

# International Association Of Lions Clubs



## Multiple District N Constitution & By-Laws

**May 20, 2007**

St. John's, Newfoundland

Amended to **May 14, 2011**

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## CONSTITUTION

### ARTICLE I - NAME

## **Section 1**

This organization shall be known as Multiple District N, Lions International, hereinafter referred to as "Multiple District".

## **ARTICLE II - OBJECTS**

### **Section 1**

To provide an administrative structure with which to advance the Purposes and Objects of the International Association of Lions Clubs in this Multiple District.

## **ARTICLE III - MEMBERSHIP**

### **Section 1**

The members of this organization shall be all Lions Clubs in this Multiple District chartered by Lions International.

The Multiple District shall consist of all sub-districts within the Atlantic Provinces of Canada and the Lions Clubs of Calais, Fort Kent, and Fort Fairfield in the State of Maine, USA, with the boundary lines as adopted by a Multiple District Convention and approved by the Board of Directors of Lions International.

(Detailed description attached as Appendix "A")

## **ARTICLE IV - OFFICERS**

### **Section 1**

**Officers:** The officers of the Multiple District Council shall be a Chair and a Secretary-Treasurer who shall be a Past District Governor as elected in Article V, Section 1. In the event that the Council Chair is unable to act in that capacity for any reason, the present Council shall elect a new Chair from among them, who shall act until the Council Chair is able to resume the duties.

## **ARTICLE V - COUNCIL OF GOVERNORS**

### **Section 1**

- a) There shall be a Council of Governors composed of all the District Governors in the Multiple District, Council Chair and Council Secretary-Treasurer. Candidates for the positions of Council Chair and Council Secretary-Treasurer must be from the outgoing Council or their immediate predecessors and will be elected by the Multiple District Convention delegates by secret ballot. Nominations for the office of Council Chair and Council Secretary-Treasurer will be made by the sitting District Governors. The Council Chair and the Council Secretary-Treasurer may not succeed themselves.
- b) The Council Chair and Council Secretary-Treasurer shall not be from the same sub-district.
- c) Council shall also include, in an advisory, but non-voting capacity, the Chair

of the Constitution and By-Laws Committee.

d) Council shall also include, by invitation, in an advisory, but non-voting capacity, those chairs of such committees as the Council requests to be present. (Funding for these positions shall be as per Multiple District N By-Laws and Policy Manual,) All Past International Directors and the first and second Vice-District Governors shall be invited, as non-voting members, but unfunded.

e) Anything pertaining to the nomination, election, succession, residence and voting of the Council Secretary-Treasurer is suspended temporarily for a period of two years, from July 1<sup>st</sup> 2012 to June 30<sup>th</sup> 2014 and replaced by the following, for a two year trial period: "That we establish a "pilot project" to create a 2 year position of semi-permanent Council Secretary-Treasurer to be appointed by the MD Council of Governors beginning at the conclusion of the 2012 MD District Convention under the criteria established by Council.

Further that the Constitution and By-Laws Committee prepare the necessary amendments to the Constitution, By-Laws and Policy Manual to effect such a change for voting at the 2011 MDN Convention.

Further prior to the conclusion of the "pilot project", Council will seek feedback from the MD committee chairs as to the viability of making the semi-permanent position of CST an established policy for the long term, together with the pertinent terms and conditions. (See Appendix "M" of MDN Policy Manual for details.)

## **Section 2**

**VOTING:** Each District Governor, the Council Chair, and the Council Secretary-Treasurer in the Multiple District shall have one vote in the proceedings of meetings of the Council of Governors as per By-law: Article 2, Section 4 of the LCI Constitution and By-Laws

## **Section 3**

**Quorum:** The personal presence of a majority of the voting members of the Council shall constitute a quorum of any meeting thereof.

## **Section 4**

**Meetings:** The incoming Council shall meet immediately following the close of the current year's Multiple District Convention, and shall be attended by all members of Council and such Chair(s) of Multiple District Committees as shall be determined by Council for the purpose of approval and consideration of committee plans, reports, budgets, and such other matters as may be deemed appropriate which will impact the operation of the Multiple District in the upcoming year. The Council shall meet **in the month of August**, at the Fall Conference and Multiple District Convention.

Any other Council meeting or telephone conference call will be called by the Council Chair as deemed necessary.

Council meetings shall be opened to interested Lions, with sufficient seating capacity provided by the Convention Chair to accommodate those wishing to attend. Council may hold private (in camera) meetings when discussing personnel matters or awards and recognitions.

## Section 5

**Powers:** Except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution & By-Laws of the International Association of Lions Clubs, the powers granted therein to the Board of Directors of said Association and the policies and acts of said Board of Directors, the Multiple District Council shall:

- A) Have such jurisdiction and control over all officers and agents, when acting as such, of the Multiple District, the Fall Conference and Multiple District Convention;
- B) Have management and control over the property, business and funds of the Multiple District and shall provide for an annual audit of all such funds;
- C) Have jurisdiction, control and supervision over all phases of the Multiple District Convention and all other meetings of the Multiple District;
- D) Have control and management of all budgetary matters of the Multiple District and committees of the Multiple District, Multiple District Convention and all other meetings of the Multiple District.

## **ARTICLE VI - FALL CONFERENCE**

### **Section 1A**

A Fall Conference of the Multiple District shall be held between **October 15th and November 15th** of each fiscal year at a site selected by the Convention Committee and approved by the Multiple District Council not less than one year in advance provided that the site shall be located within the sub-districts on the following rotation thereafter:

N-1	2007	N-1	2011
N-3	2008	N-3	2012
N-4	2009	N-4	2013
N-2	2010	N-2	2014

### **Section 1B**

There shall be a FALL CONFERENCE COMMITTEE chaired by the member of the Multiple District Convention Committee in whose sub-district the Fall Conference is to be held and consisting of such other members from the hosting sub-district as the chair deems necessary.

The duties of the Committee shall be the planning and management of the Fall Conference in accordance with the policies and budget approved by and authority granted by the Multiple District Council.

The Fall Conference Committee shall submit a budget to the Multiple District **Incoming Council** at its first regular meeting **immediately following the MD Convention** for approval.

Liabilities not included in the budget may not be incurred by the Committee without prior approval of the Council.

**All attendees shall pay the registration fee of \$5.00 and such fee shall be included in the purchase of a full hospitality book. Only registered attendees shall be admitted to any session, activity or function of the Conference.**

A **Hospitality Book fee** established by the committee and approved by the Council may be collected from each delegate, alternate and guest attending the Conference. Such fees together with other revenues shall be collected by the committee and disbursed in accordance with the approved budget and policies of the Multiple District Council. The Chair shall present a statement of revenues and expenditures, together with all records, source documents, registration data, bank statements and Conference surplus to the Council Secretary Treasurer not later than 45 days after the close of the Conference. A full Conference report including a financial summary should be submitted to the Multiple District Council.

## **Section 2**

**Voting Delegates:** All Lions in good standing in their sub-districts may attend the Fall Conference, but voting on matters before the Conference shall be limited to:

All members of the Council of Governors, all certified voting delegates or their alternates, and all Past District Governors, and all Vice District Governors, as prescribed by Article VII, Section 7. All registered eligible voting delegates shall be issued a credential voting card by the Credentials Committee.

Twenty-five percent (25%) of the voting delegates registered at the Fall Conference shall constitute a quorum.

### Section 3

**Business:** All matters relative to the welfare of the Multiple District may be discussed at the Fall Conference and referred to standing or special committees, appointed by the Multiple District Council, for their consideration and report to the Multiple District Convention.

