

**LIONS CLUBS INTERNATIONAL  
DISTRICT 105 C**

**DISTRICT 105 C  
CONSTITUTION,  
BY-LAWS  
& STANDING ORDERS**

(adopted 7th February 2009)



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# CONSTITUTION

## *Interpretation*

### **Section 1. Introduction**

This Constitution shall be read, construed and operated in the general context and spirit of the Constitution and By-Laws of Lions Clubs International, and shall be binding upon the whole of the membership. All disputes and differences arising from, incidental to or consequent upon any ambiguities or uncertainties or omissions or otherwise concerning matters dealt with in this Constitution shall be resolved by the District Governor. Any such decision shall take immediate effect, shall be communicated as soon as possible to all Clubs in the District and thereupon shall be binding on all concerned. Any such decision shall stand and have full force and effect whilst the District Governor remains in office unless meanwhile constitutionally amended at a District Convention. If any such decision shall be so amended any interim acts deeds or omissions consequent upon such decision shall be deemed nevertheless to have been valid and effective until constitutionally amended as mentioned earlier.

### **Section 2. Definitions**

For the avoidance of doubt the following words shall have the meanings assigned to them:

Lions Clubs International:	The International Association of Lions Clubs
Multiple District:	Multiple District 105 of Lions Clubs International
District:	District 105C
Fiscal Year:	The period from 1 <sup>st</sup> July to 30 <sup>th</sup> June the following year (both dates inclusive)
District Convention:	Convention of District 105C
Cabinet:	District Governor's Cabinet (District 105C)
Club/Clubs:	A Lions Club or Clubs within District, Chartered and in good standing with Lions Clubs International
In writing	By letter or by electronic means

### **Section 3. Gender**

Wherever the male gender or pronoun presently appears in the District 105C Constitution and Bye - Laws, it shall be interpreted to mean both male and female persons.

## ***ARTICLE I - Objects and Membership***

### **Section 1. Objects**

The objects of this District shall be: -

- (a) To seek within the District, and through the clubs of the District, the attainment of the objects of Lions Clubs International as set forth in its Constitution and By-Laws.
- (b) To increase the fellowship and co-ordinate efforts of the clubs in the District.
- (c) To co-operate with Lions Clubs International in organising new clubs and in educating and strengthening all clubs in the District.
- (d) To promote the participation of the clubs of the District in the general objects, programmes and policies of the District, Multiple District and Lions Clubs International.

### **Section 2. Purpose**

The purpose of this Constitution is to provide this District with an efficient structure to assist the membership to achieve their service objectives and provide proper administration throughout the District consistent with the Constitution and By-laws of Lions Clubs International as amended from time to time.

### **Section 3. Precedence**

The Constitution of the International Association of Lions Clubs shall take precedence in requisite points over the Constitution of Multiple District 105, which in turn shall take precedence over this District Constitution, which has precedence over the Constitution of clubs within the District.

The relevant Standard Form of Constitution, or Roberts Rules of Order, will apply to any matter of operation not covered in the stated constitutions.

#### **Section 4. Membership**

The membership shall consist of all Lions Clubs in this District whose Charter has been approved by the Headquarters of Lions Clubs International and clubs shall be organised into such number of Regions and Zones as have been or shall be determined by the District Governor.

The Boundaries of the District shall be as may have been or shall be determined by the District Convention and Multiple District Convention and approved by the Board of Directors of Lions Clubs International.

**Note.** *The date of Charter Approval is the date on which the Headquarters of Lions Clubs International approve the issuing of a Charter to a Club. From that date the Club is entitled to vote at Conventions (see Section 3 of the By-Laws) and Multiple District and International insurance policies cover the members for insurance purposes.*

## **ARTICLE II - District Organisation**

#### **Section 1. The District Governor**

The authority and responsibility for the administration and general good government of the District and its part in the advancement of the Objects and Ethics of Lionism shall be vested in the District Governor. He shall be assisted by a Cabinet, which shall serve in an advisory and administrative capacity only.

