



# **MULTIPLE DISTRICT 5M BYLAWS**

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DISTRICT GOVERNOR/FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTIONS

## ARTICLE I

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

## SEC. 1 - ENDORSEMENT PROCEDURE

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

- a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the multiple district council secretary-treasurer no less than 30 days prior to the convening date of the multiple convention at which such question of endorsement is to be voted upon;
- b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

## SEC. 2 - NOMINATION

Each notice of intention so delivered shall be transmitted forthwith by the council chairperson and council secretary-treasurer to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the



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International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

### **SEC. 3 - SECONDING SPEECH**

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

### **SEC. 4 - VOTE**

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

### **SEC. 5 - SUB DISTRICT ENDORSEMENT**

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

We note that we are a strong and proud International Multiple District, with friends on both sides of the border. This is reflected in our motto, **“Hands Across the Border”**. Our status as an International Multiple District also gives us an opportunity to have one of our Lions to be the lone Constitutional Area II (Canada) International Director and MD5M will support this opportunity as it is documented **in the policy manual Appendix 35**.

### **SEC. 6 - CERTIFICATION OF ENDORSEMENT**

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

### **SEC. 7 - VALIDITY**

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

\*Also see **Appendix 1** re: District Governor qualifications as per LCI Bylaws Article IX SEC. 6 item c-4 second Vice District Governor qualifications



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## **ARTICLE II**

### ***Appointment of Council Chairperson***

#### **Council Chairperson Appointment**

At the March council meeting, prior to taking office, the Governors-Elect shall appoint members to Council of Governors' committees, elect a vice-chairman and Treasurer, and select a sitting District Governor to be Council Chairman for the succeeding year.

## **Article III**

### ***Duties of Multiple Council of Governors, Agents and Committees***

#### **SEC. 1 - MULTIPLE DISTRICT COUNCIL OF GOVERNORS**

The Council of Governors or the Executive Secretary on approval of the council shall:

- a) Make all contracts and approve all bills relating to multiple district convention administrative expenses;
- b) Designate a depository for multiple district funds;
- c) Determine the amount of surety bond for the council secretary-treasurer, and approve the surety company issuing said bond;
- d) Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council secretary- treasurer;
- e) MD5M Convention - Be the deliberative body in the formulation of plans and policies affecting MD5M. Supervise the Host Club(s) in planning and direction of the annual MD5M Convention;
- f) MD5M office - Provide and equip an office for the MD5M Executive Secretary;
- g) Performance Reviews - Conduct an annual performance review of the Executive Secretary and any other employee(s) appointed by the Council;
- h) Change in Dues-recommend to the MD5M Convention changes pertaining to the amount per capita dues assessment.



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### **SEC. 2 - MULTIPLE DISTRICT COUNCIL CHAIRPERSON**

The multiple district council chairperson shall be the administrative facilitator of the multiple district. All actions are subject to the authority, direction and supervision of the multiple district Council of Governors.

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

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



## **MULTIPLE DISTRICT 5M BYLAWS**

- (i) Perform such other administrative duties as may be assigned by the multiple district council of governors; and
- (j) Ensure, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.

### **SEC. 3 - MULTIPLE DISTRICT COUNCIL TREASURER.**

Under the supervision and direction of the Council of Governors, the council treasurer shall:

- a) Authority to Delegate - May delegate, but only in written form, such administrative functions as he deems appropriate to the Executive Secretary;
- b) Assist the Council of Governors in conducting the business of the multiple district, and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to from time to time by the Council of Governors;
- c) Be the duly authorized primary signing authority of the council of governors. All checks drawn against MD5M funds shall be signed by any two of the following: the treasurer, the Council Chairman, Council Vice Chairman. In the event that the Council chair or the Vice Council Chair is not an US citizen the signing authority will transfer to the Chairperson of Headquarters and Finance

### **Sec. 4 - Executive Secretary**

**A. Contract** - the Executive Secretary's term of employment shall be pursuant to a written contract not to exceed three years from the effective date of the contract. The preferred contract term will be based on the calendar year.

