

# The International Association of Lions Clubs

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## **CONSTITUTION MD-323**

### **ARTICLE –I**

#### **NAME**

The name of this organization shall be “Multiple District 323 of The International Association of Lions Clubs”.

(Unless and otherwise stated, ‘the Council’ shall mean the Multiple District Council 323; ‘the Multiple’ shall mean the Multiple District 323; and ‘the Association’ shall mean The International Association of Lions Clubs)

### **ARTICLE –II**

#### **OBJECTS**

To provide administrative structure and support to its sub-districts and clubs in the sub-districts to enable them to advance the Purpose and carry out the Objects of the Association effectively and efficiently.

### **ARTICLE –III**

#### **AREA**

##### **SECTION -1**

The Multiple shall comprise the following sub-districts :

- 323-A1 : City of Mumbai from Colaba to Sion on the East and to Mahim on the West
- 323-A2 : Eastern suburbs of Mumbai city  
Raigadh revenue district  
Six talukas of Thane revenue district i.e. Thane, Kalyan, Ulhasnagar, Murbad, Shahpur and Bhiwandi in the state of Maharashtra
- 323-A3 : Western suburbs of Mumbai city  
Seven talukas of Thane revenue district i.e. Mokhada, Jawhar, Talasari, Dahanu, Palghar Vasai and Vada in the state of Maharashtra
- 323-B : Revenue districts of Ahmedabad, Gandhinagar, Mehsana, Patan, Banaskantha and Sabarkantha in the state of Gujarat
- 323-C : Revenue districts of Chhatarpur, Damoh, Panna, Satna, Rewa, Sidhi, Jabalpur, Narsinghpur, Chhindwara, Seoni, Balaghat, Mandla and Shahdol in the state of Madhya Pradesh  
Revenue districts of Surguja Bilaspur, Raigarh, Rajnandgaon, Durg, Raipur, Bastar, Dantevada, Dhamtari, Jhangir, Kanker, Kawardha, Korba, Korea, Mahasamund and Jashipur in the state of Chhatisgarh.
- 323-D1: Revenue districts of Solapur, Satara, Kolhapur, Sangli Ratnagiri, Sindhudurg  
Revenue talukas of Baramati and Indapur of Pune District in the State of Maharashtra
- 323-D2 : Revenue districts of Pune (excluding the talukas of Baramati and Indapur), Ahmednagar and Nashik in the state of Maharashtra
- 323-E1: Revenue districts of Jaipur, Alwar, Bharatpur, Dholpur Sawai Madhopur, Tonk, Sikar, Jhunjhunu, Bikaner, Churu, Hanumangarh, Dausa, Karouli and Sriganganagar in the state of Rajasthan  
Revenue districts of Gwalior, Bhind, Morena, Shivpuri, Ashok Nagar, Datia, Sheopur and Guna in the state of Madhya Pradesh.
- 323-E2 : Revenue districts of Jodhpur, Nagaur, Jaisalmer, Barmer Jalore,



Sirohi, Pali, Udaipur, Dungarpur, Banswara, Chittorgarh, Bhilwara, Ajmer, Bundi, Kota, Baran , Jhalawar, Rajsamand and Pratapgarh in the state of Rajasthan

Mundasaar and Neemuch revenue district in the state of Madhya Pradesh

- 323-F1 : Revenue districts of Kheda, Panchmahal, Dahod, Anand, Vadodara, Chhota Udaipur, Mahi Sagar and Narmada in the state of Gujarat
- 323-F2 : Revenue districts of Bharuch, Surat, Navsari, Dang, Valsad, Tapi, Silvassa in the state of Gujarat
- Union Territory – Diu, Daman and Dadra Nagar Haveli
- 323-G1 : Revenue districts of Indore, Dewas, Shajapur, Ratlam, Jhabua, Alirajpur, Dhar, Barwani, Khargone, Burhanpur and Khandwa in the state of Madhya Pradesh
- 323-G2 : Revenue districts of Bhopal, Sehore, Hoshangabad, Betul, Raisen, Sagar, Tikamgarh, Vidisha, Rajgarh, Harda, Ujjain in the state of Madhya Pradesh
- 323-H1: Revenue Districts of Amaravati, Yeotmal, Chandarpur, Wardha, Nagpur Bhandara, Gondia, Gadchiroli in the state of Maharashtra
- 323-H2: Revenue districts of Dhule, Jalgaon, Aurangabad, Beed, Osmanabad, Nanded, Parbhani, Buldhana, Akola, Latur, Jalna, Hingoli, Nandurbar and Washim in the state of Maharashtra
- 323-J: Revenue districts of Bhavnagar, Surendranagar, Amreli, Rajkot, Junagadh, Jamnagar, Porbandar, Morvi, Kutch in the state of Gujarat

## **SECTION – 2**

### **CHANGES IN AREA OF SUB-DISTRICTS**

If any changes are affected by the government in respect of the name or area of the present revenue districts falling within the boundaries of any sub-district of this Multiple, such changes in the name and/or area shall become part of existing sub-district. It will not be necessary for the Multiple to seek approval of the same at annual convention. Intimation to all the council members about the changes will be sufficient.

## **ARTICLE –IV**

### **MEMBERSHIP**

All the Members of the Lions Clubs in sub-districts of this Multiple, chartered by the Association will be the members of Multiple District 323.

## **ARTICLE -V**

### **MULTIPLE DISTRICT COUNCIL OF GOVERNORS, OFFICERS AND MULTIPLE DISTRICT COUNCIL MEMBERS**

#### **SECTION 1-A**

#### **MEMBERS OF COUNCIL (COUNCIL OF GOVERNORS)**

There shall be a Council of Governors comprised of the following as its members to supervise the administration of this Multiple.

- (a) Council Chairperson, Vice Council Chairperson, Council Secretary and Council Treasurer; Elected from outgoing District Governors by incoming District Governors (District Governors Elect at the time of election)

(b) All District Governors ;

In the event of any ruling district governor ceasing to be a member of the Council for any reason whatsoever, the district governor succeeding him/her shall become a member of the Council with voting right for the remaining term.

(c) The term of office of Council Chairperson/Vice Council Chairperson/ Secretary/ Treasurer will be of one year only.

(d) Only the district governors, council chairperson, Vice Council Chairperson, council secretary and council treasurer will have voting rights. All other members of the Council will be non-voting members. However in case of **tie**, the Council Chairperson will have casting vote.

## **SECTION 1-B**

### **MULTIPLE DISTRICT COUNCIL**

Following shall be the members of the Multiple District Council

- (a) Past and Present International Presidents, Vice Presidents and Past and Present International Directors from this Multiple.
- (b) All 1<sup>st</sup> Vice District Governors of this Multiple District.
- (c) All 2<sup>nd</sup> Vice District Governors of this Multiple District.
- (d) Endorsed Candidate, if any, from this Multiple for the office of International Director or 2nd Vice President.
- (e) All Past Council Chairperson.
- (f) All Past District Governors whose names are recommended by incoming district governors and who are nominated by the Council on specific committees as chairpersons either for the current year or on long-term basis as per international directions. Maximum of 6 Past District Governors from each district (including Immediate Past District Governor) will be recommended by the respective District Governors and approved by Council of Governors.
- (g) Maximum of three other Past Governors of the Multiple District co-opted by the Council Chairperson for Magazine/ newsletter or such other committees as deemed fit.
- (h) Immediate Past District Governors.

## **SECTION – 2**

### **OFFICERS**

The officers of the Council of Governors shall be a chairperson, vice chairperson, secretary and treasurer. All of whom shall be elected annually by the incoming Governors of each sub-district in the multiple district.

## **SECTION 3**

### **ELECTION OF OFFICE-BEARERS**

- (a) The Chairperson, Vice Chairperson, Secretary and Treasurer of the incoming Council shall be elected by secret ballot by majority votes, from amongst the district governors (completing their term), by the incoming district governors (District Governor Elect) at the preliminary meeting of incoming district governors, to be convened by the outgoing council chairperson at the venue of Annual Multiple District Convention.

- (b) The meeting to elect the Chairperson, Vice Chairperson, Secretary and Treasurer of the incoming council will be attended only by the incoming District Governors (District Governor Elect). They can choose a presiding officer from amongst themselves, if they so desire.
- (c) No business other than electing the Council Chairperson, Vice Council Chairperson, Secretary and Treasurer will be transacted in this meeting.

#### **SECTION -4**

##### **COUNCIL MEETING**

- (a) A preparatory meeting shall be called by incoming council chairperson within 30 days of the close of Multiple Convention, which meeting shall be attended by district governors elect, 1<sup>st</sup> vice district governors elect, 2<sup>nd</sup> vice district governors elect, vice council chairperson, council secretary and council treasurer of incoming council. In this meeting the programs and plans for the ensuing year, and appointments of various committee chairpersons will be finalized.
- (b) The Council shall hold four regular meetings during the year, first such meeting shall be held within 60 days from the last date of the international convention. These meetings shall be held preferably at different sub-districts by rotation.
- (c) A meeting of the council shall be held at the venue of the Multiple Convention where the Ist Vice District Governor (elect) shall be entitled to remain present, provided however, that District Governor Elect will not be entitled to attend, against whom the election petition is filed in recently held Annual District Conference of the said sub district.
- (d) Notice convening the regular meeting of the Council with the agenda shall be posted to each council member at least 14 days prior to be date of meeting. This notice shall be issued by council chairperson or by the secretary of the Council at the council chairperson's instructions.
- (e) In each meeting the date and place of subsequent meeting shall be fixed by the Council. However in case of unavoidable circumstances council chairperson will have the right to change the date and place of the meeting for which intimation will be given to all council members 14 days in advance.
- (f) A special meeting of the council shall be held at such time and place as may be fixed by the chairperson upon written requisition of majority of the members of the council to the chairperson, mentioning the reason and purpose of requesting such meeting. However, majority of the members signing the requisition should be present; if not the meeting will be invalid. In case, council chairperson fails to convene such meeting upon receiving requisition within 21 days, the signatories will be authorized to convene the meeting.
- (g) In a matter which needs urgent decision from Council of Governors, Multiple Council Chairman can convene a teleconference meeting of Council of Governors or take their opinion by electronic methods.

#### **SECTION – 5**

##### **QUORUM FOR THE COUNCIL MEETING**

50% of the voting council members shall constitute a quorum for all regular meetings of the Council.

#### **SECTION-6**

##### **DECISION MAKING**

All the matters in the Council will be decided by simple majority of the voting members. In case of tie, the Council Chairperson will have casting vote.

#### **ARTICLE VI**

##### **POWERS OF THE COUNCIL**

Subject to the provisions of the Constitution and By-Laws and the board policy of the International Board of directors formulated from time to time. In cooperation with the Council of Governors the Council Chair Person shall have the following powers :

##### **SECTION -1**

###### **(A-i) COMMITTEES**

The Council/Chairman shall appoint various committees, for administration and activities with specific terms to carry out the programmes of the Association, Multiple and the sub-districts and shall exercise control over the officers, agents and committees appointed either by the Council or by the Multiple District Convention.

**(A-ii)** The Council/Chairman shall make appointments/nominations to various National, International Committees viz., Magazine, Quest, Leadership, Membership, LCCI, LCIF, etc., and such other Committees /Forums where such vacancies exists or falls due.

###### **(B) CONTROL**

All properties, business and funds of the Multiple shall be managed and controlled by the Council

###### **(C) JURISDICTION**

It shall have jurisdiction, control and supervision over all phases of Annual Convention, meetings of the Multiple, programmes and functions or projects initiated by the Council.

###### **(D) DISPUTES AND COMPLAINTS**

All disputes and complaints relating to the interpretation of this Constitution and By-Laws shall be decided by the Council after hearing the parties in dispute. While deciding such matters, the Council shall be entitled to consult or co-opt any legal expert of its choice and shall communicate its decision in the form of a resolution to the contesting parties.