#### **Section 2. District Cabinet**

The District Governor shall appoint by the time he officially takes office a District Cabinet composed as stated in section 3, including a Zone Chairperson in each Zone.

The District Governor may in consultation with, and at the request of the District Governor Elect/Designate, appoint District Officers to take office immediately after District Convention, where a particular portfolio makes it appropriate to do so.

#### **Section 3. Composition of District Cabinet**

The Cabinet shall be composed of the District Governor, First Vice District Governor, Second Vice District Governor, Immediate Past District Governor, District Secretary, District Treasurer, Region Chairpersons (this office to be utilised at the discretion of the District Governor), Zone Chairpersons, Sergeant at Arms, and Convention Officer other such officers as may be appointed by the District Governor to the Cabinet. All members of the Cabinet shall be eligible to vote. In the absence of the District Governor, the First Vice District Governor shall chair the Cabinet. Furthermore the Vice District Governors shall not, concurrently, hold the office of District Secretary or District Treasurer during the tenure of the office of Vice District Governors.

Members of Cabinet shall take Office at the completion of the International Convention next succeeding the election of the District Governor and (subject as herein provided) shall serve until the completion of the next following International Convention.

#### **Section 4. Cabinet Quorum**

A majority of the members of Cabinet shall constitute a quorum.

#### **Section 5. Meetings of Cabinet**

The District Governor shall hold a meeting of the Cabinet (convened by at least ten days notice in writing given by the District Secretary) on at least four occasions during his year of office and shall hold special meetings of the Cabinet (convened by such notice as mentioned earlier) upon receiving a request in writing so to do from a majority of the members of the Cabinet. Every such convening notice shall be accompanied by an agenda in respect of the proposed meeting.

#### **Section 6. Filling Vacancies**

In the event of a vacancy in the Cabinet or any office except that of District Governor, Immediate Past District Governor, or Vice District Governors the District Governor shall have the power to fill such vacancy.

### **Section 7. In Good Standing**

Each officer appointed by the District Governor shall be a member in good standing of a Lions Club, in good standing, within the District or, where appropriate, within a Region or Zone.

### **Section 8. Ceasing Good Standing**

Any Officer who ceases to meet the appropriate criteria of Section 7 shall at once cease to hold office and, if appropriate, the District Governor shall appoint another person in his stead.

### **Section 9. Removal**

The District Governor shall have the authority to remove or replace any District Officer who he has appointed.

### **Section 10. No Salary**

No salary may be paid to any Officer of the District.

### **Section 11. Expenses**

Appropriate expenses, to meet expenditure incurred in carrying out their duties may be paid to District Officers provided that these expenses have been previously authorised by the District Cabinet or the District Governor in line with the District Rules of Audit.

### **Section 12. District Signatories**

When documents require actual signatures the following are authorised signatories for the District:

The District Governor

The District Secretary

The District Treasurer

Provided that the signatories acted in good faith and with diligence and have taken reasonable care they shall not be personally responsible for any financial consequences from their action.

### **Section 13. Regions**

The District Governor shall divide the District into as many Regions as deemed fit, each Region containing not more than sixteen Clubs, due regard being given to the geographical location of the Clubs. The District Governor may alter these regions if he considers any alteration necessary in the best interest of Lionism.

### **Section 14. Zones**

The District Governor shall divide each Region of that District into as many Zones as deemed fit, each Zone containing not more than eight Clubs nor less than four, due regard being given to the geographical location of clubs. The District Governor may alter these Zones if he considers any alteration necessary in the best interest of Lionism.

### **Section 15 Notification of changes to the composition of Regions and Zones**

All clubs affected by such changes to the composition of Regions and Zones must be informed at least six weeks before the change is brought into operation to allow their opinions to be considered by the District Governor or the incoming District Governor.

### **Section 16. Zone Meetings**

A District Governor's Advisory Committee is a meeting of representatives from every Club, Zone by Zone. The representatives of Clubs shall consist of the President and Secretary but this shall not preclude other members of Clubs attending such meetings at the discretion of the Zone Chairman. Such Meetings shall be held in each Zone at such intervals and the Zone Chairman shall decide places as, but there shall be at least three such meetings during any one-year. The Zone Chairman shall be in active charge of such meetings.