At such Fall Conference, resolutions relative to the amendment of the Constitution and By-Laws of the Multiple District may be presented by any club after favourable majority vote by the majority of the clubs in the Zone or Sub-District. All resolutions so presented shall be referred to the Constitution and By-Laws Committee for study and upon their determination that such resolutions are in order, shall be presented to the Fall Conference for discussion; shall forward them to the Editor of the district publication for inclusion in the issue next following the Fall Conference; and shall cause them to be placed on the agenda of the next Multiple District Convention for a vote.

### Section 4

**Candidates for International Office:** Any qualified candidate who intends to seek the endorsement of the Multiple District for any International Office, except that of District Governor, shall be entitled to have his/her candidacy presented from the floor at the Fall Conference and shall be entitled to address the members assembled.

## ARTICLE VII - MULTIPLE DISTRICT CONVENTION

### Section 1

An annual convention of this Multiple District shall be held in each year not less than thirty (30) days prior to the International Convention at a site selected by the Convention Committee and approved by the Multiple District Council not less than **three** years in advance, provided that the site shall be located within the sub-districts on the following rotation and continuing in the same rotation thereafter:

N-1	2008	N-2	2012
N-2	2009	N-1	2013
N-1	2010	N-3	2014
N-4	2011	N-4	2015

If any Sub-District fails to provide a site as outlined above for the year of its turn, the Council shall determine the site.

### Section 2

The Multiple District Council shall retain and have the absolute power to change at any time, for good and sufficient reason, the city or place of holding the Multiple District Convention.

### Section 3

There shall be a MULTIPLE DISTRICT CONVENTION COMMITTEE consisting of one member from each Sub-District appointed by the District Governor to serve a term which shall expire at the conclusion of the first meeting of the Council following the conclusion of the Multiple District Convention in the member's Sub-District.

If a member is unable to complete the term for any reason, the then serving District Governor shall appoint a replacement to complete the term.

The Chair of the Committee shall be the member representing the Sub-District hosting the convention that year.

The duties of the Committee shall be the planning and management of the annual Multiple District Convention in accordance with the policies approved by and authority granted by the Multiple District Council.

The Convention Committee shall submit a convention budget to the Multiple District Council for approval at its meeting immediately following the conclusion of the Multiple District Convention; said budget may be amended at the Fall Conference by the Council or at the request of the committee.

Liabilities not included in the budget may not be incurred by the committee without prior approval of the Council.

All attendees shall pay the registration fee of \$5.00 and such fee shall be included in the purchase of a full hospitality book. Only registered attendees shall be admitted to any session, activity or function of the Convention.

A **Hospitality Book fee** established by the committee and approved by the Council may be collected from each delegate, alternate and guest attending the Conference. Such fees together with other revenues shall be collected by the committee and disbursed in accordance with the approved budget and policies of the Multiple District Council. The Chair shall present a statement of revenues and expenditures, together with all records, source documents, registration data, bank statements and Convention surplus to the Council Secretary Treasurer not later than 45 days after the close of the Convention. A full Convention report including a financial summary should be submitted to the Multiple District Council.

#### **Section 4**

The members of the Council shall be the officers of the annual Multiple District Convention.

#### **Section 5**

A convention of each Sub-District in the Multiple District shall be held annually, in conjunction with the Multiple District Convention, or at such other date, time

and place prior thereto as determined by the Sub-District Cabinet. A meeting of the registered delegates of a Sub-District in attendance at a Multiple District Convention may constitute the annual Convention of a Sub-District.

### **Section 6**

A Convention SERGEANT-AT-ARMS and such Assistant Sergeants-at-Arms at it deems necessary, shall be appointed by the Council.

### **Section 7**

Each chartered club in good standing in the International Association of Lions Clubs, Multiple District N and its Sub-Districts, shall be entitled to be represented by one or more DELEGATES AND ALTERNATE DELEGATES at the Annual Convention of its Districts (Sub and Multiple) and shall be entitled in each such Convention to one voting delegate and one alternate delegate for each ten members, or major fraction thereof, of said Club as shown by the records of the International Office as of April 30, of the year preceding the year, in which the Convention is held. (Major fraction shall be five or more.)

Each delegate and alternate delegate shall be certified by the Credentials Committee of the Multiple District Convention (By-Laws Article VI, Section 2) provided, however, that no delegates or alternate delegates shall be certified by being issued a delegate voting card after acceptance of the report of the Credentials Committee by the Convention.

Each certified delegate present in person may cast one vote for each office to be filled, and one vote on each issue to be decided, by said convention. When all delegates present have voted, the duly certified alternate delegates present may vote in the place of their respective delegate, if the respective delegate is not present, able or willing to vote.

In addition, all members of the Council and all Past District Governors shall be entitled to be voting delegates to the Multiple District Convention.

Unless otherwise specified in the Constitution and By-Laws, the affirmative vote of a majority of the delegates voting on any question shall be the act of the Convention and shall be in effect until altered or repealed by a subsequent Convention.

The Chair of the Council shall only vote in the event of a tie and shall cast the deciding vote.

### **Section 8**

A majority of the voting delegates registered at any convention, Sub or Multiple District, shall constitute a quorum.

## **Section 9**

The Multiple District Council Secretary-Treasurer shall be the Secretary of the convention and shall compile an official report, including the minutes, of the convention, which shall be sent to the members of the Council, Multiple District Committee Chairs, Vice-District Governors and Past International Directors within 45 days following the convention, and shall be published upon receipt in the official publications of multiple district.

## **ARTICLE VIII - SUB-DISTRICT ORGANIZATION**

### **Section 1A**

#### Cabinet and Officers:

Each Sub-District shall have a District Cabinet composed of the District Governor, First Vice District Governor, Second Vice-District Governor, Immediate Past District Governor, such Region Chairs\*\* (provided that the District Governor has decided to retain the position of Region Chair) and Zone Chairs as shall be elected, or appointed by the District Governor, Cabinet Secretary-Treasurer, and District Committee Chairs.

The members of the District Cabinet with the exception of District Committee Chairs, shall be the officers of the Sub-District. Each member of the District Cabinet shall be a member of a Lions Club in good standing in the Sub-District and shall be entitled to one vote in the proceedings of Cabinet meetings.

### **Section 1B**

- A} The respective Districts (Single, Provisional, and Sub) shall provide in its District Constitution and By-Laws or Policy Manual for the elected office of First and Second Vice District Governors, duties of said office to be established by International By-Laws under Article 7, Section 9 (a) (2).
- B} The President and Secretary of all clubs in good standing in the Sub-District, and all Past District Governors in good standing in the Sub-District shall be entitled to one vote at Cabinet meetings;
- C} The District Governor, Vice-District Governors, Region Chairs\*\* and Zone Chairs of each Sub-District may be elected at the annual convention of the Sub-District and shall take office immediately on adjournment of the next following International Convention. The District Governor shall, by the time he/she takes office, ensure that one Region Chair\*\* and one Zone Chair for each Region and Zone in the Sub-District has been elected or appointed;

- D) Any vacancy in a Sub-District office, except that of District Governor and First and Second Vice District Governors, shall be filled by the appointment of a successor by the District Governor for the unexpired term thereof.
- a.) If the vacancy occurs due to a failure to elect a First or Second Vice-district governor at convention for any reason, or due to the death, resignation or inability to serve after the convention but before the end of the fiscal year, the incoming District Governor shall call a special delegate meeting to be held as part of a special or regular cabinet meeting within the first sixty days of the new fiscal year for the purpose of receiving floor nominations and casting votes by delegates only for the office of First or Second Vice-District Governor. The incoming District Governor shall give 21 days notice of the election to clubs.
- b.) If the vacancy shall occur due to the death, resignation or inability to serve of a sitting First or Second Vice-District Governor, then the District Governor shall call a regular or special cabinet meeting within sixty days of the vacancy becoming known to the District Governor for the purpose of receiving floor nominations and casting votes by cabinet officers for the office of First or Second Vice-District Governor. The District Governor shall give all cabinet members 21 days notice of the election of First or Second Vice-District Governor, which shall be held according to the Constitution and By-Laws of the International Association of Lions Clubs.
- E) If any Region Chair or Zone Chair shall cease to be a member of a club in the Region or Zone, to which he/she was elected or appointed, his/her term of office shall thereon cease and the District Governor shall appoint a successor to fill said office;
- F) No salary shall be paid to any officer of the Multiple, or any Sub-District.

