

**LIONS CLUBS INTERNATIONAL**

**MULTIPLE DISTRICT 105  
(BRITISH ISLES)**

**MULTIPLE DISTRICT  
CONSTITUTION,  
BY-LAWS  
& STANDING ORDERS**

(Adopted 30 April 2005)  
(Amended 29 April 2006)  
(Amended 05 May 2007)  
(Amended 26 April 2008)  
(Amended 25 April 2009)  
(Amended 7 May 2011)  
(Amended 27 April 2013)  
(Amended 9 May 2015)  
(Amended 8 May 2016)  
(Amended 24 April 2017)  
(Amended 5 May 2018)  
(Amended 4 May 2019)  
(Amended 30 June 2019)



# **LIONS CLUBS INTERNATIONAL**

## **MULTIPLE DISTRICT 105 (BRITISH ISLES)** **CONSTITUTION, BY-LAWS & STANDING ORDERS** **CONTENTS**

### **CONSTITUTION**

<b>INTERPRETATION .....</b>	<b>4</b>
Section 1 – Application and Interpretation.....	4
Section 2 – Definitions.....	4
Section 3 – Gender.....	4
 <b>ARTICLE I – OBJECTS AND MEMBERSHIP.....</b>	 <b>4</b>
Section 1 – Purpose.....	4
Section 2 – Supremacy of Constitutions .....	5
Section 3 – Membership .....	5
 <b>ARTICLE II – COUNCIL OF GOVERNORS.....</b>	 <b>5</b>
Section 1 – Objectives.....	5
Section 2 – Powers .....	5
Section 3 – Composition .....	6
Section 4 – Meetings.....	6
Section 5 – Quorum.....	6
Section 6 – Council Chairman.....	6
Section 7 – Secretary and Treasurer.....	6
Section 8 – Casting Vote .....	6
Section 9 – Attendance by Invitees .....	6
Section 10 – Chairman's Absence .....	6
Section 11 – Decisions Outside Meetings .....	6
Section 12 – Decisions Binding on Districts .....	6
Section 13 – Access to Minutes .....	7
Section 14 – Appointment of MD Chairmen and Officers .....	7
Section 15 – Multiple District Strategic Development Committee .....	7
 <b>ARTICLE III – MULTIPLE DISTRICT FINANCE AND INSURANCES .....</b>	 <b>7</b>
Section 1(a) – Annual Per Capita Levy .....	7
Section 1(b) – Student Membership .....	7
Section 2 – Collection of Per Capita Levy .....	7
Section 3 – Financial Control by Council .....	7
Section 4 – Signing Powers and Investments .....	8
Section 5 – Expenditure and Rules of Audit .....	8
Section 6 – Accounts and Independent Examination .....	8
Section 7 – Assets Insurance .....	8
Section 8 – Legal Expenses Insurance .....	8
Section 9 – Additional Insurances .....	8
Section 10 – Self-insurance .....	8
 <b>ARTICLE IV – MULTIPLE DISTRICT ANNUAL CONVENTION.....</b>	 <b>8</b>
Section 1 – Objects .....	8
Section 2 – Convention Location .....	8
Section 3 – Convention Call.....	9
Section 4 – Reports .....	9
Section 5 – Who May Propose Resolutions .....	9
Section 6 – Submission of Resolutions .....	9
Section 7 – Acceptance of Resolutions .....	9
Section 8 – Acceptance of Amendments .....	10
Section 9 – Voting Entitlement .....	10
Section 10 – Convention Programme.....	10
Section 11 – Report of Convention .....	10
Section 12 – Standing Orders .....	10
Section 13 – Costs of Convention .....	10
Section 14 – Convention Budgets .....	10

<b>ARTICLE V - MAGAZINE .....</b>	<b>10</b>
Section 1 – Official Journal of the MD .....	10
Section 2 – Magazine Accounts .....	10
<b>ARTICLE VI – FUTURE AMENDMENTS.....</b>	<b>10</b>
Section 1 – Amendments to Constitution .....	10
Section 2 - Automatic Update. ....	11
Section 3 – Amendments to By-Laws and Standing Orders .....	11
Section 4 – Commencement.....	11
<b>ARTICLE VII - NOMINATION AND ENDORSEMENT OF A CANDIDATE FOR LIONS CLUBS INTERNATIONAL THIRD VICE PRESIDENT. ....</b>	<b>11</b>
Section 1 - Qualifications.....	11
Section 2 – Notification and Nomination .....	11
Section 3 – Endorsement of MD Candidate .....	11
Section 4 – Voting at MD Convention .....	11
<b>ARTICLE VIII – RULES OF PROCEDURE FOR ELECTION OF A NOMINEE FOR THE OFFICE OF INTERNATIONAL DIRECTOR .....</b>	<b>12</b>
Section 1 - Qualifications.....	12
Section 2 – Candidates’ Notification and Election.....	12
Section 3 – Conduct of Candidates .....	13
Section 4 – Endorsement of MD Candidate .....	13
Section 5 – Voting at MD Convention .....	13
<b>ARTICLE IX - MULTIPLE DISTRICT DISPUTE RESOLUTION PROCEDURE.....</b>	<b>14</b>
<b>BY-LAWS .....</b>	<b>14</b>
Chairman .....	14
Circulation of Papers relevant to MD Convention business.....	14
Proposers of Resolutions/Amendments.....	14
Movement or Withdrawal of Resolutions/Amendments. ....	14
Emergency Resolutions/Amendments.....	14
Voting.....	14
Elections.....	15
Casting Vote.....	15
Motion to Proceed to Next Business. ....	15
Questions and Points of Order.....	15
Quorum. ....	15
<b>STANDING ORDERS .....</b>	<b>15</b>
Chairman .....	15
Speakers .....	15
Delegate to speak once only .....	16
Time limits for speeches .....	16
Application to District Conventions .....	16
Suspension of Standing Orders .....	16

The section titles below do not form part of the content and meaning of the text.

