



**REVISED - MULTIPLE DISTRICT 49  
INTERNATIONAL ASSOCIATION OF LIONS CLUBS**



**As adopted at the  
70th Annual Convention of Multiple District 49  
Revised Fairbank, Alaska 2013**

**BY-LAWS**

**ARTICLE I**

Nominations and Endorsement Second Vice President and International Director Nominees

Section 1. **ENDORSEMENT PROCEDURE.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the multiple district seeking endorsement of the convention of the multiple district as a candidate for the office of international director or second vice-president shall:

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

Section 2. **NOMINATION.** Each notice of intention so delivered shall be transmitted forthwith by the council chairperson and council secretary-treasurer to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

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

Section 4. **VOTE.**

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

(b) The vote on the question of endorsement shall be by secret written ballot. The nominee must receive a majority of the votes of the Registered and Certified Delegates attending the Multiple District Convention for endorsement. The winner shall be declared endorsed (elected) as the candidate of the Multiple District Convention. In the event of a tie vote, or the failure of one nominee to receive the required majority for endorsement by the Registered and Certified Delegates on any one ballot, balloting shall continue for the nominees until one shall receive the required majority on any ballot. At that time the candidate shall be declared endorsed. In the event only one nominee is to be endorsed and that nominee does not receive the required majority of the votes cast by the Registered and Certified Delegates

attending the convention, that candidate shall not be endorsed. A Registered and Certified Delegate who does not vote shall be counted to determine the majority.

Section 5. **SUB DISTRICT ENDORSEMENT.** Any candidate seeking endorsement at the Multiple District Convention must first have secured the endorsement of his/her sub-district.

Section 6. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the multiple district convention shall be made in writing to the international office by the multiple district officials designated, and in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 7. **VALIDITY.** No endorsement of any candidacy of any member of a Lions club in this multiple district shall be valid unless and until the provisions of this Article VII have been met.

## **ARTICLE II**

### **Nomination & Election of Council Chairperson**

**Section 1.** Any Past District Governor, seeking the office of Chairperson of the Council of Governors, shall file by certified, registered or electronic return receipt mail a letter of intent to so run, with the Multiple District Nominating Committee Chairperson no less than forty-five (45) days prior to the opening day of the annual Multiple District Convention and shall furnish evidence of their compliance with the following conditions:

- (a) They shall be a member in good standing of a Chartered Lions Club in good standing in the Multiple District, and be an active Past District Governor.
- (b) They shall have served a full year as District Governor by the time they take office.
- (c) They shall meet such qualifications as set forth in the Constitution and By-Laws of The International Association of Lions Clubs.
- (d) The name(s) of each qualified candidate, whose letter of intent and qualifications was properly received, shall be sent by the Chairperson of the Multiple District Nominating Committee to each Club in the Multiple District no later than thirty (30) days prior to the opening day of the Annual Multiple District Convention.

Section 2. The Chairman of the Multiple District Nominating Committee shall place in nomination on the floor of the Annual Multiple District Convention the name(s) of the qualified candidate(s) to be elected by the delegates to the Annual Multiple District Convention. Multiple District Council Chairman election shall be conducted by a secret written ballot, with the Council Chairman candidate required to secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected.

Section 3. The Chairman of the Multiple District Elections Committee shall prepare such ballots as may be required for the delegates to the Annual Convention Multiple District to vote as follows:

- (a) To elect a Chairman of the Council of Governors,

- (b) To vote on such issues that may come before the floor of the Annual Convention of the Multiple District involving amendments to the Constitution or By-Laws as may be required.
- (c) To endorse such candidate(s) as may be required for the office of International Second Vice President and/or International Director in accordance with the provisions of **ARTICLE I** of these By-Laws.
- (d) To prepare such ballots, as may be required, and oversee for the endorsement of candidate for International Office and any proposed amendment of the Multiple District Constitution and By-Laws.
- (e) Report the results of the election(s) to the floor of the Convention upon call by the Chairman of the Council of Governors of the Multiple District. Provide the Secretary/Treasurer of the Council and each Sub-District Governor the official results of said election in writing.
- (f) Destroy the ballots after the official report has been given and accepted by the Convention

