



CONSTITUTION & BY-LAWS

DISTRICT 2-S3

Lions Clubs International

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CONSTITUTION

ARTICLE I - NAME

The name of this organization is the International Association of Lions Clubs, District 2-S3, a sub-district of Multiple District 2, State of Texas, U. S. A., hereinafter referred to as "District".

ARTICLE II - AUTHORITY

The International Association of Lions Clubs, hereinafter called Lions International, Constitution and By-Laws, and Multiple District 2, Constitution and By-Laws are hereby made a part of this document. Where conflict occurs the latest edition of Lions International Constitution and By-Laws and/or Multiple District 2 Constitution and By-Laws shall take precedence.

ARTICLE III - OBJECTIVE

To provide this District with an efficient organization for the purpose of advancing Lionism, therein in accordance, with objects of Lions International.

ARTICLE IV - MEMBERSHIP AND ORGANIZATION

The membership of this organization shall consist of all Lions Clubs within the boundaries of this District duly chartered by Lions International and in good standing.

ARTICLE V - REVISIONS TO DISTRICT CONSTITUTION

Section 1. Authority: The District cabinet shall have the authority and it shall be its duty to recommend change(s) to this Constitution and change(s) to the District per capita tax, for good and just cause, in the best interest of Lionism within the District.

Section 2. Procedures:

- (a) Recommended change(s) shall be placed in the hands of the District Governor not later than fifteen (15) days after that Cabinet Meeting at which the recommendation(s) receive the heretofore provided approval, but not less than thirty (30) days prior to the beginning of the annual District Convention.
- (b) The District Governor shall then transmit said recommendation to a, hereafter provided, District Constitution and By-Laws Committee (ARTICLE X,

Section 8), and to each Club in the District not later than fifteen (15) days prior to the District Convention. The same shall be presented to the District Convention through a District Constitution and By-Laws Committee.

- (c) All voting in this regard at the District Convention shall be by individual secret printed ballots.
- (d) A tabulation of votes cast for and votes cast against the aforementioned recommended change(s) shall be made at the District Convention by a, hereinafter provided, District Election Committee (ARTICLE X, Section 8), and certified by the District Governor.
- (e) A two-thirds (2/3) majority of the delegates or alternates, present in person, qualified and legally voting at the District Convention shall be required to change the provisions of this document. The decision of said majority shall be binding on all members, the District Cabinet, and the succeeding District Cabinets.
- (f) Upon passage of said change(s) by the aforementioned majority the same shall become effective with the beginning of the next fiscal year.
- (g) Changes to the By-Laws shall be approved only by the District Cabinet by a simple majority of those present and voting and shall become effective upon adjournment of the meeting.

ARTICLE VI - DISTRICT ORGANIZATION

Section 1. Organization:

The District Organization shall be in accordance with Lions International Constitution and By-Laws without exception and the Lions International booklet entitled "District Governor's Manual" except as noted and/or expanded upon herein.

Section 2. Membership:

The membership of District 2-S3 shall consist of all Lions Clubs and members thereof, within the established boundaries of the District which have been duly chartered by Lions International and are in good standing.

Section 3. District Governor:

The District shall have a District Governor duly elected as provided herein and in accordance with Lions International Constitution and By-Laws.

(a) Qualification

A candidate for District Governor must satisfy all the requirements as stated in the Lions International Constitution and By-Laws and in addition must be willing and must attend, unless providentially hindered, the District Governors School at the Lions International Convention prior to taking office. A candidate for District Governor shall be required to have a written endorsement (nomination) of his Club or a majority of the Clubs of the District. The Candidate must meet with the Screening Committee prior to the voting at the District Convention. (ARTICLE VI, Section 5)

(b) Election

The election of the District Governor must conform to the Lions International Constitution and By-Laws. The following procedure and rules shall apply in lieu of more definitive provisions in said International Constitution and By-Laws.

(c) Term of Office

The term of office for a District Governor shall be from the adjournment of the International Convention succeeding his election to the adjournment of the following International Convention as provided in the International Constitution and By-Laws.

(d) Duties and Responsibilities

(1) The District Governor is the chief executive of his/her District. He/She shall supervise the work and activities of the District. He/She shall perform all duties as set forth herein and in the Lions International Constitution and By-Laws, and all such duties as may be required of him/her in the best interest of Lionism.

(2) The District Governor shall, by the time he/she takes office, divide the District into Regions and Zones in accordance with Lions International rules and procedures.

- (3) The District Governor shall, by the time he/she takes office, appoint a Region Chairperson for each Region and a Zone Chairperson for each Zone within the District.
- (4) The District Governor shall, by the time he/she takes office, appoint a District Cabinet Secretary and a District Cabinet Treasurer. [Rev. 4-17-99]
- (5) The District Governor shall appoint District Committees and designate the Chairpersons thereof and such other officers as deemed necessary for the furtherance of Lionism within the District.
- (6) The District Governor shall, by the time he/she takes office, appoint three or more Past District Governors (PDGs) as mentors and will notify the Chairperson of the Honorary Committee in writing.
- (7) The District Governor shall issue an official call for the District Convention, as hereinafter provided.
- (8) The District Governor shall appoint Committees and designate the chairperson thereof for the operation and function of the, hereinafter provided, District Convention. Such Committees are hereinafter referred to as Convention Committees. Said appointments shall be made as following:
The District Governor shall appoint, and at least sixty (60) days prior to the District Convention, a Convention Nominating Committee of not more than five (5) members, each of whom shall be members of different Lions Clubs within the District. The District Governor shall appoint, and he/she shall receive notification of acceptance, at least sixty (60) days prior to the District, a Convention Constitution and By-Laws Committee, provided that recommended revisions to the State and/or International Constitution and By-Laws are to be presented at the District Convention. Said committee shall consist of not more than five (5) members, each of whom shall be members of different Lions Clubs within the District.

