



District 201 Q4
of the
International Association
of Lions Clubs Inc.

Constitution

2006

District 201Q4

CONSTITUTION

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THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

DISTRICT CONSTITUTION - DISTRICT 201Q4

2006

ARTICLE 1

NAME

1 This Organisation, hereinafter referred to as the District, shall be known as District 201Q4 of the International Association of Lions Clubs Inc, which Association is hereinafter referred to as the Association.

ARTICLE 2

OBJECTS

1 To provide an administrative structure with which to advance the purpose and objects of Lions Clubs International in this District.

ARTICLE 3

MEMBERSHIP

1 The members of this District shall be all Lions Clubs in this District chartered by Lions Clubs International. No individual Lion may be a member thereof.

2 Wherever the male gender or pronoun appears in the District 201 Q4 Constitution and By-Laws, it shall be interpreted to mean both male and female persons.

ARTICLE 4

BOUNDARIES OF THE DISTRICT

1 The boundaries of the District shall be as approved from time to time by the Association.

2 The District Governor shall divide the District into Regions and or Zones as he may determine in accordance with the provisions of the Constitution of the Association and the District Governor's Manual.

ARTICLE 5

DISTRICT ORGANISATION

- 1 The District shall have a District Cabinet comprising:-
District Governor,
Vice District Governor,
Immediate Past District Governor,
Cabinet Secretary,
Cabinet Treasurer or Secretary/Treasurer
Region Chairmen, (optional appointment)
Zone Chairmen,
other Chairmen or Lions, Lioness or Leo members
as the District Governor may from time to time
appoint.
 - 2 **OFFICERS** The members of the District Cabinet shall be Officers of the District. Each such Officer must be and shall remain a member in good standing of a Lions Club in good standing in the District.
 - 3 **APPOINTMENT** The District Governor shall, by the time he takes office, have appointed the Cabinet Secretary, the Cabinet Treasurer, one Region Chairman for each Region, one Zone Chairman for each Zone and District Chairmen in accordance with the Constitution and By-Laws of the International Association of Lions Clubs, the District 201Q4 Constitution and the District Governor's Manual.
 - 4 **CASUAL VACANCY** If any vacancy occurs in an Office, except that of District Governor or Vice District Governor, the District Governor may (subject to Section 5 hereof) appoint another Lion who is qualified to be an Officer to fill such office for the unexpired term thereof.
- REGION OR ZONE CHAIRMAN VACANCY** Should a Region Chairman or Zone Chairman cease to be a member of a Club in the Region or Zone, as the case may be, to which he was appointed his term of office, shall thereupon cease and the District Governor shall appoint a successor to fill that office.
- 6 **CESSATION OF GOOD STANDING** Should any Officer cease to be a member in good standing of a Lions Club in good standing in the District, his term of office shall likewise cease and the District Governor may appoint a successor to fill that office.
 - 7 **REMOVAL OF OFFICER** The District Governor may at any time by notice in writing to the Lion concerned remove him from office to which he may have been appointed and may (subject to Section 5 hereof) appoint a successor to fill that office.
 - 8 **SALARY** No salary shall be paid to any Officer of the District.

9 CABINET MEETINGS A regular meeting of the Cabinet shall be held in each quarter of the financial year. The first such meeting shall be held within 60 days after the adjournment of the preceding International Convention of the Association.

9-1 At least 21 days written notice of such regular meeting setting forth a date, time and place determined by the District Governor shall be given to each Officer by the Cabinet Secretary.

10 VENUES FOR CABINET MEETINGS The District Governor will determine the venue of Cabinet meetings.

11 HOSTING ARRANGEMENTS A Club invited by the District Governor to host a Cabinet meeting shall comply with the guidelines contained in the By-Law titled Hosting. Any function so arranged must be self funding.

12 SPECIAL MEETING Special meetings of the Cabinet may be called by the District Governor at his discretion, and shall be called upon written request made to the District Governor or Cabinet Secretary by not less than one third of the Lions Clubs of District 201Q4.

12-1 At least 14 days written notice to each Lions Club of special meetings, setting forth the purpose, date, time and place determined by the District Governor shall be given by the Cabinet Secretary.

