

**By-Laws
District 5M-6
Lions Clubs International
Table of Contents**

		Page
Article I	Duties of the Officers	4
Section 1	District Governor	4
Section 2	First Vice District Governor	4
Section 3	Second Vice District Governor	5
Section 4	Cabinet Secretary	5
Section 5	Cabinet Treasurer	6
Section 6	Region Chair	6
Section 7	Zone Chair	7
Section 8	District Governor’s Cabinet	7
Section 9	Protocol Chair	7
Section 10	Nonperformance	7
 Article II	 District Committees	 7
Section 1	District Governor’s Advisory Committee	7
Section 2	District Governor’s Honorary Committee	8
Section 3	Convention Committees	8
(a)	District 5M-6 Convention Committee	8
(b)	Dist Convention Operating Committees	8
(c)	Resolutions Committee	8
(d)	District Credentials Committee	8
(e)	Sergeant-at-Arms Committee	8
Section 4	Committee Qualifications	9
 Article III	 District Convention	 9
Section 1	Annual Convention	9
Section 2	Credentials Procedure	9
Section 3	Order of Business	9
Section 4	Convention Delegates	9
Section 5	Past District Governor Delegates	9
Section 6	Convention Quorum	9
Section 7	Convention Site Change	10
Section 8	Convention Report	10

Article IV	District Administrative Fund	10
Section 1	Budget	10
Section 2	Semi-Annual Per Capita Tax	10
Section 3	Convention Per Capita Tax	11
Section 4	Designated Fund Reimbursement	11
Section 5	Deficit Spending	11
Section 6	Treasurer Bonding	11
Section 7	Audit and Tax Responsibility	11
Article V	Outside District Travel Fund	11
Section 1	District Governor Reimbursement	11
Section 2	Vice Dist. Governor Reimbursement	12
Section 3	Vice Dist. Gov.-Elect Reimbursement	12
Section 4	USA/Canada Forum Reimbursement	12
Section 5	MERLO Training Reimbursement	12
Section 6	Lions Leadership Training Reimbursement	12
Article VI	District Contingency Fund	12
Section 1	Excess Funds	12
Section 2	Use of Fund	12
Article VII	District Nominations and Elections	12
Section 1	Candidate Filing	12
Article VIII	International Candidates	13
Section 1	International Requirements	13
(a)	Candidate's Notice of Intention	13
(b)	Qualifications	13
Section 2	Procedure	13
Section 3	Nominations	13
Section 4	Voting	13
Section 5	Endorsement	14
ARTICLE IX	Rules of Procedure	14
Section 1	Robert's Rules of Order	14
Article X	Fiscal Year	14
Article XI	Amendments	14
Section 1	Notice and Communications	14
Section 2	Format	14

Section 3	Filing	15
Section 4	Committee Function	15
Section 5	Notification	15
Section 6	Adoption	15
Section 7	Clerical Changes	15
Article XII	Consistency	15

Revised Dec 2005

Amended January 5, 2008

Amended January 10, 2009

Amended January 8, 2011

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

DISTRICT 5M-6 BY-LAWS

ARTICLE I Duties of the Officers

Section 1 **District Governor.** The District Governor shall act under the general supervision of the Lions Clubs International Board of Directors as the representative of Lions Clubs International in this District and shall have general supervision over all Lions Clubs therein. In addition, the District Governor shall:

- (a) Further the Purposes and Objects of Lions Clubs International.
- (b) Supervise organization of new Lions Clubs.
- (c) Promote cordial relations among the chartered Lions Club.
- (d) Preside over all Cabinet, convention and other District meetings.
- (e) Endeavor to visit each Lions Club at least once while in office.
- (f) Exercise such supervision and authority over Cabinet Officers and District committee appointees as is provided in this Constitution, including, but not by way of limitation, the following:
 - (1) Supervise the collection of all per-capita taxes by the Cabinet Secretary, designate a Depository(s) for said funds and authorize the payment therefrom of all legitimate expenses pertaining to the administration of the affairs of the District.
 - (2) Secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet Secretary-Treasurer, or Cabinet Secretary and Cabinet Treasurer.
 - (3) Secure, semiannually or more frequently, District financial reports from the Cabinet Secretary-Treasurer or Cabinet Treasurer.
 - (4) Set up a definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.
- (g) Submit a current-itemized statement of total District receipts and expenditures to the annual District convention.
- (h) Submit such other reports and perform such other duties as may be required by the Lions Clubs International Board of Directors.
- (i) Deliver, forthwith, at the termination of the term of office, all District accounts, funds and records to the successor in office.
- (j) Promote The Lions Clubs International Foundation and all service activities of the association.

