

**CONSTITUTION AND BYLAWS**

**MULTIPLE DISTRICT 21**

**LIONS CLUBS INTERNATIONAL**

**EFFECTIVE JULY 01, 2010**

**ADOPTED BY MD21 CONVENTION DELEGATES – MAY 23, 2004**  
**AMENDED BY MD21 DELEGATES – MAY 20, 2005**  
**AMENDED BY MD21 DELEGATES – MAY 21, 2006**  
**AMENDED BY MD21 DELEGATES – MAY 19, 2007**  
**AMENDED BY MD21 DELEGATES – MAY 17, 2008**  
**AMENDED BY MD21 COUNCIL – FEBRUARY 13, 2009**  
**AMENDED BY MD21 DELEGATES – MAY 17, 2009**  
**AMENDED BY MD21 DELEGATES – MAY 16, 2010**

**Prepared by MD21 Constitution and Bylaws Committee**

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**CONSTITUTION  
MULTIPLE DISTRICT 21  
LIONS CLUBS INTERNATIONAL**

**ARTICLE I – Name**

This organization shall be known as Multiple District No. 21, Lions Clubs International, hereinafter referred to as “Multiple District.”

**ARTICLE II – Object**

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

**ARTICLE III – Membership**

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

This Multiple District shall consist of three Sub-Districts, 21-A, 21-B, and 21-C, with boundary lines as adopted by a Multiple District convention and approved by the International Board of Directors of Lions Clubs International. Each Sub-District will have its own Constitution and Bylaws as adopted by a District Convention and approved by Lions Clubs International. The boundary lines for each Sub-District will be contained in that District’s Constitution.

**ARTICLE IV – Officers**

The officers of this Multiple District shall be the Governors of the three Sub-Districts.

**ARTICLE V – Council of Governors**

Section 1. There shall be a Multiple District Council, hereinafter known as Council, composed of the Council Chairperson, District Governors, Immediate Past District Governors, and the First and Second Vice District Governors of Multiple District 21.

Section 2. The Council Chairperson and the District Governors shall be the sole voting members of the Council and all decisions shall be decided by a majority vote.

Section 3. All past and present presidents, vice presidents and directors of the Association, who hold active or life membership in a Lions Club in good standing within Multiple District 21, shall serve as ex-officio members of the Council.

Section 4.a. The District Governors Elect shall meet prior to May 1<sup>st</sup> and select their Council Chairperson. The Council Chairperson shall be selected from Past District Governors who have served in Multiple District 21. A Past District Governor may only serve and hold the office of Council Chairperson once.

b. The Governors Elect shall select the Secretary and Treasurer from among themselves prior to May 1<sup>st</sup>, to be ratified at their first regularly scheduled Council Meeting. The Governors Elect may, at their discretion, appoint a qualified Lion to assist the Council Secretary and/or the Council Treasurer in the performance of their duties.

Section 5. The Council shall hold its first meeting within sixty (60) days after the date on which the District Governors officially take office and shall hold additional meetings as determined by the Council. The Council Chairperson, or the Secretary at the Chairman’s direction, shall issue a written call for each meeting to the Council and its advisors with the time and place thereof to be set out in the call.

Section 6. Minutes of all Council meetings shall be provided to all Council members within twenty (20) days of said meeting and at cost to any ex-officio member or Lions Club requesting a copy.

Section 7. All business shall be done at a meeting open to all Lions with the exception that in the case of emergency or special circumstances business may be transacted by mail, subject to ratification at the next regular Council meeting. Business by mail (including letters, electronic mail, or facsimile transmission) shall become effective only when approved in writing by three-fourths (3/4) of the voting members of the Council. Such action may be initiated by the Council Chairperson or any three (3) members of the Council with the concurrence of 2/3 of the Constitution and Bylaws and Finance and Planning Committees, but votes thereon, to be valid, must be sent to the Council Secretary and postmarked or date stamped within twenty (20) days after the original mailing of the proposed action. All checks for disbursement of Multiple District funds shall require two (2) signatures from the voting members of the Council. The Council shall procure a surety bond in the amount of \$50,000.00 upon all members of the Council and appointees.

Section 8. The personal presence of the majority of the voting members of the Council shall constitute a quorum at any meeting thereof.