##### **SECTION – 2**

###### **SOLVING DISPUTES**

- (a) The Council will admit for full review and decide the appeal on the decision of the district governor on disputes arising between the member clubs or between the club and its members provided the appeal is filed with the Council within 30 days from the date of receipt of district governor's written decision.
- (b) The Council may, if the parties agree, decide the matter on submission of written statements without personal hearing, or otherwise by personal hearing after submission of written statements at the ensuing Council meeting, the date, time and place of which shall be communicated to the

parties before ten (10) days of the said council meeting. The written statements may also be sent by fax or e-mail provided the same is confirmed immediately by post. The Council shall send its decision in writing to the parties by registered post within 30 days or hearing the appeal. In case any of the aggrieved parties remains absent for personal hearing, no time extension may be granted and ex-parte decision may be given on merits.

- (c) The decision of the Council may be appealed against by either party to the dispute within 60 days after the day of the receipt of the decision of the Council, to the International Board of directors for their final decision.
- (d) Any decision, which is not appealed against within the time allotted herein above, shall be considered final and binding upon the parties.

### **SECTION – 3**

#### **PROTEST AGAINST THE ELECTIONS**

- (a) Protest against the election of district governor and/or vice district governor shall be accepted in writing by the Council provided the aggrieved party has lodged the protest in writing against the election to the presiding officer of district conference immediately but positively before the election results are declared.
- (b) It will be mandatory on the part of presiding officer to accept and acknowledge the protest submitted by the aggrieved party before election results are declared.
- (c) The Council shall decide the dispute in its ensuing meeting if the aggrieved party submits its protest along with the presiding officer's acknowledgement within seven days from the close of district conference. The decision can be made either on the submission of the written statement by concerned party or after personal hearing of the concerned party; however, the date, time and place of such meeting will be informed to all the concerned parties by the Council by giving ten (10) days' notice. The decision of the council will be communicated in writing to the concerned parties by registered post within 30 days of the close of the Council meeting.
- (d) Appeal against the decision of the Council can be filed with International Board of directors by any of the concerned party only, within 60 days from the receipt of the decision or as per the policy of International Board of directors. Their decision will be binding on all the concerned parties.
- (e) The procedure and policy as laid down by the Association in relation to protest shall be binding on all concerned parties.

### **SECTION – 4**

#### **COMPLAINTS AND FILING FEE**

Any Lions club in good standing or sub-district within the association (the "complaint") may file a written request with the council chairperson (a "complaint"), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed with the council chairperson within thirty [30] days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The

complainant(s) must submit minutes signed by the club or cabinet secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club or district cabinet.

A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US \$ 750.00 filing fee, or it, equivalent in the respective national currency, payable by each complainant to the multiple district which shall be submitted to the council chairperson at the time the complaint is filed,. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators US \$ 100.00 shall be retained by the multiple district as an administrative fee and US \$ 325.00 shall be refunded to the complainant and US \$ 325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US \$ 100.00 shall be retained by the multiple district as an administrative fee and US \$ 650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US \$ 100.00 shall be retained by the multiple district as an administrative fee and US \$ 650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the multiple district as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the multiple district, unless established multiple district policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

#### **SECTION – 5**

##### **RESPONSE TO COMPLAINT**

The respondent(s) to the complaint may file a written response to the complaint with the council chairperson within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

#### **SECTION -6**

##### **CONFIDENTIALITY**

Once a complaint has been filed, communications between the complainant(s), respondent(s), council chairperson and conciliators should be kept confidential to the extent possible.

#### **SECTION -7**

##### **SELECTION OF CONCILIATORS**

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator who shall be a past district governor, preferably a past council chairperson, who is currently a member in good standing of a club in good standing, other than a club which is a party to the dispute, in the multiple district in which the dispute arises, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. The selected conciliators shall select one (1) neutral conciliator who will serve as chairperson, and who shall be

a past international director and is currently a member in good standing of a club in good standing in the multiple district in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. In the event there is no neutral past international director who may be selected from within the multiple district in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/ chairperson who shall be a past international director and is a member of a club in good standing outside the respective multiple district. The selected conciliators decision relative to the selection of the conciliator/chairperson shall be final and binding. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

In the event, the selected conciliators cannot agree on the selection of the conciliator/chairperson within fifteen (15) days, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators (“the second team of selected conciliators”) who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the multiple district in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson, shall be a past international director and is a member of a club in good standing outside the respective multiple district. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/ chairperson from within or outside the multiple district in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the multiple district in which the dispute arises or from an adjacent multiple district, whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section 7 may not be shortened or extended by the multiple district council chairperson or the conciliators.

#### **SECTION-8**

#### **CONCILIATION MEETING & DECISION OF CONCILIATORS**

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties.

The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the Multiple District Council Chairperson, the multiple district council of governors and upon request to the Legal Division of Lions Clubs International.

The decision of the conciliators must be consistent with any applicable provisions of the International Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

#### **SECTION – 9**

##### **REMOVAL**

Members of the Multiple District Council other than a District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor may be removed for cause by an affirmative vote of two thirds (2/3) of the entire number of the Council of Governors present, provided a personal hearing shall be given to the concerned member to represent his case before the Council of Governors.

### **ARTICLE-VII**

#### **MAGAZINE / NEWS LETTER**

##### **SECTION – 1**

##### **OFFICIAL PUBLICATION**

The Multiple may publish a Newsletter or Magazine, which will be the official publication of the Multiple.

##### **SECTION -2**

##### **NUMBER OF ISSUES**

Not more than 12 issues of newsletter or 4 issue of magazine will be published during the fiscal year.

##### **SECTION -3**

##### **ACCOUNT**

A separate account will be maintained for the income and expenditure relating to the publication.

##### **SECTION -4**

##### **COMMITTEE MEMBERS**

The council chairperson can appoint a committee of not more than 3 members to publish the newsletter/magazine. The members of the committee if appointed may be from district governors, vice district governors or past district governors.

##### **SECTION -5**

##### **BUDGET**

A budget will have to be approved by the council of governors and the amount will be from the Multiple dues collected from Lion members of each sub-district.

##### **SECTION -6**

##### **CHARGES**

No extra amount for this purpose will be collected from any Lion member as mandatory charges, however voluntary contribution can be accepted.

##### **SECTION -7**

##### **MAILING**

A copy of each issue of the magazine/newsletter so published shall be mailed by the council secretary or by a member appointed by the Council, to district



governor, vice district governor, past district governors of the sub-districts, all Lions clubs presidents, secretaries and officers of the cabinet of sub-districts including chairpersons of the committees recognized by the Association.

## **ARTICLE – VIII MULTIPLE DISTRICT CONVENTION**

### **SECTION – 1**

#### **DATE AND PLACE**

An Annual Convention of the Multiple shall be held at least 45 days prior to the international convention at a place selected at the previous Annual Convention of the Multiple at a date and time fixed by this Council. The Council shall decide and intimate the date and time of the Multiple Convention before December 31 each year.

### **SECTION -2**

#### **OFFICIAL CALL**

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

### **SECTION -3**

#### **CONVENTION SITE**

**(A) Invitation** - The sub-district or sub-districts desiring to host the Multiple District Convention shall send an invitation in writing to the chairperson of the Council in duplicate on or before December 31. All invitations shall clearly set forth full information as to :

- (i) the facilities, the accommodation with details of hotel rooms or private houses and approximate charges;
- (ii) the facilities for convention hall giving number of seats and the charges; and
- (iii) hospitality fee chargeable to each delegate, covering food, entertainment and transportation , if provided.

**(B) Selection:** Immediately on receipt of such invitation, the council secretary shall ascertain from all points of view the advisability of holding the Annual Convention at the place within the jurisdiction of the inviting sub-district and/or sub-districts, and shall submit his/her report along with the particulars given by the proposed host(s) district(s) to the Council on or before January 31.

**(C) Certification:** The Council shall certify to the annual convention the sub-district(s), which it considers, is/are able to entertain the succeeding convention as per the Council's requirements.

**(D) Absence of Invitation:** In the event of no invitation being received by the Council within the prescribed time limit from any sub-district for hosting the multiple convention or in the event of the Council not approving any such proposal received by it, the Council of Governors shall submit to the convention in session, for consideration, its own proposal of site with necessary data for holding the next convention.

**(E) Site for Next Two Convention:** The site for next two annual conventions will be fixed by the convention in session only from amongst the invitations from sub-district certified by the Council as competent to the host the annual

convention or on the basis of report from council secretary as above, provided however, that the site shall rotate, as far as practicable, in turn, from year to year, amongst the various sub-districts of the Multiple.

**(F) Refusal of Invitation:** If any sub-district fails to provide the site in the year of its turn or the Council does not accept the invitation for want of proper facilities, the Council may invite proposals from the floor and may determine the site for recommending to convention in progress for acceptance or leave the decision to the Council of Governors.

**(G) Change of Venue under Special Circumstances :** (i) The Council may, for very special and compelling circumstances, change the site and date of the convention and in the event of the convention being postponed due to unavoidable circumstances like natural calamity, violence, civil unrest etc., in the city of convention, the council chairperson in consultation with the member of council is vested with the authority and shall issue an amendment to the official call rescheduling the convention, fixing the date, time and place thereof at least 15 days prior to the rescheduled date of such convention.

(ii) If any year the sub-district, in which the convention is to be held, is unable to hold the convention, any other sub-district which had earlier come forward to host the convention be given preference.

(iii) In case no district is willing to host the convention, Council of Governors shall have the right to select the site and appoint a committee to hold the convention.

#### **SECTION – 4**

##### **OFFICERS OF CONVENTION**

The members of the Council shall be the officers of the Multiple Convention along with Chairperson of the Convention Committee.

#### **SECTION – 5**

##### **SERGEANT – AT – ARMS**

A convention sergeant-at-arms and such assistant sergeant-at-arms, as deemed necessary may be appointed by the Council.

#### **SECTION – 6**

##### **DELEGATES**

- (a) Each chartered club in good standing in district, multiple, international shall be represented by one or more delegates at the convention and shall be entitled in each such convention to one voting delegate and one alternate delegate for each ten (10) members of the club in case of district and multiple and one voting delegate and one alternate delegate for each twenty-five (25) members of the club in case of International (fraction being five or more rounded up to the next higher number) who have been enrolled for at least one year and one day in the club, or major portion thereof as shown by the records of the International office on the first day of the month preceding the month during which the convention is held; provided however, that each such club shall be entitled to at least one(1) delegate and one(1) alternate delegate.
- (b) The selection of each such delegate and alternate delegate shall be made by the board of directors of the club and shall be evidenced by a certificate

signed by both its president and secretary or any two other officers specifically so authorized by the board of directors of the club and also certifying that they are members in good standing.

- (c) Each certified and registered delegate, or in his/her absence the alternate delegate present in person, is entitled to cast one vote on each issue to be voted upon by the delegates to the said annual convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the annual convention.
- (d) All district governors and past district governors of the member - sub-districts, independent of club delegate quota, shall be entitled to cast one vote on each subject to be voted upon at the convention.
- (e) Delegates and alternate delegates shall be registered only on payment of registration charges as may be fixed by the Council for such convention.

#### **SECTION – 7**

##### **REGISTERED DELEGATES**

Only registered delegates of member-clubs, after paying the registration fee of the said convention and are in good standing, will be permitted to participate in the deliberations at the convention. All other members or guests will be permitted to attend the convention without any specific rights.

#### **SECTION – 8**

##### **QUORUM**

A number of fifty (50) voting delegates in attendance at any session of the convention shall constitute a quorum.

#### **SECTION – 9**

##### **OFFICIAL REPORT**

An official report, being the complete proceedings, of the convention shall be sent to international office, to each district governor and to all club presidents and all past district governors of sub-districts of the Multiple within 60 days after the close of such convention.

#### **SECTION – 10**

##### **CONVENTION EXPENDITURE**

- (a) The Council shall have absolute responsibilities regarding the annual convention and shall have complete charge of the multiple convention expenditure.
- (b) Multiple Council Chairman in consultation with Council will appoint a Multiple Convention Chairman who shall be a member of the Convention Committee of the host sub district, shall have the right to see income and expenditure account and report to the Multiple Council Chairman from time to time.
- (c) Submission of Audited Account – Host District Governor shall submit an income and expenditure account to the Multiple Council Chairman within 60 days from the date of Convention, for discussion and approval in first meeting of Council of Governor, and shall submit an Audited Account to be placed before the session of the Convention-next following, for adoption and shall be made available to the registered delegates attending the Convention.

