



**The International Association of Lions Clubs**

## **CONSTITUTION AND BY-LAWS**

### **MULTIPLE DISTRICT 5**

*Fiscal Year 2023-2024*

**VOTED ON BY MD 5 COUNCIL  
MAY 18, 2024**

# *Lions Clubs International*

## **PURPOSES**

**TO ORGANIZE**, *charter and supervise service clubs to be known as Lions clubs.*

**TO COORDINATE** *the activities and standardize the administration of Lions clubs.*

**TO CREATE** *and foster a spirit of understanding among the peoples of the world.*

**TO PROMOTE** *the principles of good government and good citizenship.*

**TO TAKE** *an active interest in the civic, cultural, social and moral welfare of the community.*

**TO UNITE** *the clubs in the bonds of friendship, good fellowship and mutual understanding.*

**TO PROVIDE** *a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.*

**TO ENCOURAGE** *service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.*

## **VISION STATEMENT**

**TO BE** *the global leader in community and humanitarian service.*

## **MISSION STATEMENT**

**TO EMPOWER** *Lions clubs, volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.*

## **MULTIPLE DISTRICT 5 CONSTITUTION**

<b>ARTICLE I – Name</b> .....	6
<b>ARTICLE II – Purposes</b> .....	6
<b>ARTICLE III – Membership and Sub-Districts</b> .....	6
SEC. 1 – General Membership.....	6
SEC. 2 – District Boundaries.....	7
SEC. 3 – Redistricting.....	8
<b>ARTICLE IV – Emblem, Colors, Slogan and Motto</b> .....	
SEC. 1 – Emblem.....	8
SEC. 2 – Use of Name and Emblem.....	9
SEC. 3 – Colors.....	9
SEC. 4 – Slogan.....	9
SEC. 5 – Motto.....	9
<b>ARTICLE V – Supremacy</b> .....	9
<b>ARTICLE VI – Officers and Council of Governors</b> .....	
SEC. 1 – Composition.....	9
SEC. 2 – Officers .....	9
SEC. 3 – Removal of Council Chair.....	10
SEC. 4 – Regular & Special Meetings.....	10
SEC. 5 – Quorum.....	10
SEC. 6 – Representatives for Negotiable Activity.....	10
SEC. 7 – Powers.....	10
<b>ARTICLE VII – Multiple District Convention</b> .....	
SEC. 1 – Time and Place .....	11
SEC. 2 – Club Delegate Formula.....	11
SEC. 3 – Quorum.....	11
SEC. 4 – Parliamentary and Sergeant-At-Arms.....	12
SEC. 5 – Special Convention.....	12
SEC. 6 – Convention Funds.....	12
<b>ARTICLE VIII – Multiple District Dispute Resolution Procedure</b> .....	13
<b>ARTICLE IX – Amendments</b> .....	
SEC. 1 – Amending Procedure .....	13
SEC. 2 – Automatic Update.....	13
SEC. 3 – Notice.....	13
SEC. 4 – Effective Date .....	13

## **BY-LAWS**

### **ARTICLE I – Nominations and Endorsement Third Vice President and International**

#### **Director Nominees**

SEC. 1 – Endorsement Procedure .....	13
SEC. 2 – Nomination .....	13
SEC. 3 – Seconding Speech .....	13
SEC. 4 – Vote .....	13
SEC. 5 – Sub District Endorsement .....	14
SEC. 6 – Certification of Endorsement .....	14
SEC. 7 – Validity .....	14

### **ARTICLE II – Election of Council Chairperson .....** 14

### **ARTICLE III – Duties of Multiple Council of Governors and Committees**

SEC. 1 – Multiple District Council of Governors .....	15
SEC. 2 – Multiple District Council Chairperson .....	15
SEC. 3 – Multiple District Council Secretary-Treasurer .....	16
SEC. 4 – Multiple District Protocol Chairperson .....	16
SEC. 5 – Global Service Team (GST) Multiple District Coordinator .....	17
SEC. 6 – Global Membership Team (GMT) Multiple District Coordinator .....	17
SEC. 7 – Global Leadership Team (GLT) Multiple District Coordinator .....	18
SEC. 8 – Multiple District Marketing Chairperson .....	18
SEC. 9 – LCIF Multiple District Coordinator .....	19
SEC. 10 – Leo or Leo-Lion Council Liaison (Optional) .....	19

### **ARTICLE IV – Multiple District Committees**

SEC. 1 – Credentials Committee .....	20
SEC. 2 – Multiple District Global Action Team .....	20
SEC. 3 – Multiple District Convention Committees .....	20
SEC. 4 – Other Council Committees .....	21

### **ARTICLE V – Meetings**

SEC. 1 – Council Meetings .....	21
SEC. 2 – Alternative Meeting Formats .....	21
SEC. 3 – Quorum .....	21
SEC. 4 – Business Transacted by Mail .....	21

### **ARTICLE VI – Multiple District Convention**

SEC. 1 – Convention Site Selection .....	21
SEC. 2 – Official Call .....	21
SEC. 3 – Site Change .....	22
SEC. 4 – Officers .....	22
SEC. 5 – Order of Convention Business .....	22
SEC. 6 – Rules of Order and Procedure .....	22
SEC. 7 – Sergeant-at-Arms .....	23

SEC. 8 – Official Report .....	23
SEC. 9 – Sub-District Convention .....	23
SEC. 10 – Voting Procedures.....	23

#### **ARTICLE VII – Multiple District Convention Fund**

SEC. 1 – Convention Tax .....	24
SEC. 2 – Multiple District Convention Advance .....	25
SEC. 3 – Expense Allowance for Members of Council .....	26
SEC. 4 – Expense Allowance for Special Council Meetings.....	26
SEC. 5 – Expense Allowance for LCI International Convention.....	26

#### **ARTICLE VIII – Multiple District Administration Fund**

SEC. 1 – Regular Per Capita Assessments .....	25
SEC. 2 – Remaining Funds .....	25

