

**LIONS OF DISTRICT 25-C**  
**CONSTITUTION AND BY-LAWS**  
**Amended February 21, 2009**

**CONSTITUTION**

**ARTICLE I**

**Name**

**Section 1. This organization shall be known as District 25-C of the International Association of Lions Clubs, hereinafter referred to as “District 25-C.”**

**Section 2. Wherever the male gender or pronoun appears in the Constitution and By-Laws, it shall be interpreted to mean both male and female persons.**

**ARTICLE II**

**Objects**

**Section 1. The object shall be to provide the Lions of District 25-C with an efficient organization, headed by the District Governor, for the purpose of advancing Lionism and to provide proper administration thereof.**

**ARTICLE III**

**Membership**

**Section 1. The membership of District 25-C shall consist of all Lions Clubs in District 25-C duly chartered by Lions Clubs International.**

**Section 2. District 25-C shall consist of the Lions Clubs that have been chartered in the following counties of Indiana: Cass, White, Benton, Carroll, Tippecanoe, Warren, Clinton, Boone, Montgomery, Fountain, Vermillion, Parke, Putman, and Hendricks.**

## **ARTICLE IV**

### **District Officers**

**Section 1. The District shall have a District Cabinet composed of the District Governor, the First and Second Vice District Governors, the Immediate Past District Governor, a Cabinet Secretary-Treasurer, Region Chairmen, Zone Chairmen, and Chairmen of the Standing Committees as provided for in Article III Section 1 and 2 of the By-Laws. All members except the District Governor and the First and Second Vice District Governors shall be appointed by the District Governor and serve as the officers of the District.**

**Section 2. The District Governor and the First and Second Vice District Governors shall be elected at a District Convention and shall take office immediately on the adjournment of the Lions Clubs International Convention next succeeding their election and shall serve until the adjournment of the next following International Convention.**

**Section 3. The District Governor shall, within thirty (30) days after he has been elected, appoint a Region Chairman for each Region, a Zone Chairman for each Zone in the District, a Cabinet Secretary-Treasurer and a District Chaplain to assist him with his District organization work.**

**Section 4. Each officer appointed by the District Governor shall be a member in good standing of a chartered Lions Club in good standing within the District.**

**Section 5. If there is a vacancy in the District Governor's Cabinet, except that of District Governor, the District Governor shall have the power to fill such vacancy for the unexpired term thereof.**

**Section 6. There shall be no salary paid to any officer of District 25-C.**

## **ARTICLE V.**

### **District Convention**

**Section 1. An annual convention of this District shall be held in each year, at least thirty (30) days before the date of the Lions of Indiana State Convention at a place selected by the District Governor with the approval of the Cabinet and at a date and time fixed by the Cabinet.**

**Section 2. A Convention Sergeant-At-Arms and such Assistant Sergeants-At-Arms as he deems necessary shall be appointed by the District Governor.**

**Section 3. Each chartered Club in good standing in Lions Clubs International and the District shall be represented by one or more delegates at the annual Convention of the District and shall be entitled in the Convention to one voting delegate and one alternate for each ten (10) members, or majority fraction thereof, who have been enrolled for at least one year and a day in the 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 may cast one (1) vote only on each office to be filled and one (1) vote only on each issue to be voted on by the members of said 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.**

**Section 4. A majority of the delegates in attendance at any session of the District shall constitute a quorum.**

**Section 5. The site of the District Convention shall rotate, in turn, from year to year among the Regions of the District. If any Region shall fail to provide a site for the same in the year of its turn, then the District Governor and Cabinet shall obtain a site in one of the other Regions in the District.**

**Section 6. All Lions, Lioness, and Leos, as members of their respective Clubs shall be invited to and to participate in the District Convention.**

## **ARTILE VI**

### **District Convention Funds**

**Section 1. There shall be no annual per capita District Convention Fund Tax levied upon each member of each Club in the District.**

**Section 2. The expense for the operation of the District Convention shall be ascertained and each member in attendance shall be levied a proportionate amount.**

## **ARTICLE VII**

### **District Cabinet Meetings**

**Section 1. A regular meeting of the Cabinet shall be held in each quarter of the fiscal year with the first to 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-Treasurer.**

**Section 2. Special meetings of the Cabinet may be called by the District Governor at his discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not less than five (5) nor more than ten (10) days written or telegraphic notice of special meetings, setting forth the purpose thereof and date, time, and place determined by the Cabinet Secretary-Treasurer.**