### **ARTICLE III**

#### Duties of Multiple Council of Governors and Committees

Section 1. **MULTIPLE DISTRICT COUNCIL OF GOVERNORS.** The Council of Governors shall:

- (a) Make all contracts and approve all bills relating to multiple district convention administrative expenses.
- (b) Designate a depository for multiple district funds.
- (c) Determine the amount of surety bond for the council secretary-treasurer, and approve the surety company issuing said bond.
- (d) Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council secretary- treasurer.
- (e) Have jurisdiction, control and supervision over all phases of the Multiple District Convention and all other meetings of the Multiple District.
- (f) Have control and management of all budgetary matters of the Multiple District and committees of the Multiple District and Multiple District Convention. No obligation may be approved which will effect an unbalanced budget or deficit in any fiscal year.
- (g) Administrative and financial records shall be turned over to the new Council within sixty (60) days of the end of the fiscal year.

Section 2. **MULTIPLE DISTRICT COUNCIL CHAIRPERSON.** The Multiple District Council Chairperson shall be the coordinator of the multiple district and shall act on behalf of and upon delegation from the Council of Governors. 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 and all meetings of the Council of Governors;
- (e) Submit reports and perform such duties as may be required by the multiple district constitution and bylaws.
- (f) Perform other such administrative duties as may be assigned by the Council of Governors.
  - (f)(1) Prepare an annual financial budget based upon the projected income of the Multiple District, such budget to be approved by the Council of Governors. Said approved budget shall be reviewed at each cabinet meeting of the Council of Governors and changes made as may be necessary.
  - (f)(2) Prepare payment of accounts of more than two hundred and fifty dollars (\$250.00) US currency or the equivalent thereof, for approval by the Council.
  - (f)(3) Sign all financial documents after backup documentation has been presented and approved by the Council
- (g) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office.
- (h) Appoint Committee Chairmen as may be necessary to administer the functions of the multiple District. Said committees will operate under the direction of the Council Chairmen and the Council of Governors.
- (i) Ensure that all necessary financial data and records are available to a Certified Public Accountant or Tax Preparer (EA) no later than September 1st of each year, in order that filing of tax returns are filed timely.
- (j) The council Chairperson will retain taxes on their agenda until the tax returns and CPA/EA letter, if any are presented to COG.

Section 3. **MULTIPLE DISTRICT COUNCIL SECRETARY-TREASURER.** Under the supervision and direction of the Council of Governors, the council secretary-treasurer shall:

- (a) Keep an accurate record of the proceedings of all meetings of the Council of Governors, and within ten (10) days after each meeting forward copies to all members of the Council of Governors, and the office of Lions Clubs International.
- (b) Assist the Council of Governors in conducting the business of the district, and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the Council of Governors.
- (c) Receive and give proper receipts for all per capita taxes required to be paid over to him/her by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by

checks drawn against said deposits signed by himself/herself and countersigned by the council chairperson or other duly authorized council member.

(d) Keep accurate books and records of accounts and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose. An annual financial report of the Multiple District 49 Council and mailed to the Clubs of the Multiple District 49 at the end of the administrative year.

(e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors.

(f) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office. The books and records of the Multiple District shall be turned over to the new COG no later than 60 days after close of the administrative year.

(g) In the event that separate offices of council secretary and council treasurer are adopted the duties herein are to be attributed to each of the officers according to the nature of the duties.

(h) No later than thirty (30) days prior to the opening day of the annual Multiple District Convention shall report to each Club of the Multiple District the names of all Clubs from which invitations have been received for entertaining future annual Multiple District Convention(s).