Section 2 **First Vice District Governor** – The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be chief administration assistant to the District Governor. His/her specific responsibilities shall be:

- (a) Further the purposes of the Association;
- (b) Play an active role in membership development including extension of new clubs and leadership development within the district;
- (c) Become familiar with the duties of the District Governor so in the event of a vacancy in the office of District Governor he/she will be better prepared to assume the duties and responsibilities of said office;
- (d) Perform such administrative duties as may be assigned by the District Governor;
- (e) Perform such other functions and acts as may be required for him/her by the International Board of Directors and other actives;
- (f) Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor;
- (g) Participate in Council of Governors meetings as appropriate;
- (h) Participate in the preparation of the district budget;
- (i) Engage actively Further the Purposes of the Association in all matters to be continued during the next year;
- (j) At the request of the District Governor, supervise appropriate district committees and participate in the review of the strengths and weaknesses of the district.

Section 3 Second Vice District Governor – The duties of the Second Vice District Governor shall include;

- (a) Further the purposes of the Association;
- (b) Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization;
- (c) Perform such duties as assigned by the District Governor, including assisting the district extension chair;
- (d) Perform such duties, other functions and acts as required by the policy of the Association;
- (e) Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor and the First Vice District Governor;
- (f) Actively engage in all matters to be continued during the following year;
- (g) Participate in the preparation of the district budget;
- (h) At the request of the District Governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

Section 4. Cabinet Secretary - Under the supervision and direction of the District Governor, the Cabinet Secretary shall:

- (a) Keep an accurate record of the proceedings of all meetings of the Cabinet, and within five (5) days after each meeting forward copies of the same to all members of the Cabinet, and the office of Lions Clubs International.
- (b) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each Lions Club in the District.

- (c) Assist the District Governor and the Cabinet in conducting the business of the District and perform such other duties as are specified or implied in this Constitution and By-Laws, or as may be assigned to the Cabinet Secretary from time to time by the District Governor or the Cabinet.
- (d) Sign all documents issued by the District.
- (e) Make an annual report to the Cabinet at its meeting immediately preceding the annual District Convention, and such other reports at such other times as the District Governor or Cabinet may require.

Section 5 Cabinet Treasurer - Under the supervision and direction of the District Governor, the Cabinet Treasurer shall:

- (a) Collect and receipt for all per-capita taxes levied hereunder on members and Lions Clubs in the District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor.
- (b) Remit and pay over to the Lions Multiple District Executive Secretary any per-capita taxes collected for Multiple District 5M, by District 5M-6, and secure a proper receipt therefor.
- (c) Shall maintain an accurate General Ledger, using accepted accounting practices, with a line item for all District funds. The Cabinet Treasurer at the termination of the fiscal year, shall deliver, forthwith, the ledger, and all accounts, funds, and records, to the District Governor for transfer to the newly elected District Governor upon taking office. Further, the Cabinet Treasurer shall permit inspection of the General Ledger, records, and accounts by the District Governor, any Cabinet member, any Lions Club, or any authorized representative of the same at any reasonable time for any proper purpose. Under the direction of the District Governor or the Cabinet, the Cabinet Treasurer shall furnish any such books and records as requested to any Auditor appointed by the District Governor.
- (d) Secure bond for the faithful performance of duties of the District Cabinet Treasurer in such sum and with such sureties as may be required by the District Governor, with concurrence of the Lions District 5M-6 Cabinet.

Section 6 Region Chair, (if appointed). - Shall:

- (a) Attend the regular and special meetings of the Cabinet.
- (b) Assist the District Governor in promoting Lionism in the Region by performing such duties as may be delegated to the Region Chairman, if appointed, from time to time by the District Governor.
- (c) Recommend qualified Lions in the Region for appointment as Zone Chairs.
- (d) Endeavor to have every Lions Club in the Region operating under a duly adopted Club Constitution and By-Laws.
- (e) Promote representation at Lions Clubs International and District Conventions by at least the full quota of delegates to which Lions Clubs in the Region are entitled.

