

MULTIPLE DISTRICT 37

BY-LAWS

The International Association of Lions Clubs

Revised as of May 5th, 2008

BY - LAWS
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BYLAWS

OF

LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT 37

ARTICLE I MULTIPLE DISTRICT COUNCIL

A. Authority

Authority to administer the affairs of the Multiple District shall be vested in the Council except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution and Bylaws of the International Association of Lions Clubs, the powers granted therein to the Board of Directors of said Association, and the policies and acts of said Board of Directors. The Council shall:

1. Have jurisdiction and control over all officers and agents, when acting as such, of the Council and all committees of the Multiple District.
2. Have management and control over the property, business and funds of the Multiple District.
3. Have jurisdiction, control and supervision over all phases of the Multiple District Convention, **Rallies**, and all other meetings of the Multiple District.
Rev. 05/08
4. Have original jurisdiction, when authorized under policy of said International Board and under rules of procedure prescribed by said Board, to hear and rule upon any complaint of a Constitutional nature raised by any District, any Lions Club, or any member of a Lions Club in the Multiple District. All such rulings of the Council shall be subject to review and decision by said International Board.
5. Have control and management of all budgetary matters of the Multiple District and committees of the Multiple District, Multiple District Convention and **Rallies**.
Rev. 05/08

B. Duties.

1. The Council is the responsible and deliberative body in the formulation of administrative plans and policies affecting the Multiple District, including the Annual Multiple District Convention and **Rallies**. Conduct and planning of the Annual Multiple District Convention and **Rallies** by the Convention Advisory Committee shall be under the general supervision and control of the Council.
Rev. 05/08
2. The Council shall designate a depository for the Multiple District Administrative Fund, and set the amount of corporate surety bonds for the Multiple District Secretary-Treasurer and approve the surety company with which he shall be bonded.
Rev. 5/93
3. The Council shall provide for a financial review and/or audit the books and accounts of the Multiple District annually, or at more frequent intervals.

C. Multiple District Council Chairperson

Under the general supervision of the International Board of Directors, he shall be the administrative officer of the Multiple District. His specific responsibilities shall be to:

1. Further the Purposes and Objects of this Association;
2. Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long range planning;
3. Create and foster harmony and unity among Sub-Districts and assist District Governors to solve issues;
4. Preside over the Multiple District Convention and all Council meetings;
5. Submit reports and perform such duties as may be required by the Multiple District Constitution and By-Laws;
6. Perform such other administrative duties as may be assigned by the Multiple District Council of Governors; and
7. Facilitate, at the close of his term of office, the timely presentation of all Multiple District accounts, funds, and records to his successor in office.

D. Council Vice-Chairperson

The Vice-Chairperson shall:

1. Assist the Council Chairperson in the execution of his duties.
2. Give direction to Multiple District committees as assigned.
3. Represent the Council Chairperson as directed.
4. As one of the officers of the Multiple District Council be empowered to handle business arising between Council meetings, subject to approval of the Council at its next meeting.
5. Perform the duties of Council Chairperson should the Chairperson be unable to do so.
6. Act as Chairperson of the Multiple District Finance Committee.

Rev. 05/08

E. Meetings

The Council shall hold four (4) regular meetings:

1. The first shall be held within sixty (60) days after the date on which the Governors officially take office.
2. The second shall be held in conjunction with a District Convention in October/November.
3. The third shall be held in conjunction with the Multiple District Rallies.
4. The fourth shall be held in conjunction with the Multiple District Convention.

Rev. 05/08

5. Additional meetings of the Council may be called by the Council Chairperson at his direction, or upon written request made either to the Council Chairperson or to the Multiple District Secretary-Treasurer by a majority of the members of the Council. No less than five (5) days written notice, fax or electronic notice of such meeting shall be given to each Council member by the Multiple District Secretary-Treasurer.

Rev 5/07

F. Quorum

The personal presence of a majority of the Council shall constitute a quorum at any meeting.

G. Officers' Compensation

All officers shall serve without compensation, however, they may be reimbursed for expenses reasonably related to and incurred in the discharge of the duties of their offices in accordance with the rules of the audit established by the Multiple District 37 Policy Manual.

ARTICLE II

MULTIPLE DISTRICT SECRETARY-TREASURER

A. Appointment

The Council shall appoint a Multiple District Secretary-Treasurer who will be a non-voting member of the Council and shall fix the duties, terms of office and compensation by written contract. Approval of two-thirds (2/3) of the Council shall be required to appoint or remove the Multiple District Secretary-Treasurer.

B. Duties

Under the supervision and direction of the Council, the Multiple District Secretary-Treasurer shall:

1. Keep an accurate record of the proceedings of all meetings of the Council, and shall within thirty (30) days after each meeting forward copies of the minutes of same to all members of the Council, and the Office of Lions Clubs International.
2. Assist the Council in conducting the business of the Multiple District, and shall perform such duties as are specified or implied in this Constitution and Bylaws, or as may be assigned to him from time to time by the Council.
3. Have control of disbursements and receipts subject to the supervision of the Council. He shall deposit all monies received in the bank, or banks designated by the Council, and shall disburse same by order of said Council.
Rev. 2/01
4. Allow Multiple District accounts, books and records to be open to inspection by the Council or any Auditors named by the Council.
5. Be required to secure a bond in the amount approved by the Council. The cost shall be regarded as a legitimate Multiple District Administrative Fund expense.
Rev. 5/93

C. Compensation

Compensation shall be that agreed upon by the Council and the Multiple District Secretary-Treasurer at the time of contractual signing. It shall include, but not be limited to, just compensation for services and expenses when representing the Multiple District when required by the Council, at meetings, District Conventions, Multiple District Conventions and the International Lions Convention. Expenses incurred at other meetings shall be the responsibility of the host organization.

D. Evaluation

An annual written evaluation shall be based upon the job specifications agreed upon at the time of the appointment.