### **Section 17. Visits of Region Chairperson (If appointed)**

The Region Chairperson shall attend a business meeting of each Club within his Region at least once during the fiscal year of his term of office.

### **Section 18. Visits of Zone Chairperson**

The Zone Chairperson shall attend a business meeting of each club within his Zone at least once during the fiscal year.

### **Section 19. Duties and responsibilities of District Officers**

The duties and responsibilities of the District Governor, Vice District Governors, District Secretary, District Treasurer, Region Chairpersons, Zone Chairpersons, and other District Officers are as specified in the International Constitution and in the Manuals and Job Descriptions issued to them at the start of their term of office.

Subject to the supervision of the District Governor, they shall perform such functions and acts as may be required by the International Board of Directors or by provisions of the respective single, sub- and multiple district constitution or by-laws which are consistent with the constitution and by-laws and policies of the International Board of Directors.

## ***ARTICLE III -District Governor's Honorary Committee.***

### **Section 1. District Governor's Honorary Committee**

A District Governor's Honorary Committee chosen from past District Governors may be appointed and would be chaired by the most recent Past District Governor present.

### **Section 2. Meetings of District Governor's Honorary Committee**

The District Governor's Honorary Committee shall meet at such intervals, places and times and for such business, as the District Governor shall decide.

## ***ARTICLE IV - District Finance***

### **Section 1. Setting and Payment of Subscription**

- (a) The revenue to pay the administrative expenses and costs of the District shall be provided by funds sent to the District Treasurer by every Club in the District. A District subscription to be paid by each member of every club in the District shall be decided at the District Convention by the financial resolution to set the dues for the next financial year. The proposition when sent to Clubs must have with it a detailed budget showing amongst other things the cost per member for each item. Once the subscription has been determined then it shall remain in force until changed at a subsequent District Convention
- (b) The subscription shall be paid half-yearly by each Club on 1<sup>st</sup> August and 1<sup>st</sup> February; the amounts payable to be based on the membership of each Club on the previous 30<sup>th</sup> June and 31<sup>st</sup> December respectively. No Club shall be liable to pay any District Subscription for the period of three months following the date of it's organisation or re-organisation, and subsequently only the unexpired proportion between the expiration of three calendar months and the following 30<sup>th</sup> of June or 31<sup>st</sup> of December, whichever is applicable, based upon the membership report next made after it has been organised or re-organised for three calendar months.

### **Section 2. District Payments**

The District Treasurer is authorised to use electronic methods for the administration of the District Finance on his authority alone.

He will report such transactions to Cabinet.

The District Treasurer is empowered to instruct the District Bankers, on his signature alone, to transfer funds within accounts in the name of the District and also authorise the purchase of dollar drafts in favour of Lions Clubs International.

### **Section 3. Report on District Accounts**

The District Governor shall arrange for an inspection and report upon the District Treasurers account's up to the end of the fiscal year by some competent person and shall cause copies of such accounts and inspection report to be sent to Clubs at least fourteen (14) days before the date of District Convention.

### **Section 4. Call for Audit**

The District Governor may call for an inspection and report upon the District accounts at any time.

### **Section 5. Sufficiency of Club Member's Dues**

The annual subscription shall be determined by individual Clubs and shall be adequate to cover their administrative costs, International, Multiple District and District Dues.

### **Section 6. Inspection of Club Records**

The District Governor, Vice District Governors, District Secretary, District Treasurer, Region Chairperson and Zone Chairperson shall be entitled to inspect the books of accounts and Minute Books of any Club within their District or Region or Zone respectively and to attend meetings, Board Meetings, and Committee Meetings of such Clubs similarly.

### **Section 7. Rules for an Independent Examination**

Each club shall forward to the District Treasurer by 31<sup>st</sup> December each year an independently examined and certified copy of accounts for the Lions financial year ending 30<sup>th</sup> June in the same year.

