

**MD-4**

*Constitution*



*Bylaws*



Amended February 2018

**MULTIPLE DISTRICT FOUR CONSTITUTION**

## **Amended February 2019**

### **ARTICLE 1**

#### **NAME**

**SECTION 1** This organization shall be known as Multiple District Four, California, Lions Clubs International, hereinafter referred to as Multiple District Four *and also for marketing purposes as "California Lions" and "California Lions Clubs"*.

### **ARTICLE II**

#### **OBJECTS**

**SECTION 1** The purpose of this organization is to bring greater strength to the Lions Clubs of Multiple District Four through a unity of effort, and to spread the principles of Lionism throughout said Multiple District Four.

### **ARTICLE III**

#### **MEMBERSHIP**

**SECTION 1** All Lions clubs within Multiple District Four shall hold membership in this organization subject to the Constitution and Bylaws of the International Association of Lions Clubs and to the Constitution and Bylaws of Multiple District Four. A chartered club in good standing is defined as a club, which is current with the payment of its per capita tax to Lions Clubs International and to Multiple District Four.

### **ARTICLE IV**

#### **TERRITORY**

**SECTION 1** The territory embraced by Multiple District Four shall be the area of the State of California, except such clubs in communities bordering other states and electing to be a member of another District.

### **ARTICLE V**

#### **DIVISIONS**

**SECTION 1** Multiple District Four shall be divided into a number of alphabetically designated Districts, each known and referred to as District 4, followed by a designating letter and numeral, e.g., District 4-C1.

### **ARTICLE VI**

#### **OFFICERS**

**SECTION 1** Each district shall have a District Governor, First Vice District Governor and a Second Vice District Governor who shall be elected at the annual district convention of the district thirty (30) days prior to the opening session of the international convention. The District Governor, First Vice District Governor and Second Vice District Governor must be a member of a club in good standing in the District, and shall qualify and serve in accordance with the requirements of the Constitution and Bylaws of the International Association of Lions Clubs. They shall be elected by secret ballot at said District Convention.

**SECTION 2** The District Governors and the Council Chairperson of Multiple District Four shall constitute the governing body thereof and shall be known as the Council of Governors. A majority of said Council of Governors shall constitute a quorum for the transaction of business. At the final meeting of the Council prior to the International Convention, the District Governors-Elect shall select, by written ballot, a member of the outgoing Council to act as their Council Chairperson who shall be notified by the outgoing Council of Governors immediately following said selection. The Council Chairperson-Elect shall take office immediately following the International Convention. The Chairperson, Council Secretary and Council Treasurer shall constitute an Executive Committee of Multiple District Four which shall be empowered to: (1) Handle emergency business arising between Council meetings, and (2) Follow through during an interim period on business approved at a Council meeting. All acts of the Executive Committee shall be subject to the approval of the Council at its next meeting and may be nullified or modified by majority vote of the Council. The Executive Committee shall continue to execute business until replaced.

**SECTION 3.** There shall be an Executive Administrator for Multiple District Four. The appointment of the Executive Administrator shall be subject to the approval of the Council of Governors, which shall fix their term of office and said Executive Administrator's annual compensation. The office of said Executive Administrator shall be located in Santa Barbara, California, or such other location selected by a resolution proposed by the Council of Governors and approved by a two-thirds vote of certified voting members upon printed ballot at an annual Multiple District convention.

## ARTICLE VII CONVENTIONS

- SECTION 1** There shall be held an annual convention of Multiple District Four, said convention to commence on the first Friday and terminate on the following Sunday of the month of February of each year; provided, however, that for good and sufficient reasons the Council of Governors by a two-thirds vote may hold the convention one week prior or one week later in any given year.
- SECTION 2** At all Multiple District Four conventions, a quorum shall consist of accredited delegates from at least ten (10) percent of the member clubs of said Multiple District Four, whose delegates are accredited by the Credentials Committee. In the event that a quorum is not obtained as provided herein, the Council of Governors shall be empowered to transact such business of Multiple District Four as it deems advisable.
- SECTION 3** Each District shall hold an annual convention commencing in April or May of each year, such convention to be held in conformity with the provisions of its District Constitution and Bylaws; provided further, that, should no place be designated for the holding of such convention, the District Governor of such District shall have the power to designate the place and time or, in the case of emergency, to change the locale and/or date of the convention.
- SECTION 4** *CLUB DELEGATE FORMULA.* At all Multiple District Four and Sub-District Conventions, each chartered club in good standing shall be entitled to one voting delegate and one 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. The major fraction referred to in this section shall be five (5) or more members; provided, however, that each such club shall be entitled to at least one (1) delegate and one (1) alternate, ~~and further.~~ *Each certified delegate present in person shall be entitled to cast one vote only for each office to be filled by, and one 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.* ~~provided,~~ Each member of the Council of Governors and each International Councilor and/or Past District Governor who is a member in good standing of a club in Multiple District Four *will be granted full delegate status and* shall have a vote at Multiple District Four Conventions and at his own district convention independent of the club delegate quotas herein above specified. *All eligible delegates must be members in good standing of a club in good standing in the district. Delinquent dues may be paid and good standing acquired up to fifteen days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.*
- Note: It is not required for a member to be enrolled in a club for a year and a day in order to qualify as an eligible delegate.*

