



The International Association of Lions Clubs
District 16-J

CONSTITUTION AND BY-LAWS

Adopted on May 17th, 2014
As amended on May 16th, 2020
As amended on May 21st, 2022

YELLOW SHADED AREA

Amendments voted and adopted on May 21st, 2022

GREY SHADED AREA

*Mandatory language adopted from Standard District Constitution (LA-4)
on September 21st, 2021*

District 16-J Constitution

Article I (Name)

This organization shall be known as “Lions District 16-J” (hereinafter referred to as “District” and/or as “District 16-J”).

Article II (Purposes)

The purposes of this District shall be:

1. **To provide** in this District an administrative structure with which to advance the purposes of the International Association of Lions Clubs (hereinafter referred to as “Lions Clubs International” and/or as “LCI”).
2. **To create** and foster a spirit of understanding among the peoples of the world.
3. **To promote** the principles of good government and good citizenship.
4. **To take** an active interest in the civic, cultural, social and moral welfare of the community.
5. **To unite** the members in the bonds of friendship, good fellowship and mutual understanding.
6. **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.
7. **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)

1. The members of this District shall be all Lions Clubs in this District chartered by LCI;
2. The boundary lines of this District shall be the boundary lines of the Counties of:
 - a. Hunterdon County
 - b. Mercer County
 - c. Middlesex County
 - d. Somerset County
 - e. Union County

Article IV (Emblem, Colors, Slogan and Motto)

1. **Design of Emblem:** The emblem of this District and each chartered club shall be of a design as follows:



2. **Use of Name and Emblem:** Use of the name, goodwill, emblem and other logos of this District shall be according to the guidelines established from time to time by LCI.
3. **Colors:** The colors of this District and each chartered club shall be purple and gold or any other colors approved by LCI.
4. **Slogan:** The Slogan of this District shall be: Liberty, Intelligence, and Our Nation's Safety.
5. **Motto:** The Motto of this District shall be "We Serve".

Article V (Supremacy)

1. The District Constitution and By-Laws shall govern this District unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By-Laws and policies of LCI.
2. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and By-Laws and the Multiple District 16 Constitution and By-Laws then the Multiple District 16 Constitution and By-Laws shall govern.
3. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and By-Laws and the LCI Constitution and By-Laws, then the LCI Constitution and By-Laws shall govern.

Article VI (Officers and District Cabinet)

1. **Officers:**
 - a. The officers of this District shall be the District Governor, the Immediate Past District Governor (DG), the First Vice District Governor (1st VDG), the Second Vice District Governor (2nd VDG), a Cabinet Secretary-Treasurer (CS/T) [or a Cabinet Secretary (CS) and a Cabinet Treasurer (CT)];
 - b. Each of the above stated officers must be a member in good standing of a Lions Club in District 16-J in order to serve (or in order to continue to serve) as such officer.

2. **District Cabinet:**

The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, a 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. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator and LCIF district coordinator shall be non-voting members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district. In the event a Leo or Leo-Lion is appointed to the position of Leo/Leo-Lion cabinet liaison, the position would serve as a non-voting advisor to the cabinet.

3. Election/Appointment of District Cabinet:

- a. The District Governor, the First Vice District Governor; and the Second Vice District Governor shall be elected at the District 16-J Annual Meeting, which is held at the Multiple District 16 Annual Convention (also known as the “NJ Lions State Convention”).
- b. The District Governor shall appoint, by the time he/she takes office, the Cabinet Secretary-Treasurer (or a Cabinet Secretary and a Cabinet Treasurer) and one Zone Chairperson for each Zone in the District, a District Parliamentarian (who shall serve as a non-voting member of the Cabinet), a District Chaplain (who shall serve as a non-voting member of the Cabinet) and such other club members as may be included in the District Cabinet (who shall also serve as non-voting members of the Cabinet).

4. Removal:

Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the voting members of the District Cabinet.

Article VII (Annual District Meeting)

1. Time and Place:

- a. An Annual Meeting of the District (a.k.a. the “District’s Annual Convention”) shall be held each year at the same time and place as the annual convention of the Multiple District of which this District shall be a part.

2. Club Delegate Formula:

Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior

to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

3. **Quorum:**

- a. The attendance (in person) of a majority of the delegates of District 16-J registered at the Multiple District 16 State Convention shall constitute a quorum at any session of the District 16-J Annual Meeting (provided said delegate has proper credential certification with him/her).