**B. Termination** - The Executive Secretary may be terminated for malfeasance, misfeasance, nonfeasance, or conduct which may bring the organization into disrepute.

**C. Options** - The Executive Secretary shall give notice of his request to continue employment by giving such notice as provided for in the employment contract. The Council shall respond to the request in the time specified in the contract.

**D. Committees** - The Executive Secretary shall be an ex-officio member of all standing and appointed committees of the council.

**E. Voting rights** - He shall not have the right to vote on any matter considered by the Council, standing, or appointed committees of which he is an ex-officio member.



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### **F. Duties - The Executive Secretary shall:**

- (1) Keep an accurate record of the proceedings of all meetings of the Council, and shall within ten (10) days after each meeting forward copies of the minutes to all members of the Council, and to the office of the Lions Clubs International;
- (2) Assist the Council in conducting the business of the multiple district, and shall perform such other duties as are specified or implied in the Constitution and By-Laws, or as may be assigned to him from time to time by the Council of Governors;
- (3) Receive and give proper receipts for all dues and assessments required to be paid by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by checks drawn against said deposits;
- (4) Keep accurate books and records of all accounts under the auspices of MD5M 501c3 and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose;
- (5) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors;
- (6) Deliver, in a timely manner, at the conclusion of the term of employment, the general and/or financial accounts, funds and records of the multiple district to the successor;
- (7) Shall be an ex-officio member of all standing and appointed committees of the council;
- (8) Shall not have the right to vote on any matter considered by the Council, standing, or appointed committees of which they are an ex-officio member;
- (9) All other duties as defined in the job description and approved by the sitting Council of Governors.

### **SEC. 5 - MULTIPLE DISTRICT PROTOCOL CHAIRPERSON**

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





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

### **SEC. 6 - GLOBAL SERVICE TEAM (GST) MULTIPLE DISTRICT COORDINATOR**

The GST multiple district coordinator is a member of the Multiple District Global Action Team. This position will be filled as per process described in Policy. The responsibilities include:

- (a) Develop and execute an annual multiple district action plan and monitor progress toward goals. Support districts and offers motivation to reach district goals;
- (b) Collaborate with GMT and GLT multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth, and expanding humanitarian service;
- (c) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district;
- (d) Collaborate with GMT and GLT to provide retention strategies to districts;
- (e) Communicate regularly with GST district coordinators to inform them of LCI and LCIF programs, partnerships and grants;
- (f) Serve as a resource and content expert for regional best practices in service project implementation for LCI initiatives;



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- (g) Encourage GST district coordinators to promote service projects that attract multiple generational participant, including the integration and leadership development of Leos;
- (h) Increase LCIF coordinator collaboration at the multiple district and district level to maximize LCIF resources and fundraising;
- (i) In coordination with the LCIF multiple district coordinator, monitor LCIF Grants given to the multiple district.

### **SEC. 7 - GLOBAL MEMBERSHIP TEAM (GMT) MULTIPLE DISTRICT COORDINATOR**

The GMT multiple district coordinator is a member of the Multiple District Global Action Team. This position will be filled as per process described in Policy. The responsibilities include:

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



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- (i) Motivate districts to charter specialty clubs.

### **SEC.8 - GLOBAL LEADERSHIP TEAM (GLT) MULTIPLE DISTRICT COORDINATOR**

The GLT multiple district coordinator is a member of the Multiple District Global Action Team. This position will be filled as per process described in Policy. The responsibilities include:

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

### **SEC. 9 - LCIF MULTIPLE DISTRICT COORDINATOR**

The LCIF Multiple District Coordinator is appointed by the LCIF chairperson and LCI president



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to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF chairperson and LCIF Board of Trustees. The responsibilities include:

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

### **SEC. 10 - LEO or LEO-LION COUNCIL LIAISON (OPTIONAL).**

The Council of Governors, in consultation with the multiple district Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity.