13 QUORUM The attendance of a majority of the Officers shall constitute a quorum for any meeting of the Cabinet.

14 VOTING Every Officer, including the District Governor, shall be eligible to vote. The Cabinet Chairman shall not be entitled to a casting vote. The District Governor shall act as Chairman of the Cabinet.

14-1 Unless otherwise stated in the International Constitution or in this Constitution, each question, resolution, or matter under consideration at any District, Region or Zone meeting or committee of them shall be decided by a majority of members present and entitled to vote.

15 REPORTS TO CABINET District Officers are to submit written reports to the Cabinet Secretary 14 days (or as directed by the Cabinet Secretary) prior to the Cabinet Meetings. Discussion on such reports is to take place at Cabinet Meetings.

16 PAST CABINET TREASURER The immediate past Cabinet Treasurer shall be invited to the first Cabinet Meeting of the following year to present the audited report of the previous cabinet's financial transactions, and shall be reimbursed in accordance with Article 5.

17 ATTENDANCE BY NON-MEMBERS The attendance by non-members of the Cabinet shall be at the discretion of the District Governor.

18 REIMBURSEMENT OF EXPENSES District Officers together with any other non Cabinet person invited to attend a Cabinet meeting by the District Governor for a special purpose, shall be reimbursed by the District the maximum amount (as specified in the Schedule) per kilometre per car return road journey for distances outside a radius of 200 kilometres from the designated City for the Cabinet Meeting. Provided, however, that no reimbursement shall be made should a Cabinet Meeting be held at the District Convention nor shall any reimbursement be made unless so requested by the particular Cabinet Officer.

18-1 Notwithstanding anything herein, the rate of reimbursement shall be dependent on the monies available in the Travel Fund and may be struck at a lesser amount as determined by Cabinet.

19 MAGAZINE AND PUBLIC RELATIONS The District will publish a magazine called the LION HUNTER and conduct public information, when necessary, to promote the activities of the District.

20 ZONE MEETINGS In each Zone the Zone Chairman and the Presidents, Secretaries, Treasurers and Membership Chairmen of all Lions, Lioness and Leo Clubs in the Zone shall comprise a District Governor's Zone Advisory Committee with the Zone Chairman as Chairman thereof.

20-1 This Committee shall meet at such time, date and place as shall be determined by the Zone Chairman approximately 30 days prior to or 30 days after each District Cabinet meeting. Such meetings shall be known as Zone Meetings.

20-2 The Agenda and all other matters relating to Region or Zone Meetings shall be determined by the District Governor or by the Chairman of the Meeting, who may permit persons other than those mentioned previously to attend such Meetings. For Rules of Procedure, refer By-Law 3.

21 DISTRICT GOVERNORS ADVISORY COMMITTEE The District Governor may appoint a District Governor's Advisory Committee composed of past District Officers who are members in good standing of Clubs within the District. This Committee shall meet as and when convened by the District Governor.

22 ACCOUNTS COMMITTEE. There shall be an Accounts Committee consisting of three capable Lions, "who are not part of the executive" to advise the District Governor and Cabinet on matters relating to District Funds. The duties of that committee are contained in By-law 1 titled Accounts Committee.

23 CABINET SECRETARY The Cabinet Secretary, under the supervision of the District Governor, shall carry out such duties as the District Governor may assign to him.

23-1 He shall give at least 21 days previous written notice of Cabinet Meetings and shall, within 21 days after each meeting, mail to each Officer, the Executive Officer of Multiple District 201 Council, the International Secretary of the Association, and the Board of Directors of the Association, an accurate report of the proceedings.

23-2 His records must be available at all times to the District Governor. He shall cause to be kept an accurate record of the proceedings at District Conventions and meetings. The Cabinet Secretary shall cause full and accurate minutes of all questions, matters and resolutions and other proceedings of Cabinet and Special Meetings to be recorded and to be available for inspection at all reasonable times by any financial member (a Lion in good standing) who previously applies to the Cabinet Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Cabinet Meeting shall be signed by the District Governor as Chairman.

23-3 He shall be reimbursed for any approved expenses.

24 CABINET TREASURER The Cabinet Treasurer under the supervision of the District Governor shall carry out such duties relating to the finance and accounts as the District Governor may assign to him.

24-1 The books and accounts must be available at all times to the District Governor, Accounts Committee and any duly qualified Auditor appointed by the Cabinet.