4. **Special Meeting:**

- a. A Special Meeting of the Lions Clubs of District 16-J may be called by a two-thirds vote of the District 16-J Cabinet (by the members eligible to vote) at such time and place as they shall determine; provided that such Special Meeting shall conclude no less than 30 days prior to the convening date of the Lions Clubs International Convention and that such Special Meeting shall not be convened for the election of the District Governor, 1st Vice District Governor or 2nd Vice District Governor; and
- b. Written notice of the Special Meeting setting forth the time, place and purpose thereof, shall be provided to each Lions Club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Meeting.

Article VIII (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 (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

Article IX (Amendments)

1. **Amending Procedure:** This constitution may be amended only at a District Convention by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.
2. **Automatic Update:** When amendments to the LCI Constitution and By-Laws are passed at the LCI Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this District Constitution and By-Laws at the close of the LCI International Convention.
3. **Notice:** No amendment shall be so reported or voted upon unless the same shall have been furnished by regular post or electronic means to each Lions Club in the District no less than thirty (30) days prior to the convening date of the District's Annual Meeting with notice that the same will be voted upon at said Annual Meeting.

4. **Effective Date:** Each amendment shall take effect at the close of the District's Annual Meeting at which adopted (unless otherwise specified in the amendment).
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District 16-J By-Laws

Article I (Nominations and Endorsement Second Vice President and International Director Nominees)

1. **Endorsement Procedure:** Subject to the provisions of the Constitution and By-Laws of the International Association of Lions Clubs (hereinafter referred to as “Lions Clubs International” and/or as “LCI”), any member of a Lions Club in District 16-J seeking endorsement (of District 16-J) as a candidate for the office of International Director or International Second Vice-President shall:
 - a. Deliver (by mail or in person), to the District Governor and to the Multiple District Council Chair Person, a written Notice of Intention to seek such endorsement, no less than 30 days prior to the District 16-J Annual Meeting, such question of endorsement (which shall be voted upon at said District 16-J Annual Meeting); and;
 - b. Deliver, with said Notice of Intention, evidence of fulfillment of the qualifications for such office set forth in the LCI Constitution and By- Laws.
2. **Nomination:** Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of District 16-J, which committee 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 LCI Constitution and By- Laws, and shall place in nomination at the District 16-J Annual Meeting the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.
3. **Speeches:** A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.
4. **Vote:**
 - a. 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.
 - b. The nominee must receive a majority of the votes cast by the delegates present and voting in order to be declared endorsed (elected) as the candidate for the office of International Director or International Second Vice-President. 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.
 - c. For purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.
 - d. 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.
 - e. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

5. **Certification of Endorsement:** Certification of endorsement of the Candidate shall be made in writing to the Multiple District Council of Governors by the District officials designated in accordance with the requirements set forth, in the International Constitution and By-Laws.
6. **Validity:** No District 16-J 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 II (District Nominations, Elections and Appointments)

1. Nominating Committee:

Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district and shall not through the duration of their appointment hold any district cabinet or international office either by election or appointment.

2. District Governor Election Procedures:

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

3. First and Second Vice District Governor Election Procedures:

Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee at least thirty (30) days prior to the election, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

4. Ballot:

- a. The election shall be by secret written ballot, with the candidate or candidates 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 of the total valid votes cast excluding blanks and abstentions.

- b. 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.
- c. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

5. District Governor Vacancy: In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, 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.

It shall be the duty of the immediate past district governor, if he/she is not available, the most recent past district governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

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 16-J.
- b. Have served or will have served at the time he/she takes office as District Governor:
 - i. As President of a Lions Club for a full term or major portion thereof; and
 - ii. As a member (who is in good standing) of the District Cabinet of **any District in MD16** for two (2) full terms or 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.

6. First and Second Vice District Governors and Other Vacancies:

- a. Any vacancy in office except that of District Governor, First Vice District Governor, and Second Vice District Governor shall be filled by appointment from the District Governor for the unexpired term.
- b. In event of a vacancy arising in the office of First Vice District Governor or Second Vice District Governor, the District Governor shall convene a meeting of the members of the existing cabinet as provided for in the LCI Constitution and By-Laws and all Past District Governors who are members in good standing of a chartered Lions Club in good standing in District 16-J.
- c. It shall be the duty of the attendees at this meeting to appoint a qualified member as First Vice District Governor or Second Vice District Governor for the remainder of the term.
- d. In filling the vacancy of First Vice District Governor and/or Second Vice District Governor, 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.