The District Governor shall appoint all other Convention committees such as: Credentials, Elections, International Convention, Necrology, Parliamentary, Registration, Resolutions, Rules, Sergeant-At-Arms, at least fifteen (15) days prior to the District Convention.

The District Governor has the authority and it shall be his/her duty to remove from office any officer appointed by him/her who is derelict and negligent in his/her responsibility or for any other good and just cause in the best interest of Lionism.

- (9) In the event of vacancy in any district office, except that of District Governor, Vice - District Governor or Club President and Secretary, the District Governor has the authority and it shall be his/her option to fill such vacancy for the unexpired time thereof.
- (10) The retiring District Governor shall transmit to his/her successor all District files, financial records and all records and communications pertinent to the functioning, organization and conducting of District business.
- (11) The District Governor shall provide in his/her budget for a formal audit as herein provided, and shall have such audit completed by the 1st day of August immediately following his/her term as Governor.

(e) Removal from Office

Any District Governor who is negligent in his/her duties and responsibilities, or for any other good and just cause, may be removed from office by the following procedure in its entirety and sequence:

- (1) A two-thirds (2/3) vote for removal by the District Cabinet.
- (2) A two-thirds (2/3) vote for removal by the Boards of Directors of the clubs in the District.

- (3) Submission of a petition to Lions International stating full particulars.

The subsequent decision of the Lions International Board of Directors shall be final.

- (f) **Vacated Office**
In the event of a vacancy in the District Governor's office for any reason for a period in excess of sixty (60) days, a replacement is to be chosen as outlined by the Constitution and By-Laws of Lions International. This procedure requires that a meeting of the existing Cabinet and all Past International Directors, and Past District Governors residing in the District be called by the immediate Past District Governor for vacancy.

Section 4. Vice – District Governor:

- (a) **Qualifications**
Section 3(a) of this article shall apply in its entirety. In addition, candidates for this office must meet with the Screening Committee. Failure or refusal to meet with the Committee disqualifies the candidate for the office. (ARTICLE VI, Section 5) (Rev. 4-21-2001)
- (b) **Election**
Section 3(b) of this article shall apply in its entirety.
- (c) **Terms of Office**
Section 3(c) of this article shall apply in its entirety.
- (d) **Duties and Responsibilities**
 - (1) To aid and assist the District Governor at the Governor's request.
 - (2) To make official visits at the request of the Governor.
 - (3) To represent the District at official functions of Lions Clubs within the District.

- (4) To supervise a Club President's and Secretary's Training School at the District Convention or no later than thirty (30) days following the International Convention.
- (5) To support the District Governor's Program and to use due consideration in seeing that his/her actions in organizing the next year do not detract from the present District Governor's Program.
- (6) To familiarize himself/herself with all areas of the District.

Section 5. District Governor's Honorary Committee:

There shall be a District Governor's Honorary Committee the membership of which shall consist of Past International Officers, Past International Directors, and all Past District Governors who are members of Lions Clubs within the District.

- (a) The Chairman, Vice Chairman, and Secretary shall be elected from the Committee by the Committee in accordance with MD 2 Texas Constitution and By-Laws.
- (b) A Screening Committee, composed of five members, shall be elected from the Honorary Committee for the purpose of screening each candidate for Vice Governor.
 - (1) Screen for background, qualifications, time available, outlook for the position, understanding of the responsibilities, and the general attitude toward the office.
 - (2) The Committee shall explain the duties, responsibilities, time schedule, and consequences of failure to meet the requirements of the office. This does not take the place of the training at the State and International sessions.
 - (3) The Committee shall notify the candidate of its decision to endorse or not endorse his/her candidacy. The Committee may endorse all or none of the candidates. Following the meeting, failure to be endorsed does not prohibit the candidate from running for the office.

- (4) The Screening Committee shall inform the Honorary Committee and the Governor of their decisions, and their decisions will be announced by the monitor at the nomination for election.
- (5) The Committee will meet with the Vice Governor at each cabinet meeting to ascertain the progress of forming his/her cabinet.

ARTICLE VII - DISTRICT GOVERNOR'S CABINET

Section 1. Membership:

The membership of the District Governor's Cabinet, hereinafter called Cabinet, shall be the District Governor as the presiding officer, Immediate Past District Governor, Vice District Governor, Region Chairpersons Cabinet Secretary, Cabinet Treasurer, District Chairpersons, Zone Chairpersons, Texas Lions Camp Directors, and Lone Star Lions Eye Bank Director from District 2-S3 with seniority membership on the Board of Directors.

Section 2. Executive Committee:

The executive committee of the Cabinet shall consist of the District Governor, The Vice District Governor, The Cabinet Secretary and the Cabinet Treasurer.