The Leo/Leo-Lion council liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo multiple district, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo multiple district president, vice-president, secretary, or treasurer. In areas where no Leo multiple district has been formed, the role shall be filled by a Leo-Lion or a Leo who is a current or former Leo district president. In areas where no Leo district has been formed, the role shall be filled by a Leo-Lion or Leo who is a current or former Leo club president.

The Council of Governors shall assign the Leo/Leo-Lion council liaison to the standing council committee(s) that would most benefit from a young adult voice. The council liaison may remain.



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on the same committee for the duration of the year or transition among committees as determined by the Council of Governors.

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

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

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

#### **SEC. 1 - CREDENTIALS COMMITTEE**

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

#### **SEC. 2 - MULTIPLE DISTRICT GLOBAL ACTION TEAM**

Chaired by the council chairperson and includes the GMT multiple district coordinator, GST multiple district coordinator and GLT multiple district coordinator. Develops and initiates a coordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within the multiple district. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with area leaders and members of district Global Action Teams to share best practices, achievements and meet challenges.



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### **SEC. 3 - MULTIPLE DISTRICT CONVENTION COMMITTEES**

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

### **SEC. 4 - OTHER COUNCIL COMMITTEES**

The Council of Governors may create and appoint such other committees and positions as it deems necessary and appropriate for efficient operation of the multiple district. The members shall serve at the discretion of the council.

**Standing Committees** - The Constitution and By-Laws Committee, and the Long Range Planning Committee shall serve as standing committees. Chairperson appointments shall be made for two year terms. District Governors from odd numbered Districts shall appoint one Lion to each committee in odd numbered years, and District Governors from even numbered Districts shall appoint one Lion to each committee in even numbered years. Each District shall have one representative on each of these committees.

The Long Range Planning Committee shall have the immediate Past Council Chairman (from even year) as its Chairman for a 2 year term and the seated Council Chairman shall also be a voting member of the Long Range Planning Committee. Both the immediate Past Council Chairman and Council Chairman shall serve in addition to the District Representatives.

The Policy Committee shall have the immediate Past Council Chairman (from odd year) as its Chairman for a 2 year term and the seated Council Chairman shall also be a voting member of the Policy Committee. Both the immediate Past Council Chairman and Council Chairman shall serve in addition to the District Representatives.

Members shall not serve more than six consecutive years on any Standing Committee.

## **ARTICLE V *Meetings***

### **SEC. 1 - COUNCIL MEETINGS**

The Council of Governors shall hold a regular meeting within sixty (60) days after the date on which the district governors officially take office, and such other meetings as it deems advisable.



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The council chairperson, or the secretary at the chairperson's direction, shall issue a written call for each meeting of the Council of Governors, with the time and place to be set out in the call and to be determined by the chairperson. The date of any meeting save the first, which shall be set by the chairperson, shall be determined by the Council of Governors.

### **SEC. 2 - ALTERNATIVE MEETING FORMATS**

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

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

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

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

### **SEC. 1 - CONVENTION SITE SELECTION**

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

### **SEC. 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.



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### **SEC. 3 - SITE CHANGE**

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

### **SEC. 4 – OFFICERS**

The members of the Council of Governors shall be the officers of the annual multiple district convention.

### **SEC. 5 - ORDER OF CONVENTION BUSINESS**

The multiple district Council of Governors shall arrange the order of business for the multiple district convention, and the same shall be the order of the day for all sessions.

### **SEC. 6 - RULES OF ORDER AND PROCEDURE**

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

### **SEC. 7 - SERGEANT-AT-ARMS**

A convention sergeant-at-arms and such assistant sergeant-at-arms as it deems necessary shall be appointed by the Council of Governors.

### **SEC. 8 - OFFICIAL REPORT**

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

### **SEC. 9 - SUB-DISTRICT CONVENTION**

A meeting of the registered delegates of a sub-district in attendance at a multiple district





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convention may constitute the annual convention of said sub-district.

