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BY-LAWS

1 NOMINATIONS AND ENDORSEMENT THIRD VICE PRESIDENT AND INTERNATIONAL DIRECTOR NOMINEES

1.1 Endorsement Procedure

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsements of a District Convention as a candidate for the office of international director or third vice-president shall:

- (a) Deliver (by electronic mail or in person) written notice of intention to seek such endorsement to the District Governor no less than thirty (30) days prior to the convening date of the District Convention at which such question of endorsement is to be voted upon;
- (b) Deliver with said notice of intention evidence of fulfilment of the qualifications for such office set forth in the International Constitution and By-Laws.

1.2 Nomination

Each notice of intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the respective convention, which 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 International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

1.3 Seconding Speech

Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

1.4 Vote

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. The nominee receiving a majority of the votes cast shall be declared endorsed

(elected) as the candidate of the convention and District. 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.

1.5 Certification Of Endorsement

Certification of endorsement by the respective convention shall be made in writing to the international office by the district officials designated in accordance with the requirements set forth, in the International Constitution and By-Laws.

1.6 Validity

No district endorsement of any candidacy of any member of a Lions Club in this District shall be valid unless and until the provisions of this By-law have been met.

2 DISTRICT NOMINATIONS, ELECTIONS AND APPOINTMENTS

2.1 Nominating Committee

The District Governor shall appoint by written notification received at least sixty (60) days prior to the 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 position. The names of the Lions so appointed shall be sent to all Lions Clubs in the District at least thirty (30) days prior to the convening of the annual convention.

2.2 District Governor Election Procedures

Any qualified member of a Lions Club in the District seeking the office of District Governor shall file his/her intention to so run in writing with the Nominating Committee at least ten (10) days before the convening date of the District 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 (See EXHIBIT D). 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 and one seconding speech, both speeches of not more than eight (8) minutes duration in total.

2.3 First and Second Vice District Governor Election Procedures

Any member of a Lions 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 ten (10) days before the convening date of the District 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 names of all candidates so qualified (See EXHIBITS E and F). 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 and one seconding speech, both speeches of not more than eight (8) minutes duration in total.

2.4 Restriction on Campaigning

Promoting a candidate for the office of District Governor or First Vice District Governor or Second Vice District Governor or any election campaign for the said purposes shall not be permitted earlier than the call of the District Governor for the District Convention, or sixty (60) days before the date of convening of the annual convention of the District, whichever is longer. In the event a candidate, and/or a Lions Club(s) on behalf of that candidate, contravene(s) this stipulation then that candidate shall be disqualified by the Nominations Committee on receiving clear proof of such infringement of this clause.

2.5 Serialised Ballot

2.5.1 It shall be mandatory for all ballot cards to contain serial numbers and must be initialled by all the candidates (by hand or by electronic means) on the front of the ballot cards to protect the integrity of the election process.

2.5.2 The election shall be by secret written serialised 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. For the avoidance of doubt, for the purposes of calculating a simple majority, all spoilt votes shall be discarded and the simple majority calculated based on the valid votes cast. 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. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected. See EXHIBIT G for recommended ballot form for District Governor, First Vice District Governor and Second Vice District Governor.

2.6 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 (See EXHIBIT B).

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.

In order for a Lion Club member 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 the District.
- (b) Secure the endorsement of his or her club or a majority of the Lions Clubs in the District.
- (c) Have served or will have served at the time he/she takes office as District Governor:
 - (i) As officer of a Lions Club for a full term or major portion thereof; and
 - (ii) As a member of the District Cabinet for two (2) full terms or major portion thereof;
 - (iii) With none of the above being accomplished concurrently.
- (d) It is encouraged that the First Vice District Governor fulfils his/her full term of office and other qualified Lions Club members be considered for filling a vacancy in the office of District Governor.

2.7 First and Second Vice District Governors and other Vacancies

Any vacancy in office except that of District Governor and First and Second Vice District Governors shall be filled by appointment from the District Governor for the unexpired term. In event of a vacancy arising in the office of First or Second Vice District Governor, the District Governor shall convene a meeting of the Immediate

Past District Governor, First Vice District Governor and Second Vice District Governor and all past international officers who are members in good standing of a chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified Lions Club member as First or Second Vice District Governor for the remainder of the term. In filling said vacancy, 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 fifteen (15) days in advance of the meeting to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. 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. See EXHIBIT C for rules of procedure.

In order for a Lions Club member to be eligible and qualified to be selected to fill a vacancy in the office of First or Second Vice District Governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in the District.
- (b) Secure the endorsement of his or her club or a majority of the Lions Clubs in the District.
- (c) Have served or will have served at the time he/she takes office as First or Second Vice District Governor:
 - (i) As officer of a Lions Club for a full term or major portion thereof; and
 - (ii) As a member of the District Cabinet for a full term or major portion thereof;
 - (iii) With none of the above being accomplished concurrently.
- (d) Has not completed a full term or major portion thereof as District Governor.

2.8 Region/Zone Chairperson Qualifications

Each Region and Zone Chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and

- (b) Have served or will have served at the time of taking office as Region or Zone Chairperson:
 - (i) As president of a Lions Club for a full term or major portion thereof, and
 - (ii) As 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.

