



# By-Laws and Policy Manual

12 May 2022



The Lions of Zone 6, District N2 have adopted these By-Laws and Policy Manual to provide consistency and order in the conduct of the affairs of this Zone.

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

## **SUPREMECY**

Whenever there may exist a conflict or a contradiction between the provisions set out in these Zone By-Laws and Policies and the governing documents from the District, Multiple District or LCI those shall take precedence in all cases.

## **ZONE 6 COMPOSITION**

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

- a. Kingston Lions Club,
- b. Aylesford and District Lions Club,
- c. Berwick and District Lions Club,
- d. Coldbrook and District Lions Club, and
- e. Kentville Lions Club.

## **ZONE CHAIRPERSON (CHAIR) PREREQUISITES AND ELECTION**

The **Standard Form Lions District Constitution & Bylaws, Art II, section 7** states, as prerequisites, the following:

- a. Be an active member in good standing in his/her respective region or zone;
- b. Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years <sup>12</sup>.
  - a. **Note 12 states: "A district may change the qualifications to be more or less than what is stated here".** Many years ago, District N2 had previously received an exemption from LCI specific to this requirement and has been permitted to include Secretary as a pre-requisite in addition to president until this note was inserted. Refer to district N2 bylaws Art II.
- c. Have not previously served a full term or a major portion thereof as district governor.
- d. Zone and region chairpersons may serve no more than three (3) cumulative years in said position.

**ZONE CHAIRPERSON (CHAIR) PREREQUISITES AND ELECTION: [Ref District N2 By-Laws, Art II.](#)** : Amplifies the previous paragraph.

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.

- a. 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.
- b. 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.
- c. 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.
- d. All elections shall be by secret ballot unless there is only one nominee in which event the Chair shall declare the nominee elected.
- e. 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.
- f. If after five ballots no candidate has been elected then, and only then, the current zone chair shall cast the deciding vote.

**DUTIES/RESPONSIBILITIES: [Ref District N2 By-Laws, Art X.](#)**

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

Familiarity with District and Multiple District (MD) Docs:

The Zone Chairperson should become familiar with the District N2 Policy Manual, District N2 By-Laws, LCI Standard form District Constitution & By-Laws as well as any MD documents which relates to their position as Zone Chairperson.

Lions Foundation of Nova Scotia (LFNS):

At the beginning of the Zone Chair's term, they should contact the secretary of the Lions Foundation of Nova Scotia to determine if an election for Zone Chair will be required during their term of office.

If so, the Zone Chair should highlight this requirement to the clubs, no later than the second Zone Meeting of the year, to solicit nomination(s) for said position prior to the last Zone Meeting of the year as detailed below:

- a. Reference [District N2 Policy Manual, Article VII](#),
- b. Each Zone shall be responsible for the selection of a member to represent that Zone on the Lions Foundation of Nova Scotia,
- c. Nominations must be received by the current Zone Chairman no later than ten (10) calendar days prior to his/her last Zone Meeting of the year,
- d. An election, if one is necessary, shall be held at the last Zone Meeting of the year under the direction of the current Zone Chairman and such election to be held in accordance with the District Constitution and By-Laws,
- e. In the event no member is elected for any Zone, the Incoming District Governor shall appoint a member to fill the vacancy from the Zone. A serving Committee member may only succeed him/herself once.

The initial terms for each Committee member beginning July 1st, 2001, will be as follows:

- a. For those Zones having odd numbers (i.e., 1, 3, 5 etc.) the selection will be determined in the odd numbered years of the calendar, based on the last year of the up-coming term.
- b. For those Zones having even numbers (i.e., 2, 4, 6 etc.) the selection will be determined in the even numbered year of the calendar, based on the last year of the upcoming term.

The LFNS Zone Representative shall represent the Zone at General and Special meetings of the Foundation. The Zone Chair has the following responsibility as detailed in the [Lions Foundation of Nova Scotia By-Laws](#).

- a. If within one-half hour from the time appointed for the meeting, a quorum is not present, the Chairman or Vice Chairman shall **request the Zone Chairman of the Zone(s) whose member or members is not present at the meeting to appoint another Lion from that Zone(s) to represent that Zone as a member for that meeting only** and such Lion so appointed for that meeting shall be deemed to have the full authority of the member they are temporarily replacing.
- b. In the event the Zone Chairman is not present the District Governor shall be requested to make the necessary appointments from Zones not represented at the meeting.