### **SEC. 10 - COUNCIL FUNDS**

Funds provided to the Host Club(s)/District for Convention purposes by the Council;

- A.** \$3,000 start-up funds to be distributed 24 months prior to the stated convention
- B.** Start-up funds must be returned to MD5M no later than 90 days after the close of the convention
- C.** One half of convention funds based on member dues will be distributed to the host club/district August 15<sup>th</sup> and February 15<sup>th</sup> of the convention year.

### **SEC. 11 - HOST CLUB(S) REIMBURSEMENT**

In addition to the reimbursement for legitimate and reasonable expenses the Host Club(s) shall be entitled to receive up to \$4000.00 of the excess of income over expenditures for hosting the convention.

In the event a convention is canceled for any uncontrollable reason (ie: pandemic, natural disaster and the like) the funds will be returned to the Multiple District less receipts for valid expenses

### **SEC. 12 - EXCESS FUNDS FROM CONVENTION**

The excess not needed will be used to replenish the Emergency Convention Funds.

### **SEC. 13 - NO CHARGE EVENTS**

There shall be no charge to attend the Business Sessions, Flag Ceremony, Memorial Service, or Seminars.

### **SEC. 14 – REFUNDS**

There will be no refunds after the date approved by the Council.

### **SEC. 15 - AUDIT**

- A. Selection of Auditor** - The Council shall select an independent auditor to audit the financial statements of the Host club(s). Such audit shall be completed not later than 90 days after the close of the convention.



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**B. Distribution of Auditors Report** - The Host Club(s) shall send a copy of the Audited Financial Statements to the MD5M Office not later than 120 days after the close of the convention. Any remaining excess of income over expenditures shall also be transferred to the Council, and placed in the Emergency Convention Fund. The MD5M Office shall furnish a copy of the Audited Financial Statements to any club in MD5M upon request.

### **SEC. 16 - INTERNATIONAL CONVENTION**

**A. MD5M Meeting** - A meeting of the MD5M attendees may be held at the Convention of the Association and shall be chaired by the appropriate officer of the Council of Governors then in attendance.

**B. Petition** - A majority of delegates at the International Convention may, by petition, call for a meeting of the delegates at the Convention.

The Chairperson of the Council shall be chairperson of any meeting of MD5M at the International Convention. In the Chairperson's absence, the Council Chairperson Elect shall be the chairperson of any such meeting. In the absence of the Council Chairperson Elect, the Vice Council Chairperson Elect shall be the chairperson of any such meeting.

**C. Notification** - It will be the duty of the Council Chairperson to notify, in writing, the members of the Council as to the place, purpose, and time of the meeting at least 24 hours prior to the meeting. In the Chairperson's absence, the Council Chairperson Elect shall have the duty to notify the members of the Council of any such meeting. In the absence of the Council Chairperson Elect, the Vice Council Chairperson Elect shall have the duty to notify the Council of any such meeting. The members of the Council shall then notify the delegates as to the place, purpose, and time of such meeting.

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

#### **SEC. 1 - CONVENTION FUND TAX**

In lieu of or in addition to a multiple district convention registration fee, an annual multiple district convention fund tax of .50 (fifty cents) per person may be levied upon each member of each club in the multiple district and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semi-annual payments to cover the semi-annual period July 1 to December 31; and to cover the semi-annual period January 1 to June 30, with billings of said assessment to be based upon the roster of each club as of the first days of July 1 and January 1 respectively. Any club which is chartered or reorganized shall not be required to pay any MD5M assessment for the first 2 semi-annual billings.



## **MULTIPLE DISTRICT 5M BYLAWS**

Any club which is chartered or reorganized in a current fiscal year shall collect and pay said tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organization or reorganization, as the case may be.