#### **ARTICLE IX – Endorsement for International Director and Third Vice President**

SEC. 1 – Intent for Seeking Multiple District Endorsement.....	26
SEC. 2 – Nominating Committee Action.....	27
SEC. 3 – Nominating Speeches.....	27
SEC. 4 – Voting Procedures.....	27
SEC. 5 – Certification of Endorsement.....	27
SEC. 6 – Validity of Endorsement.....	27
SEC. 7 – Remaining Funds.....	28

#### **ARTICLE X – Miscellaneous**

SEC. 1 – Compensation .....	28
SEC. 2 – Fiscal Year .....	28
SEC. 3 – Audit or Review .....	28

#### **ARTICLE XI – Amendments**

SEC. 1 – Amending Procedure .....	28
SEC. 2 – Suspension.....	28
SEC. 3 – Automatic Update .....	28
SEC. 4 – Notice .....	28
SEC. 5 – Effective Date .....	28

#### **EXHIBIT A – Rules of Procedure**

Multiple District _____ Convention .....	29
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## **MULTIPLE DISTRICT 5 CONSTITUTION**

### **ARTICLE I**

#### **Name**

This organization shall be known as Lions Multiple District No. 5, hereinafter referred to as “multiple district.”

### **ARTICLE II**

#### **Purposes**

The purposes of this multiple district shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this multiple district.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

### **ARTICLE III**

#### **Membership & Sub-Districts**

The members of this organization shall be all Lions clubs in this multiple district chartered by Lions Clubs International.

This multiple district shall consist of six sub-districts, with boundary lines as adopted by a multiple district convention and approved by the International Board of Directors of Lions Clubs International.

#### **Section 1 GENERAL MEMBERSHIP.**

- A) The members of this Multiple District shall be all members of Lions Clubs chartered by LCI, and which are located in the Province of Saskatchewan, Canada and in the States of North and South Dakota in the United States of America, hereinafter referred to as Lions Club(s).

- B) Subject to the provisions of the Constitution and By-Laws of LCI, any person of legal majority and of good moral character and good reputation may be granted membership in any duly authorized Lions Club.

## Section 2 **DISTRICT BOUNDARIES.**

This Multiple District shall consist of six (6) Sub-districts, hereinafter referred to as Districts, with identification and territorial boundaries as follows, unless otherwise adopted by a Multiple District Convention and approved by the Board of Directors of Lions Clubs International as set forth in the Multiple District By-Laws.

A) In the Province of Saskatchewan:

1. Saskatchewan North – 5SKN: Bounded on the east by the Saskatchewan/Manitoba border, on the north by the Saskatchewan/ Northwest Territories border, on the west by the Saskatchewan/Alberta border, and on the south by the north boundary of Township 32 to one mile west of highway 11, then southeasterly to 1 mile south of highway 15, then east to 105 degrees longitude, south on 105 degrees' longitude to the north boundary of Township 21, then east to highway 80, then south on highway 80 to the south boundary of Township 18, then east to the Saskatchewan/Manitoba border.
2. Saskatchewan South – 5 SKS: Bounded on the east by the Saskatchewan/Manitoba border, on the south by the Canada/USA border, on the west by the Saskatchewan/Alberta border, and on the north by north boundary of Township 32 to 1 mile west of highway 11, then southeasterly to 1 mile south of highway 15, then east to 105 degrees longitude, south on 105 degree longitude to the north boundary of Township 21, then east to highway 80, then south on highway 80 to the south boundary of Township 18, then east to the Saskatchewan/ Manitoba border.

B) In the State of North Dakota:

1. North Dakota East – 5NE: Bounded on the north by the USA/Canada border, on the east by the North Dakota/Minnesota state line, on the south by the North Dakota/South Dakota state line, and on the west by highway 83, north to I-94, then north on highway 14 to highway 19, then east on highway 19 to highway 3, then north on highway 3 to the USA/Canada border.
2. North Dakota West – 5NW: Bounded on the north by the USA/Canada border, on the west by the North Dakota/Montana state line, on the south by the North Dakota/South Dakota state line, and on the east by highway 83, north to I-94, then north on highway 14 to highway 19, then east on highway 19 to highway 3, then north on highway 3 to the USA/Canada border.

C) In the State of South Dakota:

1. South Dakota East – 5SE: Bounded on the north by the State of North Dakota, on the east by the States of Minnesota and Iowa, on the south by the State of Nebraska, on the

west by the west boundary lines of Brown, Spink, Beadle, Jerauld, Aurora, Douglas and Bon Homme Counties.

2. South Dakota West – 5SW: Bounded on the north by the State of North Dakota, on the east by the county lines that define the western boundary of 5SE above, on the south by the State of Nebraska, on the west by the States of Wyoming, and Montana.

### Section 3 **REDISTRICTING.**

The Lions Clubs International Board of Directors decides on all proposals for redistricting. Prior to submitting a redistricting proposal to Lions Clubs International for action, the Council shall approve said proposal and certify that the following requirements have been satisfied:

- A) Each proposed district contains at least 35 Lions clubs and a minimum total membership of 1250 members in good standing. Said proposal includes a map showing boundary lines for all proposed districts and a list of the Lions Clubs, including their current membership figures that will comprise each proposed district.
- B) Said proposal has been approved by at least 2/3 of the delegates at a Multiple District Convention and an annual District Convention in each respective District that will be affected. (A certified copy of the minutes of said action, containing the actual proposal that was approved, will be required.)
- C) All accounts of any affected District are paid in full or cleared 90 days prior to the end of the fiscal year.
- D) When a District is divided, one of the resulting districts shall retain the designation of the original District.

## **ARTICLE IV**

### **Emblem, Colors, Slogan and Motto**

Section 1. **EMBLEM.** The emblem of this association and each chartered club shall be of a design as follows:





Section 2. **USE OF NAME AND EMBLEM.** Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. **COLORS.** The colors of this association and of each chartered club shall be purple and gold.

Section 4. **SLOGAN.** Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5. **MOTTO.** Its Motto shall be: We Serve.

## **ARTICLE V Supremacy**

The Standard Form Multiple District Constitution and By-Laws shall govern the multiple district unless otherwise amended so as not to conflict with the International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the multiple district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

## **ARTICLE VI Officers and Council of Governors**

Section 1. Composition. The Council of Governors, hereinafter referred to as the Council, shall be:

A) The Current District Governors.

