



**BY-LAWS OF DISTRICT N2
LIONS CLUBS INTERNATIONAL**

REFERENCE GUIDE

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We Serve

“Wherever the male gender or pronoun presently appears in these by-laws, it shall be interpreted to mean both male and female persons. “

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ARTICLE I

Definition of Meetings

A REGULAR CLUB MEETING shall be as defined in Article XI of the Standard Form Lions Club Constitution and By-Laws. A **BOARD OF DIRECTORS MEETING** shall be as defined in Article VIII of the Standard Form Lions Club Constitution and By-Laws. A **JOINT MEETING** shall be defined as a meeting of two, or more, Lions Clubs, each of which shall hold a separate meeting where business shall be transacted under its presiding officer with a quorum of its members present. A **COMBINED MEETING** shall be defined as a meeting of two, or more, Lions Clubs under one Chairman, with or without a quorum of each club in attendance and where individual business will not be transacted.

ARTICLE II
Qualification, Nomination and Election of District Governor,
Vice District Governors, and Zone Chairmen

A. Effective July 1, 1996, the position of Region Chairman in District N2 shall be abolished and the duties taken over by the Zone Chairman. All references to the position of Region Chairman and Regions in the By-Laws and Policy Manual shall be deleted.

B. District N2 shall be made up of eleven Zones as follows:

<u>Zone 1</u>	<u>Zone 2</u>	<u>Zone 3</u>	<u>Zone 4</u>
Glace Bay New Waterford Sydney Baddeck Whycocomagh Cabot Trail	Louisdale St. Peters Antigonish Canso St. Mary's	(A) Amherst Springhill 2011 Oxford Parrsboro (B) River John Pictou Stellarton	Truro Chezzetcook Enfield Milford Sheet Harbour Musquodoboit Harbour Musquodoboit Valley Shubenacadie
<u>Zone 5</u>	<u>Zone 6</u>	<u>Zone 7</u>	<u>Zone 8</u>
Windsor Hantsport Wolfville Port Williams Canning New Minas	Kentville Coldbrook Berwick Aylesford Kingston	Middleton Lawrencetown Bridgetown Annapolis Royal Deep Brook-Waldec Digby & Area	Meteghan Yarmouth Pubnico Barrington
<u>Zone 9</u>	<u>Zone 10</u>	<u>Zone 11</u>	

Shelburne Lockeport Liverpool Bridgewater New Germany Mahone Bay Chester Basin- New Ross-Chester Riverport	Hubbards St. Margarets Bay Spryfield Armdale-Fairview- Rockingham Bedford Sackville Beaver Bank-Kinsac Fall River-River Lake Dalhousie University Campus Club	Cole Harbour Dartmouth Preston & Area Eastern Passage Lake Echo	
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1) A candidate for **Zone Chair** shall be a member in good standing of a chartered Club within the Zone and shall have served, or be serving, a major portion of a year as President or Secretary of a Lions Club.

2} All candidates must be nominated, in writing, by their Lions Club and such nomination shall be received electronically, by hand delivery, or by Canada Post by the current zone chair at least ten (10) days prior to the last zone meeting.

3} In the event there are no nominations of a qualified candidate for zone chairman, then but only then, nominations for qualified candidates for that office may be made by any voting delegate from the floor, provided that the candidate so nominated is either present to confirm, or has given written confirmation that he/she will serve if elected.

4) Should there be no candidates nominated by Lions Clubs, or from the floor, the zone chair shall request the incoming district governor to appoint a zone chair.

5) All elections shall be by secret ballot unless there is only one nominee in which event the Chair shall declare the nominee elected.

6) If a candidate does not receive a clear majority of the votes cast, a second and succeeding ballot as required shall be held and the candidate receiving the least number of votes in each preceding ballot shall be dropped. Balloting shall continue until one candidate has received a clear majority of votes cast

7) If after five ballots no candidate has been elected then, and only then, the current zone chair shall cast the deciding vote.

C. Nominations for the Office of District Governor and Vice District Governors must be

received by the Cabinet Secretary-Treasurer Thirty (30) days prior to the date of the Annual Convention. All nominations shall include a written confirmation from the Nominee that he/she will serve if elected.

- D. No member may be nominated for more than one office during any one election.

- E. The April/May Cabinet Meeting shall be replaced by a Sub-District Convention in accordance with Article VIII, Section 2D, of the Multiple District Constitution and By-Laws and at such Convention voting on all matters including the election of District Officers shall be in accordance with Article I, Section 2, of the M.D. By-Laws.

All elections shall be by secret ballot and the election of any candidate shall be by a clear majority of the votes cast.

- F. In the event there are no nominations of a qualified candidate for any District Office, then but only then, nominations for qualified candidates for that office may be made by any delegate from the floor, provided that the candidate so nominated is either present in person to confirm, or has given written confirmation that he will serve if elected.

Votes for each Zone Chairman shall be cast only by those clubs within the respective Zone.

ARTICLE III Awards and Rules

- A. There shall be awarded annually the following trophies:
 - 1) The Visitation Trophy, donated by the New Glasgow Lions Club.
 - 2) The Most Improved Club Trophy, donated by PDG Amos Stevens.
 - 3) The District Governor's Appreciation Award, known as the Best President Trophy.