This assessment shall be collected from the clubs in each sub-district by, and remitted to, the respective District cabinet treasurer, who shall deposit the monies so collected to be paid over to the MD5M Council Executive Secretary.

The fund so collected shall be used exclusively for defraying expenses of multiple district conventions and shall be expended only by multiple district checks drawn and signed by the MD5M council Executive Secretary and countersigned by the council Treasurer or other duly authorized member of the Council of Governors.

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

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

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

Section 1. **MULTIPLE DISTRICT REVENUE.** To provide revenue for approved multiple district projects and to defray the administrative expenses of the multiple district, an annual multiple district administrative fund tax of (\$7.05 USD) is hereby levied upon each member of each club in the multiple district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: (value in national currency) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and (value in national currency) per club member on March tenth of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively, in two semi-annual installments: three dollars and thirty cents (\$3.55) on July 1 for the period July 1 to December 31, and three dollars and twenty-five cents (\$3.50) for the period January 1 to June 30.

Said tax shall be paid to the council secretary/treasurer by each club in the multiple district,



## MULTIPLE DISTRICT 5M BYLAWS

except newly chartered and reorganized clubs, which shall collect and pay said tax 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. Said tax shall be disbursed only for administrative expenses of the multiple district and only upon approval by the Council of Governors. Disbursement therefrom shall be by checks drawn and signed by the council secretary-treasurer and countersigned by the council chairperson.

### SEC. 2 - REMAINING FUNDS

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

**A. Basis** - The semi-annual per capita tax shall be based upon the membership of each club shown on its Membership and Activities report for June and December. This tax shall be collected from the clubs in each District by its Cabinet Secretary - Treasurer or Cabinet Treasurer to be remitted to the MD5M Council Secretary.

- 1) **New and Reorganized Clubs**-New and reorganized clubs shall not be required to pay any MD5M per capita tax for the first two semi-annual billings following their establishment or reorganization
- 2) **Breakdown of per capita tax, (dues)** - The annual tax of seven dollars and five cents (\$7.05), U.S. Funds, shall be apportioned as follows:

\$4.84 MD5M Administrative Fund  
.25 Campaign Fund  
.25 GMT Fund  
.50 GLT Fund  
.46 MD5M Geographical Area Assistance Fund  
.50 MD5M Convention Fund  
.25 MD5M International Parade Band Reserve Fund  
\$7.05 Total annual tax per member

### **B. Campaign Fund**

- a. The Campaign Fund is designated to promote the candidacy of an endorsed Lion from MD5M for the office of International Director, or International Third Vice President and the subsequent offices of International Second Vice President, First Vice President, International President and Immediate Past International



## MULTIPLE DISTRICT 5M BYLAWS

President.

b. In the case of a candidate for International Director, these funds may only be used for an International Director candidate for a Constitutional Area I International Director position if that Lion resides in the United States and is a member of a Lions club located in the United States.

Likewise, these funds may also only be used for a Constitutional Area II International Director position if that Lion resides in Canada and is a member of a Lions Club located in Canada.

### C. Geographical Area Assistance Fund

**a. Basis** - The purpose of the Geographical Area Assistance Fund is for growth of Lions by promoting increased membership and retention, starting new clubs and providing for leadership development. The GAAP is to be allocated to each district based upon the following percentage table:

#### District % of Total

5M1 4%

5M2 6%

5M3 7%

5M4 6%

5M5 2%

5M6 2%

5M7 3%

5M8 8%

5M9 9%

5M10 16%

5M11 15%

5M13 22%

**b. Claims and Maximum** - The funds shall be paid to each District semi-annually by the MD5M Executive Secretary. Each District secretary shall submit an annual report by August 1 of each year to the MD5M Executive Secretary detailing expenditures for the specific activities carried out within the district during the preceding Lions year to promote Lions growth at the club level. The MD5M Executive secretary shall distribute copies of the reports received to the Council of Governors at its fall meeting.