E. Contract Renewal

During the first quarter of the calendar year, the Multiple District Officers shall meet to discuss the current contract covering the position of Multiple District Secretary-Treasurer. This discussion shall be the basis of a review and/or renegotiation of the contract to be conducted by the Multiple District Finance Committee with the Multiple District Secretary-Treasurer.

Following the above discussion the Multiple District Finance Committee shall meet with the Multiple

District Secretary-Treasurer to review and/or renegotiate terms of the contract for the contract year which follows.

The committee shall recommend action to be taken by the Council of Governors for their consideration. Any recommendation by the Committee shall be open to appeal by the Multiple District Secretary-Treasurer before the Council of Governors.

F. Vacancy

1. A temporary vacancy in the office of Secretary-Treasurer during the term of a contract shall be filled by the Council until a permanent Secretary-Treasurer is selected.
2. When the office of Multiple District Secretary-Treasurer is vacated or a declaration of vacancy is announced, said vacancy shall be announced in Multiple District, if timely, in the Multiple District Newsletter or by a special notice to all clubs in the Multiple District.
3.
 - a. Applications from candidates to fill the vacancy shall be accepted by a three-member selection committee appointed by the Council. Said committee shall be comprised of an Immediate Past District Governor, a District Governor, and a Past Council Chairperson. The committee shall allow thirty (30) days to advertise and give notification of the vacancy, shall allow thirty (30) days for applications to be submitted and shall allow fifteen (15) days to review the applications and to make recommendations to the Council.

Rev. 6/94
 - b. The selection committee shall submit no more than three (3) and no less than two (2) applications to the Council for consideration. No later than thirty (30) days after receiving the report of the selection committee the Council shall appoint a Secretary-Treasurer.
 - c. Should only one application be received, the Council may:
 - i. Accept the application provided that the selection committee recommends the applicant for the position.
 - ii. Or, call a second time for applications and extend the allotted time by thirty (30) days.

Rev. 6/94
4. In order to provide an orderly transition, the outgoing Secretary-Treasurer may work with the newly appointed Secretary-Treasurer for a reasonable time. The reasonable expenses incurred by the outgoing Secretary-Treasurer during the transition period shall be approved by the Council.

ARTICLE III

COMMITTEES

A. Appointed Committees

The Council shall appoint, as early as practical in their year, the following Multiple District Convention Committees:

1. Awards
2. Constitution and Bylaws
3. Credentials
4. Elections
5. International Convention
6. Nominations
7. Resolutions
8. Rules

The term shall begin at the date of appointment and continue until a new committee is appointed for the following year. Notice of such appointments shall be furnished to the appointee and to all Lions Clubs in the Multiple District.

B. Special Committees

From time to time the Council shall appoint such special committees as in their judgment may be necessary.

C. Chairpersons

The Council shall, except for the Convention Advisory Committee and the Multiple District Youth Exchange Committee, designate the Chairperson of each committee appointed by them and have the power to fill all vacancies in any committee so appointed. The Convention Advisory Committee and the Multiple District Youth Exchange Committee shall elect a Chairperson from its membership.

D. Additional Committees

Additional Multiple District or Convention Committees may be ordered by any Convention Assembly.

E. Ex-Officio Members of Standing Committees

Present and past International Presidents and International Directors who are members in good standing of a Multiple District Lions Club shall be ex-officio members of all standing committees.

Rev. 5/95

ARTICLE IV

RECEIPTS AND DISBURSEMENTS

A. Per Capita Tax

1. Multiple District Administration Account

An annual per capita tax of \$11.00 US shall be levied on each member of each club in the Multiple District. Each District shall be invoiced not later than January 15 of each year. Billing period will be July 1 to June 30.

Rev. 5/06

2. The annual per capita tax shall be based upon the membership of each club as shown by its December Membership Report or the most current information available. Such tax shall be collected from each respective District, with the full amount owing to the Multiple District, with no allowance for outstanding accounts, being forwarded to the Multiple District Secretary Treasurer.

3. New or reorganized clubs shall pay the pro-rated per capita tax beginning the first day of the second month following their organization or reorganization.

B. Allocation of Per Capita Tax

1. Multiple District Administrative Account

a. Budget

An annual Budget shall be prepared by the Multiple District Secretary-Treasurer and shall include, but not be limited to, the following:

- Multiple District Operations
- Office Administration
- Outgoing District Governors to International Convention
- Multiple District Rallies
- Capital Reserve Account
- Membership, Extension and Leadership Program
- Multiple District Convention
- International Participation
- International Convention Participation
- Multiple District Campaign Expense
- Multiple District International Friendship Committee
- Unbudgeted

Rev. 05/08

This budget shall be prepared and presented to the Finance Committee for their review and presentation to the Council of Governors at the final Council meeting of the year preceding that for which the budget is designed. Final draft of this budget must be adopted no later than the first Council meeting of the year for which the budget is designed. The budget shall then be published and distributed to each club by September 10 of each year.

Rev. 2/01

b. Finance Committee

The Council of Governors shall, at their final meeting and in consultation with the District Governors-Elect, appoint a Finance Committee for the ensuing year. Members of this committee

shall be ***Vice Council Chairperson*** (as Chairperson), the Incoming Council Chairperson, one District Governor-Elect and the Multiple District Secretary-Treasurer who shall be an Ex-officio member.

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Function of this committee shall include:

- (a) Review of the annual Budget prepared by the Multiple District 37 Secretary-Treasurer for approval by the Council of Governors.
- (b) Regular review of vouchers for approval by the Council of Governors.
- (c) Monitor actual receipts and expenditures to Budget and alert Council of Governors to deviations.
- (d) Review and recommend for council approval, budgets and financial statements of all Multiple District committees and approved programs.
- (e) Investigate such other financial matters as directed by Council.