- The Best President Runner-up Trophy, donated by PDG Buster Woodworth.
- 4) The Best Secretary Trophy, donated by Lion Stan Siddal.
- The Best Secretary Runner-up Trophy, donated by PDG Buster Woodworth.
- 5) The Outstanding Lion Trophy, donated by PDG Earle Hoare.
- 6) The Best Club Trophy, donated by PDG Erskine Cumming.
- The Best Club Runner-up Trophy, donated by PDG Art Chapman.
- 7) The Curling Trophy, donated by Lion R. Wendell Phinney.
- 8) The Bowling Trophy, donated by the Bridgewater Lions Club.
- 9) The Golf Trophy, donated by the Kingston Lions Club.
- 10) The Public Relations Trophy, donated by Lioness Margie Rhindress in memory of PDG LeRoy Rhindress.
- 11) The Best Bulletin Trophy, donated by PDG Jack Sewell.
- 12) The Best Leo Club Sponsor Trophy, donated by PDG Al Munro.
- 13) The Best Zone Trophy, donated by PDG Ron Lane.
- 14) The Rookie of the Year Trophy, donated by PDG Michael Surette.
- 15) The Lions Foundation of Canada Award, donated by PDG Peter Giffin.
- 16) The Best Road Sign Trophy, donated by PDG E. C. Ted Greene.
- 17) The Lions Foundation of Nova Scotia Trophy, donated by PDG Lou Thurber.
- 18) The Individual Visitation Trophy, donated by PDG Art Benedict.
- 19) The Membership Growth Award, donated by PDG Elmer Ling.
- 20) The Hearing Ear Dogs Trophy, donated by PDG Charles Uhlman.
- 21) The Vice District Governor's Trophy, donated by PDG John Macfie.
- 22) The Berkley Tidman Memorial Trophy, donated by the Kingston Lions Club and

Irene Tidman.

- 23) There shall be awarded at each Cabinet Meeting, a trophy known as the District Governor's Rose Bowl, donated by PDG Joe Maund.
 - 24) The Walk For Dog Guides Trophy, donated by PDG Charles Uhlman.
 - 25) The Lions-Quest Trophy, donated by Lions PCC Bob & Barb Lyle.
 - 26) The Canine Vision Canada Award, donated by PDG Peter Wallis, Lions Foundation of Canada Director 2001-2004
 - 27) The Recycle For Sight Trophy, donated by PDG Ray Penny
 - 28) The PDG Art MacKenzie Best Club Website Trophy, donated by the Musquodoboit Harbour & District Lions Club
 - 29) The Diabetes Trophy, donated by PCC Sid Francis
 - 30) The Best Leo Club Trophy, donated by PDG Ted Greene
 - 31) The Lions Postage Stamp Collection Trophy, donated by PDG Charles Uhlman.
 - 32) The Lioness District Stamp Collection Trophy, donated by PDG Gordon Johnston.
- B. Whenever possible these trophies shall be presented by the donors, but if not possible, they shall be presented by the District Governor or his representative.
- (i) with the exception of the Curling Trophy, Bowling Trophy, Golf Trophy, Birkley Tidman Trophy, and the District Governor's Rose Bowl, all District N2 trophies shall be returned at the Nova Scotia Convention and handed to the District Governor so they may be engraved and prepared for presentation at the Fall Cabinet Meeting.
- C. Notices of intent to replace retired trophies or awards, or to donate or furnish any additional District trophies shall first be submitted to the Trophy Review Committee for consideration, along with design details and complete criteria for awarding of the trophy. The Trophy Review Committee Chairman shall be appointed by the District Governor at the same time and in the same manner as other District Committee Chairmen.

Should a Trophy or Award become damaged and require repair or become damaged beyond repair, it shall be the responsibility of the donor to either repair or if

necessary replace the Trophy or Award. If for any reason the donor declines to repair or replace, or is unable to repair or replace the Trophy or Award, then that Trophy or Award shall be retired and returned to the donor or the home Club of the donor.

D. The trophies shall be awarded on the following basis.

- 1} **VISITATION TROPHY** - to the club earning the greatest number of points as follows:

For the purpose of this sub-section, the use of the terms CLUB MEMBERSHIP shall mean members shown in the ACTIVE member category of the M Report, plus those members shown in the LIFE MEMBER category of the M Report who regularly attend meetings and participate in club activities and projects.

- a) 10 points for four members or 15% of the Club Membership traveling up to 24 kilometers one way.
- b) 20 points for four members or 15% of the Club Membership traveling 25 to 49 kilometers one way.
- c) 30 points for four members or 15% of the Club Membership traveling 50 to 74 kilometers one way.
- d) 40 points for four members or 15% of the Club Membership traveling 75 to 99 kilometers one way.
- e) 50 points for four members or 15% of the Club Membership traveling 100 kilometers or more one way.
- f) For purposes of this trophy the District Governor is not to be counted as a member of his club on the occasion of his official visit. When the Vice District Governors are acting as an official representative of the District Governor, the provisions of this section shall also apply to him or her.
- g) A bonus of 10 points if the number of members attending represents 25% or more of total Club Membership.
- h) A bonus of 25 points if the number of members attending represents 33% or more of total Club Membership.
- I) A bonus of 50 points if the number of members attending represents 50% or more of total Club Membership