**SECTION – 11****SPECIAL CONVENTION**

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

**SECTION – 12****BUSINESS TRANSACTION**

The multiple district convention may take appropriate action on all matters, consistent with the Constitution and By-Laws of the Association and this Multiple, and may adopt resolutions, recommending action by the Association.

**SECTION -13****CREDENTIALS**

Credentials may be issued prior to the commencement of the convention at the venue and may continue till the delegates adopt Rules of Procedure of the convention. However, time to issue credentials may be extended with the permission of the house. Credentials may be issued by Multiple Council Chairperson or any representative authorized by him/her.

**ARTICLE – IX****REVENUE****SECTION – 1****PER CAPITA DUES**

- (a) The Council shall levy annual per capita dues of Rs. 25/- (Rupees twenty five only) on each member of each club in each sub-district of the Multiple. However, the levy can be increased with the approval of the house at the convention.
- (b) Each sub-district of the Multiple will be responsible for billing and collecting the aforesaid levy on behalf of the Council and shall remit the collect to the council treasurer.
- (c) The billing will be based on the membership of each club as reported by it in the membership report for the month of June of the previous year.
- (d) Each sub-district shall collect the Multiple dues in advance in one installment or two semiannual installments. However the amount so collected will be remitted to the council treasurer by end of each quarter, failing which, the sub district shall not be allowed to participate in Multiple Council meeting in any capacity.
- (e) For each additional members a levy of Rs. 10/- (Rupees ten only) will be collected based on the membership reported in the month of December of the current year.
- (f) Newly chartered and reorganized clubs shall pay per capita dues on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be.

- (g) In addition to above dues a levy of Rs. 12/- (or as per decision of the LCCI and approved by GB of MD-323) per Member of the sub District shall be collected for LCCI and which shall be remitted by the Council to LCCI.

## **SECTION – 2**

### **DISBURSEMENT**

Per Capita Dues collected from the members of the Sub-District of the Multiple, any other due or any revenue collected from any source shall be deposited in Nationalised/Recognized Bank and disbursed only for administrative purposes/any other purpose as approved by Council of Governors by A/c Cheque signed by the Treasurer and counter signed by Multiple Council Chairman or any other officer as approved by the Council of Governors.

## **SECTION – 3**

### **REMUNERATION**

No salary shall be paid to any office- bearer of this Multiple.

## **SECTION – 4**

### **DEFICIT**

The Council shall not incur obligations, which would result in unbalanced budget or deficit in the fiscal year.

## **SECTION -5**

### **SURPLUS FUND**

Any surplus fund at the close of the year will be transferred to the new council after making payment of all outstanding dues, not later than 30 days from the close of the Lions year and before the first council meeting of the newly elected Council, whichever is earlier.

## **ARTICLE – X**

### **ACCOUNTS AND AUDIT**

#### **SECTION -1**

##### **SYSTEM ACCOUNTS**

The Council shall maintain its accounts on mercantile system and final statements of accounts shall comprise the balance sheet and the income and expenditure account incorporating therein the figures of the previous year.

#### **SECTION – 2**

##### **APPOINTMENT OF AUDITORS**

The Council in its preliminary or first meeting will appoint the auditors.

#### **SECTION – 3**

##### **QUARTERLY ACCOUNTS**

The council treasurer shall prepare the receipts and payments account every quarter and shall submit the same in the Council meeting for its approval.

#### **SECTION – 4**

##### **AUDITING**

The accounts shall be audited every six months by the auditor appointed by the Council.

#### **SECTION – 5**

##### **AUDITED ACCOUNTS – JULY TO DECEMBER**

The accounts of July to December duly audited by the auditor will be placed

before the Council in its third meeting.

**SECTION – 6**

**SUBMISSION OF AUDITED ACCOUNTS**

The Council shall submit at the annual convention of each year a statement of receipts and payments of the current fiscal year prepared and audited up to 30 days prior to the date of the convention.

**SECTION – 7**

**APPROVAL OF FINAL AUDITED ACCOUNTS**

The audited final statement of accounts together with the auditor's report shall be placed before the session of the convention next following. For adoption and shall be made available to delegates or alternates attending the convention.

**SECTION – 8**

**MAILING ACCOUNTS TO THE INTERNATIONAL OFFICE**

A full and final accounts of the Multiple duly audited shall be sent by the council treasurer to the international office, to each district governor, to each club president and to all past district governors in the sub-districts of the Multiple within 60 days after the close of the fiscal year.

**SECTION -9**

**EXPLANATION ACCOUTNS**

It shall be the responsibility of the council officers of the fiscal year to which the accounts relate, to answer questions or offer explanations on matters arising on accounts in the multiple district convention.

**SECTION – 10**

**FISCAL YEAR**

The fiscal year shall be July 1 through June 30.

**SECTION – 11**

**NO AWARDS/REWARDS**

- (a) The council chairperson/council secretary/council treasurer who willfully or otherwise commits a default of the provision as stated above, without any justifiable reason, shall not be eligible to receive any award/reward/honor or position at the Multiple and LCCI.
- (b) In case of default in submitting Audited Account, officers responsible will not be given any position in the Sub District Cabinet as well in Multiple District Committees.

**ARTICLE – XI DISTRICT ORGANIZATION**

**SECTION – 1**

**ELECTION OF DISTRICT GOVERNOR**

Each sub-district shall be headed by a District Governor who shall be elected at the annual district conference or appointed by the Association in the case of Provisional District in accordance with the provisions of the Constitution of the Association.

**SECTION – 2**

**TERM**

Each member of district shall elect a district governor, 1<sup>st</sup> Vice District Governor

and 2<sup>nd</sup> Vice District Governor in its annual district conference in accordance with the provisions of the Multiple and International Constitution. Each district governor and vice district governor shall serve for a term of 1 (one) year which term shall commence with the close of the international convention held in year of his/her election, if so held, but if not, then on July 1 next following his/her election and shall terminate with the close of the international convention held in the calendar year next following the calendar year of his/her election, if so held, but if not, then on June 30 of the calendar year next following the calendar year of his/her election.

### **SECTION – 3**

#### **ELECTION OF FIRST VICE DISTRICT GOVERNOR**

Each district shall elect a Vice District Governor in accordance with the provisions of the Constitution and By-Laws of this Multiple and International in district conference every year.

The First Vice District Governor election shall be conducted by a secret written ballot, with the First Vice District Governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes casted excluding blanks and abstentions. The First Vice District Governors shall serve a term of office of one year, which term shall begin with the close of the association's convention held in the year of their election and end at the close of the next convention of the association, and no First Vice District Governor may succeed himself or herself in office. Otherwise, an election for the office of the First Vice District Governor shall be conducted in accordance with the provisions of the respective district (single, sub and multiple) constitution and by-laws. The result of each First Vice District Governor election shall be reported to the international office by the respective current district governor and/or international staff representative.

A candidate for the office of First Vice District Governor shall :

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Currently be serving as the second Vice District Governor within the district from which he/she is to be elected.
- (4) Only in the event the current second Vice District Governor does not stand for election as first Vice District Governor, or if a vacancy in the position of second District Governor exists at the time of the district convention any club member who fulfills the qualifications for the office of second District Governor as set forth in these by-laws or constitution shall fulfill the requirements of sub section (3) of this section.

### **SECTION – 4**

#### **ELECTION OF SECOND VICE DISTRICT GOVERNOR**

The second Vice District Governor election shall be conducted by a secret written ballot, with the second Vice District Governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be

declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. In case of more than two candidates for the position of 2<sup>nd</sup> Vice District Governor election will be by preferential voting. The second Vice District Governors shall serve a term of office of one year, which term shall begin with the close of the association's convention held in the year of their election and end at the close of the next convention of the association, and no second Vice District Governor may succeed himself or herself in office. Otherwise, an election for the office of the second Vice District Governor shall be conducted in accordance with the provisions of the respective district (single, sub and multiple) constitution and by-laws. The result of each second Vice District Governor election shall be reported to the international office by the respective current district governor and/or international staff representative.

A candidate for the office of second vice district governor shall :

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Have served or will have served at the time he/she takes office as second vice district governor.
  - (a) As President of a Lions club for a full term or major portion thereof, and member of Board of Directors of a Lions Club for no less than two (2) additional years; and
  - (b) As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
  - (c) With none of the above being accomplished concurrently.

## **SECTION – 5 VACANCY**

If after election, a district governor is unable to act, resigns or refuses to act, then the vice district governor shall automatically advance to the office of the district governor of the said district; provided however, there shall be no automatic advancement if the vice district governor expresses a timely written desire to complete his/her term as vice district governor. In such case, the vacancy in the office of the district governor shall be filled in by the board of directors of the Association.

## **SECTION – 6 PROCEDURE OF FILLING VACANCY**

**(A) DISTRICT GOVERNOR :** If any sub-district fails to elect a qualified district governor or if the district governor elect of any sub-district dies or refuses or be found by the international board of directors to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, and if a vacancy exists as a result of a district governor election protest or legal action, such district may have a district governor appointed by the international board of directors at the time and manner and for the term set forth here under:



The international board of directors may make such appointment prior to the time when the term of an elected district governor commences under the constitution and if so made, such appointee shall be treated as if elected to said office. In making such appointment and in filling any vacancy in the office of district governor under these By-Laws or Constitution the international board of directors shall not be bound by but shall consider any recommendation resolved at a meeting to which the district governor, immediate past district governor, vice district governor, region chairpersons, zone chairpersons, district cabinet secretary and district cabinet treasurer or cabinet secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of chartered Lions Clubs in good standing in the district have received invitations to attend.

Said meeting is to be held within fifteen (15) days of notification by the international board of directors. It shall be the duty of the immediate past district governor or, if he/she is not available, the most recent past district governor who is available, to send out invitations to attend the said meeting. It shall also be his/her responsibility to preside as chairperson of said meeting. It is the duty of the chairperson to convey the results to the international board of directors within seven (7) days, together with evidence of invitations sent and attendance at said meeting. Each Lion, entitled to receive an invitation to attend and is present at the said meeting shall be entitled to cast one vote for the Lion of his/her choice as the nominee for the appointment to the office of district governor.

**(B) FIRST VICE DISTRICT GOVERNOR / SECOND VICE DISTRICT GOVERNOR :** In the event of a vacancy occurring in the office of the First or Second Vice District Governor for any reason, the district cabinet may assign his duties to any of the cabinet member for the unexpired period without assigning him the position of vice district governor.

#### **SECTION – 7**

##### **CABINET OFFICERS**

(A) Each single and sub-district shall have a district governor's cabinet composed of the district governor as chairperson, the immediate past district governor, 1st vice district governor, 2<sup>nd</sup> vice district governor and the following, who shall be appointed under procedures provided in the respective single, provisional or multiple district constitution; the region chairperson, the zone chairperson, cabinet secretary and cabinet treasurer or cabinet secretary-treasurer and such district committee chairpersons and others as the district governor may deem fit to appoint. However there will be chairperson for each committee, which is recognized and recommended by the Association.

Each such member who is appointed as the cabinet officer shall be a member in good standing of a Lions club in good standing in the district, multiple and international. The specific responsibilities of the district officers shall be as stated in the Multiple Constitution.

Each respective district governor shall have the authority to determine whether the position of region chairperson will be utilized during his/her term. If not so utilized, the position of region chairperson shall remain vacant during said district governor's term.

(B) Removal – Members of the District Cabinet other than the District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor, may be removed for cause by an affirmative vote of two third (2/3) of the voting members of the Cabinet following a personal hearing by Dispute Resolution Committee and Governor.

#### **SECTION -8**

##### **QUALIFICATIONS**

(A) **Region Chairperson** : A Lion who is a member in good standing of a Lions club in his/her region appointed by the district governor as region chairperson, shall at the time of assuming office have served as president of a Lions club for a full term or a major position thereof.

(B) **Zone Chairperson** : A Lion who is a member in good standing of a Lions club in his/her zone appointed by the district governor as zone chairperson, shall at the time of assuming office have served as president of a Lions club for a full term or a major portion thereof.

(C) **District Chairperson** : A Lion who is a member in good standing of a Lions club in his/her district, appointed by the district governor, shall at the time of assuming office have served as president of a Lions club for a full term or a major portion thereof.

#### **SECTION – 9**

##### **FILLING VACANCY IN CABINET OFFICE**

Any vacancy in a district office, except that of 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors, shall be filled in by the district governor for the unexpired term thereof.