- e. The Chairperson shall convey the results to the LCI office within seven (7) days, together with evidence of invitations sent and together with a certification of the list of those in attendance at the meeting.
 - f. 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 of his/her choice.
 - g. In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of First Vice District Governor or Second Vice District Governor, he/she must:
 - iv. Be an Active Member in good standing of a chartered Lions club in good standing in District 16-J.
 - v. Have served or will have served at the time he/she takes office as First Vice District Governor or Second Vice District Governor:
 1. As President of a Lions Club in District 16-J for a full term or major portion thereof;
 2. As a member (who is in good standing) of any District in MD16 for one (1) full term or major portion thereof;
 3. With none of the above being accomplished concurrently.
 4. Has not completed a full term or major portion thereof as district governor.
7. **Zone Chairperson Qualifications:** Each Zone Chairperson shall:
- a. Be an active member in good standing in his/her respective Zone; and
 - b. Have served or will have served at the time of taking office as Zone Chairperson, 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. Have not previously served a full term or a major portion thereof as district governor
 - d. Zone and region chairpersons may serve no more than three (3) cumulative years in said position.
8. **Appointment of Zone Chairperson:** The District Governor shall appoint, by the time he/she takes office, one Zone Chairperson for each Zone in the District.
9. **Zone Chairperson Vacancy:** If any Zone Chairperson shall cease to be a member of a Lions Club in the Zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the District Governor shall appoint a successor to fill said office.

Article III (Duties of District Officers/Cabinet)

1. **District Governor:** Under the general supervision of the International Board of Directors, he/she shall represent LCI in District 16-J. In addition, he/she shall be the **Chief Executive Officer** in District 16-J and shall have direct supervision over the First Vice District Governor, Second Vice District Governor, the Cabinet Secretary-Treasurer (CS/T) [or a Cabinet Secretary (CS) and a Cabinet Treasurer (CT)], the Zone Chairpersons, and such other Cabinet Members as may be provided for in this

District's Constitution and By-Laws. The District Governor's specific responsibilities shall be to:

- a) Administer and promote membership growth and new club development.
- b) Administer and promote leadership development at the Club and District levels.
- c) Promote the Lions Clubs International Foundation (LCIF) and all service activities of the Association.
- d) Preside, when present, over Cabinet Meetings, Annual District Convention (i.e., the Annual Meeting of 16-J at the Multiple District Convention) and other District Meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the First Vice District Governor or Second Vice District Governor, but if the First Vice District Governor and Second Vice District Governor is not available, the District officer chosen by the attending members shall preside (preferably the Cabinet Secretary or Cabinet Treasurer, in that order).
- e) Promote harmony among the chartered Lions clubs.
- f) Exercise such supervision and authority over cabinet officers and District committee appointees as is provided in this District's Constitution and By-Laws.
- g) Ensure that each Lions club in the District be visited by the District Governor or other District Officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the LCI Headquarters for each visit.
- h) Submit a current itemized statement of total District receipts and expenditures at each District 16-J Cabinet Meeting and at the District 16-J Annual Meeting.
- i) Deliver, within 30 days after the end of his/her term, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district, all digital resources including but not limited to all social media accounts, digital/web subscriptions, email accounts to his/her successor in office
- j) Report to LCI all known violations of the use of the association's name and emblem.
- k) Perform such other functions and acts as shall be required of him/her by the LCI Board of Directors through the District Governor's Manual and other directives.
- l) Submit District 16-J record with NJ Lions (MD16) office for safe-keeping no later than 60 days after the end of his/her term:
 - a. An itemized audited report of all District receipts and expenditures
 - b. All invoices, receipts, bank statements and other financial records
 - c. The minutes of all cabinet and special meetings, official ballots, resolutions, and reports
 - d. Authorized copy of the constitution & by-laws
 - e. Authorized copy of the policy manual