- j) To get credit for more than one visit during the same night, all Lions must stay for all meetings in full. This type of credit can be earned when a Zone Meeting is held following a Regular Club Meeting. If two, or more, clubs hold separate and successive meetings at the same location under their own presiding officer, each club must have a quorum of its members present and business must be transacted. A separate set of points may be earned for attending each such meeting held. This type of meeting shall be known as a JOINT Meeting. If two, or more, clubs meet together under one chairman, this shall be known as a COMBINED Meeting and shall earn only one set of points for each club in attendance.
 - k) All visits must be reported on the monthly M & A report and the one-way kilometers must be shown.
 - l) Visitation points may be earned by a visit - to a regular Club Meeting - a Joint Club Meeting - a Combined Club Meeting - a Charter Night - a Zone Meeting - a Cabinet Meeting - a Sub-District Convention - a Multiple District Convention - an International Convention - a District-wide programs/activities (such as District Curling, Golf, Bowling or any other sports events included in Article IV of the N2 Policy Manual, Cavalcade for Diabetes, and any District education and training programs, except seminars at Cabinet Meetings, organized by the District's GLT according to the provisions in Article 1(l) of the N2 Policy Manual - a Zone-wide activity (such as a Zone Social, Speak-Out, sporting event, fun night) - or a Board of Directors Meeting.
 - m) Points will not be awarded for attendance at a club's project.
 - n) Attendance at an extended meeting such as a cabinet meeting, District Convention or Multiple District Convention will earn separate set of points for each day of the meetings. A separate set of points shall be earned for attendance at the meet and greet at the Fall Cabinet Meeting and the Nova Scotia Convention.
 - o) Host Clubs shall be entitled to earn points for the Visitation Trophy.
 - p) These visitation contest rules apply specifically to the Club visitation contest and not to personal visits by Lions towards the visitation pins they can earn. The personal visits for which Lions can be credited towards a visitation pin or Bar are detailed in Article IV of the N2 By-Laws.
- 2} **THE MOST IMPROVED CLUB TROPHY** is awarded by the District Governor in his/her own discretion.

- 3} **THE DISTRICT GOVERNOR'S APPRECIATION AWARD** and **THE BEST PRESIDENT RUNNER-UP TROPHY** are awarded on the following basis:
- a) M & A Reports postmarked and/or electronically sent no later than the 2nd of the Month.
 - b) International semi-annual dues paid by September 1st and March 1st.
 - c) District semi-annual dues paid by November 1st and May 1st.
 - d) All committees functioning during the year.
 - e) Have an effective Membership Development and Retention Committee.
 - f) Attend All Zone Meetings.
 - g) Attend all Cabinet Meetings and District Convention, however, if unable to attend due to sickness, illness in the family or other emergencies, allowances will be made.
 - h) Club highway signs properly installed and maintained.
- 4} **THE BEST SECRETARY TROPHY** and **THE BEST SECRETARY RUNNER-UP TROPHY** are awarded on the following basis:
- a) M & A Reports postmarked and/or electronically sent no later than the 2nd of the month.
 - b) Completeness of the report.
 - c) Attendance percentage.
 - d) Membership changes.
 - e) List visitation, complete with kilometers, number of members and date.
 - f) List all activities.
 - g) Promptness of reply to correspondence.
 - h) Attendance at Zone Meetings.

- i) Attendance at all Cabinet Meetings and District Convention, however, if unable to attend due to sickness, illness in the family or other emergencies, allowances will be made.
- j) Attendance at Multiple District Convention.
- k) Submit resume of activities by April 30th.
- l) The general all-around efficiency of the Secretary to be determined by the District Governor and based on the following factors:
 - i) The Club Secretary keeps all club records.
 - ii) He helps the President see that all committees function properly.
 - iii) He prepares an agenda for the Board Meetings.
 - iv) He keeps a calendar of the events of the year and informs the President of their approach.
 - v) He exchanges Bulletins with other clubs in the District.
 - vi) He informs the club of the various contests which his club may enter, both District and International.
 - vii) He reads the District Constitution and By-Laws thoroughly.
 - viii) He notifies all clubs of attendance of visiting members.
 - ix) He keeps an accurate list of individual attendance and promptly writes International for all awards.
 - x) He keeps an accurate list of the Key members.
 - xi) He keeps a list of new members and their sponsors so that Key Awards can be checked.
 - xii) He is the business manager of the Club.
 - xiii) He shall be judged, in addition to the foregoing, on general all-around efficiency as a Club Secretary.
 - xiv) Any special activity or training that recommends him for this award.
 - xv) Personal observations of the District Governor.

NOTE: These are the same rules on which the Secretary will be judged for the Outstanding Multiple District Secretary Award.

- 5} **THE OUTSTANDING LION TROPHY** is awarded annually to any Lion in the District other than the donor on the following basis:
- a) Nominations for this award shall be made in writing and placed in the hands of the District Governor on or before the 31st day of July in each year. Nominations may be made by any Club President, Zone Chairman, Past District Governor, Cabinet Secretary Treasurer, Vice District Governor or the District Governor.
 - b) The winner shall be selected by a panel of Judges composed of the District Governor, Vice District Governors and Immediate Past District Governor.
 - c) The award is for the Lion in District N2 who has during the year exhibited outstanding and dedicated service in Lionism and has best exemplified the motto “ WE SERVE “
- 6} **THE BEST CLUB TROPHY and THE BEST CLUB RUNNER-UP TROPHY** are awarded on the basis of points earned by the club during the Lions year. The District Governor or those appointed by him/her shall have the responsibility of awarding the points for the categories on which the clubs will be judged according to Appendix “F” in the Policy Manual of District N2. It shall be the privilege and at the sole discretion of the District Governor to determine if a club meets the criteria to be awarded points in any category.
- 7} **THE CURLING TROPHY** is awarded to the winner of the Annual District Bonspiel to be held on a date which is best suited to the host club each year as determined by the Curling Committee of the Bonspiel Host Club. The Host Club shall be determined by vote of the Lions participating at the Annual Bonspiel.
- 8} **THE BOWLING TROPHY** is awarded to the winner of the Annual District Bowling Tournament as determined by the Bowling Committee of the Tournament's Host Club.
- a) The Host Club of the following year shall be determined during the Annual Tournament by the bowlers participating therein.
 - b) Whenever possible, the annual District Bowling Tournament shall be held in the month of October or November.

