) Have the Clubs in District 19-F, survey their communities for any community member in need of a Leader Dog, and invite them to apply for the Leader Dog for the Blind program.

- (d) Attend District 19-F Cabinet Meetings and prepare a report on Leader Dog for the Blind.
- (e) Work with the Multiple District 19 on their Leader Dog for the Blind, and Dog Guide Foundation of Canada for promoting these programs.
- (f) Arrange for displays to be presented at the District 19-F Conference.

Section 21. District 19-F Parliamentarian Chairperson: He/she shall be a legal advisor to the District Governor in District 19-F on the conduct of meetings, especially pertaining to proper parliamentary procedures and protocol. His/her duties shall be;

- (a) Attend all regular and special Meeting of District 19-F Districts Governors Cabinet.
- (b) Be knowledgeable in “Roberts Rules of Order” and paramilitary law as it pertains to the conduct of meetings.
- (c) Advise District 19-F District Governor and the Cabinet members, as to the interpretation of both Multiple District 19, and Lions Clubs International Constitution and By-Laws.
- (d) Assist and advise the District 19-F Policy Manual and Constitution and By-Laws Committee on the proper and legal wording for additions and/or amendments to the District 19-F Policy Manual and Constitution and By-Laws.

Section 22. District 19-F Northwest Lions Eyeglass Recycling Center Chairperson: He/she shall work toward developing the promotion of recycling Eyeglasses. His/her duties shall be;

- (a) To develop funds and promote the collection of used Eyeglasses through-out District 19-F.
- (b) Work with Multiple District 19 in the Recycling Program and provide the information of the Recycling Program to District 19-F for their further support.
- (c) Attend District 19-F scheduled Cabinet Meetings and present a report on the activities of the Foundations progress.
- (d) Encourage all Clubs in District 19-F to recycle used eyeglasses to the Northwest Lions Eyeglass Recycling Center.

Section 23. District 19-F Youth Exchange Program Chairperson: He/she shall facilitate the work and activities of the members of the Lions Clubs in District 19-F pertinent in the following Lions Youth Exchange activities. His/her duties shall be;

- (a) To create and foster a spirit of understanding among the peoples of the world with visiting youth from other nations and their host families in District 19-F.
- (b) To locate Host Families willing to work with the Youth Exchange Program.
- (c) Attend the scheduled District 19-F Cabinet Meetings and present a report on the Youth Exchange Program.
- (d) Work closely with the Multiple District 19 Youth Exchange Chairperson in the development of the program.

Section 24. District 19-F Contest & Awards Chairperson: He/she shall become knowledgeable of the rules, requirements, and judging of the Contests listed in the current Contests and Awards Book. He/she is expected to assume an active role in all

phases of the Contests and Awards responsibilities, and promote the Contest and Awards Program to all the Clubs in District 19-F. He/she shall;

- (a) Select a team of judges, for judging Contest and Awards at the District 19-F Annual Conference.
- (b) Have all categories in Contests and Awards covered for judging at the District 19-F Annual Conference.
- (c) Work with the District 19-F Conference Chairperson in the Contest and Awards Program at the Annual Conference.
- (d) Prepare a location or locations for judging all categories of Contests and Awards at the District 19-F Annual Conference.
- (e) The Contest and Awards Chairperson will be the MC at the different performances at the Contest and Awards Program held at the Annual Conference.
- (f) Appoint a person responsible for signing in all the participants that are performing, at least 30 minutes in advance, at the location of the Contest and Awards Program at the Annual Conference. Inform the performers of the rules they are required to follow.
- (g) Be responsible for handing out awards to the winners of the different categories in the District 19-F Contest and Awards Program at the District 19-F Annual Conference.
- (h) Report all winners and runners-up in the different categories in Contest and Awards to the Multiple District 19 Contest and Awards Chairperson for possible advancement to the Contest and Awards competition at the Multiple District 19 Annual Convention.

Article VI “BL” Conference Financing

Section 1. District 19-F Conference shall be Funded according the Article IX, Section 2, page 15.