Section 3. Authority:

The Cabinet shall function within the limits of the International Constitution and By-Laws and this document. The Cabinet shall be the Executive Body of the District, and as such, all corporate powers of the District expressed or implied, are vested in the Cabinet. A majority of the Cabinet's members present shall constitute a quorum.

Section 4. Duties and Responsibilities:

- (a) Purpose
The Cabinet's purpose is to supervise, coordinate and promote the general welfare of Lions Clubs and the individual members thereof, and to assist the District Governor in performing the duties of his/her office. The Cabinet shall act in behalf of and transact all business of the District in the best interest of the membership.

(b) Cabinet Meetings

The cabinet shall meet at least four (4) times during the year (once each quarter) and/or as set by the District Governor. The first meeting shall be held within thirty (30) days after the adjournment of the preceding International Convention for the purpose of:

- (1) Approving the surety company from which a bond, as hereinafter provided, shall be secured;
- (2) Approving the depository for District funds;
- (3) Adopting a budget for the year;
- (4) Discussing matters and transacting business pertaining to the District.

Ten (10) days written notice of Cabinet meetings shall be given to each member by the Cabinet Secretary. Special meetings of the Cabinet may be called at the discretion of the District Governor, or shall be called by him/her upon written request by a majority of the members thereof. Not less than five (5) days nor more than ten (10) days written notice of special meetings of the Cabinet shall be given to each member thereof.

One (1) of the said regular meetings may be held in conjunction with (immediately prior to) the District Convention as hereinafter provided.

(c) Surety Bond

The Cabinet shall require the posting of a surety bond in the amount of \$10,000.00 minimum on the Cabinet Treasurer.

(d) Minutes and Records

The Cabinet shall require that accurate records of each and all Cabinet meetings and all District proceedings, including District Convention, shall be kept; that minutes of said meetings and/or proceedings, including financial reports, shall be presented to the District Convention, shall be transmitted by the Cabinet Secretary to the District Governor, each member of the Cabinet, Lions International and the State Office within fifteen (15) days after approval and adoption by the Cabinet and that copies of same shall

be given to the succeeding District Governor and Cabinet Secretary.

(e) District Revenue

The Cabinet shall require:

- (1) That all monies collected as District Revenue and all other monies deposited with or transmitted through the District for any reason shall be deposited in the approved depository of the District;
- (2) That said monies shall be disbursed as payments or withdrawals only by check signed by the Cabinet Treasurer and countersigned by the District Governor;
- (3) All disbursements be approved by the Cabinet.

In the event that, for any reason, the Cabinet Treasurer and/or the District Governor cannot sign a check, a notarized attestation by a majority of the Cabinet shall be sufficient to release the monies or provide for another signatory or signatories.

(f) District Convention

The Cabinet shall provide for a District Convention annually. The Cabinet shall have the absolute power to change at any time, for good and sufficient reason, without any liability to the District or State, the city or place of holding the District Convention.

The District Governor's expenses in conjunction with the District Convention shall be considered a District Administrative expense. Reimbursement for said expenses shall be in accordance with the Rules of Audit of Lions International.

(g) State Conference

The Cabinet shall be responsible for providing for and coordinating any District functions at the State Conference. The Cabinet shall, when requested by the Executive Committee of the Council of Governors, assist in every way in providing for, organizing and coordinating the State Conference held in its District.

- (h) International Convention
The Cabinet shall be responsible for gifts and favors for the International Convention as requested by the District Governor.

The Cabinet shall provide for the expenses of the District Governor-Elect in conjunction with attending the International Convention and District Governor's School at the same, unless otherwise provided by Lions International. Said expenses, if required, shall be considered District Administrative or Convention Fund expense and reimbursement for same, by the District, shall be in accordance with the Rules of Audit of Lions International or as designated by the Cabinet.

- (i) Financial Reports and Audits
The Cabinet shall receive from the Cabinet Treasurer financial reports at each Cabinet meeting showing expenditures and balances against each budget line item and shall make provisions for an annual audit (more frequently if required) of the books and accounts of the District. Said audit(s) shall be made by a competent committee whose chairperson is appointed by the District Governor, one member by the Governor-Elect and one member by the Honorary Committee Chairperson. The audit committee shall examine all receipts and disbursements made from all District accounts during the fiscal year. Copies of the audit will be distributed to the following: one copy to the outgoing District Governor; one copy to the outgoing Cabinet Treasurer for the District records; and one copy to the PDG Honorary Committee.

The Cabinet shall provide for the transfer of records of the District including record and account books, etc., to the succeeding District Governor and his/her Cabinet Treasurer. Such records do not include M & A reports, bank statements, and cancelled checks which may be retained by the outgoing District Governor.

ARTICLE VIII - RESERVED

ARTICLE IX - DISTRICT FUNDS

Section 1. District Convention Fund:

The District Convention Fund shall be for the purpose of defraying part of the administrative expenses of the District Convention. The Convention Committee shall make a full accounting of all expenditures to the Cabinet Treasurer.

Section 2. State Convention Fund:

The State Convention Fund shall provide for the administrative costs of the State Convention when it is held in District 2-S3. The Convention Committee shall make a full accounting to the Cabinet Treasurer for use of these monies.