## ARTICLE VIII FINANCES

- SECTION 1** The expenses of Multiple District Four and the expenses of the various Districts thereof shall be met by a per capita tax.
- SECTION 2** The per capita tax shall be \$18.00 per member per annum, payable semi-annually, on August 1st, based on membership as of June 30th of said year and February 1st based on membership as of December 31st of the preceding year. The Executive Administrator of the Multiple District Four shall assign the proceeds of the per capita tax to the operating budget.
- SECTION 3** For student membership in chartered Campus , student members of regular Lions Clubs as defined by Lions Clubs International, and /or participants in the Leos to Lions program of Lions Clubs International, eligible student members shall be exempt from paying the annual per capita tax as provided in Section 2 above.
- SECTION 4** The fiscal policy of Multiple District Four shall be to maintain an operating reserve fund of not less than \$100,000.00 This reserve may not be expended as long as other reserves exist, including the Governor's Discretionary Fund as outlined in Section 6 of this Article VIII. This reserve shall be used only in the event of a crisis situation that would seriously threaten the continuation of Multiple District Four. Any such expenditure from this fund shall be authorized by a two-thirds (2/3) vote of the Council of Governors.
- SECTION 5.** The Council of Governors shall be charged with the responsibility of administering all funds, assets and the financial affairs of Multiple District Four in accordance with the budget approved and adopted by the delegates to the annual convention of said Multiple District Four.
- SECTION 6** Neither the Council of Governors nor any of the committees shall have the right, power, or authority to create or incur any financial obligation for Multiple District Four exceeding the amount in the budget approved and adopted by the delegates to the annual convention. In the event the undesignated reserve funds exceed the required \$100,000.00 minimum designated reserve required by Section 4 of this Article VIII, an allocation of the operating reserve funds up to \$20,000 shall be designated as the District Governors discretionary fund. This allocation of undesignated reserve funds shall be designated as the Governor's Discretionary Fund, and shall be replenished each year upon a new Council of Governors being seated; assuming undesignated reserve funds are available. Expenditures from the Governor's Discretionary Fund can only be made after a two-thirds (2/3) affirmative vote of the Council of Governors. These

funds may be expended only for Multiple District Four administration or projects directly related to the spirit and principles of Lionism. The Council of Governors by a two-thirds (2/3) vote can designate a portion of undesignated reserves for specific purposes.

**SECTION 7** Audit suitable financial records shall be maintained for all funds.

## **ARTICLE IX ELECTIONS**

**SECTION 1** Elections held at Multiple District Four Conventions shall be by printed ballot. In cases where there is one candidate only, the ballot shall provide for a 'yes' or no' vote. A majority of 'yes' votes shall be necessary for election. In the event there are three or more candidates for a single office, the candidate receiving a plurality of the votes shall be the winner. Elections shall be conducted using the rules of operation as established by the Constitution and Bylaws and Rules Committee and approved by the Council of Governors.

## **ARTICLE X AMENDMENTS**

**SECTION 1** Amendments to this Constitution may be proposed to the Constitution and Bylaws Committee of Multiple District Four by the Council of Governors or in writing by any Lion in good standing in Multiple District Four after endorsement by the Convention of his/her District, or amendments may be proposed by the Constitution and Bylaws Committee of Multiple District Four. Such proposed amendments shall be accompanied by a statement of the purposes thereof and shall be submitted to the Council of Governors at its Fall meeting for the perusal of the members.

**SECTION 2** At least forty-five (45) days prior to the beginning of the annual Multiple District Four Convention, the Executive Administrator shall mail copies of such proposed amendments, together with the proponents' statements of purpose and the recommendations of the Constitution and Bylaws Committee, to the Secretary of each club in Multiple District Four.

**SECTION 3** Properly qualified amendments shall be submitted to the delegates of the next ensuing Annual Convention of Multiple District Four upon written ballot. Passage shall require a two-thirds vote. Clarifications and/or corrections to the proposed amendments may be made during the forty-five (45) day period prior to the Multiple District Four Convention only after approval of the Constitution and Bylaws and Rules Committee and a majority of the members of the Council of Governors and presentation to the convention delegates at a general session prior to the balloting.

**SECTION 4** Amendments to this Constitution shall become effective on the first day of July following their adoption, unless otherwise provided in such amendment.

**SECTION 5.** AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this Multiple District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

## **ARTICLE XI MISCELLANEOUS**

**SECTION 1** Whenever in this Constitution the context so requires, the masculine gender includes the feminine and neutral genders, and the singular number includes the plural and vice versa.

## **MD-4 BYLAWS**

**Amended February 2019**

### **ARTICLE I COUNCIL OF GOVERNORS**

**SECTION 1** Governing Body. The Council of Governors is the governing body and shall administer all funds, assets and the financial affairs of Multiple District Four, and shall be responsible for the conduct of Multiple District Four projects and activities.

**SECTION 2** Officers.

(a) Council Chair. The Council Chair 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.

(b) In cooperation with the Council of Governors, the Council Chairperson shall:

(1) Further the Purposes of this association;

(2) Assist in communicating information regarding International and Multiple District policies, programs and events;

- (3) Document and make available the goals and long range plans for the multiple district as established by the council of governors;
- (4) Convene meetings and facilitate discussion during council meetings;
- (5) Facilitate the operations of the Multiple District Convention;
- (6) 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;
- (7) Submit reports and perform such duties as may be required by the Multiple District Constitution and By-Laws;
- (8) Perform such other administrative duties as may be assigned by the Multiple District Council of Governors; and
- (9) 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."