Section 4. **MULTIPLE DISTRICT PROTOCOL CHAIRPERSON.** The Council of Governors shall appoint annually a protocol chairperson for the multiple district. Under the supervision and direction of the Council of Governors, the protocol chairperson shall:

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

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

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

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

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

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

## **ARTICLE IV**

### **Multiple District Committees**

Section 1. **CREDENTIALS COMMITTEE.** The Credentials Committee of the multiple district convention shall be composed of the current district governors, first and second vice district governors and cabinet-secretary treasurers. The chairperson of this committee shall be the council chairperson. Each such Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 2. **MULTIPLE DISTRICT CONVENTION COMMITTEES.** The Council of Governors shall appoint, designate the chairperson of, and fill any vacancies occurring in the following multiple district convention committees: Resolutions, Nominations, Elections, Constitution and By-Laws, Rules and International Convention. Each sub-district shall have at least one representative on each such committee. These committees shall perform such duties as the Council of Governors shall designate.

Section 3. The Multiple District Convention Report shall be closed out and reported to COG no later than 45 days from the close of convention.

Section 4. **OTHER COUNCIL COMMITTEES.** The Council of Governors may create and appoint such other committees and positions as it deems necessary and appropriate for efficient operation of the multiple district.

- (a) Committee Chairperson, as selected by the Council Chairperson and approved by the Council, to lay out scope of work to be performed during the life of the committee.
- (b) Report as necessary to the Council Chairperson and the Council as may be required.
- (c) Committee Chairperson will report on the progress of the Committee at each Council Meeting and take further direction from the Council as may directed.
- (d) Prepare a budget showing all expense items anticipated which must be approved by the Council
- (e) Committee operation(s) will be at the Multiple District level unless otherwise directed by The International Association of Lions Clubs or the Board of Directors of said Association.
- (f) Make a final report to the Multiple District Convention for the acceptance of their report.

## **ARTICLE V**

### **Meetings**

Section 1. **COUNCIL MEETINGS.** The Council of Governors shall hold a regular meeting within sixty (60) days after the date on which the district governors officially take office, and such other meetings as it deems advisable. The council chairperson, or the secretary at the chairperson's direction, shall issue a written call for each meeting of the Council of Governors, with the time and place to be set out in the call and to be determined by the chairperson. The date of any meeting save the first, which shall be set by the chairperson, shall be determined by the Council of Governors.

Section 2. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of this council may be held through the use of alternative meeting formats, such as teleconference and/or web conference. Such action may be initiated with approval of the majority of the Council of Governors.

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

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

## **ARTICLE VI**

### **Multiple District Convention**

Section 1. **CONVENTION SITE SELECTION.** The chairperson of the Council of Governors shall receive invitations in writing from places desiring to entertain the annual convention. All invitations shall set forth such information as the Council of Governors shall from time to time prescribe and shall be delivered to the chairperson no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the Council of Governors shall be determined by the Council of Governors.

Section 2. **OFFICIAL CALL.** The Council of Governors shall issue an official printed call for the annual multiple district convention not less than thirty (30) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. **SITE CHANGE.** The Council of Governors shall retain, and have, absolute power to change at any time, for good reason, the convention site chosen by a multiple district convention, provided that such convention site shall be located within the boundaries of the multiple district, and neither the Council of Governors nor the multiple district nor any sub-district or sub-districts shall incur any liability thereby to any club or sub-district. Notice of this site change shall be furnished in writing to each club in the multiple district no less than sixty (60) days prior to the convening date of the annual convention.

Section 4. **OFFICERS.** The members of the Council of Governors shall be the officers of the annual multiple district convention.

Section 5. **ORDER OF CONVENTION BUSINESS.** The multiple district Council of Governors shall arrange the order of business for the multiple district convention, and the same shall be the order of the day for all sessions.

Section 6. **RULES OF ORDER AND PROCEDURE.** Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure in any convention, any meeting of the Council of Governors, or multiple district committee shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 7. **SERGEANT-AT-ARMS.** A convention sergeant-at-arms and such assistant sergeant-at-arms as it deems necessary shall be appointed by the Council of Governors.

Section 8. **OFFICIAL REPORT.** Within sixty (60) days after the close of the multiple district convention, an official report shall be forwarded to Lions Clubs International and each club in the multiple district by the Council of Governors, or, at its direction, by the council secretary.

Section 9. **SUB-DISTRICT CONVENTION.** A meeting of the registered delegates of a sub-district in attendance at a multiple district convention may constitute the annual convention of said sub-district.