## **Section 2**

### District Cabinet Meetings

- A) A **regular meeting** of the Cabinet shall be held in each quarter of the fiscal year. Ten (10) days written notice of the meetings setting forth a place, time, date and agenda determined by the District Governor shall be given to each member by the Cabinet Secretary-Treasurer.
- B) A **Special meeting** of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written request made to the District Governor or Cabinet Secretary-Treasurer by not less than 10 of the members of the Cabinet. Not less than ten (10) days

written notice of special meetings setting forth the purpose thereof and a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary-Treasurer.

- C) **Quorum:** The attendance of a majority of the members of the Cabinet registered for a meeting shall constitute a quorum for any meeting.
- D) **District Convention:** The fourth quarterly meeting of the District Cabinet may be replaced by a Sub-District Convention. At such convention voting delegates shall be as set forth in Article VII, Section 7.

### Section 3

#### Regions and Zones

- A) Each District Governor shall divide his Sub-District into Regions of Sixteen (16) or less Lions Clubs, and each Region into Zones of eight (8) or less Lions Clubs. All such Regions and Zones shall be subject to change by the District Governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the Association.
- B) Meetings of representatives of all clubs in a Region with the Region Chair\*\*, or if not, then with the Zone Chair presiding, may be held during the fiscal year at times and places fixed by the Region Chair\*\* and/or the Zone Chair of the respective Regions or Zones.

Entitlement to vote at any Region Meeting shall be in the sole discretion of each individual Sub-District.

- C) **Zone Meetings:** Meetings of representatives of all clubs in a Zone, with the Zone Chair presiding, shall be held during the fiscal year at times and places fixed by the Zone Chair.

Entitlement to vote at any Zone Meeting shall be in the sole discretion of each individual Sub-District.

### Section 4

#### Sub-District Committees

- A) In each Zone, the Zone Chair and the Presidents and Secretaries of the Clubs in the Zone shall compose a **District Governor's Advisory Committee**, with the Zone Chair as Chair thereof. At a date, time and place called by the Zone Chair, this committee shall hold a first meeting within 90 days after the adjournment of the preceding International Convention; a second meeting in the month of November; a third meeting in the month of January or February; and a fourth (optional) meeting not less than 10 days prior to the Sub-District Convention.

- B) The District Governor may appoint a **District Governor's Honorary Committee** composed of Past District Governors who are members in good standing of Clubs within the Sub-District. This Committee shall meet when and as called upon by the District Governor.
- C) **Other Committees:** Such other committees as are deemed necessary may be appointed by the District Governor.

## **ARTICLE IX – AMENDMENTS**

### **Section 1**

All resolutions for a change to the Multiple District Constitution and By-Laws shall be referred to the Constitution and By-Laws Committee.

This Constitution may be amended only at a Multiple District Convention, by resolution proposed by a Club and endorsed by a majority of the Clubs in the Zone or Sub-District.

All resolutions for a change in the Constitution shall be first submitted to the Annual Fall Conference by any Club after seeking endorsement as aforementioned and subsequent notice of same shall be given to all Clubs in the Multiple District per Article IX Section 5 of this Constitution.

The above notwithstanding, the Multiple District Council of Governors may offer amendments to this Constitution for consideration at a Multiple District Convention without the same having been submitted by a Club, provided however, that due notice shall be given to all Clubs in the Multiple District subsequent to the Fall Conference as aforementioned.

Amendments offered at the Fall Conference may be amended at the annual Multiple District Convention if they are within the general meaning of the original proposal.

Amendments proposed as aforementioned, require a two-third (2/3) affirmative vote of the delegates registered at the Multiple District Convention, present, qualified and voting, in order to be adopted.

### **Section 2**

Notwithstanding Section 1, in the event of a proposed constitutional change to sub-district boundaries, the voting process by secret ballots shall take place at the individual sub-district conventions in that fiscal year, in accordance with the Constitution & By-laws of Lions Clubs International.

### **Section 3**

Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

**Two \*\* means “Provided that the District Governor has decided to retain the position of Region Chair”**

**Amended on May 18, 2008 in Charlottetown, PEI**

**Amended on May 16, 2009 in Truro, NS**

**Amended on May 23, 2010 in Fredericton, NB**

**Amended on May 14, 2011 in St. John’s, NL**

## **BY-LAWS (As amended on May 14, 2011)**

### **ARTICLE I - SUB-DISTRICT CONVENTION**

#### **Section 1**

Each Sub-District shall hold a Sub-District Convention at or prior to the Multiple District Convention.

#### **Section 2**

**VOTING:** Voting on any matter, including elections, at Sub-District Conventions, shall be by duly certified delegates. Each Club shall be entitled to one vote for each ten (10) members, or major fraction thereof (5 plus to be considered a major fraction) as shown by the records of the Cabinet Secretary-Treasurer as of April 30, of the Year preceding the year in which the Convention is held. In addition, all Past District Governors in good standing in the Sub-District shall be entitled to be a voting delegate at a Sub-District Convention.

### **ARTICLE II - SUB-DISTRICT NOMINATIONS AND ELECTIONS**

#### **Section 1**

A District Governor may, during his/her own term decides to either utilize or not utilize the position of Region Chair within the respective sub-district. Any

District Governor who has decided to utilize the position of Region Chair shall thereafter be bound by all provisions of the Multiple District Constitution, By-Laws, and Policy Manual which in any way relates to the position of Region Chair, while any District Governor who has decided not to utilize the position of Region Chair shall not be bound by the said provisions as they pertain to that position only.

## **Section 2**

Candidates for all offices shall be in good standing in their Club and otherwise qualified as required by the International and Multiple District Constitutions.

## **Section 3**

- A} The District Governor, Vice District Governors, Region Chair\*\* and Zone Chairs may be elected annually at the Sub-District Convention.
- B} A candidate for **District Governor** shall be a member in good standing of a chartered Club within the District and shall meet the eligibility criteria as specified in Article IV, Section 7 of the Constitution of the International Association of Lions Clubs.
- C} A candidate for First or Second **Vice District Governor** shall be a member in good standing of a chartered club within the District and shall meet the eligibility criteria as specified in ARTICLE VII, Section 9(a) (2) of the By-Laws of the International Association of Lions Clubs.
- D} A candidate for **Region Chair\*\*** shall be a member in good standing of a chartered Club within the Region, and shall have served or be serving, a major portion of a year as a Zone Chair, Cabinet Secretary or Club President.
- E} 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.

## **Section 4**

- A} All candidates must be nominated, in writing, by their Lions Club and such nomination shall be received by the Cabinet Secretary at least five (5) days prior to the Sub-District Convention except nominations for the office of District Governor, first and second Vice-District Governor which shall be received at least thirty (30) days prior to the Sub-District Convention, and shall include a written confirmation from the nominee that he will serve if elected.
- B} In the event there are no nominations of a qualified candidate for any District office, then but only then, nominations for qualified candidates for that office may be made by any delegate from the floor, provided that

the candidate so nominated is either present to confirm, or has given written confirmation that he/she will serve if elected.

- C} 1. All elections shall be by secret ballot unless there is only one nominee in which event the Chair shall declare the nominee elected, except that the election of District Governor, first Vice District Governor and second Vice-District Governor shall be pursuant to the International Constitution and By-Laws. Election of a candidate for any office shall be by a clear majority of the votes cast. In the event 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.