(c) No person shall serve as Council Chair more than once. The Council Chair shall be entitled to vote on all questions coming before the Council and shall be subject to the same reimbursement as any other member of the governing body. The Council Chair shall meet the same qualifications as required of District Governors. At the joint meeting of the Council of Governors, the Governors-Elect shall choose two of their members to serve as Council Secretary and Council Treasurer who shall be entitled to vote upon all questions coming before the Council. Separate written balloting shall be held for each Council Secretary and Council Treasurer, and a simple majority is required for election.

(d) Removal: At the request of the majority of the Council of Governors, a special meeting of the Council may be called for the purpose of removal of the Council Chairperson. The Council Chairperson shall be removed from the Council for cause by an affirmative vote of 2/3 of the entire number of the Council of Governors. The replacement for the Council Chair shall be an immediate Past District Governor. A Council Chair so removed shall not remain as a member of the governing body, shall have no authority in the operation of Multiple District Four and shall not be covered by the general reimbursement policy. Upon the removal, resignation, death, debilitating injuries or illness, of a Council Chair, an Immediate Past District Governor shall be appointed to the vacant position by majority vote of the Council. The Secretary or Treasurer may also be removed by 2/3 vote of the entire number of the Council of Governors. A removed Secretary or Treasurer shall remain as a member of the governing body. Upon the removal of a Secretary or Treasurer a member of the governing body shall be appointed to the vacant position by majority vote of the Council.

**SECTION 3**

Business transacted by written correspondence. The Council of Governors may transact business by written correspondence (including letters, electronic mail, facsimile transmission or cable) provided that no such action shall be effective until approved in writing by three-fourths (3/4) of the entire number of members of said council, but votes thereon, to be valid, must be received by the Multiple District Four Office within thirty (30) days after the original mailing thereof, which mailing shall be by an expeditious method.

**ARTICLE II  
DIVISIONS**

**SECTION 1**

The Council of Governors shall allot to each District its designating letter and numeral, and in such allotments for the State of California, shall use the letter "C" plus a different numeral for each District in the northerly section of the State; and the letter "A" plus a different numeral for each District in the central section of the State; and the letter "L" plus a different numeral for each District in the southerly section of the state.

**SECTION 2**

Changes in the boundaries of two or more Districts, the division of a District, or the formation of a new District from two or more existing Districts may be instituted only after approval by the Cabinet of the District of each of the Districts affected.

**SECTION 3**

Any proposed division of a District or a proposed formation of a new District from two or more existing Districts shall require a map showing boundary lines, as approved by the Council of Governors, together with a list of the Lions Clubs which shall comprise the proposed district, be submitted to the International Board of Directors for its approval. The proposed district shall contain no less than thirty-five (35) clubs with a total membership of no less than one thousand two hundred fifty (1,250) members in good standing.

In the event the International Board of Directors approves such redistricting proposal, it shall become effective at the close of the annual International Convention, which next follows the date of such Board approval; provided, however, that delegates from clubs which will comprise the respective new Sub-Districts shall elect a District Governor and may adopt a Constitution and Bylaws at a meeting held in conjunction with the Convention, held after said Board approval and prior to said International Convention of the District being redistricted.

In the event of the formation of a new District from portions of two or more existing Districts, the Council of Governors shall call a special meeting at a time and place of its choosing, not later than May 1st of the fiscal year immediately prior to the beginning of the

fiscal year in which the new District becomes operative. The Council of Governors also shall designate a Chairperson to preside at the meeting for the election of the District Governor of the new District, and shall appoint a Credentials and an Election committee to act at said meeting. Delegates to said special meeting shall be selected and shall function in accordance with the provisions for their selection and functioning at District conventions hereinafter set forth. Notice of this special meeting shall be mailed from the Multiple District Four office to the Presidents and Secretaries of the clubs in the new District, at least thirty (30) days prior to said meeting.

Detailed procedures and time lines for the required approval process and other items relating to a division or merger of a District are contained in the MD-4 Policy and Procedure Manual.

**SECTION 4** The change of a borderline club from one District to another shall require a majority vote of the club involved and shall further require a majority approval of the Cabinet of the two affected Districts and shall be in accordance with the directives of Lions Clubs International.

### **ARTICLE III OFFICERS**

**SECTION 1** The District Governor, under the general supervision of the Board of Directors of the International Association, shall be charged with the particular duty of furthering the objects of the Association, of supervising the organization of new clubs, and of promoting cordial relations between the chartered clubs in his/her District, and all other duties as defined in the International Constitution and Bylaws. (1) Within thirty (30) days following the end of his/her term of office, the District Governor shall provide his/her successor with the following: A copy of the budget under which he/she operated, a financial statement showing the condition of the District, all documents which are pertinent to the welfare of the District, all monies, equipment and supplies belonging to the District and such other information as to him/her may seem pertinent in assisting his/her successor in planning his/her year in office. (2) Within thirty (30) days following the end of his/her term of office, the District Governor shall send a copy of an audited financial statement showing the condition of the District to the Multiple District Four Office.