NOTE: Any balance remaining in the following categories as of July 1, 1993 shall remain in those categories for those purposes described and allocated through the annual Budget for said purpose:

Multiple District Campaign Expense
Multiple District Convention Reserve Account

Remaining funds in the Multiple District Administrative Account shall be placed in the Multiple District Administrative Account and allocated as per the annual budget.

C. Vouchers

All disbursements from the Multiple District Administrative Account shall be supported by vouchers prepared by the payees and approved by the Council.

Rev. 6/94

D. Expenses

Said per capita tax collected shall be distributed for expenses of the Multiple District as are approved by the Council; except disbursements as directed otherwise by this Constitution and Bylaws. ***On such approval payments out of said fund shall be by checks drawn and signed by the Multiple District Secretary-Treasurer. Co-signature on cheques – 2 out of 3 authorized***

E. Officers' Expenses

- (a) District Governors, Vice District Governors, ***Vice Council Chairperson*** and the Council Chairperson shall be reimbursed while attending Council meetings as outlined in Multiple District Policy.

Rev. 05/08

In addition, the District Governors and the *Vice Council Chairperson* may claim up to \$1,000 (US) and the Council Chairperson may claim up to \$2,000 (US) to defray un-reimbursed expenses while attending the International Convention, USA/Canada Forum, Multiple District Leadership Seminar or travel costs incurred within the District or Multiple District during their term of office.

Rev. 05/08

- (b) Council Chairperson-Elect will be reimbursed up to \$1,000 (US) to defray expenses while attending the International Convention.

NOTE: No individual will receive more than one allowance in any one fiscal year. All claims must be supported by receipts and/or mileage statement based on International Rules of Audit.

F. Excess Expenses

The Council shall not incur expenses in excess of the anticipated income from the annual per capita Multiple District Tax plus any accumulated surplus.

G. Financial Review

A statement of financial condition shall be sent to each Club in the Multiple District at the close of each fiscal year.

H. Campaign Fund

The Multiple District Campaign Fund shall be used only for campaign expenses in support of a candidate from the Multiple District for International office, provided that such candidate is qualified under the Constitution of Lions Clubs International and has been endorsed by the Multiple District, as provided for in the Bylaws of this Constitution.

Rev. 2/01

I. Carry-Over Funds

At the end of the fiscal year, funds held in the Multiple District Convention Account shall be placed in the Convention Reserve Account and used only as authorized in Article VI, Section D of the By-Laws. All surplus money remaining in the Campaign Fund shall remain therein and shall be used only as authorized in Article XIV, Section A of the By-Laws of the Multiple District.

J. Convention Participation

~~The annual budget shall provide for: A donation of US \$1,000 to LCIF, in lieu of gifts to members of the International Board and the District Governors Elect and such International Convention participation activities as may be deemed necessary and advisable by the Council. The International Convention Participation Committee appointed by the Council shall be the advising group to the Council for budgeting International Convention Participation Funds. They shall meet for that purpose at a time fixed by the Council.~~

Rev. 05/08

K. Carrying Charge

The Council of Governors shall be empowered to levy a carrying charge, as it shall set from time to time, on all accounts ninety (90) days or more past due.

Rev. 6/94

ARTICLE V

MULTIPLE DISTRICT CONVENTION

A. Committee on Nominations

The Multiple District Convention Committee on Nominations shall receive all invitations, in writing, from Lions Clubs desiring to host the convention for the fourth year following the next intervening Multiple District Convention. All such invitations shall be in the hands of the Multiple District Secretary-Treasurer at least thirty (30) days before the date set for the intervening convention. If no invitations are received as above, then, but then only, invitations may be made from the floor.

1. In the event no such invitation is received, the location of the annual Multiple District Convention shall be determined by the Council.

B. Site

The site shall be selected at the annual Multiple District Convention, by a majority vote of the ballots cast by the delegates, present in person, qualified, registered and certified to vote. The time shall be fixed by the Council and host club or clubs. In the event there are two or more bids, the vote shall be by written ballot. Successful Host Club will be guided by the Convention Advisory Committee and the Multiple District 37 Convention Handbook.

C. Registration Fee

A fee fixed by the Council may be collected from each delegate, alternate and guest attending the Multiple District Convention.

D. Voting Eligibility

Each certified and registered delegate shall be entitled to vote on all matters presented.

1. Upon these questions, each club in good standing shall be entitled to one (1) delegate and alternate for each ten (10) members of said club, or major fraction thereof, five (5) being considered a major fraction. Members must have been enrolled for at least one year and a day before the member will be counted towards the Club's delegate entitlement. The number of certified delegates shall be based on membership records of the International Office on the first day of the month last preceding that month during which the convention is held. Each such vote based on membership can only be cast by a certified delegate present, in person, and no certified delegate shall cast more than one (1) vote on each question. All Past District Governors who are active members of a club in MD37 shall be voting delegates over and above their Club's quota for all purposes, providing that the Club of which the Past District Governor is a member is in good standing.

Rev. 2/01

E. Quorum

A majority of the certified delegates in attendance constitute a quorum of the Convention.

F. Change of Site

The Council shall retain and have the absolute power to change at any time, for good and sufficient reason, without the Multiple District incurring any liability whatsoever, the city or place of holding the Multiple District Convention.

Rev. 5/96

G. Sergeant-At-Arms

The Convention/Rally Sergeant-At-Arms and such Assistant Sergeants-At-Arm as is deemed necessary shall be appointed by the Council. Term of office is to be one (1) year from date appointed.

H. Convention Rules/Convention Program

The Council shall arrange a program for the Multiple District Convention, and the same shall be the order of the day for all sessions.

I. Rules of Order

Robert's Rules of Order, newly revised, shall govern all parliamentary procedure except as otherwise provided in the Rules of Procedure adopted by the Convention.

ARTICLE VI

MULTIPLE DISTRICT CONVENTION

A. Multiple District Operations

Council shall defray expenses involved in reporting, printing and mailing the report of the proceedings of the Multiple District Convention, prizes authorized by the Council, printing of credential certificates and ballots as required, invitations, and such other expenses as are, in the opinion of the Council, legitimate Convention expenses.