# **CONSTITUTION**

## ***INTERPRETATION***

### **Section 1 – Application and Interpretation**

This Constitution shall be read, construed and operated in the general context and spirit of the Constitution and By-laws of Lions Clubs International, and shall be binding upon the whole of the membership. All differences and disputes arising from, incidental to, or consequent upon any ambiguities or uncertainties herein, or omissions herefrom, or otherwise concerning matters dealt with in this Constitution shall be dealt with by the Council. Any such decision shall take immediate effect, shall be communicated forthwith to all Clubs and Districts in the Multiple District and thereupon shall be binding on all concerned. Any such decision shall stand and have full force and effect unless constitutionally amended at a Multiple District Convention. If any such decision shall be so amended any interim acts, deeds or omissions consequent upon such decision shall be deemed nevertheless to have been valid and effective until constitutionally amended as aforesaid.

### **Section 2 - Definitions**

For the avoidance of doubt the following words shall have the meanings assigned to them:

<i>Words</i>	<i>Meaning</i>
Lions Clubs International	The International Association of Lions Clubs
The Multiple District	District 105 of Lions Clubs International
District	Any Sub-District forming part of the Multiple District
Year and Fiscal Year	The period from 1 July in any one year to 30 June in the following year, both dates inclusive
The Council	The Council of Governors of the Multiple District
Convention	The annual Convention of the Multiple District
Club or Clubs	A Lions Club or Clubs within the Multiple District formed within the rules of the International Association of Lions Clubs
In writing	Either hard copy, by post, or by electronic means
Meeting	Any face to face meeting or any electronic meeting in which all participants can take a full part

### **Section 3 - Gender**

Reference to male gender includes male and female.

## ***ARTICLE I – OBJECTS AND MEMBERSHIP***

### **Section 1 - Purpose**

The objects of this Multiple District shall be:-

- to seek within the Multiple District, and through the clubs of the Multiple District, the attainment of the objects of Lions Clubs International as set forth in the Constitution and By-Laws thereof.
- to increase the fellowship and cooperative efforts of the clubs within the Multiple District.
- to cooperate with Lions Clubs International in organising new clubs and in educating and strengthening all clubs within the Multiple District.
- to promote the participation of the clubs of the Multiple District in general objectives, programmes and policies of the Multiple District and of Lions Clubs International.

## Section 2 - Supremacy of Constitutions

- (i) To the extent permitted by the laws of England and Wales, Scotland, The Isle of Man and the Channel Islands (and, where relevant, so far as local charity laws allow), the constitutions and by-laws of Clubs and Districts in the Multiple District and the constitution and by-laws of the Multiple District, itself, shall be construed so as to be compatible with the constitution and by-laws of Lions Clubs International.
- (ii) Where applicable, Model Club and District constitutions, including any by-laws attached thereto and any amendments thereto shall be agreed with the relevant charity regulators in the Multiple District and notified to the Multiple District.
- (iii) Where applicable, every Club and District shall adopt, and operate in accordance with, the relevant agreed model constitution but may add, in so far as is compatible with the requirements of sub paragraph (i) above and sub paragraph (v) below, any bylaws appropriate to their specific requirements.
- (iv) The Multiple District constitution and by-laws shall comply with the laws of England and Wales, Scotland, the Isle of Man and the Channel Islands. If there is any incompatibility between any requirement of law in the aforementioned geographical areas and the Multiple District Constitution and/or by-laws, the law in the relevant geographical area(s) shall take precedence and the Council of Governors shall take such action as is necessary to resolve the incompatibility.
- (v) The constitution and by-Laws of any District or Club within the Multiple District shall comply with the laws of England and Wales, Scotland, the Isle of Man and the Channel Islands (as applicable). If there is any incompatibility between any requirement of law in the aforementioned geographical areas and a District or Club constitution and/or by-laws, the law in the relevant geographical area(s) shall take precedence and the relevant District Governor and District Cabinet or Lions Club shall take such action as is necessary to resolve the incompatibility.
- (vi) If there is any incompatibility between the Lions Clubs International Constitution and/or by-laws and any requirement of law in the aforementioned geographical areas, the law in the relevant geographical area(s) shall take precedence and the Council of Governors shall liaise with the Board of Directors of Lions Clubs International to remove the conflict.

## Section 3 - Membership

The membership of the Multiple District shall consist of every chartered Lions Club meeting within the territorial limits of this Multiple District. The Multiple District shall consist of sub-districts, with boundary lines as adopted by a Multiple District Convention and approved by the International Board of Directors of Lions Clubs International.

# **ARTICLE II – COUNCIL OF GOVERNORS**

## Section 1 – Objectives

The Council is the deliberative body for the formation of administrative plans and policies affecting the Multiple District, including the Multiple District Convention.

## Section 2 – Powers

*Except where inconsistent with and contrary to the provisions of the articles of incorporation and constitution and by-laws of Lions Clubs International, the powers granted therein to the board of directors of Lions Clubs International and the policies and acts of the said board of directors, the Council of Governors shall:-*

- (a) have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the Multiple District and Multiple District Convention;
- (b) have management and control over the property, business and funds of the Multiple District;
- (c) have jurisdiction, control and supervision over all phases of the Multiple District Convention and all other meetings of the Multiple District;

(d) have control and management of all budgetary matters of the Multiple District and committees and officers of the Multiple District and Multiple District Convention.