2. In the event of a tie vote for candidates with the least number of votes, the three Past District Governors present with the most recent service in the post, shall each cast one ballot and the nominee receiving a majority of the votes shall proceed to the next ballot.

3. In the event of a tie vote between the final two remaining candidates, the three Past District Governors present with the most recent service in that post, shall each cast one ballot and the nominee receiving a majority of the votes shall be declared elected.

4. In the event of a vacancy in the office of District Governor, the same shall be filled in accordance with the provisions of the International Constitution.

## **ARTICLE III – DUTIES**

### **Section 1A**

The **District Governor** shall act under the general supervision of the International Board of Directors as the representative of Lions International in the District and shall have supervision over all Lions Clubs therein. In addition, in the District, he/she shall:

- a) Further the Purposes and Objects of Lions International;
- b) Supervise organization of new Lions Clubs;
- c) Promote cordial relations among the chartered Lions Clubs;
- d) Preside over all Cabinet, Convention and other Sub-District meetings;
- e) Exercise such supervision and authority over Cabinet officers and

- District committee appointees as is provided in this Multiple District Constitution;
- f) Submit a current itemized statement of total Sub-District receipts and expenditures to the Sub-District Convention (or annual meeting of this Sub-District at a Multiple District Convention);
  - g) Submit such other reports and perform such other duties as may be required by the International Board of Directors;
  - h) Deliver, forthwith, at the termination of his/her term of office, all Sub-District accounts, funds and records to his/her successor not later than August 15.

### **Section 1B**

The first **Vice District Governor** is subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor. The specific responsibilities shall be to:

- a) Further the Purposes and Objects of Lions Clubs International;
- b) Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of District Governor, he/she will be better prepared to assume the duties and responsibilities of said office;
- c) Perform such administrative or other duties as may be assigned by the District Governor;
- d) Perform such other functions and acts as may be required by the International Board of Directors through the Vice Governor's manual and other directives.

### **Section 1C**

#### **Second Vice District Governor.**

The second Vice District Governor is subject to the supervision and direction of the District Governor. His/her specific responsibilities shall be to:

- (a) Further the purposes of this association.
- (b) Actively participate and inspire other District officers to administer and promote effective membership growth and new club organization.
- (c) Perform such duties as assigned by the District Governor, including assisting the District retention chair.
- (d) Perform such other functions and act as required by the policy of the association.
- (e) Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor and the first Vice District Governor.
- (f) Participate in the preparation of the District budget.
- (g) Actively engage in all matters to be continued during the following year.
- (h) At the request of the District Governor, supervise appropriate District committees and participate in the review of strengths and weaknesses of the District.”

## **Section 2**

Under the supervision and direction of the District Governor, the **Cabinet Secretary-Treasurer** shall:

- a) Keep an accurate record of the proceedings of all meetings and conventions, and within five (5) days after each meeting forward copies of the same to all members of Cabinet , each Lions Club in the District, and the office of Lions International as per Article IX Section 5 of the Constitution;
- b) Assist the District Governor and the Cabinet in conducting the business of the Sub-District and perform such other duties as are specified or implied in this Constitution and By-Laws, or as may be assigned from time to time by the District Governor or the Cabinet;
- c) Sign all notices and documents issued by the Sub-District;
- d) Make an annual report to the Cabinet at its meeting immediately preceding the Sub-District Convention, and such other reports at such other times as the District Governor or Cabinet may require;
- e) Collect and receipt for all per capita dues levied hereunder on members and Clubs in the Sub-District, deposit the same in such bank or banks as the Cabinet shall determine and disburse the same by order of the District Governor or the Cabinet;
- f) Remit and pay over to the Multiple District Council Secretary-Treasurer the Multiple District per capita dues collected in the Sub-District, and secure a proper receipt therefore;
- g) Keep accurate books and records of account, and minutes of all Cabinet and Sub-District meetings, and permit inspection of the same by the District Governor, any Cabinet member, and any Club (or authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, furnish any such books and records as requested to any auditor appointed by the Cabinet;
- h) Secure a bond for the faithful performance of his/her duties in such sum, and with such sureties as may be required by the Cabinet.

## **Section 3**

Under the supervision and direction of the Council, the **Multiple District Council Secretary-Treasurer** shall:

- a) Keep an accurate record of the proceedings of all meetings of the Council, and within ten (10) days after each meeting forward copies thereof to all members of the Council, and the office of Lions International in accordance with Article IX Section 5 of the Constitution;
- b) Assist the Council in conducting the business of the District, and perform such other duties as are specified or implied in this Constitution and By-Laws, or as may be assigned from time to time by the Council;
- c) Receive and give proper receipt for all per capita dues required to be

- paid over to him/her hereunder by the Sub-District Cabinet Secretary-Treasurers, deposit the same in a bank or banks designated by the Council, and disburse the same under the supervision and control of the Council by cheques drawn against said deposits signed by himself /herself and counter signed by the Council Chair or other duly authorized Council member;
- d) Keep accurate books and records of account and minutes of all Council and Multiple District meetings, and permit inspection of the same by any member of the Council or any club in the Multiple District (or any duly authorized agent of either) at any reasonable time for any proper purpose;
  - e) The Council Secretary-Treasurer shall present to all Conferences and Conventions and send to the MDN webmaster for posting on website, a comprehensive financial report detailing all expenses including, but not limited to, those of Committee Chairs.
  - f) Secure bond for the faithful performance of his duties in such sum and with such sureties as may be required by the Council.
  - g) Attend the first meeting of the Incoming Council to provide continuity.
  - h) The Council Secretary-Treasurer is responsible to remit a job description, as established in Appendix "N" of MDN Policy Manual, to all newly appointed/elected MD Chairs.

#### Section 4

Under the control and supervision of the District Governor, the **Region Chair\*\*** shall:

- a) Attend the regular and special meeting of the Cabinet;
- b) Assist the District Governor in promoting *LIONISM* in his Region by performing such duties as may be delegated from time to time by the District Governor and the Cabinet;
- c) Recommend qualified Lions in the Region for appointment as Zone Chairs;
- d) Endeavour to have every Club in the Region operating under a duly adopted Club Constitution and By-Laws;
- e) Promote representation at International and District (Sub and Multiple) Conventions by at least the full quota of delegates which clubs in the Region are entitled;
- f) Supervise and assist the Zone Chairs of the Region in the performance of their official duties and cooperate with them in arranging and holding Zone meetings and District Governor's Advisory Committee meetings.

In the event the Region Chair\*\* for any reason cannot or, in the judgement of the District Governor, does not perform the duties of office or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

## Section 5

Under the control and supervision of the District Governor and his Region Chair\*\*, the **Zone Chair** shall:

- a) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions International, and his District Governor, Vice District Governor and Region Chair\*\*;
- b) Endeavour to have every club within the Zone operating under a duly adopted Club Constitution and By-Laws;
- c) Arrange, with the cooperation of the Region Chair, regularly scheduled Zone meetings;
- d) Encourage inter-club meeting(s) and social activities;
- e) Promote attendance at Charter Nights of newly organized clubs;
- f) Promote representation at International and District (Sub and Multiple) Conventions by at least the full quota of delegates to which clubs in the Zone are entitled.

In the event the Zone Chair for any reason cannot or, in the judgement of the District Governor, does not perform the duties of office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

## Section 6

**Multiple District Council** shall:

- a) Make all contracts and approve all bills relating to Multiple District Convention and 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 if necessary, and provide for an audit at the end of the fiscal year of the books and accounts of the Council Secretary-Treasurer as per Article IX, Section 4A of the Constitution of the Multiple District.

## Section 7

The **District Governor's Cabinet** shall:

- a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of *LIONISM* within the Sub-District;
- b) Serve in an advisory and administrative capacity only;
- c) Secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet Secretary-Treasurer;
- d) Secure semi-annually or more frequently, Sub-District financial reports from the Cabinet Secretary-Treasurer;

### **Section 8**

The **District Governor's Advisory Committee** shall assist the Zone Chairs in an advisory capacity; procure recommendations affecting the welfare of *LIONISM* and the Clubs in the Zone, and relay the same through the Zone Chair to the District Governor and Cabinet.

