

CONSTITUTION OF LIONS CLUBS INTERNATIONAL DISTRICT NO. 309

1. NAME

This organization shall be known as the "Lions Clubs International District No. 309", hereinafter referred to as the "District."

2. REGISTERED ADDRESS

The registered address shall be at 487 Bedok South Avenue 2 Singapore 469316 or at any other place decided by the District Cabinet (as herein defined) and approved by the Registrar of Societies. The District shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities where necessary

3. OBJECT

The objects of this District shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International ("LCI", "Association") in this District.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship resulting in membership growth in this District.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by Lions Clubs members.
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions,

4. MEMBERSHIP

4.1 The members of this organisation shall be all Lions Clubs in this District chartered by LCI (individually as "Lions Club" and collectively as "Lions Clubs").

4.2 A Lions Club wishing to join the District should first apply for a Charter for a new Lions Club using the prescribed form and submitting all necessary details for the approval of the District Governor. Upon obtaining the official Charter from

LCI, the newly chartered Lions Club must then apply to be registered as a society pursuant to the Societies Act 1966. Once it is a duly registered society and proof of such registration furnished to the District Governor, then the said newly chartered Lions Club would be admitted as a member of the District.

4.3 The boundary lines of this District shall be all areas within the jurisdiction of the Republic of Singapore.

5. OFFICERS AND DISTRICT CABINET

The District will establish, operate and maintain a District Secretariat which will:

5.1 Officers

The officers of this District shall be the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairpersons (if the position is utilised during the District Governor's term), the Zone Chairpersons, a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer and District Chairpersons as may be considered necessary in the opinion of the District Governor. Each such officer shall be a member in good standing of a Lions Club in good standing in the District.

5.2 District Cabinet

The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the 1st Vice District Governor, 2nd Vice District Governor, the Region Chairmen (if the position is utilized during the District Governor's term), the Zone Chairmen, a Cabinet Secretary, a Cabinet Treasurer and District Chairmen as may be considered necessary in the opinion of the District Governor subject to the prevailing provisions of the Constitution and By laws of Lions Club International and the policy of the International Board. The members of the District Cabinet shall be the officers of the District.

5.3 Election/Appointment of District Cabinet

The District Governor and First and Second Vice District Governors shall be elected at the annual convention of the District ("District Convention"). The District Governor shall appoint a Cabinet Secretary, a Cabinet Treasurer, 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, and such other club members/District Chairpersons as may be included in the District Cabinet.

5.4 Removal

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

the avoidance of doubt, cause is defined as neglect of duty and/or misconduct as determined by the District Cabinet.

5.5 District Secretariat

The District Cabinet may recruit and/or appoint such staff or personnel required to maintain and operate the District Secretariat.

5.5.1 (a) Carry out the administrative functions of the District, including but not limited to the provision of administrative assistance on LCI Monthly Activity Report (MAR)/Monthly Membership Report (MMR) submissions to new officers of Lions Clubs.

(b) Maintain records of the District.

(c) Disseminate information to the various Lions Clubs on behalf of the District and the District Governor.

(d) Carry out any other duties to assist the District Governor and the District Cabinet as determined by the District Cabinet.

(e) Create, register and maintain the District Website.

5.5.2 The District Cabinet may recruit and/or appoint such staff or personnel required to maintain and operate the District Secretariat.

5.5.3 The District Cabinet shall be authorised to utilise the District Administration Fund for the establishment, maintenance and operation of the District Secretariat.

6 DUTIES OF DISTRICT OFFICERS/CABINET

6.1 District Governor

Under the general supervision of the International Board of Directors, the District Governor shall represent the Association in the District. In addition, the District Governor shall be the chief administrative officer in the District and shall have direct supervision over the First and Second Vice District Governors, Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary, Cabinet Treasurer and such other cabinet members as may be provided for in this District Constitution and By-laws. The District Governor's specific responsibilities shall be to:

(a) Further the purposes of the Association, resulting in membership growth in the District.

(b) Oversee the District leadership team members to implement current District action plans focused on and working towards the successful achievement of District goals.

- (1) Charter new Lions Clubs.
 - (2) Ensure effective Lions Club operation.
 - (3) Achieve net membership growth.
 - (4) Provide leadership development and skills training at the Lions Club and District level.
 - (5) Encourage Lions Clubs to conduct and report meaningful humanitarian service.
 - (6) Support and promote Lions Clubs International Foundation (LCIF) and encourage Lions Club and member contributions to LCIF.
- (c) Serve as the Global Action Team District Chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to Lions Clubs throughout the District.
- (d) Oversee the administrative operation of the District:
- (1) Effectively manage District events to meet member needs.
 - (2) Exercise such supervision and authority over cabinet officers and District committee appointees as is provided in this District Constitution.
 - (3) Deliver, in a timely manner, at the conclusion of the District Governor's term in office, the general and/or financial accounts, funds and records of the District to the District Governor's successor in office.
 - (4) Submit a current itemised statement of total district receipts and expenditures to the District Convention.
 - (5) Report to LCI all known violations of the use of the Association's name and emblem.
- (e) Guide Lions Clubs to operate in accordance with the District Constitution and By-Laws, support activities that improve member retention and remain in good standing with the Association and the District.
- (1) Ensure that each Lions Club in the District be visited in-person (or virtually if necessary) by the District Governor, a District Cabinet member, or a Lion appointed by the District Governor no less than once every year to facilitate successful administration of the Lions Club.
 - (2) With the assistance of the Zone Chairpersons and Region Chairpersons (when present), monitor the viability of each Lions Club in the District to ensure each Lions Club remains in good standing, meets the needs of its members and supports the objectives of the Association.