The independent examiner(s)

- (a) Shall not be a signatory of the Club's Bank Account or similar accounts.
- (b) May be members of the Club or independent outside professionals.
- (c) Must be person(s) considered by the Club to be independent and have sufficient expertise for the task.
- (d) Must be elected each year by the Club.

## ***ARTICLE V - Club Fund Raising***

### **Section 1. Fund Raising by Clubs**

No Club shall raise or attempt to raise or cause to be raised any funds or donations in cash or in kind outside the boundary of their Club unless invited to do so by or prior approval in writing of the other Club involved.

The boundaries of the club shall be in accordance with the policy of Lions Clubs International.

## ***ARTICLE VI - District Convention***

### **Section 1. Time & Place**

An annual Convention of the District shall be held in February or March of each year to conclude no less than thirty days prior to the convening of the International Convention. It shall be held at a place selected by a previous annual Convention of the District and at a date and time fixed by the District Governor at which the District Governor's report and financial and other reports shall be presented. Nominations for District Governor, First Vice District Governor and Second Vice District Governor shall be presented and a secret written ballots conducted.

An Extra-Ordinary General Meeting of Delegates from Clubs that are in 'Good Standing' may be called by the District Governor to debate and resolve specific problems:

when he considers it necessary, or

if requested to

by Cabinet or

by any six Clubs from the District that are in 'Good Standing', or

if a vacancy should occur in the positions of Vice District Governors or District Governor Designate.

30 days notice to be given to all Clubs of such a meeting detailing the matter/s to be debated and decided, giving venue and time.

The delegate entitlement for each club will be as for the Annual District Convention.

## **Section 2. Register of locations for the District Convention.**

The District Secretary with the Convention Officer shall maintain a register of locations throughout the District that are suitable for holding the Convention. Each year they shall nominate a place/s at which Convention will be held two years before the date of the event. They will present these to Cabinet, who will then place it/them before Convention.

Such a register to be reviewed each year and additions or alterations to be accordingly made.

After the Convention has selected the venue the Convention Officer will liaise with clubs in the Area to appoint a Host Committee.

## **Section 3. Official Call for District Convention**

The District Secretary shall issue an official call for the annual District Convention at least ninety days prior to the date fixed for holding the same, and such official call shall be circulated to all Clubs through their President. This Convention call shall incorporate the name and address of the District Constitution, Nominations and Resolutions Officer and the closing dates for the receipt of nominations and resolutions. The District Governor may at his discretion include in addition such other information, as he considers desirable.

## **Section 4. Resolutions/Amendments**

A resolution or amendment to District Convention to be submitted only by:

- (a) The District Cabinet, or
- (b) A Club in good standing and seconded by another Club in good standing.

## **Section 5. Submission of Resolutions and Amendments**

The District Constitution, Nominations and Resolutions Officer having received the resolutions and amendments shall submit them to the Nominations and Resolutions Committee constituted and operating in accordance with the rules stated in the By-Laws.

## **Section 6. Emergency Resolutions.**

The District Governor shall have the power to accept an Emergency Resolution being a Resolution, which could not reasonably have been submitted to the Nominations, and Resolutions Committee in accordance with Section 5, if received in writing by him before commencement of the opening session of District Convention. If he shall think fit, the resolution shall be submitted to District Convention and if a simple majority of those present and voting shall so decide, the resolution shall thenceforward be dealt with as a resolution in respect of which proper notice has been given.

## **Section 7. Submission of Nominations for District Governor and Vice District Governors**

The District Governor shall through the Constitution, Nominations and Resolutions Officer receive by an appointed date all nominations for the offices of District Governor, First Vice District Governor and Second Vice District Governor. Nominations shall be circulated under arrangements to be made by the District Governor to all Clubs at least six weeks prior to the District Convention.