### **Section 9**

The **District Governor's Honorary Committee** shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairman of this Committee shall attend meetings of the Cabinet when requested by the District Governor.

### **Section 10**

The **Sergeant-at-Arms** shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incidental to the office under 'Robert's Rules of Order Newly Revised'.

## **ARTICLE IV - FINANCE**

### **Section 1**

Multiple and Sub-District dues as established from time to time shall be levied upon each member of each Club in the Multiple District, or Sub-District where appropriate, 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: one half of established fees per club member on or before **September 30th** of each year to cover the semi-annual period July 1st to December 31st; and one half on or before **March 30th** of each year to cover semi-annual period January 1st to June 30th, with billings of said dues to be based upon the roster of each club as of the first day of September and March respectively. These dues shall be collected from the clubs in each Sub-District by, and be remitted to, the respective Cabinet Secretary-Treasurer, who shall deposit the monies so collected in a special account in a bank or depository chosen by the respective Sub-District Cabinet.

Any Club, which is chartered or reorganized in a current fiscal year, shall collect and pay said per capita 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.

### **Section 2**

Multiple District per capita dues shall be established by a budget resolution of the Multiple District Convention provided that any change in the per capita dues of the Multiple District is subject to prior notice at the preceding Fall Conference

with appropriate notice to all Clubs in the Multiple District.

Multiple District dues, as approved by a Multiple District Convention, are binding upon all Clubs in the Multiple District and do not need Sub-District approval to be collected.

Multiple District per capita dues collected by the Sub-District Cabinet Secretary-Treasurer shall be paid over to the Council Secretary-Treasurer by October 15 and April 15. The funds so collected shall be used for defraying approved expenses of the Multiple District and shall be expended only by the Council Secretary-Treasurer and counter-signed by the Council Chair or other duly authorized member of the Council.

**Section 3**

**BANKING AND SIGNING AUTHORITY**

**A) BANK**

Multiple District N shall appoint an Association Depository at a Canadian bank, as approved by the Council of Governors. This appointment must be confirmed by Resolution of Council, inserted in the annual minutes of Multiple District N, **when a change of institution is made.**

This appointment of Association Depository will be reviewed every three to five years by Council, **in conjunction with the Budget & Audit Committee.**

**B) BANKING RESOLUTION OF MULTIPLE DISTRICT N**

The undersigned, being the Council Secretary Treasurer of the above association, hereby certifies that on the \_\_\_\_\_ day of May, \_\_\_\_\_ the Council of Governors of the Multiple District N adopted the following resolution, which will take effect on July 1<sup>st</sup>, \_\_\_\_\_:

**BE IT RESOLVED** that Multiple District N opens bank accounts with **(name of financial institution)** \_\_\_\_\_ and that the officers of Multiple District N are authorized to take such action as is necessary to open such accounts; that the bank's printed form of resolution is hereby adopted and incorporated into these minutes by reference and shall be placed in the minutes book; that any two (2) of the following Lions shall have signature authority over the accounts:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Council Chair

\_\_\_\_\_  
Council Secretary Treasurer

\_\_\_\_\_  
Member of the Council of Governors

and that said resolution has not been modified or rescinded.

Date: \_\_\_\_\_

### **C) COUNCIL SECRETARY-TREASURER**

Notice to rescind the appointment of the named financial institution must be published as a notice to membership not less than thirty (30) days prior to the Annual Convention and confirmed in the Annual minutes of Multiple District N.

### **D) SIGNING AUTHORITY**

The Council of Governors shall approve annually three (3) Council members to sign cheques, who shall be the Council Secretary Treasurer, the Council Chair and one other member of Council who is not from the same District as either the Council Secretary-Treasurer or the Council Chair. The Council Chair, Council Secretary-Treasurer and the other signatory shall not countersign their own reimbursement cheques and no blank cheques shall be pre-signed. The Council Secretary Treasurer shall make the necessary arrangements for signing authority with the bank.

### **E) TERM**

The term of Signing Authority for the three (3) Council members shall commence on July 1 and shall end on June 30 of each Lionistic year.

## **Section 4**

Sub-District per capita dues shall be established by budget resolution of the respective Sub-District Conventions provided that any change in the per capita dues of the Sub-District is subject to prior notice at the preceding Cabinet meeting, with appropriate notice to all Clubs in the Sub-District.

The funds so collected shall be used to defray approved expenses of the Sub-District in which they are collected, and only upon approval of the District Governor's Cabinet, and shall be expended only by the Cabinet Secretary-Treasurer and countersigned by the District Governor.

## **Section 5**

A) **Auditors-Multiple District:** It shall be the responsibility of the Budget and Audit Committee to conduct an audit of the funds of the Multiple District within sixty (60) days of the conclusion of the fiscal year and to include both financial and compliance audits. Such audits shall be carried out by not less than two Lions, who are not members of the Secretary-Treasurer's home Sub-District.

The committee's report, which shall include a detailed statement of income and expenditures with comparative data from the two preceding years, and shall be presented at the next succeeding meeting of the Council of Governors and circulated to all Clubs, as per Article IX,

Section 5.

- B} **Appointment of Auditors - Sub-District:** A committee of not less than two (2) Lions, none of whom shall be members of the District Governor's or Cabinet Secretary-Treasurer's home Club, shall be nominated annually by the Vice-District Governor/incoming District Governor and approved at the Sub-District Convention, to conduct an audit of all funds of the Sub-District within sixty (60) days of the conclusion of the fiscal year.

The committee's report with comparative data from the two preceding years, which shall include a detailed statement of income and expenditures, shall be presented at the next succeeding meeting of the Sub-District Cabinet and circulated to all Clubs as per Article IX, Section 5.

**Section 6**

Appropriate notice to all Clubs in the Multiple District, or to all Clubs within a Sub-District, for the purpose of giving notice of proposed changes in per capita dues, or for publication of audited financial statements shall be by mail, electronic transmission, or by publication in the approved Sub or Multiple District Publication to all Club Secretaries in the Multiple District or Sub-District and to be voted upon by secret vote at the Multiple or Sub-District Convention.

**Section 7**

**MULTIPLE DISTRICT DUES**

The rate of Multiple District dues are as follows:

Multiple District Convention Fund	.55
Multiple District Administration Fund	2.75
Multiple District Promotion Fund	0.20
Multiple District Activities Fund	0.25
MD Education and Training Fund	<u>1.75</u>
	\$5.50

**Section 8**

**EXPENSES**

A} Lions entitled for reimbursement shall be reimbursed as stipulated in the MDN Constitution, By-Laws, Policy Manual and the MDN Rules of Audit at Appendix I of this Policy Manual.

B} The Council Chair and Council Secretary-Treasurer shall be eligible for expenses for attending all meetings of Council, the Fall Conference and the MD

Convention. Reimbursement will include their Hospitality Book, but not that of their spouse or partner.

C} The following Lions shall be entitled for reimbursement for postage, photocopies and telephone calls in connection with the proper business of Council and its MD Committees:

- a) Council Chair
- b) Council Secretary-Treasurer
- c) MD Committee Chairs
- d) Past International Directors

Receipts and copy of phone bill must be submitted with request. All requests for reimbursement must be submitted to the Council Secretary-Treasurer for repayment.

D} Expenses not covered in the By-Laws, Policy Manual and the MDN Rules of Audit must be approved by Council prior to any reimbursement being made.

### **Section 9**

Neither the Multiple District Council of Governors, nor the District Governor and Cabinet in any Sub-District shall incur obligations in any fiscal year, which will create an unbalanced budget or deficit in said fiscal year.