#### **SECTION -10**

##### **NO CONSECUTIVE TERM**

No cabinet officer shall hold the same office for a second consecutive term, except for those committees whose appointments are valid for more than one year as per the recommendation by the Association.

#### **SECTION – 11**

##### **TRANSFER OF REGION/ZONE**

In event of any region chairperson or zone chairperson during the term of his/her office transferring his/her membership to a club into a region or zone other than the one to which he/she was appointed, the term of office of such region chairperson or zone chairperson shall terminate and his successor for the remaining term shall be appointed by the district governor.

#### **SECTION -12**

##### **STRENGTH OF CABINET**

- (a) The number of cabinet officers shall not exceed more than 5% of the total strength of the membership of the district on the first day of commencement of the year. However as a special case if the situation demands the district governor shall take an appropriate decision.
- (b) Clubs which are not in good standing shall not be given representation in the cabinet

#### **SECTION – 13**

##### **REMUNERATION**

No salary shall be paid to any officer of the district including District Governor

and Vice District Governor.

#### **SECTION -14**

##### **PERSONAL EXPENDITURE**

Unless approved by the district cabinet in its official meeting, no reimbursement will be made from the district fund to any cabinet officer including District Governor and Vice District Governor towards personal expenditures such as travelling, victuals, personal stationery etc.

#### **SECTION – 15**

##### **CABINET MEETINGS AND VOTING PRIVILEGE**

- (A) **Regular Meetings:** A regular meeting of the district cabinet shall be held in each quarter of the fiscal year in its judicial area only. The first regular meeting shall be held within 60 (sixty) days after the adjournment of the preceding international convention. 14 (fourteen) days prior written notice of such a meeting, setting forth the agenda, date, time and place determined by the district governor, shall be given to each member of the cabinet by the cabinet secretary.
- (B) **Special Meetings:** Special meetings of the cabinet may be called by the district governor at his discretion and shall be convened upon written request made to the cabinet secretary by the majority of the members of the district cabinet. Not less than 5 (five) and more than 10 (ten) days written or telegraphic/electronic communication notice for special meetings setting forth the purpose thereof and the date, time and place determined by the district governor, shall be given to each cabinet member by the district cabinet secretary.
- (C) **Voting Privileges:** In all district cabinet meetings, the voting privileges shall be extended to the district governor, the immediate past district governor, all Past District Governors, 1<sup>st</sup> vice district governor, 2<sup>nd</sup> vice district governor the district cabinet secretary, the Jt. Or Dy. district cabinet secretary, the district cabinet treasurer, the Jt. Or Dy. District cabinet treasurer (or secretary/treasurer) the region chairpersons, the zone chairpersons and district committee chairpersons recognized by the Association.
- (D) **Decision of the Cabinet:** District governor and his/her cabinet members shall abide by the decision taken in the cabinet. Failure to do so may disqualify him/her to receive any award.

#### **SECTION – 16**

##### **QUORUM**

The attendance of majority of the voting members of the cabinet shall constitute a quorum for cabinet meetings.

#### **SECTION – 17**

##### **DISTRIBUTION OF CLUBS**

Each district governor shall divide his district in to regions and zones consisting of such clubs as he/she may deem expedient and which is commensurate with the provisions of Constitution and By-Laws and also the policy of the board of directors of the Association, having due regard to the geographical location of clubs. All such regions and zones shall be subject to change by the District

Governor.

**SECTION – 18**

**(A) REGION MEETINGS**

Meetings of the representatives of all the clubs in a region shall be held during the fiscal year at the time and place as fixed by the Region Chairperson. All such region meetings shall be held under the chairpersonship and supervision of the Region Chairperson.

**(B) REGION CONFERENCE**

Each region chairperson may hold annual region conference latest by February end in which all the clubs in the region will participate. The clubs can send resolutions for consideration in the conference. Resolution adopted by the conference shall be forwarded to District Governor for consideration in the district conference.

**SECTION – 19**

**DISTRICT GOVERNOR’S ZONE ADVISORY COMMITTEE**

- (a) There shall be a district governor’s zone advisory committee in each zone under the chairpersonship of respective Zone Chairperson. This committee will consist of presidents, first vice president, secretary and treasurer of all the clubs in the zone.
- (b) This committee will meet under the chairpersonship of Zone Chairperson at a time, place and on date fixed by the Zone Chairperson.
- (c) Minimum three (3) meetings shall be organized. First meeting being held within 90 days after the adjournment of international convention. The second meeting in the month of November/December and the third meeting in the month of February/March.

**SECTION – 20**

**ZONE SOCIAL**

Each zone chairperson shall hold a zone social, to provide maximum opportunity for fellowship, in the month of November/December in which all the clubs in the zone will participate.

**SECTION – 21**

**DISTRICT GOVERNOR’S HONORARY COMMITTEE**

The district governor shall appoint a District Governor’s Honorary Committee composed of all past district governors of the district. The district governor will himself/herself preside over the meeting, or if he/she so desires any of the past district governors can preside over the meeting. 1<sup>st</sup> and 2<sup>nd</sup> Vice district governors shall also attend this meeting. The committee shall meet at least once in three months.

**SECTION – 22**

**OTHER COMMITTEE**

The district governor shall appoint other such committees and in such manner as may be required by him/her or as suggested by the Association time to time. However duration of such committees will come to end by the close of the year.

**ARTICLE-XII**

**DISTRICT CONFERENCE**

**SECTION – 1****TIME, DATE AND PLACE**

An annual district conference of each sub-district in the Multiple shall be held at least 15 days prior to Multiple Convention at a place, date and time fixed by the ruling cabinet.

**SECTION – 2****DELEGATES**

- (A) Each chartered club in good standing in District, Multiple, International shall be represented by one or more delegates at the annual district conference and shall be entitled in each such convention to one voting delegate and one alternate delegate for each ten members of the club (fraction being one-half or above to be rounded off to the next higher number) who have been enrolled for at least one year and one day in the club or major portion thereof of each club as shown by the records of the International office on the first day of the month preceding the month during which the conference is held, provided, however, that each such club shall be entitled to at least one (1) delegate and one (1) alternate delegate.
- (B) Delegates and alternate delegates shall be registered only on payment of registration charges as may be fixed by the district for such conference.
- (C) Each Lions Club, newly chartered during the current Lions year, shall have the privilege of being represented by one (1) delegate and one (1) alternate delegate irrespective of the club strength.

**SECTION – 3****SELECTION OF DELEGATES AND ALTERNATE DELEGATES**

The selection of each such delegate and alternate delegate shall be made by the board of directors of the club and shall be evidenced by a certificate signed by both its president and secretary or any two other officers specifically so authorized by the board of directors of the club and also certifying that they are members in good standing.

**SECTION – 4****VOTING RIGHTS TO DISTRICT GOVERNOR AND PAST DISTRICT GOVERNORS**

All district governors and past district governors of the member-districts, irrespective of the clubs being in good standing and independent of club delegate quota, shall be entitled to cast one vote on each issue to be voted upon at the annual district conference.

**SECTION – 5****NON DELEGATES (REGISTERED)**

Members of clubs in sub-district other than delegates and alternate delegates are entitled to attend and participate without any specific rights in such conference only after registering and paying such fees as may be fixed by the cabinet.

**SECTION – 6****QUORUM**

A number of 50 (fifty) voting delegates in attendance in any session of the annual district conference shall constitute a quorum.

**SECTION -7**

## **RESOLUTIONS**

District conference may take appropriate actions on all matters consistent with the Constitution and By-Laws of Lions Clubs International as well as the Constitution and By-Laws of the Multiple and may adopt resolutions recommending action by the Multiple and/or the Association.

### **SECTION – 8**

#### **PASSING OF PREVIOUS YEAR’S ACCOUNT**

The accounts pertaining to previous year, if received by the district governor before the commencement of conference, will be presented to the house for its adoption. Under no circumstances the district governor will withhold the accounts from presenting to the house. The district governor, district cabinet secretary, district cabinet treasurer or any other cabinet member authorized by district governor of the year for which the accounts are presented will be responsible for answering the queries pertaining to that year.

### **SECTION -9**

#### **SERGEANT-AT-ARMS**

Sergeant-at-arms and such assistance sergeant-at-arms as deemed necessary may be appointed by the district governor.

### **SECTION – 10**

#### **COMMITTEES OF CONFERENCE**

District governor may appoint statutory as well as other such committees which he/she may deem fit to look after the arrangements of the district conference. The tenure of such committee will come to an end as soon as the district conference is over.

### **SECTION - 11**

#### **OFFICIAL PROCEEDINGS**

An official report, being complete proceedings of the district conference, shall be mailed to the Association and all the clubs in the sub-district by the district cabinet secretary within 60(sixty) days after the close of the district conference.

### **SECTION -12**

#### **AUDITING OF CONFERENCE ACCOUNT**

The accounts of the district conference shall be audited by the chartered accountant appointed by the district cabinet. However in case the district conference is hosted by club/clubs, account to that district conference will be audited by the auditor appointed by the host club or appointed by the conference committee. If the host club and the conference committee so desire then the auditor can be appointed by the district governor also.

### **SECTION – 13**

#### **SUBMISSION OF CONFERENCE ACCOUNT AND SURPLUS AMOUNT**

The accounts shall be completed and audited within 60 days of the close of the district conference and shall be submitted together with all relevant papers and auditor’s report to the district governor of that year. The gain or loss of the district conference will be credited/debited to the account of host club. However if the total expenditure of the conference is less than the total registration fee collected, the surplus amount to that extent will be transferred to district funds.

### **SECTION – 14**

**CREDENTIALS**

Credentials may be issued with the starting of the spot registration of conference at the venue of the district conference before the rules of procedure for the district conference are adopted by the delegates. Time may be extended with permission of the house.

**ARTICLE – XIII DISTRICT REVENUE****SECTION – 1****PER CAPITA DUES**

- (a) To provide revenue to defray the administrative expenses the district shall be entitled to collect annual per capita dues from each member to be decided by District Cabinet and approved by District General Body in District Annual Conference.
- (b) Such per capita dues to be collected from each member shall be fixed by passing a suitable resolution in the district conference and shall be collected for the fiscal year next following such district conference.
- (c) Per capita dues will be collected in two equal semi-annual installments. First such installment for the period of July 1 to December 31 will be collected before September 10 of each year and second installment covering the period of January 1 through June 30 will be collected before February 10 of each year.
- (d) Any changes in the existing per capita levy will be made by passing a resolution in the district conference, which will come into force from the subsequent year.
- (e) Said per Capita dues and any other revenues collected from any source shall be deposited in a nationalized/recognized bank. Disbursement shall be done for administrative expenses only on approval by the District Governor Cabinet, by cheque drawn and signed by the Cabinet Treasurer and counter signed by the District Governor or any other District Officer as assigned by him.

**SECTION – 2****ENTRANCE FEE**

Each district shall levy an entrance fee of Rs. 10/- on enrollment of every new member in the club in the district and the same shall be collected from the clubs. This levy shall not be collected from charter members of newly organized clubs.

**SECTION – 3****BILLING PROCEDURE**

The billing shall be based on the Monthly Membership Reports of each club as of the first day of July and January respectively.

**SECTION – 4****NEWLY CHARTERED / REORGANIZED CLUB**

Newly chartered and reorganized clubs shall pay per capita district dues on a pro rata basis from the first day of the second month following the date of their organization or reorganization as the case may be.

**SECTION – 5****UTILIZATION OF DISTRICT FUND**

The district dues collected in each district shall become and remains a fund of the said district and shall be disbursed only for administrative expenses of the district as are approved by the district governor's cabinet. Payments out of this fund shall be made by A/c cheque drawn and signed by the district cabinet secretary/treasurer and countersigned by the district governor.

#### **SECTION -6**

##### **FINANCIAL OBLIGATIONS**

The district governor and his/her cabinet shall not incur obligations in any fiscal year resulting in an unbalanced budget or deficit in the fiscal year and the value of the merchandise left behind shall not exceed Rs. 1000/-.

#### **SECTION – 7**

##### **FUNDS**

Funds, donations or contributions received or collected by the district governor during the period of his/her office shall be for and on account of the district he/she represents and shall be accountable by him/her in the accounts of the district.