- 9} **THE GOLF TROPHY** is awarded to the winning team of the Annual District Golf Tournament.

The Annual Golf Tournament shall be a two-day affair and be held at a site and time to be determined by the winning team of the Tournament of the previous year, unless a long term hosting agreement has been arranged. The Golf Trophy shall be awarded to the winning team as determined by the Golf Committee of the Host Club. The winning team of the trophy shall be expected to host the following tournament. Individual trophies shall be paid for out of tournament fees.

- 10} **THE PUBLIC RELATIONS TROPHY** shall be awarded to the club that carries out the best public relations program, as determined on the following basis:

- a) Entries must be in the form of a scrapbook.
- b) Scrapbooks are not to exceed 24" x 36" and are limited to 52 sheets (both sides equaling 104 pages).
- c) All entries must be clearly identified on the cover.
- d) Each scrapbook shall contain:
 - (i) Newspaper or magazine coverage supported by clippings.
 - (ii) A record of television and radio time obtained.
 - (iii) Inter-Lion public relations activities such as bulletin and newsletters.
 - (iv) Any and all regular photographs mounted in the scrapbook which depict the Club's direct involvement with the community, and which enhance the image of the Lion's Club within the community.
 - (v) Each entry must list all newspapers, radio and television stations available to the club.
- e) Each club shall be responsible for delivering its entry to the District Governor before the start of the first Business Session of the Fall Cabinet Meeting.
- f) Each entry must be delivered in person by an authorized delegate attending the Cabinet Meeting. Entries forwarded by any other means will not be

accepted. Delegates who deliver the entries are responsible for picking them up from the Cabinet Meeting.

g) Entries will be judged during the Fall Cabinet Meeting by a committee composed of the three most immediate Past District Governors present at the Cabinet Meeting.

h) Judging will be based on:

(i) 45 percent delegated to news media coverage (within this 45 percent category of news coverage, 75 percent of the articles shall be devoted to service activities publicity and 25 percent may be devoted to social activities publicity).

(ii) 30 percent delegated to photographic depiction of Lion's Club community involvement. (Within this 30 percent category of photographic coverage, 75 percent of the photographs shall be related to direct community involvement by way of service activities, and 25 percent may be devoted to social activities.)

(iii) 25 percent delegated to Inter-Lion publicity.

11} **THE BEST CLUB BULLETIN TROPHY** shall be awarded annually to the Editor of the Best Bulletin published by a club in District N2.

A panel of three Judges appointed annually by the District Governor shall determine the winner.

To be eligible for the award, a copy of each issue of the bulletin shall be forwarded via Canada Post and/or electronically to each member of the judging panel, and a copy shall be forwarded via Canada Post and/or electronically to the District Governor.

Commencing with a combined July/August Bulletin and ten other monthly publications, entries will be judged and points awarded according to contest criteria. Judges will assign points valued from one to ten for each of the relevant categories of criteria listed. The total number of points awarded will then represent a percentage. At the end of the Lions Year (June), the club with the most points will have won the “ Best Club Bulletin Award “.

CONTEST CRITERIA:

- 1) Presidents Message and/or Editors Comments.
- 2) Membership & Executive List (Points will only be awarded once during contest period in this category)

- 3) Committee List (Points will only be awarded once during contest period in this category)
- 4) Calendar of Events
- 5) Information from, or highlights of, Minutes of all Meetings
- 6) Lionism in General (Examples: Lions Foundations, Diabetes Awareness, Youth Activities, Leos, Lions Quest, Drug Awareness, Sight, Public Relations & etc.)
- 7) District and Zone Information
- 8) Membership Information (Development and/or Retention)
- 9) Humor, Jokes, etc.
- 10) Overall Quality of Content

12} **THE BEST LEO CLUB SPONSOR TROPHY** shall be presented annually to the Lions Club in the District which in the opinion of the District Governor, in consultation with the District Leo Chairman, has best carried out its responsibilities as a Leo Club Sponsor.

13} **THE BEST ZONE TROPHY** is awarded to the Zone having the highest point average of the points awarded to all of the clubs in the Zone for the Best Club Trophy competition.

The trophy will be presented annually at the District Awards Banquet. It is to be presented to the Zone Chairman under whose authority it has been won. He shall have care and control of the trophy, determining where it is to be displayed, and ensuring that it is returned in sufficient time for re-presentation.

14} **THE ROOKIE OF THE YEAR TROPHY** to be presented annually to any Lion in the District other than the donor, on the following basis:

1. Nominations for this award must be made in writing and placed in the hands of the District Governor on or before July 31st.
2. Lion to have less than twelve (12) months service.
3. The award is for the Lion who has during the year shown outstanding and dedicated service in Lionism and has best exemplified the motto "**WE SERVE**".
4. Selection of the Winner shall be the responsibility of the District Governor, Cabinet Secretary-Treasurer and Immediate Past District Governor.

15} **THE LIONS FOUNDATION OF CANADA AWARD** shall be awarded annually by the District Governor at the Annual District Awards presentation to the

Lions, Lioness, Lionettes, or Leos Club making the largest per capita donation to the Lions Foundation of Canada in any Lions year.

