

CONSTITUTION OF Lions Clubs International District No.308-A1

ARTICLE I - Name

This organization shall be known as the "Lions Clubs International District No. 308-A1", hereinafter referred to as the "District."

ARTICLE II - Place of Business

Its place of business shall be at 487 Bedok South Avenue 2 Singapore 469316 or such other address as may be subsequently decided on by the District Cabinet 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.

ARTICLE III - Object

Its objects are

- a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International ("LCI") in this District.
- b) To create and foster a spirit of understanding among peoples of the world.
- c) To promote the principles of good government and good citizenship.
- d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- e) To unite the clubs 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 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, public works and private endeavours.

ARTICLE IV - Membership

Section 1 MEMBERSHIP

The membership of this District shall be opened to all Lions clubs in this District chartered by Lions Clubs International, the incumbent District Governor and all Past District Governors whose club is a member of the District. The boundary lines of this district shall be all areas within the jurisdiction of the Republic of Singapore.

Section 2 APPLICATION FOR MEMBERSHIP

A Lions Club wishing to join the District should submit the particulars for the approval of the District Governor on a prescribed form applying for a Charter for the new Lions Club. Upon obtaining the Charter from Lions Clubs International, the Lions Club would be admitted as a member of the District and be furnished a copy of the constitution.

ARTICLE V - District Administration Fund

Section 1 DISTRICT REVENUE

- (a) To provide revenue to defray the administrative expenses of the district, an annual district administrative fund per capita tax as approved at a

District Convention shall be levied upon each member, including Life Members, of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: The first before September tenth of each year to cover the semi-annual period July 1 to December 31; and the second before March tenth of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Such per capita tax shall be subject to revision from time to time by 2/3 majority of the delegates of the District Convention.

- (b) Said tax shall be paid to the Cabinet Treasurer by each club in the District, except newly chartered and reorganized 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 organization or reorganization, as the case may be. Said per capita tax shall be disbursed only for administrative expenses of the District and only upon approval by the District Governor's Cabinet. Disbursement there from shall be by checks drawn and signed by the Cabinet Treasurer and countersigned by the District Governor.
- (c) On the first of each month, each club in the District shall remit to the Cabinet Treasurer entrance fee as set out in EXHIBIT B section 2.
- (d) The District Governor and his District Cabinet shall not incur obligations in any fiscal year resulting in an unbalanced budget or deficit in the fiscal year and the value of the club supplies transferred to his or her successor shall not exceed S\$1,000.00 (one thousand dollars).
- (e) 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 authorized to do so for a specific purpose or purposes by the affirmative vote of a majority of the voting delegates of the District Convention.
- (f) If at the end of the fiscal year there remains any surplus, the Cabinet shall, after payment of all bills and providing for outstanding debts, if any, transfer the fund to the District Reserve Fund within 60 (sixty) days of the close of the fiscal year following the District Convention.
- (g) Expenses of the members of the District Cabinet in connection with the attending of cabinet meetings, seminars and schools authorized 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.
- (h) The District Governor shall in his discretion take such action as he may deem fit against any club which has failed to make payment due under this article for more than 90 (ninety) 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).

ARTICLE VI - District Convention

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

Section 1 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 60 days prior to the annual convention. 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 **EXTRAORDINARY DISTRICT CONVENTION / MEETING**

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 25% of the clubs and may be called at anytime by order of the District Cabinet. The notice in writing 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 2 months from receiving this request to convene the Extraordinary District Convention or a District Meeting.

If the District Governor or District Cabinet does not within the two months after the date of receipt of the written request proceed to convene the Extraordinary District Convention or District Meeting, the clubs who requested for the said meeting shall convene the Extraordinary District Convention or District Meeting by giving ten (10) days notice to voting members setting forth the business to be transacted and the agenda.

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 Lions Clubs International as if they were the decisions of the Annual District Convention.