B. Multiple District Convention Funds

The annual budget shall provide the equivalent of \$ 0.75 (US) per member which shall be available to the Host Club/Clubs Convention Treasurer as follows: On April 1, two (2) years preceding the Convention, \$500.00 (US); on April 1, one (1) year preceding the Convention, \$1000.00 (US); on January 1, six (6) months preceding the Convention, \$1000.00 (US). The balance shall be made available no later than thirty (30) days prior to the Convention.

C. Convention/Rally Reserve Account

In the event the Host Clubs Convention Committee, in any year, has a balance left after payment of all Multiple District Convention/Rally expenses, that half of the balance be distributed to the **Convention/Rally Host Club(s)** and that the other half of the balance shall be placed in a Multiple District Convention/Rally Reserve Account and all monies in this account shall be administered, invested or disbursed at the discretion of the Council. Disbursement of all monies in this account shall be limited to Multiple District Convention and/or Multiple District Rally expenses, including subsidies.

Rev. 05/08

D. Financial Deficit

Should a financial deficit arise from the operation of the Multiple District Convention, such deficit shall be regarded as the sole responsibility of the Host Club. It shall be the responsibility of the Host Club to make good such deficit and render to the Council a balanced financial statement. The Host Club shall have the right to appeal to the Council for redress. The appeal must detail circumstances out of which the deficit arose. The decision of the Council shall be final as to the amount of redress, if any, allowed.

E. Convention Registration Fee

A Convention registration fee, approved by the Council, may be collected from each delegate, alternate or guest attending the Multiple District Convention who participates in the official convention activities. Said fee shall be collected by the Host Club under the supervision of and for the Council and shall be used to defray the actual costs incurred and approved by the Council.

F. Host Club Reports

The Host Club's Convention Committee shall within sixty (60) days from the adjournment of the Multiple District Convention, furnish the Multiple District Secretary-Treasurer a financial statement of the Convention, detailing the source and amounts of all revenue and the expenses of the Convention, providing a true and accurate account of the financing of the Convention and the surplus or deficit arising from the operation. When this financial statement is submitted, with no legitimate outstanding accounts, and a surplus, the statement shall be accompanied by a remittance of the entire amount of such surplus.

G. Official Convention Report

An official report of the Multiple District Convention shall be prepared by the Multiple District Secretary-Treasurer, under the supervision of the Council, and mailed to Clubs in the Multiple District, upon written request, within ninety (90) days of the close of the Multiple District Convention.

ARTICLE VII

CONVENTION ADVISORY COMMITTEE

A. **Convention Advisory Committee**

The Council shall appoint the Convention Advisory Committee of Five (5) members, two (2) of whom shall be Past District Governors. The term of office shall be two (2) years. The Council shall, each year, appoint two (2) members. The fifth member shall be the Chairperson of the ensuing Host Club's Convention Committee. In addition, the Council may appoint a Lioness member to serve as a liaison for the Lioness Clubs and their Convention requirements. The committee shall elect a Chairperson from its members.

Rev. 2/01

B. **Expenses**

Expenses of the Convention Advisory Committee incurred in the performance of their duties shall be reimbursed per International Rules of Audit for no more than three (3) meetings per year and not to exceed three (3) days expenses plus mileage per meeting.

C. **Meeting Schedule**

The Convention Advisory Committee shall meet with the Council at the first Council meeting following the International Convention to submit preliminary plans and budget for the next Multiple District Convention and Multiple District Rally. The committee shall also meet prior to the Rallies, and thereafter as required by the Council of Governors. These plans and budget, on approval of the Council, shall be immediately confirmed by the Chairperson of the Convention Advisory Committee, to the Host Club's Convention Committee, to be, utilized in organizing and staging the Multiple District Convention.

Rev. 05/08

ARTICLE VIII

MULTIPLE DISTRICT RALLY

- A. Commencing in January/February of 2010, and in each year thereafter during those months the Council of governors shall cause to be organized Lions Rally with the following purposes:
 - a. Lions service education, including the programs of Lions Clubs International;
 - b. to motivate and inspire to serve;
 - c. to promote and develop leadership skills in the areas of membership development, membership retention and extension;
 - d. to educate Lions in matters of Multiple District, District and Club Administration.

- B. Rallies shall be convened in at least three (3) locations in the Multiple District and, in particular:
 - a. In Montana, open to all Lions, Lioness and Leos in District 37-S, and on the Montana side of District 37-N;
 - b. In southern Alberta, open to all Lions, Lioness and Leos on the Alberta side of District 37-N and in District 37-O; and
 - c. In northern Alberta, NE British Columbia and the North West Territories, open to all Lions, Lioness and Leos in District 37-L and 37-I.

~~The Multiple District Committee on Nominations at the Multiple District Convention held one and a half (1 1/2) years prior to the Multiple District Rally, shall receive all bids, from the clubs desiring to host the Rally. The bids, in writing, shall be in the hands of the Multiple District Secretary Treasurer at least thirty (30) days before the above mentioned Multiple District Convention.~~

~~If no bids are received as above, then, but then only, bids may be made from the floor.~~

~~1. In the event that no invitation is received for the location of the Multiple District Rally, the Council of Governors shall determine the location.~~

C. Supervision

~~The Council shall have supervision and ultimate responsibility over all phases of the Multiple District Rally.~~

Rev. 2/01
Rev. 05/08

D. Change Sites

~~The Council shall have the absolute power to change, at any time, for good and sufficient reason, without the Multiple District incurring any liability, whatsoever, the city or site of holding the Rally.~~

E. Expenses

~~All expenses of the Multiple District Rally shall be paid from fees charged those attending plus funds available from the Multiple District Administration Account. The amount of fees charged shall be determined by the Council.~~