24-2 He shall be reimbursed for any approved expenses.

ARTICLE 6

ELECTION OF DISTRICT GOVERNOR/ VICE DISTRICT GOVERNOR

1 ELECTION OF DISTRICT GOVERNOR The Delegates attending the District Convention shall elect a District Governor for the following financial year. The District Governor election shall be conducted by secret ballot with the District Governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be elected.

2 QUALIFICATIONS - DISTRICT GOVERNOR No person shall be entitled to be elected as District Governor unless:-

They are qualified in accordance with the provisions of the Constitution of the Association;

The Constitution and By-Laws Chairman shall have confirmed eligibility.

3 VACANCY - DISTRICT GOVERNOR In the event a vacancy occurs in the office of District Governor, the Vice District Governor shall act as District Governor until such time as the vacancy

is filled by the International Board of Directors.

4 ELECTION - VICE DISTRICT GOVERNOR The Delegates attending the Annual District Convention shall elect a Vice Governor for the following financial year by secret ballot. When there are three or more candidates voting shall be by the preferential system of voting as set out in the *Commonwealth Electoral Act* for the elections of the House of Representatives.

5 VACANCY - VICE DISTRICT GOVERNOR In the event a vacancy occurs in the office of Vice District Governor, the vacancy shall be filled at a meeting to which existing District Officers and Past District Governors, who are members in good standing in Lions Clubs in the District, have received invitations to attend. Such meeting shall be held within 30 days of the District Governor being notified of the vacancy. It shall be the duty of the District Governor to send out invitations to the meeting and to preside as Chairman. The District Governor will advise the International Board within 14 days of the result. Each Lion entitled to attend and who is present shall be entitled to cast one vote (by secret ballot by the preferential system of voting).

6 QUALIFICATIONS - VICE DISTRICT GOVERNOR No person shall be entitled to be elected as Vice Governor, unless

- (a) They are qualified in accordance with the provisions of The Constitution of the Association;
- (b) The Constitution and By-Laws Chairman shall have confirmed eligibility.

7 NOTICE TO CLUBS The Cabinet Secretary shall post or deliver written advice of the persons nominated to each Club in the District, to the Executive Officer of Multiple District 201, and the International Secretary of the Association at least 30 days prior to the opening of the District Convention.

8 SPEECHES At any Convention where an election is to be held, a nominating speech on behalf of each candidate shall be made by the delegate to the Convention selected by the Candidate. The nominating speech shall not exceed four minutes for each candidate and a warning signal shall be given 30 seconds before such time elapses. A candidate's speech shall be limited to five minutes and a warning signal shall be given 30 seconds before such time elapses.

9 NO NOMINATION Should no proper nomination have been made under Section 1 or Section 4 of this Article or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the Convention, then nominations shall be sought from the floor from delegates at the Convention.

9-1 Such nominations must be made at a time designated on behalf of members suitably qualified and who shall have signified their willingness to stand for election. If more than one proper nomination shall have been received under Section 1 or Section 4 of this Article and such nominations shall for any reason have been subsequently reduced to one, further nominations may be made from the floor of the Convention with the consent of at least two thirds of the accredited delegates present and voting.

9-2 Where nominations are made pursuant to this Section, the time for nominating speeches and candidate speeches shall be as set out in Section 8 herein.

ARTICLE 7

FINANCES - FEES

1 Each Club shall pay to the Cabinet Treasurer to defray District Administrative costs such fee per member per annum as shall be determined by a Convention. This amount shall be due and payable in two semi-annual payments as follows:

One half thereof on the 31st July of each year to cover the period 1st July to 31st December;

One half thereof on the 31st January of each year to cover the period 1st January to 30th June.

1-1 The billing shall be based on the membership of each Club at the 1st July and the 1st January respectively. Where a Convention has determined prior to 31st December in any financial year that the fee per member shall be increased for that financial year, the amount of the increase shall become due and payable on the following 31st January in addition to the semi-annual payment.

1-2 Sums of payment shall be published in the Schedule to the Constitution.

2 NEW CLUBS New clubs will be liable for fees from 1st July or 1st January, whichever occurs first after the date appearing on the Charter. Reorganised Clubs will be liable for fees from 1st July or 1st January which first occurs after the date of reorganisation.