#### **SECTION -8**

##### **SURPLUS FUND**

If at the end of the fiscal year there remains any surplus, the cabinet shall, after payments of all bills and providing for outstanding, if any, transfer the funds to the succeeding cabinet.

### **ARTICLE – XIV DISTRICT ACCOUNTS AND AUDIT**

#### **SECTION – 1**

##### **SYSTEM OF ACCOUNTS**

The district cabinet shall maintain its accounts on mercantile system and the annual final statements of accounts shall comprise the balance sheet and income and expenditure account incorporating therein figures of the previous year.

#### **SECTION – 2**

##### **AUTHORIZATION OF EXPENSES**

All expenditures shall be duly authorized by the district governor except specified otherwise and under no circumstances shall exceed the budget approved by the cabinet.

#### **SECTION – 3**

##### **APPROVAL OF ACCOUNTS**

The district cabinet treasurer shall prepare the receipts and payments account every quarter and shall submit the same in the cabinet meeting for its approval.

#### **SECTION – 4**

##### **APPOINTMENT OF AUDITORS**

The accounts shall be audited by the auditors appointed by the cabinet in its first meeting.

#### **SECTION – 5**

##### **APPROVAL OF AUDITED ACCOUNTS – JULY TO DECEMBER**

The accounts of July to December duly audited will be placed before the cabinet in its third meeting for approval.

#### **SECTION – 6**

##### **AUDITED ACCOUNTS AT ANNUAL DISTRICT CONFERENCE**



The district cabinet treasurer shall submit at the annual district conference a statement of receipt and payments of the current fiscal year prepared and audited up to 30 days prior to the date of district conference.

#### **SECTION – 7**

##### **FINAL ACCOUNTS**

- (A) **Preparation:** A full and final accounts of the district along with the balance sheet duly audited shall be sent to the international office, to district governor, to each club president and to all past district governors of the district within 60 days after the close of the fiscal year.
- (B) **Adoption:** The final statement of accounts together with the auditor's report shall be placed before the session of the district conference next for adoption and shall be made available to delegates /alternate delegates attending the annual district conference.
- (c) **Queries or Explanations:** It shall be the responsibility of the district governor, district cabinet secretary, district cabinet treasurer or any other cabinet member authorized by district governor of the fiscal year to which the accounts relates, to answer the queries or give explanations on the matters arising out of discussion on accounts during the annual district conference.
- (d) **Presentation:** It will be mandatory for the district governor or the presiding officer of the conference to allow sufficient time to previous cabinet officer to present the accounts and to have full debate and discussion on the same.

#### **SECTION -8**

##### **NO AWARDS/ REWARDS**

Any district governor who fails to get the audited accounts of his/her respective Lionistic year, to be adopted at the ensuing annual district conference, he/she shall not be eligible to receive any Award/Reward/Position or honor at the District/Multiple /LCCI/International level till such accounts are presented and adopted at a properly convened annual district conference.

### **ARTICLE - XV**

#### **SEMINAR FOR CLUB OFFICERS**

##### **SECTION -1**

##### **ORGANIZED BY DISTRICT CABINET**

The district cabinet will organize a seminar for president, secretary, treasurer and first vice president-elect of the clubs in the district at a place, date and time as decided by the cabinet.

- (A) **Timing:** This seminar will be organized after the multiple district convention but positively before international convention.
- (B) **Faculty:** The faculty for conducting this seminar will be preferably from Lions fraternity. The faculty can be from the same or any other district.
- (C) **Levy:** The amount of levy to be charged to each club for this seminar shall be decided and collected in advance by respective districts.
- (D) **Surplus Account:** Any surplus in this seminar account will not be transferred to any other account but can be utilized for any other seminar for club officers/chairpersons.

## **ARTICLE – XVI CLUB ORGANIZATION**

### **SECTION -1**

#### **GEOGRAPHIC AREA**

Lions clubs may be organized and chartered in any defined geographic area in the sub- district of this Multiple with the consent of the district governor and/or the approval of international board of directors.

### **SECTION -2**

#### **FUNCTIONS**

The clubs so chartered will function as per the Standard Form of Constitution and By-Laws suggested by the Association.

### **SECTION -3**

#### **ANNUAL DUES**

Clubs can collect from each member annual dues to cover international, district and multiple dues and such other expenses as are necessary for club administration.

### **SECTION -4**

#### **FORFEITURE OF GOOD STANDING STATUS**

Club or clubs in the Multiple or its member districts who have failed to pay any indebtedness due to the Association, the Multiple or its District shall forfeit its/their good standing status and shall remain so till all its/their indebtedness including arrears, if any, are paid in full to the international, multiple district and/or the district as the case may be.

### **SECTION -5**

#### **PRIVILEGES**

A member of a Lions club in good standing shall be considered to be in good standing if he/she has paid all his/her dues to the club. Only the members in good standing may hold any office or participate in any deliberations or exercise the voting privilege or any other privilege under this constitution as a member or as a delegate or as an alternate delegate.

### **SECTION -6**

#### **DELEGATES FROM FORFEITED GOOD STANDING STATUS CLUB**

Delegates representing such clubs which have forfeited good standing status shall have no vote in any session of any convention or conference.

### **SECTION -7**

#### **DROPPED IN BAD STANDING**

No member of a club in any district of this Multiple, who is dropped from his/her club for gross misconduct, shall be taken as a member in any other club of district and multiple for a period of five years and in case of member dropped for non-payment of dues till such time he/she has cleared his/her dues.

### **SECTION -8**

#### **DISPUTE RESOLUTION**

(A) **Through District Governor** : All disputes, arising between any member or members and the club or an officer in the board of the club related to membership or the interpretation, breach of application of the club's Constitution and By-Laws or the expulsion of any member from the club or any other matter whatsoever which cannot be satisfactorily resolved

through other means, shall be settled by Dispute Resolution through the district governor in accordance with the procedure set out by the Association from time to time.

- (B) **Through Council of Governors :** If the concerned member or members is/are not satisfied with the decision of district governor, the matter can be referred to the council of governors of this Multiple for their decision within 15 days from the date of decision by the district governor.
- (C) **Through Lions International:** If the concerned members are not satisfied with decision of the council; they can approach the LCI and their decision will be final and binding on all the concerned parties. Unless permitted by the Association, none of the aggrieved party will approach the court of law in their area.

#### **SECTION -9**

##### **STATUS QUO/ CANCELLATION OF CHARTER**

Any chartered club which shall fail to meet any obligation to this Association including non-submission of Monthly Membership Reports to the district and refusal to invite district governor to visit the club may, at the discretion of the international board of directors and in consultation with the district governor and/or vice district governor as the case may be, be placed in status quo, or have its charter cancelled. Any club placed in status quo shall forfeit all rights and privileges pending final determination of its status by said board.

#### **SECTION -10**

##### **CLUB RESIGNATION**

Any chartered club may resign from this Association and said resignation shall become effective upon acceptance thereof by the international board of directors. The international board of directors may withhold acceptance, however, until all indebtedness has been paid, all the rights to the use of the name 'LIONS', the emblem and other insignia of this Association has been surrendered.

### **ARTICLE– XVII ADOPTION OF CONSTITUTION AND BY-LAWS**

#### **SECTION – 1**

##### **RULES, REGULATIONS AND BY-LAWS**

Notwithstanding anything contrary contained herein, the Rules, Regulations and By-Laws framed and/or enacted by the Association from time to time and as made binding on this Multiple shall apply to this Multiple and to the extent the provisions contained herein shall stand amended.

#### **SECTION – 2**

##### **EFFECTIVENESS OF CONSTITUTION AND BY-LAWS**

The Constitution and By-Laws shall come in to operation effective from July 1 upon adoption by majority of votes cast by the delegates present in the session at the annual convention of the Multiple.

#### **SECTION – 3**

##### **CIRCULATION OF CONSTITUTION AND BY-LAWS**

Sufficient copies of Consultation and By-Laws shall be printed and circulated to all club presidents, district governors, vice district governors and past district governors of all sub- districts in this Multiple. All subsequent changes and

amendments to the Constitution and By-Laws shall be notified to members as stated above time to time.

**SECTION – 4**

**ADDITIONAL COPIES**

Additional copies of Constitution and By-Laws of this Multiple shall be made available on payment of a reasonable fee to members of clubs on request.

**ARTICLE-XVIII AMMENDMENTS**

**SECTION – 1**

**AMENDMENT BY RESOLUTION**

Except as mentioned in Article XVII Section-1 herein before appearing, the Constitution and By-Laws may be amended only at an annual multiple convention reported by the Chairperson Constitution and By-Laws committee and adopted by a majority of votes cast.

**SECTION -2**

**RESOLUTION MOVED BY CLUBS**

An amendment to the Constitution and By-Laws may be moved by a Lions club which shall be in the form of a Resolution duly adopted by its board of directors and a prior notice thereof shall have been given to the council secretary at least 60(sixty) days prior to the date of commencement of annual multiple convention.

**SECTION – 3**

**RESOLUTION ADOPTED AT ANNUAL DISTRICT CONFERENCE**

If a member-district decides at the annual conference that any provision in this constitution be amended, a copy of the resolution adopted in this behalf by the annual conference of that district shall be forwarded by the presiding officer to the council secretary at least thirty (30) days prior to the date of annual multiple convention for consideration at the convention.

**SECTION – 4**

**RESOLUTION TO BE VOTED UPON AT ANNUAL CONVENTION**

Amendment to Constitution and By-Laws may be moved by council of governors in the form of a resolution. The notice of such resolution will be sent to all clubs by the Council secretariat within the time frame as prescribed hereunder :

No amendments shall be reported or voted upon at the annual convention unless the same have been circulated in writing by the Council to each club not less than 21(twenty one) days prior to the date of commencement of the convention together with a notice in writing that the same will be voted upon at the annual multiple convention. It will be duty of the Council to circulate all the resolutions received in prescribed time and manner.

**SECTION – 5**

**CIRCULATING CONSTITUTIONAL CHANGES**

All constitutional changes made at any multiple district convention shall be published by the council secretary and circulated to all the member-clubs in all member-sub-districts within sixty (60) days from the date on which the amendments become effective.

**SECTION – 6**

**EFFECTING THE CHANGES**

All amendments shall come into effect from July 1 next following or from any other date specifically decided by annual convention at which the same are adopted.

#### **SECTION – 7**

##### **AUTOMATIC UPDATE**

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

### **ARTICLE-XIX**

#### **DIVISION/ REORGANIZATION OF MULTIPLE DISTRICT AND SUB-DISTRICT**

##### **SECTION -1**

##### **RE-DISTRICTING**

**(A) Multiple District** – If two or more sub-districts each having the required number of clubs and members (As per International Constitution and Byelaws Article VIII) want to form a separate multiple district, they can do so by passing a resolution in their district conferences by majority of the delegates present. The resolution so adopted by each such sub-district should be forwarded to the Multiple at least 15 days before the annual multiple district convention. If the said resolution is approved by the majority of the delegates in the multiple district convention, the said resolution will be forwarded to the Association for acceptance, along with necessary changes if any.

**(B) Sub-District** – If any sub-district, wants to divide in two or more sub-districts it shall pass a resolution in its annual district conference or special conference invited for this purpose by majority of delegates present (As per International Constitution and Byelaws Article VIII Section-2 and Section-3). The resolution should clearly show the boundary map of the proposed new sub-districts along with the names of the clubs in each newly proposed sub-district. This resolution should be sent at least 15 days in advance to the annual convention of this Multiple. If the said resolution is approved by majority of the delegates present at the multiple district convention, the same shall be forwarded by the Multiple to the International board of directors for their approval along with necessary charges if any.

**(C) Effecting Regrouping/Re division** – Such regrouping or re division of sub-district or multiple district, upon being approved by the International Board of directors shall becomes effective only at the next annual convention/conference.

##### **SECTION – 2**

##### **REGISTRATION**

The registration of the multiple districts under any law for the time being in force relating to registration shall not affect in any way the regrouping or re-division of any sub-district or districts or their re-distribution.

##### **SECTION – 3**

##### **REGROUPING**

**(A) Resolution** : If the Multiple decides to regroup or divide for the sake of administrative convenience into two or more multiples as per the International

Constitution and By-Laws, it can do so by adopting a resolution in the multiple convention by two-thirds (2/3<sup>rd</sup>) majority of voting delegates and forwarding the same to international board of directors for their acceptance.