2. **First Vice District Governor:** The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the Chief Administrative Assistant and Representative of the District Governor. The First Vice District Governor's specific responsibilities shall be, but not limited, to:
- a) Further the purposes of LCI.
 - b) Perform such administrative duties assigned by the District Governor.
 - c) Perform such other functions and acts required by the LCI Board of Directors.
 - d) Participate in the cabinet meetings and conduct meetings in the absence of the District Governor and participate in Multiple District 16 Council of Governors Meetings (as appropriate).
 - e) Assist the 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.
 - f) Conduct club visitation as the representative of the District Governor when requested by the District Governor.
 - g) Serve as the District Governor Team liaison between the District Global Membership Team; working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a District-wide plan for membership growth.
 - h) Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a District-wide plan for leadership development.
 - i) Work with the District Convention Committee and assist the committee to plan and conduct the annual District Convention and assist the District Governor to organize and promote other events within the district.
 - j) At the request of the District Governor, supervise other District committees.
 - k) Participate in the planning of the next year including the district budget.
 - l) Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the office of the District Governor, 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 LCI Board of Directors.
 - m) Present the budget for the next year during the annual meeting (convention) of the district.
3. **Second Vice District Governor:** The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the District, and representative of the District Governor. The Second Vice District Governor's specific responsibilities shall be, but not limited, to:
- a) Further the purposes of LCI.
 - b) Perform such administrative duties assigned by the District Governor.

- c) Perform such other functions and acts required by the LCI Board of Directors.
 - d) Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor, and the First Vice District Governor, and participate in Multiple District 16 Council of Governors Meetings (as appropriate).
 - e) Familiarize himself/herself with the health and status of the clubs in the District, 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.
 - f) Conduct club visitation, as the representative of the District Governor, when requested by the District Governor.
 - g) Assist the District Governor and First Vice District Governor in planning and conducting the annual District Convention (Annual Meeting of District 16-J at the Multiple District Convention).
 - h) Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a District-Wide leadership development plan.
 - i) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a District-Wide plan for membership growth.
 - j) Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
 - k) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
 - l) At the request of the District Governor, supervise other District committees.
 - m) Assist the District Governor, First Vice District Governor, and the cabinet in planning of the next year, including the District budget.
 - n) Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the offices of 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 until the vacancies are filled according to these By-Laws and rules of procedure adopted by the LCI Board of Directors.
4. **Cabinet Secretary-Treasurer:** He/she shall act under the supervision of the District Governor. The Cabinet Secretary-Treasurer's specific responsibilities shall be to:
- a) Further the Purposes of LCI.

- b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - i. Keep an accurate record of the proceedings of all meetings of the District Cabinet, and within five (5) days after each meeting forward copies of the same to all members of the District Cabinet, and the office of LCI.
 - ii. Take and keep minutes of the District 16-J Annual Meeting and furnish copies of the same to LCI, the District Governor and the Secretary of each club in District 16-J.
 - iii. Make reports to the Cabinet as the District Governor or Cabinet may require.
 - iv. Collect and receipt for all dues and taxes levied on members and clubs in District 16-J, deposit the same in such bank or banks as the Cabinet shall determine and disburse the same by order of the District Governor.
 - v. Remit and pay over to the Multiple District Council Treasurer the Multiple District dues and taxes if any, collected in District 16-J, and secure a proper receipt.
 - vi. Keep accurate books and records of account, and minutes of all District 16-J Cabinet Meetings and the District 16-J Meetings, and permit inspection of the same by the District Governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the District Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
 - vii. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Cabinet.
 - viii. 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 16-J to his/her successor in office.
- c) Perform such other functions and acts as may be required of each by directives of the LCI Board of Directors.
- d) If separate offices of Cabinet Secretary and Cabinet Treasurer are adopted, the duties listed in Section 4B are to be attributed to each of the offices according to the nature of such duties.

5. Global Service Team (GST) District Coordinator: The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- 1) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- 2) Work with clubs to raise the visibility of Lions service impact in local communities.
- 3) Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.

- 4) Work with region, zone, and club 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.
 - 5) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
 - 6) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
 - 7) Act as the advocacy champion for the district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships” and re-lettering the remaining items.
 - 8) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
 - 9) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.
6. **Global Membership Team (GMT) District Coordinator:** The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:
- 1) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
 - 2) Develop and execute an annual district membership development plan.
 - 3) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
 - 4) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
 - 5) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
 - 6) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
 - 7) Include diverse populations to participate in Global Action Team Initiatives.
 - 8) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.
 - 9) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
 - 10) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
 - 11) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.
7. **Global Leadership Team (GLT) District Coordinator:** The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- 1) Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
 - 2) Develop and execute an annual district leadership development plan.
 - 3) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
 - 4) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
 - 5) Promote leadership development opportunities that encourages participation all levels of the association.
 - 6) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
 - 7) Include diverse populations to participate in Global Action Team initiatives.
 - 8) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
 - 9) Organize and facilitate instructor-led and web-based training in coordination with LCI.
 - 10) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
 - 11) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.
8. **LCIF District Coordinator:** The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:
- 1) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
 - 2) Promote foundation initiatives in district publications, during district events and to the public at large.
 - 3) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
 - 4) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
 - 5) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
 - 6) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
 - 7) Encourage clubs 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.

8) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

9. **LEO/Leo-Lion Cabinet Liaison (Optional):** The district governor, in consultation with the district Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-Lion cabinet liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo district, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo district president, vice-president, secretary, or treasurer. In areas where no Leo district has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo club president.

The district governor shall assign the Leo/Leo-Lion cabinet liaison to the standing cabinet committee(s) that would most benefit from a young adult voice. The cabinet liaison may remain on the same committee for the duration of the year or transition among committees as determined by the district governor.

The responsibilities of the Leo/Leo-Lion cabinet liaison include:

- 1) Facilitate communication between Leos and Lions within the district.
- 2) Serve as a resource to district cabinet officers and assigned committee(s).
- 3) Coordinate with the district Leo chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the Lions' district.
- 4) Support district Leo chairperson in conducting training for Leo district officers.
- 5) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions district activities.
- 6) Serve as support and point of contact for district Leos to explore Lions membership program opportunities.
- 7) Communicate with Leo district president, Leo/Leo-Lion council liaison (if appointed), and the constitutional area representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- 8) Assist in planning and integration of Leos and Leo-Lions in Lions district convention, forum events and trainings.
- 9) Attend Leo district meetings as necessary.
- 10) Chair one district collaboration project between Leos and Lions.

10. **Region Chairperson:** (if the position is utilized during the district governor's term). The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. The Region Chairperson is a member of the District Global Action Team. His/her specific responsibilities should be to:

- 1) Further the Purposes of this association.
- 2) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- 3) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.

- 4) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator, as appropriate.
- 5) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator as appropriate.
- 6) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- 7) Promote the Club Quality Initiative to the clubs within the region.
- 8) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.
- 9) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, district or multiple district.
- 10) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- 11) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- 12) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives.

11. **Zone Chairperson:** The Zone Chairperson, subject to the supervision and direction of the District Governor, shall be the Chief Administrative Officer in his/her Zone. The Zone Chairperson/s specific responsibilities shall be to:
 - a) Further the Purposes of LCI.
 - b) 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.
 - c) Endeavor to include the District GMT Coordinator and the GLT Coordinator and the District Governor Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development within the Zone.
 - d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to LCI and to the District Governor, District GMT Coordinator and District GLT Coordinator.
 - e) Promote good operating procedures to the Lions Clubs within the Zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor to implement good operating procedures within the Zone.

- f) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and keep informed on the activities and well being of all clubs in his/her Zone.
- g) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the Zone about leadership development opportunities in the Zone, in District 16- J, and/or in Multiple District 16.
- h) Represent each club in his/her Zone in any problems with District 16-J, with Multiple District 16, and/or with LCI.
- i) Supervise the progress of District, Multiple District, and LCI projects in his/her Zone.
- j) Endeavor to have every club within his/her Zone operating under a duly adopted Lions Club Constitution and By-Laws.
- k) Promote representation at LCI Conventions, Multiple District Conventions, and the District Annual Meeting by at least the full quota of delegates to which Lions Clubs in his/her Zone are entitled.
- l) Visit a regular meeting of each Club in his/her Zone once or more during his/her term of office, reporting his/her findings to the District Governor, particularly with respect to weaknesses he/she may have discovered (copy to District GMT coordinator and District GLT coordinator).
- m) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

12. District Governor's Cabinet: The District Governor's cabinet shall:

- a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within District 16-J.
- b) Receive, from the assigned District cabinet members, reports and recommendations, which concern the Lions Clubs and Zones.
- c) Supervise the collection of all dues and taxes by the Cabinet Treasurer,
- d) designate a depository (or depositories) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the District.
- e) Secure, set the amount of and approve the surety company issuing the surety bond for the Cabinet Treasurer.
- f) Secure, semi-annually or more frequently, District financial reports from the Cabinet Treasurer (or Cabinet Secretary/Treasurer).
- g) Provide for an audit of the books and accounts of the Cabinet Treasurer (or Cabinet Secretary/Treasurer) and with the District Governor's approval, set up a definite schedule of dates, times and places of Cabinet Meetings to be held during the fiscal year.