**SECTION 2** In the event any District fails to elect a qualified District Governor at its annual Convention, or if any District Governor-Elect of any such District shall die or refuse to take such office prior to the day his/her term otherwise would begin, or in the event of the death or resignation of a District Governor, or his/her inability to perform the duties of his/her office for a period in excess of sixty (60) days, a District Governor shall be appointed in accordance with the provision of the Constitution and bylaws of the International Associations of Lions Clubs.

**SECTION 3** The Council of Governors shall hold at least four meetings a year, one to start on the first weekend of August, one during the month of October or November, one at and preceding the Multiple District Four Convention, and one during the month of May or June. The site for the first meeting of the Council of Governors shall be selected by the preceding Council of Governors. No special meeting shall be held except upon call by the Chairperson of the Council of Governors or upon the written request of one-third of the members of the Council. In each event, the call by the Chairperson or by one-third of the members of the Council shall be accompanied by an agenda of the business to be transacted at said special meeting. However, such special meeting may not be held unless a majority of the Council agrees to said special meeting. The Chairperson of the Council, if present, shall preside over all meetings thereof, and at the Multiple District Four Convention. The Council of Governors shall determine the order of business of the annual Multiple District Four Convention, and make such recommendations to the convention, as it may deem advisable. It shall have supervision and control of the Executive Administrator and the office. When a District Governor is unable to attend a meeting of the Council of Governors, the District Governor shall appoint the current First Vice District Governor or, if the First Vice District Governor is unable to attend then the District Governor shall appoint the current Second Vice District Governor to serve as an alternate and have the right to vote at said meeting. In the absence of the District Governor, the First Vice District Governor and Second Vice District Governor, the District Governor shall have the power to delegate an alternate, a member in good standing of his/her district, to represent him/her and the district at a meeting of the Council of Governors. Said alternate shall have the right to vote at said meeting. District Governors-elect shall meet with the council at the final council meeting prior to the Lions Clubs international convention for orientation.

**SECTION 4** The Executive Administrator of Multiple District Four and of the Council of Governors shall perform such duties as shall be assigned to and requested of him/her by the Council of Governors, and shall cooperate in the work of the several committees.

### **ARTICLE IV MULTIPLE DISTRICT FOUR COMMITTEES**

**SECTION 1** Selection. Area nominations for members-at-large shall be made by area caucuses of area District Governors at the May/June meeting between the District Governors and District Governors-Elect

**SECTION 2** (a) Except as otherwise provided in the Constitution and Bylaws, the membership of all committees, except Executive, Personnel, Disaster and Ad-Hoc, shall consist of one District Governor, selected by the District Governors-elect, at least one First Vice District

Governor, selected by the First Vice District Governors-Elect and one Second Vice District Governor, selected by the Second Vice District Governor Elect at their May/June meeting with the outgoing Council of Governors, and four (4) members-at-large whose terms of office shall be for a period of four (4) years.

(b) At their May/June meeting with the District Governors-elect, the District Governors of each area where a term will expire shall nominate one (1) member-at-large for a 4-year term to replace the member-at-large whose term will expire June 30. In the event the area District Governors are unable to select a suitable candidate from their own area, the area District Governors may select a candidate from any area within the Multiple District. The area nominee shall be confirmed by the Council of Governors and should confirmation not be made, referral shall be made to the Area District Governors for another nominee. In the event that a majority of the Area District Governors cannot agree on one nominee, then the nominees shall be submitted to the Council of Governors for appointment by majority vote.

(c) All terms of office shall begin as of July 1st and not more than one (1) member-at-large shall be from one of the areas, except as provided in subsection (b) above.

(d) The areas shall be: Area one (1), District 4-C1, 4-C5, 4-A1, Area two (2), 4-C2, 4-C3, 4-C4, 4-C6; Area three (3), 4-A2, 4-A3, 4-L1, 4-L3; Area four (4), 4-L2, 4-L4, 4-L5, 4-L6.

(e) The members of the appointing Council or the immediate past council shall not be eligible for appointment for a period of one year after their term concludes as District Governors, or Council Chair *with the exception of MD-4 Global Leadership Team, Global Membership Team, and Global Service Team*. Any member in good standing who becomes a District Governor or Vice District Governor during the tenure of membership on any committee shall immediately resign as a member of that committee. This shall also apply to any candidate for international office, who has received their district's endorsement.

(f) In the event a new committee is formed the members of said committee shall consist of one appointment from each area. The Council of Governors shall determine by lot which area shall have a representative for a four (4) year term, which area shall have a representative for a three (3) year term, which area shall have a representative for a two (2) year term and which area shall have a representative for a one (1) year term for the first year of service for a new committee.

(g) No sub-District of Multiple District Four shall have more than four (4) members nor less than two (2) members serving on a Multiple District Four standing committee at any one time except on the Disaster Committee.

### **SECTION 3**

(a) No Lion shall serve on more than one MD-4 Committee, except the special committees listed in the MD-4 Policy and Procedure Manual, at any given time.

(b) The Council of Governors shall appoint one or more Vice District Governors in an ex officio capacity to serve on Multiple District Four committees.

### **SECTION 4**

Expenses for members of committees attending meetings as required in the Policy and Procedure Manual, shall be paid according to the General reimbursement policy of Multiple District Four, except there shall be no expense allowance for members of the Disaster Committee.