### Section 3 – Composition

The District Governors for the time being within the Multiple District, together with one Past District Governor who has served as District Governor in either of the three (3) immediately preceding years (who they shall appoint and who shall become Chairman of the Council) shall constitute and become the Council and shall be the voting members thereof. The Council Secretary and Treasurer shall attend Council meetings ex officio as observers and advisors.

### Section 4 – Meetings

The first meeting of the Council shall be held within sixty days after the date on which the District Governors officially take office. Subsequent meetings shall be held at such times and places as the Council, in session, or the Council Chairman, between sessions, may from time to time determine. Meetings of the Council shall also be held upon a request in writing from a simple majority of members of the Council. All meetings shall be convened by at least ten days notice in writing and such convening notices shall be accompanied by an informative agenda in respect of the meeting so convened. At least two meetings annually shall be held as face to face meetings.

### Section 5 – Quorum

A simple majority of the members of Council present in person, or participating, shall constitute a quorum.

### Section 6 – Council Chairman

(a) The duties of the Council Chairman shall be as from time to time prescribed by the Constitution and By-laws of Lions Clubs International and such others as may from time to time be decided by the Council of Governors, providing these do not conflict with the requirements of LCI.

(b) The Council of Governors may remove the Council Chairman from office at any time in accordance with the procedures from time to time prescribed by the Constitution and By-laws of Lions Clubs International.

### Section 7 – Secretary and Treasurer

The Council shall appoint each year as Council Officers a Council Secretary and a Council Treasurer (who shall be a member in good standing of a Club). Both posts may be held by the same member. The Council may require the Council Secretary and the Council Treasurer, or the Council Secretary/Treasurer to enter into a fidelity bond, or bonds, in common form and in such amount as may be stipulated by the Council.

### Section 8 – Casting Vote

The Chairman, in the event of a deadlock, shall have a casting vote, which shall be used to maintain the Status Quo.

### Section 9 – Attendance by Invitees

The Council may invite any person or persons to attend its meetings.

### Section 10 – Chairman's Absence

In the event of the Chairman of Council being unable to attend a meeting, or in the event of the Chairman's demise, resignation or removal from office, the remaining members of the Council shall elect a Chairman for that meeting, or the remainder of the fiscal year as appropriate, who may be one of their own number or a Past District Governor who has served as District Governor in either of the two immediately preceding years, who shall be co-opted to the Council for that meeting or period.

### Section 11 – Decisions Outside Meetings

A resolution signed by all members of the Council shall be as valid and effective as if passed at a duly constituted meeting of the Council. A decision reached by a majority of the members of the Council by e-mail shall be similarly as valid and effective provided that it is confirmed in writing at the earliest possible moment.

### Section 12 – Decisions Binding on Districts

The decision of the Council on all matters within its competence and subject to this Constitution shall bind all or any of the Districts within the Multiple District.

### Section 13 – Access to Minutes

Council of Governors shall approve the draft minutes. The approved minutes shall be circulated via District Secretaries to all clubs for onward transmission to all members.

### Section 14 – Appointment of MD Chairmen and Officers

The Council shall, on taking office, appoint such committee members and officers as directed by Convention and such others as it shall deem advisable. Committees shall consist of not more than five and not less than three members none of whom shall be a member of the same Club, save in the case of the Multiple District Strategic Development Committee which shall consist of seven members. The Council shall appoint the Chairmen of such committees. The Council will seek not to make any appointment, other than that of Multiple District Legal Advisor, Multiple District Tax Advisor, Multiple District Vulnerable Persons Officer, Multiple District Data Protection Officer, Multiple District Insurance Advisor, Multiple District Health Portfolio Co-ordinator, Multiple District International Portfolio Co-ordinator, Multiple District Membership and Leadership Portfolio Co-ordinator, Multiple District Communication Portfolio Co-ordinator and Multiple District Youth Portfolio Co-ordinator, which will involve a Lion serving for more than three consecutive years as a Multiple District Chairman or other voluntary officer, unless no other candidate meets the criteria as set by Council from time to time for the chairmanship or office concerned. The holders of the four Multiple District Portfolio Co-ordinator posts shall be appointed, on a rolling basis, for a period of four years. At the end of such a term of office no Lion will be permitted to apply for the same post within two years. All committees and officers shall be answerable to Council. The Council may remove any committee chairman, any committee member or any officer for cause.

### Section 15 – Multiple District Strategic Development Committee

There shall be a Multiple District Strategic Development Committee which shall, on behalf of the Council be responsible for:

The commissioning of training for Vice District Governors and for Incoming Multiple District Officers; Long Range Planning for MD as custodians of the MD 5 Year Plan; Advising Districts on 5 Year plans.

The committee shall consider and report to Council on any matter referred to it by the Council and on any matter the committee shall request agreement from Council to review. The committee may invite any Lion to any meeting.

The members of that committee in each year shall be the most recent Past Chairman of the Council available and willing, who shall chair the committee, one Immediate Past District Governor, one 1st Vice District Governor, one 2nd Vice District Governor (ideally none of the above from the same District), the Council Secretary, the Council Treasurer and the MDHQ Office Manager.

## **ARTICLE III – MULTIPLE DISTRICT FINANCE AND INSURANCES**

### Section 1(a) – Annual Per Capita Levy

Every District shall pay into a Multiple District administrative fund a per capita levy, based on its membership taken as at 30 June and 31 December in every year. The Council of Governors shall table a resolution at every Multiple District Convention to set the per capita levy for the following fiscal year. Such resolution must be supported by a complete list of budgets for all Multiple District officers and committees, conventions, meetings and administrative functions. If such resolution shall fail then the per capita levy for the time being in force shall be continued until changed by resolution.