Section 9. Except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution and Bylaws of Lions Clubs International, the powers granted therein to the Board of Directors of said Association, and the policies and acts of said Board of Directors, The Council shall:

- a. Have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all Committees of the Multiple District, Multiple District Convention, and Multiple District Conference;
- b. Have management and control over the property, business and funds of the Multiple District;
- c. Have jurisdiction, control and supervision over all phases of the Multiple District Convention, Multiple District Conference, and all other meetings of the Multiple District;
- d. Have original jurisdiction, when authorized under policy of the International Board of Directors and under rules of procedure prescribed by said Board, to hear and rule upon any complaint of a constitutional nature raised by any Sub-District or Districts, and Lions Club, or any member of a Lions Club, in the Multiple District. All such rulings of the Council shall be subject to review and decision by said International Board;
- e. Have control and management of all budgetary matters of the Multiple District and Committees of the Multiple District, Multiple District Convention, and Multiple District Conference. No obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year. The subsequent Councils shall not be financially committed except to allow a deposit to reserve an approved date and location for a Multiple District Convention or Multiple District Conference.

Section 10. No salary shall be paid to any Officer of the Multiple District or District.

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

Section 1. An annual Convention of this Multiple District shall be held each year at least thirty (30) days prior to the International Convention at a place, time, and date as recommended by the Convention Committee and approved by the Council.

Section 2. An annual Conference shall be held in October or November each year at a place, time, and date as recommended by the Conference Committee and approved by the Council.

Section 3. The Convention Committee shall submit its proposal for the convention site to the Council for approval at least twenty (20) months prior to the Convention. All proposals shall set forth such information as prescribed in the Procedures Manual. The Council decision shall be delivered to the Committee Chairman no later than sixteen (16) months prior to the date of the Convention to be hosted.

Section 4. The Conference Committee shall submit its proposal for the Conference site to the Council for approval at least twelve (12) months prior to the Conference. All proposals shall set forth such information as prescribed in the Procedures Manual. The Council decision shall be delivered to the Committee Chairperson no later than eight (8) months prior to the date of the Conference to be hosted.

Section 5. The Council Chairperson and District Governors shall be the Officers of the Convention and Conference.

Section 6. A Convention of each District should be held within the first one hundred twenty (120) days of each calendar year.

Section 7.a. The Council shall appoint members of, designate the Chairperson of, and fill any vacancies occurring in the following Convention Committees: Nominations and Elections, Rules and Procedures, and Resolutions. Membership on each Committee shall include a member from each District.

b. The District Governors and Cabinet Secretaries shall be the Credentials Committee with the Council Chairperson being the Committee Chairperson.

c. The Council shall appoint a Convention Sergeant-at-Arms, Memorial Chairperson, Musician, Song Leader, and Parliamentarian, as it deems necessary.

Section 8. Each chartered Club in good standing in Lions Clubs International, and its District, and this Multiple District shall be entitled in each Convention of this Multiple District to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club, or major fraction thereof, of said Club as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held, provided, however, that each Club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the Convention. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification. Closing time shall be established by the rules of the respective Convention.

Section 9. A majority of the delegates in attendance at any session of a Sub- or Multiple District Convention shall constitute a quorum.

Section 10. The Council shall retain and have absolute power to change at any time for good reason, the Convention site, and neither the Council nor the Multiple District nor any District or Districts shall incur any liability thereby to any Club or District.

Section 11. The responsibility for the Convention shall rotate, in turn from year to year among the Districts. If any District shall fail to provide a site, then subject to Section 10 above, the Council shall determine the site. This alternate selection shall not change the rotation for the following year.

Section 12. The responsibility for the Conference shall be on a rotation basis, the host District being other than the one hosting the Convention. If any District shall fail to provide a site, then subject to Section 10 above, the Council shall determine the site.

Section 13. Within sixty (60) days after the close of the Multiple District Convention the Council Secretary shall transmit one copy of the complete proceedings to the International Office, Council Chairperson, each District Governor, and each District Governor-Elect. Upon written request from any Club, a copy shall be furnished to the Club at cost.

#### **ARTICLE VII – Multiple District Revenue and Expenses**

Section 1. The First Vice District Governors, with the assistance of the Finance and Planning Committee, shall prepare a budget to be presented at the Convention Council Meeting. The budget shall be approved at their first Council meeting.

Section 2. All moneys received and expended by the Council shall be accountable under the Rules of Financial Review as defined in Article VIII.

Section 3. Annual per capita dues of \$14.00 shall be levied upon each club member, except life members. Payments shall be made in two (2) installments as follows:

- a. \$7.00 per member is due on July 1 and January 1 of each year. Billing for said per capita dues is based on the number of members reported in the Membership Report for the months of May and November respectively. The exception will be for newly chartered or re-organized clubs. They shall pay prorated per capita dues beginning the first day of the month following the effective date of their Charter or re-organization.
- b. Dues shall be collected from the clubs by each District and sent to the Council Treasurer.
- c. Any and all funds collected by the Multiple District, other than per capita dues, shall be recorded and deposited in the Activities fund. Except that funds collected for a specific project shall be paid to the appropriate fund.
- d. Funds in Sections 4, 5, 6, 7, & 8 shall not be used for any purpose other than outlined in said section and in such manner as specified in the Constitution and Bylaws.
- e. If it is found that the Council has used funds other than as prescribed by this Constitution and Bylaws, the Finance and Planning Chairman shall take action as outlined in Article VIII, section 13.

