

MULTIPLE DISTRICT 39 BY-LAWS

ARTICLE I

Sub-District Nominations and Elections

Section 1. Each District Governor shall appoint, by written notification, received at least sixty (60) days prior to the Sub-District convention, a nominating committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the Sub-District, and shall not, at the time of their appointment hold any District or International Office (sub, or multiple). The names and addresses of Lions so appointed shall be published in the District Governors Newsletter prior to April 1st and also published in the Lions Sight & Hearing News prior to the convening of the annual Mid-Winter Sub-District Conventions. This nominating committee will also serve as the nominating committee for the Multiple District Convention.

Section 2. Any member of a club in the Sub District seeking the position of Vice District Governor shall file his/her intention to so run, in writing, with the Nominating Committee not less than 30 days prior to the day of its report to the Convention, and furnish therewith qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the Multiple District Convention the names of all candidates so qualified. If none are so received and/or so qualified, then, and then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five minutes duration, and one seconding speech of no more than three minutes duration.

Section 3. The election shall be by secret written ballot, unless there shall be only one nominee, in which event a voice vote may be taken. The candidate receiving the largest number of the votes cast shall be declared elected. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 4. In the event of a vacancy in the office of District Governor, the same shall be filled by the Vice District Governor in accordance with the provisions of the International Constitution. In the event the Vice District Governor does not, or can not fill the vacancy in the office of District Governor, the remaining Cabinet officers and District Governor's Honorary Committee shall convene at a date, time and place called and determined by the Immediate Past District Governor to pick a qualified replacement for recommendation to the International Board of Directors.

Section 5. In the event of a vacancy in the office of Vice District Governor, the same shall be filled by appointment by the respective Sub-District Cabinet and subject to approval by Lions Clubs International, in accordance with the provisions of the International Constitution.

ARTICLE II DUTIES

Section I. MULTIPLE DISTRICT COUNCIL CHAIRMAN.

He/she shall:

- (a) Preside over all Council meetings;
- (b) He/she shall, as an ex-officio member of all Multiple District 39 Committees, Foundations, etc and provide any needed initiative for Multiple District Programs, goals, and long range planning;
- (c) Create and foster harmony and unity among Sub-Districts;
- (d) Submit reports and perform such duties as may be required by the Multiple District Constitution and By-Laws and the International Board of Directors;
- (e) Deliver, forthwith, at the termination of his/her term of office, all Multiple District accounts, funds and records to his/her successor in office;
- (f) To preside over all business sessions and activities of the Multiple District Convention.

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Section 2. MULTIPLE DISTRICT COUNCIL SECRETARY TREASURER.

Under the supervision and direction of the Multiple District Council, the 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 Clubs International.

(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 to him/her from time to time by the Council.

(c) Receive and give proper receipts for all per capita taxes required to be paid over to him/her hereunder by the Sub-District Cabinet Secretary Treasurer, deposit same in a bank or banks designated by the Council, and disburse same under the supervision and control of the Council by checks drawn against said deposits signed by himself/herself and countersigned by the Council Chairman or other duly authorized Council member.

(d) Keep accurate books and records of accounts and minutes of all Council and Multiple District meetings, and permit inspection of 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) Secure bond for the faithful performance of his duties in such sum and with such sureties as may be required by the Council.

Section 3. MULTIPLE DISTRICT COUNCIL.

It shall:

(a) Make all contracts and approve all bills relating to Multiple District Convention Administrative Expense.

(b) Designate a depository for Multiple District Funds.

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(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.

Section 4. DISTRICT GOVERNOR:

Under the general supervision of the International Board of Directors, he/she shall represent the Association in his/her Sub-District. In addition, he/she shall be the chief administrative officer in his/her Sub District and shall have direct supervision over the Vice District Governor, Region Chairman, the Zone Chairmen, the Cabinet Secretary-Treasurer and such other Cabinet members as may be provided for in this Multiple District Constitution and By-Laws.

His/Her specific responsibilities shall be to:

(a) Further the Purpose and Objects of this Association;

(b) Supervise the organization of new Lions Clubs.

