

PREFACE

The Lions of Zone 5, District N2 has empowered a Committee to draw up a Policy Manual and accompanying By-Laws to provide continuity and order in the conducting of affairs of this Zone.

Wherever the male gender or pronoun presently appears in this Policy Manual and By-Laws, it shall be interpreted to mean both male and female persons.

COMMITTEE MEMBERS

PDG Buster Woodworth
PCST Ken MacKenzie
ZC Cecil Cunningham

During the past number of years, the Zone has endeavored to coordinate the various Zone sporting events, Charter Nights and other Lion's functions in an effort to eliminate, whenever possible, more than one function being held within the same time framework. This has not always been possible due to any number of reasons. This Policy Manual will try and deal with situations that hopefully will enable the Zone Chairman to have a communications line that will effectively address this problem.

We must first recognize that it is not always possible to ensure that duplications will not exist but that every effort will be made to conform with the contents of this document.

ZONE 5

Zone 5, District N2 is made up of the following six (6) Lions Clubs:

Windsor & District
Hantsport & District
Wolfville & District

Port Williams & District
New Minas & District
Canning & District

ZONE CHAIRMAN

A candidate for Zone Chairman shall:

- (1) Be an active Member in good standing in his/her respective Zone, and
- (2) Have served or will have served at the time of taking office, a major portion of a year as President or Secretary of a Lions Club.

Nominations for the office of Zone Chairman must be received by the current Zone Chairman no later than 10 days prior to the final Zone Meeting of the year. An election, if one is necessary, shall be held at the final Zone Meeting under the direction of the current Zone Chairman. The current Zone Chairman, Club President (or designate) and the Club Secretary (or designate) will be entitled to vote.

DUTIES

Under the control and supervision of the District Governor, the Zone Chairman shall:

- (A) Make a report of each District Governor's Advisory Committee Meeting (Zone Meeting) and send copies within five (5) days thereafter to the District Governor, and Vice District Governors.
- (B) Endeavor to have every Club within the Zone operating under a duly adopted Club Constitution and By-Laws.
- (C) Arrange regularly scheduled Zone Meetings.
- (D) Encourage inter-Club Meeting(s) and social activities.
- (E) Promote attendance at Charter Nights of all Clubs in the Zone.
- (F) Promote representation at International and District (Sub and Multiple) Conventions by at least the full quotas of delegates to which Clubs in the Zone are entitled.

In the event the Zone Chairman for any reason cannot or, in the judgement of the District Governor, does not perform the duties of the 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.

ZONE SECRETARY

It shall be the responsibility of the Zone Chairman, upon assuming office, to appoint a Zone Secretary. The duties of this position will be to attend all Zone Meetings, record minutes and forward copies to Zone Clubs, handle correspondence and other duties deemed necessary by the Zone Chairman.

ORDER OF BUSINESS

The agenda for all Zone Meetings shall be set by the Zone Chairman and should be sent to all Clubs within the Zone prior to the meeting date(s). While not limiting the format of Zone Meetings, it should include President's reports, old business and new business. Any Club wishing to add any item to the agenda must contact the Zone Chairman prior to the meeting.

Presidents reports should only cover a condensed version of activities since last Zone report. Reports will be verbal and a full written report filed with the Zone Chairman..

VOTING

While any Member in good standing within the Zone may participate in debate on any matter before the Meeting, only the Zone Chairman, Club President (or designate) and Club Secretary (or designate) may vote on motions and elections. In the event of a tie vote, the Zone Chairman will cast the deciding vote.

AMENDMENTS

Any amendments, additions, deletions or revisions to Zone 5 Policy Manual and By-Laws may be considered and voted upon at any Zone Meeting providing:

- (a) Resolution has been made by a Club within the Zone and approved by the majority of the Members of the Club proposing the Resolution; or
- (b) Resolution has been made by an individual Member within the Zone with his/her Club's approval;
- (c) Each Club in Zone 5 has been notified of the Resolution preceding, by at least 30 days, the date of the Zone Meeting when the change is to be considered.

Any such changes will only become effective after an affirmative vote of a clear majority of those entitled to vote at Zone Meetings

The Zone Chairman shall appoint an active Lion in the Zone to update any and all changes to this Policy Manual and By-Laws.

BY-LAWS

- (1) In keeping with Club Boundaries as covered in District N2 Policy Manual and filed at the Offices of Lions International, in the spirit of cooperation, any Club having reason or need to operate outside these boundaries shall first seek the approval of the Club(s) within that boundary.
- (2) When Clubs determine the dates of their Charter Nights or any major events and functions affecting the Zone, they are expected to inform the Zone Chairman who will in turn notify those Clubs where he/she notices that a conflict may be possible and the Clubs may wish to make other arrangements.
- (3) District N2 provides for reimbursement to Zone Chairman, up to \$ 50.00, for telephone and postage expenses. Should a Zone Chairman require assistance with expenses incurred within the Zone, they will be dealt with by the Zone when necessary.
- (4) There shall be a minimum of three and a maximum of four Zone Meetings in each Lion's year. Four Zone Meetings is preferred.
- (5) No Club will be permitted to sell tickets, etc. at any Zone Meeting with the exception of the Host Club and with the exception of raffles for the Lions Foundations of Canada and Nova Scotia.
- (6) Each Club should provide a complimentary meal for the Zone Chairman if hosting the Zone Meeting, also on his/her official visit and complimentary tickets for the Zone Chairman and spouse/companion at its Charter Night.
- (7) To encourage participation at all Zone functions, the Host Club should endeavor to keep costs at a break even point.
- (8) Unless otherwise stated, Clubs winning a sporting event will be expected to host that event the following year.
- (9) All Zone Meetings of Zone 5 shall be non-smoking. The Zone Chairman, at his/her discretion may call a short "smoke break" during any Zone Meeting.
- (10) The Zone Chairman shall notify all Clubs in the Zone at least 30 days in advance, of the dates of any Zone Meetings.
- (11) Any Club hosting a Zone Meeting shall not schedule any Guest Speaker, Speak Out or Induction of New Members on the occasion of the Zone Meeting.
- (12) Zone Chairman shall not schedule any Guest Speakers, Speak Outs or demonstrations on the occasion of a Zone Meeting without the permission of the Clubs in the Zones.