2-1. Where a new club is chartered in the months of June or December, then the District Governor, in consultation with the Finance Committee may grant the new club exemption from District fees. (Time limit of three months)

3 DISBURSEMENT Said per capita fees shall be disbursed only for non-convention administrative expenses of the District and only upon approval by the District Cabinet.

3-1 Disbursements therefrom shall be by cheques drawn and signed by any two of the following: the District Governor, the Cabinet Secretary, the Cabinet Treasurer and, at the discretion of the District Governor, any other Cabinet Officer.

3-2 Clubs which incur the District in additional administrative expenditure by failing to submit reports or pay accounts by the time requested, may, at the discretion of District Governor, be charged the additional expenditure so incurred.

4 DISTRICT CONVENTION FUND

Such amount as may be determined from time to time by District Convention shall be paid per annum per member into the District Convention fund, for purposes other than hospitality.

4-1 This amount is to be paid with the first semi-annual billing in such amount as is specified in the Schedule.

4-2 The District Cabinet may make advances from the fund, on application from the Convention Organising Committee, for administrative expenses relating to matters associated with running the convention. Such advances will only be made on application by the organising committee and must be supported by an itemised list of proposed expenditure.

4-3 The District Governor shall provide for an annual or more frequent audit of the District Convention Fund and shall give an annual financial report of said Fund to each annual District Convention.

5 TRAVEL FUND Sufficient monies shall be paid into the fund to assist in defraying the travelling expenses of Cabinet officers attending meetings and delegates attending District Convention

5-1 All Clubs in the District will be charged such amount as may be determined from time to time by District Convention per member, to be paid in two equal payments, semi-annually, only from Administration or a Special Convention Fund, and in such amount as is specified in the Schedule.

5-2 Each Club may be entitled to make application for a refund for its Delegates who attend the Convention and are present at the Forums and Business Session. All claims must be submitted to the Cabinet Secretary within 30 days of the closure of a Convention.

5-3 In the event of a Convention being held in a remote centre the Cabinet of the day shall decide what is a fair and reasonable amount of refund to be distributed to accredited delegates.

5-4 Notwithstanding any other provisions herein contained no Club shall be entitled to claim or be paid any monies out of this fund with respect to any delegate who has received or is entitled to receive funding for the purpose of attending that convention from any other fund or source associated with the International Association or any affiliate thereof, other than the Club in question, whether direct or indirect.

5-5 The basis of refund by the District is to be the Clubs outside the radius of 200 kilometres from the Convention City be paid an amount(as specified in the Schedule)per kilometre per car return road distance.

5-6 If there are insufficient funds available in the Travel Fund in any year, to meet this total cost all payments will be reduced proportionately.

6 DISTRICT GOVERNOR'S FUND There shall be a District Governor's Fund into which shall be paid such amount as may be determined by District Convention, per member per annum. Such amount is specified in the schedule and shall be paid in the second annual billing.

6-1 Disbursement from the Fund will be in accordance with the By Law - Rules of Audit District Governor's Fund.

7 DISTRICT ACTIVITIES FUND There shall be a District Activities Fund into which shall be paid such amounts as specified in the Schedule and shall be paid in the second annual billing. To be reviewed triennially.

7-1 District funds raised as a result of activities undertaken by Lions Clubs of the District shall, unless raised for a specific purpose which was outlined at the commencement of the activity, be distributed in such amounts and at such areas as shall be determined by a Convention or Cabinet.

8 DISTRICT YOUTH FUND There shall be a District Youth fund into which shall be paid such amount as specified in the Schedule and shall be paid from the Clubs activities account with the second semi-annual billing.

8-1 Youth projects funded from the District Youth Fund shall be adopted at a Convention of District 201Q4.To be reviewed triennially

8-2 Youth Fund reimbursement requests must be submitted to the Cabinet Secretary together with relevant documents, no later than 30 days from the completion of the Youth Project.

9 DISTRICT LEADERSHIP AND DEVELOPMENT FUND There shall be a district leadership and development fund into which shall be paid such amount as may be determined from time to time by

district convention based upon per member per annum. This will be collected semi-annually in equal instalments as in the Schedule and reviewed tri-annually.

9-1 Disbursements from this fund shall be made for purposes associated with providing and promoting information and education on all aspects of Lionism.