Section 4. General Administrative Fund. The sum of \$1.40 per capita is allocated each year to the General Administrative Fund. These funds shall be used exclusively for the administrative expenses of the Multiple District. The expenses include, but are not limited to:

- a. Each Immediate Past District Governor, the Council Chairperson, and each First and Second Vice District Governor shall be reimbursed mileage, per diem, and lodging allowance (if applicable) for Council Meeting attendance. Reimbursement shall not exceed the current standard rate established by Lions International. The reimbursements shall be limited to a maximum of four (4) Council Meetings.
- b. Surety Bond pursuant to Article V, Section 7.
- c. Office Supplies
- d. Stationery
- e. Postage
- f. Accounting and administrative fees
- g. In addition to the per capita dues, the Council shall receive \$1,000 from the previous Council as the starting fund for the incoming Council.
- h. District Governors may be reimbursed for travel to Multiple District Project Board Meetings in accordance with current Lions International mileage allowances. Reimbursement is limited to one (1) meeting per Multiple District Project.

Section 5. Convention Fund. The sum of \$.50 per capita is allocated each year to the Convention Fund. These funds shall be used for the following, but are not limited to:

- a. Attendance prizes awarded for attendance at the Convention or Conference.
- b. Multiple District awards.
- c. Reporting of official Convention and Conference proceedings.
- d. Delegate and alternate registration materials.
- e. Printing official convention ballots.
- f. Gifts to International Officers and/or Guest Speakers invited to attend the Conference or Convention are limited to a total of not more than \$100 per individual.

- g. A \$100 Petty Cash advance will be allocated to each District Governor attending the Convention and/or Conference to help defray supplementary expenses they may incur on behalf of the Convention and/or Conference. Any unused portion of these Petty Cash advances, along with any receipts for any expenditures, will be returned to the Council Treasurer by each of the District Governors at the close Conference and/or Convention"
- h. All additional expenses incurred in running the Convention or Conference shall be borne by the Committee by charging adequate fees to cover all expenses of the Convention or Conference. In event the facility where the Convention or Conference is being held requires a deposit or guarantee, the Council is authorized to advance this deposit, but it must be returned to Council within five (5) days after completion of the Convention or Conference.
- i. A registration fee, the amount of which shall be established by the Council, shall be collected from each Lions Club member attending the Convention or Conference. The Conference/Convention Committee shall collect all fees. All registration funds remaining after the Convention or Conference shall be transferred to the Growth Fund.

Section 6. Publications. The sum of \$8.90 per capita is allocated each year to the Publication Fund. These funds shall be used as specified below.

- a. \$7.15 for the Canyon State Lion, to be published and distributed as outlined in the Procedures Manual.
- b. \$1.25 for the publication and distribution of a directory as outlined in the Procedures Manual.
- c. \$.50 for other publications and printing.
- d. In the event that the publication of the Canyon State Lion is canceled or suspended, a prorated credit shall be given each member. This credit will be reflected on the next billing to the members' Lions Club.
- e. In the event the District Governors decide to use the Canyon State Lion as their District Governor Newsletter, then all funds received from Lions Clubs International for the publication of the newsletter, shall be turned over to the Treasurer of the Canyon State Lion monthly.
- f. Funds for the Canyon State Lion shall be allowed to accumulate up to \$7,500. Funds remaining in the Canyon State Lion bank account at the end a fiscal year in excess of \$7,500 shall be transferred to the Growth Fund.

Section 7. Promotion Fund. The sum of \$2.95 per capita is allocated each year to the Promotion Fund. These Funds shall be used as follows:

- a. \$125.00 shall be allotted to the attending incoming District Governors and outgoing District Governors for miscellaneous expenses incurred for their attendance at the International Convention.
- b. For attendance at the International Convention the outgoing District Governors are to be allotted a per diem allowance not to exceed five (5) days; a hotel/motel accommodations allowance not to exceed five (5) days and a transportation allowance. The per diem allowance shall be the same as the District Governors-Elect receive from the Association. The hotel/motel allowance shall be at the rate as actually charged for a double or king room by the hotel/motel used by the Multiple District delegation. Transportation shall be reimbursed for actual transportation expense, but in no event greater than the amount paid by the Association for the incoming District Governor. Total reimbursements from MD21 funds shall not exceed \$1500.00 per outgoing District Governor unless additional funds are known to be available in the outgoing District Governors' Promotion Fund Account.
- c. The International Convention Chairperson shall be allotted the same per diem, hotel/motel accommodations, and transportation allowances as the outgoing District Governors. If the International Convention Chairperson shall obtain any travel or funding from an outside source, the Multiple District reimbursement shall be reduced accordingly.
- d. In the event the Multiple District has a candidate for International Director or Vice President/President, the Council, prior to the International Convention, may extend the per diem and hotel/motel allowances for the International Convention Chairperson, an additional three (3) days.
- e. The payments to be given in Sections 7 a., b., c., and d. are to be authorized by the incoming Council and paid as outlined in Article VIII, Section 8. Payments shall not be made to the outgoing District Governors until all District and Multiple District financial reviews have been completed by the Finance and Planning Committee and accepted by the incoming Council with all accounts being settled.
- f. The First Vice District Governors shall be reimbursed for expenses to attend the USA/Canada Leadership Forum, not to exceed four (4) days which includes any activity which they may be requested by Lions Clubs International to attend prior to the start of the Forum. The hotel/motel allowance is not to exceed the charges of the host hotel. The per diem and transportation allowances are not to exceed the standard rates of reimbursement by the Association, but in no event may the transportation allowance exceed the actual fare paid by the attendees. Total reimbursements from MD21 funds shall not exceed \$1100.00 per First Vice

District Governor unless additional funds are known to be available in the current fiscal year's Promotion Fund.

Section 8. Activity Fund. The sum of \$.25 per capita is allocated each year to the Activity Fund. The fund shall be used to develop activity programs within the Multiple District. This fund is a revolving fund to establish a revenue/expense account for such projects as White Cane, Flags, pins, etc. as approved by the Council. Funds within this account shall be allowed to accumulate up to \$5,000. Funds remaining at the end of a fiscal year in excess of \$5,000 shall be transferred to the Growth Fund.

Section 9. Growth Fund. A special bank account shall be established and all moneys remaining in Sections 4, 5, 6, 7, and 8 at the end of the fiscal year shall be transferred to this account. This fund shall be used for the development and promotion of Multiple District 21, for campaign support of a Multiple District approved candidate for International Office, and to cover expenses insufficient in the current budget for travel or other major expense. A 2/3 vote of the Constitution and Bylaws and Finance and Planning Committees or a 2/3 vote of the voting delegates at a Convention or Conference is required to authorize the removal of any funds from this account.

Section 10. Special Fund Raising. The Council shall not develop or sponsor any special fund raising project unless specifically authorized by at least a two-thirds (2/3) vote of the voting delegates at a convention. Notification of the special fund raising project must be sent to each Lions club at least sixty (60) days prior to the voting.

Section 11. Lions Quest Fund. There is established a specific fund separate from Multiple District per capita income to be used for the Lions Quest Program. This fund shall have its own federally insured bank account. Expenditures require Council approval. If the program is discontinued, any monies remaining in the account shall be transferred to the Growth Fund.

#### **ARTICLE VIII – Rules of Financial Review**

Section 1. All monies received and expended by the Council, Districts, and Projects shall be in accordance with these Rules of Financial Review.

Section 2. Each year immediately following the convention, the newly elected Council shall open a checking account in a federally insured institution using the \$1,000 that the outgoing Council is required to furnish. All remaining monies of the outgoing Council shall be transferred to the incoming Council within ten (10) days of the close of the fiscal year. The outgoing Council will close all accounts when all checks have cleared. The outgoing Council shall make no disbursement after the completion of its fiscal year. The incoming Council shall record these monies as a separate line item in its financial records. Upon completion of the financial review, any funds needed to complete the outgoing Council's commitments shall be disbursed by the incoming Council. All funds remaining in the line item shall be transferred to the appropriate fund in accordance with Article VII. The Council may use the same accounts as the previous Council.

Section 3. All checks and withdrawals must be signed by:

- a. Council – two District Governors
- b. Multiple District Projects – as set forth in Article X, Section 5.
- c. Minimum of two signatures of authorized Lions to sign checks on any Multiple District Committee account.

Section 4. A voucher and/or statement shall substantiate all expenditures with appropriate receipt attached. The Council shall ensure that all financial records of the Multiple District are filed and maintained for seven (7) years at the Lions Foundation of Arizona Office.

Section 5. The fiscal year of the Multiple District and Districts is July 1 through June 30. Council shall not incur or pay any bills before the start or after the end of the fiscal year, except as provided in Section 8 below.

Section 6. The Multiple District shall submit its financial records to the Finance and Planning Committee for preliminary financial review at least thirty (30) and not more than sixty (60) days prior to the Multiple District Convention.