B) Three immediate Past District Governors and/or Past District Governors from the previous four years, which number cannot exceed one-half of the number of District Governors who shall have been elected by the voting delegates of their respective province or state at the Multiple District Convention meeting of the previous fiscal year. There shall be at least one (1) immediate Past District Governor or Past District Governor from the previous four years each from Saskatchewan, North Dakota, and South Dakota. The State or Provincial Representatives shall serve for a one-year term only and cannot serve in that capacity again.

C) The Council Chairperson, who shall have been elected by the current Council of Governors and the District Governors-elect at the third quarterly (spring) meeting of the previous fiscal year. The Council Chairperson must have been a District Governor in Multiple District 5 in the fiscal year in which the election was held. The council chairperson shall serve for a one-year term only and cannot serve in that capacity again. Each member of the Council shall have (1) vote.

### **Section 2. OFFICERS**

The officers of the Multiple District shall be:

- A) The Council Chairperson. In the event a vacancy in the office of Council Chairperson the position shall be filled by the Vice Council Chairperson.
- B) The Vice Council Chairperson shall be filled by the state or provincial representative of the state or province hosting the next Multiple District convention.
- C) The State & Provincial representatives.
- D) The Secretary-Treasurer or Secretary and Treasurer, who shall be, after application and interview process and if more than one qualified applicant, shall then be elected at the third quarterly (spring) meeting of the previous fiscal year serving a three (3) year term (limited to a maximum of 2 terms). These positions are subject to an annual review and may be replaced if deemed necessary.

No salary shall be paid to any officer or member of the Council except for the Secretary-Treasurer or Secretary and Treasurer.

### Section 3. **REMOVAL OF COUNCIL CHAIR.**

At the request of the majority of the Council of Governors, A Special Meeting of the Council may be called for the purpose of removal of the Council Chairperson. Regardless of the manner in which the Council Chairperson is selected or elected, the Council Chairperson may be removed from the Council for cause by an affirmative vote of 2/3 of the entire number of the Council of Governors

### Section 4. **REGULAR AND SPECIAL MEETINGS.**

The Council and committees, as designated and directed, shall meet as follows:

- A) Quarterly at the call of the Chairperson, at such place and time as the Council or Council Chairperson may decide, subject to due notice in writing, together with a statement or agenda of the business to be transacted, being given to each member of the Council by the Multiple District Secretary.
- B) On such other occasion a meeting may be requested by notice in writing to the Multiple District Secretary and signed, or otherwise requested by a majority of the members of the Council.

### Section 5. **QUORUM**

The presence of a majority of the Council, in person or by electronic means, shall constitute a quorum at any meeting thereof.

### Section 6. **REPRESENTATIVES FOR NEGOTIABLE ACTIVITY**

A contract, check, bill of exchange or other document to which the Multiple District is a party may be signed on behalf of the Multiple District by any two of the following: the Council

Chairperson, Council Vice Chairperson or Multiple District Treasurer.

Section 7. **POWERS.** Except where inconsistent with and contrary to the provisions of the articles of incorporation and constitution and by-laws of Lions Clubs International, the powers granted therein to the board of directors of said association, and the policies and acts of said board of directors, the Council of Governors shall:

- (a) Have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the multiple district and multiple district convention.
- (b) Have management and control over the property, business and funds of the multiple district.

Have jurisdiction, control and supervision over all phases of the multiple district convention and all other meetings of the multiple district.

- (c) Have original jurisdiction, when authorized under policy of the international board of directors and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any sub-district or districts, and Lions club, or any member of a Lions club, in the multiple district. All such rulings of the Council of Governors shall be subject to review and decision by said international board.
- (d) Levy upon each District an annual per capita assessment in respect of each member of each club within the District, said assessment to be sufficient to cover the expenses for the fiscal year of the Multiple District administration and such other matters relating to the business of Multiple District as the occasion may require and the Council may decide, subject always to the By-Laws of this Multiple District.
- (e) The Council shall prepare and approve a budget showing anticipated receipts and expenditures for the ensuing fiscal year. No expenditure may be approved or made which shall require use of any reserves, or reflect an unbalanced budget in any fiscal year, or reflect an expenditure against the income or reserves of any subsequent fiscal year except upon the affirmative roll call vote of two-thirds (2/3) of the entire number of members of the Council.
- (f) Be the Officers of the annual Multiple District Convention.

## **Article VII**

### **Multiple District Convention**

Section 1. **TIME AND PLACE.** An annual convention of this multiple district shall be held in each year prior to the international convention at a place selected by the delegates of a previous annual convention of this multiple district and at a date and time fixed by the Council of Governors.

Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International, and its district, and this multiple district shall be entitled in each convention of this multiple district to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said

club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district.

Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Section 3. **QUORUM.** A majority of the delegates in attendance at any session of a sub- or multiple district convention shall constitute a quorum.

Section 4. **PARLIAMENTARIAN AND SERGEANT-AT-ARMS.**

A convention Parliamentarian and Sergeant-at-Arms and such assistants as may be deemed necessary shall be appointed by the Council for the Multiple District convention or by the respective Cabinet for District conventions.

Section 5. **SPECIAL CONVENTION.** A Special Convention of the clubs of the Multiple District may be called by a two-thirds vote of the Council of Governors at such time and place as they shall determine, provided that such Special Convention shall conclude no less than 15 days prior to the convening date of the International Convention. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the Multiple District by the Multiple District Council Secretary, no less than 30 days prior to the convening date of the Special Convention.

Section 6. **CONVENTION FUNDS.**

- A) Payment of Expenses. All expenses of and incidental to the annual Multiple District Convention, including meals and entertainment, shall be paid in whole or part from registration fees collected by the host Lions Club(s) from delegates in attendance, supplemented with grants requested from the Multiple District Treasury.
- B) Registration Fees. The amount to be charged for Multiple District Convention registration is subject to prior approval by the Council. Registration fee for the Multiple District Convention shall be stated in dollars and in the currency of the county in which the convention is located.
- C) Financial Statement. The Multiple District Convention Committee will prepare a financial statement of all income and expenses associated with the convention and

present this report to the Council of Governors at its first meeting following the annual convention.