### **SECTION 5**

The Council of Governors, by a two-thirds (2/3) vote of its total membership, after recommendation by the Committee and investigation and recommendation by the affected area District Governors, shall have the authority to remove a member of any appointed committee for inactivity or other valid cause or at the recommendation of the committee. In the event of a vacancy resulting from death, resignation or removal, an interim appointment shall be made in accordance with procedures for appointment as stated in this article to fill the vacancy for the unexpired term. Any active member of a Lions Clubs in good standing of Multiple District Four, save as herein above excepted, shall be eligible for service on said committee.

### **SECTION 6**

The following shall be the standing committees in Multiple District Four:

(a) Budget and Finance Committee. The committee shall prepare a proposed budget for the Multiple District Four Operating Fund to include all estimated income from all sources and all estimated expenses of said Multiple District Four for the ensuing year. The proposed budget shall be submitted to the District Governors at their Oct/Nov meeting for discussion and possible amendment. The said proposed budget as submitted or as amended shall be submitted to the delegates to the annual Multiple District Four convention and shall be subject to their approval. If the said proposed budget not be approved, it shall be returned to the Budget and Finance Committee for further consideration. In the event that said budget not be finally approved at the convention, Multiple District Four shall operate for the succeeding year under the budget of the preceding year. The said committee shall perform other functions which are common to such a committee, or which may be assigned to it by the Council of Governors. The Chairperson of the committee shall be bonded as an alternate signatory for the Multiple District Four Executive Administrator or Council Secretary/Treasurer of the Council of Governors. The next senior member of the Budget and Finance Committee shall be a substitute signatory for the Executive Administrator or Council Secretary/Treasurer of the Council of Governors in the event of the demise, inability to perform, resignation,

or removal of the Executive Administrator or Council Secretary/Treasurer; when the Chairperson of the Budget and Finance Committee cannot act in such a capacity.

(b) Constitution and Bylaws and Rules Committee. The committee shall examine the Constitution and Bylaws of Multiple District Four each year. It shall propose amendments, which it deems desirable and shall review proposed amendments, which may have been submitted by other Lion members. With regard to the latter, the committee shall make specific recommendations for adoption or rejection to the delegates at the Multiple District Four Convention at which said proposed amendments are submitted. The committee also shall draft proposed rules under which the Multiple District Four Convention will operate, and the Chairperson shall act as the Parliamentarian at said convention. In the event of his/her absence, the Chairperson of the Council of Governors shall designate another member of the committee to so act.

(c) Convention Management Committee. The committee shall be charged with the responsibility of planning, of approving a budget for, and of programming the annual Multiple District Four convention. The following subcommittees: Credentials, Elections, and Resolutions shall be appointed by the Council of Governors. There shall be one member of the Resolutions Committee appointed from each of the four areas. If the Governors do not make such appointments by the closing date of the second meeting of the Council, the Convention Management Committee may make such appointments as are necessary to carry out the duties of these committees. The Convention Management Committee may appoint such other committees as shall be deemed necessary by the Convention Management Committee or the Council of Governors. The Convention Management Committee shall supervise the local Host Committee in discharging the responsibilities of housing, transportation, and other operational matters.

(d) Marketing Communications and Lions Information Committee. The committee shall be charged with two very distinct and separate duties: (1) Informing the general public and (2) Keeping the Lions of Multiple District Four informed. The specific duties shall be outlined in the Multiple District Four Policy and Procedures Manual.

(e) Student Speakers Committee. The committee shall discuss and suggest topics to the Council of Governors. The Council shall determine the topic for the annual contest. The committee shall determine the various dates and rules under which the contest will be conducted. It shall assist the various District Chairpersons by supplying information, ideas and materials relating to the contest.

At the Organizational meeting of the Council of Governors the District Student Speakers Chairpersons shall be invited to participate with the Student Speakers Committee in all discussions and determinations relative to the current year's contest.

(f) International Convention Hospitality Committee. The Committee shall be responsible for the planning and carrying out of all Multiple District Four activities and functions in connection with the annual International Convention. All authorized expenses of the committee shall be chargeable to that section of the Operating Budget allocated to its use, and shall be subject to the general reimbursement policy of the District as established by the Multiple District Budget and Finance Committee. The committee shall be composed of four (4) Area appointees.

(g) Long Range Planning and Research Committee. The committee shall formulate and study for the benefit of the Council of Governors all long range planning for the welfare of the Multiple District Four and shall conduct all appropriate research to accomplish the purpose. The committee shall file a written report at the joint Council of Governors meeting each year and shall further give an oral report concerning their activities at the General Session of the Multiple District Four Convention.

(h) Lions Youth Outreach Program Committee. The comprehensive youth program expands opportunities to assist youth in becoming socially responsible adults by introducing them to humanitarian service. The Multiple District Youth Outreach Chair is the key resource person to implement the program.

## **SECTION 7**

Other Required Committees. The following committees shall be considered other required committees: Global Leadership Team (GLT), Global Membership Team (GMT) with *a Family & Women's Membership Development Specialist, and a Global Service Team (GST) with a Lioness Specialist*, Youth Exchange Committee, and the Multiple District Four Property Management Committee (Chaired by the sitting Council Chair).

(a) The appointment of chairpersons to the Global Leadership Team (GLT), Global Membership Team (GMT), and Global Service Team shall be for a three (1) year term and shall be as prescribed by International with the approval of the Council of Governors.