F. Multiple District Rally Funds

~~The annual budget shall provide the equivalent of \$0.25 (US) per member and shall be available to the Host Club/Clubs Rally Treasurer as follows: January 1, one (1) year preceding the Rally \$500.00 (US); July 1, six (6) months preceding the Rally, \$500.00 (US). The balance shall be available not later than December 1 preceding the dates of the Rally.~~

~~G. Host Club Reports~~

~~The Host Club's Rally Committee shall within sixty (60) days from the adjournment of the Multiple District Rally, furnish the Multiple District Secretary Treasurer a financial statement of the Rally, detailing the source and amounts of all revenue and the expenses of the Rally, providing a true and accurate account of the financing of the Rally and the surplus or deficit arising from the operation. When this financial statement is submitted, with no legitimate outstanding accounts, and a surplus, the statement shall be accompanied by a remittance of the entire amount of such surplus.~~

Rev. 2/01

H. Financial Deficit

Should a financial deficit arise from the operation of the Multiple District Rally, such deficit shall be regarded as the sole responsibility of the Host Club. It shall be the responsibility of the Host Club to make good such deficit and render to the Council a balanced financial statement. The Host Club shall have the right to appeal to the Council for redress. The appeal must detail circumstances out of which the deficit arose. The decision of the Council shall be final as to the amount of redress, if any, allowed.

I. Registration Fee

A fee fixed by the Council may be collected from each delegate, alternate and guest attending the Multiple District Rally.

ARTICLE IX

MULTIPLE DISTRICT VOTING PROCEDURES

A. Nominations

Any member of a club in the Sub-District seeking the office of District Governor, as per Article XII, Section A 2, shall file his intention to so run, in writing, with the Nominating Committee prior to the day of its report to the Convention, and furnish therewith evidence of his compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the Multiple District convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than three (3) minutes duration and one seconding speech of no more than two (2) minutes duration.

B. Endorsements

Members seeking endorsement for office in the International Association of Lions Clubs, as per Article XIII, shall be allowed a five (5) minute nominating speech and a seconding speech of no more than three (3) minutes.

C. Convention and Rally Bids

Lions Clubs bidding to host the Multiple District Convention or Rally will be given up to five minutes to support their bid.

Rev. 05/08

D. Voting

The voting shall be by secret ballot, unless otherwise provided. The candidate or bid receiving a majority of votes cast shall be declared the winner. Should there be two candidates only and a tie declared, balloting shall continue until one receives a majority of votes cast. Should there be more than two candidates and no one candidate receives a majority, the candidate receiving the least number of votes shall be eliminated and balloting shall continue until one candidate receives a majority of votes cast.

Rev. 5/93

ARTICLE X

DISTRICT ORGANIZATION

A. District Governor

1. The District Governor and Vice District Governor shall be elected at the annual Convention of the District. The District Governor election shall be conducted by a secret written ballot, with the District Governor candidate required to secure a simple majority of the affirmative votes cast by the delegates present and voting in order to be declared elected. These officers shall take office immediately upon adjournment of the International Convention next succeeding his election, serving until the adjournment of the next following International Convention.
2. The District Governor shall appoint, before taking office, the Cabinet Secretary-Treasurer, one Region Chairperson (optional position) for each region and one Zone Chairperson for each zone in the District. A District, at its discretion, may establish a constitutional process for the election of the Region Chairperson (optional position) and the Zone Chairperson. A club member shall serve as region or zone Chairperson only over the region or zone in which his club is located.
3. The District Governor may constitute such committees as deemed necessary to advance the purpose and objects of Lions Clubs International in the District, and appoint Chairperson to supervise the functioning of such committees.
4. The District Governor shall preside at all Cabinet meetings of his District and as chief executive shall supervise the work and activities of his District and shall perform such other duties as pertain to that office, and as set forth in the International Constitution and Bylaws of the International Association of Lions Clubs.
5. The District Governor shall have the authority to dismiss, for good and sufficient reason, any Region Chairperson, Zone Chairperson or other officer elected or appointed by him. The dismissed officer shall have the right to appeal and a hearing before the Council under such rules as the Council shall prescribe.

B. District Governor Vacancy

In the event a vacancy occurs in the office of District Governor, the **First** Vice District Governor shall act as the District Governor and shall perform the duties of, and have the same authority as, District Governor until such vacancy is filled, by the International Board of Directors, for the remainder of the term as per the International Constitution.

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C. District Governor's Honorary Committee

There shall be in each District, a District Governor's Honorary Committee. The membership of this committee shall consist of all Past International Officers, Past International Directors and Past District Governors, who are members in good standing, within the District. The District Governor shall appoint the Chairperson of this committee.

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D. Vice District Governor

Qualifications:

A candidate for the office of Vice District Governor shall:

- (a) Be an Active Member in good standing of a chartered Lions Club in good standing in his sub-district.
- (b) Secure the endorsement of his club, or a majority of the clubs in his single or sub-district.
- (c) Have served or will have served at the time he takes office as Vice District Governor:
 - (1) As President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two additional years; and
 - (2) As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 - (3) With none of the above being accomplished concurrently.

The Vice District Governor, subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor. His specific responsibilities shall be to:

- 1. Further the Purposes and Objects of this Association;
- 2. Familiarize himself with the duties of the District Governor so in the event of a vacancy in the office of District Governor he will be better prepared to assume the duties and responsibilities of said office;
- 3. Perform such administrative duties as may be assigned to him by the District Governor;
- 4. Perform such other functions and acts as may be required of him by the International Board of Directors through the Vice District Governor's Manual and other directives;
- 5. Actively participate in all cabinet and council meetings and conduct all meetings in the absence of the District Governor;
- 6. Participate in the preparation of the district budget;
- 7. Be actively engaged in all matters to be continued during the next year;
- 8. Participate in the review of the strengths and weaknesses of the clubs of the district; and
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- 9. At the request of the District Governor supervise appropriate district committees.
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E. Vacancy in District Office

Any vacancy in any District office, except that of District Governor and Vice District Governor shall be filled by appointment of the District Governor for the remainder of the term.