- (f) Supervise and assist the Zone Chairs of the Region in the performance of their official duties and cooperate with them in arranging and holding zone meetings and District Governor's Advisory Committee meetings.

Section 7 Zone Chairs. - Under the control and supervision of the District Governor and the Region Chair, if appointed, the Zone Chair shall:

- (a) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International, and to the District Governor and the Region Chair, if appointed.
- (b) Endeavor to have every Lions Club within the Zone operating under a duly adopted Lions Club Constitution and By-Laws.
- (c) Arrange, with the cooperation of the Region Chair, if appointed, regularly scheduled Zone meetings.
- (d) Encourage inter-club meetings and social activities.
- (e) Promote attendance at charter nights of newly organized Lions Clubs.
- (f) Promote representation at Lions Clubs International and District Conventions by at least the full quota of delegates to which Lions Clubs in the Zone are entitled.

Section 8 District Governor's Cabinet. - The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of the District Governor's duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- (b) Serve in an advisory and administrative capacity only.
- (c) Receive, from the Region Chairs, if appointed, reports and recommendations which concern the Lions Clubs and Zones.

Section 9 Protocol Chair - The Protocol Chair shall provide assistance on proper protocol to the District Convention committee, Lions Club Charter night committees, and any club function committee that may ask for help with proper protocol.

Section 10 Nonperformance - In the event any member of the District Cabinet (except for the District Governor, First Vice District Governor and/or Second Vice District Governor) for any reason cannot or, in the judgment of the District Governor, does not perform the duties of the office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unfinished term.

ARTICLE II

District Committees

Section 1 District Governor's Advisory Committee - In each Zone, the Zone Chair and the Presidents and Secretaries of all the Lions Clubs in the Zone shall compose a District Governor's Advisory Committee. The Committee shall assist the Chair in an advisory

capacity, procure recommendations affecting the welfare of Lionism and the Lions Clubs in the Zone, and relay the same through the Zone Chair to the District Governor and the Cabinet. With the Zone Chair as Chair, this committee shall hold a first meeting within ninety days after the adjournment of the preceding International Lions Convention. The remaining meetings shall be held at such times and places as selected by the Zone Chair.

Section 2 District Governor's Honorary Committee - The District Governor's Honorary Committee is charged primarily with the promotion of harmony throughout the District. In this connection, the members of this Committee shall be known as Ambassadors of Good Will. The official actions of this committee or of its individual members shall be under the supervision of the District Governor.

Section 3 Convention Committees

- (a) **District 5M-6 Convention Committee** - All Past-District Governors who are members in good standing of a Lions Club within the boundary of District 5M-6 shall constitute the convention committee with the immediate Past District Governor as its chairperson. This committee will conduct the annual District 5M-6 Convention
- (b) **District Convention Operating Committees** - The District Governor shall appoint, by written notification received at least forty-five (45) days prior to the District 5M-6 Convention, a Nominating Committee, an Elections Committee, a Resolutions Committee, a Sergeant-of-Arms Committee, a Credentials Committee and a Rules Committee. Each committee shall have not more than five (5) members, but not less than three (3) members, each of whom shall be a member in good standing, of a Lions Club in good standing. Each member shall be from a different Lions Club. The names and addresses of Lions so appointed shall be sent to all Lions Clubs in District 5M-6 at least thirty (30) days prior to the convening day of the District 5M-6 Convention.
- (c) **Resolutions** - All non-operating resolutions must be submitted by the opening business session of the District 5M-6 Convention. All non-operating resolutions shall be carried as addendum to the District 5M-6 Constitution and By-Laws for one year. Operating resolutions which have been adopted by the Convention shall be referred to the Constitution and By-Laws Committee. This committee shall draft these into proposed amendments to the Constitution or By-Laws, if appropriate, and shall submit them for consideration at the next annual District 5M-6 Convention.
- (d) **District Credentials Committee** - The Credentials Committee of the District Convention shall be composed of the District Governor, as chairperson, the Cabinet Secretary-Treasurer, or Cabinet Secretary, and two other Lions that are not officers of the District Cabinet. The Credentials Committee shall have the powers and perform the duties set forth in Robert's Rules of Order Newly Revised.
- (e) **Sergeant-at-Arms Committee** - The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform other duties as are incident to the office under Robert's Rules of Order Newly Revised.