### **Section 10**

No travel allowance, or travel subsidy shall be paid from Multiple or Sub-District funds for travel that is reimbursable from Lions Clubs International under the International Rules of Audit. All eligible expenses will be reimbursed as detailed in the MDN By-Laws, Policy Manual and the MDN Rules of Audit or by the Sub-Districts legal documents and rules of audit, if existing.

## **ARTICLE V - MULTIPLE DISTRICT CONVENTION FUND**

### **Section 1**

Annual per capita Multiple District Convention fund dues shall be levied, collected, and administered, in accordance with Article IX.

### **Section 2**

The funds so collected shall be used exclusively for defraying expenses of Multiple District Conventions and Fall Conferences.

### **Section 3**

Any funds over and above a base amount of \$3,000.00, shall be used for the sole purpose of defraying and reducing the costs of delegates attending the

Fall Conference and Multiple District Convention during the fiscal year.

## **ARTICLE VI - MULTIPLE DISTRICT ADMINISTRATION FUND**

### **Section 1**

Annual per capita Multiple District administration fund dues shall be levied, collected, and administered in accordance with Article IX.

### **Section 2**

The funds so collected shall be used exclusively for administrative expenses of the Multiple District such as expenses of the Council Chair, the Council Secretary-Treasurer, such district chairs as defined in the by-laws, the Policy Manual and the official district publications.

## **ARTICLE VII - MULTIPLE DISTRICT PROMOTION FUND**

### **Section 1**

An annual Multiple District promotion fund dues, as determined from time to time, shall be levied until dues funding cap is reached, upon each Sub-District of the Multiple District, payable by the Cabinet Secretary-Treasurer upon receipt of invoice from the Council Secretary-Treasurer.

### **Section 2**

The Council Secretary-Treasurer shall deposit receipts for this purpose in an interest-bearing account to be accumulated from year to year. The interest earned on these invested funds shall accrue to the fund and not be subject to the dues funding cap.

### **Section 3**

The Multiple District promotion fund shall be used exclusively for the support of a candidate from the Multiple District in seeking an International Office other than District Governor. No allocation of funds may be made until a candidate has received the required endorsement of the Multiple District. And all disbursements shall be subject to fiscal control by the Multiple District Council.

### **Section 4**

The amount of funds shall be set at fifteen thousand dollars (\$15,000), or the dollars available, whichever is the lesser amount, to be given to the candidate for his/her campaign.

## **ARTICLE VIII - MULTIPLE DISTRICT ACTIVITIES FUND**

### **Section 1**

Annual per capita Multiple District Activities fund dues may be levied, collected and administered in accordance with Article IX.

**Section 2**

The funds so collected shall be used exclusively for the payment of budgeted expenses incurred for activities approved by Council.

**Section 3**

Payments of these dues by Clubs within the Multiple District may be made from the Club Activities account.

**ARTICLE IX - MULTIPLE DISTRICT EDUCATION AND TRAINING FUND**

**Section 1**

Annual per capita Multiple District Education and Training fund dues shall be levied, collected and administered in accordance with Article IX.

**Section 2**

The funds so collected shall be used exclusively for Education and Training expenses of the Multiple District and for approved Training Programs of the Sub-Districts sanctioned by the Multiple District Leadership Development Chair.

**ARTICLE X - MULTIPLE DISTRICT ACCOUNTS**

- A) Any and all accounts to be established in the name of Multiple District N to carry on approved Multiple District projects or activities must first receive the approval of the Council of Governors, together with a letter authorizing the appropriate signing officers for such accounts.
  
- B) Any person entitled to sign on any account established in the name of Multiple District N shall be bonded under the terms of the bond covering the Council Secretary-Treasurer and other officers of Multiple District N.
  
- C) Any individual who has received Council approval to establish an account in the name of Multiple District N to carry out any approved project or activity, shall within sixty (60) days of the completion of the activity provide to the Council of Governors a full accounting of all funds received and disbursed. Including all supporting receipts and documentation in support thereof, and shall turn over to the Council Secretary-Treasurer the balance of any funds held in said account for deposit to the appropriate main account of the Multiple District, which funds may then be advanced with Council approval to any succeeding chair or individual.
  
- D) An audit of all such accounts shall take place annually in conjunction with the audit of the Multiple District's books and records as set out in

the Multiple District Constitution, Article IX, Section 4.

E} The Council Secretary-Treasurer shall establish a bank account, in Canadian funds.

## **ARTICLE XI - SUB-DISTRICT ADMINISTRATIVE FUND**

### **Section 1**

To provide revenue to defray the administrative expenses of each Sub-District, annual per capita Sub-District administrative fund tax shall be levied, collected, and administered in accordance with Article IX.

### **Section 2**

The funds so collected shall be used exclusively for the administrative expenses of the Sub-District in which they are collected.

### **Section 3**

Expenses of the Cabinet Secretary-Treasurer for attendance at District Cabinet meetings, Fall Conferences, and Multiple District Conventions are District Administrative Expenses.

### **Section 4**

Expenses of the District Governor and partner for attendance at the International Convention may be considered as a District administrative expense at the discretion of the Sub-District.

### **Section 5**

Expenses for the publication of a district magazine or publication, when approved by the Sub-District Cabinet, are administrative expenses.

## **ARTICLE XII - SUB-DISTRICT ACTIVITY FUND**

### **Section 1**

Annual per capita Sub-District activity fund dues may be levied, collected, and administered in each Sub-District in accordance with Article IX. Payments of these dues by Clubs within the Sub-District may be made from the Club Activities Account.

### **Section 2**

Funds so collected may be used for promotion of the geographical area of the Sub-District at the Multiple District Convention or International Convention, or for other non-administrative expenses as approved by the Sub-District Cabinet.

### **Section 3**

In addition to the established activity fund, Sub-Districts, upon approval by the

Sub-District Cabinet, may solicit voluntary contributions for approved Sub-District level service activities.

#### **Section 4**

With approval of each Sub-District participating, Sub-Districts may enter into joint activities with other Sub-Districts utilizing the resources of Sub-District Activity dues or voluntary contributions.

### **ARTICLE XIII - FISCAL YEAR**

The fiscal year of this Multiple District and each Sub-District shall be from July 1st to June 30th.

### **ARTICLE XIV – MULTIPLE DISTRICT COMMITTEES**

#### **Section 1**

##### **Organization of Committees**

Committee Chair –In the event of a vacancy in the chair for any reason, the Council shall appoint a replacement at the next meeting. The names and addresses of all committee and sub-committee chairs shall be reported to the Council Secretary-Treasurer at the Council Meeting, and shall be published in the official publication of the Multiple District, including but not limited to the web-site.

Term - The term of appointment shall be for three years for each chair. (With the exception of the Multiple District Convention Chair and Speak-out Chair, which will be for a term of one year.) A Lion can only serve two consecutive terms as the Chair of a MD Committee.

Chair Responsibilities – each chair will be responsible to present a written report and evaluation of their committee’s work. This evaluation should include the work completed, successes and needs, and recommendations for next steps and budget. Chairs expenses will be paid only after they have presented their report, evaluation, recommendations and budget to the Council Meetings and the incoming Council at their first meeting.

**Each MD Committee Chair is responsible to remit his/her records and information to his/her succeeding Chair.**

The Council reserves the right to remove any Committee Chair for cause or non-performance of the duties as defined.

Committee members - each chair shall appoint such committee members as are qualified except where other membership is dictated by these by-laws. Committee membership should have a minimum of 3 and maximum of 7. The Sub-District corresponding committee chairs will be Ad Hoc to the

Multiple District Committees and Sub-Committees. It is the expectation that the Incoming District Governor will appoint a Lion representing their District other than the MD Chair of the same Committee. Non-Lions may be included if the non-Lion has expertise that will assist the committee. Service is at the pleasure of the committee chair.