Only donations made by Lions, lioness, Lionettes, or Leos Clubs, as well as by individual Club Members shall be considered for this award. This award will be based upon donations made to ALL the Lions Foundation of Canada's Programs.

To determine the winner the Director of the Lions Foundation of Canada in Nova Scotia will use donation figures provided by the Foundation and the total donations shall be divided by the number of members shown on the June M report.

- 16} **THE BEST ROAD SIGN TROPHY** shall be awarded each year to the Lions Club with the most attractive and best kept Road Sign during the year. Those Lions Clubs wishing to have their Road Sign considered for this Trophy shall submit a photo of same to the current District Governor on or before June 30th each year. The Club to be chosen and awarded the trophy is at the discretion of the present serving District Governor.
- 17} **THE LIONS FOUNDATION OF NOVA SCOTIA TROPHY** shall be awarded annually to the Lions Club that makes the highest per capita donation to the foundation during the Lions year.
- 18} **THE INDIVIDUAL LION VISITATION TROPHY** is available to any Lion who is an active member of any Lions Club in District N2 and shall be presented annually.

The purpose of this trophy is to encourage Lions of District N2 to become involved and continue to be involved in the visitation program. Acceptable visits shall be those defined in the By-Laws of District N2. The visits may be in District N2 or in any other District in the world of Lionism.

To be considered for this trophy a Lion should submit a signed visitation card to the club secretary no later than June 30th. The out-going club secretary will tabulate the number of individual visits made since July 1 of the previous calendar year, record the name of the Lion, the name of the club, and the number of individual visits made during that Lions year. That information, signed by both the out-going president and out-going secretary should be forwarded to the out-going District Governor, no later than July 15th. It is very important that only visits made during that Lions year be counted. Visits from previous years are not included.

This trophy in no way affects the status of the district visitation trophy which is awarded to the club recording the most visitation points during the Lions year. Nor does it have any effect on the visitation pins and bars, which Lions have been

earning during the past years. To be considered for this trophy, the visits may be made as a solo member or as part of a visitation team.

- 19} **THE MEMBERSHIP GROWTH AWARD** shall be awarded annually to the Lions Club that has the largest net gain in membership on a percentage basis during the Lions year.
- 20} **THE HEARING EAR DOGS TROPHY** shall be awarded annually to the Lions, Lioness, Lionettes, or Leos Club making the largest per capita donation to the Hearing Ear Dogs of Canada in any Lions year.

Only donations made by Lions, Lioness, Lionettes, or Leos Club, as well as by individual Club Members shall be considered for this award. This award will be based only on donations made to the Lions Foundation of Canada Hearing Ear Dogs Program.

To determine the winner the Director of the Lions Foundation of Canada in Nova Scotia will use donation figures provided by the Foundation and the total donations shall be divided by the number of members shown on the June M report.

- 21} **THE VICE DISTRICT GOVERNOR'S TROPHY** shall be awarded annually at the Fall Cabinet Meeting to the Club that sponsors the winning entry at the District Level in the annual Lions International Peace Poster Contest.

Rules and regulations for this trophy are as follows:

- a) The Donor or a Lion from Lake Echo Lions Club shall present the trophy to the Club that sponsors the winning entry.
- b) The Club, which is in receipt of the trophy, shall return it at the Nova Scotia Convention.
- c) In the event that there are no entries in a given year, the trophy is to be returned to the Lake Echo Lions Club who will serve as custodians of the trophy until such time that it can be awarded.
- 22} **THE BERKLEY TIDMAN MEMORIAL TROPHY** shall be awarded annually to the individual Lion participating in the Lions District N2 Golf Tournament, who finishes the entire tournament with the lowest gross score overall. The trophy shall be held by the winner until the following District N2 Golf Tournament, at which time it shall be returned to the Golf Committee of that year's tournament for presentation. The winner of the Berkley Tidman Memorial Trophy shall receive an individual trophy, which trophy shall be provided annually in acceptance with the wishes of the Tidman family, or paid for out of tournament fees.
- 23} **THE ROSE BOWL** shall be presented to the Club with the larger number of points computed as follows:

- a) 10 points for each club member actually present in the room at the time of roll call, plus 20 points for each percentage points which the total number present bears to the total membership of the Club as shown on their last M & A Report received by the Cabinet Secretary, plus 1/2 (one-half) point per kilometer one way per member present, plus 50 points each for Club President and Secretary present.
- b) If any Club outside the zone of the hosting club has 100 percent of their membership in attendance at the time of the Rose Bowl count, that Club would be awarded the Rose Bowl. In case of a tie, Club traveling the greatest distance shall be the winner.
- c) The timing of the roll call shall be the prerogative of the District Governor.

24} **THE WALK FOR DOG GUIDES TROPHY** shall be awarded annually to the Lions, Lioness, Lionette or Leo Club that raises the most money per capita for the Lions Foundation of Canada's Walk For Dog Guides.

Only walks organized by Lions, Lioness, Lionette or Leo Clubs will be considered for this award, and Walk For Dog Guides money will be the only donations used in calculating the totals for this award.

To determine the winner, the Director of the Lions Foundation of Canada in Nova Scotia will use amounts per club provided by the Lions Foundation of Canada, with the totals being divided by the number of members shown on the June M report

25} **THE LIONS-QUEST TROPHY** shall be awarded annually to the Lions, Lioness, Lionette or Leo Club that contributes the most money per capita to the Lions-Quest Program within Nova Scotia.

To be eligible for the award trophy, a letter must be sent to the District Governor Via Canada Post and/or electronically from your club Secretary indicating your total contribution for the current Lions Year.