**Section 3. The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. There shall be no voting by Proxy.**

## **ARTICLE VIII**

### **Regions and Zones**

**Section 1. The District Governor shall divided the District into Regions of no more than sixteen (16) and no less than ten (10) Lions Clubs, and each said 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 sole discretion, he shall deem the same necessary to the best interest of the Association.**

**Section 2. Meetings of representatives of all Clubs in the Region, with the Region Chairman presiding, shall be held during the fiscal year at times and places fixed by the Region Chairman and Zone Chairman of the respective Region.**

**Section 3. Meetings of representatives of all Clubs in a Zone, with the Zone Chairman presiding, shall be held during the fisal year at times and places fixed by the Zone Chairman.**

## **ARTICLE IX**

### **District Committees**

**Section 1. District Governor's Advisory Committee. In each Zone, the Zone Chairman and the Presidents and Secretaries of the Clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairman presiding as Chairman thereof. At a date, time, and place called by the Zone Chairman, this Committee shall hold its 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; a fourth meeting approximately thirty (30) days before the Multiple District Convention.**

**Section 2. District Governor's Honorary Committee. The District Governor may appoint a District Governor's Honorary Committee of Past International Officers who are members in good standing of Clubs within the**

**District. This Committee shall meet when and as called upon by the District Governor.**

**Section 3. All District Committee funds shall be deposited with the Cabinet Treasurer. Those funds shall be held by the Cabinet Treasurer for the use of the committee only. Distribution for the fund shall be by the District Chairman of that Committee or by a majority vote of the cabinet. All District Committee funds shall be transferred to the incoming Cabinet Treasurer at the end of each Lions year.**

## **ARTICLE X**

### **Finance**

**Section 1. The Cabinet Secretary-Treasurer shall charge against and collect from each Lions Club in District 25-C the sum specified in the Multiple District 25 Constitution and By-Laws of the Lions of Indiana.**

**(a) The Cabinet Secretary-Treasurer shall charge and collect from each Lions Club of District 25-C, seventy-five cents (\$.75) per member each year to be used for the expenses incurred by the First and Second Vice District Governors. Disbursements from this fund shall be made in accordance to rules of audit and may not exceed the amount collected in the fund. Any balance remaining at the end of a fiscal year will be retained by the Cabinet Secretary-Treasurer in the fund for use in succeeding years.**

**(b) The Cabinet Secretary-Treasury shall charge against and collect from each Lions Club of District 25-C, forty cents (\$.40) per member each year to be paid semi-annually, to be used for the expenses incurred by the District Governor. Disbursements from this fund shall be made in accordance to rules of audit and may not exceed the amount collected in the fund. Any balance remaining by the end of the fiscal year will be retained by the Cabinet Secretary-Treasurer in the fund for use in the succeeding years.**

**(c) Notwithstanding the provisions of Article VI, a per capita assessment in the amount of fifty cents (\$.50) per members each year to be**

**paid semi-annually according to the records of the June and December monthly membership reports and shall be payable within thirty (30) days. These monies will be allocated to the Cabinet Meeting fund and used to defray the costs of cabinet meetings. Any balance remaining at the end of the fiscal year will be retained by the Cabinet Secretary-Treasurer in the fund for use in succeeding years. The monies in this fund may only be expended upon an agreement by the Governor and the Vice District Governors.**

**Section 2. The District Governor and his Cabinet shall not incur obligations in any fiscal year that will effect an unbalanced budget or deficit in said fiscal year.**

**Section 3. The District Secretary-Treasurer shall, on the first day of each calendar month, pay the money deposited with him by the Clubs in the District the amounts due to the State Comptroller, and the Treasurers of Cancer Control, Eye and Tissue Bank, Leader Dogs, Speech & Hearing, Indiana Lions for the Indiana School for the Blind and Visually Impaired, Indiana Lions Foundation, Inc., and Lions Club International Foundation. He shall furnish therewith a statement showing the Clubs' names and the amount from each such Club.**

**Section 4. The Cabinet Secretary-Treasurer shall disburse the monies from the District Administration Fund on order of the District Governor, supported by written requisitions and the Cabinet Secretary-Treasurer shall within thirty (30) days after the completion of his term, submit a written detailed accounting of all expenditures to the District Governor.**