## **ARTICLE VIII**

### **Multiple District Dispute Resolution Procedure**

All disputes or claims relative to membership, club boundaries, or interpretation, breach of, or application of the multiple district constitution and by-laws, or any policy or procedure adopted from time to time by the multiple district council of governors, or any other internal Lions multiple district matter that cannot be satisfactorily resolved through other means, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

## **ARTICLE IX**

### **Amendments**

Section 1. **AMENDING PROCEDURE.** This constitution may be amended only at a multiple district convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this Multiple District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

## **BY-LAWS**

### **ARTICLE I**

#### **Nominations and Endorsement Third Vice President and International Director Nominees**

Section 1. **ENDORSEMENT PROCEDURE.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the multiple district seeking endorsement of the convention of the multiple district as a candidate for the office of international director or third vice-president shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the multiple district council secretary-treasurer no less than 30 days prior to the convening date of the convention (sub- or multiple) at which such question of endorsement is to be voted upon.

(b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2. **NOMINATION.** Each notice of intention so delivered shall be transmitted forthwith by the council chairperson and council secretary-treasurer to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

Section 3. **SECONDING SPEECH.** Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

Section 4. **VOTE.** The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the multiple district convention. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

Section 5. **SUB DISTRICT ENDORSEMENT.** Any candidate seeking endorsement at the Multiple District Convention must first have secured the endorsement of their sub-district.

Section 6. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the multiple district convention shall be made in writing to the international office by the multiple district officials designated, and in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 7. **VALIDITY.** No endorsement of any candidacy of any member of a Lions club in this multiple district shall be valid unless and until the provisions of this Article have been met.

## **ARTICLE II**

The council chairperson shall be elected by the District Governors **ELECTION OF COUNCIL CHAIRPERSON**

and District Governor-Elects of the multiple district provided that such chairperson shall be an immediate past district governor when he/she takes office. The council chairperson shall serve for a one-year term only and cannot serve in that capacity again. A meeting of the district governors of the multiple district who will be in office during the term of the council chairperson elected shall be called following the multiple district annual convention, but no later than 30 days following the closing of the International Convention for the purpose of selecting a council chairperson.

**ARTICLE III**  
**Duties of Multiple Council of Governors**  
**and Committees**

**Section 1. MULTIPLE DISTRICT COUNCIL OF GOVERNORS.**

The Council of Governors shall:

- (a) Make all contracts and approve all bills relating to multiple district convention administrative expenses.
- (b) Designate a depository for multiple district funds.
- (c) Determine the amount of surety bond for the council secretary-treasurer and approve the surety company issuing said bond.
- (d) Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council secretary- treasurer.

**Section 2. MULTIPLE DISTRICT COUNCIL CHAIRPERSON.** The multiple district council chairperson shall be the administrative facilitator of the multiple district. All actions are subject to the authority, direction and supervision of the multiple district Council of Governors.

In cooperation with the Council of Governors, the council Chairperson shall,

- (a) Further the Purposes of this association.
- (b) Serve as the Global Action Team Multiple District Chairperson to administer and promote membership growth, leadership development and humanitarian service throughout the multiple district by:
  - (1) Ensuring the selection of a qualified Lion leader for the positions of GST multiple district coordinator, GMT multiple district coordinator and GLT multiple district coordinator.
  - (2) Ensure regular meetings to discuss and advance initiatives established by the multiple district Global Action Team.
  - (3) Collaborate with area leaders and district Global Action Teams
- (c) Assist in communicating information regarding international and multiple district policies, programs and events.
- (d) Document and make available the goals and long-range plans for the multiple district as established by the Council of Governors.
- (e) Convene meetings and facilitate discussion during council meetings.
- (f) Facilitate the operations of the multiple district convention.
- (g) Support efforts initiated by the International Board of Directors or the Council of Governors that are intended to create and foster harmony and unity among district governors.
- (h) Submit reports and perform such duties as may be required by the multiple district constitution and by-laws.
- (i) Perform such other administrative duties as may be assigned by the multiple district council of governors; and



- (j) Facilitate, at the close of their term of office, the timely presentation of all multiple district accounts, funds, and records to their successor in office.

Section 3. **MULTIPLE DISTRICT COUNCIL SECRETARY-TREASURER.** Under the supervision and direction of the Council of Governors, the council secretary-treasurer shall:

- (a) Keep an accurate record of the proceedings of all meetings of the Council of Governors, and within ten (10) days after each meeting forward copies to all members of the Council of Governors, and the office of Lions Clubs International.
- (b) Assist the Council of Governors in conducting the business of the multiple district and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to them from time to time by the Council of Governors.
- (c) Receive and give proper receipts for all dues and taxes required to be paid over to them by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by checks drawn against said deposits signed by himself/herself and countersigned by the council chairperson or other duly authorized council member.
- (d) Keep accurate books and records of accounts and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose.
- (e) Secure bond for the faithful performance of their duties in such sum and with such sureties as may be required by the Council of Governors.
- (f) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the multiple district to their successor in office.
- (g) In the event that separate offices of council secretary and council treasurer are adopted the duties herein are to be attributed to each of the officers according to the nature of the duties.

Section 4. **MULTIPLE DISTRICT PROTOCOL CHAIRPERSON.** The Council of Governors shall appoint annually a protocol chairperson for the multiple district. Under the supervision and direction of the Council of Governors, the protocol chairperson shall:

- (a) At all events attended by visiting dignitaries, provide seating charts in keeping with the association's official protocol; ensure that spoken introductions are based on the same. Ensure that dress requirements are clear for all events.
- (b) Arrange for proper airport (or other arrival) greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to ensure its suitability, and provide appropriate amenities (flowers, fruit, etc.).
- (c) Arrange for the proper escort of visitors to each function on the schedule.
- (d) Arrange courtesy calls on local government leaders (or regional and/or national leaders if the location suggests this as a possibility), as the visitor's schedule permits.
- (e) Coordinate public relations media exposure such as television, radio and print media, as necessary.
- (f) Coordinate departure from hotel, and transportation to airport (or other departure venue).