Article IV (District Committees)

1. **District Governor's Advisory Committee:** In each Zone, the Zone chairperson and the Presidents and Secretaries of the Lions Clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone chairperson as Chairperson. At a date, time and place called by the Zone chairperson, this committee shall

hold a first (1st) meeting in either the 1st quarter or 2nd quarter of the fiscal year; and a second (2nd) meeting in the 3rd quarter of the fiscal year. It shall assist the Zone Chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay the same through the Zone chairperson to the District Governor and his/her cabinet.

2. **District Governor's Honorary Committee:**

- a) The District Governor may appoint a District Governor's Honorary Committee composed of Past District Governors (who are members in good standing of Lions Clubs within District 16-J);
- b) The Chairperson of the Honorary Committee shall be appointed by the District Governor, and this committee shall meet when and as called upon by the District Governor;
- c) It shall act under the direction of the District Governor in the promotion of harmony throughout District 16-J; and
- d) The Chairperson of this committee shall attend meetings of the cabinet (without having a vote) when requested by the District Governor.

3. **District Cabinet Committees:**

- a) The District Governor may establish and appoint such other committees and/or Chairpersons as he/she deems necessary and appropriate for the efficient operations of the District and
- b) A Chairperson of a committee shall attend meetings of the cabinet (without having a vote) when requested by the District Governor.

4. **Parliamentarian:** Each District Governor shall appoint by written notification received within 30 days of taking office, a Parliamentarian. The Parliamentarian shall advise the District Governor on Parliamentary procedure pursuant to Robert's Rules of Order, Newly Revised. If the Parliamentarian attends a meeting of the Cabinet it shall be as a non-voting member.

5. **Chaplain:** Each District Governor shall appoint by written notification received within 30 days of taking office, a Chaplain. The Chaplain shall perform such other duties as may be assigned to him/her by the District Governor. If the Chaplain attends a meeting of the Cabinet it shall be as a non-voting member.

6. **Sergeant-at-Arms:** Each District Governor shall appoint by written notification received within 30 days of taking office, a Sergeant-at-Arms (and such Assistant Sergeant-at-Arms as deemed necessary by the District Governor). The Sergeant-at-Arms shall maintain order and decorum at the Cabinet Meetings and at the District 16-J Annual Meeting and perform such other duties as may be assigned to him/her by the District Governor. If the Sergeant-at-Arms attends a meeting of the Cabinet it shall be as a non-voting member.

Article V (Meetings)

1. **District Cabinet Meetings:**

a) **Regular:**

- a. A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within sixty (60) days after the adjournment of the preceding LCI Convention; and

- b. ii) Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each Cabinet Member by the Cabinet Secretary.
 - b) **Special:** Special Meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall also be called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the Cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of Special Meetings, setting forth the purposes and a date, time and place determined by the District Governor, shall be given to each Cabinet Member by the Cabinet Secretary.
 - c) **Quorum:** The attendance of a majority of the voting members of the Cabinet shall constitute a quorum for any Cabinet Meeting.
 - d) **Vote:** The voting privilege shall extend to all members of the District Cabinet (except as may be stated in these By-Laws).
- 2. **Alternative Meeting Formats:** Regular and/or Special Meetings of the District Cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the District Governor.
- 3. **Business Transacted by Mail:**
 - a) The District Cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the District Cabinet (excluding nonvoting members); and
 - b) Such action may be initiated by the District Governor or any three (3) officers of the District.
- 4. **Zones:**
 - a) **Organizational:**
 - a. Zones shall be subject to change by the District Governor, when in his/her sole discretion, he/she shall deem the same necessary to the best interests of the District and Lions Clubs International;
 - b. The District should be divided into Zones of between ten (10) and four (4) Lions Clubs, giving due regard to the geographical locations of the Lions Clubs.
 - b) **Zone Meetings:** Meetings of representatives of all the clubs in a Zone, with the Zone Chairperson presiding, shall be held four during the fiscal year at times and places fixed by the Zone Chairperson.