The winner of the LIONS-QUEST TROPHY will be determined in cooperation with the outgoing District Governor and the Donor, whereby the totals per club will be divided by the number of members shown on the June M report.

26} **THE CANINE VISION CANADA AWARD** shall be awarded annually to the Lions, Lioness, Lionettes, or Leos Club making the largest per capita donation to

Canine Vision Canada in any Lions year.

Only donations made by Lions, Lioness, Lionettes, or Leos Clubs, as well as by Individual Club Members shall be considered for this award. This award will be based only on donations made to the Lions Foundation of Canada Canine Vision Canada Program.

To determine the winner the Director of the Lions Foundation of Canada for Nova Scotia will use donation figures provided by the Foundation and the total donations shall be divided by the number of members shown on the June M report.

- 27} **THE RECYCLE FOR SIGHT TROPHY** shall be awarded annually to the Lions, Lioness, Lionette or Leo Club that donates the most used eyeglasses per capita to the District Sight Conservation Chairperson.

To determine the winner, the District Sight Conservation Chairperson shall use the number of eyeglasses donated by a Club, which will then be divided by the number of members shown on the June M report.

- 28} **THE PDG ART MacKENZIE BEST CLUB WEBSITE TROPHY** shall be Awarded annually to the Lions Club in the District deemed to have the Best Club Website.

A panel of five (5) Judges consisting of the District Governor, Vice District Governors, Cabinet Secretary Treasurer or those appointed by the District Governor and the District Web Page Chairperson shall determine the winner.

To be eligible for the award, Clubs MUST advise all the Judges of their Website Address by July 31st of the Lions Year they wish to be judged.

Commencing each July through June of that Lion Year, entries will be judged and points awarded monthly according to contest criteria. Points will be assigned from one to ten for each of the relevant categories of criteria listed. At the end of the Lions Year (June) the judges points shall be tabulated and the Club with the most points will be awarded the trophy.

Criteria:

- 1) Ease of access to Website and ease of navigation within site
- 2) President or Webmaster's comments or message
- 3) List of Executives and Club Members
- 4) Club history
- 5) Club Projects and Fund Raisers

- 6) Calendar of Events, News and Meeting Information
- 7) Membership and General Lions Information
- 8) International, District & Zone Information
- 9) General overall clarity and appearance
- 10) Regular updates

29} **THE DIABETES TROPHY** shall be awarded annually to a Lions Club in the District on the following basis:

- a) The winner shall be selected by a panel of Judges composed of the District Governor, Vice District Governors and the District Diabetes Chairperson.
- b) Applications for this award shall be made in writing and placed in the hands of The District Governor, Vice District Governors and District Diabetes Chairperson on or before the 31st day of July each year. If no applications are received, awarding of the trophy shall be left to the discretion of the panel of Judges.
- c) Judging will be based on:
 - 1) Donations made to Diabetes Association, Camp Lion Maxwell and Cavalcade for Diabetes.
 - 2) Aid to persons suffering from Diabetes.
 - 3) Involvement in public Diabetes Awareness Activities, Programs and Education.
 - 4) Activity during Lions Diabetes Education Month (November)

30} **THE BEST LEO CLUB TROPHY** shall be presented annually to the Leo Club in The District which in the opinion of the District Governor, in consultation with the District Leo Chairperson, best exemplifies the Leo Club Program.

31} **THE LIONS POSTAGE STAMP COLLECTION TROPHY** shall be awarded to the club that forwards the most stamps to the District Postage Stamp Chairman

32} **THE LIONESSE DISTRICT STAMP COLLECTION TROPHY** shall be awarded to the club that forwards the most stamps to the District Postage Stamp Chairman.

E. It shall be the responsibility of the Immediate Past District Governor, immediately following presentation of District awards and trophies for their year at the Fall Cabinet Meeting, to provide a list of those awards and winners to the Editor of the Nova Scotia Lion for printing in the Nova Scotia Lion and also provide the current District Governor with a list of those awards and winners and who accepted the awards.

A copy of the list of those awards and winners shall also be provided to the District History Committee.

ARTICLE IV Visitation Pins

- A. The Progressive Visitation Pin Program commenced on July 1st, 1967.
- B. It shall be the responsibility of the local Club Secretary to keep a record of the individual members' visits and the Secretary shall request, upon presentation of a duly signed visitation card signed at the time or within appropriate and reasonable time actual visit was made, the appropriate pin or tab from the Cabinet Secretary-Treasurer as the Lion earns it.
- C. All pins and tabs must be requested in the name of an individual member and not as blanket orders for a club.
- D. The first pin that may be earned is one for 10 visitations.
- E. The second award will be in the form of a tab to be attached to the original pin and shall be earned for an additional 15 visits, making a total of 25 visits.
- F. The third award will be another tab and shall be earned for an additional group of 25 visits, making a total of 50 visits.
- G. The fourth and subsequent tabs shall be earned for additional groups of 50 visits each up to 200, making totals of 100, 150 and 200, and for additional groups of 100 visits each over 200 making totals of 300, 400, 500, etc.
- H. In the event that a Lion moves from Nova Scotia to New Brunswick or Prince Edward Island, he/she should keep a record of his/her visits and when the next higher tab is earned, it should be requested from the Cabinet Secretary-Treasurer of District N1. The reverse shall apply when a Lion moves into Nova Scotia from N1.
- I. Visitation Pins and Tabs may be requested at any time during the year, it is not necessary to wait until June.
- J. If a Visitation Award becomes lost, strayed, or stolen, a replacement may be procured from the Cabinet Secretary-Treasurer upon payment of the purchase cost plus postage.
- K. Lions who were formally Lioness, Lionettes or Leo Members or Transfer Members from

outside our present Visitation system who can demonstrate to the satisfaction of their Club Secretary they have made visitations which should be applied to their visitation record as a Lion in District N2, the Secretary shall request, upon presentation of a duly signed visitation card signed at the time or within appropriate and reasonable time actual visit was made, the appropriate pin or tab from the Cabinet Secretary Treasurer.