(c) Preside, when present, over Cabinet, Convention and other Sub-District meetings. During any period he/she is unable to preside, the presiding officer at any such meeting shall be the Vice District Governor, if present, then the Region Chairman selected by the District Governor, but if none is selected, the Past District Governor, in attendance, chosen by the attending members shall preside;

(d) Promote cordial relations among the chartered Lions Clubs;

(e) Endeavor to visit each club at least once during his/her term of office;

(f) Exercise such supervision and authority over Cabinet Officers and District Committee appointees as is provided in this Multiple District Constitution;

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(g) a current itemized statement of total Sub-District receipts and expenditures to his/her Sub-District Convention or annual meeting of his/her Sub-District at a Multiple District Convention;

(h) Deliver, forthwith, at the termination of his/her term of office, all Sub-District accounts and records to his/her successor in office.

(i) Report all known violations of the use of the Association name and emblem;

(j) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governors Manual and other directives.

Section 5. VICE DISTRICT GOVERNOR.

The Vice District Governor, subject to the supervision and direction of the District Governor shall be chief administrative assistant to the District Governor.

His/Her specific responsibilities shall be to:

(a) Further the Purposes and Objects of the Association;

(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 duties as may be assigned to him/her by the District Governor; and

(d) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governors Manual and other Directives.

Section 6. CABINET SECRETARY/TREASURER.

He/She shall act under the supervision of the District Governor.

His/Her specific responsibilities shall be to:

(A) Further the Purposes and Objects of this Association;

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(B) Perform such duties as are implied by the title of the office, including but not by way of limitation, the following:

(1) Keep an accurate record of the proceedings of all meetings of the Cabinet, and within five (5) days after each meeting forward copies of the same to all members of the Cabinet, and the office of Lions Clubs International.

(2) Take and keep minutes of the Sub-District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each Club in the Sub-District.

(3) Make reports to the Cabinet as the District Governor or Cabinet may require;

(4) Collect and receipt for all per capita taxes levied hereunder on members and clubs in the Sub-District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor;

(5) Remit and pay over to the Multiple District Council Secretary-Treasurer the Multiple District Per Capita Tax collected in the Sub-District, and secure proper receipt therefor;

(6) 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 any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor;

(7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor;

(C) Perform such other functions and acts as may

be required of each by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual and other directives.

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Section 7. REGION CHAIRMAN.

A. The Region Chairman, subject to the supervision and direction of the District Governor, shall be the chief administrative officer in his/her Region.

His/Her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of this Association;
- (b) Supervise the activities of the Zone Chairmen in his/her Region and such District Committee Chairmen as may be assigned to him/her by the District Governor;
- (c) Play an active role in organizing new clubs and in strengthening weak clubs;
- (d) Visit a regular meeting of each club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor;
- (e) Visit a regular Board of Directors meeting of each club in his/her Region at least once during his/her term of office, reporting his/her findings to the District Governor;
- (f) Endeavor to have every club in his/her Region operating under a duly adopted club Constitution & By-Laws.
- (g) Promote representation at International and District (Sub and Multiple) Conventions by at least the full quota of delegates to which clubs in his/her Region are entitled.
- (h) Carry out such official visitations to club meetings and charter nights as shall be assigned to him by the District Governor;
- (i) Perform such additional assignments as shall be given him/her from time to time by the District Governor;
- (j) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Region Chairman's Manual and other directives.

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B. In the event the Region Chairman for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his/her office, or in event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

Section 8. ZONE CHAIRMAN.

A. The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman, shall be the chief administrative officer in his/her Zone.

His/Her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of this Association;
- (b) Serve as Chairman of the District Governor's Advisory Committee in his/her Zone and as such Chairman to call regular meetings of said committee;
- (c) Make a report of each District Governor's Advisory Committee Meeting and send copies within (5) five days thereafter to Lions Clubs International and to the District Governor and Region Chairman;

(d) Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her Zone;

(e) Represent each club in his/her Zone in any problems with District, Multiple District Council Chairman or Lions Clubs International;

(f) Supervise the progress of District, Multiple District Council Chairman, and Lions Clubs International projects in his/her Zone;

(g) Endeavor to have every club within his/her Zone operating under a duly adopted club Constitution & By-Laws;

(h) Promote representation at International and District(Sub and Multiple) Conventions by at least the full quota of delegates to which clubs in his/her Zone are entitled.