## **ARTICLE VII**

### **Multiple District Convention Fund**

Section 1. **FEE COLLECTION.** Such fee as the Council of Governors shall set may be collected, under procedures set by the Council of Governors, from each delegate, alternate, and guest attending the multiple district convention to defray the actual cost of convention meals and entertainment.

(a) The Council of Governors shall receive from the Host Club(s) a complete financial report of the Multiple District Convention within forty-five (45) days of the close of the convention.

(b) The Multiple District Host Club(s) shall forward any balance in the convention fund (after payment of all Convention expenses of the convention) to the Council of Governors. This residual shall be added to the restricted Multiple District Convention Fund to be used in case a convention incurs a deficit. Start up funds for the following convention may be advanced from this fund by the Council and shall be returned to the Council as part of the final financial report.

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

(a) The Multiple District Convention fund shall be capped at Twenty-Five Thousand Dollars (\$25,000.00) US. Any funds over the Twenty-Five thousand Dollar (\$25,000.00) US cap amount shall be transferred to the Global Membership Team/Global Leadership Team fund.

(b) Expenses of the Global Membership Team, and Global Leadership Team shall be paid out of The Global Membership Team/Global Leadership Team Fund at the discretion of the Council in accordance with the approved Rules of Audit.

Section 4. The Council shall provide for an annual audit or more frequent audit of the Multiple District 49 Convention Fund and the Global Membership Team/Global Leadership Team fund and shall give an annual financial report of said funds to each Multiple District Convention.

## **ARTICLE VIII**

### **Multiple District Administration Fund**

Section 1. **MULTIPLE DISTRICT REVENUE.** To provide revenue for approved multiple district projects and to defray the administrative expenses of the multiple district, an annual per capita Multiple District administrative tax of two (\$2.00) dollars US currency, or the equivalent thereof, shall be levied upon each member of each Club in the Multiple District, except any life member and/or each student



member of a campus Lions Club who has been approved by The International Association of Lions Clubs and in which instance the Club itself does not assess Club dues upon the life member and shall be collected and paid in advance by each Club, except newly chartered and reorganized Club(s), in two semi-annual payments as follows: one (\$1.00) dollar US currency, or the equivalent thereof, per Club member on September 10 each year to cover the semi-annual period July 1 to December 31, and one (\$1.00) dollar US currency, or the equivalent thereof, per Club member on March 10 of each year, to cover the semi-annual period January 1 to June 30 with billings of said tax to be based upon the roster of each Club as of the first day of September and March respectfully.

(a) This tax shall be collected and held in trust by each Sub-District to be paid over to the Council Secretary-Treasurer upon order of the Council Chairperson. The funds shall be expended only by Multiple District checks and signed by the Council Secretary-Treasurer and counter signed by the Council Chairperson or other duly authorized member of the Council.

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

(c) An additional one (\$1.00) dollar US currency, or the equivalent thereof, shall be levied upon each member of each Club in the Multiple District, except any life member and/or each student member of a campus Lions Club who has been approved by The International Association of Lions Clubs and in which instance the Club itself does not assess Club dues upon the life member and shall be collected and paid in advance by each Club, except newly chartered and reorganized Club(s), in two semi-annual payments as follows: one half (\$0.50) dollar one (\$1.00) dollar US currency, or the equivalent thereof, per Club member on September 10 each year to cover the semi-annual period July 1 to December 31, and one half (\$0.50) dollar one (\$1.00) dollar US currency, or the equivalent thereof, per Club member on March 10 of each year, to cover the semi-annual period January 1 to June 30 with billings of said tax to be based upon the roster of each Club as of the first day of September and March respectfully. The funds shall be for support of candidates for International office above that of Council Chairman and for Special Events at the International Convention.

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

(e) Students who wish to become members of a sub-district campus Lions Club may do so without obligation of multiple district administrative tax, for a period not-to-exceed four years, provided the student is actively enrolled in the campus' academic curriculum, All other campus Lions Club members are subject to the Multiple District administrative tax.

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

## **ARTICLE IX**

### **Miscellaneous**

Section 1. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this multiple district in his/her official capacity with the exception of the council secretary-treasurer whose compensation, if any, shall be fixed by the Council of Governors.

