

Revised: March 16, 2015



LEO DISTRICT 50

CONSTITUTION AND BY-LAWS

Amended: 16 March 2015

Effective: 1 July 2015

ARTICLE I

Name

This organization shall be known as Leo District 50, hereafter referred to as the District.

ARTICLE II

Objects

To provide an administrative structure with which to advance the purposes and objects of the Leo Club Program in this district.

ARTICLE III

District Organization

Section A-Requirements and Boundaries.

When six or more Leo clubs are sponsored by Lions Clubs in a Lions district and recognized by The International Association of Lions Clubs, the district governor of said Lions district may approve the formation of a corresponding Leo district. The territorial boundaries of the respective Leo district shall coincide with the boundaries of the respective Lions district.

Section B-Membership.

1. The members of this organization shall be all officially recognized Leo clubs sponsored by Lions clubs in District 50.

2. Wherever the male gender or pronoun presently appears in the Leo District 50 Constitution and By-laws, it shall be interpreted to mean both male and female persons.

Section C-Leo District Officers.

1. Leo District President.

An election for the office of Leo district president shall be held at each annual Leo District 50 convention.

(a) Qualifications.

(1) Member in good standing of recognized Leo club in his district.

(2) **Have served as president of a Leo club for a full term of the association's fiscal year or major portion thereof.**

(3) Have received endorsement of sponsoring Lions Club.

(b) Election.

(1) Nominations.

The nominations to the office of Leo district president shall be written nomination of any duly qualified member, such nomination to be in writing to reach the Leo district secretary at least thirty (30) days prior to the opening of the Leo district convention. No nomination shall be in order, which is not so made and received. Nominations for the office of Leo district president shall:

- a). Be made by any recognized Leo club in good standing in the respective district.
- b). Be endorsed by the Leo club of which the nominee is a member.
- c). Be endorsed by the sponsoring Lions club.
- d). Be acknowledged by the duly qualified nominee as evidence of assent to the nomination.

In the event no written nominations are so made or no duly nominated candidate stands for election at the date of the Leo district convention, nominations of any qualified Leo for Leo district president **may be made by any delegate from the floor of the district convention**, provided the eligibility of the candidate(s) is confirmed.

(1) Election:

The election of the Leo district president shall be by secret ballot, the following provisions applying thereto:

- a). In the event there are only two (2) nominees, the nominee obtaining the majority of votes cast shall be declared elected. In the event of a tie, voting shall continue until one nominee receives such majority.
- b). In the event there are three (3) or more nominees, the one receiving a majority of the votes cast shall be declared elected. If no nominee receives such majority on the first ballot, then balloting shall continue until one nominee receives such majority, provided that the nominee receiving the least number of votes on any ballot shall be dropped from the succeeding ballot.
- c). In the event there is but one (1) nominee, then by majority vote the printed ballot rule may be suspended and a unanimous vote may be cast in favor of the said single nominee.

2. Leo District Vice-President.

An annual election for the office of Leo district vice-president shall be held at each district convention. The qualification for said office and the procedure for nomination and election there shall be the same as prescribed for the office of Leo district president except that the Leo district vice-president does not have to serve as president of the Leo club for a full term of the association's fiscal year or major portion thereof.

3. Dual Nominations.

A Leo may be nominated and elected to the offices of district president and district vice-president at the same district convention but may not serve in both offices at the same time. Such nominee's elimination in balloting for one such office shall not prohibit inclusion on the ballot for the other office. If elected to both, such nominee must thereon refuse one such office and balloting shall continue anew with respect to all other nominees for the office refused.

4. Vacancies.

In the event a vacancy occurs in the office of Leo district president, the Leo district vice-president shall automatically advance to and fill said office. In the event the Leo district vice-president refuses to serve in the office of Leo district president for any reason, the district Leo club chairman shall fill the vacancy created by such refusal by appointment for the unexpired term.

5. Other Leo District Officers.

The Leo district president shall appoint, by the time office is taken, a Leo district secretary and a Leo district treasurer and such other district officers as may be desired by a Leo district convention or by the Leo district council from time to time, and as approved by the Lions district cabinet.

6. Leo District Council.

There shall be a Leo district council composed of the Leo district president, the Leo district vice-president, the Leo district secretary, the Leo district treasurer, the presidents of each Leo club in the district (or a delegated representative from each club), and such other district officers as may be appointed by the Leo district president. Each Leo council officer shall have one vote. The Lion appointed as district Leo club chairman shall serve as an advisory, non-voting member.

7. District Leo Club Chairman.

Besides serving as an advisory, non-voting member of the Leo district council, the district Leo club chairman shall also serve as the official liaison between the Lions district cabinet and the Leo district council. He shall report to the Lions district cabinet all resolutions of the Leo district convention.