Section 7. Within twenty (20) days following the adjournment of the International Convention the Council shall submit its records (including all activity accounts such as, but not limited to, Conference, Convention, pin trading, flag, etc.) to the Finance and Planning Committee for financial review. The Committee shall review the financial records and file a report with the Council within thirty (30) days following receipt of the records.

Section 8. The Council shall authorize reimbursement of the Immediate past District Governors' expenses for attendance at the International Convention. These expenses shall be paid only following a satisfactory financial review. These are expenses of the Immediate Past Council and its financial records shall be adjusted accordingly. If there are any discrepancies or deficiencies found during the financial review, funds shall be withheld from the reimbursement and applied appropriately. The Immediate Past District Governors shall not reimburse themselves, but shall be paid from the funds of their fiscal year by the following Council.

Section 9. The Council shall thoroughly review the report received from the Finance and Planning Committee and take appropriate action on any exceptions reported.

Section 10. Requirements for financing and reviewing the Multiple District Projects are stated in Article X.

Section 11. Within thirty (30) days following the convention or conference the host committee shall submit all records, including paid vouchers, to the Finance and Planning Committee for financial review. After the payment of all bills, the Host Committee shall be permitted to retain for the participating clubs the profit from the raffle and program advertising. Each Conference/Convention Committee shall establish its own bank account and financial records. These records shall include all deposits and disbursements.

Section 12. Financial review of other Multiple District activities shall be as recommended by the Finance and Planning Committee and/or directed by the Council. Whenever multiple district funds are expended by other than the Council, a financial review of the receipts and expenditures shall be performed. Failure to submit records for financial review or the results of an outside financial review shall preclude any further funds being provided or solicited until the Council accepts the financial review.

Section 13. If, after completion of a financial review, the Finance and Planning Committee determines that there are errors, omissions, overpayments, or other violations of the Constitution and Bylaws, the Committee will act to correct the problem. If unable to recover the funds, the Chairman of the Finance and Planning Committee shall call a special meeting of the Finance and Planning and the Constitution and Bylaws Committees. These Committees shall determine what action needs to be taken. The Finance and Planning Committee shall request repayment and is empowered to correct the problem, including contact with the bonding company.

### **ARTICLE IX – Procedures Manual**

Section 1. There shall be a Procedures Manual, which supplements this Constitution and Bylaws. The objective of the Procedures Manual is to give guidelines and provide recommended methods of operation to carry out the intent of this Constitution and Bylaws.

Section 2. The manual may be changed by the Council or by a vote of the majority of the delegates at a Convention on any proposal presented and treated as an amendment to the Procedures Manual. Any change may only become effective commencing with the next fiscal year, following the International Convention, unless an earlier implementation date is recommended by the Council and concurred in by a majority of the Constitution and Bylaws Committee.

Section 3. Should there be any conflict between the Constitution and Bylaws and the Procedures Manual, the Constitution and Bylaws shall prevail.

### **ARTICLE X – Multiple District Projects**

Section 1. There are projects designated as Multiple District Projects as follows:

- a. The Melvin Jones Lions International Memorial
- b. Lions Camp Tatiyee
- c. Lions Foundation of Arizona
- d. Lions Sight and Hearing Foundation

Section 2. Formation of new Multiple District Projects.

- a. A new Multiple District Project must be proposed by a Lions Club and have the full endorsement of that Club prior to submission to the Council as if it were an amendment to the Constitution and Bylaws.
- b. Written notice shall be given to all Clubs of the Multiple District sixty (60) days prior to the Convention indicating the purpose and justification of the proposed Multiple District Project.
- c. No more than two spokespersons may speak for the proposed new project and no more than two spokespersons may speak against the proposed new project at the Convention prior to voting. Each spokesperson may speak no more than five (5) minutes.
- d. Multiple District Projects shall be established by a two-thirds (2/3) of the voting delegates at the Convention.

Section 3. All acts performed by these Multiple District Projects must conform to the principles of Lionism, good business practices, rules established by Lions Clubs International and Multiple District 21, Rules of Financial Review, their Bylaws, and their Articles of Incorporation as governed by the State of Arizona.

Section 4. The fiscal year of all Multiple District Projects shall be as in their Articles of Incorporation.

Section 5. All monies received from Lions Clubs shall be placed on deposit in a federally insured institution. Funds received from other sources may be deposited as determined by the Board of Directors. At least two people, one officer and one other signer as determined by the Board of Directors, must sign all checks and withdrawals from the accounts.

Section 6. All Multiple District Projects must have a financial review performed by a qualified outside auditor at least annually. All such financial reviews shall conform to established practices and include such tests as may be necessary. A financial review of each project must be completed within ninety (90) days after the end of its fiscal year. The financial review must be presented to the Council and the Finance and Planning Committee upon its completion.

