



**LIONS CLUBS INTERNATIONAL**

**MULTIPLE DISTRICT 410**

**CONSTITUTION & BY-LAWS**

**AS AMENDED AT THE MULTIPLE DISTRICT 410 CONVENTION HELD IN EAST LONDON**

**ON SATURDAY 30 APRIL 2022**

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## **LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT 410**

### **MULTIPLE DISTRICT 410 CONSTITUTION AND BY-LAWS**

(Including amendments adopted on 30 April 2022)

#### **ARTICLE 1 – NAME**

The Organisation duly constituted under the authority of the International Association of Lions Clubs shall be known as Lions Clubs International MULTIPLE DISTRICT 410, hereinafter referred to as "the Multiple District". It shall comprise the Republic of South Africa, the Kingdom of Lesotho, the Republic of Namibia and the Kingdom of eSwatini.

Amended 2019

#### **ARTICLE 2 - PURPOSES**

The purposes of this Multiple District shall be:

- a. to provide an administrative structure with which to advance the Purposes of Lions Clubs International in this Multiple District;
- b. to create and foster a spirit of understanding among the peoples of the world;
- c. to promote the principles of good government and good citizenship;
- d. to take an active interest in the civic, cultural, social and moral welfare of the community;
- e. to unite the members in the bonds of friendship, good fellowship and mutual understanding;
- f. to provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members;
- g. to encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Amended 2019

#### **ARTICLE 3 – MEMBERSHIP**

##### **Section 1 - Membership**

The membership of this organisation shall consist of all Lions Clubs in the Multiple District, duly chartered by Lions Clubs International, and in good standing.

All references to the male gender shall include the female gender.

Amended 2005

## **Section 2 - Districts**

The Multiple District shall consist of as many Districts as may be approved by the Lions Clubs International Board of Directors. The Council of Governors shall recommend the boundary lines of such districts, which shall be approved by the Multiple District Convention, or by two-thirds (2/3) of the conventions of the sub-districts comprising the multiple district, and then submitted for approval by the International Board of Directors.

Amended 2005

It is recorded that the Multiple District is divided into two Districts, namely 410E and 410W. In the event of redistricting or the addition of new Districts, a map showing the boundary lines of all Districts as re-constituted shall be furnished to Lions Clubs International, whose approval is required prior to any changes.

Amended 2019

## **ARTICLE 4 – EMBLEM, COLOURS, SLOGAN and MOTTO**

### **Section 1. Emblem.**

The emblem of this association and each chartered club shall be of a design as follows:



### **Section 2. Use of Name and Emblem.**

Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

### **Section 3. Colours.**

The colours of this association and of each chartered club shall be purple and gold.

### **Section 4. Slogan.**

Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

### **Section 5. Motto.**

Its Motto shall be: We Serve.

Amended 2019

## **ARTICLE 5 – SUPREMACY**

The Multiple District 410 Constitution and By-Laws shall govern the Multiple District unless otherwise amended so as not to conflict with the International Constitution & By-Laws, Policies of Lions Clubs International and the Standard form Multiple District Constitution. Whenever there may exist a conflict or a contradiction between the provisions set out in the Multiple District 410 Constitution and By-Laws and the International Constitution and By-Laws and the Standard form Multiple District Constitution and By-Laws, then the International Constitution and By-Laws and the Standard form Multiple District Constitution and By-Laws shall govern.

Amended 2017

## **ARTICLE 6 - COUNCIL OF GOVERNORS**

### **Section 1 – Council of Governors**

(a) There shall be a Council of Governors composed of all the District Governors of Multiple District 410 and the Council Chairperson who shall be a Past District Governor. Each member of the Council shall have one vote on each question requiring action of the Council.

(b) A Past District Governor may serve as Council Chairperson for a one-year term only and cannot serve in that capacity again.

(c) The Council shall include Present and Past International Directors as advisory but non-voting members.

(d) Sixty (60) days prior to the final Council Meeting of the fiscal year, the Council Secretary shall call for nominations from all Past District Governors resident within the Multiple District, (i) who have not previously held the office of Council Chairperson, and who would be available to serve in that capacity (ii) for the term following that of the incumbent Council Chairperson-elect. Any Past District Governor in good standing, (iii) with the exception of those who have previously served as Council Chairperson, shall be eligible for nomination provided that shall call for nominations from all Past District Governors resident within the Multiple District, who would be available to serve as Council Chairperson for the following term. Any Past District Governor in good standing shall be eligible for nomination provided that he/she give written advice of his/her willingness to accept the nomination, as well as securing the endorsement of his/her Club. These, together with a detailed CV, shall be submitted to the Council Secretary by the stipulated closing date which shall be no less than thirty (30) days prior to the final meeting of the Council.

The incumbent District Governors shall also be eligible for nomination.

(iv) The Council Secretary shall furnish the First and Second Vice District Governors, and the incumbent Council Chairperson, with a list of the names of the available candidates for Council Chairperson, in writing, at least twenty (20) days prior to the final Council meeting of the fiscal year.

No less than fifteen (15) days preceding the final Council Meeting, the incumbent Council Chairperson shall convene a virtual meeting of the First and Second Vice District Governors for the purposes of electing a Council Chairperson from the nominations received. The incumbent Council Chair shall be the Chairperson of said meeting and shall be a non-voting member, but in case of a tie, may exercise a casting vote.

Should one or more of the available candidates not be acceptable to the First and Second Vice District Governors, the Council Secretary shall call for fresh nominations from eligible Past District Governors from within the Multiple District to be submitted at least five (5) days prior to the final Council meeting of the fiscal year. The process as outlined in paragraph (d) above will then be followed.

The Council Chairperson shall advise the Council and the Convention of the elected candidate at the Multiple District Convention.

Amended 2022

(e) In the event of a vacancy occurring after the election of the candidate, new nominations shall be called for in accordance with the provisions of Section 1 (d). The Second or First Vice District Governors (should this occur after 1st July of that year) shall elect a replacement prior to the next Council Meeting.

Amended 2019

In the case where the Council chair becomes vacant, the Immediate Past Council Chair shall become the Chairperson of said meeting and shall be a non-voting member, but in case of a tie, may exercise a casting vote.

Amended 2010

A candidate for the office of Council Chairperson shall:

- (i) Be an active or life member in good standing of a Chartered Lions Club in good standing in his/her District.
- (ii) Have served or will have served at the time he/she takes office as Council Chairperson, as District Governor for a full term or major portion thereof.
- (iii) Have attended at the time he/she takes office as Council Chairperson at least three (3) meetings of the Council of Governors in the immediately preceding year, provided however that this requirement may be dispensed with by the Council of Governors for reasonable cause. The cost of attending the meetings of the Council of Governors shall be borne by the Council.
- (iv) Have not served as a Council Chairperson before.