Section 3 **NOTICE OF CONVENTION / DISTRICT MEETING**

At least 60 days notice shall be given of an Annual District Convention and at least 10 days notice of an Extraordinary District Convention or District Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Cabinet Secretary to all the clubs and Past Officers of the Association who are members of the District. The particulars of the agenda shall be circulated to the members of the District four days in advance of the meeting.

Any club who wishes to place an item on the agenda of a District Convention may do so provided it gives notice to the District Governor not less than 30 days before the convention is due to be held.

Section 4 **CLUB DELEGATE FORMULA.**

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

Section 5 **VOTING RIGHTS OF PRESENT AND PAST OFFICERS OF THE ASSOCIATION**

Every past and present Officer of the Association in good standing of a club in the District shall be entitled to full delegate privileges at each

District convention. They may elect instead to represent their clubs. In such event they shall be permitted to cast only one vote on any issue.

Section 6 **QUORUM**

The attendance in person of a majority of voting delegates at a convention shall constitute a quorum at any session of the convention provided that at least 25% of the 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.

Section 7 **BUSINESS**

At each District Convention, the voting delegates may take appropriate actions on all matters consistent with the Constitution and By-Laws of Lions Clubs International and may adopt resolutions recommending action by the district and/or Multiple District and/or Lions Clubs International.

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 constitution and bylaws and other items shown in EXHIBIT C

ARTICLE VII - District Organization

Section 1 **CABINET AND OFFICERS**

- (a) 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.
- (b) The District Governor shall be the Chairman of the Cabinet meetings and in the absence of the District Governor the Vice District Governor shall preside and in the absence of both and any authorization from the District Governor in the favour of any particular member of his/her Cabinet to preside on his/her behalf, the Cabinet members may elect one among themselves to chair the regular and/or special Cabinet Meeting.
- (c) The officers of the District Cabinet other than the Region Chairmen and Zone Chairmen and Cabinet Treasurer may hold the same or similar office for consecutive years.
- (d) In the event of any vacancy in a Cabinet, except that of the District Governor or Vice District Governor, the District Governor may fill such vacancy for the remainder of the term. If any Region Chairman or Zone Chairman shall cease to be an active 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 the office. Provided however, the District Governor, in his/her discretion may determine not to use the position of Region Chairman for the remainder of the term.
- (e) The office bearers of the District shall be the District Governor, Immediate Past District Governor, 1st Vice District Governor, 2nd Vice District

Governor, Cabinet Secretary, Cabinet Treasurer, one Region Chairman, one Zone Chairman and one District Chairman.

Section 2 ELECTION OF DISTRICT GOVERNOR & VICE DISTRICT GOVERNOR

The District Governor and Vice District Governor shall be elected at the Annual Convention of the District in accordance with Article VIII of this Constitution.

Section 3 APPOINTMENT OF DISTRICT OFFICERS

The District Governor shall appoint, by the time he/she takes office, the Cabinet Secretary, Cabinet Treasurer, one Region Chairman for each region (if the position is utilized during the district governor's term), and one Zone Chairman for each zone, in the District, and such other club members/District Chairmen as may be deemed necessary by the District Governor hereinafter or before mentioned.

Section 4 TERM OF OFFICE

The term of office of the District Cabinet shall be one year.

Section 5

- a) The District will establish, operate and maintain a District Secretariat which will:
 - i) Carry out the administrative functions of the District, including the provision of administrative assistance and training on LCI WMMR submissions to new officers of clubs.
 - ii) Maintain records of the District.
 - iii) Disseminate information to the various clubs on behalf of the District and the District Governor.
 - iv) Carry out any other duties to assist the District Governor and Cabinet as determined by the Cabinet.
 - v) Create, register and maintain the District Website.
- b) The District Cabinet may recruit and/or appoint such staff or personnel required to maintain and operate the District Secretariat.
- c) The District Cabinet shall be authorized to utilize the District Revenue for the establishment, maintenance and operation of the District Secretariat.