**Section 5. GLOBAL SERVICE TEAM (GST) MULTIPLE DISTRICT COORDINATOR.**

The GST multiple district coordinator is a member of the Multiple District Global Action Team. Their responsibilities include:

- (a) Develop and execute an annual multiple district action plan and monitor progress toward goals. Support districts and offers motivation to reach district goals.
- (b) Collaborate with GMT and GLT multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth, and expanding humanitarian service.
- (c) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
- (d) Collaborate with GMT and GLT to provide retention strategies to districts.
- (e) Communicate regularly with GST district coordinators to inform them of LCI and LCIF programs, partnerships and grants.
- (f) Serve as a resource and content expert for regional best practices in service project implementation for LCI initiatives.
- (g) Encourage GST district coordinators to promote service projects that attract multiple generational participant, including the integration and leadership development of Leos.
- (h) Increase LCIF coordinator collaboration at the multiple district and district level to maximize LCIF resources and fundraising.
- (i) In coordination with the LCIF multiple district coordinator, monitor LCIF Grants given to the multiple district.
- (j) Act as the advocacy champion for the multiple district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships” and re-lettering the remaining items.

**Section 6. GLOBAL MEMBERSHIP TEAM (GMT) MULTIPLE DISTRICT**

**COORDINATOR.** The GMT multiple district coordinator is a member of the Multiple District Global Action Team. Their responsibilities include:

- (a) Collaborate with the GLT and GST multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual multiple district membership development plan.
- (c) Communicate regularly with the GMT district coordinators to ensure that they are aware of available membership programs and resources.
- (d) Monitor each district’s progress towards membership goals. Offer motivation and support to help the district reach their goals.
- (e) Encourage GMT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- (f) Respond quickly to prospective member leads provided by LCI, track recruitment and provide status report of the lead.
- (g) Complete requirements and submit applications to receive multiple district funding from LCI for membership development activities.

- (h) Provide retention strategies to districts in collaboration with GLT and GST multiple district coordinators.
- (i) Motivate districts to charter specialty clubs.

#### **Section 7. GLOBAL LEADERSHIP TEAM (GLT) MULTIPLE DISTRICT**

**COORDINATOR.** The GLT multiple district coordinator is a member of the Multiple District Global Action Team. Their responsibilities include:

- (a) Collaborate with your GMT and GST multiple district coordinators and Global Action Team Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual multiple district leadership development plan.
- (c) Communicate regularly with GLT district coordinators to ensure they are aware of leadership development programs and resources available.
- (d) Provide ongoing motivation to and monitors progress of GLT district coordinators, zone chairpersons and club leadership to achieve leadership development goals.
- (e) Encourages GLT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- (f) Promote leadership development opportunities that encourages participation at all levels of the association.
- (g) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (h) Collaborate with GMT and GST multiple district coordinators to provide retention strategies to districts.
- (i) Include diverse populations to participate in Global Action Team initiatives.
- (j) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (k) Complete requirements and submits applications to receive multiple district funding from LCI for leadership development activities.

**Section 8: MULTIPLE DISTRICT MARKETING CHAIRPERSON.** They are responsible for marketing and public relations efforts and directly supports the Global Action Team. Their responsibilities include:

- (a) Collaborate directly with the Global Action Team to direct membership leads that come through marketing channels to appropriate districts and clubs.
- (b) Collaborate with the council of governors to identify and support opportunities for marketing large-scale events, programs, and initiatives.
- (c) Work with the council chairperson to apply for marketing grants.
- (d) Manage social media channels and websites, either directly or through an established multiple district marketing committee.
- (e) Share multiple district success stories through social media.
- (f) Maintain familiarity of the Global Brand Guidelines.
  - a. Champion appropriate and consistent use of global brand assets in all multiple district activities.
  - b. Support use of approved brand templates for story and publicity development.

- (g) Promote the good works and newsworthy stories of LCI and LCIF to Lions to members of the media, through social media channels, and to external audiences.

**Section 9. LCIF MULTIPLE DISTRICT COORDINATOR.** The LCIF Multiple District Coordinator is appointed by the LCIF chairperson and LCI president to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF chairperson and LCIF Board of Trustees. Their responsibilities include:

- (a) Identify, recruit and train a Lion in each district to serve a three-year term as the LCIF district coordinators.
- (b) Be familiar with LCIF initiatives and educate Lions within the multiple district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- (c) Promote foundation initiatives in multiple district publications, during district and multiple district events and to the public at large.
- (d) Ensure that LCIF-funded projects within the multiple district receive proper promotion and follow grant-criteria guidelines.
- (e) Encourage all Lions within the multiple district to contribute to LCIF and promote recognition programs as incentives to donate to LCIF.
- (f) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, when appropriate, be involved in the gift-request process.
- (g) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (h) Report progress quarterly to the area LCIF Trustee.

**Section 10. LEO or LEO-LION COUNCIL LIAISON (OPTIONAL).** The Council of Governors, in consultation with the multiple district Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-Lion council liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo multiple district, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo multiple district president, vice-president, secretary, or treasurer. In areas where no Leo multiple district has been formed, the role shall be filled by a Leo-Lion or a Leo who is a current or former Leo district president. In areas where no Leo district has been formed, the role shall be filled by a Leo-Lion or Leo who is a current or former Leo club president.

The Council of Governors shall assign the Leo/Leo-Lion council liaison to the standing council committee(s) that would most benefit from a young adult voice. The council liaison may remain on the same committee for the duration of the year or transition among committees as determined by the Council of Governors.

The responsibilities of the Leo or Leo-Lion council liaison include:

- (a) Facilitate communication between Leo and Lions within the multiple district.
- (b) Serve as a resource to multiple district council officers and assigned committee(s).