(3) Promote harmony and resolve conflicts among and within the chartered Lions Clubs using appropriate methods.

(f) Preside, when present, over the District Convention and cabinet and other meetings.

(g) Perform such other functions and acts as shall be required by the International Board of Directors.

(g) Perform such other functions and acts as shall be required by the International Board of Directors.

6.2 First Vice District Governor

The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant and representative of the District Governor. The First Vice District Governor's specific responsibilities shall be, but not limited, to:

(a) Further the purposes of this Association, resulting in membership growth in the District.

(b) Actively work towards the success of the current District plan.

(c) With the District Governor and Second Vice District Governor, review strengths and weaknesses of the District, refine and further develop a draft of the ongoing District plan focused on and working towards the successful achievement of District goals.

(d) Identify and prepare a highly effective team for subsequent years to develop and implement action plans for District goals.

(1) Understand the actions needed to accomplish District plans.

(2) Know the roles and responsibilities, resources, and Lions qualified to serve in roles.

(3) Ensure team members are adequately trained to perform in their specific roles.

(4) Work closely with club leadership to identify future district leaders.

(e) Perform such duties and other directives as may be assigned by the District Governor or by the policy of the International Board of Directors.

(f) At the request of the District Governor, supervise other district committees.

(g) Actively participate in all cabinet meetings, and conduct meetings in the absence of the District Governor.

(h) Become familiar with the duties of the District Governor so in the event of a vacancy in the office of District Governor the First Vice District Governor will be better prepared to assume the duties and responsibilities of said office.

(i) Participate in the preparation of the District budget.

(j) Conduct club visitation as the representative of the District Governor when requested by the District Governor.

(k) Work with the District Governor and the District Convention Committee to assist and plan the annual district convention and assist the District Governor to organise and promote other events within the District.

6.3 Second Vice District Governor

The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the District, and representative of the District Governor. The Second Vice District Governor's specific responsibilities shall be, but not limited, to:

(a) Further the purposes of this Association, resulting in membership growth in the District.

(b) Actively work towards the success of the current District plan.

(c) Serve as district liaison (at the direction of the District Governor) to Region and Zone Chairpersons working towards successful zone operations in support of Lions Club health.

(d) Become familiar with the strengths and weaknesses of the Lions Clubs in the District and the resources that support Lions Club development.

(e) Prepare for role as District Governor.

(1) Become familiar with the duties of the District Governor.

(2) Assess and develop leadership skills.

(3) Understand District structure and Constitution and By-laws and the resources available.

(4) Be aware of Lions Club health indicators and assess Lions Club strengths and weaknesses.

(5) Understand the programs offered by LCIF.

(6) Prepare to conduct effective Lions Club visitations.

(f) Conduct Lions Club visitation, as the representative of the District Governor, when requested by the District Governor.

(g) Perform such duties and other directives as may be assigned by the District Governor or by the policy of the International Board of Directors.

(h) Assist the District Governor and First Vice District Governor in planning and conducting the annual district convention.

(i) At the request of the District Governor, supervise appropriate District committees.

(j) Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor and the First Vice District Governor.

(k) Participate in the preparation of the District budget.

6.4 Cabinet Secretary

The Cabinet Secretary shall act under the supervision of the District Governor. The Cabinet Secretary's specific responsibilities shall be to:

(a) Further the purposes of this Association.

(b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:

i. Keep an accurate record of the proceedings of all meetings of the District Cabinet, and within seven (7) days after each meeting forward copies of the same to all members of the District Cabinet, and the office of LCI.

ii. Take and keep minutes of the District Convention and furnish copies of the same to LCI, the District Governor and the President/Secretary of each Lions Club in the District.

iii. Make reports to the District Cabinet as the District Governor or District Cabinet may require.

(c) Perform such other functions and acts as may be required by directives of the International Board of Directors.

6.5 Cabinet Treasurer

The Cabinet Treasurer shall act under the supervision of the District Governor. The Cabinet Treasurer's specific responsibilities shall be to:

(a) Further the purposes of this Association.