### Section 1(b) – Student Membership

Any member being a student as is defined by Lions Clubs International on the 1<sup>st</sup> July in any year shall pay a per capita levy equal to one half (1/2) of the capita levy set in accordance with Section 1(a) above.

### Section 2 – Collection of Per Capita Levy

Every District Treasurer shall collect such levy from Clubs in his District by two half-yearly payments, and shall pay the monies so collected to the Council Treasurer in August and February of every year.

### Section 3 – Financial Control by Council

The Council shall have management and control over the property and funds of the Multiple District and of all budgetary matters of the Multiple District and its committees. No obligation may be approved, or made which would result in a deficit in the total funds of the Multiple District at the end of any financial year. Multiple District funds may not be used for the purpose of overseas travel or subsistence unless for a purpose previously approved by a

formal resolution at Convention or to support a Lion attending an overseas event by express request of the Council of Governors and strictly limited to events where a positive benefit to both the Multiple District or the individual Lion or both will accrue from participation in the event. No part of the Per Capita Levy, nor any interest of other income arising therefrom, may be spent on any item other than for the administration or convention of the Multiple District. The Council shall have power to give such guarantees and indemnities as it shall deem appropriate.

#### Section 4 – Signing Powers and Investments

The Council shall have power:

(a) to determine and authorise a person, or persons, entitled to sign on behalf of the Multiple District, receipts, acceptances, cheques, contracts and other documents whether of a financial or any other nature.

(b) to invest and deal with any monies of the Council not immediately required for the purposes thereof upon such securities and in such manner as the Council may think fit and to vary or realise such investments from time to time.

#### Section 5 – Expenditure and Rules of Audit

The Council shall authorise all expenditure and disbursements relating to Multiple District affairs. The Council shall lay down rules of audit governing maximum sums payable by way of expenses for travelling and accommodation. These rules shall be reviewed and authorised by Council at its final meeting in every year. Payments may not be made to any member of the Council or to any other person which are supplementary to that claimable from International Headquarters or any other source except for any shortfall in reimbursement for travel costs for the partners of District Governors Elect to attend the International Convention as a result of Lions Clubs International limiting the amount of their reimbursement.

#### Section 6 – Accounts and Independent Examination

The Council shall keep proper records and books of accounts and accounts shall be prepared annually to 30 June in every year and submitted for Independent Examination before 30 September in every year by a duly qualified Independent Examiner appointed by the Council. Such Independently Examined accounts shall be presented at Convention every year.

#### Section 7 – Assets Insurance

In addition to the levy referred to in Sections 1 and 2 of this Article each club shall pay a levy in respect of the insurance of club assets. The levy shall be equal to the total cost of such insurance for any year divided by the number of clubs within the Multiple District on 30 June immediately preceding such year. Such levy shall be collected from clubs in each District by the District Treasurer and shall be paid to the Council Treasurer in August of each year.

#### Section 8 – Legal Expenses Insurance

In addition to the levies referred to elsewhere in this Article each club shall pay a levy in respect of the provision of insurance for legal expenses for clubs, such insurance to be as directed from time to time by the Council. The levy shall be equal to the total cost of such insurance for any year divided by the number of clubs within the Multiple District on 30 June immediately preceding such year. Such levy shall be collected from clubs in each District by the District Treasurer and shall be paid to the Council Treasurer in August of each year.

#### Section 9 – Additional Insurances

The Multiple District shall, supplementary to the International Association's policy, effect such additional insurances as are determined by the Multiple District Convention or Council from time to time.

#### Section 10 – Self-insurance

Any insurance referred to above shall include the facility to self insure.

## **ARTICLE IV – MULTIPLE DISTRICT ANNUAL CONVENTION**

#### Section 1- Objects

The conventions of this Multiple District shall be held annually and shall constitute the legislative body of the Multiple District and shall have the right and power to enact rules and regulations, adopt resolutions, amend the Constitution and By-Laws, and approve or disapprove the actions of its officers or the Multiple District Council of Governors, and are subject only to the Constitution and By-Laws of Multiple District 105.

#### Section 2 – Convention Location

The Council Secretary, in conjunction with the Multiple District Convention Officer, shall maintain a register of locations throughout the Multiple District which shall from time to time be certified by the Council as being suitable for the holding of Conventions. It shall be the duty of each year's Council to:-



- (a) review all locations on the register to determine whether they continue to be suitable
- (b) determine whether any other locations considered by or proposed to them shall be added to the register
- (c) nominate from locations on the register a place at which the Convention shall be held four years later than the year of nomination, and fix a date therefor.
- (d) consult with Clubs in the vicinity of the location so nominated and select from them a Club or group of Clubs to act as Host Club for that Convention (and all references herein to the "Host Club" shall be deemed to refer to that Club or group of Clubs), provided that Council shall not be obliged to appoint the Club within whose territorial boundaries the location may be and that that Club shall not be entitled to object to the nomination of the location or the selection of the Host Club.

### Section 3 – Convention Call

The Council shall issue an Official Call for Convention to all Clubs and Districts directly in writing, by not later than 20 August prior to the date fixed for holding the same. The Convention Call shall incorporate the name and address of the Constitution, Nominations and Resolutions Officer and the dates for the receipt of nominations, resolutions and amendments to resolutions and for the circulation of these to Clubs within the Multiple District. The date for the final circulation of amendments to resolutions must be no later than six weeks before the opening of Convention. The Council may, at its discretion, include such other information and requirements as it considers desirable.