### **Section 2 – Appointment of Officers**

(a) The Council Chairperson Elect and First Vice District Governors shall at the time of the first Council Meeting for the ensuing year or as soon as possible thereafter, but not later than the time of the second Council meeting for the ensuing year, meet for the purpose of electing a Council Secretary and a Council Treasurer.

(b) The Council Chairperson Elect and the District Governors Elect shall between the time of their election and officially taking office for the ensuing year, meet for the purpose of electing such other officers as they may decide, unless otherwise provided for in this constitution and By-laws.

The meetings referred to in sub-sections (a) and (b) above shall be convened by the Council Chairperson Elect who shall be the Chairperson of the meeting and each Vice District Governor or District Governor Elect (as the case may be) and the Council Chairperson Elect shall have one vote on each question requiring action.

Every person elected to serve as Council Secretary, Council Treasurer or as any other officer of the Council shall be a member in good standing of a club in good standing”

Amended 2009

### **Section 3 – Council Meetings**

Meetings of the Council shall be held as and when deemed necessary by the Chairperson or upon request by a majority of members of the Council. The times and places of such meetings shall be fixed by the Chairperson and approved by a majority of members of the Council.

Every Council Officer shall be entitled at his own expense, except where requested by the Council of Governors to attend when his expenses will be paid, to attend sessions of the Council of Governors dealing with his portfolio when his said portfolio is discussed.



#### **Section 4 - Quorum**

A majority of the Council of Governors shall constitute a quorum.

Amended 2015

#### **Section 5 – Powers, Rights and Obligations**

The following powers rights and obligations shall be vested in the Council of Governors: -

(a) It shall constitute the executive body of Multiple District 410 and its action shall be final, subject only to an appeal to any regular or special Multiple District Convention, or the International Board of Directors or International Convention, such appeal to be taken in writing duly presented to the Committee on Resolutions of said Board or Convention.

(b) It shall have the general management and control of the business property and funds of the Multiple District, and will devise and maintain a policy manual in which shall be recorded from time to time decisions of the Council of Governors.

The Council of Governors shall at the time of the first Council Meeting for the ensuing year, approve and adopt the Multiple District 410 Policy Manual, including all previous amendments.

Amended 2006

(c) It shall pay from its Multiple District Administration Fund the expenses of all officers and members of Multiple District Committees when such expenses are incurred in the discharge of duties for the Multiple District as approved by the Council of Governors or as required by this Constitution and By-laws, but shall have no power to pay expenses not provided for in the Rules of Audit as approved annually by the Multiple District Council.

(d) It shall have direct control of all Multiple District Projects which have been formally adopted at a Multiple District Convention and shall have the power to delegate supervision and control thereof to any properly constituted committee

Amended 2005

Full reports on the activities of all Multiple District projects shall be tabled at each annual Multiple District Convention. In addition, there shall be submitted at each Multiple District Convention an audited Balance Sheet and Income and Expenditure Account for the previous twelve (12) months ended 30 June as well as a draft Balance Sheet and Income and Expenditure Account for the first nine (9) months of the current fiscal year i.e. for the period ended 31 March. Contributions by clubs to Multiple District Projects shall be on a voluntary basis.

(e) It shall invest and deposit the monies of the Multiple District in registered commercial or general banks.

Amended 2019

(f) Subject to a resolution passed at a Multiple District Convention by a two-thirds affirmative vote of the registered delegates present in person (of which due notice has been given in accordance with By-law 1, Section 1):

(i) To purchase, take on lease or in exchange, hire or otherwise acquire any real or any personal property and any rights or privileges which the Multiple District may think necessary or convenient with regard to any of its objects or acquisitions or which may seem calculated to facilitate realisation of any securities held by the Multiple District to prevent or diminish any apprehended loss, or

liability, or which may seem capable of being profitably dealt with by way of re-sale or otherwise, and in particular any land buildings, ground loans, reversions, policies of assurance, life interest, rights of action, book debts or any other assets:

(ii) To sell, let, lease, exchange, part with, transfer, deliver, charge, mortgage or otherwise howsoever dispose of or deal with the undertaking, of the movable and immovable property and assets of any kind of the Multiple District or any part thereof:

(iii) To sell, lease, let, exchange, burden by servitude's or similar real or personal burdens or otherwise deal with any other property of the Multiple District for the time being, or any part thereof, or any interests therein.

#### **Section 6 – Expenditure of Funds**

The Council shall not in the ordinary course of its business knowingly incur expenditure in respect of administration or projects in excess of funds actually available.

### **ARTICLE 7 - MULTIPLE DISTRICT ADMINISTRATION FUND**

#### **Section 1 – Administration Fund Tax**

In order to provide revenue to defray the administrative expenses of the Multiple District an annual per capita Multiple District Administration Fund tax shall be levied upon each member of each Club in the Multiple District. The amount of such tax shall be determined at each Multiple District Convention.

The tax shall be paid in advance by each Club in the Multiple District based on the membership of the club, as per the official records of Lions Clubs International, at 30 June each year. Such tax will be collected from each Club by the respective District Cabinet Treasurer. The District Treasurer shall pay the total amount due by the said District to the Council Treasurer no later than 30 September each year excepting new and re-organised clubs which clubs shall pay pro-rata per capita tax beginning the first day of the second month following the date of their organisation.

In the case of a Life Member, a one-time fee of R 300.00 may be paid to the Multiple District, in lieu of future Multiple District dues.

Amended 2019

#### **Section 2 – Expenditure of Multiple District Administration Fund**

The Multiple District Administration Fund shall be expended for such items as are approved by the Council of Governors, who shall not incur expenditure in excess of monies available.

#### **Section 3 – Bank Accounts**

A banking account shall be opened by the Council of Governors for the purpose of receiving monies and all cheques, electronic banking transactions and other negotiable instruments drawn thereon shall be signed by the Council Treasurer and countersigned by the Chairperson or a member of the Council of Governors as determined by the Council of Governors.

Amended 2019

#### **Section 4 - Insurance**

The Council Treasurer and the Council Secretary and all other persons delegated by the Council to receive or deal with the funds of the Multiple District and all signatories on Multiple District banking investments and savings accounts shall make bond in such amount and with such securities as shall be approved by the Council of Governors. Notwithstanding anything to the contrary in this constitution or in the constitution of any sub-district or club or in the constitution of any Multiple

District or sub-district project and in addition to any requirements contained in the aforementioned constitutions, the Council of Governors shall ensure that adequate insurance cover is effected against financial loss arising from theft, fraud, forgery or other loss, as the Council of Governors may from time to time determine. Such insurance shall as far, as is reasonably possible cover funds held in project accounts and administration accounts of this Multiple District, the sub-districts or Lions Clubs, Leo Clubs and Lioness Clubs in the Multiple District.