(b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:

i Collect and give proper receipt for all dues and taxes levied on members and 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.

ii Keep accurate books and records of account, and minutes of all District Cabinet meetings, and permit inspection of the same by the District Governor, any District Cabinet member and any Lions Club (or any authorised agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the District Cabinet, the Cabinet Treasurer shall furnish any such books and records as requested to any auditor appointed by the District Governor.

iii Secure bond for the faithful performance of the Cabinet Treasurer's duties in such sum and with such sureties as may be required by the District Governor.

iv Deliver, in a timely manner, at the conclusion of the Cabinet Treasurer's term in office, the general and/or financial accounts, funds and records of the District to the Cabinet Treasurer's successor in office.

(c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

6.6 Global Service Team (GST) District Coordinator

The GST District Coordinator is a member of the District Global Action Team. The GST District Coordinator's responsibilities include:

(a) With the District team, develop and implement the District plan focused on and working to achieve District service and fundraising goals

(b) Work to increase the percentage of Lions Clubs reporting service within the District.

(c) Have knowledge of and encourage participation in LCI and LCIF service programs and grants, and the use of LCI service resources.

(d) Act as the advocacy champion for the District, supporting Lions Clubs as they raise awareness, educate their community, and advocate for change.

(e) Share service success stories with Lions Clubs and the community to increase visibility and member satisfaction, attract new members, and encourage the sharing of best practices.

(f) Work to identify potential leaders to participate in a service leadership role.

6.7 Global Membership Team (GMT) District Coordinator

The GMT District Coordinator is a member of the District Global Action Team. The GMT District Coordinator's responsibilities include:

(a) With the District team, develop and implement the District plan focused on and working to achieve District membership goals.

- (b) Train club membership chairpersons on key tools and initiatives and encourage Lions Clubs to create membership plans to improve recruitment and member satisfaction.
- (c) Support club membership chairs with membership inquiries and provide prompt guidance in line with applicable policies.
- (d) Ensure that prospective members are promptly contacted, and referred to a suitable Lion Club based on interest, availability, expectations, and other factors. If a suitable Lions Club is not available, guidance and support to starting a new Lions Club is provided unless a Global Extension Team district coordinator has been appointed.
- (e) Work to identify potential leaders to participate in a membership leadership role.
- (f) Provide retention strategies to Lions Clubs in collaboration with Global Leadership Team and Global Action Team District Coordinators.
- (g) Confirm new members are provided an effective member orientation at the Lions Club level, in collaboration with the District leadership team coordinator and the Lions Club officers.

6.8 Global Leadership Team (GLT) District Coordinator

The GLT District Coordinator is a member of the District Global Action Team. The GLT District Coordinator's responsibilities include:

- (a) With the District team, develop and implement the District plan focused on and working to achieve district leadership development goals to hold training for Lions Club officers, Region and Zone Chairpersons, Certified Guiding Lions and others as appropriate.
- (b) Develop and execute an annual district learning and leadership development plan and report training in LEARN.
- (c) Work to identify potential leaders to participate in service, membership or leadership roles.
- (d) Support and facilitate training at District events when appropriate.
- (e) Confirm new Lions Club members are provided an effective member orientation at the club level, in collaboration with the District membership team coordinator and Lions Club officers.

6.9 Global Extension Team (GET) District Coordinator (if the position is utilised during the District Governor's term).

Under the supervision of the District Governor the GET District Coordinator is a member of the District Global Action Team. The GET District Coordinator's responsibilities include:

- (a) Work with the District team (including the District Governor and Vice District Governors) to ensure new Lions Club goals of the District are met and sustainable.
- (b) Identify opportunities to charter new Lions Clubs in communities, or within groups of a larger community, that are not served or are underserved.
- (c) Collaborate with District leadership to build a team capable of completing the tasks required in the successful chartering of new Lions Clubs including membership recruitment, leadership development, and engagement in meaningful service projects.
- (d) Understand and communicate the process and policies of new Lions Club development to team members and ensure that accurate information is conveyed to prospective members.
- (e) Enable the success of new Lions Clubs by helping sponsor Lions Clubs establish mentoring relationships with the new club officers and educating Guiding Lions on expectations of the new Lions Club.
- (f) Train and involve Lions interested in new club chartering to expand the District's ability to charter new Lions Clubs.
- (g) Ensure new Lions Club and Registry of Societies applications are complete, properly approved, and submitted efficiently.

6.10 District Marketing Chairperson

Under the supervision of the District Governor, the District Marketing Chairperson is responsible for marketing and communications efforts and directly supports the District Global Action Team. The District Marketing Chairperson's responsibilities include:

- (a) Work with the District team to identify and support opportunities for marketing large-scale events, programs, and initiatives.
- (b) Collaborate directly with the District Global Membership Coordinator to direct any membership leads that come through marketing channels to appropriate Lions Clubs.
- (c) Support the District Governor and District Global Action Team with marketing and publicity guidance.
- (d) Encourage Lions Clubs within the District to apply for the Lions International Marketing Award.
- (e) Support District funding opportunities.