Section 4 **Qualifications** - The qualifications for Lions appointed as to the committees set forth in Article V, Section 1 of the District 5M-6 Constitution shall be as follows;

- (a) Must have served as an Officer of a Lions Club for one (1) year.

ARTICLE III **District Convention**

Section 1 **Annual Convention** - An annual Convention of the District shall be held each year prior to the International Convention at a place selected by the District Governor in consultation with the District Governor's Honorary Committee. A meeting of the registered delegates of the District in attendance at the Annual Convention of the Multiple District of which this District shall be a part may constitute the annual convention of the District.

Section 2 **Credentials Procedure** - The District 5M-6 Cabinet Secretary shall prepare a Credentials Log Book with a separate page for each Lions Club in District 5M-6. Each page shall list the name of the Lions Club and a signature line for each delegate that the Lions Club in allowed. There shall also be a signature line for each Past District Governor in good standing in the Lions Club. Each prospective delegate must sign the proper page in the Credentials Log Book before a credential card is issued.

Section 3 **Order of Business** - The District Governor, with concurrence of the District 5M-6 Convention Committee, shall arrange the Order of Business for the District Convention, and the same shall be the order of the day for all sessions.

Section 4 **Convention Delegates** - Each chartered Lions Club in good standing in Lions Clubs International and the District shall be represented by one or more delegates at the annual District convention and shall be entitled in each such convention to one voting delegate and one alternate for each ten (10) members, or major fraction thereof, of said Lions Club as shown by the records of the Lions Clubs 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 or more members. Each certified delegate present in person may cast one vote only for each office to be filled, and one vote only on each issue to be voted on by the members of said convention. Unless otherwise specified herein, the affirmative vote of the majority of the delegates voting on any question shall be the act of the convention.

Section 5 **Past-District Governors Delegates** - Past-District Governors who reside in the District shall be considered certified delegates at the annual District Convention and shall be in addition to, not included in, their Lions Club's quota of delegates.

Section 6 **Convention Quorum** - The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

Section 7 **Convention Site Change** - The District Governor, shall retain and have power to change, at any time, for good reason, the convention site chosen by a previous District convention, and neither the District Governor nor the District, nor any member of the District Cabinet, shall incur any liability thereby to any Lions Club member in the District.

Section 8 **Convention Report** - Within Sixty (60) days after the close of the Convention an official report of the Convention proceedings shall be mailed to Lions Clubs International by the Cabinet Secretary.

ARTICLE IV

District Administrative Fund

Section 1 **Budget** - The District Governor shall submit a budget of the Administration Fund at the first Cabinet meeting of the year, and that budget, upon approval by the Cabinet, shall be the financial plan of the district. No item of expense exceeding the total of the approved budget may be made without the approval of a majority of the Cabinet. The outgoing District Governor shall be required to transfer \$2,000 to the incoming Governor's Administration Fund.

Section 2 **Semi-Annual Per Capita Tax** - To provide revenue to defray the administrative expenses of Lions District 5M-6, a semiannual per capita tax is hereby levied upon each member of each Lions Club in Lions District 5M-6. The semiannual per capita tax of five dollars and fifteen cents (\$5.15) shall be apportioned as follows:

- (a) \$1.92 to the MD-5M Administrative Fund.
- (b) \$0.125 to the MD-5M Campaign Fund.
- (c) \$0.23 to the MD-5M Geographical Area Assistance Fund.
- (d) \$0.25 to the MD-5M Annual Convention Fund.
- (e) \$0.125 to the MD-5M MERLO Training Fund
- (f) \$2.50 to the District 5M-6 Administrative Fund.

It shall be collected and paid by each Lions Club on July first of each year to cover the semiannual period of July 1 to December 31 and on January first to cover the semiannual period of January 1 to June 30; such billings shall be based upon the membership of each Lions Club as shown by its membership report of June and December, respectively. Said payment shall be made to the Cabinet Secretary-Treasurer, or Cabinet Treasurer, by each Lions Club, Said per-capita tax shall be disbursed for administrative expenses of the District only upon approval by the District Governor, with concurrence of the Lions District 5M-6 Cabinet. Disbursements there from shall be by checks drawn and signed by the Cabinet Secretary-Treasurer, or Cabinet Treasurer, and countersigned by the District Governor.