Section 3. International Convention Fund:

The International Convention Fund shall be established for contributing to the expenses of the outgoing District Governor, and his/her spouse, when going to the International Convention when and only when it is held outside the forty-eight contiguous states. Additions to this fund shall be 60% of any balance of monies remaining in the District account at the end of the Governor's term of office. Expenses when the Convention is within the states are covered by the Governor's budget.

Section 4. Emergency Fund:

The Emergency Fund shall consist of 40% of the balance of monies remaining in the District account at the end of the Governor's term of office and surpluses from any special purpose collections. This fund shall be used to meet emergency needs of the District as determined by the Convention Fund Committee.

Section 5. Unbudgeted Fund:

The Cabinet shall provide in the District Administrative Budget an amount of \$1,500.00 which shall be designated as an unbudgeted fund. Said fund shall be transferred to the succeeding District Governor to provide for District operating expenses prior to the receipt of the first semi-annual per capita taxes from the clubs in the District.

Section 6. Disaster Relief Fund:

The District Disaster Relief Fund shall be for the purpose of helping defray the cost of any natural disaster evidenced by significant mortality, injury, property damage and loss, population displacement or any substantial combination of these.

- (a) Natural disaster is defined as a sudden and unforeseen extraordinary misfortune bringing with it destruction of life and property affecting many persons and, often, causing widespread distress.
- (b) This fund shall be administered by a District Disaster Relief Committee (DDRC) as established in Article XI, Section 6(c).
- (c) The DDRC shall make a full accounting of this fund in accordance with Article XI, Section 6(d).
- (d) The remittance of these funds to the “District 2-S3 Disaster Relief Fund” shall be as described procedure in Article XI, Section 6(b). These funds will be maintained in a bank determined by the DDRC under the Tax ID number of the District.

Section 7. Past District Governors Committee:

The District 2-S3 District Convention, State Convention, International Convention and Emergency Funds, as established in Sections 1, 2, 3 and 4 of this Article, being in one account, with a ledger for each Fund shall be placed in a bank in Austin, Texas, and held in that bank as a permanent depository under the Tax ID Number of the District. These Funds shall be administered by the District 2-S3 Past District Governors Committee. This Committee shall consist of the three (3) most recent Past District Governors with the PDG with the most seniority serving as Chairperson, the one with the second most seniority serving as Vice Chairperson, and the one with the least amount seniority serving as Secretary. The responsibility of this Committee shall be as set forth in the District By-Laws approved by the District Cabinet. These Funds shall be disbursed by a favorable vote of the 2-S3 District Cabinet, upon a recommendation of the Past District Governors Committee.

Section 8. Transfer of Money Between District Funds:

In the event one or more of the following Funds, District Convention Fund, State Convention Fund, International Convention Fund and Emergency Fund, is deemed to have a surplus of money and one or more of these same funds is deemed to be in need of money to meet expenses or desired disbursements, then by two-thirds (2/3) vote of the District Cabinet money may be reallocated between these same four above mentioned Funds as

long as a minimum of \$5,000.00 remains in the District Convention Fund, a minimum of \$10,000.00 remains in the State Convention Fund, a minimum of \$5,000.00 remains in the International Convention Fund and a minimum of \$5,000.00 remains in the Emergency Fund.

- Section 9. Accounting and Disbursements:**
Deposits to, disbursements from, and accounting of all District Funds shall be accomplished by the Cabinet Treasurer in accordance with cabinet approvals and instructions, in writing, of the Past District Governors Committee.

ARTICLE X - DISTRICT CONVENTION

- Section 1. Provisions and Purpose:**
There shall be a District Convention held annually. The district Convention shall elect a District Governor to serve the next year; elect a Vice-Governor; elect a Director to the Texas Lions Camp to serve the next two (2) years; elect Eye Bank Director to serve for two (2) years; select a candidate (if proposed) for nomination of an International office; vote on proposed changes (as presented) to the provisions of this Constitution and By-Laws; vote on all matters of statewide business (as presented); and Conduct such District business as may require District Convention action.
- Section 2. Time and Place:**
The convention of each District shall be held at a place and time selected in accordance with Lions International Constitution and By-Laws. The District Governor shall issue an official call for the annual District Convention not earlier than ninety (90) days nor later than thirty (30) days prior to the date fixed for holding same.
- Section 3. Administration:**
The District Governor and his/her Cabinet shall have full supervision over all phases of the convention and all members of the Cabinet shall be officers of the convention.
- Section 4. Program:**
There shall be a printed program of convention sessions and events stating time and place and occurrence. Said program shall be the order of the day for the convention.

Section 5. Nominations and Proposals:

All nominations and proposals shall be first presented to the, hereafter provided, applicable Convention Committee.

(a) District Governor

The District Governor and the Convention Nominating Committee shall receive the written endorsement (nomination) of any member, who satisfies the qualifications as heretofore stated, for the office of District Governor. Such endorsement (nomination) shall be received not later than thirty (30) days prior to the opening of the District Convention. Nominations for the office of District Governor shall NOT be made from the floor of the District Convention.

(b) Vice – District Governor

Section 5(a) of this article shall apply in its entirety.

(c) Director of Texas Lions Camp

The District Governor and Nomination Committee shall receive the written nomination (endorsed by the majority of the members of the nominee's club) of any member for the office of Director of Texas Lions Camp. The nomination shall be received not later than thirty (30) days prior to the opening of the District Convention. Should there be no written nomination received, nominations from the floor of the convention shall be the order of the day. All nominees shall be members in good standing of a Lions Club within the District, likewise in good standing.