The cost of the premium payable in respect of such insurance shall be apportioned between the aforementioned parties as shall be determined by the Council of Governors from time to time.

The requirements herein contained shall supersede any provisions in the constitutions of any of the aforesaid bodies.

#### **Section 5 – Audit of Books and Accounts**

The Council of Governors shall provide for an audit of the books and accounts of the Council Treasurer annually, or at more frequent intervals if necessary, by public accountants/auditors, whom qualify under the rules as laid down by the Department of Social Development and the Commissioner of the South African Revenue Services. These duly audited statements of the Multiple District shall be made available to any club in the Multiple District that requests copies of such financial statements.

Amended 2008

There shall be submitted at each Multiple District Convention: -

- (a) An audited Balance sheet and Income and Expenditure for the previous twelve (12) months ended 30th June;
- (b) A draft Balance sheet and Income and Expenditure Account for the first nine (9) months of the current fiscal year, i.e. for the period ended 31st March;

In order to ensure that the provisions of this Section are properly and timeously executed and to ensure continuity between successive administrations, the Council of Governors may appoint a suitably qualified person, in an honorary or professional capacity to keep the books of accounts of the Council. The person so appointed shall serve under the direction of the Council Treasurer and may continue to serve successive administrations but may be dismissed for good cause. This appointment need not be made if the person appointed as Council Treasurer agrees to serve as Council Treasurer for a minimum period of three years.

#### **Section 6 – Balance of Multiple District Administration Fund**

Any balance of funds remaining in the Multiple District Administration Fund Account at the end of the fiscal year ending 30th June shall be taken over by the incoming Council of Governors.

### **ARTICLE 7 (A) - OFFICIAL PUBLICATIONS**

#### **Section 1 - Publications**

The Council of Governors shall have exclusive jurisdiction, control and supervision over all publications, which are official publications of the Multiple District.

## **Article 7 (B) - INTERNATIONAL CANDIDATES CAMPAIGN FUND**

In order to provide assistance to defray the expenses of any approved Multiple District 410 Candidate standing for any International office at any Lions Clubs International Convention whose nomination has been endorsed by a Multiple District Convention, a Fund is to be established to be known as "The International Candidates Campaign Fund".

In order to provide the revenue for such fund, each club in Multiple District 410 shall be levied at a rate of one (1) Rand per member, per annum, excluding Life Members. The levy, payable from the Clubs administration account, shall be paid in advance by each Club in the Multiple District by one payment to be made by not later than the 10th September in each year, and billings of same to be based upon the membership of each club as at the 30th June of each and every year. The said levy shall be collected from each Club by the respective District Cabinet Treasurers, excepting new and re-organised clubs, which clubs shall pay a levy by the 15th of the second month following the date of their organisation. The total levy collected from Clubs by the District Treasurers shall be paid over to the Council Treasurer. This fund shall at all times be under the control of the Council of Governors.

Amended 2012

This fund may be utilised in addition to defray the expenses of the Council Chairperson's attendance at the India, South Asia, Africa and Middle East Forum and All Africa Conference, provided that such attendance is approved by the Council of Governors and shall not exceed:

Amended 2007

The cost of a single economy return airfare to the venue of the India, South Asia, Africa and Middle East Forum and All Africa Conference for the Council Chairperson

Amended 2007

The cost of the India, South Asia, Africa and Middle East Forum and All Africa Conference Registration fee for the Council Chairperson

Amended 2007

The cost of not more than 4 night's single accommodation for the Council Chairperson

## **ARTICLE 7 (C) - INTERNATIONAL CONVENTIONS**

### **Section 1 - Committee**

There shall be a committee composed of Present and Past International Directors, the members of the Council of Governors in office and any candidate for International Director who has obtained the endorsement of a Multiple District 410 Convention. Its purpose shall be to co-ordinate the delegates and alternates from Multiple District 410 attending an International Convention of the International Association of Lions Clubs. Its duties shall include dealing with the dress of delegates and alternates, flags, banners and booklets as well as the organisation of breakfasts, cocktail parties and hospitality rooms.

### **Section 2 - The International Convention Fund**

In order to defray the expenses incurred by Multiple District 410 at International Conventions a fund shall be established to be known as "The International Convention Fund".

In order to provide the revenue for such fund, each Club in Multiple District 410 shall be levied at a rate of fifty (50) cents per member, per annum. The levy, payable from the Clubs administration

account, shall be paid in advance by each Club in the Multiple District by one payment to be made by not later than 10 September in each year, and billings of same to be based upon the membership of each club as at 30 June of each and every year. The said levy shall be collected from each Club by the respective District Cabinet Treasurers, excepting new and re-organised clubs, which Clubs shall pay a levy by the 15th of the second month following the date of their organisation. The total levy collected from Clubs by the District Treasurers shall be paid over to the Council Treasurer. This fund shall at all times be under the control of the Council of Governors.

Amended 2012

## **ARTICLE 8 - NOMINATION AND ENDORSEMENT**

International Director and Third Vice-President Nominees

### **Section 1 – Notice of Intention**

Subject to the provisions of the International Constitution and By-laws, any member of a Lions Club in the Multiple District seeking endorsements of conventions of his/her Sub-District and the Multiple District as a candidate for the office of International Director or Third Vice-President shall:

Amended 2019

(a) Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor of his Sub-District, and the Council Secretary no less than sixty (60) days prior to the convening date of the convention (Sub and Multiple) at which such question of endorsement is to be voted upon:

(b) Deliver with said Notice of Intention evidence of fulfilment of the qualifications for such office set forth in the International Constitution and By-laws.

### **Section 2 – Nominating Committee**

Each Notice of Intention so delivered shall be transmitted forthwith by the Sub-District Governor and the Cabinet Secretary, as the case may be, 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 – Seconding Speech**

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

### **Section 4 – Voting on endorsement**

The vote on the question of endorsement shall be by secret written ballot. Delegates shall cast their votes to decide whether or not they wish to endorse a candidate. A majority of the votes cast shall be required for endorsement of a candidate.

If the majority of the votes cast shall be in favour of endorsement of a candidate and there is only one nominee, that nominee shall be declared endorsed (elected) as the candidate of the respective Convention and District (Sub or Multiple). In the event of there being two or more candidates for endorsement, a second ballot shall be held and shall follow the same rules as set down for the election of a District Governor or a First Vice District Governor. The successful candidate shall be

declared endorsed (elected) as the candidate of the respective Convention and District (Sub or Multiple).

Amended 2009

#### **Section 5 – Certification to Lions Club International**

Certification of endorsement by the respective conventions (Sub- and Multiple) shall be made in writing to the International Office by the Sub- and Multiple District officials designated, and in accordance with the requirements therefore set forth, in the International Constitution and By-laws.

#### **Section 6 – Validation of Endorsement**

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 6 have been met.