Section 3 **Convention Per Capita Tax** To provide revenue to defray the operating costs of the District 5M-6 Mid-Winter Convention, an annual per capita tax of one dollar and fifty cents (\$1.50) is hereby levied upon each member of each Lions Club in District 5M-6. This tax shall be collected with the semiannual billing of July 1 of each year, such billing shall be based upon the membership of each Lions Club as shown by its membership report of June of each year.

Section 4 **Designated Fund Disbursement** - All funds contributed for use by specific District 5M-6 project committees, including interest thereon, shall only be used for the purpose intended by the contributor(s).

Section 5 **Deficit Spending** - The District Governor and the cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

Section 6 **Treasurer Bonding** - The Cabinet Secretary-Treasurer, or Cabinet Secretary and Cabinet Treasurer, shall be bonded in such amounts and with such surety company as shall be approved by the District Governor, with concurrence of the Lions District 5M-6 Cabinet and the cost of same shall be an administrative expense of the District.

Section 7 **Audit and Tax Responsibility** - The Immediate-Past District Governor shall provide for the annual Audit of the books and accounts of the District Cabinet Secretary-Treasurer, or Cabinet Treasurer of the immediate past fiscal year by a competent auditor. Such audit shall be completed not later than ninety (90) days from the close of the fiscal year. The audit report shall be available, upon request, to each club in the District thirty days after completion of the audit. The Immediate-Past District Governor shall be responsible for filing all State and Federal tax forms of the immediate past fiscal year.

ARTICLE V

Training and Outside District Travel Fund

Any excess beyond the \$2,000 cited in ARTICLE IV, Section 1 shall be transferred to this fund until a maximum total of \$7,500 is reached. This fund shall only be used as follows and shall be reimbursed under Lions International Rules of Audit and under limits stated:

Section 1 **District Governor** - To reimburse the District Governor for travel to the Annual Convention of Lions Clubs International, the USA\CANADA Lions Leadership Forum, and for any travel outside the district as may be required of the District Governor, but not reimbursed by either MD5M or Lions Clubs International.

Section 2 First Vice District Governor (District Governor Elect)

- (a) To reimburse the First Vice District Governor (DGE) for travel to the USA\CANADA Lions Leadership Forum, the Annual Convention of MD-5M, any Leadership Training provided by MD-5M and any travel approved by the 5M-6 District Governor.
- (b) To reimburse the Spouse/Adult Traveling Companion of the District Governor-Elect for transportation only to the Lions Clubs International convention above the amount paid by Lions Clubs International.

Section 3 Second Vice District Governor (First VDG-Elect) - To reimburse the Second Vice District Governor (First VDG-Elect) for travel to any Leadership Training provided by MD-5M and any travel approved by the District Governor

Section 4 To reimburse a Lions Club in the amount of \$150.00 for the attendance of the First Vice President of such club in District 5M-6, who attends the USA\CANADA Lions Leadership Forum. In the event, the President did not attend the prior year's Forum, but attends the Forum in the year of presidency; the club will also be reimbursed \$150.00.

Section 5 To reimburse any Lion in good standing from a club in District 5M-6 to attend MERLO Team training as approved by the District Governor or District Governor-Elect. This training must take place in Multiple District 5M.

Section 6 To reimburse any Lion in good standing from a club in District 5M-6 in an amount not to exceed \$200.00 for travel to a Lions Leadership Institute.

ARTICLE VI
District Contingency Fund

Section 1 This fund shall be the repository of all funds in excess of those listed in ARTICLE IV and ARTICLE V as listed above. Assets of this fund may be used to subsidize any shortage of the \$2,000.00 required in ARTICLE IV, Section 1 or to subsidize any shortage of the \$7,500.00 required in ARTICLE V.

Section 2 This fund, with the exception noted in Section 1 above, may only be used for District purposes with consent of the District Cabinet provided that a quorum is present and with 75% voting for passage of any expenditure.

ARTICLE VII
District Nominations and Elections

Section 1 Candidate Filing -

- (a) Any member of a Lions Club in the District seeking the office of District Governor, First Vice District Governor and/or Second Vice District Governor shall file intent to so run in writing addressed to the District Governor, who shall forward the same to the Nominating Committee prior to the day of its report to the Convention.
- (b) The Nominating Committee shall place in nominations 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.
- (c) An election for the office of District Governor or Vice District Governor shall be conducted by a secret written ballot, with the winning candidate required to secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected.