ARTICLE VIII - District Nominations. Elections and Appointments Section 1 NOMINATING COMMITTEE

Each District Governor shall appoint by written notification received at least sixty (60) days prior to the District Convention, a Nominating Committee of not 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 at the time of their appointment hold any district or international office. The name and addresses of the Lions so appointed shall be sent to all clubs in the District at least thirty (30) days prior to the convening of the annual convention.

Section 2 DISTRICT GOVERNOR ELECTION PROCEDURES

Any qualified member of a club in the District seeking the office of District Governor shall file his/her intention to so run in writing with the Nominating Committee at least 10(ten) days before the convening date of the District Convention, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the District Convention the name(s) of all candidate(s) so qualified. If none are so received and/or so

qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3 **VICE DISTRICT GOVERNOR ELECTION PROCEDURES**

Any qualified member of a club in the District seeking the office of 1st or 2nd Vice District Governor shall file his/her intention to so run in writing with the Nominating Committee at least 10(ten) 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. 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.

Section 4 **RESTRICTION ON CAMPAIGNING**

Promoting a candidate for the office of District Governor or 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, or a club on behalf of that candidate, contravenes this stipulation, then that candidate shall be disqualified by the Nominations Committee on receiving clear proof of infringement of this Section.

Section 5 **BALLOT**

(a) The election shall be by secret written ballot. A simple majority vote shall be necessary to elect the District Governor. If a simple majority vote is not received in the election of District Governor, a vacancy shall occur and Article III, Section 9(d) of the International By-Laws shall apply, and subsection (b) of this rule shall be followed. 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".

(b) **FIRST VICE DISTRICT GOVERNOR**

The 1st Vice District Governor election shall be conducted by a secret written ballot, with the 1st Vice District Governor candidate 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.

(c) **SECOND VICE DISTRICT GOVERNOR**

The 2nd Vice District Governor election shall be conducted by a secret written ballot, with the second vice district governor candidate 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.

(d) The election of all other candidates shall be by secret written ballot. When two or more candidates are placed in nomination for each office, the

candidate receiving the simple majority of votes cast shall be elected. 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.

Section 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 Bylaws. The Immediate Past District Governor, Vice District Governor, the Region Chairmen, Zone Chairmen, the Cabinet Secretary and Cabinet Treasurer and District Honorary Committee 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 A of this Constitution.)

Section 7 VICE DISTRICT GOVERNOR VACANCY

In the event of a vacancy arising in the office of Vice District Governor, the District Governor shall convene a meeting of the members of the existing cabinet and all Past Officers of the Association who are members in good standing of a chartered Lions club in good standing in the District as provided for in the International Constitution and By-Laws. It shall be the duty of the attendees at this meeting to appoint a qualified club member as 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 to attend said meeting and it shall also be his/her responsibility to preside as chairman of the meeting. The chairman 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.

Section 8 ANY OTHER VACANCY

Any vacancy in office except that of District Governor and Vice District Governor shall be filled by appointment from the District Governor for the unexpired term.

Section 9 DISTRICT OFFICERS QUALIFICATIONS

a) District Governor

A candidate for the office of district governor shall:

(1) Be an active member in good standing of a chartered Lions club in good standing in his/her single or sub-district.

(2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.

(3) Currently be serving as the 1st Vice District Governor within the district from which he/she is to be elected.