In filling any vacancy arising in the office of Vice District Governor, the district shall convene a meeting of the members of the existing Cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions Club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified club member as Vice District Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recent past District Governor who is available, to send out invitations to attend said meeting and it shall also be his responsibility to preside as Chairperson of the meeting. The Chairperson shall

convey the results to the international office and the Multiple District Secretary-Treasurer within seven (7) days together with evidence of invitation sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his choice.

F. Regions

1. Each District shall be divided, by its District Governor, into Regions and each such Region into Zones. Consideration shall be given to the geographical locations of the Clubs, subject to change by the District Governor as is deemed necessary for the best interests of Lionism and the individual Lions Clubs.
2. Meeting of all the member Clubs in a Region may be called and held at such times and places as specified by the Region Chairperson (optional position) who shall have charge of such meetings.
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3. Region Chairperson (Optional Position)
 - a. The Region Chairperson (optional position) shall be an active member in good standing in his respective region and have served or will have served at the time of taking office as Region Chairperson (optional position), as President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years.
 - b. The Region Chairperson shall be a member of the District Governor's Cabinet and shall attend the regular and special meetings and deliberations of the Cabinet.
 - c. He shall assist the District Governor in the promotion and perpetuation of Lionism in his region by performing such other duties as may be delegated to him from time to time by the District Governor and the District Governor's Cabinet.
 - d. It shall be his duty to see that every Club in his Region is operating efficiently under the Lions Clubs International Club Standard Organization Plan.

G. Zones

1. Zone Chairperson
 - a. The Zone Chairperson shall be an active member in good standing in his respective Zone and have served or will have served at the time of taking office as Zone Chairperson, as President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years.
 - b. The Zone Chairperson shall be a member and the Chairperson of the District Governor's Advisory Committee of his Zone, and a member of the District Governor's Cabinet.
 - c. District Governor's Advisory Committee - In each Zone, the Zone Chairperson and the Presidents and Secretaries of the clubs in the Zone shall compose the District Governor's Advisory Committee, with the Zone Chairperson as Chairperson thereof. At a date, time and place called by the Zone Chairperson, this Committee shall hold its first meeting within ninety (90) days after the adjournment of the preceding International Convention: A second meeting in the Month of November: A third meeting in the month of February or March: and a fourth meeting approximately thirty (30) days prior to the Multiple District Convention.

d. It shall be his duty to see that every Club within his Zone is operating efficiently under the Lions Clubs International Club Standard Organization Plan.

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e. The official actions of the Zone Chairperson shall be under the supervision of the District Governor and of the Region Chairperson of the Region of which his Zone is a part.

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H. Cabinet Secretary-Treasurer or Secretary and Treasurer

1. Under the supervision and direction of the District Governor and his Cabinet, the Cabinet Secretary-Treasurer or Secretary and Treasurer shall keep an accurate record of the proceedings of all meetings of the Cabinet including any meeting of his District held at the Multiple District Convention and shall within ten (10) days after each meeting forward copies of the minutes of same to all members of the Cabinet, the Multiple District 37 Office and the office of Lions Clubs International.
2. He shall assist the District Governor and the Cabinet in conducting the business of the District, and shall perform such duties as are specified or implied in the Constitution and Bylaws of this Multiple District or as may be assigned to him from time to time by the Cabinet.
3. He shall sign all notices and documents issued by the said District Cabinet, keep the accounts, receive and disburse, under the approval of the District Governor, all monies of the District, and shall make an annual report to the Cabinet at the meeting of the Cabinet immediately preceding the Multiple District Convention, and at such other times as said Cabinet may require. He shall deposit all monies received by him in such bank, or banks, as may be designated by the Cabinet and shall disburse the same by order of said Cabinet.
4. His accounts, books and records shall at all times be open to the inspection of the Cabinet, the District Governor, and any auditors named by the Cabinet.
5. He shall secure a bond in the amount approved by the Cabinet. The cost shall be regarded as a legitimate District Administrative Fund expense.

ARTICLE XI

DISTRICT CABINET

A. Cabinet

There shall be a District Governor's Cabinet in each district. The Cabinet shall include the District Governor, as the presiding officer, Vice District Governor, Immediate Past Governor, Region Chairperson (optional position), Zone Chairperson and the Cabinet Secretary-Treasurer as officers and voting members. Voting privileges may be extended to Committee Chairperson by the Cabinet.

1. The Cabinet is the deliberative body of the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.

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2. Through the Region Chairperson (optional position) it shall receive reports and recommendations which emanate from the concern of the Clubs and Zones in the respective Regions.

B. Quorum

A majority of the Cabinet Officers shall constitute a quorum. Where voting privileges are extended to Committee Chairperson, the majority of those having the right to vote and present shall constitute a quorum.

C. District Cabinet Meetings.

1. Regular - A regular meeting of the Cabinet shall be held at each quarter of the fiscal year, with the first to be held within sixty (60) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary-Treasurer.

2. Special - Special meetings of the Cabinet may be called by the District Governor at his discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not less than five (5) nor more than ten (10) days written, telegraphic or fax notice of special meetings, setting forth the purpose thereof, and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary-Treasurer.

ARTICLE XII

DISTRICT CONVENTION

A. Election to Hold Convention

1. A District may elect to hold a District Convention to choose a District Governor and Vice District Governor, for the ensuing year. The administration and financing of such District Convention shall be the sole responsibility of the District. The convention shall be held at least thirty (30) days prior to the commencement of the Multiple District Convention.
2. A District not holding a Convention, or failing to elect a District Governor and/or Vice District Governor at that District's Convention, may do so at the annual Multiple District convention. Only certified delegates from said District may vote for the District Governor and/or Vice District Governor.