- (c) Coordinate with the multiple district Leo chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people.
- (d) Support multiple district Leo chairperson in conducting training for Leo multiple district officers.
- (e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions multiple district activities.
- (f) Serve as support and point of contact for multiple district Leos to explore Lions membership program opportunities.
- (g) Communicate regularly with Leo multiple district president, Leo/Leo-Lion cabinet liaison (if appointed), international Leo-Lion Board Liaisons and with respective constitutional area representatives of the Leo Club Program Advisory Panelists to collaborate on initiatives related to young people.
- (h) Assist in the planning and integration of Leos and Leo-Lions in Lions multiple district convention, forum events and training.
- (i) Attend Leo multiple district meetings as necessary.
- (j) Chair one multiple district collaboration project between Leos and Lions.

## **ARTICLE IV**

### **Multiple District Committees**

Section 1. **CREDENTIALS COMMITTEE.** The Credentials Committee of the multiple district convention shall be composed of the current district governors, first and second vice district governors and cabinet-secretary treasurers. The chairperson of this committee shall be the council chairperson. Each such Credentials Committee shall have the powers to perform the duties set forth in ROBERT’S RULES OF ORDER, NEWLY REVISED.

Section 2. **MULTIPLE DISTRICT GLOBAL ACTION TEAM.** Chaired by the council chairperson and includes the Multiple District Global Membership Team Coordinator, Multiple District Global Service Team Coordinator, and Multiple District Global Leadership Coordinator and is supported by the Multiple District Marketing Chairperson. Develops and initiates a coordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within the multiple district. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with area leaders and members of district Global Action Teams to share best practices, achievements and meet challenges.

Section 3. **MULTIPLE DISTRICT CONVENTION COMMITTEES.** The Council of Governors shall appoint, designate the chairperson of, and fill any vacancies occurring in the following multiple district convention committees: Resolutions, Nominations, Elections, Constitution and By-Laws, Rules and International Convention. Each sub-district shall have at least one representative on each such committee. These committees shall perform such duties as the Council of Governors shall designate.

Section 4. **OTHER COUNCIL COMMITTEES.** The Council of Governors may create and appoint such other committees and positions as it deems necessary and appropriate for efficient operation of the multiple district.

## **ARTICLE V**

### **Meetings**

Section 1. **COUNCIL MEETINGS.** The Council of Governors shall hold a regular meeting within sixty (60) days after the date on which the district governors officially take office, and such other meetings as it deems advisable. The council chairperson, or the secretary at the chairperson's direction, shall issue a written call for each meeting of the Council of Governors, with the time and place to be set out in the call and to be determined by the chairperson. The date of any meeting save the first, which shall be set by the chairperson, shall be determined by the Council of Governors.

Section 2. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of this council may be held through the use of alternative meeting formats, such as teleconference and/or web conference. Such action may be initiated with approval of the majority of the Council of Governors.

Section 3. **QUORUM.** The personal presence of a majority of the Council of Governors shall constitute a quorum at any meeting.

Section 4. **BUSINESS TRANSACTED BY MAIL.** This Council of Governors may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the council of governors. Such action may be initiated by the Council Chairperson or any three (3) members of said council.

## **ARTICLE VI**

### **Multiple District Convention**

Section 1. **CONVENTION SITE SELECTION.** The chairperson of the Council of Governors shall receive invitations in writing from places desiring to entertain the annual convention. All invitations shall set forth such information as the Council of Governors shall from time to time prescribe and shall be delivered to the chairperson no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the Council of Governors shall be determined by the Council of Governors.

Section 2. **OFFICIAL CALL.** The Council of Governors shall issue an official printed call for the annual multiple district convention not less than thirty (30) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. **SITE CHANGE.** The Council of Governors shall retain, and have, absolute power to change at any time, for good reason, the convention site chosen by a multiple district convention, provided that such convention site shall be located within the boundaries of the multiple district, and neither the Council of Governors nor the multiple district nor any sub-district or sub-districts shall incur any liability thereby to any club or sub-district. Notice of this site change shall be furnished in writing to each club in the multiple district no less than sixty (60) days prior to the convening date of the annual convention.

Section 4. **OFFICERS.** The members of the Council of Governors shall be the officers of the annual multiple district convention.

Section 5. **ORDER OF CONVENTION BUSINESS.** The multiple district Council of Governors shall arrange the order of business for the multiple district convention, and the same shall be the order of the day for all sessions.

- A) where so scheduled in the regular program.
- B) No person, exclusive of those who have been assigned by the Convention Committee for speeches and discussions, shall be neither allowed to speak more than twice, nor be permitted to speak more than three minutes each time on any subject, without consent of the Convention delegates.
- C) Resolutions shall not be read from the floor. All proposed resolutions must be submitted to the Chairperson of the Resolutions Committee by a time and in a format determined and so advertised by the Council.
- D) Delegate credentials must be in the hands of the Credentials Committee by a time determined and so advertised by the Council.
- E) Entries for Multiple District contests (e.g. Most Lion Miles, Club of the Year, etc.) must be in the hands of the Convention Contests Committee Chairperson by a time determined and so advertised by the Council; The regular order of business as shown on the program will be strictly adhered to and new business will be in order only
- F) All delegates are expected to be in attendance at all business sessions and each is encouraged to take an active part in the business affairs of the Convention and to vote when called upon to do so.

Section 6. **RULES OF ORDER AND PROCEDURE.** Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure in any convention, any meeting of the Council of Governors, or multiple district committee shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 7. **SERGEANT-AT-ARMS.** A convention sergeant-at-arms and such assistant sergeant-at-arms as it deems necessary shall be appointed by the Council of Governors.

Section 8. **OFFICIAL REPORT.** Within sixty (60) days after the close of the multiple district convention, an official report shall be forwarded to Lions Clubs International and each club in the multiple district by the Council of Governors, or, at its direction, by the council secretary.

Section 9. **SUB-DISTRICT CONVENTION.**

A meeting of the registered delegates of a sub-district in attendance at a multiple district convention may constitute the annual convention of said sub-district. The Rules of Order for South Dakota, North Dakota, or Saskatchewan Breakfasts, hereinafter referred to, as "Breakfasts" shall be the same as those for Convention business sessions.