Revised: March 16, 2015

ARTICLE IV Leo District Convention

Section A. A Leo district convention shall be held annually with the approval of the Lions district cabinet.

Section B **The location of the annual Leo district convention shall be determined by the previous annual Leo district convention. The date and time of the Leo district convention shall be determined by the current Leo district council. A committee appointed by the Leo district council shall plan the Leo district convention in** cooperation with the district Leo club chairman.

Section C. Each recognized Leo club in good standing in the district shall be entitled to one voting delegate for each ten members of the club in good standing or major fraction thereof. The major fraction referred to in this section shall be five or more members. **Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention. A vote may be cast only by a delegate present in person at the time of voting and no delegate may cast more than one vote on any question.**

Section D. A majority of delegates present in person at any session shall constitute a quorum.

Section E. A simple majority vote of delegates present in person at a session shall be sufficient for the adoption or rejection of any resolution before the conference. **All action by a Leo district convention shall be subject to countermanding and rejection by action of the Lions district cabinet or by action by of said International Board of Directors.** Alone, in either of which events such action shall be null and void and of no force and effect.

ARTICLE V Leo District Funds

Section A To provide revenue to defray the administrative expenses of the district an annual per capita dues of \$25.00 per club and \$1.00 per member (in good standing) shall be levied upon each club and member in the Leo district, subject to approval of the Lions district cabinet. The levy shall be collected and paid in advance by each Leo club to the Leo district treasurer. The frequency and dates for such payments shall be determined by the respective Leo district convention. All dues so levied and collected shall be administered through a Leo district administration fund. Expenditures therefore shall be for such items only as are approved by the Leo district council, which council shall not incur any financial liability in excess of funds realized in the fiscal year in which it serves.

Section B. A banking account shall be opened for the purpose of receiving monies and all checks and negotiable instruments drawn thereon shall be signed by the Leo district treasurer and countersigned by a designee of the district governor.

Revised: March 16, 2015

Section C. The Leo district council shall provide for an annual audit of the Leo district accounts by an auditor appointed by the Leo district council. Audited balance sheets and income and expenditure accounts for the previous year shall be submitted at each annual district convention and to the Lions district cabinet.

Section D. Any un-deposited Leo district administration fund collections remaining at the end of each fiscal year shall be turned over forthwith to the incoming Leo district president's council by the person or persons holding the same, and such collections together with any Leo district administration fund account balances then remaining shall be considered as funds realized by the incoming Leo district president's council.

ARTICLE VI

Titles

Only the titles designated in this constitution may be used by Leo district officers. Titles such as district governor, district chairman, zone chairman, region chairman and any other terminology used by or appropriate to Lions district officers shall not be used.

ARTICLE VII

Bylaws

The Leo district council shall present, at the Leo district convention such bylaws as are deemed necessary to the efficient operation of the Leo district provided, however, that all such bylaws shall be consistent with the provisions of this constitution, shall be endorsed by the Lions district cabinet and be **approved by the board of directors of Lions Clubs International or its designee**. Any bylaws or amendments thereto which shall contravene any provision of this constitution or action of said board of directors or its designee shall be null and void and of no effect.

ARTICLE VIII

Duration

Section A. This Leo district shall cease to exist upon the first to occur of the following:

1. Vote of the said Leo district to terminate.
2. Receipt by the Leo district president of written notice of the withdrawal of sponsorship by the Lions district cabinet.
3. Receipt by the Leo district president of a written notice of cancellation by the International Association of Lions Clubs.

Section B By virtue of this termination, provided in Section A. all rights and privileges related to the use of the Leo name and the Leo emblem on a district level shall thereon be relinquished and surrendered by the members of said district, individually or collectively. All monies on deposit to the credit of said Leo district shall be remitted to the Lions district cabinet.

Revised: March 16, 2015

ARTICLE IX
Amendments

This constitution may be amended only by action of the Board of Directors of Lions Clubs International and all amendments when so adopted shall automatically amend and become provisions of this constitution.

ARTICLE X
Fiscal Year

The fiscal year of this Leo district shall run from July 1 to June 30.

BYLAWS

ARTICLE I Nominations and Elections

Section A. The District Council shall appoint a Leo club in good standing to serve as the nomination committee. The nomination committee will also conduct the elections when necessary.

Section B. Incoming Leo district officers may be incoming officers of their Leo club with the exception of the Leo district president.

Section C. In the event there is no qualified candidate for the office of president and/or vice president, **nominations will be taken from the floor at the Leo District Convention** of any Leo member in good standing, from any club in good standing.