- L. Visitation awards are available to Lioness Members, in District N2, on the same basis as outlined above, provided that they must be purchased at cost plus postage from the Cabinet Secretary-Treasurer.
- M. To get credit for more than one personal visit during the same night, a Lion must stay for all meetings in full. This type of credit can be earned when a Zone meeting is held following a Regular club meeting. More than one personal visit may be earned at a Joint meeting if two, or more, clubs hold separate and successive meetings with a quorum of their members present and transact business under their own presiding officer. Only one personal visit may be claimed for attendance at a Combined meeting as defined by sub-sub-Section J of Article III.
- N. A Lion may claim a personal visitation on an individual basis or as a member of a visitation team to meetings of another Club or a Charter Night of another Club. No claim may be made for attendance at a club's project.
- O. At extended meetings such as a Cabinet Meeting, District Convention or Multiple District Convention a Lion may claim a personal visitation for attendance at each of the following: Friday Evening Social, Meeting of the Day, Noon Luncheon, Evening Banquet including Dance, Speak-out, Necrology Service and Attendance at Workshop or Seminar. A Lion may also claim one personal visitation for each day they either work or are in attendance at a Canada/Usa Forum.
- P. A personal visit may be claimed for a zone activity such as a zone sports event (darts, curling, bowling, etc.), zone speak-out, zone social and zone fun night provided the Lion is in full attendance at the activity.
- Q. Personal visits are also credited for district programs/activities (such as district curling, golf, bowling or any other sports events included in Article IV of the N 2 policy manual, Cavalcade for Diabetes, and any district education and training programs, except seminars at cabinet meetings, organized by the district's GLT according to the provisions in Article 1 (I) of the N 2 Policy Manual)
- R. A personal visit can be claimed for a district wide activity when all clubs in the district have been invited and have an opportunity to participate. Some examples of such activities are a friendship night, camp Lion Maxwell and any current, or future, approved district project like Brigadoon and World Blind Golf.

ARTICLE V

Club Gongs

For the purpose of this sub-section, the use of the terms CLUB MEMBERSHIP shall mean members shown in the ACTIVE member category of the M Report, plus those members shown in the LIFE MEMBER category of the M Report who regularly attend meetings and participate in club activities and projects.

- A. Any club in this District visiting another club for the purpose of claiming a gong must have four (4) members or 15% of the Club membership and must stay the full meeting of the club they are visiting.
- B. A gong can only be claimed or retrieved on a regular meeting night.
- C. Only the gong can be claimed. No other piece of property may be removed from a club's premises.
- D. Any club having a gong belonging to another club will not hide, lend, or give that gong to any other club.
- E. To retrieve a gong or claim a gong, a visiting club must have four (4) members or 15% of the Club membership.
- F. To claim a gong, and retrieve a gong in the same night, a visiting club must first retrieve their own gong if it is there. To retrieve a gong, and claim a gong in the same night a visiting Club must have eight (8) members or 30% of the Club membership.
- G. A club visiting another club with only four (4) members or 15% of the Club membership must first retrieve their own gong if it is there.
- H. If by chance two clubs are visiting a Lions Club the same night the following will apply:
 - 1) The club traveling the longest distance claims the gong (See Section G above).
 - 2) If the distance is the same for each club, the club with the largest percentage of total Club membership of visiting members claims the gong.
- I. There will be no IOU's on gongs.
- J. If any gong has not been retrieved prior to the date of the Nova Scotia Convention each year, it shall be the responsibility of the Club holding the Gong to return the Gong to the Gong's Home Club at the Nova Scotia Convention. Should the Gong's Home Club not be present at the Nova Scotia Convention then it shall be the responsibility of both Clubs to

come to a mutually agreed method to return the Gong. In all cases a record shall be kept of who returned and who accepted the Gong during a transaction.

- K. If a gong is lost or damaged while in the custody of another club, it shall be replaced or repaired at no cost to its owner.
- L. For the purposes of this article, the District Governor is not to be counted as a member of his club on the occasion of his official visit. When a Vice District Governor is acting as an official representative of the District Governor, the provisions of this section shall also apply to him or her.
- M. No club gong may be claimed in the period following the Nova Scotia Convention and up to June 30th in any Lions Year. However, a Club may retrieve its own Gong during this period.

ARTICLE VI Nova Scotia Lion

- a) A District Publication known as the "NOVA SCOTIA LION" shall be published 6 times per year, the expenses of publication being raised by the collection of the levy authorized by Article XII, Section 5, of the Multiple District N Constitution. Additional revenue may be raised by the sale of advertising space in the said publication.

The Nova Scotia Lion shall be distributed to every member in District N2 by Bulk Distribution and/or electronically to Club Secretaries, the cost of which shall be considered part of the expense of publication.