### **ARTICLE 9 - MULTIPLE DISTRICT CONVENTION**

#### **Section 1 - Frequency**

A convention of the Multiple District shall be held each year not later than thirty (30) days prior to the date set for the International Convention at a place selected by the vote of the delegates present in person at the previous annual Convention of the Multiple District; the time to be fixed by the Council of Governors and the Host Club(s).

Notwithstanding the above, the Multiple District Convention is empowered at such convention to give a mandate to any district, club or clubs subject to the provisions of Section 3 hereof to negotiate for and finalise a venue for the Multiple District Convention two (2) years in advance provided, however, that any district or club(s) wishing to host a convention shall, prior to issuing an invitation to do so, present a detailed report of the proposals for approval by the Council of Governors not later than ninety (90) days before the convention where they intend issuing the said invitation.

A Special Convention of the clubs of the Multiple District may be called by a two-thirds vote of the Council of Governors at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 15 days prior to the convening date of the International Convention. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the Multiple District by the Multiple District Council Secretary, no less than 30 days prior to the convening date of the Special Convention.

Amended 2021

#### **Section 2 - Venue**

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

Amended 2019

#### **Section 3 – Officers of the Convention**

The members of the Council of Governors shall be the officers of the annual Multiple District Convention.

#### **Section 4 - Voting**

Each chartered Club in the Multiple District in good standing shall be entitled to one voting delegate and one (1) alternate for each ten (10) members of said Club who have been enrolled for at least one year and a day in the club, or major fraction thereof, as shown by the records of the

International Office on the first day of the month last preceding that month during which the Convention is held.

The major fraction referred to in this section shall be five (5) or more members. Each such vote on any question can be cast only by a delegate present in person at the Convention, and no delegate shall cast more than one (1) vote on each question.

Outstanding dues may be paid and good standing acquired at any time prior to the close of credential certification. Such closing time shall be determined by the Council of Governors.

A Lions Club in good standing is one which:

(a) Is not in "status quo", operates in accordance with the provisions of the Constitution of Lions Clubs International and By-laws, and the International Board policy.

(b) Has paid International, Multiple District and sub District per capita taxes and other levies in full.

Has no unpaid balance of more than R500.00 or US \$50 whichever is the lesser outstanding over 90 days for monies owing to Lions Clubs International, Multiple District 410 or any Sub-District, for merchandise, projects or otherwise.

Each Sub-District shall establish which clubs in that district have acquired good standing and shall furnish the Council Secretary with a list duly certified by him of such clubs at the commencement of the Multiple District Convention.

#### **Section 5 – Quorum for Convention**

A majority of the registered delegates present in person at any session shall constitute a quorum.

Amended 2015

#### **Section 6 – Supervision of Convention**

The Council of Governors shall have supervision over all phases of the Multiple District Convention; shall have complete charge of the Multiple District Convention expenditure and the Multiple District Convention Fund (See Article 9).

#### **Section 7 – Report to the International Office**

Within 60 days after the close of each Multiple District Convention, the Council Secretary shall transmit one copy of the complete proceedings thereof to the International office, and one copy to each District Governor. Upon written request from any Club in the Multiple District by not later than the 31st July next following the Convention one copy shall be furnished to said Club.

#### **Section 8 – Purpose of the Convention**

The purpose of the Multiple District Convention shall be: -

(a) To co-ordinate the actions of the respective District Conventions taken on Multiple District-wide matters affecting the welfare of Lionism in the Multiple District and the operation of the administrative organisation of the Multiple District;

(b) To approve or disapprove changes in the provisions of this Constitution and By-laws;

(c) To approve any candidate from Multiple District 410 for International office;

(d) To consider, generally, matters which affect the Multiple District.

### **Section 9 – Voting for Resolutions**

A majority of the registered delegates present in person and voting for, or against, any particular motion, shall be sufficient for the adoption or rejection of any resolution before the Convention, save that:

Any change in the provisions of this Constitution and By-laws shall require a two-thirds majority vote of the registered delegates present in person; and voting for, or against, any particular motion.

Amended 2017

### **Section 10 – Flags at Convention**

The national flags of all countries and nations which form part of the Multiple District shall be displayed at all Convention sessions, including the national flags of known visitors (where appropriate and possible) and the flag of Lions Clubs International.

## **ARTICLE 10 - CONVENTION EXPENDITURE**

### **Section 1 – Convention Fee**

A Convention Fee, determined by the Host Clubs with the approval of the Council of Governors, shall be levied upon all delegates attending each annual District and Multiple District Convention to defray the cost of: -

- (a) All administrative expenses of the Host Club(s) in connection with the said Conventions and shall include such expenses as printing and stationery, decorations, hire of halls, services of stenographers, registration and ballot cards, relay systems, badges, reporting of official proceedings, insurance's and other miscellaneous expenditure incidental to the running of a Convention:
- (b) Organised entertainment and official Convention banquets, but excluding the cost of accommodation and meals which shall be borne by the delegates themselves.

The said Convention Fee shall be collected by the Host Club(s) under the supervision of the Council of Governors at the Convention site and failure or refusal to pay same shall be grounds for non-certification of delegate status upon report of same to the Convention Credentials Committee.

### **Section 2 – Convention Fee; Surplus/Deficit**

Any surplus arising from Convention fees after defraying the costs referred to in Section 1 above shall be paid by the Host Club(s) into a Multiple District Convention Fund to be administered by the Council of Governors and to be used for the purposes prescribed in Section 1 above, and/or for any official Lions Clubs International Convention, Conference or Forum which is held within the geographical area of Multiple District 410. In the event of a deficit on a Multiple District Convention, the Host Club(s) may be reimbursed by the Council of Governors from funds available in the Multiple District Convention Fund.

### **Section 3 – Audit of Convention Accounts**

The Convention Host Club(s) shall present the Council of Governors with an unaudited statement of such Convention income and expenditure at the first meeting of the Council following that Convention and with an audited statement of such Convention income and expenditure by not later than the second meeting of the Council following the Convention. Such financial statement shall be presented at the next Multiple District Convention. Audited statement to be compiled by persons, whom qualify under the rules as laid down by the Department of Social Development and the Commissioner of the South African Revenue Services.

Amended 2017



#### **Section 4 – Multiple District Convention Fund**

In order to provide quality and cost-effective annual Conventions, a fund shall be established to be known as The Multiple District Convention Fund. To provide the revenue for such Fund, an annual per capita Convention Fund tax, payable from the clubs' administration account, shall be levied upon each member of each club, excluding Life members, in the Multiple District. The amount of such tax, if any, shall be determined at each Multiple District Convention.

Said tax shall be collected from each club by the respective District Treasurers and paid over to the Council Treasurer on the same basis as the Multiple District Administration Fund Tax (See Article 5, Section 1).