2.9 Appointment / Election of Region/Zone Chairperson

The District Governor shall appoint, by the time the District Governor takes office, one Region Chairperson for each region (if the position is utilised during the District Governor's term), and one Zone Chairperson for each zone, in the District.

2.10 Region/Zone Chairperson Vacancy

If any Region Chairperson or Zone Chairperson shall cease to be a member of a Lions Club in the region or 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. Provided, however, the District Governor, in the District Governor's discretion may determine not to use the position of Region Chairperson for the remainder of the term.

3 **DISTRICT CONVENTION**

3.1 Convention Site Selection

The District Governor shall receive invitations in writing from Lion Club(s) desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the District Governor shall from time to time require and shall be delivered to him/her no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the District Governor shall be determined by

the District Governor. In the event no bids are received or there are no acceptable bids, the organising of the annual convention shall fall upon the District Cabinet.

3.2 Official Call

The District Governor shall issue an official call by printed or electronic means to all Lions 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.

3.3 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 Lions Club or Lions Club member in the District. Notice of this site change shall be furnished in writing to each Lions Club in the District no less than thirty (30) days prior to the convening date of the annual convention.

3.4 Officers

The members of the District Cabinet shall be the officers of the annual district convention.

3.5 Sergeant-At-Arms

A convention sergeant-at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the District Governor.

3.6 Official Report

Within fifteen (15) days after the close of District Convention, the Cabinet Secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any Lions Club in the District a copy shall be furnished to said Lions Club.

3.7 Credentials Committee

The Credentials Committee of the District Convention shall be composed of the District Governor, as chairperson, the Cabinet Secretary, Cabinet Treasurer, up to three (3) other Cabinet officers and two (2) 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 Clubs 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.

3.8 Elections Committee

3.8.1 Prior to the District Convention, the District Governor shall appoint, and designate the chairperson of, an Elections Committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through the nominated candidate's Lions Club. The observers may oversee election procedures only, but may not participate directly in the decision making of the Elections Committee.

3.8.2 The Elections Committee shall be responsible for preparation of elections materials, vote tabulation and resolving questions concerning the validity of individual ballots. The decision of the Elections Committee shall be final and binding.

3.8.3 The Elections Committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each Elections Committee member and observer. The District Governor and all candidates shall be provided a copy of the proceedings of the Elections Committee.

3.9 Order of Convention Business

The District Governor shall arrange the order of business for the District Convention, and the same shall be the order of the day for all sessions.

3.10 District Convention Committees

The District Governor shall appoint the chairperson of, and fill any vacancies occurring in the following District Convention committees: Resolutions, Elections, Constitution and By-Laws, Rules of Procedure and International Convention. Each region, if any, shall have at least one representative on each such committee. These committees shall perform such duties as the District Governor shall designate.

4 CONVENTION FUND

4.1 Convention Fund Tax

In lieu of or in addition to a district convention registration fee, an annual district convention fund tax of Ten Singapore Dollars (SGD\$10.00) may be levied upon each member of each Lions Club in the District and shall be collected and paid in advance by each Lions Club, except newly chartered and reorganised Lions Clubs, in two (2) semi-annual payments as follows: Five Singapore Dollar (SGD\$5.00) per Lions Club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and Five Singapore Dollar (SGD\$5.00) per Lions Club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each Lions Club as of the first days of September and March, respectively. Any Lions Club which is chartered or reorganised in a current fiscal year shall collect and pay said convention tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organisation, as the case may be.

This tax shall be collected from the Lions Clubs by, and be remitted to, the Cabinet Secretary or Cabinet Treasurer, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the District Governor. The fund so collected shall be used exclusively for defraying expenses of district conventions and shall be expended by electronic means or District cheques drawn and signed by the Cabinet Treasurer and countersigned by the District Governor.

4.2 Remaining Funds

In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

4.3 Fee Collection

Such fee as the District Governor shall set may be collected, under procedures set by the District Governor, from each delegate, alternate, and guest attending the District Convention to defray the actual cost of convention meals and entertainment.

5 AMENDMENTS OF BY-LAWS

5.1 Amending Procedure for By-Laws

These by-laws may be amended only at a District Convention, by resolution reported by the Constitution and By-laws Committee and adopted by a majority of the votes cast.

5.2 Notice

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each Lions Club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

5.3 Effective Date

Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

Exhibit A

Sample Rules of Procedure

Exhibit B

Rules of Procedure Special Meeting to Recommend a Lion
for Appointment as District Governor

Exhibit C

Rules of Procedure Special Meeting to Recommend a Lion
for Appointment as First or Second Vice District Governor

Exhibit D

Nominating Committee Checklist District Governor Candidate

Exhibit E

Nominating Committee Checklist First Vice District Governor Candidate

Exhibit F

Nominating Committee Checklist Second District Governor Candidate

Exhibit G

Standard Ballot District Governor, First Vice District Governor
and Second Vice District Governor Elections

Exhibit H

District Administration Fund

Exhibit I

Agenda