**Section 5. The Cabinet Secretary-Treasurer shall have the records of the District Administration Fund audited by an auditor who shall be appointed by the District Governor. Such audit shall be completed before August 15 following the end of the District Governor's term of office.**

**Section 6. The District Governor shall with the services of the Cabinet Secretary-Treasurer prepare a proposed budget for the expenditures made from the District Administration Fund. The budget shall be presented to the Cabinet at its first meeting for approval.**

**Section 7. Expenses of the District Governor with his attending the International Convention shall be considered a District Administration Fund expense. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions International. In the event that District funds are not available for all the expenses, the District shall be obligated only insofar as the District Administration Fund may provide.**

**Secton 8. Blanket Fidelity surety bond purchased by the Multiple District Lions of Indiana Comptroller shall cover the Cabinet Secretary-Treasurer.**

**Section 9. The Cabinet Secretary-Treasurer, during the year 1984-1985, shall assess each Lions Club of District 25-C the sum of twenty-five cents (\$.25) per member to establish an initial operating fund for the Governor-elect. The fund shall be made part of the acting District Governor's budget and shall be delivered to the Governor-elect within 15 days after his election to the office of District Governor at the District Convention. Said funds to be collected once, and only once, are to be used to cover the cost of organizing his Cabinet and for processing needed materials to support District 25-C. Each District Governor shall maintain this fund as part of his budget. Expenditures made from the fund are to be replaced and passed on to the next Governor-elect.**

## **ARTICLE XI**

### **Amendments**

**Section 1. This Constitution may be amendment only at a District Convention by resolution reported by the Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.**

**Section 2. No amendment shall be reported or voted upon unless the same shall have been furnished in writing to each Club no less than thirty(30) days before the convening date of the annual Convention with notice that the same will be voted at said convention.**

**Section 3. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.**

## **BY-LAWS**

### **ARTICLE I**

#### **Nominations and Elections**

**Section 1. The District Governor shall appoint a District Nominating Committee of not more than five (5) members, each of who shall be a member of a different regularly chartered Lions Club within the District and shall not, at the time of his appointment, hold any State, District, or International office. Such committee members shall receive notification of their appointment at least sixty (60) days before the annual District Convention.**

**Section 2. The District Governor shall designate one (1) member of the District Nominating Committee to act as chairman thereof and the chairman shall serve as the District's member of the State Convention Election Committee.**

**Section 3. Any member of a chartered Lions Club in District 25-C seeking the office of District Governor or First Vice District Governor and Second Vice District Governor shall file his intention to so run in writing with the Nominations and Elections Committee, with a copy to the District Governor, at least thirty (30) days before the District Convention.**

**Section 4. A candidate for the office of District Governor shall:**

- (a) Be an active member in good standing of a chartered Lions Club in good standing in District 25-C;**
- (b) Secure the endorsement of his/her club or a majority of the clubs in District 25-C;**
- (c) Currently be serving as the First Vice District Governor in District 25-C;**
- (d) Only in the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications of the office of the 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 the subsection c of this section.**

**Section 5—Qualifications for the office of First Vice District Governor and Second Vice District Governor shall:**

- (a) Be an active member in good standing of a chartered Lions Club in good standing in District 25-C;**
- (b) Secure the endorsement of his/her club or a majority of the clubs in District 25-C;**
- (c) Have served or will have served at the time he/she takes office as First Vice District Governor and/or Second Vice District Governor;**
  - 1) As President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors for no less than two (2) additional years;**
  - 2) As Zone Chairman or Region Chairman or Cabinet Secretary and/or Treasurer for a full term or major portion thereof;**
  - 3) With none of the above being concurrently accomplished.**

**Section 6. The Nominating Committee shall place in nomination at the District 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 three minutes duration, and one seconding speech of no more than three minutes duration. No floor demonstrations will be allowed in the Meeting Hall.**

**Section 7. The election shall be by secret written ballot, with the District Governor candidate required to secure a majority of the votes cast by the delegates present and only 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. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.**

**Section 8. In the event of a vacancy in the office of District Governor, the same shall be filled according to the provisions of the International Constitution. The remaining Cabinet Officers and District Governor's**

**Honorary Committee shall convene at a date, time and place called and determined by the Immediate Past District Governor to pick a replacement for recommendation to the International Board of Directors.**