**(B) Approval:** The resolution, regrouping or dividing the multiple into two or more multiples, will have to be approved by council of governors and circulated to member-sub-districts at least sixty days in advance of multiple convention.

## **ARTICLE –XX**

### **GENERAL**

#### **SECTION -1**

#### **CONSTITUTIONAL AMENDMENTS PASSED IN INTERNATIONAL CONVENTION**

Any amendments as passed by the international convention to its constitution will immediately form the part of this constitution and the council secretariat will inform all the sub-districts about such international amendments.

#### **SECTION -2**

#### **THE WORD “INTERNATIONAL”**

The words “International” or “Lions International” wherever occurring shall mean and refer to The International Association of Lions Clubs, Oak Brook, USA

#### **SECTION – 3**

#### **THE WORD “COUNCIL”**

The words “Council” wherever appearing herein will mean the Council of Governors of this Multiple.

#### **SECTION -4**

#### **THE WORDS “THE ANNUAL CONVENTION”**

The words “The Annual Convention” wherever occurring herein shall mean and refer to the Annual Multiple District Convention of this Multiple District.

#### **SECTION -5**

#### **THE WORDS “THE ANNUAL CONFERENCE”**

The words “The Annual Conference” wherever occurring therein shall mean and refer to the Annual Conference of sub-district of this Multiple.

## **BY LAWS**

### **ARTICLE –I DISTRICT NOMINATIONS AND ELECTIONS**

#### **SECTION -1**

#### **DISTRICT CONFERENCE NOTIFICATION AND APPOINTMENT OF NOMINATING COMMITTEE**

Each district governor shall appoint, by notification issued at least sixty (60) days prior to the district conference, a Nominating Committee of not more than seven (7) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the district and shall not at the time of their appointment hold any district office. The names and addresses of Lions so appointed shall be sent to all the clubs in the district at least thirty (30) days prior to the first day of the annual conference.

#### **SECTION -2**

#### **NOMINATION FROM CLUBS**

Any member of a club, who fulfills the qualifications as laid down by the Constitution of Lions Clubs International may be elected at the annual conference as a district governor or vice district governor, provided his/her name is either proposed through resolution adopted by the board or directors of his/her home club and ratified by the general body of the club, failing that he/she is proposed by the majority of the clubs in the district. If the home club proposes a candidate, no other club shall sponsor such person as a candidate.

#### **SECTION – 3**

#### **NOMINATIONS TO REACH NOMINATING COMMITTEE**

The proposal for District Governor or vice district governor shall be sent so as to reach the chairperson of the nominating committee at least seven (7) days before the date of the conference. The nominations so received shall be scrutinized by the nominating committee appointed by the district governor.

#### **SECTION -4**

#### **NOMINATIONS FROM FLOOR**

In the event of no valid proposal being received by the nominating committee, proposals for nomination shall be invited from the floor of the conference and any certified delegate and in absence of the delegate, his/her alternate delegate can propose the name of a member in good standing of a Lions club in good standing who fulfills the qualifications as laid down for District Governor/1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor, in the constitution and such proposal shall be seconded by any other certified delegate or in his/her absence by alternate delegate.

#### **SECTION – 5**

#### **THE DISTRICT GOVERNOR’S ELECTION**

The district governor’s election shall be conducted by a secret written ballot, with the district governor candidate required to secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected.

**SECTION – 6****FIRST VICE DISTRICT GOVERNOR’S ELECTION**

The first Vice District Governor election shall be conducted by a secret written ballot, with the first Vice District Governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared. For purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. (In case of more than two candidates for the position of first Vice District Governor election will be by preferential voting. )

The result of each first Vice District Governor election shall be reported to the international office by the respective current District Governor and/or international staff representative.

**SECTION -7****SECOND VICE DISTRICT GOVERNOR**

The second Vice District Governor election shall be conducted by a secret written ballot, with the second Vice District Governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. In case of more than two candidates for the position of 2<sup>nd</sup> Vice District Governor election will be by preferential voting. The second Vice District Governors shall serve a term of office of one year, which term shall begin with the close of the association’s convention held in the year of their election and end at the close of the next convention of the association, and no second Vice District Governor may succeed himself or herself in office. Otherwise, an election for the office of the second Vice District Governor shall be conducted in accordance with the provisions of the respective district (single, sub and multiple) constitution and by-laws. The result of each second Vice District Governor election shall be reported to the international office by the respective current district governor and/or international staff representative.

**SECTION -8****PROCEDURE FOR NEWLY FORMED SUB-DISTRICT**

In case of newly formed sub-district the procedure for election of district governor, first Vice District Governor and second Vice District Governor shall be that of preferential voting. However if the newly formed district is already having first Vice District Governor then he will be elected as district governor as per section 5 of this Article.

In case the newly formed district is having second Vice District Governor than he will be elected as first Vice District Governor as per section 6 of this article.

In case the newly formed district does not have first and second Vice District Governor, than the election of District Governor, first Vice District Governor and second Vice District Governor will be held as per section 6 and section 7 of this article.

**SECTION – 9****PROCEDURE FOR PREFERENTIAL BALLOTING**



As per International Board Policy and Roberts Rules of Order (newly revised) 10<sup>th</sup> Edition chapter 8 section 45 :

For each office the voter is asked to indicate the order in which he/she prefers all the candidates placing the numeral 1 beside his/her first preference, the numeral 2 beside his/her second preference, and so on for every possible choice. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, the ballots in the thinnest pile, i.e. those containing the name designated as first choice by the fewest number of voters, are redistributed into the other piles according to the names marked as second choice on these ballots. The number of ballots in each remaining pile after this distribution is again recorded. If more than half of the ballots are now in one pile, that candidate is elected or if not the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles. The process is repeated until one pile contains more than half of the ballots, the result being thereby determined in favour of the candidates having more than 50% votes. In the event of a tie in the winning position the same shall be resolved as per article 1: section- 14, of By-Laws of this Multiple.

#### **SECTION -10**

##### **CANDIDACY REQUIREMENTS FOR DISTRICT GOVERNOR**

A candidate for the office of district governor shall :

- (a) Be an active member in good standing of a chartered Lions club in good standing in his/her single or sub-district;
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district;
- (c) Currently be serving as the first Vice District Governor within the district from which he/she is to be elected; and
- (d) Only in the event the current 1<sup>st</sup> vice district governor does not stand for election as district governor, or if a vacancy in the position of 1<sup>st</sup> vice district governor exists at the time of the district conference, any club member who fulfills the qualifications for the office of 1<sup>st</sup> vice district governor as set forth in these by-laws or constitution and who is currently serving or who has served one (1) additional year as a member of the district cabinet, shall fulfill the requirements of sub-section (c) of the Section 5, Article III of the By-Laws of The International Association of Lions Clubs.

#### **SECTION – 11**

##### **CANDIDACY REQUIREMENT FOR FIRST VICE DISTRICT GOVERNOR**

A candidate for the office of first Vice District Governors shall :

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.

- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Currently be serving as the second Vice District Governor within the district from which he/she is to be elected.
- (4) Only in the event the current second Vice District Governor does not stand for election as first Vice District Governor, or if a vacancy in the position of second District Governor exists at the time of the district convention any club member who fulfills the qualifications for the office of second District Governor as set forth in these by-laws or constitution shall fulfill the requirements of sub section (3) of this section.

#### **SECTION – 12**

#### **CANDIDACY REQUIREMENTS FOR SECOND VICE DISTRICT GOVERNOR**

A candidate for the office of second vice district governor shall :

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Have served or will have served at the time he/she takes office as second vice district governor.
  - (a) As President of a Lions club for a full term or major portion thereof, and member of board of director of a lions clubs for no less than two (2) additional years; and
  - (b) As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
  - (c) With none of the above being accomplished concurrently.

#### **SECTION – 13**

#### **NO ELECTION CAMPAIGN BEFORE CONFERENCE CALL**

For sponsoring a candidate for the office of district governor or 1<sup>st</sup> vice district governor, 2<sup>nd</sup> vice district governor, no election campaign in any form shall be permitted earlier than the call for the annual district conference or sixty (60) days before the date of the annual conference whichever is longer. Any member club or Lion member contravening this will be debarred from taking part in the voting and any candidate contravening will be disqualified from contesting the election or from being elected.

#### **SECTION – 14**

#### **TIE VOTE**

In the event of tie vote, it shall be resolved as under, provided the conference has not been adjourned;

The respective Election Committee, if any, but if none, then the members of district cabinet, comprising DG, 1<sup>st</sup> and 2<sup>nd</sup> VDG, RCs, ZCs and chairpersons of the committees recognized by the Association, shall prepare lots and the candidate receiving the tie votes shall cast votes before such committee within one hour after the election has been declared as tie. If any such candidate shall fail to appear

within the said hour, a member of the respective committee shall cast a lot for him. The candidate, to whom the lot shall fall, shall be declared elected. The type of lot to be cast shall be determined by the respective committee.

## **SECTION – 15 CODE OF CONDUCT**

Code of conduct as mentioned below shall be observed strictly by each candidate for the office of district governor/ 1<sup>st</sup> and 2<sup>nd</sup> vice district governors. Any breach of conduct may disqualify him/her from contesting the election.

- (a) District Governor will appoint a District Election Supervisory Committee consisting of five (5) past district governors. These five members may appoint a chairperson from amongst themselves. Any past district governor from the home club of a candidate will not be the part of this committee.
- (b) Immediately on receiving the official call from the district governor for annual conference the president of the club from which a candidate is proposed to be sponsored for the office of district governor and/or 1<sup>st</sup> and 2<sup>nd</sup> vice district governors, may send a letter of intention to the chairperson of district election supervisory committee with a copy to district governor in office.
- (c) For sponsoring a candidate for the office of the district governor/ 1<sup>st</sup> vice district governor, 2<sup>nd</sup> vice district governor no election campaign in any form shall be permitted earlier than the call of the district governor for the conference or sixty (60) days before the date of the conference whichever is longer.
- (d) The home club of a candidate shall not send more than one brochure/pamphlet. The brochure will elucidate the candidate's posts held in club and district, achievements in Lionism, business, profession or social life so that the electorate gets acquainted and is well informed about the candidate.
- (e) The sponsored candidate shall be entitled to send one personal appeal.
- (f) In no way should the brochures undermine or denigrate the other candidates either directly or indirectly as this will be considered a serious breach of code of conduct.
- (g) Each prospective candidate shall be invited and be entitled to address all the region conference of his/her district for five (5) minutes without any critical references to other prospective candidates or the present administration.
- (h) The candidate along with his home club president or other members of his/her club may visit the individual clubs in their board of directors meetings or regular meetings only once after the official call of the annual conference is issued by district governor. He/she and/or his/her club member will speak about his/her candidacy. No reference of whatsoever nature will be made about other candidates.
- (i) No other club, except the home club, will pass a resolution supporting the candidature of any candidate. In case home club does not sponsor a prospective candidate and he/she still desires to run for the post then provisions of the multiple constitutions shall be followed.
- (j) A prospective candidate or his/her representative shall not host dinners, tea parties, get together nor extend any hospitality or give gifts at any Club/region/district function. This will be considered a serious breach of the code of conduct.

(k) Candidate or his/her supporter/s will not give any gifts to delegates, alternate delegates or any other member registered at the conference.

(l) A candidate or his/her supporters shall not be permitted to have any booth at the venue of the conference nor will they be permitted to distribute any soft drinks, gifts, food articles from any other area or at the venue.

(m) No donations in case or kind may be given by a candidate or his/her home club or any other person to any Lion member during the year of his/her candidature.

(n) The prospective candidate or anyone on his/her behalf shall not promise any member directly or through someone a position in the cabinet.

(o) No active canvassing shall be permitted at the venue of district conference or in the auditorium by candidate or his/her supporters on the date of election. However, the candidate shall be permitted to stand along with maximum ten (10) supporters at a place fixed by the District Election Supervisory Committee to greet the delegates and alternate delegates.

#### **SECTION – 16**

##### **NOMINATION SPEECH**

At the conference each of the duly nominated candidates for the office of district governor and vice district governor shall be entitled to address the delegates himself/herself or through not more than two (2) Lion members for maximum six minutes as per the norms set by Rules of Procedure Committee.