10 LIONS EXTENSION AND RECRUITMENT FUND There shall be a Lions Extension and Recruitment Fund into which shall be paid such amount as may be determined from time to time by the District Convention per member per annum. This will be collected semi-annually in equal instalments as contained in the Schedule to the Constitution and reviewed tri-annually.

10-1 Disbursements from the fund shall be made for the purpose associated with the establishment of new Lions Clubs in the District.

11 EMERGENCY RELIEF FUND There shall be an Emergency Relief Fund into which an amount per member as detailed in the schedule shall be paid. This amount is to be paid with the second semi-annual billing.

11-1 Clubs may draw these monies from their Activities Account.

11-2 Disbursements from this fund will be at the sole discretion of the District Governor after consultation with the District Governor's Advisors. A full report of any disbursements from this fund must be made by the District Governor or the District Governor's Advisors at the next District Cabinet meeting

11-3 Clubs are encouraged to bring cases worthy of immediate assistance to the notice of the District Governor. Such requests would preferably be in writing and providing as much detail as possible.

12 LIONESSE EXTENSION AND RECRUITMENT FUND There shall be a Lioness Extension and Recruitment Fund into which will be paid such amount as may be determined from time to time by the District Convention per member per annum. This amount as contained in the Schedule is to be reviewed tri-annually.

12-1 Disbursements from the fund shall be made for the purpose associated with the establishment of new Lioness Clubs within the District.

13 DISTRICT MAGAZINE AND PUBLIC RELATIONS Fund A District Magazine and Public Relations Fund to cover the cost of publication of the LION HUNTER and for public information. A charge of such amount as may be determined by District Convention per member will be collected semi annually in equal instalments as specified in the Schedule.

14 DISTRICT OFFICE EQUIPMENT REPLACEMENT FUND. A District Office Equipment Replacement Fund to cover the cost of replacing District office type equipment as and when required. Such amount as may be determined by District Convention, but not less than the amount contained in the schedule, reviewed tri-annually.

15 DISTRICT BUDGET The District Budget shall be presented to the first Cabinet meeting of the year for Cabinet acceptance. Any change to the Schedule is to be supported by a Notice of Motion containing full financial detail as required by Article 7.

15-1 The District Governor and the Cabinet shall not incur obligations, personal or otherwise, in any fiscal year which will result in an unbalanced budget or create a deficit in that year.

16 BOND The Cabinet Secretary and Cabinet Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Cabinet and the cost of same shall be an administrative expense.

17 AUDIT/ACCOUNTING The District Governor shall provide an annual or more frequent audit of the books and accounts of the District and a statement of the financial condition of the District shall be sent to the association and to each Club in the District after they have been presented to the first Cabinet Meeting of the year.

17-1 The District shall adopt a formal and standard form of accounting - this form of accounting is to be drawn up in the form of a standard set of accounts and relevant costs headings.

17-2 The incoming District Governor will advise the outgoing District Governor prior to the 30th June to what Bank account funds are to be transferred(if the account is to be changed). Funds remaining in all District accounts must be transferred within one week after the 30th June.

18 AUDITOR The Auditor shall be appointed annually by the Cabinet. The person so appointed will be a member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants or a person approved by the Director-General.

19 MULTIPLE DISTRICT FUNDS Any fees payable from time to time to Multiple District 201 Council shall be collected by the Cabinet Treasurer of the District and forwarded by him to the Multiple District Council, Executive Officer.

20 FINANCIAL YEAR The financial year of District 201Q4 shall close on 30 June in each year.

ARTICLE 8

DISTRICT CONVENTION

1 The District 201Q4 District Convention will be held annually on the fourth full weekend of October or nearest agreed date thereto.

2 DETERMINATION OF VENUE The place of each Convention shall be determined by the Convention of the District two years before the proposed Convention, or in default, by the then District Governor.

3 APPLICATION A Club desiring to be Convention Host Club of a convention shall make written application to the Cabinet Secretary at least 60 days prior to the date fixed for the convention of the District at which the decision is made.

3-1 Each application, compiled in accordance with the District Convention Guide Policy, shall set out particulars of the proposal and the Club's reasons for considering the venue suitable. Each application shall contain detailed costing estimates.

4 NO NOMINATION. If no nomination is submitted at the Convention in accordance with this Article or if the Convention should not accept any nomination duly made the District Governor (in office at the time when the decision would normally be made pursuant to Section 2 hereof) shall determine the city or town where the Convention shall be held.