(1) Term of Office

Directors shall serve for a term of two (2) years beginning 1 July after election. No Director may serve more than two (2) consecutive elected terms. Appointment to fill the unexpired term of another shall not prohibit any member from serving two (2) full consecutive elected terms.

District 2-S3 shall be represented on the Texas Lions Camp Board of Directors by two (2) elected Directors; generally, one from the northern part of the District and one from the southern part of the District. These two (2) Directors shall serve staggered terms. In the event of a Special Election to fill an unexpired term, as defined in Section (3)

below, the term of a member elected at a Special Election shall be for one (1) year only and shall not prohibit that individual from serving two (2) consecutive regular terms of two (2) years each subsequently. No single Lions Club will be entitled to having more than one elected Director serving at one time.

(2) **Removal from Office**
Any Texas Lions Camp Director who is negligent in his/her duties and responsibilities, or for any other good and just cause, may be removed from office by a two-thirds (2/3) vote for removal by the District Cabinet.

(3) **Vacated Office**
In the event a vacancy for any reason in the office of Texas Lions Camp Director, a replacement is to be appointed by the District Governor to complete the term or in case of a first year Director until a special election can be held at the next District Convention.

(d) **Lone Star Lions Eye Bank Directors**
The District Governor and the Nomination Committee shall receive the written nomination (endorsed by the majority of the members of the nominee's club) of any member for the office of Lone Star Lions Eye Bank Director. The nomination shall be received not later than thirty (30) days prior to the opening of the District Convention. Should there be no written nominations received, the outgoing District Governor shall appoint nominees to be voted on by the District Convention. All nominees shall be members in good standing of a Lions Club within the District, likewise in good standing.

(1) **Term of Office**
Directors shall serve for a term of three (3) years beginning 1 July after election. No member may serve as an Officer or Director of the Lone Star Lions Eye Bank for more than two (2) consecutive elected terms. Appointment to fill the unexpired term of another individual shall not prohibit any member from serving two (2) full consecutive elected terms.

District 2-S3 shall be represented on the Lone star Lions Eye Bank Board of Directors by the current District Governor and the Vice District Governor, who have full voting privileges, and by six (6) elected Directors, one Director from each of the five (5) Regions of the District and one Director-At-Large. These six (6) Directors shall serve staggered terms by having the terms of Directors from Regions 1 and 2 end June 30, 2007, and each third year thereafter; the terms of Directors from Region 3 and the Director-At-Large end June 30, 2008, and each third year thereafter; and the terms of Directors from Regions 4 and 5 end on June 30, 2009, and each third year thereafter. No single Lions Club will be entitled to have more than one elected Director unless the second Director is an Honorary Director, as defined in Article I, Section F, of the Lone Star Lions Eye Bank By-Laws, or Immediate Past President of the Lone star Lions Eye Bank Board of Directors.

(2) Removal from Office

In the event that any Director is absent as many as three (3) consecutive Lone Star Lions Eye Bank Board of Directors meetings, his/her office shall be deemed vacant. Any Lone Star Lions Eye Bank Board member who violates any of the rules or purposes of the Lone Star Lions Eye Bank or who conducts himself/herself, in or out of the Lone Star Lions Eye Bank, in a manner that his/her continued membership in the Lone Star Lions Eye Bank is deemed by the Board of Directors to be detrimental to the Lone Star Lions Eye Bank may be dropped from membership on the Board by a two-thirds (2/3) vote of the members of the Board of Directors provided such Director shall have been given ten (10) days notice in writing of such pending actions and be given an opportunity to appear before the Board in person or by Attorney in his/her behalf. Such individual shall have no right of appeal to the membership.

(3) Resignation of Office

Any Director may resign the office of Director at any time by giving written notice to the District

Governor and the President or Secretary/Treasurer of the Lone Star Lions Eye Bank Board of Directors with such resignation to take effect at the time specified therein.

(4) Vacated Office

In the event a vacancy occurs for any reason in the office of Lone Star Lions Eye Bank Director, a replacement is to be appointed by the District Governor in order to complete the term. In case of a first year or second year Director, the appointment shall last only until a special election can be held at the next District Convention. The appointee shall meet the requirements of Article IV of the Lone Star Lions Eye Bank Constitution.

(e) Host City

The District Governor shall receive all invitation in writing from cities and clubs in the District desiring to host the District Convention the following year. The District Governor-Elect shall select the site of the Subject District Convention and shall announce same at the District Convention at which he/she is elected.

(f) Nomination and Motion Speeches

Nominations and seconding speeches shall be limited to one (1) each, which shall be limited to five (5) minutes and three (3) minutes respectively for each candidate and/or question presented to the District Convention, excluding the position of Eye Bank Director unless the position is contested.

(g) International Candidates

The Nominating Committee shall receive from the State Office, as heretofore prescribed, all presentations (resolutions) of State Candidates for an International office. The Nominating Committee shall report the resolution to the District Convention assembly in fullest detail.

Nomination and seconding speeches shall be conducted in accordance with ARTICLE X, Section 5(f).