Committee Meetings MD Committee Chairs shall hold meetings of their respective committee as much as feasible at the Multiple District Conventions/Conferences with representatives from all Sub-Districts attending as stipulated in Article IV, Section 1, of the By-Laws, under Committee members.

Convention Chair will reserve meeting rooms as required. All MD Committee meetings shall be opened to all interested Lions, with sufficient seating capacity provided by the Convention Chair to accommodate everyone wishing to attend. All MD Committee Chairs attending the Convention shall attend the first meeting of the incoming Council held immediately after the close of the MD Convention.

Quorum - a majority of the Committee in attendance shall constitute a quorum.

Annual Reports - Each Committee Chair shall submit a written report of all its deliberations to the Council and the Multiple District Convention each year, or as requested more frequently by the Council. Said reports are to be published in the official publication of the Multiple District and the Multiple District website.

Search Committee - Where deemed necessary by the Council to provide competent and quality chairs for any committee, the council may appoint a search committee, to consist of a Chair and two other Lions, to acquire a candidate to replace the chair of a committee.

A list of the various MD Committee Chair positions which are to be filled by the Incoming Council at their first meeting must be sent by the Council Secretary-Treasurer, to the District Governors sixty (60) days prior to the MD Convention. Names for such available positions must be submitted by the District Governors or by individual interested Lions, to the Council Secretary-Treasurer ten (10) days prior to the Convention.

Council shall provide for an equal as possible distribution of MD Chairships amongst all the Sub-Districts, provided that qualified and interested Lions are available.

Expenses – No MD Committee Chair, except those indicated hereunder, shall be reimbursed expenses to attend Council meetings, special meetings, Conferences or Conventions unless required in writing by Council to attend. Such notices shall be sent in a timely manner to permit requested Chairs to book their accommodation and

transportation in due time.

The Chair of Constitution & By-Laws is expected to attend all meetings of Council and the Business Sessions of the MD. The Chairs of the Budget & Audit and Training & Education Committees are expected to attend the Fall Conference and the MD Convention. The Incoming Chair (Vice Chair) of the Convention Committee is expected to attend the MD Convention.

The above mentioned Chairs shall present either, a report to Council and/or to the business session, a budget, a training session, and carry out their duties as stipulated in the By-Laws and Policy Manual, to be eligible for reimbursement of expenses.

No member of any MD Committee, except the Chair, shall be eligible for expense reimbursement.

Subject to the above paragraphs, the Chairs of the MD will be reimbursed from the various funds as follows: Constitution & By-Laws (Administration Fund), Budget & Audit (Administration), Long Range Planning (Administration), Training & Education (Training Fund), Communications (Administration), Program & Services (Administration) and the Vice Chair of the Conference & Convention Committee (Convention). Expenses of the MD Convention Chair will be covered by the Convention budget and funds.

## Section 2

### Administration

#### **Sub-Section A. CONSTITUTION AND BYLAWS COMMITTEE**

Duties - the Constitution and By-Laws Committee shall consider all matters pertinent to the Constitution, By-Laws, and Policy Manual, and amendments thereto, and shall report its findings and recommendations to the Multiple District Council.

#### **Sub-Section B. BUDGET AND AUDIT COMMITTEE**

Duties - the Committee shall, annually, prepare a proposed Revenue and Expenditure Budget in conjunction with the Vice-District Governors and the sitting Council Secretary-Treasurer for the next successive fiscal year and shall present same for discussion and amendment at the current year's Fall Conference, and for final approval at the current year's Multiple District Convention in accordance with Article IX, Section 2 and 5 of the Multiple District N Constitution.

Following adoption of the Budget, the Committee shall regularly monitor expenditures and revenues of the Multiple District so as to ensure both correctness of expenses and revenues, and proper allocation to the respective

applicable revenue and expense categories.

At the conclusion of each fiscal year, the Committee shall review the balances of each Multiple District fund, and where surpluses are recorded, shall recommend the disposition of such surpluses, that are in excess of \$15,000, at the next succeeding Fall Conference as part of the Committee's proposed budget.

The Committee shall also review and make recommendations to the Council on specific matters referred to it by Council.

### **Sub-Section C. LONG-RANGE PLANNING COMMITTEE**

Duties - the Committee shall annually review all matters relative to the strength and growth of LIONISM in the Multiple District and, projecting five-to-seven years into the future, make suggestions and recommendations to the Council as to actions which may be taken to cope with problems and enhance the strength and growth of LIONISM.

The Committee shall also review and make recommendations to Council on specific matters referred to it by the Council.

### **Section 3.**

#### **Training and Education Committee (Leadership Development)**

Duties -to organize and conduct the training session for District Governors Elect and Vice District Governors Elect at the Multiple District Convention; and to sanction any Sub-District Leadership training programs that may be submitted by the Sub-Districts for funding. The Committee shall also review and make recommendations to Council on specific matters referred to it by the Council.

### **Section 4**

#### **Communications Committee**

Duties - The Communications Committee shall see to the publication of all official notices and reports to the Lions of the Multiple District, as well as the distribution of information to the Lions. The chair shall appoint such editors and web-masters as are necessary to fulfil the Committee's duties.

### **Section 5**

#### **Programs and Services Committee**

##### **Sub-Section A. CLUB SERVICES COMMITTEE**

1. Duties - Chair shall serve as a subcommittee chair and coordinate all other subcommittee chairs, recognizing the importance of each chair to the

International Association of Lions.

2. Sub - Committees

A. Membership Committee

1. Duties -Organize and conduct a one day workshop for Sub-District Membership Chairs for the purpose of educating them in their responsibilities and duties. The Committee shall also review and make recommendations to Council on specific matters referred to it by the Council and by Lions Clubs International

2. Chair - Chair shall be appointed by the Council at their first meeting and serve for a three year term. The chair shall be available to advise the Council at the Multiple District Convention and such other meetings as requested by the Council.

B. Extension Committee

1. Duties - Organize and conduct a one day workshop for Sub-District Extension Chairs for the purpose of educating them in their responsibilities and duties. The Committee shall also review and make recommendations to Council on specific matters referred to it by the Council and by Lions Clubs International.

2. Chair - Chair shall be appointed by the Council at their first meeting and serve for a three year term. The chair shall be available to advise the Council at the Multiple District Convention and such other meetings as requested by the Council.

C. Retention Committee

1. Duties - Develop and implement a retention program pursuant to the Council's needs and the programs of Lions Club International.

2. Chair - Chair shall be appointed by the Council at their first meeting and serve for a three year term. The chair shall be available to advise the Council at the Multiple District Convention and such other meetings as requested by the Council.

**Sub-Section B YOUTH SERVICES COMMITTEE**

1. Duties - Coordinate all youth activities of the Multiple District, including but not limited to Leos, Speak-out, Peace Poster, Youth Camp, Youth Exchange, Lions Quest and other such activities.

2. Chair Duties - shall appoint annually such Lions as sub-chairs are willing to chair each separate activity, alone or as Co-chairs. The Chair shall stay in

touch regularly with sub-chairs, shall receive reports there from, and forward reports, concerns and ideas to the Council.

3. Speak-Out Sub-Chair - shall be the Sub-district speak-out chair for that fiscal year's Multiple District Convention, regardless of the above.

### **Sub-Section C    ACTIVITIES COMMITTEE**

1. Duties - Oversee and coordinate all other activity committees of the Multiple District including but not limited to Diabetes, Eyeglasses, Sight First, and Blind Bowlers.
2. Chair Duties - shall appoint annually such Lions as sub-chairs to each separate activity that needs to be coordinated across the Multiple District. The Chair shall stay in touch regularly with each sub-chair and each sub-district activity chair, shall receive reports from them, and shall forward a report of all activities conducted in the Multiple District that year, said report to be used to show what we do as Lions and provide ideas to each club.