- A) The Chairperson for each Breakfast shall be designated by agreement between the respective District Governors.
- B) At the discretion of the Breakfast Chairperson, the Multiple District Convention Committee shall provide a recording secretary to note proceedings of each respective Breakfast; such proceedings to be a part of the Multiple District Convention Proceedings published by the Multiple District Secretary as set forth in the Multiple District Constitution.
- C) Nominations and voting for the next District Governor and/or Vice District Governor (if not already elected) as provided for in the Multiple District Constitution, and seconding speeches pertaining thereto, will take place only at the respective Breakfasts.
- D) Each respective Breakfast is permitted to conduct such other business as the Chairperson permits, provided same is in the best interests of the District or Districts represented, the Multiple District, and Lions Clubs International

Section 10. **VOTING PROCEDURES.**

- A) All voting on matters at the Business Sessions and the Breakfasts shall be done by voice or standing vote of the certified delegates present; certification being as set forth in the Multiple District Constitution and these By-Laws. A roll call or secret ballot may be directed by the meeting chairperson if conditions warrant or may be requested by a motion duly seconded and passed by a majority vote of registered delegates present.
- B) In cases of secret ballots, votes are to be collected by tellers appointed by the Chairperson of the session or by the Chairperson of the Election Committee. Ballots are



to be issued only to qualified delegates and are to be deposited in proper receptacles for collective counting by tellers on completion of the balloting procedure. No voting by proxy shall be permitted.

- C) A delegate shall be a member in good standing in a club in good standing. A member in good standing must have paid their club all charges that are due to the club. A club in good standing must have paid all per capita assessments due to its' respective District and all other sums due it's District or Lions Clubs International unless the total amount in arrears does not exceed \$50.00, are less than 60 days old or are in dispute.
- D) All persons who wish to be certified as a voting delegate or non-voting alternate delegate must pay the full or partial registration fee and complete the registration process as established for the convention before his/her credentials may be certified.
- E) The result of any election for office or convention site shall be announced by or under the direction of the Council Chairperson. The number of votes cast shall not be made public but may be obtained by any voting delegate from the Chairperson of the Credentials Committee or the Council Secretary-Treasurer. Challenge of election results or recount demand must be made within one hour after the close of the Business Session in which balloting took place; otherwise, same will not be honored

## **ARTICLE VII**

### **Multiple District Convention Fund**

Section 1. **CONVENTION FUND TAX.** In lieu of or in addition to a multiple district convention registration fee, an annual multiple district convention fund tax of (insert value in national currency) may be levied upon each member of each club in the multiple district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semi-annual payments as follows: (insert value in national currency) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (insert value in national currency) per club member on March tenth of each year, to cover the semi-annual period January 1 to June 30, with billings of said tax to be based upon the roster of each club as of the first days of September and March, respectively. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization or reorganization, as the case may be.

This tax shall be collected from the clubs in each sub-district by, and remitted to, the respective cabinet secretary-treasurer, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the respective sub-district cabinet to be paid over to the council secretary- treasurer upon order of the council chairperson. The fund so collected shall be used exclusively for defraying expenses of multiple district conventions and shall be expended only by multiple district checks drawn and signed by the council secretary-treasurer and



countersigned by the council chairperson or other duly authorized member of the Council of Governors.

Section 2. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the convention fund after payment of all convention administration expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or made available solely for payment of such expenses.

Section 3. **FEE COLLECTION.** Such fee as the Council of Governors shall set may be collected, under procedures set by the Council of Governors, from each delegate, alternate, and guest attending the multiple district convention to defray the actual cost of convention meals and entertainment.

## **ARTICLE VIII**

### **Multiple District Administration Fund**

#### **Section 1. REGULAR PER CAPITA ASSESSMENTS.**

Each District Cabinet Secretary/Treasurer shall remit to the Council Treasurer, in US funds, a regular annual per capita assessment in two installments as follows:

2016-2017	US\$4 per member (payable July 1, January 1)
2017-2018	US\$5 per member (payable July 1, January 1)

Per capital assessments beyond 2017-2018 will remain at the 2017-2018 level until such time as they are amended.

The basis for these two remittances will be membership as reported by Lions Clubs International as of June 30, and December 31 respectively prior to above dates. When the reserves of undesignated funds reach a level of 60% of the previous year's expenses, the Council of Governors shall make a recommendation of a dues increase to the membership of the Multi-District, to restore within three (3) years the undesignated funds to 70% of the third years' expenses, which shall be voted on at the next Multi-District Convention.

#### **Section 2. MULTIPLE DISTRICT CONVENTION ADVANCE.**

An appropriation from the Multiple District as approved by the Council based on a detailed budget presented to the Council by the Convention Chairperson or Co- Chairperson, shall be made available to the club hosting a Multiple District Convention. The Multiple District Treasurer may advance up to \$5,000.00 of the approved appropriation to the host club at any time after the Council Fall meeting, two years preceding the respective convention, when and if requested by the host club. Additional advances to the host club may be made upon approval of the Council. Upon receipt of the final report on said convention as herein before provided, the Multiple District Treasurer may issue payment of the balance of the approved appropriation and

which is indicated by this itemized report as being justly due and payable to the host club. Any unexpended balance of any advances from this fund made to the host club shall revert to the Council Treasurer and shall be returned to the Multiple District. Under conditions of extreme emergencies, the Council Treasurer may issue sums from the Multiple District in excess of the approved appropriation if authorized by two-thirds majority vote of all members of the Council

### **Section 3. EXPENSE ALLOWANCE FOR MEMBERS OF COUNCIL.**

Allowances from Multiple District funds will be made for expenses incurred by the Council Secretary and Treasurer, and such other persons that might be authorized by the Council to attend the Multiple District Convention, meetings of the Council, and any such assignments as designated by the Council, at the rates for travelling, day accommodation and meals in accordance with the rates determined by the Council of Governors at the First Council Meeting of the Fiscal Year and not to exceed the Rules of Audit of Lions Clubs International currently in effect for District Governors.

### **Section 4. EXPENSE ALLOWANCE FOR SPECIAL COUNCIL MEETINGS.**

Allowances for District Governors attending special Council meetings when authorized by the Council, will be paid out of Multiple District funds at the same rates set out in Section 5 above.