Amended 2016

#### **ARTICLE 11 - AMENDMENTS**

##### **Section 1 – Constitutional Amendments**

This Constitution can be amended only at a Multiple District Convention, by resolution reported by the Committee on Constitution and By-laws at such Convention and adopted by a two-thirds affirmative vote of the registered delegates present in person.

#### **ARTICLE 12 - DISTRICT CONSTITUTIONS**

##### **Section 1 – Provisions in District Constitutions**

District Constitutions and By-law's shall not contain any provisions which are not consistent with this Constitution and By-laws as amended from time to time.

In any matter for which no provision has been made in a District Constitution and By-laws, this Constitution and By-law's shall apply.

#### **ARTICLE 13 – LEGISLATIVE REQUIREMENTS**

##### **Section 1 – Body Corporate**

The Multiple District is a body corporate and has an identity and existence distinct from its members or office-bearers.

##### **Section 2 – Continued Existence**

The Multiple District shall continue to exist, notwithstanding changes in the composition of its membership or office-bearers

##### **Section 3 – Rights of Members to Property or Assets**

The members or office-bearers of the Multiple District have no rights in the property or other assets of the Multiple District solely by virtue of their being members or office-bearers

##### **Section 4 – Liability of Members**

The members or office bearers do not become liable for any of the obligations and liabilities of the Multiple District solely by virtue of their status as members or office bearers of the Multiple District.

##### **Section 5 – Personal Liability of Members**

The members and office-bearers are not personally liable for any loss suffered by any person as a result of an act or omission that occurs in good faith while the member or office bearer is performing functions for or on behalf of the Multiple District.

## **Section 6 – Distribution of Income to Members**

The Multiple District's income and property are not distributable to its members or office bearers except as compensation for expenses incurred on behalf of the Multiple District.

## **Section 7 – Responsibility and Dissolution**

The Multiple District is:

(a) Required to have at least three persons, who are not connected persons in relation to each other, to accept the fiduciary responsibility of the Multiple District and no single person may directly or indirectly control the decision-making powers relating to the Multiple District.

(b) Prohibited from distributing any of its funds to any person (otherwise than in the course of undertaking any public benefit activity) and is required to utilise its funds solely for the object for which it has been established, or to invest such funds-

(i) With a financial institution as defined in section 1 of the Financial Services Board Act, 1990 (Act No. 97 of 1990);

(ii) In securities listed on a stock exchange as defined in section 1 of the Stock Exchanges Control Act, 1985 (Act No. 1 of 1985); or

(iii) In such other prudent investments in financial instruments and assets as the Commissioner for Inland Revenue may determine after consultation with the Executive Officer of the Financial Services Board and the Director of Non-Profit Organisations:

Provided that the provisions of this subparagraph shall not prohibit the Multiple District from retaining any investment (other than any investment in the form of a business undertaking or trading activity or asset which is used in such business undertaking or trading activity) in the form that it was acquired by way of donation, bequest or inheritance;

(c) Required on dissolution to transfer its assets to-

(i) Any similar public benefit organisation, which has been approved in terms of Section 30 of the Income Tax Act, No. 58 of 1962;

(ii) Any institution, board or body which is exempt from tax under the provisions of section 10(1) (cA)(i) of the aforesaid Act, which has as its sole or principal object the carrying on of any public benefit activity; or

(iii) Any department of state or administration in the national or provincial or local sphere of government of the Republic, contemplated in section 10(1)(a) or (b) of the said Act;

(d) Prohibited from carrying on any business undertaking or trading activity, otherwise than to the extent that-

(i) The gross income derived from all such business undertakings or trading activities do not in total exceed the greater of-

15 per cent of the gross receipts of the Multiple District; or R25 000;

(ii) The undertaking or activity is-

(aa) Integral and directly related to the sole object of the Multiple District; and

- (bb) Carried out or conducted on a basis substantially the whole of which is directed towards the recovery of cost and which would not result in unfair competition in relation to taxable entities;
- (cc) The undertaking or activity, if not integral and directly related to the sole object of the Multiple District as contemplated in item (bb), is of an occasional nature and undertaken substantially with assistance on a voluntary basis without compensation; or
- (dd) The undertaking or activity is approved by the Minister of Finance by notice in the Gazette, having regard to-
  - (A) The scope and benevolent nature of the undertaking or activity;
  - (B) The direct connection and interrelationship of the undertaking or activity with the sole purpose of the Multiple District;
  - (C) The profitability of the undertaking or activity; and
  - (D) The level of the economic distortion that may be caused by the tax exempt status of the Multiple District carrying out the undertaking or activity;
- (e) Prohibited from accepting any donation which is revocable at the instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in terms section 18A of the Income Tax Act: Provided that a donor (other than a donor which is an approved public benefit organisation or an institution, board or body which is exempt from tax in terms of section 10(1) (cA)(i) of the said Income Tax Act, which has its sole or principal object the carrying on of any public benefit activity) may not impose conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation;
- (f) Required to submit to the Commissioner for Inland Revenue a copy of any amendment to this constitution

Amended 2004

#### **ARTICLE 14 - OBJECTS**

The objects of Lions Clubs International Multiple District 410 shall be to perform the Public Benefit Activities specified in the first and second parts of the ninth schedule to the South African Income Tax Act, 1963, as amended from time to time.

Amended 2004

#### **ARTICLE 15 - REASONABLE REMUNERATION**

Employees serving the Multiple District may receive reasonable remuneration for services rendered provided that:

- a) The remuneration is not excessive and
- b) Such remuneration does not economically benefit any person in a manner, which is inconsistent with the objects as stated in Article 12

Amended 2004

**ARTICLE 16 - MULTIPLE DISTRICT DISPUTE RESOLUTION PROCEDURE**

All disputes or claims relative to membership, club boundaries, or interpretation, breach of, or application of the multiple district constitution and by-laws, or any policy or procedure adopted from time to time by the multiple district council of governors, or any other internal Lions multiple district matter that cannot be satisfactorily resolved through other means, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

Amended 2019

**ARTICLE 17 - MULTIPLE DISTRICT 410 LOUIS VOLKS DISASTER RELIEF FUND**

The MD 410 Louis Volks Disaster Relief Fund has been merged with the MD 410 Lions Alert Fund, by resolution of the Council of Governors, to provide assistance to defray the expenses of Clubs in the operating of their Lions Alert Teams in the time of an emergency or disaster where the assistance of the Lions Alert Team is required.

In order to provide the revenue for such fund, each club in Multiple District 410 shall be levied at a rate per member per annum, excluding Life Members, to be determined by resolution at the annual convention of the Multiple District. The levy, payable from the Club’s project account, shall be paid in advance by each Club in the Multiple District by one payment to be made by not later than the 10th September in each year, and billings will be based upon the membership of each club as at the 30th June of each and every year. The said levy shall be collected from each Club by the respective District Cabinet Treasurers, except for new and re-organised clubs, which clubs shall pay a levy by the 15th of the second month following the date of their organisation.