**c.** District use of GAAP payments will be subject to rules of audit.



## **MULTIPLE DISTRICT 5M BYLAWS**

### **D. GLT/GMT FUND**

Budgeted as per bylaws and administered by the chairs of the Multiple District GMT and GLT committees. A budget will be prepared by these chairs and presented to the Council of Governors for approval as part of the MD5M overall budget.

### **G. INTERNATIONAL PARADE BAND RESERVE FUND**

The Council of Governors will appoint one of its members as the Convention Band Chair. The Convention Band Chair shall create and present a budget for approval by the Council of Governors at its fall meeting, for the next International Convention.

### **SEC. 3 - Fiscal Year**

The fiscal year of MD5M and each District shall be from July 1 to June 30.

## **ARTICLE IX** *Redistricting*

### **SEC. 1 - Council Review**

The Council of Governors shall, commencing in 1998 and at four year intervals thereafter, consider relocation of boundary lines between individual Districts. The Council of Governors shall utilize the Committee on Constitution and By-Laws to assist it.

### **SEC. 2 - Council Approval**

New Districts or alteration of District boundary lines shall be approved by an affirmative vote of two-thirds (2/3) of the Council. Written notice of the proposal shall be provided to each club in the Multiple District at least 60 days prior to the next MD5M convention.

### **SEC. 3 - District Approval**

New Districts or alteration of District boundary lines must be approved by two-thirds (2/3) of the District mid-winter conventions of the Multiple District, by majority vote, and by a majority of the delegates voting in person at an MD5M Convention.



## **MULTIPLE DISTRICT 5M BYLAWS**

### **SEC. 4 - Approval by the Association**

The resolution together with any other exhibits, maps or schedules required by the Association pursuant to its Constitution, By-Laws or Policies shall be forwarded to the Association for appropriate action.

### **SEC. 5 - Enumeration**

Districts in MD5M shall be designated: 5M1, 5M2, 5M3, 5M4, 5M5, 5M6, 5M7, 5M8, 5M9, 5M10, 5M11, and 5M13. New Districts shall be designated 5M14 and 5M15 and so forth. In the event of a reduction in the number of districts due to redistricting or other reason, the designation of the remaining districts shall be determined by the Council of Governors; the district numbers need not be consecutive.

## **ARTICLE X**

### ***Notices and Communications; Amendments***

#### **SEC. 1 - Notices and Communications**

Communication within the Multiple District, among its District Governors, Multiple District Officers and Chairs, Districts, Clubs and individual Lions shall be by one of the following methods: When written notice is specified, the use of the United States Postal Service, the Canadian Postal Service or Electronic mail – also known as email, shall be considered legal and proper notification.

Publications, including, but not limited to the Multiple District Constitution and By-laws, shall be considered to be readily available to the Multiple District Council of Governors and Chairs, Districts, Clubs and individual Lions, if posted on the Multiple District's official web site. The website shall contain prominent links to enable all Multiple District Lions to download and print these documents as needed. Reports and communications required to be sent to Lions Clubs International shall be sent using the method(s) designated by Lions Clubs International.

#### **SEC. 2 - Amendments-Format**

Amendments to these By Laws shall be submitted, only in writing, in a proper form which shall include a rationale for the amendment, a reference to the article and section affected, an exact statement of any wording to be replaced, and the precise wording of the addition or replacement.

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



## **MULTIPLE DISTRICT 5M BYLAWS**

cast.

### **SEC. 3 – Filing**

Such submittal, to be acted on at the next MD5M Convention, must be in the hands of the Chairman of the Constitution and By-Laws Committee and the MD5M office by March 1 preceding the Annual Convention of MD5M.