Section 7. All Multiple District Projects shall comply with Lions Clubs International policy, which requires an equal number of board seats for each district. The board members shall be elected at the Multiple District Convention by

secret ballot in accordance with the provisions relative to voting as outlined in the MD21 Procedures Manual. A Project which has received permission from Lions Clubs International to raise funds from outside the boundaries of MD21 shall be permitted to appoint additional voting advisory board members from outside MD21 to serve in a non-officer capacity. The total number of voting advisory board members appointed from outside MD21 shall be less than the Project's total number of board members elected from within MD21.

Section 8. Board members must be Lions in good standing from Clubs in good standing in the District that they represent.

Section 9. The Council shall have the authority to suspend any Multiple District Project, if in its judgement the Project fails to conform to any requirement of this Constitution. The Council shall inform the Board of Directors of such Project in writing their reason or reasons for the suspension. The Council shall lift the suspension as soon as the Project has corrected the reason or reasons for suspension. If the reason or reasons for suspension have not been corrected, the Council shall present its case at the next general session of a convention. Both the Council and three (3) members of the effected Multiple District Project Board may address the general membership to explain the differences. A vote shall be taken by the delegates present to determine if the Project shall be terminated. It shall require a 2/3 vote of the delegates present to terminate the Project. The Council shall notify the Clubs at least sixty (60) days prior to the Convention the reason(s) for the suspension. In the event the suspension occurs within this sixty (60) period, the Council will notify the Lions Clubs at the same time they notify the Board of Directors the reason or reasons for suspension. Suspension defined – Suspension means that the affected Multiple District Project shall not be able to solicit or secure funding from the Lions Clubs within the Multiple District. It shall continue to function as authorized by Arizona law.

Section 10. No more than two (2) members from any club may serve on the same Multiple District Project Board of Directors at any one time.

Section 11. No relative of any board member shall be employed as a paid employee except under emergency conditions.

Section 12. With the exception of District Governors, any member of Multiple District 21 shall be limited to membership on only one Multiple District Project Board at any one time. District Governors shall only be ex-officio members of each Multiple District Project Board.

Section 13. Should any vacancy occur on any Multiple District Project Board, such vacancy shall be filled in accordance with the provisions of its Bylaws. Appointed Lions shall serve until the next Multiple District Convention.

Section 14. Any change in a Project's Constitution and Bylaws shall be treated the same as an amendment to the Multiple District Constitution and Bylaws with the exception that it shall originate from the Project Board.

#### **ARTICLE XI – Fund Raising**

Section 1. All fund raising activities by the Lions Clubs and the Projects of the Multiple District shall be in accordance with the principles of Lionism.

Section 2. No professional or paid solicitors may be employed to solicit funds for a Lions sponsored activity without prior approval in writing from Lions International and the Multiple District Council. Proper solicitation permits shall be obtained from local municipalities.

#### **ARTICLE XII -- Amendments**

Section 1. Except when required by changes to the Lions Clubs International Constitution and Bylaws, this Constitution may be amended only at a Convention by amendments reported by the Constitution and Bylaws Committee and adopted by an affirmative vote of two-thirds (2/3) of the votes cast. Amendments to this Constitution, that are required as a result of changes to the Lions Clubs International Constitution and Bylaws, will be prepared by the Constitution and Bylaws Committee immediately following the close of the International Convention, presented to the Council of Governors for review and concurrence at their next Council Meeting, and implemented immediately with notification to the Clubs in the next issue of the Canyon State Lion.

Section 2. Proposed amendments shall be submitted to the Constitution and Bylaws Committee at least 120 days prior to the Convention.

Section 3. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club or by a Multiple District publication to each member who is listed on the publication's rolls. The Multiple District Constitution and Bylaws Committee must submit this notice no less than sixty (60) days prior to the convening of the annual Multiple District Convention with notice that the same will be voted upon at the Convention. A majority of the Committee must agree that the proposal has merit before notice is given.

Section 4. Should a proposal be determined by the Constitution and Bylaws Committee not to have merit, the Constitution and Bylaws Committee shall refer the proposal to the Council. If the Council decides the proposal has merit, then a Resolution may be presented at the Convention directing that the proposal be presented for vote at the following Convention.

Section 5. Each amendment shall take effect upon the commencement of the fiscal year following the close of the Convention at which it was adopted unless otherwise specified in the amendment.