### **1. MD4 GLOBAL LEADERSHIP TEAM (GLT) COORDINATOR.**

*The MD-4 GLT coordinator is a member of the Multiple District Global Action Team (GAT). His/her responsibilities include:*

- a. Collaborate with your MD4 GMT and GST 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 MD4 leadership development plan.*
- c. Communicate regularly with GLT sub-district coordinators to ensure they are aware of leadership development programs*

*and resources available.*

- 4. Provide ongoing motivation to and monitors progress of GLT district coordinators, zone chairpersons and club leadership to achieve leadership development goals.*
- 5. Encourages GLT sub-district coordinators to include diverse populations to participate in Global Action Team initiatives.*
- 6. Promote leadership development opportunities that encourage participation in all levels of the association.*
- 7. Organize and facilitate instructor-led and web-based training in coordination with LCI.*
- 8. Collaborate with MD4 GMT and GST coordinators to provide retention strategies to districts.*
- 9. Include diverse populations to participate in GAT initiatives.*
- 10. Identify potential and new leaders to participate in service, membership and leadership development opportunities.*
- 11. Complete requirements and submits applications to receive MD4 funding from LCI for leadership development activities.*

#### **B. MD4 GLOBAL MEMBERSHIP TEAM (GMT) COORDINATOR.**

*The MD4 GMT coordinator is a member of the MD4 GAT. His/her responsibilities include:*

- 1. Collaborate with the MD4 GLT and GST coordinators and the MD4 GAT Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.*
- 2. Develop and execute an annual MD4 membership development plan.*
- 3. Communicate regularly with the GMT sub-district coordinators to ensure that they are aware of available membership programs and resources.*
- 4. Monitor each district's progress towards membership goals. Offer motivation and support to help district reach their goals.*
- 5. Encourage GMT sub-district coordinators to include diverse populations to participate in GAT initiatives.*
- 6. Respond quickly to prospective member leads provided by LCI, track recruitment and provide status report of the lead.*
- 7. Complete requirements and submit applications to receive MD4 funding from LCI for membership development activities.*
- 8. Provide retention strategies to sub-districts in collaboration with MD-4 GLT and GST coordinators.*
- 9. Motivate districts to charter specialty clubs.*

#### **B.1. MD4 FAMILY AND WOMENS MEMBERSHIP DEVELOPMENT SPECIALIST (FWMD)**

*The Family and Women's Membership Development Specialist responsibilities include:*

- 1. Oversee the recruitment of women and family members*
- 2. Establish goals for the recruitment of women and family members.*
- 3. Develop new service projects geared to interest women and family members.*
- 4. Plan and conduct a symposium or family involvement event(s) to address the needs of the community served.*
- 5. Mentor and encourage clubs and work with sub-district FWMD chairs.*

#### **C. MD4 GLOBAL SERVICE TEAM (GST) COORDINATOR.**

*The MD4 GST coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:*

- 1. Develop and execute an annual MD4 action plan and monitor progress toward goals. Support sub-districts and offer motivation to reach district goals.*
- 2. Collaborate with MD4 GMT and GLT coordinators and the MD4 GAT Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth, and expanding humanitarian service.*
- 3. Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the MD4.*
- 4. Collaborate with GMT and GLT to provide retention strategies to districts.*
- 5. Communicate regularly with GST sub-district coordinators to inform them of LCI and LCIF programs, partnerships and grants.*
- 6. Serve as a resource and content expert for regional best practices in service project implementation for LCI initiatives.*
- 7. Encourage GST sub-district coordinators to promote service projects that attract multiple generational participants, including the integration and leadership development of Leos.*
- 8. Increase LCIF coordinator collaboration at the multiple district and district level to maximize LCIF resources and fundraising.*
- 9. In coordination with the MD4 LCIF coordinator, monitor LCIF Grants given*

#### **C.1. LIONESSE SPECIALIST**

*The Lioness Specialist is a branch member of the GST and his/her responsibilities include:*

- 1. Contacting all existing Lioness Clubs to document data regarding membership and services provided within the relative sub-districts.*
- 2. Contacting each of the existing MD4 Endorsed Project representative to procure a document of intent for continued MD4 endorsement yearly. The document will include data of support from districts and clubs within districts. If the specialist feels it is pertinent to obtain the projects financials this will be supplied and verified with the help of the GST and Budget*

and Finance Committee.

3. When an endorsement is requested the Specialist will receive all pertinent materials of proposed endorsement of new projects and distribute to the GST Coordinator, MD4 Office, Council Chair and Budget and Finance Committee for review and recommendation.

#### **D. MD4 LCIF COORDINATOR.**

The LCIF Multiple District Coordinator is appointed by the LCIF chairperson and LCI president 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. His/her responsibilities include:

1. Identify, recruit and train a Lion in each district to serve a three-year term as the LCIF district coordinators.
2. 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.
3. Promote foundation initiatives in multiple district publications, during district and multiple district events and to the public at large.
4. Ensure that LCIF-funded projects within the multiple district receive proper promotion and follow grant-criteria guidelines.
5. Encourage all Lions within the multiple district to contribute to LCIF and promote recognition programs as incentives to donate to LCIF.
6. 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.
7. Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.

Report progress quarterly to the area LCIF Trustee.

(b) The Youth Exchange Committee [YEC] shall recommend a committee member replacement to the Council of Governors at the June Meeting. If not approved by the Council of Governors or a recommendation is not provided by the Youth Exchange Committee, the appointment of the member shall be provided by the Council of Governors. The YEC shall include two members from the north (Districts 4-C1 through 4-C6, 4-A1, 4-A2) and two members from the south (Districts 4-A3, 4-L1 through 4-L6) of the Multiple District. The north and south committee member's terms shall be alternated to provide the replacement of a committee member from the north followed by the replacement of a committee member from the south the following year.