ARTICLE VIII
Candidates for Office of International Director
and Second Vice President

Section 1 **International Requirements** - Subject to the provisions of the Lions Clubs International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsement as a candidate for the office of International Director or Second Vice-President shall:

- (a) **Candidate's Notice of Intention** - Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor, the Cabinet Secretary and addressed to the Executive Secretary of Multiple District 5M on or before January 1 preceding the annual Multiple District Convention.
- (b) **Qualifications** - Deliver with said Notice of Intention evidence of fulfillment of the qualifications for such office set forth in the Lions Clubs International Constitution and By-Laws.

Section 2 **Procedure** - Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the District 5M-6 Convention. The Nominating 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 Lions Clubs International Constitution and By-Laws, and shall place in nominations at the District 5M-6 Convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

Section 3 **Nominations** - In convention, each nominee for endorsement 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.

Section 4 **Voting** - The vote on the question of endorsement shall be by secret ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of District 5M-6. In the event of a tie vote or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

Section 5 **Endorsement** - No 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 VIII have been met.

ARTICLE IX

Rules of Procedure

Section 1 **Robert's Rules of Order, Newly Revised** - Except as otherwise specifically proved in these By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of order and procedure in any District 5M-6 meeting or convention, any meeting of the District 5M-6 Cabinet, a Region, Zone or member Lions Club or any group or committee of any one of them shall be determined by Robert's Rules of Order Newly Revised.

ARTICLE X

Fiscal Year

Section 1 The fiscal year of this District shall be from July first to June thirtieth.

ARTICLE XI

Amendments

Section 1 Notices and Communications

- (a) Communication within District 5M-6 among the District Governor, District Officers and Chairs, Clubs and individual Lions shall be by one the following methods: When written notice is specified, the use of the United States Postal Service or Electronic mail – also known as email, shall be considered legal and proper notification.
- (b) Publications, including, but not limited to the District Constitution and By-laws, shall be considered to be readily available to the District Officers, Clubs and individual Lions, if posted on the District 5M-6 official web site. The web site shall contain prominent links to enable all District Lions to download and print these documents as needed. Any District Officer, Club or individual Lion that does not have the means to access the official District 5M-6 web site; may request in writing these documents from the District Cabinet Secretary. Reports and communications required to be sent to Lions Clubs International and Multiple District 5M shall be sent using the method(s) designated by either Lions Clubs International or Multiple District 5M.

Section 2 **Format** - Amendments to these By-Laws shall be submitted, only in writing, in a proper form which shall include a rationale for the amendment, a reference to the article and

section affected, and an exact statement of any wording to be replaced or added.

Section 3 Filing - Such submitted amendment, to be acted on at the next District 5M-6 Convention, must be in the hands of the District Governor at least forty-five (45) prior to the opening session of the District Convention or forty-five (45) days prior to the opening session of the Multiple District 5M Convention.

Section 4 Committee functions -

- (a) **Review** - The Constitution and By-Laws committee shall review all the proposed amendments to these By-Laws at a meeting preceding the annual Convention of District 5M-6.

Section 5 Notification - The District 5M-6 Cabinet Secretary shall submit a copy of the proposed amendment(s) in writing, postmarked at least 30 days prior to the opening business session of the annual District 5M-6 Convention, to each club.

Section 6 Adoption - Amendments proposed according to the provisions of Section 1 and 2 of this Article shall be deemed adopted, when approved by an affirmative vote of the majority of the certified delegates at the District 5M-6 Convention, present in person, qualified, and voting. Such amendments(s) shall take effect at the close of the District 5M-6 Convention at which they are adopted.

Section 7 Clerical Changes - The District 5M-6 Constitution and By-Laws Committee shall be authorized to make clerical changes (housekeeping changes) within these By-Laws which alters neither the meaning nor intent of the changed section. Changes made by the action of the Constitution and By-Laws Committee, pursuant to this section, shall be presented to the delegates at the next annual Convention of District 5M-6.

ARTICLE XI

Consistency

Section 1 These By-Laws shall be consistent with the Constitution and By-Laws of Lions Clubs International and MD5M. If any part hereof is found not to be consistent with such Constitution and By-Laws, only the inconsistent part shall be voided and superseded by such overriding Constitution and By-Laws, and such inconsistency shall not affect the validity of this Constitution as a whole.