- (f) Manage District social media channels and websites, either directly or through an established District marketing committee.
- (g) Maintain a full understanding of the Global Brand Guidelines.
 - (i) Champion appropriate and consistent use of global brand assets in all District activities.
 - (ii) Support use of approved brand templates for story and publicity development.
- (h) Encourage Lions Clubs to fill the role of the club marketing chairperson and ensure consistent support for the club marketing chair, holding meetings, trainings, and providing marketing guidance and best practices.
- (j) Promote the good works and newsworthy stories of LCI and LCIF to Lions Clubs and members of the media, through social media channels, and to external audiences.

6.11 LCIF District Coordinator

The LCIF District Coordinator is nominated by the District Governor, and appointed by the LCIF Area Leader VF, to serve for a three-year term. This position serves as an ambassador for LCIF and reports directly to LCIF Area Leader VF while working closely with District leadership. The LCIF District Coordinator's responsibilities include:

- (a) Ensure that the team of Lions Club coordinators implement LCIF fundraising strategies.
- (b) Educate Lions Clubs about the importance and impact of LCIF locally, regionally, and around the world.
- (c) Encourage Lions Clubs to support LCIF in all aspects of fundraising across the District.
- (d) Be familiar with LCIF grant opportunities and educate Lions within the District on the various grants and projects supported by LCIF.

6.12 Leo/Lion Cabinet Liaison (Optional)

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

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

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

- (a) Facilitate communication between Leos and Lions within the District.
- (b) Serve as a resource to District Cabinet officers and assigned committee(s).
- (c) Coordinate with the District Leo Chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the District.
- (d) Support District Leo Chairperson in conducting training for Leo district officers.
- (e) Advocate for leadership and leadership training opportunities for Leos and Leo- Lions within Lions District activities.
- (f) Serve as support and point of contact for District Leos to explore Lions membership program opportunities.
- (g) Communicate with Leo district president, Leo/Leo-Lion council liaison (if appointed), and the constitutional area representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- (h) Assist in planning and integration of Leos and Leo-Lions in District Convention, forum events and trainings.
- (i) Attend Leo District meetings as necessary.
- (j) Chair one district collaboration project between Leos and Lions.

6.13 Region Chairperson (if the position is utilised during the District Governor's term).

The Region Chairperson subject to the supervision and direction of the District Governor, shall be the chief administrative officer in their region. The Region Chairperson is a member of the District Global Action Team. The Region Chairperson's specific responsibilities should be to:

- (a) Further the Purposes of this Association, resulting in membership growth in the region.
- (b) Actively work towards the success of the current District plan and encourage Lions Clubs' participation.

(c) Supervise the activities of the Zone Chairpersons in their region and such District committee chairperson as may be assigned by the District Governor.

(d) Support Lions Club health by identifying strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.

(1) Be knowledgeable of tools available to support Lions Club health.

(2) Conduct meaningful and effective Lions Club visitations in coordination with the Zone Chairpersons as needed.

(3) Communicate with Lions Clubs regularly to ensure effective operation.

(4) Support new Lions Clubs.

(5) Utilise LCI Resources, Global Action Team Coordinators and LCIF Coordinators to support Lions Club health.

(e) Perform such duties and directives as may be required by the District officers or by the policy of the International Board of Directors.

(f) Become familiar with District operations and enhance leadership skills as needed for advancement.

(1) Learn the District structure and the importance of each position.

(2) Assess personal leadership skills to encourage personal growth.

(3) Perform such duties and other directives as may be required by the District officers or by the policy of the International Board of Directors.

6.14 Zone Chairperson

The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the chief administrative officer in their zone. The Zone Chairperson is a member of the District Global Action Team. The Zone Chairperson's specific responsibilities shall be to:

(a) Further the Purposes of this Association, resulting in membership growth in the zone.

(b) Actively work towards the success of the current district plan and encourage Lions Club participation.

(c) Serve as chairperson of the District Governor's Advisory Committee (Zone Meeting) in their zone and as such chairperson to call regular meetings of said committee.

(d) Support Lions Club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.

- (1) Be knowledgeable of tools available to support Lions Club health.
 - (2) Visit each Lions Club in their zone once or more during their term of office, reporting their findings to the District Governor and the Region Chairperson (if applicable) particularly with respect to weaknesses they may have discovered.
 - (3) Communicate with Lions Clubs regularly to ensure effective operation.
 - (4) Support new Lions Clubs.
 - (5) Utilise LCI Resources, Global Action Team and LCIF to support Lions Club health.
 - (6) Endeavour to have every Lions Club within their zone operating under a duly adopted club constitution and by-laws.
 - (7) Represent each Lions Club in their zone in any problems with District or LCI.
- (e) Become familiar with District operations and enhance leadership skills as needed for advancement.
- (1) Learn the District structure and the importance of each position.
 - (2) Assess personal leadership skills to encourage personal growth.
- (f) Perform such duties and other directives as may be required by the District officers or by the policy of the International Board of Directors

6.15 District Governor's Cabinet

The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of their duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- (b) Receive, from the Region Chairpersons or other assigned District Cabinet members, reports and recommendations which concern the Lions Clubs and zones.
- (c) Supervise the collection of all dues and taxes by the Cabinet Treasurer, designate a depository(s) for said funds and authorise the payment of all legitimate expenses pertaining to the administration of the affairs of the District.
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet Treasurer.