## **ARTICLE –II**

### **FUNCTIONS AND DUTIES OF DISTRICT OFFICERS**

#### **SECTION – 1**

##### **DISTRICT GOVERNOR**

The district governor shall act under the general supervision of international board of directors as the representative of the Association in his/her district and shall have general supervision over all Lions Clubs therein, in addition, in his/her district, he/she shall :

(a) Further the purposes and the objects of the Association;

(b) Supervise organization of new Lions Clubs;

(c) Promote cordial relations among the chartered Lions clubs;

(d) Preside over all cabinet and other district meetings and conference/ conferences;

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

(f) Exercise such supervision and authority over cabinet officers and district committees appointed as is provided for in the Multiple District Constitution;

(g) Submit a current itemized statement of total district receipts and expenditures at his/her conference (or annual meeting of his/her district at a multiple convention

(h) Submit such other reports and perform such other duties as may be required by the international board of directors;

(i) Deliver forthwith, at the termination of his/her term of office, all district accounts, funds and records to his/her successor in office;

(j) Issue an official call in writing for the annual conference at least sixty (60) days prior to the date fixed for holding the same, stating the place, date and the hour thereof, and shall also communicate to all the clubs in the district the various conference committees appointed by him/her, together with the names of their

respective chairperson; and

(k) Have authority to remove region chairperson, zone chairperson, officers and committee chairperson appointed by him/her for proper and sufficient cause.

## **SECTION – 2**

### **FIRST VICE DISTRICT GOVERNOR**

The first 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) Serve as the key District Governor Team liaison to the Global Membership Team and take an active role in membership growth, extension of new clubs, and ensuring existing club success within the district.
- (c) Work with the District Governor, Second Vice District Governor and the Global Leadership Team to develop and implement a district wide plan for leadership development.
- (d) Familiarize himself/herself with the duties of the district governor so in the event of a vacancy in the office of the district governor/or in his/her absence, he/she will be better prepared to assume the duties and responsibilities of the said office;
- (e) Perform such administrative duties as may be assigned to him/her by the district governor.
- (f) Perform such other functions and acts as may be required by him/her by the international board of directors through the Vice District Governor's Manual and other directives;
- (g) Actively participate in all cabinet and council meetings and conduct at meeting in the absence of the district governor;
- (h) Participate in the preparation of the district budget
- (i) Be actively engaged in all matters to be continued during the next year;
- (j) Participate in the review of the strength and weaknesses of the clubs of the district and
- (k) Supervise the district committees at the request of district governor.

## **SECTION -3**

### **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) Serve as the key District Governor Team liaison to the Global Leadership Team and actively participate and inspire other district officers to administer and promote effective leadership development.
- (c) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- (d) Perform such duties as assigned by the district governor.
- (e) Perform such other functions and act as required by the policy of the association.
- (f) Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor and the first Vice District Governor.

- (g) Participate in the preparation of the district budget.
- (h) Actively engage in all matters to be continued during the following year.
- (i) At the request of the District Governor, supervise appropriate district committees and participate in the review of strength and weaknesses of the district.

#### **SECTION -4**

##### **DISTRICT CABINET SECRETARY**

Under the supervision and direction of the district governor the district cabinet secretary shall :

- (a) Keep an accurate record of the proceedings of all meetings of the cabinet and within fifteen (15) days after each meeting, forward copies of the same to all members of the cabinet and the office of Lions Clubs International.
- (b) Take and keep minutes of the district conference and furnish copies of the same to Lions Clubs International, the district governor in office and president of each club in the district.
- (c) Assist the district governor and the cabinet in conducting the business of the district and perform such other duties as are specified/implied in this Constitution and By-Laws or as may be assigned to him/her from time to time by the district governor and/or his/her cabinet.
- (d) Sign all notices and documents issued by the district.
- (e) Make an annual report to the cabinet at its meeting immediately and such other items as the district governor or the cabinet may require; and
- (f) Mail and official report of the complete proceedings of the district conference, within sixty (60) days after the close of the said conference, to the Association, and to all Lions Clubs in the sub district.

#### **SECTION -5**

##### **DISTRICT CABINET TREASURER**

Under the supervision and direction of district governor the district cabinet treasurer shall;

- (a) Collect and pass receipts for all per capita dues levied on clubs in the district, deposit the same in such bank or banks as the cabinet shall determine and disburse the same by order of the district governor and/or the cabinet;
- (b) Keep books of accounts and records **under direction** of district governor or the cabinet, he/she shall furnish such books and records as requested, to the auditors appointed by the cabinet; and
- (c) At the close of fiscal year, prepare the accounts of administration as well as trust if any, and get these audited and present the same in the next conference for approval of the house and assist district governor in answering the queries pertaining to the accounts.

#### **SECTION – 6**

##### **REGION CHAIRPERSON**

Under the supervision and direction of district governor the region chairperson shall:

- (a) Attend the regular and special meetings of the cabinet;
- (b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district

governor.

(c) In coordination with the District GMT Coordinator, 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, district GMT Coordinator and district GLT Coordinator.

(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, district GMT Coordinator and district GLT Coordinator.

(f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.

(g) Promote the Club Excellence Process in the clubs within the region and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the region.

(h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiative by informing Lions within the zone about leadership development opportunities at the zone, district, or multiple district.

(i) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.

(j) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives.

In the event the region chairperson for any reason cannot or does not, in the judgment of the district governor, 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.

(k) Promote representation at district, multiple and international conventions by at least the full quota of delegates to which the clubs in his/her region are entitled.

(l) Supervise and assist the zone chairperson of his/her region in the performance of their duties and co-operate with them in arranging and holding zone meetings and District Governor's Zone Advisory Committee Meetings;

(m) Hold annual region conference before district conference.

#### **SECTION -7**

##### **ZONE CHAIRPERSON**

Under the supervision and direction of district governor and region chairperson, the zone chairperson shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to :

(a) Make a report of each District Governor's Advisory Committee Meetings and send copies thereof within the five (5) days thereafter to Lions Clubs International, district governor, District GMT Coordinator and District GLT Coordinator and region chairperson.

(b) Endeavour to visit every club in his/her zone operating under a duly adopted Club Constitution and By-Laws;

(c) Endeavor to include the District GMT Coordinator and the GLT Coordinator

and the District Governor Team as special guests to a District Governor 's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership and leadership development within the zone.

(d) Promote the Club Excellence Process to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.

(e) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.

(f) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district, or multiple district.

(g) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.

(h) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.

(i) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.

(j) 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.

(k) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

In the event the zone chairperson 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.

(l) Arrange with the co-operation of region chairperson the scheduled zone meetings;

(m) Organize at least one zone social during his/her year to provide maximum fellowship to his/her zone club; and

#### **SECTION – 8**

##### **OTHER DISTRICT CABINET OFFICERS**

Subject to the supervision of the district governor, they shall perform such functions and acts as may be required by the international board of directors or by provisions of the respective single, sub and Multiple Constitution and By-Laws which are consistent with the Constitution and By-Laws and policies of the International board of directors.

#### **SECTION -9**

##### **DISTRICT GOVERNOR'S ZONE ADVISORY COMMITTEE**

It shall assist the zone chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone and relay the same through the zone chairperson to the district governor and his/her cabinet. It shall hold at least three (3) meetings during the fiscal year.

#### **SECTION – 10**



**HONORARY COMMITTEE**

- (a) This committee being composed of past district governors will help district governor in promotion of harmony through the district;
- (b) They will seek latest information about working and development at district, multiple, LCCI and the Association;
- (c) They will accept such assignments which are given by the district governor at district and multiple level;
- (d) Without interfering in day to day working of district governor, they may advice from time to time on various issues related to district functioning such as membership development, leadership development, restricting of district, LCIF grant, LCIF-aided projects and long range planning concerning the district; and
- (e) They will help district governor in conducting annual district conference.

**SECTION – 11****SERGEANT-AT-ARMS**

Sergeant-at-arms shall maintain order and decorum at the district conference and perform such other duties as are incidental to his/her office.

**ARTICLE -III****COMMITTEES FOR DISTRICT CONFERENCE****SECTION -1****CREDENTIAL COMMITTEE**

This committee shall be composed of district governor, cabinet secretary and cabinet treasurer. If required two (2) more members, preferably joint cabinet secretary and joint cabinet treasurer, may be included in this committee. The chairperson of the committee shall be district governor. He can appoint a co-chairperson from any of the committee members. It shall be the duty of this committee to certify validity of credentials, to compile credential statistics and report the same to the conference when called for.

The committee will hand over the details of the credentials issued and names of the delegates registered to the Election Committee before balloting.

**SECTION -2****RULES OF PROCEDURE COMMITTEE**

The chairperson of this committee will be a Past District Governor appointed by district governor. This committee will frame the Rules of Procedure which will govern the proceedings of the conference.

**SECTION – 3****RESOLUTION COMMITTEE**

Chairperson of this committee shall be a Past District Governor appointed by district governor. This committee will receive the resolutions, other than those related to Constitution and By-Laws, either directly or through district governor and shall present such resolutions which committee feels proper and acceptable. Courtesy resolution shall also be prepared and presented by this committee in consultation with district governor.

**SECTION -4****CONSTITUTION AND BY-LAWS COMMITTEE**

A Past District Governor appointed by district governor will be the chairperson of this committee. The committee will receive the resolutions directly from the clubs

or through district governor concerning the Constitution and By-Laws of the Multiple and the Association and shall present to the house for its approval such resolutions which are found to be in order. Any resolution approved by the house shall be sent to appropriate authority through district governor.

#### **SECTION -5**

##### **NOMINATING COMMITTEE**

The district governor shall appoint a Nominating Committee under the chairpersonship of a Past District Governor. The number of members of this committee shall not exceed seven (7). Each members of this committee shall be a member in good standing of a different Lions Club in good standing in the district and shall not hold any district office at the time of their appointment. This committee shall receive the nomination for the post of district governor and vice district governor, scrutinize the same as per the Constitution and By-Laws and submit its report to the house for approval. Past district governor or a member from a club proposed a candidate shall not be included in this committee.

#### **SECTION – 6**

##### **ELECTION COMMITTEE**

This committee shall be composed of Past District Governors only. Chairperson will be appointed by district governor from amongst the past district governors. If required the district governor may appoint some of his cabinet members to assist the election committee at the time of balloting.

One member nominated by each candidate whose nomination is accepted by the house shall be co-opted by the election committee as observer and will be allowed to stay in the premises where the balloting is held and also during the counting of the ballots. However he/she will not be permitted to solicit any favour from the delegates during the balloting. In case any candidate withdraws, his/her nominee will automatically cease to be an observer.

#### **SECTION-7**

##### **COMMITTEES AND THEIR MEMBERS**

District governor shall appoint members in each of the committees, which members shall be from different chartered Lions Club in good standing within the district. Except election committee all other committees as mentioned above shall consist of a maximum seven (7) members including the chairperson. However at the request of chairperson of election committee, district governor can include more members in election committee for the purpose of conducting the election only.

### **ARTICLE – IV**

#### **FUNCTIONS OF COUNCIL OFFICER**

##### **SECTION -1**

##### **MULTIPLE DISTRICT COUNCIL OF GOVERNORS**

The Council of Governors shall :

- (a) Make all contracts and approve all bills relating to multiple district convention / multiple meetings' administrative expenses.
- (b) Designate a depository for multiple district funds.
- (c) Determine the amount of surety bond for the council secretary-treasurer, and approve the surety company issuing said bond.
- (d) Receive financial reports, semi-annually or more frequently, from the council

secretary, treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council submitted by the treasurer.