Copies of the Nova Scotia Lion shall be mailed in like manner to members of the LIONESS or LIONETTE Clubs of District N2, the members of the LEO Clubs of District N2, and/or any other interested person, upon payment to the Cabinet Secretary-Treasurer of an annual subscription fee equal to the levy as described in Section (a) above. Except in the case of non-Lion requests, this subscription fee shall be billed and collected in the same manner and at the same time as the District N2 per capita District Administration fund Tax. Subscription fees from non-Lions shall be collected annually in advance by the Cabinet Secretary-Treasurer.

ARTICLE VII Amendments

Any amendments, additions, revisions or deletions to District N2 By-Laws may be considered and voted upon at any Cabinet meeting or the Nova Scotia Convention providing:

- Resolution has been made by a District Committee; or
- Resolution has been made by a Club and has been approved by the majority of the members of the Club proposing the same, or
- Resolution has been made by an individual with his or her clubs approval;
- Resolution has been submitted to and considered by the Constitution, By-Laws and Policy Review Committee;
- By publication of the resolution in that issue of the Nova Scotia Lion preceding, by at least 30 days, the date of the said Cabinet Meeting or Nova Scotia Convention when the change is to be considered or by mailing same postage prepaid and/or electronically sent to the secretary of each club in the District at least 30 days prior to the said Cabinet Meeting or Convention. At Cabinet Meetings/NS Convention, all notices of motion to be voted upon are to be placed on the agenda immediately after business arising.

Any changes will only become effective after an affirmative vote of a clear majority of those entitled to vote at a Cabinet Meeting or the registered delegates to the Nova Scotia Convention, who are present in person, qualified and voting.

ARTICLE VIII Voting at Zone Meetings

ZONE MEETINGS - Voting privileges shall be extended to the Presidents and Secretaries or Acting Presidents and Acting Secretaries provided there has been prior written, or e-mail notification to the Zone Chairman, of all clubs in good standing in the zone. The Zone Chairman shall be entitled to a vote. All Zone Meetings during a Lions Year within a Zone shall be carried out prior to the Nova Scotia Convention.

Those Lions extended voting privileges will only be entitled to one vote regardless of the numbers of positions they hold.

ARTICLE IX
Lions Foundation of Canada Director for Nova Scotia

(A) The term of office of elected and appointed Directors shall be three (3) years.

(B) It shall be the duty of the sitting Director to advise the District Cabinet at the Nova Scotia Convention, and by distributing a letter to all clubs by Canada Post, or electronically, at least 60 days prior to said meeting, the year prior to their term of office being completed of the following:

- (1) That their term of office is being completed.
- (2) That nominations submitted by the Club Secretary, for the position must be received at least 10 days before the date of the Summer Cabinet Meeting the year prior to their term of office being completed.
- (3) Qualifications of Candidates for Provincial Director on the Lions Foundation of Canada.
- (4) That if necessary an election will take place at the Fall Cabinet Meeting the year prior to their term of office being completed.
- (5) Except for extenuating circumstances as determined by three past LFC directors, no sitting director may replace himself/herself.

(C) To qualify as a Candidate for Provincial Director on the Lions Foundation of Canada, he or she must:

- (1) Be a Lion in good standing.
- (2) All Candidates must be nominated, in writing, by their respective Lions Club after obtaining their endorsement by a duly passed motion.
- (3) Have served in the office of President of a Lions or Lioness Club, and any one of the following:
 - (A) Served as a District Representative for the Lions Foundation of Canada as appointed by the Provincial Director, or
 - (B) Served as a District Representative for the Lions Foundation of Canada as appointed by the District Governor, or
 - (C) Served as the Multiple District Representative for the Lions Foundation of Canada as appointed by the Council Chairman, or
 - (D) Have served as a representative of the Lions Foundation of Canada promoting and supporting one of the Lions Foundation of Canada projects.

- (D) It shall be the responsibility of the outgoing Director along with a Committee comprised of two (2) former Lions Foundation of Canada Directors for Nova Scotia to do the following:
- (1) Ensure that those seeking the office meet the necessary qualifications.
 - (2) To seek the nomination of Lions or Lioness who meet the necessary qualifications to fill the position.
 - (3) Ensure that proper procedures are followed.
- (E) Once a Candidate has been elected (by secret ballot) by the District Cabinet at the Fall Cabinet Meeting for nomination as a candidate for the position of Provincial Director, his or her, nomination, together with a resume of the Candidate's qualifications, must be received at the Foundation's Head Office in Oakville, on or before December 31st, of the year the Director would be elected to office.
- (F) All nominations received by the Lions Foundation of Canada for the position of Provincial Director are subject to the final approval of the Board of Directors of the Lions Foundation of Canada.
- (G) If for any reason no nomination is received for the position of Provincial Director within the specific time, the Lions Foundation of Canada shall appoint a qualified individual to fill the said position.
- (H) If a Director ceases to hold office during their term for any reason other than removal (which is covered in the Foundation By-Laws), the Board may appoint a person as a replacement Director to take the place of such Director to fill and complete the remainder of the term of the Director who has ceased to hold office.

ARTICLE X

Zone Chairperson

Duties and Responsibilities

ZONE CHAIRPERSON – Duties & Responsibilities. The zone chairperson, subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.

- (c) Endeavor to include the District GMT Coordinator and the GLT Coordinator and the District Governor Team as special guests at a Zone Meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development within the zone.
- (d) Make a report of each Zone Meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor, District GMT Coordinator and District GLT Coordinator.
- (e) Promote the Club Quality Initiative to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.
- (f) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- (h) Represent each club in his/her zone in any problems with the district, multiple district or Lions Clubs International.
- (i) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (j) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (k) 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.
- (l) Visit a regular meeting of each club in his/her zone once or more during his/her term of office.
- (m) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.