### **Section 5. EXPENSE ALLOWANCE FOR LCI INTERNATIONAL CONVENTION.**

When approved by the Council, allowances for the Secretary and or Treasurer and incoming Council Chairperson to attend the Lions Clubs International Convention will be paid from Multiple District funds in accordance with the International Rules of Audit except as provided in the Multiple District Policy and Procedures Manual. Funds approved by the Council for each attendee will be limited to a maximum of \$1,000 to attend the International Convention held within the North American Continent and a maximum of \$1,500 to attend the International Convention held outside the boundaries of the North American Continent. This allowance must be taken for attendance at the Lions Clubs International Convention of the current year.

## **ARTICLE IX ENDORSEMENT FOR INTERNATIONAL DIRECTOR AND THIRD VICE PRESIDENT**

### **Section 1. INTENT FOR SEEKING MULTIPLE DISTRICT ENDORSEMENT.**

Subject to the provisions of the Lions Clubs International Constitution and By-Laws, any member of a Lions Club in the Multiple District seeking endorsements at Conventions of his/her District and the Multiple District as a candidate for the office of International Director or Third Vice President shall:

A) Deliver (by mail or in person) written Notice of Intention to seek such endorsement to

the District Governor of his/her District, and the Multiple District Secretary no less than thirty (30) days prior to the convening date of the District or Multiple District Convention at which such question of endorsement is to be voted upon; and,

- B) Deliver with said Notice of Intention, evidence of fulfillment of the qualifications for such office set forth in the Lions Clubs International Constitution and By-Laws.

## **Section 2. NOMINATING COMMITTEE ACTION.**

Each Notice of Intention, so delivered, shall be transmitted forthwith by the District Governor or the Multiple District Secretary, as the case may be, to the Nominating Committee of the respective Convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the Lions Clubs International Constitution and By-Laws, and shall place in nomination at the respective Convention the name of each such prospective candidate who has fulfilled said procedural and Constitutional requirements.

## **Section 3. NOMINATING SPEECHES.**

Each such nominee for endorsement shall be entitled to a speech or speeches of no more than ten (10) minutes duration, including the moving, seconding and candidate speeches.

## **Section 4. VOTING PROCEDURES.**

The vote on the question of endorsement shall be by secret ballot. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the respective Convention. In the event of tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast. If, after two succeeding ballots, results remain tied, then and only then, the endorsed international candidate shall be chosen by lot in a manner prescribed by the presiding officer. In the event, there shall be only one nominee seeking the endorsement, the name of the nominee shall be on the ballot and the second question on the same ballot shall be "No candidate endorsed."

## **Section 5. CERTIFICATION OF ENDORSEMENT.**

Certification of endorsement by the respective Conventions shall be made in writing to the Lions Clubs International by the District and Multiple District officials designated, and in accordance with the requirements therefore set forth, in the Lions Clubs International Constitution and By-Laws.

**Section 6. VALIDITY OF ENDORSEMENT.** No endorsement of any candidacy of any member of a Lions Club in this Multiple District shall be valid unless and until the Provisions of this Article VII have been met

Section 7. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the multiple district administrative fund after payment of all multiple district administration expenses in that year shall remain in said administrative fund and become available for future multiple district administrative expenses and be treated as income in any fiscal year in which expended or made available solely for payment of such expenses.

## **ARTICLE X**

### **Miscellaneous**

Section 1. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this multiple district in their official capacity with the exception of the council secretary-treasurer whose compensation, if any, shall be fixed by the Council of Governors.

Section 2. **FISCAL YEAR.** The fiscal year of this multiple district shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

Section 3. **AUDIT OR REVIEW.** The Council of Governors shall provide for an annual or more frequent audit or review of the books and accounts of the multiple district.

## **ARTICLE XI**

### **Amendments**

Section 1. **AMENDING PROCEDURE.** These by-laws may be amended only at a multiple district convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2. **SUSPENSION.**

Any By-Law may be suspended at any Convention or meeting of the Council by a vote of three-quarters (3/4) of all certified delegates at a Convention or by three-quarters (3/4) of the membership of the Council.

Section 3. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 4. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 5. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

## EXHIBIT A

### SAMPLE RULES OF PROCEDURE

*These Sample Rules of Procedure are guidelines and may be amended by the council of governors and adopted by the delegates of the convention.*

#### MULTIPLE DISTRICT \_\_\_\_ CONVENTION

**Rule 1.** The multiple district Council of Governors shall arrange the order of business for the multiple district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

**Rule 2.** Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the Multiple District \_\_\_\_ Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

**Rule 3.**

- (a) The credentials committee shall be composed of the council chairperson, as chairperson, the current district governors, first and second vice district governors and cabinet-secretary treasurers. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.
- (b) The registration and certification of delegates shall occur on the day(s) of \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.
- (c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

**Rule 4.**

- (a) Sixty (60) days prior to the convening date of the convention, the council chairperson, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within 5 days prior to the election and rule on the eligibility of the same.
- (b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

**Rule 5.** Replacement of delegates and alternate delegates.

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member they are replacing.
- (b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting their copy of their alternate credential certificate together with the copy of the certified

delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

**Rule 6.**

- (a) Prior to the convention, the council chairperson shall appoint, and designate the chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through their club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.
- (b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.
- (c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

**Rule 7. Voting.**

- (a) Voting will take place at a predetermined location and time.
- (b) To secure a ballot card, the delegate shall present their credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate their vote by placing a mark in the appropriate location by the name of the candidate of their choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
- (d) A majority vote shall be necessary to endorse a Third Vice President and International Director. If a majority vote on the question of endorsement is not received then the nominee is not endorsed.
- (e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

# Lions Clubs International

## CODE OF ETHICS

TO SHOW *my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.*

TO SEEK *success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable action on my part.*

TO REMEMBER *that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

WHENEVER *a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

TO HOLD *friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.*

ALWAYS *to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.*

TO AID *others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

TO BE CAREFUL *with my criticism and liberal with my praise; to build up and not destroy.*