## **Section 7**

### **Conference & Convention Committee**

1. Membership – Will be appointed by the District Governors on a four-year rotation based on the Multiple District Convention schedule. The Chair will be the appointee from the District where the Convention is being held.
2. Duties: Fall Conference – Ensure the District Governor selects a site and chair of the host committee. Advise and assist the Fall Conference as requested and advise the District Governor on the progress of the committee.
3. Duties: Multiple District Convention

Year One – Becomes familiar with the structure and activities of a Fall Conference and Multiple District Convention. Ensures District Governor has completed a process and selected a site for the next Multiple District Convention in the members District.

Year Two – In consultation with the District Governor ensure that an active host committee is in place and functioning in the members District.

Year Three – Serves as Vice Chair of the Multiple District Convention Committee. Prepares a detailed evaluation of all aspects of the convention and recommendations for the next convention for presentation to the new Council at the close of the Convention. Prepares a budget for presentation

to the new Council for the following Convention.

Year Four – Serves as the Convention Chair. Together with the host committee, be responsible for the total operation of the convention logistics. Eligible expenses to be reimbursed according to MDN Rules of Audit and the Policy Manual (Convention Budget).

## **ARTICLE XV – MULTIPLE DISTRICT PUBLICATION**

### **Section 1.**

The official publication of the Multiple District, which shall be published electronically not less than two times a year, shall be known as the “Lions N’Former”. As the official publication of the Multiple District, the Lions N’Former shall publish, in a digital format, all official notices, minutes and reports and such digital publication shall fulfill all requirements for notices to be given. The Communications Chair shall forward the “Lions N’Former” by e-mail to the web-masters of the Multiple District and Sub-Districts for posting on their respective web sites and to the Cabinet Secretary-Treasurers for further distributions to the Clubs and the Lions of their Sub-Districts, as they wish. The Sub-Districts or the Lions Clubs shall be responsible to print and distribute paper copies as required by their Lions. The Communications Chair shall also forward an electronic copy to the members of Council, MD Chairs and Past District Governors provided they are on the web.

### **Section 2.**

The Multiple District shall maintain an official web-site which shall contain the Multiple’s directory, Constitution, By-Laws, and Policy Manual, official notices, minutes, budget, financial reports, reports, publications, as well as items of interest. The web-master(s) shall see to the electronic distribution of the official publication.

## **ARTICLE XVI - RULES FOR CONVENTION PROCEDURE**

### **Section 1 Order of Business**

The Multiple District Council shall arrange the Order of Business for the Multiple District Convention, and the same shall be the order of the day for all sessions.

### **Section 2 Credential Committee**

The Credential Committee of the Multiple District Convention shall be composed of the current District Governors or their nominees and Cabinet Secretary-Treasurers. The Chair of this Committee shall be the Council Chair. At Sub-District Conventions, the District Governor, as Chair, his Cabinet Secretary-Treasurer and two other non-officers of the Sub-District shall serve as the Credentials Committee. Each such Credentials Committee shall have

the powers and perform the duties set forth in Robert's Rules of Order, Newly Revised.

### **Section 3. Nominations and Elections Committee**

The Nominations and Elections Committee of the Multiple District shall follow the Constitution and By-Laws of the International Association of Lions, and shall establish the rules for each Multiple District election set before the delegates of the Multiple District. The members of said committee shall consist of two at-large appointees by the Council and the Constitution and By-Laws Chair. During the actual conduct of an election, including vote counting, each candidate shall nominate one person to work and to serve on said committee, with voting privileges.

### **Section 4**

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 District meeting or Convention (Sub or Multiple), any meeting of the Council, a Sub-District Cabinet, Region, Zone or member Club, or of any group or committee of any one of them shall be determined by Robert's Rules of Order, Newly Revised.

## **ARTICLE XVII - NOMINATION AND ENDORSEMENT: INTERNATIONAL DIRECTOR AND, OR SECOND VICE PRESIDENT**

### **Section 1**

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

- a) Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor of his Sub-District, and the Multiple District Council Secretary-Treasurer no less than thirty (30) days prior to the convening date of the Convention (Sub and Multiple) at which such question of endorsement is to be voted upon;
- b) Deliver with said Notice of Intention evidence of fulfilment of the qualifications for such office set forth in the International Constitution and By-Laws.

### **Section 2**

Each Notice of Intention so delivered shall be transmitted forthwith by the Sub-District Governor and the Cabinet Secretary-Treasurer, 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 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**

Each such nominee for endorsement shall be entitled to ten (10) minutes to promote his candidacy at the convention.

### **Section 4**

The vote on the question of endorsement shall be by secret written ballot. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the respective Convention and District (Sub or Multiple). 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**

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

### **Section 6**

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.

## **ARTICLE XVIII - AMENDMENTS**

### **Section 1**

- A. *All resolutions for a change to the Multiple District Constitution and By-Laws shall be referred to the Constitution and By-Laws Committee as per Article VI Section 3 of the Multiple District Constitution.*
- B. These By-Laws may be amended only at a Multiple District Convention, by resolution proposed by a Club and endorsed by a majority of the Clubs in the Zone or Sub-District.
- C. All resolutions for a change in the By-Laws shall be first submitted to the Annual Fall Conference by any Club after seeking endorsement as aforementioned and subsequent notice of same shall be given to all Clubs in the Multiple District in accordance with Article IX Section 5 of the Multiple District Constitution.
- D. The above notwithstanding, the Multiple District Council of Governors may offer amendments to these By-Laws for consideration at a Multiple

District Convention without the same having been submitted by a Club, provided however, that due notice is given in accordance with Article IX Section 5 of the Multiple District Constitution immediately following the Fall Conference.

- E. Amendments offered at the Fall Conference may be amended at the Annual Multiple District Convention if they are within the general meaning of the original proposal.
- F. Amendments proposed as aforementioned, require an affirmative vote of a clear majority of the delegates registered at the Multiple District Convention, present qualified and voting, in order to be adopted.

**Section 2**

Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

These Constitution and By-Laws were adopted on May 20<sup>th</sup> 2007 in St. John's, NL. This Constitution & By-Laws will come into full force and effect on July 6, 2007.

As confirmed by the signatures of the Council of Governors 2007-2008:

\_\_\_\_\_  
Council Chair

\_\_\_\_\_  
Cabinet Secretary-Treasurer

\_\_\_\_\_  
N-1

\_\_\_\_\_  
N-2

\_\_\_\_\_  
N-3

\_\_\_\_\_  
N-4

Amended May 18, 2008 in Charlottetown, PEI

Amended May 16, 2009 in Truro, NS

Amended May 23, 2010 in Fredericton, NB

Amended May 14, 2011 at St. John's, NL

## **APPENDIX "A"**

This Multiple District shall consist of four Districts, the boundary lines of which are set by the Multiple District Council; said Districts and their designations are as follows:

- N-1** Composed of the Province of New Brunswick, Canada; the Province of Prince Edward Island, Canada and the Lions Clubs of Calais, Fort Fairfield, and Fort Kent in the State of Maine, USA
  
- N-2** Composed of the Province of Nova Scotia, Canada.
  
- N-3** Composed of an area of the Province of Newfoundland and Labrador, Canada west and north of a line drawn from Long Harbour in Fortune Bay to a point on the Trans-Canada Highway immediately west of Glenwood thence to the mouth of the Gander river where it enters the ocean at Gander Bay and extended in a generally northerly and easterly direction between Change Islands and Fogo Island.
  
- N-4** Composed of an area of the Province of Newfoundland and Labrador, Canada, east and north of a line drawn from Long Harbour in Fortune Bay to a point on the Trans-Canada Highway immediately west of Glenwood thence to the mouth of the Gander River where it enters the ocean at Gander Bay and extended in a generally northerly and easterly direction between Change Islands and Fogo Island.