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(i) Visit a regular meeting of each club in his/her Zone once or more during his/her term of office, reporting his/her findings to the Region Chairman--particularly with respect to weaknesses he/she may have discovered. (Copy to District Governor);

(j) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Zone Chairman's Manual and other directives.

B. In the event the Zone Chairman for any reason cannot or, in the judgment of the District Governor, does not perform the duties of his/her 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 9. DISTRICT GOVERNOR'S CABINET.

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) Receive from the Region Chairman reports and recommendations which concern the clubs and zones;

(c) Supervise the collection of all per capita taxes by the Cabinet Secretary-Treasurer, designate a depository(s) for said funds and authorize the payment therefrom of all legitimate expenses pertaining to the administration of the affairs of the District.

(d) Secure, set the amount of and approve the surety company issuing the surety bond for the Cabinet Secretary-Treasurer.

(e) Secure, semi-annually or more frequently, Sub-District financial reports from the Cabinet Secretary-Treasurer.

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(f) Provide for an audit as provided in Article IX, Section 5 of the Constitution, of the books and accounts of the Cabinet Secretary-Treasurer, and with the District Governor's approval, set up definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.

Section 10. DISTRICT GOVERNOR'S ADVISORY COMMITTEE.

It shall assist the Zone Chairman in an advisory capacity; procure recommendations affecting the welfare of Lionism and the Clubs in the Zone, and relay the same through the Zone Chairman to the District Governor and his/her Cabinet.

Section 11. DISTRICT GOVERNOR'S HONORARY COMMITTEE.

It 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 12. TAIL TWISTER/SERGEANT-ATARMS.

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

ARTICLE III COMMITTEES

Section 1. The Credentials Committee of the Multiple District Convention shall be composed of the current District Governors, Vice District Governors, the Multiple District Council Secretary/Treasurer, and Cabinet Secretary Treasurers. The Chairman of this Committee shall be the Council Chairman.

At Sub-District conventions, the District Governor, as Chairman, his/her 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.

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Section 2. The Multiple District Council shall appoint, designate the Chairman of, and fill any vacancies occurring in the following Multiple District Convention Committees: Resolutions, Nominations, Elections, Constitution and Bylaws, Rules, International Convention, Convention Evaluation, Greeters, and Convention Awards. Each Sub-District shall have at least two representatives on each such Committee. These Committees shall perform such duties as the Council of Governors shall designate.

Section 3. The Long Range Planning Committee shall be appointed by the Multiple District Council of Governors and shall be composed of two members from each Sub-District. To provide for continuity, on the committee, only the Chairman will drop from the committee each year and be replaced by another Lion from the same Sub District. In the event of a vacancy on the committee the replacement will be from the same Sub-District and the other members of the committee will move up in seniority. The most senior member, on the committee, shall serve as Chairman.

ARTICLE IV

RULES FOR CONVENTION PROCEDURE

Section 1. 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. 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.

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ARTICLE V NOMINATION AND ENDORSEMENT INTERNATIONAL DIRECTOR AND THIRD-VICE-PRESIDENT NOMINEES

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 Third Vice-President shall:

(a) Deliver (by mail or in person) written Notice of Intention seek such endorsement to the District Governor of his/her Sub-District, and the Multiple District Council Secretary-Treasurer no less than thirty (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 Bylaws.

Section 2. Each Notice of Intention so delivered shall be transmitted forthwith by the Multiple District 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. Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes duration.

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Section 4. 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 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 or multiple) shall be made in writing to the International Office by the Sub and Multiple District officials designated, and in accordance with the requirements therefor set forth, in the International Constitution and Bylaws.

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 V have been met.

ARTICLE VI

FISCAL YEAR

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

ARTICLE VII

AMENDMENTS

Section 1. 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. No amendments shall be voted upon unless the same shall have been furnished in writing to each club no less than fifteen (15) days prior to the convening date of the annual convention with notice that the same shall be voted upon at said convention, or published in the last issue of the Lions Sight & Hearing News, and/or the District Governors Newsletters published prior to the annual convention along with a notice that the same shall be voted upon at said convention.

Section 3. Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

ARTICLE VIII

This constitution and By-Laws shall take effect at the close of the Multiple District convention at which the same is adopted by the affirmative vote, of a majority, of the votes cast.

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