### Section 4 – Reports

Each Multiple District Committee Chairman and each Multiple District Officer shall present a written report to Convention in such form and at such time as the Council of Governors may direct.

### Section 5 – Who May Propose Resolutions

A resolution to the Multiple District Convention shall be submitted only by:

- (a) The Council of Governors, or
- (b) A District Cabinet, or
- (c) A Club in good standing and seconded by another Club in good standing.

### Section 6 – Submission of Resolutions

All resolutions from Clubs or Districts shall be sent in writing to be received by the Constitution Nominations and Resolutions Officer ("the CNRO") on or before the date, and at the address specified in the Convention Call (which shall not in any event be earlier than 31 December preceding the date fixed for the holding of Convention ("the Convention date"). The CNRO shall as soon as is practicable acknowledge receipt of any resolution, but it shall be the responsibility of the Club or District submitting the same to ensure its actual receipt. All resolutions and amendments by Clubs and District Cabinets must be submitted in accordance with the requirements specified in the Convention Call.

### Section 7 – Acceptance of Resolutions

- (a) In the event of any doubt arising as to the constitutional acceptability of any resolution from a Club or District, there shall be liaison between the CNRO and the proposers of the resolution with the aim of allowing the resolution to be presented for debate. Such period of liaison shall take place prior to the final date for acceptance of those resolutions as stated in the Convention Call.
- (b) The CNRO shall after such additional consultation as he may think appropriate report to the Council as to the acceptability of all resolutions received. The Council shall determine all questions of acceptability.
- (c) It shall be good and sufficient reason for any resolution to be determined to be unacceptable for debate if:
  - (i) it is considered trivial or likely to waste the time of Convention or
  - (ii) the substance of the resolution has been voted upon at either of the two immediately preceding Conventions or
  - (iii) if the resolution has any consequences of a financial nature and the proposers do not send to the CNRO with the resolution adequate illustrative detail of the effect the resolution would have if passed or
  - (iv) if the resolution is so similar to another resolution previously received by the CNRO that it would be likely to duplicate debate if it were accepted.
- (d) Emergency resolutions may be accepted for debate if they comply with the requirements of By-Laws in that regard.

## Section 8 – Acceptance of Amendments

Paragraphs (a) to (c) inclusive of Section 5 shall apply to the submission of amendments as they apply to resolutions. Paragraphs (a) and (c) of Section 7 shall apply to amendments as they apply to resolutions.

## Section 9 – Voting Entitlement

Each chartered Club in good standing with Lions Clubs International and the Multiple District and its District shall be entitled to be represented by one or more delegates and one or more alternates at the Multiple District Convention. The entitlement of each Club as to voting delegates and alternates and as to the voting rights thereof shall be as laid down from time to time in the Constitution of Lions Clubs International.

## Section 10 – Convention Programme

The Council shall be responsible for the arrangement of a programme for Convention and the same shall be the order of the day for all sessions. The programme shall include the entertainment which is to be provided by the Host Club for those attending Convention.

## Section 11 – Report of Convention

Within sixty days after the close of Convention the Secretary to the Council shall prepare a report in writing which shall be a summary of the proceedings of such Convention; he shall transmit within that period one copy of such report each to the Headquarters of Lions Clubs International; the appropriate International Representative; every member of Council and the Council Treasurer.

## Section 12 – Standing Orders

Standing Orders for use at Convention shall be in accordance with Appendix "A" hereto.

## Section 13 – Costs of Convention

The whole of the administrative expenses of Convention, including the cost of hiring halls, decorations therein and miscellaneous expenses incidental to running the business sessions of Convention shall be authorised by the Council. An estimate of such costs shall be prepared and submitted by the Multiple District Convention Officer to the Council for approval. No expenditure shall be incurred by the Host Club until approved in writing by the Council.

## Section 14 – Convention Budgets

The Multiple District Convention Officer shall submit to the Council for approval the estimated costs and the proposed charges for the various social activities held in conjunction with Convention. Any surplus realised on these activities shall be at the disposal of the Council or as otherwise directed by Convention and any deficit incurred on these activities shall be borne by the Multiple District unless it can be demonstrated by the Council that information had been deliberately or negligently withheld by the Host Club when making their financial submissions to the Multiple District Convention Officer in which case the deficit shall be borne by the Host Club.

# **ARTICLE V - MAGAZINE**

## Section 1 – Official Journal of the MD

The official journal of the Multiple District shall be 'The Lion' (British edition) and shall be administered by a Board of Management appointed by the Council to whom the said Board of Management shall be responsible and shall be sent to all Lions in 'Good Standing' in the Multiple District.

## Section 2 – Magazine Accounts

The accounts shall be incorporated in the Council Treasurer's report as presented to Convention every year.

# **ARTICLE VI – FUTURE AMENDMENTS**

## Section 1 – Amendments to Constitution

This Constitution may be amended only by resolution reported by the Constitutions, Nominations and Resolutions Officer to Convention and adopted by an affirmative vote of not less than two thirds of the registered delegates voting.

## Section 2 – Automatic Update

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

## Section 3 – Amendments to By-Laws and Standing Orders

(a) The By-Laws to this Constitution may only be, and the Standing Orders may be amended by a resolution reported by the Constitutions Nominations and Resolutions Officer to Convention and adopted by an affirmative vote of a simple majority of the registered delegates voting.

(b) The Standing Orders may also be altered by a majority decision of the Council of Governors. Any such changes must be ratified by a Multiple District Convention before implementation.