5 CONTROL OF CONVENTION PROGRAM The program and premises and other phases of the Convention (including budgetary matters) shall be determined by the District Governor in office at the time when the Convention is to be held.

6 ORGANISING COMMITTEE The District Governor shall appoint a Convention Organising Committee, and such other Convention or Convention related Committees as he may from time to time determine.

6-1 He shall appoint a Chairman of all such Committees and designate the duties of such Chairman and their Committees.

6-2 He may remove or replace any person so appointed.

5 CONVENTION: WHO PRESIDES & ARRANGEMENTS
The District Governor shall preside over all Convention arrangements, and chair the Convention. He may appoint the Vice District Governor, a Lion in good standing or a Past District Governor to act as Chairman of Convention.

8 BUDGET PREPARATION: The Convention Organising Committee shall prepare and present to the District Governor by the second cabinet meeting of the year preceding that of the Convention - a Provisional Budget for the Convention. Such budget is to include all anticipated income, expenditure. By the third cabinet meeting of the year of the Convention a detailed budget. This to include proposed charges for all activities.

9 DISTRICT CONVENTION COMMITTEE MEETINGS: The District Convention Committee shall have cause to prepare and retain records of the committee meetings.

10 CABINET OFFICERS' REPORTS TO CONVENTION District Officers' reports and notice of Motions pertaining to the business before Convention shall be available for all Lions, Lionesses and Leos registering. The cost of printing such reports shall be a cost against District Convention Fund.

11 CLUB RAFFLES: Club raffle tickets are not permitted to be sold at District Conventions.

12 CONVENTION PRESENTATION: Presentations to VIP's and other guests shall not be incurred as an expense of the convention.

13 REIMBURSEMENT OF EXPENSES: The Vice District Governor, Cabinet Secretary, Cabinet Treasurer and Constitution and By-Laws Chairman and partners may claim expenses from the District Administration Fund for the following expenses incurred with attending the District Convention.

13-1 Accommodation not exceeding three nights and limited to a reasonable rate approved by the Finance Committee.

13-2 Return travel as specified in the Schedule per kilometre road journey to a radius of 200 kilometer of the District Convention.

13-3 When a Cabinet meeting is held in conjunction with a District Convention Article 5 Section 18 will apply.

14 DELEGATES Each chartered club in good standing in Lions Clubs International and the District may be represented by one or more delegates at the annual District Convention and shall be entitled to one delegate and one alternate delegate for each ten members, or major fraction thereof (5 or more) who have been enrolled for at least one year and a day in the club, as shown by the records of the International Office on the first day of September.

14.1 Clubs in Good Standing means current per capita dues International, MD201 and District) must be paid in full at least 7 days prior to the opening of convention and balances of more than a \$50.00 ninety(90) days past due, must be paid includes Christmas cakes, and amounts owed by sponsored Lioness and/or Leos Clubs.)

ARTICLE 9

DISTRICT CONVENTION EXPENSES

1 The Convention Organising Committee subject to direction from the District Governor and the Cabinet shall be authorised to incur such expenses as are incidental to the running of the convention out of District Convention Funds.

1-1 The District Governor may invite the other Q District Governors to attend the Convention. Cost for the accommodation and the hospitality booklet to be met from District funds.

2 **REGISTRATION FEE** There shall be a direct registration administration charge, as determined from time to time by the District Convention and specified in the Schedule to the District 201Q4 Constitution, levied on Lions, Lioness, Leos and partners registering to attend the District Convention.

2-1 Such charge is to have a triennial review.

3 **HOSPITALITY FEE** Such fee as the District Cabinet shall set may be collected, under procedures set by the District Cabinet, from each Lion, Lioness, Leo and guest attending the District Convention to defray the actual cost of convention meals and entertainment except alcohol or other paid drinks.

3-1 There shall be a charge for each hospitality function. Said functions shall be self supporting and separate accounting dissections maintained.

3-2 The District Governor, Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Constitution and By-Laws Chairman and Partners are to be reimbursed from the District Administration Funds, for the costs of a Hospitality Booklet.

4 **REFUND** On application within 14 days of the rising of Convention only the Convention Organising Committee may make such refunds of hospitality fees as it shall think fair and proper subject to any directions from the District Governor.