6.16 Sergeant-at-Arms

The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under Robert's Rules Of Order, Newly Revised.

7. DISTRICT COMMITTEES

7.1 District Governor's Advisory Committee

In each zone, the Zone Chairperson and the presidents, first vice presidents and secretaries of the Lions Clubs in the zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as chairperson. At a date, time and place called by the Zone Chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty (30) days prior to the District Convention. The club service chairpersons, club marketing chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. It shall assist the Zone Chairpersons 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 Chairperson to the District Governor and his/her District Cabinet.

7.2 District Global Action Team

Chaired by the District Governor and includes the District Global Membership Coordinator, District Global Service Coordinator, District Global Leadership Coordinator and District Global Extension Coordinator and is supported by the District Marketing Chairperson. Develops and initiates a coordinated plan to help Lions Clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Attends the District Governor Advisory Committee meeting and other zone, region, or district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to Lions Club practices.

7.3 District Governor's Honorary Committee

7.3.1 The District Governor shall appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of Lions Clubs within the District. Its chairperson shall be appointed by the District Governor. This committee shall meet (i) at least twice a year within sixty (60) days of the District Governor taking office each year and in the calendar months of February or March no later than thirty (30) days prior to the date of the District Convention and (ii) when and as called upon by the District Governor. The chairperson of this committee shall attend meetings of the District Cabinet when requested by the District Governor.

7.3.2 The duties of the District Governor's Honorary Committee shall be to:

- (i) promote harmony throughout the District;
- (ii) perform duties as directed by the District Governor;
- (iii) take on problems assigned by the District Governor and recommend solutions to the District Governor after careful study;
- (iv) nominate the OSEAL Forum Chairman for endorsement at the appropriate time when the District is successful in its bid to host the OSEAL Forum.

7.4 District Cabinet Committees

The District Governor may establish and appoint such other committees and/or chairpersons as the District Governor deems necessary and appropriate for the efficient operations of the District. Such committee chairpersons shall be deemed non-voting members of the District Cabinet.

8 MEETINGS

8.1 (a) Regular. A regular meeting of the District Cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings by way of electronic transmission setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary.

(b) Special. Special meetings of the District Cabinet may be called by the District Governor at the District Governor's discretion, and shall be convened upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the District Cabinet. No fewer than five (5) nor more than twenty (20) days written notice of special meetings by way of electronic transmission, setting forth the purposes and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary.

(c) Quorum. The attendance of a majority of the officers of this District shall constitute a quorum for any cabinet meeting.

(d) Vote. The voting privilege should be extended to the voting members of the District Cabinet as defined in Clause 6.2 of this District Constitution.

8.2 Alternative Meeting Formats

Regular and/or special meetings of the District Cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the District Governor.

8.3 Business Transacted by Electronic Mail

The District Cabinet may transact business by electronic mail, provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the District Cabinet. Such action may be initiated by the District Governor or any three (3) officers of the District.

8.4 Regions and Zones

- (a) Organisational. Regions and zones shall be subject to change by the District Governor, with the approval of the District Cabinet and when it is in the best interests of the Lions Clubs, District and the Association. The District may be divided into regions of two or more zones (if regions are utilised during the District Governor's term). Each zone should consist of four (4) to eight (8) Lions Clubs and may be expanded giving due regard to the geographical locations of the Lions Clubs and any newly chartered Lions Clubs.
- (b) Region Meetings. Meetings of representatives of all Lions Clubs in a region, with the Region Chairperson (if the position is utilised during the District Governor's term) or other District Cabinet member as may be assigned by the District Governor presiding, should be held during the fiscal year at times and places fixed by the Region Chairperson of the respective region.
- (c) Zone Meetings. Meetings of representatives of all the Lions Clubs in a zone, with the Zone Chairperson presiding, shall be held at least four (4) times during the fiscal year at times and places fixed by the Zone Chairperson.

9. DISTRICT ADMINISTRATION FUND

9.1 To provide revenue to defray the administrative expenses of the District, an annual district administrative fund per capita tax as set out in EXHIBIT H B shall be levied upon each member, including Life Members, of each Lions Club in the District and shall be collected and paid in advance by each Lions Club in two (2) semi-annual payments as follows: The first before September 10 of each year to cover the semi-annual period July 1 to December 31; and the second before March 10 of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each Lions Club as of the first days of July and January, respectively. Such per capita tax shall be subject to revision from time to time by two-thirds (2/3) majority of the delegates of the District Convention.