Meet and Greet Visit with each Club Executive:

During the months of July and August, but before the first Zone Meeting of the Lion's year, the Zone Chair should arrange a group

meeting with each club's President, Secretary, and 1<sup>st</sup> Vice-president in an informal setting to:

- a. Meet with the members of each club's executive members who form part of the District Governor's Advisory Committee for the Zone prior to the first Zone Meeting of the Lions year,
- b. Gain a sense of "how the club is doing", what challenges they may face and learn more about each club in their Zone on a more personal note,
- c. Ask about what expectations the club expects from the Zone Chair for the upcoming Lion's year.
- d. Ask how the zone chair can best support the club throughout the current Lions year.
- e. Ensure clubs have a copy of the current bylaws (soft or hard copy)

### **ZONE SECRETARY (Optional)**

At the discretion of the Zone Chair, upon assuming office, they may appoint a Zone Secretary. The duties of this position will be to:

- a. attend all Zone Meetings,
- b. record the minutes of the Zone Meeting and after review by the Zone Chair, forward copies of the draft minutes to Zone Clubs within ten (10) calendar days, and
- c. complete other duties deemed necessary by the Zone Chair.

### **ZONE MEETINGS (District Governor's Advisory Committee Meeting):**

**Ref:** [District Governor's Advisory Committee Meeting - LCI website](#)

All Zone Meetings during a Lions Year within a Zone shall be carried out prior to the Nova Scotia Convention. In Zone 6, Zone meetings have traditionally been conducted three (3) to four (4) times per year, with each zone meeting being hosted by one of the clubs in the Zone, normally in conjunction with a dinner meeting of the host club, with other zone club members in attendance (visiting). Minimal (essential) host club business is conducted with the meeting being turned over to the Zone Chair upon completion of club essential business.

This format allows for the maintenance of fellowship and friendship amongst Lions within the zone. It also allows for the president of each club to present their Club Reports to the meeting, allowing for the sharing of successes since the last zone meeting, keeping all informed as to their club's activities as well as providing an opportunity for "idea" sharing.

**HOWEVER**, Lions Club International (LCI) defines the Zone Meeting (District Governor’s Advisory Committee Meeting) differently as described in the Model District Governor’s Advisory Committee Meetings Manual.

Often considered the most important meeting for club officers, the District Governor Advisory Committee meeting, or zone meeting, gives club presidents, club first vice presidents and secretaries the chance to learn about the programs and initiatives of the district, multiple district and LCI. However, by far the most valuable element of these meetings is the opportunity for these key leaders to simply exchange ideas and challenges with other club officers.

The meetings generally focus on the implementation of service projects, club management, membership growth and leadership development. While the main objective is to provide club officers a forum for discussion, the meeting also provides the zone chairperson the opportunity to gather recommendations that can be shared with the DG Team. The meeting allows the committee to focus on Executive level topics and allows for club officers to exchange practical information that might not be appropriate for general club members.

The District Governor’s Advisory Committee is chaired by the zone chairperson and includes all club presidents, club first vice presidents and club secretaries within the zone. The committee meets at least three times annually as outlined in the District Constitution and By-Laws.

The committee’s responsibilities are to:

- a. Ensure that every club is operating effectively, following the International Constitution and By-Laws (LA-1) and policies, and meeting the needs of its members,
- b. Ensure that clubs provide meaningful service, inspire membership growth and leadership development,
- c. Promote the programs offered by the district, multiple district and LCI,
- d. Ensure that each club installs club officers, inducts new members, and recognizes member achievements in a way that is meaningful,
- e. Encourage clubs to participate in district, multiple district, and international conventions, and
- f. Promote inter-club meetings and encourage clubs to attend charter nights and other district events.