## Section 4 – Commencement

Any amendment to the Constitution, the By-Laws or the Standing Orders shall take effect immediately upon the close of the Convention at which such amendment was passed unless otherwise stated in the resolution proposing such amendment.

# **ARTICLE VII - NOMINATION AND ENDORSEMENT OF A CANDIDATE FOR LIONS CLUBS INTERNATIONAL THIRD VICE PRESIDENT.**

## **Section 1 - Qualifications**

(a) Qualification to be a candidate for the office of International Third Vice President shall be as set out in the International Constitution for the time being in force.

(b) In granting endorsement to a candidate for the office of International Third Vice President, a sub-District may only endorse a single (one) candidate, and in the event of more than one candidate offering themselves for endorsement shall employ suitable election procedures to select a single candidate for endorsement.

(c) Each sub-District shall adopt the same certification rules and procedures as are in use by the Multiple District.

## Section 2 –Notification and Nomination

(a) All eligible Lions wishing to stand for election must notify their District Secretary in accordance with the respective District Constitution.

(b) All eligible Lions wishing to stand for election must submit to the MD Constitution, Nominations & Resolutions Officer his nomination duly proposed by two clubs from the Multiple District by 15 January in the year in which it is intended to stand for endorsement at the MD Convention.

(c) All such notifications shall be accompanied by a Curriculum Vitae of the candidate using one side of an A4 sheet of paper. Each such CV shall contain a passport size photograph of the candidate, but may otherwise be completed at the candidate's discretion.

(d) The nominations will be circulated to clubs per the standard procedure for dealing with resolutions.

## Section 3 – Endorsement of MD Candidate

(a) The election for endorsement of a candidate for Lions Clubs International Third Vice President shall take place on the principal business day of the Multiple District Convention.

(b) Each candidate shall have a maximum of 5 minutes to address Convention.

(c) Any seconding speech is not to be longer than three (3) minutes in duration.

(d) The order in which the candidates shall address Convention shall be decided by lot conducted by the Supervising Officer.

## Section 4 – Voting at MD Convention

(a) Voting for endorsement of a candidate for Lions Clubs International Third Vice President shall be by secret ballot. The successful candidate must receive at least a simple majority of the votes cast by delegates.

(b) If there are more than two candidates then the voting shall be by the Preferential Representation Alternative Vote system until one candidate has received a simple majority of the votes cast.

- (c) The exact timing of the voting shall be at the discretion of the Council of Governors for the time being.
- (d) For the avoidance of doubt, the Chairman of the Council of Governors shall, in the event of a tie, have a casting vote, use of which shall be known only to him, the Chief Scrutineer, Scrutineers and Observers.
- (e) All arrangements in connection with the ballot shall be made by the Supervising Officer who shall be The Multiple District Constitution, Nominations and Resolutions Officer. The Chief Scrutineer shall be a Past International Director or a Past District Governor and shall be appointed by the Council of Governors. The Chief Scrutineer shall be assisted by two Deputies who may assist him in counting the votes cast. These Deputies shall be serving Governors or Past District Governors and shall be appointed by the Council of Governors. Each candidate may appoint a representative to attend the count or may attend in person.
- (f) Any candidates and/or, representatives attending the count or counters involved, shall remain in the room of the Chief Scrutineer until the result has been announced in the Convention Hall.
- (g) The Chairman of the Convention (or, if the Chairman so requests, the Chief Scrutineer) shall announce to Convention the name of the successful candidate and the full result of the count, i.e., votes in favour, against and spoil papers.
- (h) The certificate of Endorsement shall be valid for the period as accords with any ruling of Lions Clubs International and after due completion shall be issued to the successful candidate.

## **ARTICLE VIII – RULES OF PROCEDURE FOR ELECTION OF A NOMINEE FOR THE OFFICE OF INTERNATIONAL DIRECTOR**

### **Section 1 - Qualifications**

- (a) Qualification to be a candidate for the office of International Director shall be as set out in the International Constitution for the time being in force.
- (b) In granting endorsement to a candidate for the office of International director, a sub-District may only endorse a single (one) candidate, and in the event of more than one candidate offering themselves for endorsement shall employ suitable election procedures to select a single candidate for endorsement.
- (c) Each sub-District shall adopt the same certification rules and procedures as are in use by the Multiple District.

### **Section 2 – Candidates' Notification and Election**

- (a) All eligible Lions wishing to stand for election must notify their District Secretary and the Multiple District Council Secretary ("the Council Secretary") in writing by 31<sup>st</sup> July of the year being two years prior to the calendar year when the relevant term of office begins ("the closing date"), on which date the list will close.
- (b) All such notifications shall be accompanied by a Curriculum Vitae of the candidate using one side of an A4 sheet of paper. Each such CV shall contain a passport size photograph of the candidate, but may otherwise be completed at the candidate's discretion.
- (c) No later than one month after the closing date, the Council Secretary shall circulate a full list of candidates and copies of their CVs to all Club and District Secretaries and the candidates themselves. These shall also be published in the Lion magazine (British Edition) immediately prior to the Multiple District Convention in the calendar year prior to the year when the relevant term of office begins. The election of the Multiple District's Nominee shall be held at that Convention.
- (d) The Nominee for International Director shall be presented at the Europa Forum immediately following election at the Multiple District Convention.
- (e) Nomination /Certification shall be sent to International Office by the Council Secretary in accordance with the International Constitution.
- (f) The election of International Director shall be made at the International Convention in the calendar year when the relevant term of office begins.