## **SECTION -2**

### **MULTIPLE COUNCIL CHAIRPERSON**

- (a) Under the general supervision of the International board of directors he/she shall be the chief administrative officer of the Multiple;
- (b) He/she shall preside the council meetings, annual multiple convention and all multiple programmes and functions;
- (c) He/she shall provide leadership direction and initiative to the council of governors to further the purpose and the objects of the Association by implementing the plans, policies, and programmes of the Association at club and district level.
- (d) He/she shall create and foster harmony and unity amongst sub-districts;
- (e) With the help of the Council he/she will resolve all the disputes at club and district level;
- (f) He/she will receive, discuss, and forward LCIF grant application, received from various sub-districts to Lions International.
- (g) He/she will help sub-districts in implementing and running the LCIF aided projects;
- (h) He/she shall issue an official call in writing for the annual multiple conventions at least sixty (60) days in advance giving details of place, date, and order of business of the annual convention.
- (i) He/she shall appoint various committees for the annual multiple convention; and
- (j) He/she shall perform such other administrative duties as may be assigned to him/her by council of governors.
- (k) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial audited accounts, funds and records of the multiple district to his/her successor in office;
- (l) Make appointments/nominations on behalf of the Council of Governors to various Multiple, National, International Committees, viz magazine, Quest, Leadership, membership, LCCI, LCIF etc. and such other committees/forums where vacancies exists or fails due;
- (m) Ensure that all appointments that come under Council Chairpersons purview are done in time as per rules (International Constitution - LCI).

## **SECTION -3**

### **MULTIPLE DISTRICT VICE COUNCIL CHAIRPERSON**

Shall act under the supervision of the Multiple District Council Chairperson and shall perform such duties as are assigned by the Multiple Council.

## **SECTION – 4**

### **COUNCIL SECRETARY**

- (a) Keep an accurate record of the proceedings of all meetings of the Council and within fifteen (15) days after each meeting forward copies thereof to all members of the Council and the office of Association;
- (b) In consultation with council chairperson will issue the notice of council meetings along with order of business;
- (c) In consultation with council chairperson will help host district governor in

making necessary arrangements for accommodation, site seeing and victuals for council members and their spouse when they come to attend council meetings;

(d) Well before the annual convention, visit the site and accommodation for delegates and help host district governor in finalizing the charges for stay, victuals, and transportation;

(e) At the time of annual convention make necessary arrangements for registration of delegates and alternate delegates and issue the credentials in time as per Constitution and By-Laws; and

(f) Assist the Council in conducting the business of the Multiple and perform such other duties as are specified or implied in the Constitution and By-Laws as may be assigned from time to time by the Council.

#### **SECTION -5**

##### **COUNCIL TREASURER**

(a) Receive and give proper receipts for all per capita dues received from the clubs and deposit the same in bank designated by the Council;

(b) Open and operate the bank account as per the directions of the Council;

(c) Disburse the amount as sanction by the Council;

(d) Prepare and present the income and expenditure account in every council meeting;

(e) Maintain books of accounts and necessary records of the income and expenditure and submit the same to the auditors appointed by the Council;

(f) At the close of the year, get the multiple accounts audited and circulate the same to the members of the Council and incoming council chairperson within sixty (60) days from the close of the year; and

(g) Answer all the queries pertaining to the accounts of his/her year when the accounts are presented in the next convention for approval of the house.

#### **SECTION – 6**

##### **MULTIPLE DISTRICT PROTOCOL CHAIRPERSON**

The Council of Governors shall appoint annually a protocol chairperson for the multiple district convention, under the supervision and direction of the Council of Governors. The protocol chairperson shall :

(a) At all events attended by visiting dignitaries, provide seating charts in keeping with the association's official protocol; insure that spoken introductions are based on the same. Insure that dress requirements are clear for all events.

(b) Arrange for proper airport (or other arrival) greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to insure, it suitability and provide appropriate amenities (flowers, fruit, etc.)

(c) Arrange for the proper escort of visitors to each function on the schedule.

(d) Arrange courtesy calls on local government leaders (or regional and/or national leaders if the location suggests this as a possibility), as the visitor's schedule permits.

(e) Coordinate public relations, media exposure such as television, radio and print media, as necessary.

(f) Coordinate departure from hotel, and transportation to airport (or other departure venue).

#### **SECTION – 7**

### **MULTIPLE CONVENTION CHAIRPERSON**

The Multiple Council Chairman with approval of Council of Governor shall appoint a Multiple Convention Chairperson, and will be the part of convention committee. He shall have the right to inspect income and expenditure account from time to time, and report to the Multiple Council Chairperson.

## **ARTICLE -V**

### **COMMITTEE FOR ANNUAL MULTIPLE CONVENTION**

#### **SECTION -1**

#### **CREDENTIAL COMMITTEE**

The Credential Committee of the multiple convention shall be composed of the current district governors, council secretary and council treasure. The chairperson of this committee shall be the council chairperson, who may also appoint a co-chairperson for assistance.

It shall be the duty of this committee to certify validity of credentials, to compile credential statistics, and report the same to the convention when called for.

#### **SECTION – 2**

#### **OTHER COMMITTEES**

The Council shall appoint before the multiple convention the following committees; Resolutions, Nomination, Election, Constitution and By-Laws, Rules of Procedure and International Convention.

Each district shall have at least one representative on each such committee. These committees shall perform such duties as the Council shall designate. The Council shall designate a chairperson on each committee and shall have power to fill any vacancy in appointed committees.

#### **SECTION – 3**

#### **PAST DISTRICT GOVERNORS CONSULTATIVE ASSEMBLY**

A meeting of the Past District Governors of this Multiple shall be held under the supervision and discretion of the Council of Governors each meeting of the Multiple but compulsorily at each Convention, to apprise, interact, debate etc. on important happenings and matters concerning the Multiple District, LCI and LCIF.

## **ARTICLE-VI**

### **RULES OF PROCEDURE**

#### **SECTION-1**

#### **ORDER OF BUSINESS**

In case of multiple district convention, the council shall arrange the order of business and in case of district conference district governor shall arrange the order of business.

#### **SECTION -2**

#### **ORDER OF BUSINESS AS PER RULES OF PROCEDURE**

Except as otherwise specifically provided in the constitution, the proceedings of the district conference and multiple convention shall be conducted as per Rules adopted by the house. In case any change in order of proceedings is necessary, the same shall be with the approval of the house.

#### **SECTION – 3**

#### **DECISIONS IN MULTIPLE CONVENTION**

The decisions in the multiple convention/district conference will be as per the

Constitution and By-Laws and the Rules of Procedure accepted by the house. In case of any discrepancy, the latest Roberts Rules of Order will apply.

**ARTICLE – VII NOMINATION/ENDORSEMENT OF INTERNATIONAL DIRECTOR AND SECOND VICE PRESIDENT NOMINEES/ENDORSEE**

**SECTION -1**

**PROCEDURE FOR NOMINATION**

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions clubs in the Multiple, seeking endorsement at conference/convention of his/her district and the multiple 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/her district and the council secretary, not less than thirty (30) days prior to the convening date of the district conference and multiple convention, at which the question of endorsement is to be voted upon; and
- (b) Deliver with the said Notice of Intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

**SECTION -2**

**NOTICE OF INTENTION**

Each Notice of Intentions delivered shall be transmitted forthwith by the district governor or the council secretary as the case may be, to the Nominating Committee of the respective conference/convention which shall review and perfect the same by obtaining from each respective candidate, any additional evidence of such intention and qualification as may be necessary under the International Constitution and By-Laws, and the Nominating Committee shall place the nomination at conference/convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

**SECTION -3**

**NOMINATION SPEECH**

Each nominee for endorsement shall be entitled for nomination speech of not more than six (6) minutes duration. This speech can be given by nominee himself or by any one or maximum two (2) lion members nominated by him/her but total duration will not exceed six (6) minutes.

**SECTION -4**

**BALLOTING**

The vote on the question of endorsement shall be by secret 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 conference/ convention of the district/multiple.

**SECTION -5**

**TIE VOTE**

- (a) In the event of tie vote it shall be resolved as under provided the conference/convention has not adjourned. The respective Election Committee, if any but if none, then the members of the Council, shall prepare lot and the

candidates receiving the tie votes shall cast lots before such committee within one hour after the election has been declared as tie. If any such candidates shall fail to appear within the said hour, a member of the respective committee shall cast a lot for him/her. The candidate, to whom the lot shall fall, shall be declared endorsed/elected. The type of lot to be cast shall be determined by the respective committee.

(b) In the event of more than two nominees/candidates seeking the same endorsement, preferential system of voting shall be adopted and the nominee/candidate securing majority (majority defined as 50% plus 1 vote of the valid votes cast) shall be declared endorsed (elected).

#### **SECTION -6**

##### **SUB DISTRICT ENDORSEMENT**

Any candidate seeking endorsement at the Multiple District Convention must first have secured the endorsement of his/her sub-district.

#### **SECTION -7**

##### **CERTIFICATION OF ENDORSEMENT**

Certification of Endorsement by the respective district conference and multiple district convention shall be made in writing to the international office by the district and multiple district official designated, and in accordance with the requirements therefore set forth in the International Constitution and Bye-Laws.

#### **SECTION -8**

##### **VALIDITY OF ENDORSEMENT**

No endorsement shall be valid until certification of such endorsement is made and is received at the International office. Any endorsement shall be valid only for the two (2) succeeding international conventions following said endorsement where the member is otherwise eligible to be elected under these by-laws or constitution. During the term of validity of endorsement (i) no recession shall occur, (ii) no other endorsement is valid, and (iii) in the event of death, ineligibility, withdrawal by the candidate, the original resolution of endorsement is null and void. No further certification of endorsement shall be required during the valid term of the endorsement.

#### **SECTION -9**

##### **CANDIDACY REQUIREMENTS**

Any member seeking election for any office of the Second Vice President/ International Director of Lions Clubs International shall be eligible provided the following requirements are satisfied.

##### **(A) FOR INTERNATIONAL SECOND VICE PRESIDENT**

A candidate for the office International second vice president shall :

- (i) Be an active member in good standing of a Lions Club in good standing;
- (ii) Have completed or be completing his/her term, by election or appointment, as international director;
- (iii) Secure the endorsement at a convention of his/her district (single, sub and multiple);
- (iv) Secure certification of endorsement by his/her district (single, sub and multiple) as provided in these by-laws or constitution. Such action shall be tantamount to certification of endorsement for all higher offices in the Association

if said candidate is elected second vice president.

**(B) FOR INTERNATIONAL DIRECTOR**

A candidate for the office of International director shall :

- (a) Be an active member in good standing of a Lions club in good standing;
- (b) (1) Have completed or be completing a full term or major portion thereof as district governor of a full district of this Association; or  
(2) Have completed a full term or majority thereof as district governor or provisional district governor of a provisional district which (1) attained in said term or later twenty (20) clubs in good standing or full district status or (2) has been a provisional district for no less than ten (10) years;
- (c) Secure the endorsement at a conference/ convention of his/her district (single, sub and multiple);
- (d) Secure the certification of endorsement by his/her district (single, sub and multiple) in accordance with these by-laws or constitution international By-Laws, Article-III, Section 4)

**SECTION – 10**

**CERTIFICATION OF ENDORSEMENT**

(a) Except with respect to candidacy for officers to be filled under the provisions of these by-laws or constitution where vacancies exist, as to which neither any endorsement nor certification of endorsement shall be required, certification of endorsement of candidacy for all international offices other than the office of district governor shall be made by the chairperson and secretary of the respective single district cabinet, or sub-district cabinet and council of governors, as the case may be, on forms provided by the international office. The certification of endorsement document shall arrive at the international office no less than thirty (30) days, in the case of second vice president candidates, before the convening date of the international convention at which the endorsed candidate is to be voted upon. Certification of endorsement may be made by fax or e-mail, provided the same is confirmed by the required certification of endorsement document mailed within three (3) days after the fax or e-mail is sent.

All endorsements, whether original or otherwise, must be made according to the procedure, if any, set forth in respective single or multiple district constitution and by-laws concerning the time and manner of announcing intention to run for an international office.

(b) Certification of endorsement must specify the single office sought and no candidate may seek election for any office other than the office covered by his/her certification of endorsement. No single or multiple districts shall have more than one (1) endorsement pending for more than one (1) office of the international board of directors.

**ARTICLE– VIII      POLICY MANUAL**

“Policy Manual and Suggested Guidelines” issued by the Association up to date shall be treated as part of By-Laws and unless inconsistent with this Multiple Constitution and By-Laws, shall be applicable as if adopted as By-Laws.

**ARTICLE – IX      AMENDMENTS**



These By-Laws can be amended only at the multiple convention in accordance with the provisions of Article XVIII, Section 1 to 4 of multiple constitution.