- (a) By charging Registration Fees, to anyone wishing to attend District 19-F Conference.
- (b) Meals shall be self-sustaining, and no funds can be raised from meal costs.
- (c) Two Raffles can be held at the District 19-F Conference, one (1) Outside Raffle, and one (1) Inside Raffle-Silent Auction.
- (d) District 19-F can request start-up Funds of the amount of \$500.00 from the District 19-F Escrow Account at the Multiple District 19 Office. These Funds shall be available by a yes vote at the First Cabinet Meeting held by the District Governor in July or August. These funds are to be paid back into the District 19-F Escrow account from the proceeds raised by the Conference.

Article VII “BL” Conference Procedures

Section 1. A Program prepared by the District 19-F District Governor, assisted by the Conference Chairperson and the Conference committee, shall be the order of the day at all sessions of the Conference. Changes in the program may be made by the District Governor, or the Conference Chairperson and the Conference Committee.

Section 2. This Program shall specify the time for the opening and closing of District 19-F Registration for the Conference, the time for the District 19-F Cabinet Meeting and location, the time for the Opening Session for the Conference, (the District Governor is responsible for the preparation of the Opening Session agenda, or a qualified Lion appointed by the District Governor), the time for Officers Nominations, and the time for voting for Officers Elections.

Section 3. This Program shall specify the time for a Memorial Service for the Deceased Lions in District 19-F and shall be presented by a qualified Lion appointed by the District 19-F District Governor.

Section 4. This Program shall specify the times and locations, for all Seminars, or Programs through-out the Conference, Meals and Meal times and locations, and all activities pertaining to the District 19-F Conference.

Section 5. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by District 19-F Constitution and By-Laws.

Article VIII "BL" District 19-F Zones

Section 1. District 19-F shall consist of no less than three (3) Zones and no Zone shall consist of no less than four (4) Clubs. Zones may divide upon reaching twelve (12) or more Clubs within a Zone.

Section 2. Zones shall be determined by action of the Board of Directors of the Clubs within District 19-F, with the approval of the District Governor, Except that;

- (a) If a Zone in District 19-F wishes to divide into two (2) Zones, it may do so with the written approval of the Board of Directors of a majority of the clubs within the Zone involved, and with the written approval of the Zone Chairperson and the District Governor.
- (b) If two or more Zones in District 19-F wish to merge into one Zone, they may do so with the written approval of the Board of Directors of a majority of the Clubs within each of the Zones and the District Governor in District 19-F.
- (c) Any newly created Zone in District 19-F must also be approved by Multiple District 19 Council of Governor's.

Section 3. A Club in District 19-F may be transferred from one Zone to another existing Zone with the written approval of the Board of Directors of the Clubs involved, the written approval of the Zone Chairperson of each of the Zones involved, and with the written approval of the District Governor in District 19-F, provided such a transfer does not violate the requirements set forth in Section one (1).

Section 4. A Club in District 19-F may be transferred from our District to another District with the consent of the clubs, the approval of the Conference of the affected

Districts, the approval of the Multiple District 19 Council of Governor's, and the approval of the Board of Directors of Lions Clubs International. No transfer shall be approved which causes a District to fail to meet the Minimum District requirements of the International, Multiple District 19, or District 19-F Constitution and By-Laws.

Section 5. A Zone in District 19-F shall be designated by a number assigned by District 19-F.

Section 6. Each Club in District 19-F shall be entitled to two (2) delegates to the Zone Meetings, and such delegates shall be the club President and the club Secretary, or their official Representatives, in case of their inability to be present. It shall be the duty of each club to be represented by their delegates at all Zone Meetings in their Zones. For a club to cast their two (2) votes, they must have two (2) delegates, of their official Representatives present.

Article IX "BL" Extension-New Club Paraphernalia

Section 1. All Clubs in District 19-F shall share the cost, on a per capita basis, of paraphernalia purchased for a new club within District 19-F. All clubs will be billed by the Multiple District 19 Executive Secretary Treasurer.

Article X "BL" Designation of Articles

Section 1. Each Article of the District 19-F By-Laws shall be numbered by the Roman Numeral, followed by the initial "BL".

Article XI "BL" Amendments

Section 1. These By-Laws may be amended by a majority vote of the certified voting delegates present at the District 19-F Conference.

Section 2. Proposed amendments, other than those submitted by the Constitution and By-Laws Committee, shall have the written approval of at least one (1) club of District 19-F and the signature of that club's President and attested by its Secretary for a two-thirds (2/3) majority vote of the certified voting delegates present at the District 19-F Conference of which the submitted club is a member. All proposed amendments shall be submitted to the District 19-F Cabinet Secretary with the reasons 60 days prior to the District Conference. The District Cabinet Secretary shall then submit the proposed amendments to the Secretary of each club in District 19-F at least 30 days prior to the opening date of the Conference.