The total levy collected from Clubs by the District Treasurers shall be paid over to the Council Treasurer. This fund shall at all times be under the control of the Council of Governors.

Claims against this fund shall be submitted to the Lions Alert MD Coordinator who, once satisfied, shall refer a recommendation to the MD Finance Committee and the Council of Governors.

Amended 2021

**BY LAWS**

**BY-LAW 1 - CONVENTION RESOLUTIONS**

**Section 1 – Notice to submit Resolutions**

The Council Secretary shall in writing at least 90 days before Convention call on all Lions Clubs in the Multiple District to submit resolutions, to be received by the Multiple District Constitutions, Resolutions and By-Laws Chairperson at least sixty (60) days prior to the Convention (as hereinafter provided for) for consideration at the forthcoming annual Multiple District Convention.

No resolution shall be moved at a Multiple District Convention unless due notice in writing thereof shall have been received by the Multiple District Constitutions, Resolutions and By-Laws Chairperson at least sixty (60) days prior to the annual Multiple District Convention provided that the Multiple District Convention may waive this section by a two-thirds majority vote of the respective Multiple District or District Convention registered delegates present and voting. for, or against, this section.

Amended 2022

## **Section 2 – Bodies entitled to propose Resolutions**

Only the following shall be entitled to propose resolutions in accordance with Section 1 hereof

- (a) The Council of Governors
- (b) The District Cabinets
- (c) All Lions Clubs
- (d) The Resolutions, Constitution and By-law's Committee in accordance with its duties as set out in By-law 3 Section 3(a) of these By-law's

## **Section 3 – Notice of Resolutions received.**

The Council or District Secretary shall give notice in writing to all Clubs in the Multiple District or District of all resolutions of which he has received due notice in accordance with Section 1 hereof at least thirty (30) days prior to the annual Multiple District or District Convention.

## **BY-LAW 2 – DUTIES**

### **Section 1. Multiple District Council of Governors**

The Council of Governors is the deliberative and assisting body in the formulation of administrative plans and policies affecting the Multiple District, including the annual Multiple District Convention. It shall make all contracts and approve all accounts relating to the Multiple District Administration expenses. It shall designate for such fund, and set the amount of corporate surety bond for the Council Treasurer, and approve the surety company with which he/she shall be bonded. It shall demand and receive from the Council Treasurer financial reports, semi-annually or more frequently, if necessary, and shall make provision for an audit at the end of the fiscal year of the books and accounts of the Council Treasurer. It shall, in the event of a surplus being left in the Multiple District Administration Fund, make provision for placing such surplus in the hands of the succeeding Council of Governors. When deemed or found necessary it shall recommend to the Multiple District Convention changes pertaining to the amount of per capita levy collected for the Multiple District Administration Fund.

Without altering the voting powers of the Council of Governors, consideration, debate and decision making on any matter by the Council shall include the active input of the First Vice District Governors, the Council Chairperson Elect, the Immediate Past Council Chairperson, the Council Secretary and Treasurer and if necessary, the Immediate Past District Governors of any District not equally represented by the foregoing officers.

A member in good standing of a club in good standing shall be entitled to:

- a copy, for which he or she shall supply an e-mail address, of the minutes of all Council meetings and the Council Secretary shall dispatch it by e-mail within a reasonable time;
- attend Council meetings, provided that he or she shall not be entitled to speak or otherwise participate in any discussion or debate, unless invited by the Chairperson of the Council of Governors to do so.

### **Section 2. Multiple District Council Chairperson**

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

In co-operation with the Council of Governors, the Council Chairperson shall,

- further the Purposes of this association;
- serve as the Global Action Team Multiple District Chairperson to administer and promote membership growth, leadership development and humanitarian service throughout the multiple district by:
  - ensuring the selection of a qualified Lion leader for the positions of GST multiple district coordinator, GMT multiple district coordinator and GLT multiple district coordinator;
  - ensuring that regular meetings are held to discuss and advance initiatives established by the multiple district Global Action Team;
  - collaborating with area leaders and district Global Action Teams.
- assist in communicating information regarding international and multiple district policies, programs and events;
- document and make available the goals and long-range plans for the multiple district as established by the Council of Governors;
- convene meetings and facilitate discussion during council meetings;
- facilitate the operations of the multiple district convention;
- support efforts initiated by the International Board of Directors or the Council of Governors that are intended to create and foster harmony and unity among district governors;
- submit reports and perform such duties as may be required by the multiple district constitution and by-laws;
- perform such other administrative duties as may be assigned by the multiple district council of governors; and
- facilitate, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.

### **Section 3. Council Secretary**

Under the supervision and direction of the Council of Governors, the Council Secretary shall keep an accurate record of the proceedings of all meetings of the Council, and shall within three (3) weeks after each meeting forward copies of the minutes of same to all members of the Council, and the office of Lions Clubs International. He/she shall assist the Council of Governors in conducting the business of the Multiple District and shall perform such 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.

The Council Secretary shall within thirty (30) days after each Council meeting forward electronic copies of all reports and minutes to the Archive Secretary.

Within sixty (60) days after the Multiple District Convention, the Council Secretary shall forward a copy of the minutes of the Convention to the Archive Secretary.

Within sixty (60) days after the completion of his/her term, the Council Secretary will forward certified copies, or originals where applicable, of the following documents to the Archive Secretary for safekeeping:

Agreements entered into by the Council; Insurance Policies; A copy of the PBO registration certificates and any other related authorisations granted to the Multiple District; Pension Schemes; List of Assets and any other reports or documents that the Council may deem necessary to archive.

### **Section 4. Council Treasurer**

Under the supervision and direction of the Council of Governors the Council Treasurer shall assist the Council of Governors in conducting the business of the Multiple District and shall perform such 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. He/she shall have control of disbursements and receipts subject to the supervision of the Council of Governors as regards the Multiple District Administration Fund and all cheques and electronic banking transactions drawn by the Council Treasurer against the Multiple District Administration Fund shall be countersigned by at least one member of the Council of Governors, preferably the Chairperson. He/she shall deposit all monies received by him/her in such bank or banks as may be designated by the Council and shall disburse the same by order of said Council. His/her accounts, books and records shall at all times be open to the inspection of the Council and any auditors named by the Council. He/she shall give 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.

The Council Treasurer shall ensure that arrangements are made in time to ensure the smooth transition of mandates and signing authority between the incumbent Council and the incoming Council so that all cheques and electronic banking transactions drawn by the Council Treasurer against the Multiple District Administration Fund can be honoured by the incoming Council by the 1st July, or shall begin with the close of the association's international convention. The Council Treasurer shall ensure that all banks holding any Multiple District 410 accounts be instructed to furnish the Council Chairperson, Treasurer, and another Lion so appointed by the Council of Governors, with an immediate electronic notification, of all transactions relating to any of the accounts.