Section D. If an election takes place of unqualified candidates, the names of those elected at the convention will be submitted to the District 50 Lions Clubs cabinet as the recommended District 50 Leo Council president and vice-president for the next fiscal year. The District 50 Lions Clubs cabinet will review and approve the recommendations from the District 50 Leo Council. Approval from the District 50 Lions Clubs cabinet is required for the recommended Leo Council President and Vice President to assume these duties. In the event the District 50 Lions Clubs cabinet does not approve the recommendations, the District 50 Leo Council will have to be prepared to submit additional recommendations for the District 50 Lions Clubs cabinet for approval.

Section E. For the position of Leo Council secretary and treasurer, the nominations committee will accept nominations and elections will be held to select a secretary and treasurer for recommendation to the council president elect for appointment. In accordance with the provisions from Lions Clubs International, the council president elect will then appoint the recommended secretary and treasurer to the respective positions. The council president elect has the right to reject the recommendations and appoint Leo member(s), of his/her own choice, who are in good standing to fill the position of Leo Council secretary and treasurer.

ARTICLE II Duties of Officers

Section A: District President.

The district president shall preside at all meetings of the Leo district council as the chief executive, shall supervise the work and activities of the district and perform such other duties as pertain to the office.

Revised: March 16, 2015

Section B: District Vice-President.

The district vice-president shall attend the regular meetings, special meetings and deliberations of the Leo council and shall assist the district president in promoting Leoism in the district and perform other duties as may be delegated by the district president or district council. In the event of the absence of the district president or the inability of the district president to perform the duties as the presiding officer and chief executive, the district vice-president during the time of such absence or inability, shall serve in the capacity of and shall have the same authority as the district president.

Section C: District Secretary.

The district secretary, under the supervision and direction of the district president, shall keep accurate records of the proceedings of the district council meetings, special meetings, deliberations and the annual convention. District and council reports should be compiled in record form by the district secretary and distributed as appropriate.

Section D: District Treasurer.

The district treasurer shall sign all financial matters and documents issued by the district Leo council, keep the accounts, receive all monies paid to the district and make an annual report at the district convention, deposit all monies received in such bank as may be designated by the district executive council and shall dispense the same by order of the district council. The accounts, books and records shall at all times be open to the inspection of the council, District 50 Leo Club Chairman and any auditor named by the delegates at the district Leo convention assembled. The books and records of the district treasurer shall be closed as of June 30. audited and turned over to the incoming district treasurer no later than July 15.

ARTICLE III Committees

Section A. At the annual Leo district convention or within fifteen days after the start of the new fiscal year, the district Leo council will appoint a Leo club to chair one of the following standing committees.

1. The district president and vice-president shall be ex-officio members of all committees.
2. Each committee shall submit an annual report in writing to district council, no later than the final meeting in June.
3. Except where special authority is given by the district council, no committees shall implement any planned action or recommendation until a report has been approved by the council.

Section B. Standing Committees.

1. Contests and Awards. Implement contests and awards established and stated in the constitution and by-laws. Recommend changes to the current contests and awards when needed. Establish instructions and deadlines for the participation in district contests and awards.

Revised: March 16, 2015

2. Convention. Charged with the planning and execution of the district convention, including arranging for housing, registration, meals, convention hall and meeting rooms and the planning and execution of the convention programs. Establish rules for the convention as per the Robert's Rules of Order (revised).

3. Constitution and By-laws. To be familiar with Lions Clubs International's guidelines for Leo District's constitution and by-laws and the current constitution and by-laws of Leo District 50. To receive and report all proposed amendments not in conflict with the guidelines established by Lions Clubs International. To maintain and update the Leo District 50's constitution, by-laws and policies with the progress and growth of the district and to suggest changes that will enhance the growth of Leoism in District 50.

4. State Project. Plan, coordinate and execute a state project, involving all Leo clubs in the district. Project must be a community service activity that is viable and executable by all Leo clubs.

5. Leadership Camp. Charged with the planning and execution of the district leadership camp, including arranging for housing, registration, meals, meeting rooms and the planning and execution of leadership training programs.

6. Nominations. Establish guidelines and deadlines for the nomination and election for the office of district president and vice-president, following the guidelines established in the district constitution.

ARTICLE IV Convention

Section A. A convention of this district shall be held each year not later than thirty (30) days prior to the end of the fiscal year.

Section B. In cases of circumstances arising after the adjournment of the annual district convention which would make it impossible or impractical in the judgment of the incoming district executive council for the next annual district convention to meet in the site selected, the incoming district executive council may select another convention site.

Section C. Leo district cabinet officers shall be the presiding officers of the annual convention.

Section D. The district cabinet officers shall be entitled to full delegate privileges including the right to vote on all matters coming before the convention, except the election of the incoming officers, the delegate privilege extended to the clubs present.

Section E. Each Leo of this district, present at the Leo district convention and in good standing shall have all the privileges of delegates except the right to vote.

Section F. A majority of the delegates in attendance at the Leo district convention shall constitute a quorum.