**SECTION 8** There shall be a Personnel Committee consisting of the Executive Committee together with the Chair and the next senior member of both the Budget and Finance Committee and the Constitution and Bylaws and Rules Committee.

**SECTION 9** The Disaster Committee shall be composed of the Executive Committee with the most recent Past International Officer serving in the capacity of a Liaison Officer between Lions Clubs International and the Executive Committee. The Council Chair is to serve as the chairperson.

**SECTION 10** The Property Management Committee shall be responsible for observing and reviewing the condition of the MD-4 office building and property. The committee shall be responsible contracting a flag custodian who will be responsible for the storage, maintenance, and arrange for the transportation of the MD-4 flag set poles, bases, and storage containers to and from the designated MD-4 storage area to the MD-4 Convention site or other required site(s). On an annual basis, the custodian shall recommend replacement of damaged equipment, storage containers, and/or additional flags as needed to keep the flag set current.

**SECTION 11** MD-4 Special Chairpersons. MD-4 Chairpersons will be appointed by the Council of Governors in accordance with the positions and tenure determined by Lions Clubs International. Such chairs may be, but not exclusively, Campus Club Chairperson, Sight Preservation and Awareness Chairperson, Hearing Preservation and Awareness Chairperson, Diabetes Awareness and Action Chairperson, Disaster Preparedness Chairperson; International Relations Chairperson, Lions Services for Children Chairperson, LEO Chairperson, and Lions Quest Chairperson.

## **ARTICLE V FINANCES**

**SECTION 1** (a) The amount collected on behalf of the various Districts shall be determined by their cabinets or as specified in their constitutions or bylaws, and any changes in the amounts shall be communicated to the Executive Administrator of Multiple District Four not later than August 1st of the year in which change is to become effective.

(b) All per capita taxes for Multiple District Four and its Districts shall be collected by the Multiple District Four Executive Administrator. The Council of Governors may make such changes or alterations in said budget as it may deem advisable or necessary, provided that in no event shall such changes or alterations increase the maximum amount allocated under said budget.

(c) Carrying Charges. The Council of Governors shall be empowered to levy a carrying charge, as it may set from time to time, at a rate

not to exceed the maximum amount permitted by law, on past due club account balances as determined by the Council of Governors.

(d) Any club more than two billing periods in arrears in paying its obligations to the multiple district and to its sub-district shall be recommended for status-quo to the District Governor.

**SECTION 2** There shall be a District Auditor of Multiple District Four, who shall be appointed by the Council of Governors. The fiscal year of this association shall be August 1 through July 31. The auditor shall be a certified public accountant and shall audit or review the books and accounts of this association at least biennially. The audit shall be completed not later than one week prior to the October/November Council of Governors meeting.

**SECTION 3** There shall be a restricted convention fund with a minimum balance at the beginning of each fiscal year of \$10,000 to be paid to the new Multiple District Four Host Convention Committee to cover administrative convention expenses. The host committee shall be entitled to the net proceeds up to \$5,000 from their convention. Any proceeds exceeding this amount to be distributed as prescribed by the Multiple District Policy and Procedures Manual.

## **ARTICLE VI ELECTIONS**

**SECTION 1** In order to be eligible for endorsement at any annual or special conventions of Multiple District Four, a candidate must (1) have been endorsed by his/her sub-District's Convention and (2) have such endorsements certified by a letter from the District Governor of his/her sub-District and such letter shall be received by the Multiple District Four office not less than ninety (90) days prior to the opening of the annual convention of Multiple District Four at which such candidate will be presented or ten (10) days prior to any special convention called for the purpose of endorsing a candidate for International Office.

No member of a Club in the sub-District in which the Multiple District Four Convention is held may be presented as a candidate for International Director or International Third Vice President. If endorsed by a plurality vote of the Sub-District and Multiple District Four, the endorsed candidate shall be certified to International in accordance with the provisions of the International Constitution and Bylaws. In the event of the death, resignation or incapacity of an endorsed candidate or his/her refusal for any reason to continue as a candidate, nominations may then be received for a new candidate to be endorsed in accordance with the provisions of the International and Multiple District Four Constitution and Bylaws. In accordance with the provisions of the Constitution and Bylaws of International any endorsement received at a Multiple District Four Convention by a candidate shall be valid for the two (2) succeeding International Conventions following said endorsement. No other candidates may seek endorsement during said time.

**SECTION 2** In the event candidates have been endorsed at their respective District conventions both for International Director and International Third Vice President, the convention shall ballot on the question as to which office Multiple District Four shall seek at the next International Convention at which Multiple District Four will be eligible to present a candidate, between the hours of 3:00 PM and 5:00 PM, on the day previous to the final day of the Convention. The selection of a candidate for the office chosen will then be made by ballot on the final day.

**SECTION 3** In the event Multiple District Four has a sitting International Director, there shall be no campaigning for the office of International Director during the first year of a sitting International Director's term of office.

## **ARTICLE VII POLITICS AND RELIGION**

**SECTION 1** This organization or its subordinate groups may provide a forum for the open discussion of all matters in the public interest provided however, that partisan politics and sectarian religion shall not be debated by members.