Section 6. Arrangements:

The Convention Committee shall be responsible for making all arrangements for the convention including lodging, meeting rooms, banquets, luncheons, facilities, entertainment, gifts for

guests, etc. under the supervision of the District Governor and his/her cabinet. The District Governor shall make arrangements for guest speakers.

Section 7. Delegates:

Each Chartered club in good standing shall be entitled at its District Convention to one voting delegate for each ten (10) members or major fraction thereof and alternates in accordance with Lions International Constitution and By-Laws. To be deemed in good standing all dues (Lions International, State, District, etc.) must be paid in full and all Lions International bills older than ninety (90) days must be paid. Membership figures shall be in accordance with Lions International Constitution and By-Laws. All Past District Governors are entitled to a vote. Any Past District Governor, even though a member of a club and entitled to a vote, shall not count toward the allotment of voting delegates of that club.

Section 8. Elections:

All elections shall be in accordance with Lions International Constitution and By-Laws and this document. All voting on any question submitted to the District Convention of a statewide nature, electing a District Governor, Vice-District Governor, an Eye Bank Director and all others as deemed advisable by the District Cabinet shall be by individual secret printed ballot. Each legal delegate or alternate present in person shall be entitled to cast one (1) vote on every District wide question submitted to the District Convention. The delegates or alternates present in person, qualified and voting at the District Convention shall constitute a quorum. The decision of the majority on all questions except as otherwise provided herein, shall be binding upon all the members.

ARTICLE XI - REVENUE

(District, State, Texas Lions Camp and Lone Star Lions Eye Bank)

Section 1. Collections:

It shall be the duty and responsibility of the District Cabinet Treasurer to bill, collect and disburse the revenue as hereinafter and heretofore provided.

Section 2. District Administration Fund:

- (a) Provision and Amount
To provide a District Administrative Fund, A semi-annual per Capita tax of \$4.25 shall be levied on each club for each member thereof. Said tax shall be remitted by each

club in the District to the Cabinet Treasurer as hereinafter provided. The amount of said tax shall be determined by vote at the District Convention prior to its levy. As part of the Administrative Fund, dues of \$0.25 per member per year shall be assessed for the District Convention Fund (ARTICLE IX, Section 1) and dues of \$0.25 per member per year shall be assessed for the State Convention Fund (ARTICLE IX, Section 2).

- (b) **Billing**
Each club in the District shall be billed by the Cabinet Treasurer not sooner than sixty (60) days nor later than thirty (30) days prior to the due date as hereinafter provided.
- (c) **Base**
Said tax shall be based upon the membership of the club as shown by its membership report of June and December respectively.
- (d) **Due Date**
Said tax shall be paid semi-annually by each club as soon as possible after billing but not later than September 10th and March 10th respectively of each fiscal year.
- (e) **New and Reorganized Clubs**
Newly organized and reorganized clubs shall pay prorated semi-annual per capita tax beginning the first day of the month following that in which the club is chartered or organized. Said tax shall be due and payable not later than the first day of the second month following that which the club is chartered or organized.

Section 3. District Newsletter Fund:

- (a) **Provision and Amount**
To provide a District Newsletter Fund for the publication of the District Newsletter, a semi-annual per capita tax shall be levied on each club for each member thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided. The amount of said tax shall be determined by vote at a District Convention prior to its levy. [Rev. 4-17-99]
- (b) **Billing**
Section 2(b) of this Article shall apply in its entirety.

- (c) Base
Section 2(c) of this Article shall apply in its entirety.
- (d) Due Date
Section 2(d) of this Article shall apply in its entirety.
- (e) New and Reorganized Clubs
Section 2(e) of this Article shall apply in its entirety.

Section 4. State Administrative Fund:

- (a) Purpose, Provision and Amount
To provide a State Administrative Fund a semi-annual per capita tax shall be levied on each club for each member, thereof. Said tax shall be remitted by each club in the District to the Cabinet Treasurer as hereinafter provided. The amount of said tax shall be determined in accordance with the State (MD-2) Lions Constitution and by-Laws.
- (b) Billing
Section 2(b) of this Article shall apply in its entirety.
- (c) Base
Section 2(c) of this Article shall apply in its entirety.
- (d) Due Date
Section 2(d) of this Article shall apply in its entirety.
- (e) New and Reorganized Clubs
Section 2(e) of this Article shall apply in its entirety.
- (f) Remittance to State
Said tax shall be remitted by the Cabinet Treasurer to the Council Treasurer semi-annually in accordance with MD-2 Texas Constitution and By-Laws. The Cabinet Treasurer shall remit only that amount collected from the clubs. A statement of delinquent clubs, if such exist, shall accompany said remittance. Further payments may be made as corrected.

Section 5. Promote Texas Fund:

- (a) Purpose, Provision and Amount

To provide monies whereby Texas Lionism may be publicized there shall be a Promote Texas Fund. Said fund shall be used:

- (1) to promote good will among the Lions of other states and countries;
- (2) to exalt Texas Lionism to the general public both within and without the state;
- (3) in support of the promotion of a State Candidate for International Office;
- (4) for any other good and just cause, at the discretion of the Council of Governors in pursuance of these and/or related goals.

To provide said fund a semi-annual per capita tax shall be levied on each club for each member thereof. Said tax shall be remitted by each club to the Cabinet Treasurer as herein provided. The amount of such tax shall be determined in accordance with the MD-2 State Lions Constitution and By-Laws.