9.2 Such tax shall be paid to the Cabinet Treasurer by each Lions Club in the District, except newly chartered and reorganised Lions Clubs, which shall collect and pay said per capita tax on a pro-rata basis from the first day of the second month following the date of their organisation or reorganisation, as the case may be. Such per capita tax shall be disbursed only for administrative expenses of the District and only upon approval by the District Cabinet. Disbursement therefrom shall be by electronic means or cheques drawn and signed by the Cabinet

Treasurer and countersigned by the District Governor.

9.3 On the first of each month, each Lions Club in the District shall remit to the Cabinet Treasurer entrance fee as set out in EXHIBIT H B section 2.

9.4 The District Governor and the District Cabinet shall not incur obligations in any fiscal year resulting in a deficit in the fiscal year.

9.5 Any balance brought forward from the previous accounting period or periods is designated as District Reserve Fund and can only be expended if duly proposed and authorised to do so for a specific purpose or purposes benefitting directly the District by the affirmative vote of a majority of the voting delegates of the District Convention.

9.6 If at the end of the fiscal year there remains any surplus, the District Cabinet shall, after payment of all bills and providing for outstanding debts, if any, transfer the fund to the District Reserve Fund within sixty (60) days of the close of the fiscal year following the District Convention.

9.7 Expenses of the members of the District Cabinet in connection with the attending of cabinet meetings, seminars and schools authorised by the District Governor shall be considered an administrative expense. Reimbursement for such expenses may be made on the same basis as outlined from time to time in the Rules of Audit of LCI.

9.8 The District Governor shall take such action as the District Governor may deem fit against any Lions Club which has failed to make payment due under this clause for more than ninety (90) days. It shall be the responsibility of the District Governor in office to collect all arrears of District dues carried over from the previous year(s).

10. DISTRICT CONVENTION

10.1 Supreme authority

The supreme authority of this District is vested in the District Convention presided over by the District Governor.

10.2 Annual District Convention

An annual convention of the District shall be held in each year not earlier than the month of December and not later than the month of April of each fiscal year at a place selected by a previous annual convention of the District and at a date and time fixed by the District Governor by way of a convention call to be given no less than sixty (60) days prior to the annual convention. For the avoidance of doubt, there is no restriction to holding the location of the District Convention outside the geographic location of the District

10.3 Extraordinary District Convention/Meeting

- a) At other times, an Extraordinary District Convention or a District Meeting must be called by the District Governor on the request in writing of no less than twenty-five per cent (25%) of the Lions Clubs and may be called at any time by order of the District Cabinet. The notice in writing by way of electronic transmission shall be given to the Cabinet Secretary setting forth the business that is to be transacted. The Extraordinary District Convention or District Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary District Convention or a District Meeting.
- b) If the District Governor or District Cabinet does not within the two (2) months after the date of receipt of the written request proceed to convene the Extraordinary District Convention or District Meeting, the Lions Clubs who requested the said meeting shall convene the Extraordinary District Convention or District Meeting by giving ten (10) days' notice by way of electronic transmission to voting members setting forth the business to be transacted and the agenda.
- c) All decisions made at a duly convened Extraordinary District Convention or District Meeting shall be recorded as resolutions adopted at the subsequent District Convention and be reported to LCI as if they were the decisions of the Annual District Convention

10.4 Notice of Convention / District Meeting

- a) At least sixty (60) days' notice shall be given of an Annual District Convention and at least ten (10) days' notice of an Extraordinary District Convention or District Meeting. Notice of meeting by way of electronic transmission stating the date, time and place of meeting shall be sent by the Cabinet Secretary to all the Lions Clubs and Past Officers of the Association of the District. The particulars of the agenda shall be circulated to the members of the District four (4) days in advance of the meeting by way of electronic transmission.
- b) Any Lions Club who wishes to place an item on the agenda of a District Convention may do so provided it gives notice by way of electronic transmission to the District Governor not less than thirty (30) days before the convention is due to be held.

10.5 Club Delegate Formula

Each chartered Lions Club in good standing in LCI and the District shall be entitled in each annual convention of the District to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the Lions Club or major fraction thereof, of said Lions Club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this clause shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each

office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a Lions Club in good standing in this District. It is not required for a member to be enrolled in a Lions Club for a year and a day in order to qualify as an eligible delegate. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

10.6 Voting Rights of Present Past Officers of the Association

Every past and present Officer of the LCI in good standing of a Lions Club in the District shall be entitled to full delegate privileges at each District Convention. They may elect instead to represent their Lions Clubs. In such event they shall be permitted to cast only one (1) vote on any issue.