B. Notification

The Cabinet Secretary-Treasurer of a District electing to hold a Convention for the purpose of electing a District Governor and Vice District Governor, shall notify in writing, the Multiple District Secretary-Treasurer of the intent of the District to hold such a convention.

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C. Candidate Qualifications

Qualifications for the Office of District Governor and Vice District Governor shall be those required by the Constitution and Bylaws of the International Association of Lions Clubs and the Constitution and Bylaws of the Multiple District 37.

1. Name and information on the successful candidates shall be forwarded to the Multiple District. 37 Office within thirty (30) days of their election.

ARTICLE XIII

CANDIDATES FOR INTERNATIONAL OFFICE

A. Qualifications

Candidates for office in the International Association of Lions Clubs must qualify for said office pursuant to the Constitution and Bylaws of the International Association of Lions Clubs.

B. Notice of Intention: District Procedure

Subject to the provisions of the International Constitution, any member of a Lions Club in the Multiple District seeking endorsements of his District and the Multiple District as a candidate for the Office of International Director or International Second Vice President shall:

1. Deliver (by mail or in person) written Notice of Intention, to seek such endorsement, to the District Governor of his District thirty (30) days prior to the convening of the District Convention at which the question of endorsement shall be voted upon.
2. Deliver with said Notice of Intention, evidence of fulfillment of the qualifications for such office as is set forth in the International Constitution and Bylaws.
3. Each Notice of Intention as delivered shall be transmitted forthwith by the District Governor to the District Nomination Committee 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 Bylaws, and shall place in nomination at the District Convention the name of each prospective candidate who has fulfilled said procedural and constitutional requirements.
4. The District Cabinet Secretary shall, fifteen (15) days prior to the convening of the Multiple District Convention, deliver (by mail or in person) to the Multiple District Secretary-Treasurer, the Notice of Intention and qualifications of the candidate for International Office as endorsed by the District.

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C. Notice of Intention: Multiple District

1. Each Notice of Intention and qualifications so delivered, shall be transmitted forthwith by the Multiple District Secretary-Treasurer to the Multiple District Nomination Committee which shall review and perfect the same by obtaining additional evidence of such intention and qualifications as may be necessary under the International Constitution and Bylaws and shall place in nomination at the Multiple District Convention the names of such prospective candidates who have fulfilled such procedural and constitutional requirements.
2. Applications for endorsement by the Multiple District shall be presented to the Multiple District Convention, in general session assembled, so that sufficient time will be allowed for the Multiple District Office to prepare a secret ballot which shall be distributed, at the Multiple District Convention, to all certified voting delegates. The ballot shall be prepared in such a manner as to provide the delegates for either endorsing or refusing the endorsement and in the event that two or more similar applications for endorsement of candidates for International Office are received, the ballot shall provide the means to each certified delegate to express a preference by endorsing one or the other of the applicants, or alternatively refuse endorsement of all applicants.
3. The vote on the question of endorsement of a candidate shall be by written ballot, unless there shall be only one nominee seeking the endorsement, in which event a voice vote shall

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be taken. The nominee receiving a majority of the votes cast shall be declared endorsed as the candidate of the Multiple District. In the event of a tie vote, or failure of one nominee to receive the majority, on any ballot, balloting shall continue until one receives the majority of the votes cast.

D. Certificate of Endorsement

Any endorsement shall be valid only for the two (2) succeeding International Conventions following said endorsement and certification thereof shall be valid only for the International Convention immediately following the date of filing thereof. Any endorsement and certification that occurs less than thirty (30) days before the next International Convention shall be deemed to have occurred after that International Convention.

1. Certification of Endorsement by the respective Convention shall be made in writing to the International Office by the Multiple District Secretary-Treasurer, and in accordance with the requirements thereof set forth, in the International Constitution and Bylaws.
2. Certification of Endorsement must specify the single office sought and no candidate may seek election for any office other than the office covered by his certification. Only one endorsement for one office of the International Board of Directors shall be given in the same election year.
3. No endorsement of any candidate, of any member of a Lions Club in the Multiple District shall be valid unless and until the provisions of Article XIII have been met.

A. Fund Criteria

The Multiple District Campaign Expense Fund is to be used to assist the financing of any campaign for International Office. The campaign expense fund shall be kept in a special account. The amount to be used in a campaign for an endorsed candidate for International Office from the Multiple District Campaign Expense Fund shall not exceed an amount indicated by a budget prepared in detail by the candidate and his campaign committee and approved by the Council. Expenditures made by the candidate or campaign committee prior to such approval shall not be collected or reimbursed. Upon approval of the budget and upon receipt at the Multiple District Office of certified expenses, the Council shall authorize the Multiple District Secretary-Treasurer to reimburse the campaign committee amounts incurred on behalf of the candidate seeking International Office. An advance or payment of campaign expense funds will be made to the candidate or his campaign committee only after certification of the candidate is so made and received by the International Office.

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B. Candidate Removed From Ballot

Should a candidate or the campaign committee remove the candidate's name from the ballot at the designated International Convention, the candidate or the campaign committee shall present to the Council of Governors, the reasons for such removal and the Council of Governors shall decide if such reasons are acceptable, before approving expenditures submitted for final payment.

C. Candidates Expenses

A candidate for International Office shall not be entitled to claim expenses for lodging or meals **for himself, his wife**, or members of the campaign committee. Travel expenses to and from the designated International Convention at which the election is to be held may be claimed for the candidate, **his wife**, and the campaign committee Chairperson provided that such claim is not more than the amount equal to two-thirds (2/3) of the regular airfare for each of the aforementioned persons.

D. Campaign Committee Report

The Candidate or his campaign committee shall, following the International Convention at which the election occurred, submit to the office of the Multiple District Secretary-Treasurer a complete financial report including certified receipts, bills, and other evidence of campaign expenses with explanations of expenses together with a brief report of campaign procedures. Such receipts, bills and explanations to be presented to the office of the Multiple District Secretary-Treasurer in time to be dealt with, if possible, by the Council at the meeting following the International Convention. Upon authorization by the Council, the Multiple District Secretary-Treasurer shall pay to the candidate or campaign committee the balance substantiated by the approved receipts and bills within the budget approved by the Council under Article XV, Section A.