- (b) **Billing**
Section 2(b) of this article shall apply in its entirety.
- (c) **Base**
Section 2(c) of this article shall apply in its entirety.
- (d) **Due Date**
Section 2(d) of this article shall apply in its entirety.
- (e) **New and Reorganized Clubs**
Section 2(e) of this article shall apply in its entirety.
- (f) **Remittance to State**
Said tax shall be remitted by the Cabinet Treasurer to the Council Treasurer semi-annually, not later than November 15th and May 15th respectively of each fiscal year. The Cabinet Treasurer shall remit only that amount collected from the clubs. A statement of the delinquent clubs, if such exist, shall accompany said remittance. Further payments may be made as collected.

Section 6. Disaster Relief Fund:

- (a) Source of funds shall be from volunteer contributions received by the District from LCIF, Texas Lions Foundation, Districts, Clubs, and individual contributions.

- (b) All monies collected by the District shall be deposited in the approved Depository of the District and shall be disbursed as payments or withdrawals only by check signed by the District Treasurer or Cabinet Secretary and countersigned by the District governor. These funds will be disbursed by check signed by the Cabinet Treasurer or Cabinet Secretary and countersigned by the District Governor and made payable to the “District 2-S3 Disaster Relief Fund” to be administered by the District Disaster Relief Committee (DDRC) as set forth in Section 6(c) of this Article.
- (c) The District Disaster Relief Committee (DDRC) shall administer these funds.

The Committee will be composed of the following members:

- (1) The Chairperson will be appointed annually by the District Governor and shall be a member of the Cabinet.
 - (2) There shall be five (5) other members of the committee, one appointed from each Region by the District Governor.
 - (3) Those members from odd-numbered regions shall serve a two-year term and members from even-numbered regions shall serve a one-year term initially, thereafter, a two-year term. Each member will be restricted to two consecutive terms.
 - (4) Members of this Committee shall be approved by the District Cabinet at the July cabinet meeting.
 - (5) All members of the Committee must undergo an indoctrination and training program administered by the District. Such program will be conducted by September 1st of each year.
- (d) Fund expenditures shall be approved and disbursed by the signature of the Chairperson and one other committee member. The Chairperson shall provide a financial report at each Cabinet meeting showing receipts, expenditures, and balance against the Fund. A copy of the bank

statement will be sent by the depository to the Cabinet Treasurer.

- (e) The Committee shall provide a surety bond for each member who is involved with the control of these funds.
- (f) All funds remaining after a disaster and/or at the end of the year will be carried over for use in further disasters.

Section 7. Texas Lions Camp Fund:

- (a) **Provision and Amount**
To provide a “Texas Lions Camp” Fund, hereinafter called Texas Lions Camp Fund, a semi-annual per capita tax shall be levied on each club for each member. Said tax shall be remitted by each club to the District Cabinet Treasurer as hereinafter provided. The amount of such tax shall be in accordance with the State Lions Constitution and By-Laws.
- (b) **Billing**
Section 2(b) of this article shall apply in its entirety.
- (c) **Base**
Section 2(c) of this article shall apply in its entirety.
- (d) **Due Date**
Section 2(d) of this article shall apply in its entirety.
- (e) **New and Reorganized Clubs**
Section 2(e) of this article shall apply in its entirety.
- (f) **Remittance to the Texas Lions Camp**
Said tax shall be remitted semi-annually by the Cabinet Treasurer to the State Office in accordance with MD-2 Texas Constitution and By-Laws. The Cabinet Treasurer shall remit only the amount collected from the clubs unless otherwise directed by the District Governor. Concurrent with this remittance the Cabinet Treasurer shall send notification of remittance to the Treasurer of the Texas Lions Camp and to the Council Treasurer stating District remitting, delinquent clubs, date remitted, amount of remittance, name of bank on which the check was drawn and the check number. Further payment may be made with notification.

ARTICLE XII - DISTRICT NEWSLETTER

Inasmuch as it is vital to the growth and to the efficient functioning of this District to provide complete, clear, timely, and pertinent information to each member of the District, a District Newsletter shall be authorized for the regular publication and distribution to each Lion in the District.

ARTICLE XIII - ADOPTION

This Constitution shall become in full effect with the beginning of the next fiscal year after same has been adopted by a two-thirds (2/3) affirmative vote of the delegates at the District Convention.

ARTICLE XIV - AMENDMENTS AND REVISIONS

This Constitution or By-Laws may be amended or revised only in accordance with the procedures outlined in Article V of this Constitution.

BY – LAWS

ARTICLE I - DUTIES AND RESPONSIBILITIES

Section 1. District Cabinet Secretary

The Cabinet Secretary shall assist the District Governor and the Cabinet in conducting the business of the District, and shall perform such duties as are specified or implied in the Constitution and By-Laws of the District, or as may be assigned to them from time to time by the District Cabinet.

The Cabinet Secretary shall generally be responsible for maintaining all official records of the District. He/She shall keep his/her books and files available at all times for inspection by the Cabinet, District Governor, or any auditors named by the Cabinet.