### Section 3 – Conduct of Candidates

- (a) Each candidate agrees, for the dignity of Lionism within Multiple District 105, to accept and abide by these Rules of procedure and signifies such acceptance by his signature appended to the copy of the Rules returned by him to the Council Secretary.
- (b) No candidate who has declared his intention to stand for election as International Director may visit any Club, other than his own, without invitation between the closing date and the Multiple District Convention.
- (c) No candidate may at any time use publicity other than the official Curriculum Vitae as required by Section 2b (This shall include websites, social media and other electronic forms of communication), leaflets, badges, promotional material, hand-outs, give-aways or any other inducements of any description to enhance his candidature.
- (d) The Multiple District Constitution, Nominations and Resolutions Officer (or, if he is a candidate himself, a Past International Director appointed by the Council of Governors) shall act as Supervising Officer for the procedures prior to the election and the conduct of the election.
- (e) Any candidate guilty of wilful or serious breach of these Rules (the determination of such breach to be the decision of the Supervising Officer) may be required to withdraw his nomination. Appeal from the decision of the Supervising Officer shall be to a panel of five Lions appointed by the Council of Governors. In selecting the members of the panel, Council of Governors shall take into account relevant experience as Lions or professionally. The panel shall elect from its members its Chairman. The Supervising Officer and the Candidate shall have the right to make representation to the panel in writing or in person or both. The decision of the panel shall be absolute and binding.

### Section 4 – Endorsement of MD Candidate

- (a) The election of the nominee for candidate for International Director shall take place on the principal business day of the Multiple District Convention.
- (b) Each candidate shall have a maximum of 5 minutes to address Convention. The candidates may be accompanied by their partners on the stage if they so wish, but only the candidate may address Convention.
- (c) The order in which the candidates shall address Convention shall be decided by lot conducted by the Supervising Officer.

### Section 5 – Voting at MD Convention

- (a) Voting for the Multiple District Candidate for International Director shall be by secret ballot. The successful candidate must receive at least a simple majority of the votes cast by delegates.
- (b) If there are more than two candidates then the voting shall be by the Preferential Representation Alternative Vote system until one candidate has received a simple majority of the votes cast.
- (c) The exact timing of the voting shall be at the discretion of the Council of Governors for the time being.
- (d) For the avoidance of doubt, the Chairman of the Council of Governors shall, in the event of a tie, have a casting vote, use of which shall be known only to him, the Chief Scrutineer, Scrutineers and Observers.
- (e) All arrangements in connection with the ballot shall be made by the Supervising Officer. The Chief Scrutineer shall be a Past International Director or a Past District Governor (who is not a candidate for the International Office) and shall be appointed by the Council of Governors. The Chief Scrutineer shall be assisted by six Deputies who may assist him in counting the votes cast. Three of these Deputies will be serving Governors (not candidates for the Office of International Director) and three will be Past District Governors (not candidates for the Office of International Director) all of whom shall be appointed by the council of Governors. Each candidate for the International Office may appoint a Past District Governor (not himself a candidate for the International office) to attend the count.
- (f) Candidates involved in the count may, if they so wish, personally attend such count but, in the event that they do attend, they shall remain in the room of the Chief Scrutineer until the result has been announced in the Convention Hall.
- (g) The Chairman of the convention (or, if the Chairman so requests, the Chief Scrutineer) shall announce to Convention the name of the winning candidate only. The full result of the count shall be reported by the Chief Scrutineer to the Council of Governors at their meeting after the termination of Convention, and thereafter will be made available on request to any candidate.

## **ARTICLE IX – MULTIPLE DISTRICT DISPUTE RESOLUTION PROCEDURE**

If a dispute arises between members, former members, Clubs or Districts about the propriety of anything done by members under the Constitution of the Multiple District and the dispute cannot be resolved by agreement, the parties to the dispute must try in good faith to settle the dispute by mediation in accordance with the relevant Lions Clubs International Dispute Resolution Procedure (as may be amended from time to time).

**End**

## **BY-LAWS**

### **Chairman**

- 1 The Chairman of the Council or in his absence the most recent past Chairman of Council available shall preside at Convention.

### **Circulation of Papers relevant to MD Convention business**

- 2 Circulation of MD Convention Call, papers calling for details of Club Delegates, Alternates and other Lions attending MD Convention and notification of Resolutions or Nominations to be debated at MD Convention or any other documentation relating to MD Convention or the business to be conducted thereat ("the Convention Documentation") may be undertaken either by electronic mail or normal post at the appropriate times during the year unless a Club shall send a written request to MDHQ not to receive the Convention Documentation by electronic means in which case club(s) will continue to be provided with printed versions by the postal system.

### **Proposers of Resolutions/Amendments.**

- 3 Each resolution or amendment shall be proposed and seconded as follows:
  - (a) By nominees on behalf of the Council;
  - (b) By nominees on behalf of a District Cabinet (or of two Districts when a resolution is sponsored by more than one District);
  - (c) Proposed by a delegate from a Club and seconded by a delegate from another Club.

### **Movement or Withdrawal of Resolutions/Amendments.**

- 4
  - (a) If no delegates are present from a Club submitting a resolution/amendment then, unless that Club advises the Resolutions Officer in writing at least ten days before the commencement of Convention of the names of an alternative proposer from another Club, other than the Club seconding the resolution/amendment, the resolution/amendment shall be withdrawn unless Convention shall otherwise decide. With this one exception no resolution/amendment shall be withdrawn without the consent of Convention.
  - (b) If a resolution be withdrawn with the consent of Convention and there is an amendment to that resolution then that amendment shall become the substantive resolution.
  - (c) All resolutions/amendments shall be moved and seconded before consideration by Convention, and not more than one resolution/amendment shall be discussed at one time.
  - (d) A delegate shall not move more than one amendment to any resolution nor shall the mover of a resolution move any amendment to such resolution.