## **ARTICLE VIII ENDORSEMENTS**

**SECTION 1** No resolution giving endorsement to any movement shall be considered at any meeting unless said movement is in full accord with the principles and purposes of the International Association of Lions Clubs.

## **ARTICLE IX RESOLUTIONS AND FORUMS**

**SECTION 1** Any resolution or proposition calling for expenditure of money not provided for in the Budget shall first be referred to the Council of Governors and the Budget and Finance Committee and upon favorable recommendation of both, shall be passed only upon vote of a majority of the delegates to the Multiple District Four Convention present and voting. Said resolution shall specifically set forth the source of funds to be expended.

**SECTION 2** With the exception of resolutions of appreciation, no resolutions shall be considered at the Multiple District Four Convention unless a copy of same is delivered to the Resolutions Committee not later than 5:00 PM, on the last day preceding the first business session of

said Convention. All such resolutions shall have a reading at the first business session of the Convention, and shall be voted upon at the second business session of the Convention.

**SECTION 3** The programs for each Multiple District Four Convention shall provide a forum period of one hour for a free and open discussion by Lions on such subjects or subjects as they may elect, provided that the subjects, in the opinion of the presiding officer, relate to the furtherance committee of service and the best interests of our country or Association provided, however, that no one speaker be allowed to consume more than five minutes of the allotted one hour's time.

**SECTION 4** The programs for each Multiple District Four Convention shall be determined by the Council of Governors prior to the winter convention of MD-4 at the Fall Council of Governors Meeting.

## **ARTICLE X RULES OF GOVERNMENT AND MISCELLANEOUS**

**SECTION 1** In any matter not otherwise covered by the Multiple District Four Constitution and Bylaws, the Policy and Procedure Manual, or by resolution, Robert's Rules of Order Newly Revised, as revised from time to time, shall constitute the rules of order of the conventions and all meetings of Multiple District Four.

**SECTION 2** All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the Multiple District Constitution and Bylaws, or any policy or procedure adopted from time to time by the Multiple District Council of Governors, or any other matter that cannot be satisfactorily resolved through other means, arising between any Clubs or Sub-Districts in the Multiple District, or any club(s) and the Multiple District administration, shall be settled by the following form of dispute resolution. Any party to the dispute may file a written request with the council chairperson asking that dispute resolution take place. All requests for dispute resolution must be filed with the Council Chairperson within thirty (30) days after the party filing the request knew or should have known of the occurrence of the event upon which the request is based. Within fifteen days, the Council Chairperson with the approval of the Council of Governors shall appoint a panel of three (3) conciliators to hear the dispute. The conciliators shall be Lion leaders and two shall be Past District Governors (Past Council Chairpersons are recommended) who are currently members in good standing of Clubs in good standing, in a Club other than that which is a party to the dispute, in the Multiple District in which the dispute arises, and one shall be a Past International Director. Each party to the dispute will name one conciliator to the panel, and the conciliators will name a third conciliator who will also serve as chairperson. In the event the conciliators cannot agree on the appointment of the third conciliator, the Council Chairperson shall appoint the conciliator/chairperson. The Council Chairperson's decision relative to the appointment of the conciliator/chairperson shall be final and binding. Upon being selected, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. All decisions of the conciliators are subject to the authority of the International Board of Directors.

## **ARTICLE XI AMENDMENTS**

**SECTION 1** These bylaws may be amended only at a Multiple District Four Convention by amendment presented on written ballot at such annual convention and adopted by the affirmative vote of the majority of the registered delegates voting at such convention, provided however:

(a) Amendments to these bylaws may be proposed to the Constitution and Bylaws Committee by the Council of Governors or in writing by any Lion in good standing in Multiple District Four after endorsement by the Convention of his/her District, or amendments may be proposed by the Constitution and Bylaws Committee. Such proposed amendments shall be accompanied by a statement of the purposes thereof and shall be submitted to the Council of Governors at its Oct/Nov meeting for the perusal of the members.

(b) At least forty-five (45) days prior to the beginning of the annual convention, the Executive Administrator shall mail copies of such proposed amendments, together with the proponents' statements of purpose and the recommendations of the Constitution and Bylaws Committee and the council to the secretary of each club in Multiple District Four.

(c) Amendments to the bylaws shall become effective on the first day of July following their adoption unless otherwise provided in such amendment.

**ARTICLE XII**  
**INTERPRETATION**

**SECTION 1** Any member of the Council of Governors who believes that an action or policy of the Council of Governors or any Multiple District Four committee is in conflict with the Constitution and Bylaws of Multiple District Four may refer the question of the constitutionality thereof to the Constitution and Bylaws Committee.

**SECTION 2** A ruling of the Constitution and Bylaws Committee concerning the proper interpretation of the Constitution and Bylaws shall be final and binding upon the Council of Governors and any Multiple District Four committee.

**SECTION 3** Any District Governor, Vice District Governor or another member in good standing of the Multiple District who believes an appointment made by the Council of Governors is in violation of the Constitution, Bylaws or Policy & Procedure Manual of this Multiple District shall have until the close of Council Session one of the succeeding Council of Governor's meeting to file their complaint in writing with the Council Chairperson and the Chairperson of the Constitution and Bylaws Committee. If both parties do not receive such complaint by said time, the issue becomes moot. ■