Article VI (District Annual Meeting)

- 1. **Annual Meeting Site:** An Annual Meeting of the District (a.k.a. the "District's Annual Convention") shall be held each year at the same time and place as the annual convention of Multiple District 16.
- 2. **Official Call:** The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

3. **Site Change:** The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than thirty (30) days prior to the convening date of the annual convention
4. **Officers:** The members of the District Cabinet shall be the officers of the District's Annual Meeting.
5. **Timekeeper:** The District Governor shall appoint for the District's Annual Meeting a Timekeeper and such Assistant Timekeepers as deemed necessary by the District Governor.
6. **Official Report:** Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.
7. **Credentials Committee:** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary or the cabinet secretary-treasurer and two other non-officers of the district appointed by the district governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district. The non-officers shall not, through the duration of the appointment, hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.
8. **Order of Convention Business:** The District Governor shall arrange the order of business for the District 16-J Annual Meeting, and the same shall be the order of the day for all sessions.
9. **District Convention Committees:** The District Governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following District 16-J Annual Meeting Committees: State Convention, Registration, Rules, Resolutions, Elections, and Constitution and By-Laws. These committees shall perform such duties, as the District Governor shall designate.

Article VII (District Administration Fund)

1. **District Revenue:** To provide revenue for approved District projects and to defray the administrative expenses of the District, an annual District administrative fund tax of \$6.00 is hereby levied upon each member of each club in the District and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: \$3.00 per club member on July 10th of each year to cover the semiannual period July 1 to December 31; and \$3.00 per club member on January 10th of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the end of the last day of June and December, respectively.

Said tax shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs,

which shall collect and pay said tax for the next semi-annual billing cycle following the date of their organization or reorganization,

Student Members of all Clubs shall not be required to pay any District Dues.

2. **Remaining Funds:** In any fiscal year, any balance remaining in the District Administrative Fund after payment of all District administrative expenses in that year shall remain in said District Administrative Fund. The District Budget shall be based on the income from current year's dues and any other amounts received during the year. Any unexpended funds remaining at the end of the fiscal year shall be held in reserve either in a general fund or a reserve fund. It shall not be included in any subsequent budget. Any such reserve funds may only be authorized for payment for a specific use and must be approved by the majority of the then sitting Cabinet.
3. Each administration shall provide its successor with \$1,000 seed money to establish an account immediately after July 1 when the new fiscal year begins to pay for initial expenses incurred prior to the dues being collected for that new fiscal year.
4. A balance of \$5000 should be maintained in the reserve account and remaining money should be invested in low-risk investment accounts after the approval by the cabinet.

Article VIII (Miscellaneous)

1. **District Governor International Convention Expenses:** Expenses of the District Governor in connection with his/her attending the LCI Convention shall be considered a District Administrative Expense. Reimbursement for such expenses shall be made up to \$2000 by the district on the same basis as outlined in the Rules of Audit of LCI after submission of original receipts within 30 days after the international convention
2. **Financial Obligations:** The District Governor and his/her cabinet shall not incur obligations in any fiscal year, which will create an unbalanced budget, or deficit in said fiscal year.
3. **Cabinet Treasurer Bond:** The Cabinet Treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the District Cabinet (unless said bond requirement is waived by a majority vote of those members of the District Cabinet eligible to vote) and the cost of same shall be a District Administrative Expense. If the District Cabinet shall vote to waive the bond requirement, said decision must be read at the next District Meeting of Clubs (a.k.a. a "Cabinet Meetings").
4. **Audit or Review of Books:** The District Governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the Cabinet Treasurer (or Cabinet Secretary/Treasurer).
5. **Compensation:** No officer or Cabinet member shall receive any compensation for any service rendered to this district in his/her official capacity in cash or kind.
6. **Fiscal Year:** The fiscal year of this District shall be from July 1st to June 30th.
7. **Rules of Procedure:** Except as otherwise specifically provided in the District Constitution and By-Laws, or in a District Policy Manual, or in the Rules of

Procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any District Meeting or Annual Meeting, any meeting of the District Cabinet, any meeting of the Zone, any meeting of the member club, or of any meeting of the group or committee of any one of them, shall be determined by Robert's Rules of Order, Newly Revised.