### **SEC. 4. Committee Functions**

**A. Review** - The Constitution and By-Laws Committee shall review all the proposed Amendments to this Constitution at a meeting held coincident with the March meeting of the Council. If the Chairman determines that necessary committee functions can be carried out by other means, such as mail, FAX, or e-mail, he may cancel the meeting by notice to the committee members and the Executive Secretary by March 1 before the scheduled Council meeting. If three or more committee members request in writing, addressed to the Chairman, Council Chairman and Executive Secretary, that the meeting be held, with the request to include a statement of reasons that the meeting is necessary, to be received at least 15 days prior to the March Council Meeting, the Council Chairman, after consultation with the Committee Chairman and the Executive Secretary, shall decide whether or not the meeting is to held and shall see that committee members are notified.

**B. Action and Transmittal** - All proposals which meet the criteria set forth in Article X, 1 and 2, shall be communicated in writing to the Executive Secretary within ten (10) days after the close of the meeting of the Committee. The Committee shall report each correctly proposed amendment, with or without recommendation, to the Delegates to the Convention.

### **SEC.5 - Notification**

No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention, by the Executive Secretary, with notice that the same will be voted upon at said convention to each club in MD5M.

### **SEC. 6 - Adoption**

Amendments proposed according to the provisions of sections 1 and 2 of this Article shall be deemed adopted, when approved by an affirmative vote of a majority of the certified delegates at the MD5M Convention, present in person, qualified, and voting. Such amendment(s) shall take effect at the close of the MD5M Convention at which they are adopted.





## **MULTIPLE DISTRICT 5M BYLAWS**

### **SEC. 7 - Clerical Changes**

The MD5M Constitution and By-Laws Committee shall be authorized to make changes within these By-Laws in grammar, word usage, and punctuation which neither alter the meaning nor intent of the changed section. Changes made by the action of the Constitution and By-Laws Committee, pursuant to this section, shall be presented to the delegates at the next Annual Convention of MD5M.

**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 District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

### **ARTICLE XI** *Consistency*

These By-Laws shall be consistent with the Constitution, By-Laws, and Policies of the Association. If any part hereof is found not to be consistent with such Constitution, By-Laws or Policies, only the inconsistent part shall be voided and shall be superseded by such overriding Constitution, By-Laws or Policies, and such inconsistency shall not affect the validity of these By-Laws as a whole.

### **ARTICLE XII** *Effective Date*

This Constitution and By-Laws, and any amendments thereto, shall become effective upon the Adjournment of the MD5M Convention at which they are adopted.



## **MULTIPLE DISTRICT 5M BYLAWS**

### **Addendums**

#### **1. LIONS INTERNATIONAL BYLAWS Section 6. DISTRICT GOVERNOR/FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTIONS**

(a) **DISTRICT GOVERNOR.** The district governor election shall be conducted by a secret written ballot, with the 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. Otherwise, the election for the office of district governor shall be conducted in accordance with the provisions of the respective district (single, sub- and multiple) constitution and by-laws. The results of each district governor election shall be reported to the international office by the respective current district governor and/or the international staff representative. The results so reported shall be presented to the International Board of Directors. All district governor election results shall be adopted by the International Board of Directors and thereby become effective, except in the case of an election protest filed in accordance with the procedure of the International Board of Directors as set out in the Board Policy Manual or legal action resulting therefrom, in which event the appointment or election of such district governor shall be subject to action by the International Board of Directors. If any such district shall fail to so elect a qualified district governor or if the district governor-elect of any such district shall die or refuse 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, or if a vacancy will exist as a result of a district governor election protest or legal action, then in any such event such district may have a district governor appointed by the International Board of Directors in the time and manner and for the term set forth in these by-laws or constitution.

#### **(b) FIRST VICE DISTRICT GOVERNOR.**

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 cast excluding blanks and abstentions. The first vice district governor 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 bylaws. 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:



## **MULTIPLE DISTRICT 5M BYLAWS**

- (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 vice district governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these by-laws or constitution shall fulfill the requirements of subsection (3) of this section.

### **(c) 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. The second vice district governor 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 bylaws. 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, a member of the 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.
- (4) Has not completed a full term or major portion thereof as district governor.\*



## **MULTIPLE DISTRICT 5M BYLAWS**