**BYLAWS  
MULTIPLE DISTRICT 21  
LIONS CLUBS INTERNATIONAL**

**ARTICLE I – Multiple District Officers’ Duties**

Section 1. The Multiple District Council Chairperson shall be the coordinator of the Multiple District and shall act on behalf of and upon delegation from the Multiple District Council. His/her specific responsibilities shall be to:

- a. Further the purposes of this association;
- b. Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long range planning;
- c. Create and foster harmony and unity among Sub-Districts and assist District Governors with solving issues;
- d. Chair over the Multiple District Convention, Multiple District Conference , and all meetings of the Multiple District Council;
- e. Submit reports and perform duties as may be required by the Multiple District Constitution and Bylaws;
- f. Perform other such administrative duties as may be assigned by the Multiple District Council; and
- g. Facilitate, 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.

Section 2. The Council Secretary shall act as recording and corresponding secretary of the Council and shall:

- a. Prepare and keep the minutes of all Council Meetings and shall provide copies of the minutes to all members of the Council, Advisors, and the Association within twenty (20) days of the meeting;
- b. Keep minutes of all Multiple District Meetings; and
- c. Prepare and keep an up to date copy of the Constitution and Bylaws and the Procedures Manual.

Section 3. The Council Treasurer shall keep all financial records and shall:

- a. Keep accurate books and accounts;
- b. Provide a detailed written financial statement to each member of the Council at least quarterly and at any other time requested by the Council Chairman;
- c. Receive and give proper receipts for all funds; and
- d. Deposit all funds in a Federally insured financial institution designated by the Council.

Section 4. The Council shall:

- a. Make all contracts and approve all bills relating to Multiple District expenses;
- b. Designate a depository for Multiple District funds;
- c. Approve the Surety Company issuing the surety bond for the Council;
- d. Receive financial reports from the Council treasurer;
- e. Provide for a Financial Review at the end of the fiscal year of the books and accounts of the Multiple District Council and Multiple District activities.

**ARTICLE II – Multiple District Committees**

Section 1. The Council shall appoint the following Multiple District Standing Committees consisting of three members with one being from each District: Constitution and Bylaws, Finance and Planning, Nominations and Elections, Leadership and Development, and International Convention.

Section 2. Members of the Standing Committees shall be selected for terms of three years with the Chairperson being the member with only one year remaining on his/her term. The duties and functions of each Committee shall be as defined in the Procedures Manual.

Section 3. The Convention and Conference Committees shall be composed of three members from the Host District. The duties and function of each Committee shall be as defined in the Procedures Manual.

Section 4. The Council may appoint such other committees as may be necessary, including, but not limited to the following: Pin Trading, Publications, White Cane, Lions Quest, International Relations, Leo Club Liaison, LCIF, Membership, and Youth Exchange. Each committee (except Publications) shall consist of three members with one being from each District. Each appointment will be for one year and the Council shall name the Chairperson.

Section 5. The Council shall appoint a Historical Committee with one member being from each District. It shall be their duty to maintain a history of Lionism in Multiple District 21 and provide this information to the Council on request. Archives shall be maintained at the Lions Foundation of Arizona Office.

Section 6. There shall be a Long Range Planning and Implementation Committee consisting of two members from each District. Appointments shall be for three years. Council shall select the Chairperson from the two members with one year remaining on their terms. Duties and responsibilities shall be as outlined in the Procedures Manual.

Section 7. There shall be a Lions Quest Committee consisting of one member from each District. Appointments shall be for three years. The Chairperson shall be the member with one year remaining. Duties and responsibilities shall be as provided in the Procedures Manual.

Section 8. There shall be a Leadership Development Committee consisting of one member from each District. Appointments shall be for three years. Lions Clubs International shall appoint the Chairperson. Duties and responsibilities shall be as outlined in the Procedures Manual.

### **ARTICLE III - Conference and Convention Procedure Rules**

Section 1. The Council shall arrange the order of business for the Conference and Convention, and the same shall be the order of the day for all sessions.

Section 2. Except as otherwise specifically provided in this Constitution and Bylaws, the Procedures Manual, or in the Rules of Procedure adopted for a meeting, all questions of order and procedure in any Convention, Conference, Council meeting, or Multiple District Committee meeting shall be determined by Robert's Rules of Order Newly Revised.

### **ARTICLE IV – Nomination and Endorsement for International Office**

Section 1. Subject to the provisions of The International Association of Lions Clubs Constitution and Bylaws, any member of a Lions Club in the Multiple District seeking the endorsement of his District and of the Multiple District as a candidate for International Office shall deliver by mail or in person a letter of nomination to his/her District Governor and the Nominations and Elections Committee Chairpersons of both his/her District and the Multiple District no less than sixty (60) days prior to the convening date of the Multiple District Mid-Year Conference immediately preceding the District Convention where the District endorsement will be sought. This notification on the part of one candidate shall open the process of nominations for all other Lions qualified and interested in seeking the nomination for International Office. All letters of nomination shall include evidence of fulfillment of qualifications for the office as set forth in the International Constitution and an endorsement by the candidate's Club, signed by the President and Secretary, and dated within thirty (30) days of the submission.