Specifically, the Cabinet Secretary shall be responsible for:

- (1) Preparing, distributing and maintaining the Minutes of all District Cabinet and Executive Committee Meetings.
- (2) Maintaining records of all official correspondence of the District.
- (3) Keeping all District records, including committee appointments, officer lists, attendance records, and a list of Cabinet members with addresses and telephone numbers.
- (4) Assuring that Cabinet members and Executive Committee members are notified of meetings in a timely manner.
- (5) Signing all notices and documents issued by the District.
- (6) Placing in the hands of their successor all books and files that pertain to the office of Cabinet Secretary immediately following the end of the fiscal year.
- (7) Performing such other duties as normally and customarily pertain to the office of Cabinet Secretary.

Section 2. District Cabinet Treasurer

The Cabinet Treasurer shall assist the District Governor and the Cabinet in conducting the business of the District, and shall perform such duties as are specified or implied in the Constitution

and By-Laws of the District, or as may be assigned to them from time to time by the District Cabinet.

The Cabinet Treasurer shall generally be responsible for maintaining all official financial records of the District. He/She shall keep his/her records and accounts available at all times for inspection by the Cabinet, District Governor, or any auditors named by the Cabinet.

Specifically, the Cabinet Treasurer shall be responsible for:

- (1) Maintaining detailed and accurate records of all District revenues and expenses.
- (2) Collecting from the clubs in the District the stipulated per-capita dues.
- (3) Depositing all funds in such bank or banks as may be designated by the Cabinet.
- (4) Disbursing District funds in accordance with the adopted District budget or as authorized by the District Cabinet.
- (5) Providing a bond for the faithful discharge of their duties in an amount set by the Cabinet.
- (6) Preparing and submitting financial reports to the District Governor and Cabinet no less regularly than at the quarterly District Cabinet meeting.
- (7) Assisting the District Governor in preparing an annual budget.
- (8) Making available all District financial records, accounts and information for review and audit as directed by the Cabinet.
- (9) Placing in the hands of their successor all financial records and accounts that pertain to the office of Cabinet Treasurer immediately following the end of the fiscal year.
- (10) Performing such other duties as normally and customarily pertain to the office of Cabinet Treasurer.

ARTICLE II - DISTRICT AWARDS

Section 1. Annual Club Awards

(a) W. E. “Webe” Ray Award

This award is presented to a District 2-S3 Lions Club that shows, based on Monthly Membership Reports and Monthly Activity Reports, outstanding qualities such as growth in membership, good organization, well run committees, meaningful fundraisers, outstanding community involvement of its members, etc. The selection of the award recipient is made by the District Governor. The award is presented by the Spring Branch-Bulverde Lions Club at the District Convention.

(b) C. W. A. MacCormack Award

This award is presented by the Austin Downtown (Founders) Lions Club to the most active District 2-S3 Lions Club based on the Monthly Membership Reports and the Monthly Activities Reports. The selection of the award recipient is made by the District Governor. The award is presented by the Austin Downtown Lions Club at the District Convention.

Section 2. Annual Individual Awards

Written nominations depicting the candidate’s years of service in Lionism and his/her community involvement shall be dated and signed by the Club President and Club Secretary and sent to the District Governor to arrive no later than thirty (30) days prior to the District Convention.

The District Governor shall appoint a secret Selection Committee consisting of five (5) Lions from clubs not submitting award candidates to select award recipients based on nomination reports from the clubs.

Awards shall be presented at the District Convention. Previous award winners are not eligible to receive the individual award a second time.

(a) Harry Reasonover Award

The Harry Reasonover Award is the highest award given to an individual Lion of District 2-S3. Nomination is made by vote of the membership of the candidate’s club. The

selection is based on the outstanding service rendered by the candidate over his/her years of membership in District 2-S3.

A plaque is donated and presented by the West Austin Lions Club at the District Convention.

(b) Golden Spur Award

This award is presented by District 2-S3 for outstanding service to Lionism by a Lion member during the year in which it is presented. Nomination is made by vote of the membership of the candidate's club.

This award is presented by the District Governor at the District Convention.

(c) Silver Spur Award

This award is presented by District 2-S3 for outstanding service to Lionism during the year it is presented to a first year Lion member. Nomination is made by vote of the membership of the candidate's club.

This award is presented by the District Governor at the District Convention.

Section 3. Texas Lions Hall of Fame Award

The purpose of this award is "to bestow honor to outstanding Lions who have given usefully of their time, talent and means to further the cause of humanitarian services".

Each District has the privilege of nominating one (1) Lion for the Texas Lions Hall of Fame every third year. The District Governor shall notify all clubs in the District, in writing, of the request for nominations and the procedure to be followed in making nominations for this award. Candidates are nominated by a vote of the membership of their club. Nominations shall be in the form of a Resolution with an attachment depicting the years of service, activities, positions held, awards received, current position, etc. Also, include community involvement. Nominating Resolutions must be received by the District Governor thirty (30) days prior to the Mid-Winter Conference. Nominations are to be sent to the District Governor in a sealed envelope with only the words, "Texas Lions Hall of Fame", and enclosed in an envelope addressed to the District Governor.

The sealed Resolutions are presented to the Selection Committee, consisting of Texas Lions Hall of Fame members of the District for their selection. Nominees are prohibited from campaigning for the award.

The District's selection is presented at the District Mid-Winter Conference and the award recipient is presented at the MD-2 State Convention and receives a plaque and medallion.. The name, photo, write-up and required funds from the District as budgeted by the District Governor must be received by the State office by the February Council of Governors meeting.