(4) Only in the event the current 1st Vice District Governor does not stand for election as district governor, or if a vacancy in the position of 1st Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of 2nd Vice District Governor as set forth in these by-laws or constitution and who is currently serving or who has served one (1) additional year as a member of the district cabinet, shall fulfill the requirements of subsection (c) of this section.

b) 1st Vice District Governor

A candidate for the office of 1st Vice District Governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Currently be serving as the 2nd Vice District Governor within the district from which he/she is to be elected.
- (4) Only in the event the current 2nd Vice District Governor does not stand for election as 1st Vice District Governor, or if a vacancy in the position of 2nd Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of 2nd Vice District Governor as set forth in these by-laws or constitution shall fulfill the requirements of subsection (3) of this section.

c) 2nd Vice District Governor

A candidate for the office of 2nd Vice District Governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Have served or will have served at the time he/she takes office as 2nd Vice District Governor:
 - (a) As president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years; and
 - (b) As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
 - (c) With none of the above being accomplished concurrently.

d) Other Cabinet Officers

Each such officer shall be a member in good standing of a Lions club in good standing in the District and who has served or will have served at the time of assuming office a full term or a major portion thereof as President and at least two (2) additional terms as member of the Board of Directors of a Lions club. The Cabinet Secretary and Region Chairmen, if any, will have, in addition, served as Zone Chairman.

ARTICLE IX - Meetings

Section 1 DISTRICT CABINET MEETINGS

- (a) **Regular.** A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings 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 Cabinet may be called by the District Governor at his/her 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 Cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the

District Governor, shall be given to each member by the Cabinet Secretary.

- (c) **Quorum and Vote.** The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting. Every member shall have a vote at such meetings.

Section 2 **REGIONS AND ZONES**

- (a) **Organizational.** The District Governor shall divide the District into regions of no more than sixteen (16) and no less than ten (10) Lions clubs, and each such region into zones of no more than eight (8) and no less than four (4) Lions clubs, giving due regard to the geographical locations of the clubs. All such regions and zones shall be subject to change by the District Governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the District.

- (b) **Regional Meetings.** Meetings of representatives of all clubs in a region, with the Region Chairman (if the position is utilized 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 chairman of the respective region.

Any issue, concerning funds or assets contributed by the clubs in the Region to any special fund, or the future of the said clubs within the Sub- or Multiple District, shall be decided upon by the delegates of the Region by a two-third (2/3) majority of those present. The clubs shall be represented by voting delegates certified in accordance with the procedure at Section 2 of Article VIII of this Constitution.

- (c) **Zone Meetings.** Meetings of representatives of all the clubs in a zone, with the Zone Chairman presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairman (hereinafter referred to as "Zone Meetings" or "District Governor's Advisory Committee Meetings), shall be convened at least three (3) times during a fiscal year at places and times fixed by the Zone Chairman. Such Zone meetings are subject to a fourteen (14) days prior notice given by the Zone Chairman and Article XI Section 1 hereof.

ARTICLE X - Duties of District Officers/Cabinet

Section 1 **DISTRICT GOVERNOR**

As an international officer of LCI, and under the general supervision of the International Board of Directors, he/she shall represent LCI in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the region chairpersons, the zone chairpersons, the cabinet secretary and cabinet treasurer and such other cabinet members as may be provided for in the respective single, or multiple district constitution and by-laws.

His/her specific responsibilities shall be to:

- (a) Further the purposes of LCI.
(b) Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
(c) Actively participate and inspire other district officers to administer and promote leadership development at the club and district levels.
(d) Support and promote the Lions Clubs International Foundation.
(e) Preside, when present, over the District Convention, Cabinet and other District meetings.

(f) Perform such other functions as required by the International Board of Directors.

Section 2 **1st VICE DISTRICT GOVERNOR**

The 1st Vice District Governor shall serve a term of office of one year, which term shall begin with the close of the LCI convention held in the year of his/her election and end at the close of the next LCI convention, and no 1st Vice District Governor may succeed himself or herself in office.

The 1st Vice District Governor, subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor. His/her

specific responsibilities shall be to:

- (a) Further the purposes of LCI.
- (b) Play an active role in membership development including extension of new clubs and leadership development within 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 directives.
- (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 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 strengths and weaknesses of the District.

Section 3 **2nd VICE DISTRICT GOVERNOR**

The 2nd Vice District Governor shall serve a term of office of one year, which term shall begin with the close of the LCI convention held in the year of his/her election and end at the close of the next LCI convention, and no 2nd Vice District Governor may succeed himself or herself in office.