5 **SURPLUS** Any surplus funds collected by the Convention Organising Committee shall be handed to the Cabinet Secretary and paid into the District Convention Fund. Any deficit shall be dealt with as Cabinet may decide.

6 **ACCOUNTS** The Convention Organising Committee will submit to the District Governor, for presentation to Cabinet, audited statements of the Convention Accounts before the third Cabinet meeting in the year following the convention. Such audited statements by a qualified auditor will be submitted to the following Convention.

ARTICLE 10

CONVENTION GENERAL

1 MOTIONS. Motions to be considered at a Convention shall be those which have been submitted in writing to the Cabinet Secretary not less than 60 days prior to the date of the opening of the Convention by a Club of the District, and signed by the Club President or Secretary; or have been approved by Cabinet for submission to the Convention not less than 60 days prior to the date of opening of the Convention provided that the limit of 60 days shall be increased to 90 days in the case of any motion to establish a District Project

1-1 Before any changes in administration charges are voted on for any purpose whatsoever, the full financial details covering the need and implementation shall be presented to delegates.

2 DISTRICT PROJECTS Any motion to establish a District Project must contain a precis to explain the purpose full organisational details of the project and the financial responsibilities of the Clubs within the District which decide to participate in the Project and management responsibility.

2-1 Where the details of an existing District Project are being amended, such motion must contain sufficient information to identify the effect of the amendment on the organisational details of the Project and the financial responsibilities of the participating Clubs.

2-2 Each District Project shall be reviewed triennially.

3 NOTICE TO CLUBS The Cabinet Secretary will, at least 30 days prior to the opening of the District Convention, post or deliver to all Clubs in the District a copy of all motions including supporting information.

4 LATE NOTICES Notwithstanding any of the provisions of this Article a motion (except any motion concerning the adoption of a District Project activity of any nature) may be considered by the Convention as a Late Notice of Motion. Conditions are:

4-1 If it arises as the result of debate or action taken at the Convention relating to a motion received in time; or

4-2 If it arises as the result of a recommendation contained in an official forum report to the Convention on a matter pertaining to a topic scheduled for discussion at that forum; or

4-3 If it relates to a happening or event occurring between the due date for lodgement of motions and the commencement of the Convention and is approved by the District Governor as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion.

4-4 At least two-thirds of the delegates present and voting support the admission of such a motion to the Convention program or agenda; and

4-5 The Late Notice of Motion is supported by a written submission signed by the President of a Lions Club on behalf of his Club, or by the District Governor.

4-6 A Late Notice shall not apply to motions of a formal nature.

5 DELEGATES VOTING A vote on any question can be cast only by a delegate present (which includes alternate delegates acting as delegates).

5-1 Each certified delegate present in person can cast one vote only for each office to be filled, and one vote only on each issue to be voted on by the delegates to Convention.

5-2 Unless otherwise specified herein, the affirmative vote of the majority of the delegates voting on any question shall be the act of the Convention.

6 QUORUM AT CONVENTION The attendance in person of a majority of the delegates registered at a Convention shall constitute a quorum at any session of the Convention.

7 EFFECT Any resolution of Convention shall take effect at the close of the Convention unless otherwise specified in that motion or otherwise specified in this Constitution.

8 COPY OF PROCEEDINGS A copy of the complete proceedings of the Convention shall be supplied to the Association. Every Lions, Lioness and Leo Club will receive a précis of the minutes of the business sessions. Clubs may request a transcript of specific matters from recordings which will be provided at cost.

ARTICLE 11

MULTIPLE DISTRICT 201 CONVENTION AND COUNCIL MEETINGS

1 Expenses of the District Governor Elect and partner shall be paid to the Training Seminar and to Multiple District Convention from District Administration Funds, to include economy airfare and accommodation and in the case of the Multiple District Convention the hospitality book for themselves as well as his partner.

2 With the approval of the District Governor, the expenses of the Cabinet Secretary shall be paid from the District Administration Funds for attendance at the Multiple District Convention.

2-1 Expenses to the limit of the available funds include return economy airfare, accommodation limited to a reasonable cost approved by the Finance Committee and hospitality for the Cabinet Secretary.

3 In the case of a Multiple District Convention being held in West Australia or the Northern Territory, the Cabinet of the day shall make special arrangements.