Section 2. **FISCAL YEAR.** The fiscal year of this multiple district shall be from July 1st to June 30th.

Section 3. **AUDIT OR REVIEW.** The Council of Governors shall provide for an annual or more frequent audit or review of the books and accounts of the multiple district.

Section 4. Each Sub-District in this Multiple District may establish its Constitution and By-Laws or operate under The International Association of Lions Clubs standard form for Sub-District Constitution and By-Laws.

Section 5. Each Sub-District shall file with the Multiple District Council Secretary/Treasurer a copy of the By-Laws that they, the Sub-Districts, have established.

Section 6. Multiple District Policy Manual. The purpose of the Policy Manual shall be to establish the procedure to be followed by the Multiple District. All portions of the Multiple District Policy Manual may be amended.

(a) Adoption and amendments. The policy manual may be amended only at a regular or special Council Meeting by two-thirds (2/3) vote of the Council of Governors provided that each Sub-District is represented at the time of vote.

(b) Distribution. The Policy Manual shall be printed annually, whether or not amended during the year, and distributed with the minutes of the previous Annual Convention Based upon the preferences of each sub-district's governor, distribution may be completed by way of ground postal services and/or electronic e-mail.

(c) Upkeep and Expense. This Policy Manual shall be maintained by the Council Secretary-Treasurer. The expense of printing shall be a proper expense of the Council of Governors.

## **ARTICLE X**

### **Amendments**

Section 1. **AMENDING PROCEDURE.** These bylaws may be amended only at a multiple district convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been passed by a majority vote of a legal Board of Directors present of a Lions Club in good standing. Such proposed amendments shall be forwarded to the District Governor by the sponsoring Lions Club prior to the annual Mid-Winter Conference for Cabinet recommendation of "Unconditionally Pass", "Pass on Condition That", or "Do Not Pass." Proposed amendments with Cabinet recommendations and any comments or changes made by the sponsoring Club per Cabinet recommendations shall then be forwarded by that Club to the Chairman of the Multiple District 49 Constitution and By-Laws committee via certified, registered or electronic return receipt mail not less than ninety (90) days prior to the convening date of the Multiple District 49 Convention. The Constitution and By-Laws Chairman shall then mail or electronically send copies to each Club in Multiple District 49 forty-five (45) days prior to the convening of the Annual Convention along with notice that each will be voted on at said Convention by secret ballot.

Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

**EXHIBIT A**  
**SAMPLE RULES OF PROCEDURE**

*These Sample Rules of Procedure are guidelines and may be amended by the council of governors and adopted by the delegates of the convention.*

**MULTIPLE DISTRICT 49 CONVENTION**

**Rule 1.** The multiple district Council of Governors shall arrange the order of business for the multiple district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

**Rule 2.** Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the Multiple District 49 Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

**Rule 3.(a)** The credentials committee shall be composed of the council chairperson, as chairperson, the current district governors, first and second vice district governors and cabinet-secretary treasurers. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

(b) The registration and certification of delegates shall occur on the day(s) of \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.

(c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

**Rule 4.(a)** Sixty (60) days prior to the convening date of the convention, the council chairperson, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within 5 days prior to the election and rule on the eligibility of the same.

(b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

**Rule 5.** Replacement of delegates and alternate delegates.

(a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing.

(b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

**Rule 6.(a)** Prior to the convention, the council chairperson shall appoint, and designate the chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.

(b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.

(c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

**Rule 7. Voting.** (a) Voting will take place at a predetermined location and time.

(b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

(c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

(d) A majority vote shall be necessary to endorse a Second Vice President and International Director. If a majority vote on the question of endorsement is not received then the nominee is not endorsed.

(e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

## **Lions Clubs International**

### **CODE OF ETHICS**

**TO SHOW** *my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.*

**TO SEEK** *success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.*

**TO REMEMBER** *that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

**WHENEVER** *a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

**TO HOLD** *friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.*

**ALWAYS** *to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.*

**TO AID** *others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

**TO BE CAREFUL** *with my criticism and liberal with my praise; to build up and not destroy.*