**Section 9. In the event of a vacancy in the office of Vice District Governors, the District Cabinet Officers and the District Governor's Honorary Committee shall convene at a date, time, and place called and determined by the District Governor to choose a replacement for the office of Vice District Governor for the remainder of the unexpired term.**

**Section 10. A delegate to be entitled to vote for elective offices must have his credentials certified by the Credentials Committee at a time established for the District Convention.**

## **ARTICLE II**

### **Duties**

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

- (a) Further the Purposes and Objects of Lions Clubs International;**
- (b) Supervise organization of new Lions Clubs;**
- (c) Promote cordial relations among the chartered Lions Clubs;**
- (d) Preside over all Cabinet, Convention, and other District meetings;**
- (e) Endeavor to visit each Club at least once during his term of office;**
- (f) Exercise such supervision and authority of Cabinet officers and District committee appointees as is provided in the District Constitution;**
- (g) Submit a current itemized statement of total District receipts and expenditures to the District Constitution;**

- (h) Submit such other reports and perform such other duties as may be required by the International Board of Directors;**
- (i) Deliver, forthwith, at the termination of his term of office and prior to August 15, all District accounts, funds, and records to his successor in office.**

**Section 2. The Vice District Governors, subject to the supervision and direction of the District Governor shall be Chief administrative Assistants to the District Governor. Their specific responsibilities shall be to:**

- (a) Further the Purposes and Objects of Lions Clubs International;**
- (b) Familiarize themselves with the duties of the District Governor so that in the event a vacancy in the office of District Governor he will be better prepared to assume the duties and responsibilities of said office;**
- (c) Perform such administrative duties as may be assigned to him by the District Governor;**
- (d) Perform such other functions and acts as may be required of him by the International Board of Directors through the Vice Governor's manual and other directives.**

**Section 3. Under the supervision and direction of the District Governor the Cabinet Secretary-Treasurer shall:**

- (a) Keep an accurate record of the proceedings of all meetings of the Cabinet and within five (5) days after each meeting forward copies of the same to all members of the Cabinet, the office of Lions Clubs International and to Club Presidents and Secretaries within his District;**
- (b) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor in office, and the Secretary of each Club in the District;**
- (c) Assist the District Governor in office, and the Cabinet in conducting the business of the District and perform such other duties as are specified or implied in this Constitution and By-Laws, or as may be assigned to him from time to time by the District Governor or the Cabinet;**
- (d) Sign all notices and documents issued by the District;**

- (e) Make an annual report to the Cabinet at its meeting immediately preceding the District Convention, and such other reports at such other times as the District Governor or Cabinet may require;**
- (f) Collect and receipt for all per capital taxes levied here under on members and clubs in the District, deposit the same in such bank or banks as the Cabinet shall determine and disburse the same by order of the District Governor or the Cabinet;**
- (g) Remit and pay over to the Multiple District Lions of Indiana Comptroller, the Multiple District per Capita dues and Club contributions to State and International projects collected in the District and secure a proper receipt therefore;**
- (h) Keep accurate books and records of accounts and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, and Cabinet member and any Club (or any authorized agent or any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet he shall furnish any such books and records as requested to any auditor appointed by the Cabinet.**

**Section 4. Region Chairman shall:**

- (a) Attend the regular and special meeting of the Cabinet;**
- (b) Assist the District Governor in promoting Lionism in his Region by performing such duties as may be delegated to him from time to time by the District Governor and the Cabinet;**
- (c) Recommend qualified Lions in his Region for appointment as Zone Chairman;**
- (d) Endeavor to have every Club in his Region operating under a duly adopted Club Constitution and By-Laws;**
- (e) Promote representation at International and District Convention by at least the full quotas of delegates to which Clubs in his Region are entitled;**
- (f) Supervise and assist the Zone Chairman of his Region in the performance of their official duties and cooperate with them in arranging and holding Zone Meetings and District Governor's Advisory Committee meetings. In the event the Region**

**Chairman for any reason can not or does not in the judgment of the District Governor, perform the duties of his 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 5. District Governor's Cabinet. The District Governor's Cabinet shall:**