The 2nd Vice District Governor is subject to the supervision and direction of the District Governor.

His/her specific responsibilities shall be to:

- (a) Further the purposes of LCI.
- (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 retention chairperson.
- (d) Perform such other functions and act as required by the policy of LCI.
- (e) Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor and the 1st Vice District Governor.
- (f) Participate in the preparation of the district budget.
- (g) Actively engage in all matters to be continued during the following year.
- (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/ CABINET TREASURER**

He/ she shall act under the supervision of the District Governor. His/her 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:
 - 1) 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;
 - 2) 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 club in the District;
 - 3) Make reports to the Cabinet as the District Governor or Cabinet may require;
 - 4) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

Section 5. **CABINET TREASURER**

He/ she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of LCI and this District;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - 1) Collect and receipt for all per capita 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;
 - 2) Remit and pay over to the Multiple District Council secretary-treasurer the Multiple District per capita tax, if any, collected in the District, and secure a proper receipt;
 - 3) Keep accurate books and records of account, and minutes of all Cabinet and District Meetings, and permit inspection of the same by the District Governor, any Cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
 - 4) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor and the cost of which shall be an administrative expense.
 - 5) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

Section 6. **REGION CHAIRMAN** (if the position is utilized during the District Governor's term).

The Region Chairman subject to the supervision and direction of the District Governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

- (a) Further the Purposes of LCI and this district;
- (b) Supervise the activities of the Zone Chairmen in his/her region and such District Committee Chairmen as may be assigned to him/her by the District Governor;

- (c) Play an active role in organizing new clubs and in strengthening weak clubs;
- (d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the District Governor;
- (e) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the District Governor;
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws;
- (g) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled;
- (h) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the District Governor;
- (i) Perform such additional assignments as shall be given to him/her from time to time by the District Governor;

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

In the event the Region Chairman for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

Section 7 **ZONE CHAIRMAN**

The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes of LCI and this District;
- (b) Serve as chairman of the District Governor's Advisory Committee in his/her zone and as such chairman to call regular meetings of said committee;
- (c) 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 Region Chairman;
- (d) Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone;
- (e) Represent each club in his/her zone in any problems with District, Multiple District Council Chairman or Lions Clubs International;
- (f) Supervise the progress of District, Multiple District, and Lions Clubs International projects in his/her zone;
- (g) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws;
- (h) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled;
- (i) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the Region Chairman - particularly with respect to weaknesses he/she may have discovered (copy to District Governor);
- (j) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors. In the event the Zone Chairman for any reason cannot or, in the judgment of the District Governor, does not perform the duties of his/her office, or in the event

the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

Section 8 **DISTRICT GOVERNOR'S CABINET**

The District Governor's Cabinet shall:

- (a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;
- (b) Receive, from the Region Chairmen or other assigned District Cabinet members, reports and recommendations which concern the clubs and zones;
- (c) Supervise the collection of all per capita taxes by the Cabinet Treasurer, designate a depository(s) for said funds and authorize 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;
- (e) Secure, semi-annually or more frequently, District financial reports from the Cabinet Secretary and Cabinet Treasurer.
- (f) Provide for an audit of the books and accounts of the Cabinet Secretary, Cabinet Treasurer, and with the District Governor's approval, set up definite schedule of dates, times and places of Cabinet Meetings to be held during the fiscal year.

ARTICLE XI -District Committees/Duties

Section 1 **DISTRICT GOVERNOR'S ADVISORY COMMITTEE**

In each zone, the Zone Chairman and the Presidents, 1st Vice Presidents, Treasurers and Secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the Zone Chairman as chairman. At a date, time and place called by the Zone Chairman, 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 days prior to the Multiple District Convention.