4 The Cabinet Secretary Designate may claim expenses from the District in relation to attendance to training seminars conducted by Multiple District.

4-1 Expenses to the limit of the available funds include economy airfare, accommodation for the period of the seminar limited to a reasonable rate approved by the Finance Committee and meal costs.

ARTICLE 12

SUSPENSION OR CANCELLATION OF CLUB CHARTER

1 Where the Charter of any Club within the District is cancelled by the Association the property of the Club including all monies standing to its credit at any bank and all other funds shall forthwith vest in the District Governor on behalf of this District.

1-1 The District Governor may receive all property, monies and funds and give all necessary receipts and discharges to any person or persons or corporation for the time being holding such property, monies or funds.

1-2 The District may (if approved by Cabinet) satisfy any liabilities of such a Club and dispose of the assets of such Club (if any) for the benefit of the District and the area in which the Club is situated subject nevertheless to the law for the time being in force in the State of Queensland.

2 **STATUS QUO** Where any Chartered Club within the District is placed in Status Quo by the Association for any period the District Governor may request that Club's bankers to suspend all operations on the club's bank account and during such period no monies may be withdrawn from the Club's accounts without the written consent of the District Governor.

ARTICLE 13

DISSOLUTION

1 Upon the dissolution of this District either by agreement of the District in accordance with a resolution carried at a District Convention by a two-thirds majority of delegates voting thereon or by the decision of the Association the property and assets of the District shall vest in such other

Lions Clubs or Lions District and in such proportions as such resolution may provide or the Association (or in default the Council of Multiple District 201) shall determine provided that all such funds shall be applied to charitable purposes within the meaning of the laws of the State of Queensland or to another Lions Club or Clubs or Lions District constituted principally within Queensland.

1-1 Funds held for a particular purpose should be applied to a purpose as closely as is practicable to that purpose.

ARTICLE 14

AMENDMENTS

1 This constitution may be amended, rescinded or added to only at a District Convention by special resolution carried by three quarters majority of the members voting.

2 Any amendment is only valid if and when it is registered with the Office of Fair Trading.

ARTICLE 15

BY-LAWS

1 The District Cabinet may from time to time make, amend or repeal By-Laws, not inconsistent with this Constitution, for the internal management of the District. Any such By-Laws may be set aside by the next Convention or by a Special Meeting.

2 In the event of the District Cabinet making By-Laws, or repealing existing By-Laws, members shall be notified forthwith in a manner as determined by the District Cabinet.

ARTICLE 16

POWER TO DISTRIBUTE FUNDS

1 The income and property of the District, however derived, shall be applied solely toward the promotion of the object of the District and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise however by way of profit to the Clubs of the District or to Lions members or to relatives of such members, provided that nothing herein shall prevent the payment in good faith to any Officer or servant of the District or to any Lions member in return for any services actually rendered to the District or the payment of interest on any monies borrowed by the District from a Club or a Lions member.

ARTICLE 17

PRECEDENCE

1 The provisions of this Constitution shall take precedence over the provisions of the Lions Club Rules within the District in matters affecting the District.

2 If a matter pertaining to the International Association of Lions Clubs is not provided for in this Constitution, but the matter is provided for in the International Association of Lions Clubs Constitution, that publication may be used for guidance, provided however, it does not conflict with this Constitution or the *Associations Incorporation Act 1981 as amended*.

3 If a matter is not provided for in this Constitution but is provided for in the 'Model Rules' this constitution is taken to include the additional provisions.

ARTICLE 18

ANNUAL GENERAL MEETING.

1 An Annual General Meeting shall be held within six months of the close of the financial year. Such meeting will be held in conjunction with a Cabinet Meeting.

1-1 The business to be transacted at the Annual General Meeting shall be:-

Receiving reports and statements of income and expenditure of the Association for the preceding financial year.

Receiving the Auditors Report upon the books and accounts for the preceding financial year.

The appointment of an Auditor

Confirm the appointment of District Officers.

ARTICLE 19.

COMMON SEAL.

The District Cabinet shall provide for a common seal and for its safe custody. The common seal shall only be used on the authority of the Cabinet and every instrument to which the seal is affixed shall be signed by a member of the Cabinet and countersigned by the Cabinet Secretary.