- (a) Assist the District governor in the performance of his duties and in the formulation of administrative plans and policies within the District;**
- (b) Serve in an advisory and administrative capacity only;**
- (c) Receive from the Region Chairman reports and recommendations that concern the Clubs and Zones;**
- (d) Supervise the collection of all per capita dues by the Cabinet Secretary-Treasurer, designate a depository for said funds and authorize the payment therein of all legitimate expenses pertaining to the administration of the affairs of the District;**
- (e) Secure, semi-annually or more frequently, District financial report from the Cabinet Secretary-Treasurer;**
- (f) Provide for an audit as provided in Article X of the Constitution, for the books and accounts of the Cabinet Secretary-Treasurer, and with the District Governor's approval, set up a definite schedule of dates, times, and places or Cabinet Meetings to be held during the fiscal year.**

**Section 6. District Governor's Advisory Committee shall assist the Zone Chairman in an advisory capacity; 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 Cabinet.**

**Section 7. District Governor's Honorary Committee shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairman of this Committee**

shall attend meetings of the Cabinet when requested by the District Governor.

**Section 8. Sergeant-At-Arms shall maintain order and decorum at the respective Conventions and meetings and perform such other duties as are incident to his office under Robert's Rules of Order Newly Revised.**

### **ARTICLE III**

#### **Committees and Projects**

**Section 1. The District Governor shall appoint not later than ninety (90) days after his election to office the following committees: Membership Development, Extension, Public Relations, Activities, Lions Club International Foundation, Youth Exchange, Environmental, Convention, Lioness, Auditing, Leo Clubs, Budget and Finance, Constitution and By-Laws, Nominations and Elections, Leadership Development, Chaplain, Parliamentarian, Resolutions, Rules, and Sergeant-At-Arms and any other Committees so designated by the Lions of Indiana. The chairman of each committee shall serve on the Multiple District Committee. The District Governor may appoint any additional Committees deemed appropriate during the year.**

**Section 2. Trustees of the Lions Cancer Control Fund of Indiana, Inc., Directors of Indiana Lions Eye Tissue Transplant Bank, Inc. Trustees of Indiana Lions Leader Dog, Inc., Trustee of Indiana Lions Speech and Hearing, Inc., Indiana Lions for the Indiana School for the Blind and Visually Impaired, and Trustees of Indiana Lions Foundation, Inc. shall be elected for three (3) year terms, one for each project elected each year with members serving his/her third year as District Chairman. The project trustees shall be elected at the District Convention by filing his intentions to so run for Trustee in writing with the Nominations and Elections Committee, with a copy to the District Governor, at least thirty (30) days before the District Convention.**

**Section 3. The District Governor shall appoint an Election Committee on or before the District Cabinet meeting before the District Convention consisting of three members who are not members of a Club nominating a candidate for elective office. It shall be the duty of this Committee to have full charge of the election at the District Convention and have charge of preparing proper ballots.**

## **ARTICLE IV**

### **Convention Procedures**

**Section 1. The District Governor shall arrange the Order of Business for the District Convention and the same shall be the order of the day for all sessions.**

**Section 2. Except as otherwise specifically provided in this Constitution and By-Laws or in the Rules of Procedure adopted for a meeting, all questions on Order and Procedure in any District meeting or Convention, any meeting of the Cabinet, Region, or member Club or at any group or committee of any one of them shall be determined by Robert's Rules of Order Newly Revised.**

**Section 3. A Candidate for Nominations and Endorsement of International Director and Second Vice-President shall:**

- (a) Deliver by mail or in Person written Notice of Intention to seek such endorsement to the District Governor and, if this District is a Sub-District of a Multiple District, to the Multiple Council Chairman, no less than thirty (30) days prior to the convening date of the respective convention at which time such questions of endorsement is to be voted upon;**
- (b) Deliver with said notice or intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Law.**

**Section 4. Each notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominations and Elections Committee Chairman of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each prospective candidate who fulfilled said procedural and Constitutional requirements.**

## **ARTICLE V**

### **Fiscal Year**

**Section 1. The fiscal year of this District shall be from July 1 to June 30.**

## **ARTICLE VI**

### **Amendments**

**Section 1. These By-Laws may be amended only at a District Convention, by Resolution reported by the Committee on Constitution and By-Laws and adopted by the affirmative vote of Two-thirds (2/3) of the votes cast.**

**Section 2. 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 before the convening date of the annual Convention with notice that the same will be voted upon at said Convention.**

**Section 3. Each amendment shall take effect at the close of the Convention at which the same is adopted by the affirmative vote of two-thirds (2/3) of the votes cast unless otherwise specified in the amendment.**