Article IX (Amendments)

1. **Amending Procedure:** These By-laws may be amended only at a District Annual Meeting, by resolution reported by the Constitution and By-Laws Committee and adopted by a majority of the votes cast.
2. **Automatic Update:** When amendments to the LCI Constitution and/or By-Laws are passed at the LCI Convention, any amendments that would have an effect on this District's Constitution and/or By-Laws shall automatically be updated in this District's Constitution and/or By-Laws at the close of the LCI Convention.
3. **Notice:** No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the District's Annual Meeting with notice that the same will be voted upon at said District's Annual Meeting.
4. **Effective Date:** Each amendment shall take effect at the close of the District's Annual Meeting at which adopted unless otherwise specified in the amendment.

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Amendment Record

Date	Article	Change
Amended on May 16, 2020	Bylaws: Article VII	Dues waiver to student members of campus club was extended to all club.
Updated on Sept 29, 2021	Constitution: Article IV Section 1	Graphics of the Logo added to be consistent with the standard form district constitution
Updated on Sept 29, 2021	Constitution: Article VI Section 2	Mandatory language adopted from standard form district constitution (LA-4)
Updated on Sept 29, 2021	Constitution: Article VII Section 2	Mandatory language adopted from standard form district constitution (LA-4)
Updated on Sept 29, 2021	Constitution: Article VIII	Mandatory language adopted from standard form district constitution (LA-4)
Updated on Sept 29, 2021	Bylaws: Article II Section 5	Mandatory language adopted from standard form district bylaws (LA-4)
Updated on Sept 29, 2021	Bylaws: Article II Section 6	Mandatory language adopted from standard form district bylaws (LA-4)
Updated on Sept 29, 2021	Bylaws: Article II Section 7	Mandatory language adopted from standard form district bylaws (LA-4)
Updated on Sept 29, 2021	Bylaws: Article III Section 5	Section number changed to 11
Updated on Sept 29, 2021	Bylaws: Article III Section 6	Section number changed to 12
Updated on Sept 29, 2021	Bylaws: Article VI Section 2	Mandatory language adopted from standard form district bylaws (LA-4)
Updated on Sept 29, 2021	Bylaws: Article VI Section 3	Mandatory language adopted from standard form district bylaws (LA-4)
Updated on Sept 29, 2021	Bylaws: Article VI Section 6	Mandatory language adopted from standard form district bylaws (LA-4)
Updated on Sept 29, 2021	Bylaws: Article VI Section 7	Mandatory language adopted from standard form district bylaws (LA-4)
Amended on May 21, 2022	Bylaws: Article II Section 1	Nomination committee appointment date changed from 30 days from the beginning of fiscal year to 60 days prior to the convention.
Amended on May 21, 2022	Bylaws: Article II Section 2	Language adopted from Standard form District constitution (LA-4) for the District Governor election procedure.
Amended on May 21, 2022	Bylaws: Article II Section 3	Language adopted from Standard form District constitution (LA-4) for the Vice District Governor election procedure.
Amended on May 21, 2022	Bylaws: Article II Section 7	Qualification causes C and D added to reflect new International Board policies.
Amended on May 21, 2022	Bylaws: Article III Section 1 (i)	Wording changed from “timely manner” to 30 days.

Date	Article	Change
Amended on May 21, 2022	Bylaws: Article III Section 1 (l)	Safe keeping of documents at the State office clause added.
Amended on May 21, 2022	Bylaws: Article III Section 2 (m)	A clause for presentation of budget was added.
Amended on May 21, 2022	Bylaws: Article III Section 5	Duties of Global Service Team District Coordinator was added.
Amended on May 21, 2022	Bylaws: Article III Section 6	Duties of Global Membership Team District Coordinator was added.
Amended on May 21, 2022	Bylaws: Article III Section 7	Duties of Global Leadership Team District Coordinator was added.
Amended on May 21, 2022	Bylaws: Article III Section 8	Duties of LCIF District Coordinator was added.
Amended on May 21, 2022	Bylaws: Article III Section 9	Duties of Leo/Leo-Lion Cabinet Liasson was added.
Amended on May 21, 2022	Bylaws: Article III Section 10	Duties of Region Chairperson was added.
Amended on May 21, 2022	Bylaws: Article VII	District administrative fund tax (annual dues) changed from \$10.00 to \$6.00. Dues for newly chartered clubs clarified and provision for investment of reserve funds were added.
Amended on May 21, 2022	Bylaws: Article IX Section 1	District Governor's International convention reimbursement process clarified.