Section 3. The District 19-F Cabinet Secretary shall submit all proposed amendments to the Secretaries of all Clubs in District 19-F. All proposed amendments must be received by the club Secretaries at least 30 days prior to the opening of District 19-F

Conference. Amendments, unless dated otherwise, so proposed and adopted shall become effective at the close of the Conference.

Section 4. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on District 19-F Constitution and By-Laws shall automatically be updated in this Districts Constitution and By-Laws at the close of the International Convention.

Article XII “BL”
District 19-F Operations

The Sections in this Article shall not supersede District 19-F Constitution and By-Laws if those sections are provided for in the Constitution and By-Laws of District 19-F, and/or adopted prior to July 1, 1995. Subsequent amendments of District 19-F thereafter shall not conflict with the Multiple District 19 Constitution and By-Laws.

Section 1. Office of District 19-F District Governor, 1st. & 2nd. Vice District Governor, Zone Chairpersons: Is required and shall be an elected office by the members of District 19-F and the qualifications for such office shall be in compliance with the Constitution and By-Laws of the International Association of Lions Clubs and the Constitution and By-Laws of Multiple District 19.

Section 2. Voting Members of District 19-F Cabinet: Shall be the District Governor (in a Tie Breaking situation only), 1st. & 2nd. Vice District Governor, Immediate Past District Governor, Cabinet Secretary or Secretary/Treasurer, District 19-F Zone Chairpersons, District 19-F Global Action Team Coordinators and Chairpersons, the Northwest Lions Foundation for Sight and Hearing Trustee, and all appointed Cabinet Committee Chairpersons by the District Governor of District 19-F.

Section 3. District 19-F Officers Declaration of Candidacy:

- (a) No Lions in District 19-F shall declare his/her candidacy for any office above the club level unless the Lion and the Club are both in good standing with Lions Clubs International and Multiple District 19. All candidates meeting the requirements for the office of District Governor, 1st. & 2nd Vice District Governor, and Zone Chairperson must submit their declaration of candidacy in writing indicating the candidate to be a Lion of good standing in a club of good standing which must be received by Multiple District 19 Office and their District Governors no later than December 31st. prior to the year of the election. If only one candidate for an office has submitted a declaration of candidacy and complied with Article III “BL” by the stated deadline, said candidate shall be unopposed at the election for said office.
- (b) If no candidate has declared in accordance with Section 3 “a” above then all candidates meeting the requirements for the office of District Governor, 1st. & 2nd. Vice District Governor, and Zone Chairperson may declare their candidacy to be received in writing by the multiple District 19 Office and their District Governor of District 19-F and

District Nominating Committee as per the Lions Clubs International Constitution and By-Laws thirty (30) days prior to the first day of the District Conference.

- (c) If no candidate has declared in accordance with either Section 3, “a” or “b” above, the candidate(s) meeting the requirements for the office of District Governor, 1st. & 2nd. Vice District Governor may be nominated from the floor at the General Session of the District 19-F Conference.
- (d) If no candidate has declared in accordance with either Section 3, “a” “b” or “c” above for the office of District Governor, 1st. & 2nd. Vice District Governor for District 19-F, then District 19-F shall follow the Lions Clubs International Constitution and By-Laws, Article VIII, Section 6, Paragraphs D, & E. Refer to District 19-F Constitution and By-Laws, Article III “BL”, Sections 2, & 3.
- (e) Candidates in District 19-F for the office of District Governor, 1st. & 2nd. Vice District Governor shall obtain their Club’s endorsement. If his/her Club endorsement is not secured, the candidate may secure the endorsement in writing of a majority of the Clubs in his/her district. The secretary of each club endorsing the candidate by a majority vote at a regular or special meeting shall submit and email, fax, and/or letter stating that the Club’s endorsement to the seated Zone Chairpersons, District Governor and 1st. & 2nd Vice District Governor in District 19-F, and the Multiple District 19 Executive Secretary/Treasurer on or before December 31st. of the current year.
- (f) Candidates for the office of Zone Chairperson in District 19-F shall obtain their Club’s endorsement, or the majority of the Clubs in the Zone. The letter(s) of endorsement shall be filed with the seated Zone Chairpersons with copies to the Multiple District 19 Secretary/Treasurer no later than thirty (30) days prior to the District’s annual Conference. If no candidates for a Zone have declared thirty (30) days prior to District 19-F annual Conference, nominations may be made from the floor, and elections conducted at Zone Meetings held in conjunction with the district 19-F Conference. In any event an election shall be held and reported to the Multiple District 19 Executive Secretary/Treasurer prior to 1 May to enable attendance at the Zone Chairperson Training. In the event that a Zone Chairperson is not elected in a Zone in District 19-F by May 1st., the District Governor Elect of District 19-F shall appoint a Zone Chairperson for that Zone. The Zone Chairperson so appointed shall meet the qualifications for the office stated in the Multiple District 19 Constitution and By-Laws, Article IV, Section 9, and District 19-F Constitution and By-Laws, Article III, Section 7.