The duties of the District Governors Advisory Committee shall be to assist the Zone Chairman:-

- 1) to have every club within the zone operating effectively;
- 2) to promote attendance from the clubs in the zone at the annual convention of the district, multiple district and Lions Clubs International;
- 3) to promote attendance during charter nights within the zone;
- 4) to plan and discuss zone projects;
- 5) to discuss ways of assisting weak clubs within the zone
- 6) to generally assist in promoting corporation and harmony amongst the clubs in the zone;
- 7) to procure recommendations affecting the welfare of Lionism and the clubs in the zone and relay the same through the Zone Chairman to the District Governor and his/her Cabinet.

Section 2 **DISTRICT HONORARY COMMITTEE**

The District Honorary Committee shall comprise of all past Officers of the Association in good standing with a club within the district. Its chairman shall be appointed by the District Governor. The chairman of this committee shall attend meetings of the Cabinet when requested by the District Governor and shall convene all meetings of this committee as required.

This committee shall meet:-

(a) at least twice a year - within 60 days of the District Governor taking office each year and in the calendar month of February or March not later than 30 days prior to the date of the District Convention;

(b) when and as called upon by the District Governor;

The duties of the District Honorary Committee shall be to:

(i) promote harmony throughout the District;

(ii) perform duties as directed by the District Governor;

(iii) take problems assigned by the District Governor and recommend solutions to him/her after careful study,

(iv) nominate the OSEAL Forum Chairman for endorsement by the Multiple District Convention at the appropriate time when it is the turn of the District

(v) Propose two or more of its members in good standing and who have not served as MD308 Council Chairman, to the District Governor-elect, whose turn is to nominate two or more names of candidates from the District to the post of Chairman of Multiple District 308 Council of Governors. The District Governor-elect shall confine his nomination to the above mentioned proposed members. In the event one of the above mentioned proposed members, shall decline his nomination, the post shall be offered to the other nominated members

All decisions of the District Honorary Committee shall be made by majority vote of the members present and voting provided a quorum of a majority of the members of the Committee in good standing is present and shall be binding on all members of the District Honorary Committee until such time as the decision(s) is revoked in accordance with the provision of this constitution and bylaws. The District Governor shall be the ex-officio of the Committee and have a voting right on all matters of the Committee

Section 3 DISTRICT CABINET COMMITTEES

The district governor may establish and appoint such other committees and/or chairmen as he/she deems necessary and appropriate for the efficient operation of the district. Such committee chairmen shall be deemed non-voting members of the district cabinet.

ARTICLE XII - District Accounts and Audit

Section 1 AUDIT OR REVIEW OF BOOKS

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 Lions Clubs International and each club in the District at the close of the financial year by the Cabinet then in office.

Section 2. The District Cabinet shall maintain and keep proper accounts, with the audited Statement of Accounts comprising of the Income and Expenditure and the Balance Sheet incorporating their statements of the previous year.

Section 3. All expenditure shall be duly authorized by the District Governor.

Section 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 shall be mailed, to Lions Clubs International 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 Fund and the District Reserve Fund and the Financial report shall be circulated to all of the clubs and the Past and Present Officers of the Association, in the District, by 31st January following the close of the annual convention of the District and shall be made available to the delegates at following annual convention of the District.

Section 5. The District Cabinet shall submit at the annual convention of the District each year a Statement of Receipts and Payments of the current financial year prepared up to ninety days prior to the said annual convention.

ARTICLE XII - FINANCIAL YEAR

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

ARTICLE XIII - Miscellaneous

Section 1 COMPENSATION

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

Section 2 DISPUTE RESOLUTION

The clubs in the District shall pursue all complaints, disputes or claims according to the terms and conditions of rules or procedure adopted, from time to time, by the International Board of Directors.