Upon the filing of the financial statement by the candidate or the campaign committee and the approval of the financial statement by the Council, the campaign committee shall finally be discharged.

E. Multiple District Secretary-Treasurer's Report

The Multiple District Secretary-Treasurer shall within thirty (30) days following the conclusion of the Council meeting at which the financial statements were approved, mail to each Club in Multiple District a copy of the financial statement and report.

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ARTICLE XV

CAMPAIGN COMMITTEE

A. Committee Structure

Whenever there is an endorsed candidate for the office of International Second Vice-President or International Director from the Multiple District, the candidate shall name a campaign committee not over seven (7) in number with the Chairperson to be the Candidate's Campaign Director. The membership of the Campaign Committee shall be approved by the Council and the committee shall submit, in writing, to the Council the budget and plan of campaign in detail.

B. Budget

The campaign of any endorsed candidate shall be managed by the campaign committee but the expenditures so far as the Multiple District Funds are involved shall be based on the plan and budget submitted. The campaign committee shall have the power to make expenditures based on transfer from one item to another of its budget. In so far as applicable, Rules of Audit of Lions Clubs International will be followed by the candidate and the campaign in making payment reimbursing expenditures by any individual.

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ARTICLE XVI

FISCAL YEAR

The fiscal year of this Multiple District shall be from July 1 to June 30, inclusive.

ARTICLE XVII

MULTIPLE DISTRICT LIFE MEMBERSHIP

A. Fees and Criteria

When a member of a Lions Club in Multiple District 37 meets the criteria of Lions Clubs International for a Life Membership, and is so granted such membership and desires a Multiple District 37 Life Membership, his Club may make a payment of \$200.00 U.S. or it's equivalent to the Multiple District in lieu of all future dues to Multiple District 37.

B. Privileges

A Life Member shall have all privileges of Active membership as long as he fulfils all obligations thereof. All International Presidents, upon retiring from office, shall automatically become **Life Members of their respective Lions Clubs** without cost to such clubs.

ARTICLE XVIII

MULTIPLE DISTRICT HALL OF FAME

A. Hall of Fame

The purpose of the Multiple District Hall of Fame is:

1. To bestow honor upon outstanding Lions and/or Lioness in the Multiple District who have given unselfishly of their time, talent and means to further the cause of humanitarian service.
2. To recognize those Lions and/or Lioness of the Multiple District who exemplify the high ideals and tenets of Lionism.

B. Location

1. **A permanent plaque specifying the name, highest office attained at the time of induction, the home club, home district and date of induction of each inductee shall be prominently displayed within the Multiple District.**

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2. A plaque (medallion) specifying the name, highest office attained, home club, home district and date inducted shall be presented to the inductee at an appropriate ceremony held during the Multiple District Convention.

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C. ~~MD37 Hall of Fame Criteria~~ **Removed to Policy Manual**
5/07

Rev.

~~Any Lion, Lioness, Lions Club, Lioness Club, Zone or Region may nominate a candidate from their District to the MD 37 Hall of Fame.~~

- ~~1. There is no nomination fee.~~
- ~~2. There may be up to five (5) candidates, a maximum of one (1) per District, inducted into the Hall of Fame each year.~~
- ~~3. The District Governor must receive nominations at least 30 days prior to the District's Annual Convention.~~
- ~~4. Each individual District will hold an election to determine the successful candidate.~~
- ~~5. The award may be presented to either a Lion or Lioness and only one (1) recipient per District may be elected annually.~~
- ~~6. The award may be presented posthumously.~~
- ~~7. Each candidate must have 15 years of service and not be a member of the current Council of Governors.~~
- ~~8. Each candidate should have qualifications above and beyond the call of duty including social and human endeavors. He/She should be of good moral character and have a good reputation in his/her community.~~
- ~~9. All sponsors shall use the standard MD nomination form. No others will be accepted.~~

- ~~10. The sponsor(s) will ensure the candidate, or a representative, will be in attendance at the Multiple District Convention.~~
- ~~11. All successful candidates will be inducted to the Hall of Fame at the next MD 37 Convention.~~

- ~~12. The presentation of the MD 37 Hall of Fame Awards is the responsibility of the MD 37 Historian.~~
- ~~13. A brief biography of each inductee shall be announced to the delegates attending the Annual MD 37 Convention, and published in the subsequent MD 37 Newsletter.~~
- ~~14. A perpetual plaque will be kept in a prominent place in the MD 37 Office.~~

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ARTICLE XIX

AMENDMENTS

A. Written Resolutions

These Bylaws may be amended only at a Multiple District Convention by a resolution submitted in writing and adopted by a majority of votes cast. The By-Laws shall be updated annually to automatically reflect the changes approved at the immediately preceding Convention of the International Association of Lions Clubs.

B. Resolution Criteria

No resolution shall be reported to the convention unless and until the same shall:

1. Have been developed by the Committee on Constitution and Bylaws, in the Council or by a Lions Club, in good standing in Multiple District 37 and have been endorsed by the Committee on Constitution and Bylaws, the Council or in writing by fifteen (15) clubs in good standing.
2. Have been prepared as a Notice of Motion reproduced in the Office of the Multiple District Secretary-Treasurer and mailed to the Secretary of every Lions Club in the Multiple District to provide a minimum of sixty (60) days notice prior to the official opening of the Multiple District Convention at which the resolution is to be voted upon.

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ARTICLE XX

EFFECTIVE DATE

These By-Laws were adopted by two-thirds affirmative vote of all delegates, registered, qualified and voting in person at the Multiple District 37 Convention held in Lethbridge, Alberta, Canada, May 15 & 16, 1992 and becomes fully effective July 1, 1992.

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