Section 4. District 19-F Election Procedures in accordance with Lions Clubs International:

A. Nominating Committee:

- (1) Each member in District 19-F shall be a member in good standing of a different Lions club in good standing and shall not through the duration of the appointment hold any district or international office.
- (2) Shall consist of no less than three (3) and no more than five (5) members.
- (3) Responsible for reviewing qualifications for each nominated candidate within thirty (30) days prior to the election and rules on the eligibility of same.
- (4) Shall submit a completed checklist for each nominated candidate to the elections committee prior to the District Governor and 1st. & 2nd. Vice District Governor Election in District 19-F.

B. Credentials Committee:

- (1) Shall be composed of the Immediate Past District Governor in District 19-F as Chairperson, the Cabinet Secretary or Secretary/Treasurer, and two other non-officers of District 19-F that are appointed by the seated District Governor.
- (2) Each member shall be a member in good standing of a different Club in good standing and shall not through the duration of the appointment hold any district or international office.
- (3) Responsible for verifying club delegates credentials.

C. Election Committee:

- (1) Shall consist of three (3) members appointed by the District Governor of District 19-F.
- (2) Responsible for preparation of materials, vote tabulation, and resolving questions concerning the validity of individual ballots.
- (3) Shall prepare a comprehensive report of election results.
- (4) This committee shall certify that all candidates for the office of District 19-F District Governor and 1st. & 2nd. Vice District Governor meets the requirements for this office.

Section 5. District 19-F Voting Procedures:

- (A) Delegates desiring to vote in District 19-F, shall present their Delegate Slips at the Polling Place and be certified against the list of Clubs registered for Voting, and if qualified, shall be furnished a ballot. The delegates shall mark his/her ballot in secret, and deposit ballot in the ballot box.
- (B) At the time specified, the Election Committee shall close the ballot box, mix and count the ballots, and report their findings promptly to the specified District 19-F Conference Session.
- (C) A majority of the votes on any ballot, exclusive of blanks, shall be necessary for election to any office in District 19-F.
- (D) In an election, where no candidate in District 19-F receives a majority vote for an office or offices, the same shall be reported at the Conference. The

candidate with the least number of votes will automatically be dropped, and a second and subsequent ballot taken in like manner until one candidate has received a simple majority of the affirmative votes cast by the delegates present and voting. This process shall continue until an election can be announced for each office.

- (E) In the event the incumbent Vice District Governor for District 19-F stands for election as District Governor, and at the election fails to secure a simple majority of the affirmative votes cast by the delegates present and voting, he/she shall be declared not elected, and the same shall be reported to the Conference.
- (F) If District 19-F fails to so elect a qualified District Governor or if the District Governor-Elect shall die or refuse or be found by the International Board of Directors to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, or if a vacancy will exist as a result of a District 19-F election protest or legal action, then in any such event District 19-F may have a District Governor appointed by the International Board of Directors in the time and manner and for the term as set forth in the Constitution and By-Laws of Lions Clubs International.
- (G) In the event the incumbent Second Vice District Governor for District 19-F stands for election as First Vice District Governor, and at the election fails to secure a simple majority of the affirmative votes cast by the delegates present and voting, he/she shall be declared not elected, and the same shall be reported to the District 19-F Conference and a vacancy declared. This vacancy will be filled according to the Multiple District 19 Constitution and By-Laws, Article IV, Section 19, and District 19-F Constitution and By-Laws, Article VI, Section 9.