The Council Treasurer shall within thirty (30) days after each Council meeting forward electronic copies of all financial reports and interim statements of all the projects under the control of the Multiple District to the Archive Secretary.

Within sixty (60) days after the completion of his/her term, the Council Treasurer shall forward certified copies, or originals where applicable, of the following documents to the Archive Secretary for safekeeping:

Audited Financial statements for the previous fiscal year, and a copy of the provisional accounts for the current fiscal year; all bank and financial statements in respect of each banking account under the control of the Multiple District and Council; details of all Bank mandates and signatories; copies of Convention Accounts; Financial Statements of Lions Youth Exchange; Audited Financial statements pertaining to LCIF grant Application/s and reporting during the past fiscal year, and Tax exemption certificates, excluding the Audited Convention Accounts as referred to in Article 11 – Section 3.

#### **Section 5. Multiple District Global Action Team (GAT)**

This team will be chaired by the council chairperson and include the GMT multiple district coordinator, GST multiple district coordinator and GLT multiple district coordinator. It will develop and initiate a co-ordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within the multiple district. It will meet regularly to discuss the progress of the plan and initiatives that may support the plan and will collaborate with area leaders and members of district Global Action Teams to share best practices, achievements and meet challenges.

#### **Section 6. Global Service Team (GST) Multiple District Coordinator**

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

- developing and executing an annual multiple district action plan and monitoring progress toward goals and supporting districts and offering motivation to reach district goals;

- collaborating with GMT and GLT multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth, and expanding humanitarian service;
- supporting local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district;
- collaborating with GMT and GLT to provide retention strategies to districts;
- communicating regularly with GST district coordinators to inform them of LCI and LCIF programs, partnerships and grants;
- serving as a resource and content expert for regional best practices in service project implementation for LCI initiatives;
- encouraging GST district coordinators to promote service projects that attract multiple generational participant, including the integration and leadership development of Leos;
- increasing LCIF coordinator collaboration at the multiple district and district level to maximize LCIF resources and fundraising;
- in coordination with the LCIF multiple district coordinator, monitoring LCIF Grants given to the multiple district.

#### **Section 7. Global Membership Team (GMT) Multiple District Coordinator**

The GMT multiple district coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:

- collaborating with the GLT and GST multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service;
- developing and executing an annual multiple district membership development plan;
- communicating regularly with the GMT district coordinators to ensure that they are aware of available membership programs and resources;
- monitoring each district's progress towards membership goals and offering motivation and support to help district reach their goals;
- encouraging GMT district coordinators to include diverse populations to participate in Global Action Team initiatives;
- responding quickly to prospective member leads provided by LCI, track recruitment and provide status report of the lead;
- completing requirements and submitting applications to receive multiple district funding from LCI for membership development activities;
- providing retention strategies to districts in collaboration with GLT and GST multiple district coordinators;
- motivating districts to charter specialty clubs.

#### **Section 8. Global Leadership Team (GLT) Multiple District Coordinator**

The GLT multiple district coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:

- collaborating with the GMT and GST multiple district coordinators and Global Action Team Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- developing and executing an annual multiple district leadership development plan;



- communicating regularly with GLT district coordinators to ensure they are aware of leadership development programs and resources available;
- providing ongoing motivation to and monitors progress of GLT district coordinators, zone chairpersons and club leadership to achieve leadership development goals;
- encouraging GLT district coordinators to include diverse populations to participate in Global Action Team initiatives;
- promoting leadership development opportunities that encourages participation all levels of the association;
- organising and facilitating instructor-led and web-based training in coordination with LCI;
- collaborating with GMT and GST multiple district coordinators to provide retention strategies to districts;
- including diverse populations to participate in Global Action Team initiatives;
- identifying potential and new leaders to participate in service, membership and leadership development opportunities;
- completing requirements and submitting applications to receive multiple district funding from LCI for leadership development activities.

### **Section 9. Lions Clubs International Foundation (LCIF) Multiple District Coordinator**

The LCIF Multiple District Coordinator is appointed by the LCIF chairperson and LCI president to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF chairperson and LCIF Board of Trustees. His/her responsibilities include to:

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

Amended 2019

## **BY-LAW 3 - COMMITTEES**

### **Section 1 – Committee Appointments**

The Council of Governors may appoint at the annual Multiple District Convention or prior thereto, the following Multiple District Convention Committees: Multiple District Nominations and Elections, Rules and International Convention and such other committees as it deems necessary. Each sub-District of the Multiple District shall where practical have at least one representative on each

committee appointed by the Council of Governors. The Council of Governors shall appoint a Resolutions, Constitution, By-laws and Protocol committee consisting of the District Constitution Chairmen, as well as a Chairperson of the committee. The Chairperson shall be a voting member and if necessary, may exercise a casting vote. The Committee shall meet to carry out the duties imposed on it under Section 3(a) hereof and the costs of the meeting and the travelling expenses of the members shall be paid by the Council.

### **Section 2 – Committee Chairpersons**

Unless otherwise provided for in this Constitution and By-laws the Council of Governors shall designate the Chairperson of each Committee appointed by it, and have power to fill all vacancies in any Committee so appointed.

### **Section 3 - Committees**

#### **(a) RESOLUTIONS, CONSTITUTION AND BY-LAWS COMMITTEE**

The Multiple District Committee (Committee) shall consist of a Chairperson appointed by the Council of Governors and the District Constitutions Committee Chairpersons as well as one additional member appointed by each District Governor. The Chairperson shall be a voting member and if necessary, may exercise a casting vote. The Committee shall meet to carry out the duties imposed on it under Section 3(a) hereof and the costs of the meeting and the travelling expenses of the members shall be paid by the Council. No current member of the Council of Governors (Council) may be appointed to the Committee.

Amended 2019

Its purpose shall be the examination of all original Resolutions that come to or are to come before the Convention. These Resolutions shall be considered by this Committee which will issue a report on them. The said Committee shall have the following rights: -

- (i) To originate and draft its own Resolutions for submission to the Convention.
- (ii) It shall have the power to put Resolutions in proper form, eliminating duplication where similar Resolutions are offered and ensure that all Resolutions relating to a specific subject will be offered in a logical sequence.
- (iii) It shall have the authority to make substantive alterations in the Resolutions, but only with the sponsor's consent.

The Resolutions Committee shall be required to report all Resolutions referred to it.

#### **(b) FINANCE COMMITTEE**

##### **(i) Composition**

The Multiple District Finance Committee (Committee) shall consist of a Chairperson appointed by the Council of Governors and the District Finance Committee Chairpersons as well as one additional member appointed by each District Governor. No current member of the Council of Governors (Council) may be appointed to the Committee. The outgoing Council Treasurer shall serve as a member of this committee following his/her term as Council Treasurer.