### **Emergency Resolutions/Amendments.**

- 5 The Chairman shall have discretion to submit an emergency resolution/amendment for consideration at Convention provided:
  - (a) Where appropriate, the resolution/amendment was received by him in writing before the commencement of the opening session of Convention, and
  - (b) In his opinion the resolution/amendment could not reasonably have been submitted to the Resolutions Officer on or before the closing dates published for their receipt by him, and
  - (c) Convention consents by a majority of registered delegates present to the resolution/amendment being so considered.

### **Voting.**

- 6 The voting on any resolution/amendment on general business shall be by a show of Delegate Cards of those present and voting and the Chairman shall declare the result or order a count. If the Chairman's declaration is challenged by twenty or more delegates the votes shall be counted.

#### Elections.

- 7 Any elections of candidates for office, or for the selection of persons or clubs for positions or duties, shall be by secret ballot and the election, or selection, shall be carried out by the method commonly called the Single Transferable Vote or Preferential Voting or the Alternative Vote. For any position or decision within the Multiple District requiring a secret written ballot, the ballot papers shall be kept by the then Multiple District CNRO for a minimum period of ninety (90) days following the close of convention, just in case any query over the result arises within the said period, necessitating a recount. Following the expiry of the ninety (90) day period the voting slips shall be safely disposed of by the said Multiple District CNRO. Further, that Robert's Rules of Order Newly Revised, regarding the control of voting and issue of ballot papers should be adhered to.

#### Casting Vote.

- 8 In the event of a tie following a show of hands or secret ballot the Chairman shall cast the deciding vote.

#### Motion to Proceed to Next Business.

- 9 Any delegate, provided he has not already spoken on the matter under discussion, may move at any time that Convention proceed to the next business, and if this resolution be seconded and carried the Chairman shall put the matter to Convention. If the matter under discussion is a resolution (or is an amendment which has become a substantive resolution under paragraph 3(b) above), and a motion to proceed to next business is carried, the Chairman shall give the proposer of the resolution the right to reply before putting the matter to a vote.

#### Questions and Points of Order.

- 10 Any delegate may at any time ask a question or raise a point of order through the Chair but must confine the question or point of order to the subject before Convention.

#### Quorum.

- 11 A minimum of one hundred and fifty (150) delegates in attendance at Convention shall constitute a quorum. If such a quorum is found not to be present during any session of Convention during which matters requiring a vote by registered delegate remain to be dealt with, the Chairperson shall immediately declare that Convention Stands Adjourned – until a time and place to be determined by the Council of Governors.

#### End

## ***MULTIPLE DISTRICT CONVENTION STANDING ORDERS***

#### Chairman

- 1 The Chairman shall have discretion in selecting speakers; in deciding on the number of speakers to any resolution/amendment; and in terminating discussion whenever he considers it appropriate.
- 2 The Chairman being entirely neutral shall not be a delegate of his Club and if at any time he wishes to express a personal opinion on a matter under discussion he shall vacate the chair for this purpose.
- 3 Resolutions and/or amendments to be taken as read and may be displayed on screen as part of the audio visuals at Convention.

#### Speakers

- 4 On the Chairman standing any speaker shall yield to the chair and immediately resume his seat.
- 5 (a) Any delegate wishing to speak on any resolution/amendment or other matter of business must use a microphone, announce his name and Club, and address the Chair.  
  
(b) The Multiple District Constitution, Nominations and Resolutions Officer shall be exempted from announcing his name and Club when addressing Convention in the direct course of his duties with the proviso that he shall announce his name and Club on the first such occasion.

(c) If a member of the Council wishes to speak on any resolution/amendment or any other matter of business he shall state whether he is representing the views of Council or otherwise.

#### Delegate to speak once only

6 (a) Subject only to the provision of By-Law 9 a delegate shall not speak more than once to the same resolution/amendment without the consent of Convention.

(b) Only the Chairman, or the mover of a resolution exercising his right of reply, shall speak more than once on any resolution.

#### Time limits for speeches

7 (a) The proposer of a resolution/amendment will be permitted a maximum of three minutes to put his case, and after doing so shall formally move the resolution/amendment. Normally the seconder will second the resolution without being called to the rostrum and may exercise the right to speak in the debate by 'catching the eye of the Chairman'. At the conclusion of the debate and before a vote is taken the proposer of a resolution shall have the right of reply for the purpose of answering questions or clarifying points raised. He will not be permitted to introduce fresh arguments and shall not be allowed more than two minutes for this purpose.

(b) The mover of an amendment shall not be entitled to the right of reply except when an original resolution has been displaced by an amendment which has become a substantive resolution in accordance with By-Law 3(b) when the right of reply ensues to the mover of the amendment.

8 (a) With the exception of the time limits stated in Standing Order 6(a) every speaker in general debate will be limited to two minutes and must direct his speech strictly to the report/resolution/amendment under discussion.

(b) The times specified for speakers shall be exceeded only with the approval of Convention.

#### Application to District Conventions

9 These Standing Orders shall apply to any District Convention where any matters covered in these Standing Orders are not dealt with satisfactorily in the relevant District Constitution, By-Laws or Standing Orders.

#### Suspension of Standing Orders

10 Any one or more of these Standing Orders may be suspended by resolution of Convention in relation to a specific item of business properly before Convention provided that at least two-thirds of the delegates present and voting shall vote for the resolution.

**End**