Section 2. Notification of impending endorsement election(s) at the upcoming District Convention(s) shall be furnished in writing to each club or by a Multiple District publication (such as the Canyon State Lion) to each member who is listed on the publication rolls at least 60 days prior to the convening of the District Convention(s) where the endorsement election(s) are to be held. Notification will also be given by the Multiple District Council of Governors that the next upcoming Multiple District Mid-Year Conference will be designated as a Multiple District Special Mid-Year Convention for the purpose of electing an endorsed Multiple District candidate for the International Office being sought.

Section 3. Once it has been announced that there will be candidate endorsement election(s) at the upcoming District Convention(s), any other candidates may deliver letters of nomination to their District Governor and the Nominations and Elections Committee Chairpersons of his/her District and of the Multiple District up to sixty (60) days prior to the convening of their District Convention.

Section 4. The District and Multiple District Nomination and Elections Committees shall determine if each candidate is qualified. The appropriate District Governor will be notified of the candidate's qualification determination as soon as possible.

Section 5. Notification of the District(s) Endorsed Candidate shall be furnished in writing to each club or by Multiple District publication (such as the Canyon State Lion) to each member who is listed on the publication rolls at least 60 days prior to the convening of the Multiple District Special Mid-Year Convention where the Multiple District Endorsement Election will be held. At the Multiple District Special Mid-Year Convention each District's endorsed candidate seeking Multiple District endorsement shall be entitled to one nominating speech of five (5) minutes duration and two seconding speeches of no more than three (3) minutes duration at the first General Session.

Section 6. At the District Conventions and at the Multiple District Special Mid-Year Convention the vote on the question of endorsement shall be by written ballot. The ballot shall contain, in addition to the names of the candidates seeking endorsement, an option that no candidate be endorsed. A candidate must receive a majority of the “yes” votes cast by the delegates to be declared endorsed. In the event that no candidate receives a majority of the “yes” votes cast, balloting shall continue with the candidate receiving least number of “yes” votes being dropped from the ballot in each successive balloting. If the “no candidate” option receives a majority of the votes cast, there will be no candidate endorsed.

Section 7. A Multiple District endorsement for International Director shall be for the next two International Conventions which includes the upcoming International Convention.

Section 8. A Multiple District endorsement for Second Vice President or higher International Officer shall be for the two International Conventions following the upcoming International Convention.

Section 9. The Certification of endorsement by the Multiple District 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 Bylaws.

#### **ARTICLE V – Amendments**

Section 1. Except when required by changes to the Lions Clubs International Constitution and Bylaws, these Bylaws may be amended only at a Multiple District Convention by amendments reported by the Constitution and Bylaws Committee and adopted by an affirmative vote of a majority of the votes cast. Amendments to these Bylaws that are required as a result of changes to the Lions Clubs International Constitution and Bylaws will be prepared by the Constitution and Bylaws Committee immediately following the close of the International Convention, presented to the Council of Governors for review and concurrence at their next Council Meeting, and implemented immediately with notification to the Clubs in the next issue of the Canyon State Lion.

Section 2. Proposed amendments must be submitted to the Constitution and Bylaws Committee at least 120 days prior to the Convention.

Section 3. Should a proposal be determined by the Constitution and Bylaws Committee not to have merit, the Constitution and Bylaws Committee shall refer the proposal to the Council. If the Council decides the proposal does have merit, then a Resolution may be presented at the Convention directing that the proposal be presented for a vote at the following Convention.

Section 4. No amendment shall be reported or voted upon unless the same shall have been furnished in writing to each Club or by a Multiple District publication to each member who is listed on the publication’s rolls. The Constitution and Bylaws Committee must submit this notice no less than sixty (60) days prior to the convening of the annual Multiple District Convention with notice that the amendment(s) will be voted upon at the Convention. A majority of the Committee must agree that the proposal has merit before notice is given.

Section 5. Each amendment shall take effect upon commencement of the fiscal year following the close of the Convention at which it was adopted unless otherwise specified in the amendment.

#### **ARTICLE VI – Initial Adoption of Constitution and Bylaws**

This Constitution and Bylaws shall take effect upon the commencement of the fiscal year following the close of the Convention at which it is adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

#### **ARTICLE VII – MD21 Privacy Policy**

An MD21 Privacy Policy, based upon the most recent language prepared by Lions Clubs International and recommended for Multiple Districts and Sub-Districts, will be prepared, implemented, and maintained for the purpose of safeguarding the personal information of the Lions in MD21. A copy of the MD21 Privacy Policy will be placed in the MD21 Procedures Manual.