Revised: March 16, 2015

ARTICLE V Projects

To be considered a legitimate club project, a faculty advisor, Lions advisor or member from the sponsoring Lions club must be present at the project.

ARTICLE VI Parliamentary Authority

The Robert's Rules of Order (revised) will be the governing document for all district functions and meetings.

ARTICLE VII Leo Pledge

Officially adopted at the Leo District 50 Convention on 6 March 2004. The following will be the official Leo Pledge of Leo District 50:

I pledge of my hands, extended and open to help those in need;
I pledge of my heart, reach for it and it will be touched;
I pledge of my ears. to hear another's outcry;
I pledge of my eyes, to see the plight of others;
My knowledge to bring a person closer to their dreams;
I pledge of myself for the betterment of my community, my state and my country.

ARTICLE VIII Leo Emblem

The Leo emblem is a registered trademark of the International Association of Lions Club and must be protected from misuse. The Leo district council and Leo clubs will ensure that the emblem is not misused or authorize other organizations or agencies to use the emblem inappropriately.

ARTICLE IX Amendments

Section A These bylaws may be amended only at the annual Leo district convention when such amendments is reported by the committee on Constitution and By-laws and adopted by a majority of votes cast by the delegates present at such convention.

Section B. Notice of the respective amendment must be given to each club at least sixty (60) days prior to the start of the district convention.

Section C All amendments when so adopted shall become provisions of the district constitution and by-laws and be effective beginning 1 July of the new fiscal year.

STANDING POLICIES

Policy 1. Carryover of Unencumbered Funds.

At the conclusion of a district Leo activity within the fiscal year, the unexpended funds of district Leo programs (Leadership Camp, Convention, etc.) shall be deposited into the Leo district treasury.

Policy 2. Subsidy for Leo Executive Council Officers.

Officers who attend the Leo Leadership Camp and Leo District Convention shall have part of their airfare paid by the district treasury.

Policy 3. Airfare Subsidy for District Cabinet Officers from the Neighbor Islands.

Officers elected to the Leo District 50 cabinet shall have half (1/2) of their airfare expenses paid by the Leo District council treasury for the purpose of attending the Leo District Council meetings.

Policy 4, Effective Date.

These policies shall be effective immediately following the adjournment of the Leo District 50 Convention and are in effect until superseded or amended.

Policy 5. Penalties for Late Dues & Non-attendance at District Meetings.

Section 1. Dues shall be postmarked by December 31st of the current fiscal year. If payment is not received by the District Treasurer by the due date, the club will be ineligible for the Best Club, Best Scrapbook and Outstanding Leo Awards; be ineligible to vote on issues brought up at the Leo district convention and be ineligible to nominate one of its members for a district office.

Section 2. If any Oahu club has not attended more than half of the LEO District Meetings, the club will be ineligible for the Best Club, Best Scrapbook and Outstanding Leo Awards; be ineligible to vote on issues brought up at the Leo district convention and be ineligible to nominate one of its members for a district office.

The first meeting is to occur at the most recent LEO District Convention and end at the last meeting prior to the next LEO District Convention.

Policy 6. Contests and Awards.

Section 1. The Leo District 50 Contest and Awards shall consist of the following:

Revised: March 16, 2015

a. Best Large Club. First, second and third place awards will be given to clubs having 51 or more members. Membership will be established from the Leo Form 72 submitted to Lions Clubs International and the District 50 Leo Club Chairman.

b. Best Small Club. First, second and third place awards will be given to clubs having 50 or less members. Membership will be established from the Leo Form 72 submitted to Lions Clubs International and the District 50 Leo Club Chairman.

c. Best Scrapbook. First, second and third place awards will be given to the Leo Clubs submitting a scrapbook in the contest.

d. Outstanding Leo Award. Leo clubs in good standing may nominate up to two Leo club members to receive this award from the Leo District.

Section 2. Criteria for Awards.

The criteria for awards are attached as a separate enclosure to the Leo District standing policies.

Section 3. Additional Awards.

The Contest and Awards Committee or the Leo District 50 Council can recommend additional contests and awards for the current fiscal year, which must be approved by the Leo District 50 Council. If such contests and awards are to become a permanent part of the Contests and Awards, an amendment to the Leo District 50 Policies must be submitted for consideration at the next Leo District Convention.

Policy 7. Amendments.

Section 1. These policies may be amended only at the annual Leo district convention when such amendments is reported by the committee on Constitution and By-laws and adopted by a majority of votes cast by the delegates present at such convention.

Section 2. Notice of the respective amendment must be given to each club at least sixty (60) days prior to the start of the district convention.

Section 3. All amendments when so adopted shall become provisions of the district constitution and by-laws and effective beginning 1 July of the new fiscal year.