There is value in both formats as “stand-alone” formats. To meet the outcomes as described above and meet the stated aims of the “Zone meeting” it is recommended that a “hybrid “meeting model be used. The following is suggested:

- a. The DG Advisory Committee Meeting model be used prior to the conduct of the traditional Zone Meeting as described above. This “pre-

meeting” would be conducted prior to the traditional zone meeting with two options:

- I. The pre-meeting would be held prior to the traditional Zone meeting. This could be an in-person meeting just prior to the formal meeting attended by the clubs or a “Zoom” meeting. At this meeting, the club presidents could pass in their club reports and have discussions, etc. to fulfill the requirements of the DG Advisory Committee meeting. At the traditional Zone Meeting to follow, the club presidents would present their club reports to the assembled Lions from the clubs in the Zone Any business that arose out of the pre-meeting, that would have to be addressed by the broader lions in the Zone, could be brought up for discussion, prior to a vote, if required, as previously mentioned.
- II. The pre-meeting as discussed above, could be held about one and half (1 ½) hours prior the traditional Zone meeting in another area of the club away from the main meeting area. This meeting would conclude one half (1/2) hour prior to the commencement of the traditional zone meeting to allow time for mingling and socialization.

Regardless of the type of meeting held, the Zone Chair would be responsible to ensure minutes are taken at all meetings and distributed to the clubs.

### **Special Circumstances (i.e., Pandemic)**

In the event that the Federal, Provincial or Municipal governments declare a state of emergency (or similar authorized directive) with specific directions/limitations regarding the conduct (size, in-person, virtual, etc.) of meetings of organizations, Zone 6 may conduct zone meetings as follows:

- a. Meeting sizes may be restricted regarding the number of people who may attend a meeting “in-person”. As such, the number of zone meeting attendees will be restricted to adhere to directives as mentioned above. In this circumstance, meeting attendees would be restricted to the President, Secretary, 1<sup>st</sup> Vice-presidents of each club in the zone along with the Zone Chair and Zone Secretary (if appointed).
- b. A Zone meeting may be held virtually utilizing an application such as ZOOM, Go To Meeting, Web EX, etc. if an in-person Zone meeting cannot be held do to the special circumstances previously discussed. In this circumstance, consideration could be given to expanding the number of virtual attendees.

### **ORDER OF BUSINESS**



The agenda for all Zone Meetings shall be set by the Zone Chair and should be sent to all Clubs within the Zone ten (10) calendar days prior to the meeting date.

While not limiting the format of Zone Meetings, it should include as a minimum Presidents' reports, old business, and new business.

Any Club wishing to add an item to the agenda should contact the Zone Chair prior to the meeting however, this does not preclude additions to the agenda at the meeting if circumstance so dictate.

## **PRESIDENTS REPORTS**

Presidents' reports shall be a condensed version of activities since the last Zone report. It is suggested that the report also highlight unique or innovative service or fundraising projects.

Reports will be verbal, and a full written report filed with the Zone Chair and included as attachments to the minutes.

## **VOTING Ref: [District N2 By-laws, Art VIII](#)**

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.

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

While any Member in good standing within the Zone may attend and participate in debate on any matter before the Meeting, only the Zone Chair, Club President (or designate) and Club Secretary (or designate) may vote on motions and elections. In the event of a tie vote on the motion on the floor, the motion will be considered to be lost.

## **AMENDMENTS**

Any amendments to these Zone 6 By-Laws and Policy Manual may be considered and voted upon at any Zone Meeting providing:

- a. resolution proposing an amendment has been made by an individual Club member or Club within the Zone and approved by the majority of the members of the Club proposing the resolution,
- b. said resolution will be sent to the Zone Chair within seven (7) calendar days of the resolution being passed by the proposing club,

- c. once received by the Zone Chair, it will be sent to the other clubs in the zone **at least thirty (30) calendar days** in advance of the next Zone Meeting **at which the resolution will be considered.** Depending on the circumstances, this may result in the resolution being dealt with at the next Zone meeting following the currently scheduled Zone meeting. (This should allow the proposed resolution to be considered by the other clubs in advance of a Zone meeting), and
- d. This item shall be the first item under New Business on the meeting agenda.

Any such proposed amendments shall only become effective after an affirmative vote of a clear majority of those entitled to vote at Zone Meetings.

The Zone Chair shall ensure these Policy Manual and By-Laws are updated to reflect the approved amendments; this may be done on behalf of the Zone Chair by the Zone Secretary if one has been appointed.

Once updated, a copy shall be sent to the secretary of each club in the zone and a copy shall be sent to the Hantsport and District Lions Club website manager for inclusion on District document section which they manage. The current DG, 1<sup>st</sup>, and 2<sup>nd</sup> VDGs will be notified as well.

## **BY-LAWS**

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 a fundraising activity outside their boundaries shall first seek and be granted the approval of the Club(s) within those boundaries as outlined in Appendix K of the [District N2 Policy Manual](#).