*Note: Under the provisions of the International Constitution, Nominations for the position of District Governor or First Vice District Governor will only be accepted if the person, who would occupy that position by automatic succession, has declined to do so.*

## **Section 8. Voting Entitlements**

Each chartered club in good standing shall be represented at District Convention and shall be entitled to one voting delegate and one registered alternate for each ten members or major fraction thereof who have been a member for one year and a day this to be based on the number of members shown in the records of Lions Clubs International on the first day of the month preceding that month during which Convention is held. Each Club will be entitled to a minimum of one registered voting delegate and one registered alternate. The major fraction referred to is five or more members

## **Section 9. Quorum**

The registered delegates (or registered alternates if a registered delegate is absent) in attendance at the session of District Convention shall constitute a quorum  
providing that their number is 30 or more,  
they represent 25% of the Clubs in the District in good standing

Subject to Article IX hereof, to be adopted a resolution requires a majority of votes cast.

## **Section 10. Order of Business Agenda**

The District Governor shall arrange the order of business agenda of the District Convention and in conjunction with the District Convention Officer shall be responsible for the arrangements of a programme for the Convention. This programme shall include the entertainment, which is to be provided by the Host Committee for those attending the Convention.

## **Section 11. Standing Orders**

Standing Orders for use at District Convention shall be in accordance with appendix "A" hereto.

## **Section 12. Report to be submitted.**

Within sixty days of the close of the District Convention the District Secretary shall prepare a report in writing, which shall be a summary of the proceedings of such District Convention and send one copy of such report each to the Headquarters of Lions Clubs International, the MD105 Headquarters, the District Governor and to the President or Secretary of each Club.

# **ARTICLE VII - District Convention Finance**

## **Section 1. Administrative Expenses of District Convention**

The whole of the administrative expenses of the District Convention and any other associated costs of the Convention shall be paid out of District funds. Examples of such expenses and costs are:

- (a) Printing of Convention papers, delegates' wallets, stationery, postage and telephone.
- (b) Hire of rooms for the business session including reasonable stage decoration. Hire of equipment including public address system, projection equipment etc.
- (c) Provision of music and flag party.
- (d) Hotel accommodation for two nights and travel within the District for the International guest. A gift for the International guest.

- (e) Function tickets for associated social functions – The official Guests of the District to an overall maximum of eight tickets.
- (f) Top Table coffee. Lunches for official guests and partners at the “business day luncheon”.
- (g) Those resulting from the presence of guests invited by Cabinet to either the business sessions or social functions of District Convention.
- (h) Any other expenses or costs deemed necessary by District Cabinet.

In consultation with those District Officers involved, an estimate of the above costs is to be prepared and submitted to Cabinet at least six calendar months prior to the date of the District Convention by the Host Committee and approved by the Cabinet in writing.

**Section 2. Budgets**

The Host Committee shall submit to the Cabinet for approval a fully costed budget for the social activities to be held in conjunction with the District Convention including the prices to be charged for the various events. In determining this charge, the Convention Committee shall budget on a break-even situation.

**Section 3. Convention Accounts**

The Host Committee shall by the 30<sup>th</sup> April of that year submit to the District Treasurer for his approval, full accounts of the income and expenditure incurred in relation to all aspects of District Convention. The Committee subsequently shall supply the District Treasurer with such information, as he shall require enabling him to confirm to Cabinet that such accounts are correct.

***ARTICLE VIII - Elections and Continuity of office of District Governor and Vice District Governor***

**Section 1. District Governor - Officer of Lions Clubs International**

The District Governor, being an officer of Lions Clubs International, may only be removed from office by the affirmative vote of two thirds of the entire number of members of the International Board of Directors.

**Section 2. Election of District Governor and Vice District Governors**

Delegates attending the District Convention shall elect a District Governor and Vice District Governors provided that any candidate for such office shall be qualified under the Constitution of Lions Clubs International.

**Section 3. Failure to Elect District Governor etc.**

If the District shall fail to elect a qualified District Governor, or if the District Governor-Elect shall die or refuse or be found by the International Board of Directors to be unable by reason of illness or other disability to take such office prior to the day of his term would have started, or if a vacancy will exist as a result of District Governor election protest or legal action, then the District may have a District Governor appointed by the International Board of Directors in accordance with the International Constitution.