10.7 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 provided that at least twenty-five per cent (25%) of the Lions Clubs are represented by their certified delegates in person. In the event of there being no quorum at the commencement of the District Convention, the convention shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any of the existing rules on this Constitution.

10.8 Business

- a) At each District Convention, the voting delegates may take appropriate actions on all matters consistent with the Constitution and By-Laws of the District and LCI and may adopt resolutions recommending action by the District and/or LCI.
- b) The agenda for the District Convention shall include but not be restricted to the consideration of the previous financial year account and annual report of the District and elect District officers as provided in this District Constitution and By-laws and other items shown in EXHIBIT C.

11. AUDIT AND FINANCIAL YEAR

11.1 The District Cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the Cabinet Treasurer and an un-audited statement of the financial condition of the District shall be presented to the District Convention and sent to each Lions Club in the District at the close of the financial year by the District Cabinet then in office.

11.2 The District Cabinet shall maintain and keep proper accounts, with the audited Statement of Accounts comprising the income and expenditure and the balance sheet incorporating their statements of the previous year.

11.3 All expenditure shall be duly authorised by the District Governor.

11.4 The accounts shall be audited annually or, if found necessary, at more frequent intervals, by a firm of approved company auditors appointed at the District Convention. The statement of accounts of the District shall be completed and circulated to all members of the District Cabinet not later than sixty (60) days after the close of the financial year, if necessary, even before its audit is completed. The duly audited Final Accounts of the District Administration Fund and the District Reserve Fund and the financial report shall be circulated to all of the Lions Clubs and the Past and Present Officers of the Association, in the District, by January 31 following the close of the District Convention and shall be made available to the delegates at the following District Convention.

11.5 The District Cabinet shall submit at the District Convention each year a Statement of Receipts and Payments of the current financial year prepared up to ninety (90) days prior to the said District Convention.

11.6 The financial year of the District shall be from July 1st to June 30th.

12 DISTRICT DISPUTE RESOLUTION PROCEDURE

All disputes or claims arising from provisions of the District Constitution and By-Laws or any policy or procedure adopted from time to time by the District Cabinet, or any other internal Lions District matters that cannot be satisfactorily resolved through other means, arising between any Lions Clubs in the District, or any Lions Club(s) and the District administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

13 PROHIBITION

13.1 The funds of the District shall not be used to pay the fines of Lions Clubs members who have been convicted in court of law.

13.2 The District shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

13.3 The District shall not indulge in any political activity or allow its funds and /or premises to be used for political purposes.

13.4 The District shall not raise funds from the public in a public place for whatever purpose without the grant of a license or a permit as may be required under any written law, including and not limited to a licence under the House to House and Street Collections Act 1947, unless exempted under the said Act.

The District shall submit fundraising appeal records, within sixty (60) days of the conclusion of any fundraising appeal, in accordance with Regulation 6 of the Societies Regulations.

14 INTERPRETATION

In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the District Cabinet shall have power to use their own discretion. The decision of the District Cabinet shall be final unless it is reversed at a General Meeting of members.

15 DISSOLUTION

15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the District Cabinet shall have power to use their own discretion. The decision of the District Cabinet shall be final unless it is reversed at a General Meeting of members.

15.2 In the event of the District being dissolved as provided above, all debts and liabilities legally incurred on behalf of the District shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

15.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

16 MISCELLANEOUS

16.1 No officer shall receive any compensation for any service rendered to this District in the officer's official capacity with the exception of the Cabinet Secretary and the Cabinet Treasurer whose compensation, if any, shall be fixed by the District Cabinet.

16.2 Rules of Procedure

Except as otherwise specifically provided in this District Constitution and By-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any District meeting or convention, any meeting of the District Cabinet, region, zone or member Lions Club or of any group or committee of any one of them shall be determined by Robert's Rules Of Order, Newly Revised. See EXHIBIT A for sample rules of procedure for District convention.

17 AMENDMENTS TO CONSTITUTION

17.1 Amending Procedure

This Constitution may be amended only at a District Convention, by resolution reported by the Convention Committee (Constitution and By-Laws) and adopted by the affirmative vote of two-thirds (2/3) of the votes cast. Any proposed amendments to this Constitution may be proposed by a Lions Club or the District Cabinet which shall be in the form of a resolution and proposed by its Board of Directors or the District Cabinet, as the case may be, and the notice sent to the District Governor and the Convention Committee (Constitution and By-laws) at least sixty (60) days prior to the date of the District Convention.

17.2 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.

17.3 Effective Date

Each amendment to this District Constitution shall not take effect without the prior approval in writing of the Registrar of Societies.

EXHIBIT A-1

SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the District Cabinet and adopted by the delegates of the convention.

Rule 1

The District Governor shall arrange the order of business for the District Convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2

Except as otherwise provided in the District Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3

(a) The credentials committee shall be composed of the District Governor, as chairperson, the Cabinet Secretary, Cabinet Treasurer and two other nonofficers of the District appointed by the District Governor; provided, however, the District Governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's

Rules of Order, Newly Revised.