Amended 2019

##### **(ii) Quorum**

The majority of the members of the Committee shall constitute a quorum. In the event of a tied vote, the chairperson shall have a casting in addition to a deliberative vote.

(iii) Meetings

The Committee shall meet as and when required to do so by the Council of Governors. The Council, subject to the rules of Audit will pay for the costs of such meetings.

(iv) Purpose and Duties

The purpose and duties of the Committee are as follows:

To assist and advise the Council on all matters pertaining to the financial affairs of the Multiple District.

To present to the fourth Council meeting of the preceding fiscal year, Rules of Audit that will be applicable to the financial functioning of the Council of Governors and Multiple District for the following year commencing on 1st July.

To review, from time to time the functions of the Council Treasurer and report thereon to the Council.

To review all financial statements, reports, budgets etc prepared by the Council Treasurer prior to submission to the Council or to the annual Multiple District Convention.

To consider the appropriation of any surplus in the Multiple District Activities Fund and report thereon and make recommendations to the Council.

To consider and advise the Council on all disbursements from the Multiple District Emergency Fund (if there is such a fund).

To review and report to the Council on the status of all Lions Clubs International Foundation and Sight First Grants being administered in the Multiple District.

To review and report to the Council on any other matters of a financial nature referred by the Council to the Committee from time to time.

Amended 2017

(c) MULTIPLE DISTRICT NOMINATIONS AND ELECTIONS COMMITTEE

This Committee shall function as provided for in Article 6 of this Constitution and shall supervise the election of candidates for International Office should a ballot be necessary at Convention.

(d) CREDENTIALS COMMITTEE

This Committee shall prepare and certify to the Convention the list of Officers, delegates and alternates that it has registered after finding them entitled to accreditation.

(e) COMMITTEE ON STANDING RULES

This Committee shall draft rules of operating procedure for Convention.

(f) PROGRAMME COMMITTEE

This Committee shall formulate a Convention programme including a suitable order of business.

(g) CONVENTION ARRANGEMENTS COMMITTEE

This Committee shall concern itself with the necessary physical arrangements such as negotiating a suitable venue/s, securing hotel accommodation, and related services. This Committee shall be appointed by the Convention Host Club/s.

(h) ARCHIVE SECRETARY

(i) The Council shall appoint an Archive Secretary, whose duties shall include the preservation, protection and maintenance of documents and other information relating to the assets, agreements, minutes, records, reports and financial commitments of the Council and all projects and committees of the Council.

The Archive Secretary shall, if he becomes aware of any non-compliance with any obligation imposed on the Council, any project, committee or Sub-District whose records he holds, immediately report such non-compliance to the Council.

All documents and information held by the Archive Secretary shall be held in perpetuity, unless the Council shall, in respect of any particular documents or information, or any class thereof, decide otherwise.

All documents and information held by the Archive Secretary shall be available for inspection by any Lion, on the basis that none of the contents thereof shall be disclosed to any person who is not a Lion, unless the Council shall agree otherwise.

The Archive Secretary shall acknowledge receipt of the applicable documents received from the Council Secretary and Treasurer and confirm receipt thereof at the first Council Meeting following the required time regulation.

The Archive Secretary shall pass the documents so received to a reputable Document Storage Company acceptable to the Council.

A copy of the schedule of documents shall be kept with him/her in a safe place for reference purposes together with the manifest from the Document Storage Company. This schedule of documents and manifest register shall be handed over to the succeeding Archive Secretary.

In the event of a query, by an authorised person, the Archive Secretary would consult his/her schedule of documents for that particular year and would then be able to authorise access to the particular volume of documents stored at the document storage facility.

The Archive Secretary shall be responsible for ensuring that the documents are viewed and handled in the appropriate manner and that the documents are returned to their respective storage volumes.

The Council can determine which archived documents can be copied onto a suitable digital medium for further safekeeping. The digital medium must also be retained in safe keeping by the document storage facility.

The Council of Governors shall empower the Archive Secretary to call for random certificates of balance, and allow him/her full access to compare and verify, electronically or otherwise, Multiple District accounts against the said certificates of balance.

Amended 2006

The Council Treasurer shall ensure that adequate budgetary provision is made for the costs involved in implementing the provisions of this Article.

Amended 2005

#### **Section 4 – Duration of Office**

(a) No person shall hold office, (whether as a member, Chairperson of any committee or secretary or treasurer of the Council or of any committee of the council or otherwise) for a period of more than three consecutive years, except that the members of the Archive Committee, Information Technology Committee and the Resolutions, Constitutions, By-laws and Protocol Committee shall be exempt from the provisions hereof

(b) No person disqualified from holding any particular office by virtue of the provisions of By-law 3 Section 6 a) shall be eligible to hold any similar office until a period of one year has expired after they last held any such office”

Amended 2017

#### **Section 5 – Appointment of Co-ordinators**

The incoming Council shall endeavour to appoint Multiple District Co-ordinators and Committee Chairpersons from amongst the incoming District Chairpersons of the sub-districts

Amended 2004

#### **Section 6 – Failure to Report**

Failure by any appointee of the Multiple District Council to provide comprehensive, accurate and proper report in respect of the activities of his or her committee, without just cause, shall be grounds for the termination of his or her appointment

Amended 2004

#### **Section 7 – Preclusion for holding Office on the Council**

Any Lion who has been convicted of a criminal offence involving dishonesty or moral turpitude or who has been granted immunity from prosecution for such an offence by becoming a State witness, shall be prohibited from holding any office on the Council. Any person who holds such an office, if charged with such an offence shall immediately be suspended from such office and upon having been convicted of the offence or granted immunity shall, by the mere fact of such conviction or immunity, be dismissed from that office. If acquitted of the offence, the suspension shall terminate and he may be reinstated in office.

Amended 2004

#### **BY-LAW 4 - RULES OF 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 or Procedure in any District Meeting or Convention (Sub or Multiple), any meetings of the Council, a sub-District Cabinet, Region, Zone or

member Club or of any group or Committee of any one of them shall be determined by Robert's Rules of Order as revised from time to time.

**BY-LAW 5 - FISCAL YEAR**

This fiscal year of the Multiple District shall be from 1st July to 30th June, inclusive, of each year.

**BY-LAW 6 - AMENDMENT OF BY-LAWS**

These By-laws can be amended only at a Multiple District Convention by resolution reported by the Resolutions, Constitution and By-laws Committee at such Convention and adopted by a two-thirds affirmative vote of the registered delegates present in person.

**BY-LAW 7 - FINANCIAL INTEGRITY**

**Section 1 – Domicilium and Financial Information**

The Council shall, from time to time, establish a permanent mailing address to be its domicilium.

The Council may appoint any person to obtain any financial information concerning any Lions or Lions related banking account

Amended 2004