**Section 4. DG Vacancy**

- (a) In the event that a vacancy occurs in the office of District Governor, the First Vice District Governor shall act as District Governor. He shall perform the duties of, and have the same authority as, the District Governor until such time as the International Board of Directors fills the vacancy.
- (b) In the absence of the District Governor the First Vice District Governor shall preside over Cabinet, District Convention and other meetings of the District.

## **Section 5. VDG Vacancy**

In filling any vacancy arising in the office of Vice District Governor, the Immediate Past District Governor shall convene a meeting as provided for in the International Constitution and By-Laws as for the recommendation of a District Governor. It shall be the duty of the attendees at this meeting to appoint a qualified club member as Vice District Governor for the vacant term. It shall be the duty of the Immediate Past District Governor, or if not available, the most recent Past District Governor to send out invitations to attend said meeting and it shall be his/her responsibility to preside as chairman of the meeting. It will also be his/her responsibility to inform all clubs within the district of the vacancy and seek nominations from suitably qualified Lions. The chairperson shall convey the results to the International office, MD Head Quarters and notify all clubs within the District. The rules for the operation of this meeting shall be in accordance with its Rules of Procedure.

## ***ARTICLE IX - Amendments***

### **Section 1. Amendments to Constitution**

This Constitution can be amended only by Resolution at a District Convention adopted by an affirmative vote of not less than two-thirds of the delegates or alternates duly registered, qualified and attending.

### **Section 2. Amendments to By-Laws and Convention Standing Orders**

(a) The By-Laws to this Constitution and the Convention Standing Orders may be amended at a District Convention by an affirmative vote of a simple majority of the delegates or alternates duly registered, qualified and attending.

(b) The Convention Standing Orders may be altered by a majority decision of the Cabinet with any such changes being ratified by District Convention before implementation.

### **Section 3. Commencement**

Any amendment to the Constitution, the By-Laws or the Convention Standing Orders shall take effect immediately upon the close of the Convention at which such amendment was passed unless otherwise stated in the resolution proposing the amendment.

**End**

# By-Laws

## 1. Standing Rules of the Nominations and Resolutions Committee.

- (a) The District Governor shall by the time he officially takes office, appoint a Constitution, Nominations and Resolutions Officer.
- (b) The District Governor shall appoint not less than six months prior to Convention a committee to serve with himself and the Constitution, Nominations and Resolutions Officer of not more than four other members including the Vice District Governor. Each member will have equal voting rights and must be a member in good standing.
- (c) The Chairperson of the Committee shall be the District Constitution, Nominations and Resolutions Officer who, in consultation with the District Governor, will convene meetings as and when required and at least seven days notice of any meeting shall be given to members of the Committee.
- (d) The District Constitution, Nominations and Resolutions Officer shall as soon as practicable acknowledge in writing to the submitting Club(s) receipt of any resolution or amendment received and shall refer all such items to the Committee for due and proper consideration.
- (e) In the event of any doubt arising as to the acceptability of any resolution or amendment there shall be liaison between the District Constitution, Nomination and Resolutions Officer and the proposers, the primary purpose of such liaison being to enable the resolution or amendment to be presented for debate.
- (f) If, in the opinion of the Committee, redrafting is necessary in the interests of clarity, the District Constitution, Nominations and Resolutions Officer shall have the power to redraft any resolution or amendment with the agreement of the club proposing the resolution or amendment.
- (g) It shall be good and sufficient reason for any resolution or amendment to be determined as being unacceptable for debate if in the opinion of the Committee:
  - (i) It is considered trivial or likely to waste the time of convention or
  - (ii) The substance of the resolution or amendment has been voted upon at either of the two immediately preceding conventions or
  - (iii) The resolution or amendment has any consequences of a financial nature and the proposers do not send to the District Constitution, Nomination and Resolutions Officer adequate illustrative detail of the effect the resolution or amendment would have if passed or
  - (iv) The resolution or amendment is so similar to another resolution or amendment previously received by the District Constitution, Nomination and Resolutions Officer that the subject matter of the resolution or amendment will be considered at Convention in any event.
- (h) A majority vote of two-thirds of the voting members of the Committee is required to exclude a resolution or amendment from going forward for debate. Such resolution or amendment and the reason for exclusion is to be reported to the subsequent Convention by the District Constitution, Nominations and Resolutions Officer.
- (i) Resolutions and amendments for discussion at the District Convention shall be circulated to all Clubs at least thirty-one days prior to the District Convention.
- (j) The results of all resolutions laid before the District Convention shall be notified to all Clubs in the District as soon as practicable by means of specific memoranda issued by the District Constitution, Nomination and Resolutions Office.