(b) The registration and certification of delegates shall occur on the day(s) of _____ between the hours of _____ and _____.

(c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4

(a) Sixty (60) days prior to the convening of the convention, the District Governor, unless otherwise provided, shall appoint, and designate the chairperson

of, a nominating committee consisting of not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review

the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.

(b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominating committee.

Rule 5

Replacement of delegates and alternate delegates

(a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the Lions Club, certifying that the replacement is eligible as an alternate delegate.

(b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a serialised ballot and vote in lieu of a duly certified delegate from the same Lions Club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot vote.

Rule 6

Nominations for the offices of District Governor, First and Second Vice District Governor and such other offices to be filled by the convention shall be limited to nominating/ seconding speeches not to exceed 8 minute(s) in total for each nominee.

Rule 7

(a) Prior to the 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 his/her Lions Club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.

(b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.

(c) 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 committee member and observer. The District Governor and all candidates shall be provided a copy of the committee's report.

Rule 8

Voting

(a) Voting will take place at a predetermined location and time.

(b) 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 ("serialized ballot card") to protect the integrity of the election process.

(c) To secure a serialised ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a serialised ballot card.

(d) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any serialised ballot card containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

(e) A majority vote shall be necessary to elect the District Governor, First Vice District Governor and Second Vice District Governor. A majority is defined as a number more than one-half of the total valid votes cast excluding spoilt votes, blanks and abstentions. If a majority vote is not received in the election of District Governor, First Vice District Governor and Second Vice District Governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.

(f) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this by-law until such time as one candidate secures a majority vote.

EXHIBIT A-2

RULES OF PROCEDURE

SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

Rule 1

In the event a vacancy arises in the office of District Governor, it shall be the duty of the Immediate Past District Governor, or if not available, the most recent Past District Governor who is available, upon notification from the international office, to convene a meeting of the Immediate Past District Governor, First and Second Vice District Governors, and all Past International Presidents, Past International Directors and Past District Governors who are members in good standing of a chartered Lions club in good standing within the District for the purpose of recommending a Lions Club endorsed Lion for appointment by the International Board of Directors.

Rule 2

Written invitations to this meeting shall be sent not less than fifteen (15) days in advance of the meeting. The Immediate Past District Governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue.

Rule 3

The chairperson shall maintain a written attendance roster.

Rule 4

Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5

Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6

Voting

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.

- (c) 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 ("serialized ballot card") to protect the integrity of the election process.
- (d) The member shall indicate his/her vote by ticking against the name of his/her choice on the serialized ballot card. Any serialised ballot card containing votes for more than one nominee shall be declared invalid.
- (e) A majority vote shall be necessary to recommend a member for appointment as District Governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7

At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8

The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any Lions Club member as District Governor for the (remainder of the) term.

EXHIBIT A-3

Rule 1

In the event a vacancy arises in the office of First or Second Vice District Governor, the District Governor shall convene a meeting of the members as defined in Clause 2.6 of these By-laws 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 endorsed member as First or Second Vice District Governor for the remainder of the term.

Rule 2

In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recently serving Past District Governor who is available, to send out written invitations no less than 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 District Governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

Rule 3

The District Governor shall maintain a written attendance roster.

Rule 4

Each Lions Club who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5

Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6

Voting.

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) It shall be mandatory for all ballot cards to contain serial numbers to protect the integrity of the election process.
- (d) The Lions Club member shall indicate his/her vote by writing the name of his/her choice on the serialised ballot. Any serialised ballot containing votes for more than one nominee shall be declared invalid.

- (e) A majority vote shall be necessary to recommend a member for appointment as First or Second Vice District Governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7

At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

EXHIBIT B

DISTRICT ADMINISTRATION FUND

Section 1

The District administration dues per annum per Lions Club member: SGD 40.00

i) Amount payable by September 10 – SGD 20.00

ii) Amount payable by March 10 – SGD 20.00

Section 2

Entrance Fees for new club members payable to the District:
S\$12 per member

Section 3

Entrance Fees for new Lions Club members payable to the District – SGD 12.00 per member.

The District administration dues per annum payable by a Family Member, as defined by LCI: SGD 20.00.

EXHIBIT C

- (Election of the District Governor and First Vice District Governor;
- Review of the venue for the next annual District Convention;
- Receive annual report of the previous calendar year;
- Adoption of accounts of the previous fiscal year;
- Discussion on the Interim Report from the District Governor; including a report on the Statement of Receipts and payments of the current fiscal year prepared up to ninety (90) days prior to the District Convention;
- Appointment of professional auditors;
- Review of the Necrology Ceremony for the Closing Plenary session;
- Report of Resolutions Committee and to consider resolutions of which due notice was given;
- Report of the Nominations Committee;
- Report of the Credentials Committee;
- Meet the District Governor and Vice District Governor candidates.