When Clubs determine the dates of their Charter Nights or any major events and functions occurring in the Zone, they should liaise with the other clubs in the Zone so as to not inadvertently affect the attendance or participation of community members due to concurrently schedule events.

The [District N2 Policy Manual](#), Art. I (G) provides for reimbursements for telephone and postage (with receipts) and such other reasonable expenses as may be requested in advance and specifically approved by the District Governor in writing. Zone Chairmen's expenses will be limited to \$50.00 each during the Lion's year. Such other reasonable expenses will be reimbursed at the prevailing Lions Clubs International Rules of Audit.

*Each Club within Zone 6 agrees to remit a payment of \$50.00 annually to the home club of the Zone Chair, which will be dedicated to the payment of Zone Chair travel expenses. Requests for reimbursement and payment of travel expenses will be carried out in that club's usual manner and an annual report*

*outlining those payments will be forwarded to the clubs in the Zone by June 30th. Any funds not expended will be donated to either the incoming DGs project (if there is one) or to the Lions Foundation of Nova Scotia/Lions Foundation of Canada (Dog Guides). **The intent of this clause is to remove any financial impediment to a Lion who wishes to seek the Zone Chairperson position and ensure all Lions have equal opportunity to serve the Zone.***

There shall be a minimum of three (3) Zone Meetings in each Lions' year.

No Club will be permitted to sell tickets, etc. at any Zone Meeting except for the Host Club and with the exception of raffles for the Lions Foundations of Canada and Nova Scotia.

Each Club should provide a complimentary meal for the Zone Chair and Zone Secretary if hosting the Zone Meeting as a dinner meeting and complimentary tickets for the Zone Chair and spouse/companion at its Charter Night.

The Zone Chair should notify all Clubs in the Zone at least thirty (30) calendar days in advance of the dates of any Zone Meetings (including ZOOM type). It is suggested that the Zone Chair, liaise with the clubs in the Zone, no later than mid-September, to schedule Zone Meetings in advance, ensuring meetings do not conflict with any scheduled DG visit (Check District Directory). ***Notwithstanding the previous direction, a meeting may be called with less notification (in-person or by ZOOM type) by the Zone Chairperson, with the support of the majority of the clubs, to deal with an urgent, pressing or emergency issue.***

Clubs hosting a Zone Meeting should not schedule any Guest Speaker however the Zone Chair may schedule a guest speaker as part of his/her meeting. Suggested that the guest speaker be allotted no more than 15 minutes plus 5 minutes for questions.

## **ZONE SPEAK OUT COMPETITION**

When held, the Zone Speak Out competition will be conducted as per the [District N2 Policy Manual](#), Appendix B. The Zone Chair should canvas the clubs to find a volunteer to be the Zone Speak Out Chairperson. This Chairperson should be identified no later than the end of November in the current Lion's year in order to allow that Chairperson time to become familiar with the process and to begin planning for a Zone Speak Out competition.

## ZONE PROJECT

If either a club(s) in the Zone or the Zone Chairperson wishes to pursue a "Zone Project" this will be raised at the first Zone meeting of the year for further discussion.

It is recommended that this topic, be broached at the **Meet and Greet Visit** previously mentioned above, to allow for the possibility of "pre-discussions" at the club BOD and membership levels to gauge the amount of interest, if any, in a Zone project.

## ZONE NEWSLETTER

In the interest in maintaining communications between the Zone Chair, Clubs and membership, it is recommended that the Zone Chair send out a quarterly, Zone Chair newsletter to be sent out to all the clubs in the zone. It should contain items of interest to club members, inform the clubs of the activities of the other clubs in the Zone, include pictures supplied by the clubs showing their Lions in action or receiving awards and pass on information from the district, etc. This should also be sent out to the District Governor, Vice-District Governors, and the editor of the NS Lion for their information as well.

The five clubs in Zone 6 have approved adoption of this Zone 6 Bylaws & Policy manual as attested to by the signatures affixed below.

President Kentville Lions Club

Regina Haanen 12<sup>th</sup> MAY 2022

President Coldbrook & District Lions Club

Heather Orsby

President Berwick & District Lions Club

M. Hubbard

President Aylesford and District Lions Club

Paul Bell

President Kingston Lions Club

Pat Nixon 12 MAY 22

Zone 6 Chairperson

[Signature] 12 MAY 2022