## 2. Convention

### Definitions

- (a) For the avoidance of doubt the following words will have the meanings assigned to them:

**Delegate:** A properly registered and accredited delegate of a Club within the District or a properly registered and accredited alternate of a Club within the District raised to the status of a delegate due to the absence from the Convention floor of the delegate.

**Speaker:** Any member, in good standing, from any Club, in good standing, within the District or any accredited observer or visitor to the Convention invited to speak by the Chairperson.

**Chairperson**

- (b) The District Governor or in his absence the First Vice District Governor shall preside at Convention. In the event of both being unavailable the Second Vice District Governor shall preside.

**(c) Emergency Resolutions and Amendments**

- (i) The Chairperson shall have discretion to submit an emergency resolution/amendment for consideration at Convention provided that:

The resolution/amendment was received by him in writing with a copy to the Constitution, Nominations and Resolutions Officer before the commencement of the opening session of the Convention.

In the opinion of the Constitutions, Nominations and Resolutions Officer the resolution/amendment could not reasonably have been submitted on or before the closing dates published for their receipt by him.

Convention consents by a majority of registered delegates present and voting to the resolution/amendment being so considered.

- (ii) If a Resolution/amendment, arising from the Convention Business under discussion, is proposed and seconded from the floor of Convention then the Constitution, Nominations and Resolutions Officer in consultation with the Chairperson of Convention will consider whether the Resolution, so proposed, meets the criteria of an Emergency Resolution/amendment.

If they rule in the affirmative then Convention will be asked if it consents, by a majority of registered delegates present and voting, to the resolution/amendment being so considered.

**(d) Elections**

- (a) The candidate for District Governor requires a simple majority of the affirmative votes cast by the delegates present and voting to be declared elected.
- (b) Any elections of candidates for office shall be by secret ballot and the candidate receiving the majority of votes shall be declared elected.
- (c) In the event that there are three or more candidates or nominations voting shall be by the means of the single transferable vote system.
- (e) The Convention Chairperson shall complete a ballot form as a casting vote. This will be given in a sealed envelope to the senior scrutineer who will use the casting vote only if the ballot produces a tie.
- (f) After the declaration of the result of the ballot the Convention Chairperson will seek the permission of Convention to destroy the ballot papers. It is the responsibility of the senior scrutineer to ensure that this is done immediately after permission is granted.

**3. Delegate entitlement for New Clubs and Club Branches.**

Each new club will be entitled to a minimum of one delegate and one alternate. If by virtue of existing members, having a membership of the Association exceeding one year and one day, transferring into the club then the club will be entitled to the number of delegates and alternates that such members entitles it.

Each club branch will be entitled to a minimum of one delegate and one alternate, independent of the sponsor club. If the members of the club branch, have a membership of the Association exceeding one year and one day, then the club will be entitled to the number of delegates and alternates that such members entitles it.

#### **4. District Governor's Newsletter**

The District Governor shall keep all clubs informed of the District affairs through the District Governors newsletter.

**END**

# DISTRICT 105C CONVENTION STANDING ORDERS

## **Chairperson**

1. The Chairperson shall have discretion in selecting speakers, in deciding on the number of speakers to any resolution/amendment, and in terminating discussion whenever he considers it appropriate.
2. The Chairperson being entirely neutral shall not be a delegate of his Club and if at any time he wishes to express a personal opinion on a matter under discussion he shall vacate the Chair for this purpose.