Section 3 PROHIBITION

- a) Gambling of any kind excluding the promotion or conduct of a private lottery which has been permitted under the Private Lottery Act Cap 250, is forbidden on the District premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited;
- b) The funds of the District shall not be used to pay fines of members who have been convicted in court;
- c) The District shall not engage in any trade union activity as defined in any written law relating to trade union for the time being in Singapore;
- d) The District shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any good or service which adversely affect consumer interest.
- e) The District shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes;
- f) The District shall not hold any lottery, whether confined to its members or not, in the name of the District or its office bearers, Committees or members unless with prior approval of the relevant authorities;
- g) The District shall not raise funds from the public for whatever purpose without the prior approval in writing of the Head Licensing Division, Singapore Police Force and other relevant authorities.

Section 5 INTERPRETATION

In the event of any questions or matters arising out of any point which is not expressly provided for in the "Constitution & By-Laws", the District Cabinet shall have the power to use its own discretion.

Section 6 DISSOLUTION

- a) The District shall not be dissolved, except with the consent of not less than 3/5 of the members of the District for the time being resident in Singapore expressed, either in person or by proxy at a District Meeting convened for the purpose, or by postal vote.
- b) In the event of the District being dissolved as provided above, all debts and liabilities legally incurred on behalf of the District shall be discharged, and the remaining funds will be donated to approve charities in Singapore.
- c) A certificate of dissolution shall be given to the Registrar of Societies within 7 days of the dissolution.

ARTICLE XIV - Amendments

Section 1 AMENDING PROCEDURE

This constitution may be amended only at a District Convention, by resolution reported by the Convention Committee on 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 Club or the Cabinet which shall be in the form of a resolution and adopted by its Board of Directors or the Cabinet, as the case may be, and the notice sent to the District Governor and the Convention Committee on Constitution and By Laws at least sixty (60) days prior to the date of the District Convention.

Section 2 NOTICE

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

Section 3 EFFECTIVE DATE

Each amendment to this constitution shall not take effect without the prior sanction by the Registrar of Societies.

EXHIBIT A
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 district governor, immediate past district governor, vice district governor, the region chairmen, zone chairmen and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2

Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen (15) days of receipt of notification. The immediate past district governor, as the meeting's chairman, 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 within the required fifteen (15) days.

Rule 3

The chairman 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 chairman 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 unless a majority of the members attending the meeting select another voting method.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A simple 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 chairman 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 III, Sections 9(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 recommendee or any club member as district governor for the (remainder of the) term.

SUMMARY OF RULES

SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, vice district governor, the region chairmen, zone chairmen and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairman maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A simple majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairman forwards the meeting results at the conclusion of the meeting.

EXHIBIT B

Section 1 -The dues per annum per club member are as follows:

District administration dues - S\$40.00
Multiple District dues - S\$ 4.50
Lions Community Service Foundation (S'pore) - S\$10.00
TOTAL - S\$54.50

- i) Amount payable by September tenth - \$27.25
- ii) Amount payable by March tenth - \$27.25

Section 2 - Entrance Fees for new club members payable to the District:
S\$12 per member

Section 3

The District dues per annum payable by a Family Member, as defined by LCI, shall be made up as follows:

District
Administration -S\$ 20.00

Multiple
District 308 dues -S\$ 4.50

Lions Community
Service Foundation
(Singapore) -S\$ 10.00

TOTAL -S\$ 34.50

EXHIBIT C

- (a) Election of the District Governor and Vice District Governor;
- (b) Review of the Venue for the next annual Multiple District Convention;
- (c) Election of trustees for the Sub-District Foundation;
- (d) Receive annual report of the previous calendar year;
- (e) Adoption of accounts of the previous fiscal year;
- (f) 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 Multiple District Convention;
- (g) Appointment of professional auditors;
- (h) Review of the Necrology Ceremony for the Closing Plenary session;
- (i) Report of Resolutions Committee and to consider resolutions of which due notice was given;
- (j) Report of the Nominations Committee;
- (k) Report of the Credentials Committee;
- (l) Venue for the next annual Multiple District Convention;
- (m) Meet the District Governor and Vice District Governor candidates.