## **Speakers**

3. On the Chairperson standing any speaker shall yield to the Chair and immediately resume his seat.
- 4(a). A speaker to any resolution/amendment or other matter or business must use a microphone, when available, announce his name and club and address the chair.
  - (b). If a member of the Cabinet speaks on any resolution/amendment or other matter of business he shall state whether he is representing the views of the Cabinet or otherwise.
5. Resolutions/amendments will be moved and seconded as follows:
  - (a) By nominees on behalf of Cabinet.
  - (b) By a delegate on behalf of a Club and by a delegate from another club.
- 6(a) If no delegates are present from a Club submitting a resolution/amendment then, unless that Club advises the Constitution, Nominations and Resolutions officer in writing at least ten days before the commencement of Convention of the names of an alternative proposer and seconder from another Club, the resolution/amendment shall be withdrawn unless Convention shall decide otherwise. With this one exception no resolution/amendment may be withdrawn without the consent of Convention.
  - (b) If a resolution be withdrawn with the consent of the Convention and there is an amendment to that resolution then that amended resolution shall become the substantive resolution.
7. With the agreement of Convention, resolutions and amendments to be taken as read.
8. All resolutions/amendments shall be moved and seconded before consideration by Convention, and not more than one resolution/amendment shall be discussed at any one time.
9. A delegate shall not move more than one amendment to any resolution nor shall the mover of a resolution moves any amendment to such resolution.
10. Where appropriate resolutions/amendments will be put for consideration immediately following the adoption of the relevant Committee Chairman's or Specialist Officer's report.
11. All resolutions shall be taken in the business session as stated in the agenda papers.
12. **Delegate to speak once only**
  - (a) Subject to the provisions of Section 15, a delegate shall not speak more than once to the same resolution/amendment without the consent of Convention.
  - (b) Only the Chairperson or the mover of a resolution exercising his right of reply, shall speak more than once to any resolution.
13. **Time Limits for Speakers**
  - (a) The proposer of a resolution/amendment will be permitted a maximum of three minutes to put the case for and after doing so shall formally move the resolution/ amendment. Normally the seconder will formally second the resolution and may reserve the right to speak later. At the

conclusion of the debate and before a vote is taken on a resolution the proposer of the resolution shall have the right of reply for the purpose of answering questions or clarifying points raised. He will not be permitted to introduce fresh arguments and shall be limited to two minutes for this purpose.

(b) The mover of any amendment shall not be entitled to the right of reply except when an original resolution has been displaced by an amendment which has become a substantive resolution in accordance with clause 6 (b) above when the right of reply ensues to the mover of the amendment.

(c) With the exception of the time limits stated in clause 13 (a) every speaker in general debate will be limited to one minute and must direct his/her speech strictly to the resolution/amendment under discussion.

(d) The times specified for speakers may be exceeded only with the approval of Convention.

#### **14. Voting**

The voting on any resolution/amendment on general business shall be by a show of Delegate Cards of those present and voting and the Chairperson shall declare the result or order a count. If the Chairperson's declaration is challenged by twenty or more delegates the votes shall be counted.

#### **15. Motion to proceed to next business.**

Any delegate, provided he has not already spoken on the matter under discussion, may move at any time that Convention proceeds to the next business and if this resolution be seconded the Chairman shall put the motion to Convention and if it is carried by a simple majority, he will then proceed to the next agenda item.

#### **16. Point of Order or Question**

Any delegate may at any time ask a question or raise a point of order through the Chair but must confine the question or point to the subject before Convention.

#### **17. Suspension of Standing Orders**

Any one or more of these standing orders may be suspended by resolution of Convention in relation to a specific item of business properly before Convention provided that at least two-thirds of the delegates present and voting shall vote for the resolution.

#### **18. Interpretation**

In all matters of interpretation of Convention Standing Orders the District Governor's decision shall be final.

**END**

