

CONSTITUTION OF MULTIPLE DISTRICT 201 OF LIONS CLUBS INTERNATIONAL INC

INTERPRETATION

In this Constitution and these By-Laws, except where inconsistent with the context:

"CABINET" means the Cabinet of a District.

"CLUB MEMBER" means a member of a Lions Club.

"COUNCIL" means the Council of Multiple District 201 of the International Association.

"COUNCIL CHAIRMAN" means the Chairman of the Multiple District Council.

"COUNCIL OFFICER" means an Officer of the Multiple District.

"DISTRICT" means any District of the International Association within the Multiple District.

"INTERNATIONAL CONSTITUTION AND BY-LAWS" means the Constitution and By-Laws of the International Association as amended from time to time.

"LIONS CLUB" means any Chartered Lions Club within the Multiple District.

"MULTIPLE DISTRICT" means the area designated by the International Association under the name Multiple District 201, such area comprising such Districts as from time to time are determined by a Multiple District Convention and approved by the International Board.

"MULTIPLE DISTRICT CONVENTION" means the Annual Convention of Multiple District 201.

"MULTIPLE DISTRICT EXECUTIVE" means the Council Officers or a majority of their number.

“MULTIPLE DISTRICT PROJECT” is an ongoing process to fulfil a plan, scheme or undertaking which:

- (a) is intended to involve Lions Clubs and/or Districts within the Multiple District; and
- (b) is for a charitable or benevolent purpose or is to raise funds for such a purpose; and
- (c) is adopted as a Multiple District Project in accordance with the provisions of this Constitution.

A feasibility study or investigation of any such process does not by itself constitute a Multiple District Project.

"THE INTERNATIONAL ASSOCIATION" means the International Association of Lions Clubs.

"THE INTERNATIONAL BOARD" means the International Board of Directors for the time being of the International Association.

Wherever the male gender or pronoun appears, it shall be interpreted to mean both male and female persons.

NAME

- 1. The name of this Association is MULTIPLE DISTRICT 201 OF LIONS CLUBS INTERNATIONAL INC.

PURPOSES

- 2. The purposes of this Association shall be:
 - 2.1 To promote the Objects of the International Association applicable to Multiple District 201.
 - 2.2 To hold manage and control an annual convention of the Multiple District.

- 2.3 To take appropriate action on all matters relating to the Multiple District consistent with the Constitution and By-Laws of the International Association and the policies of the International Board.
- 2.4 To establish and maintain Trusts and Foundations for the purpose of rendering help and assistance in the fields of community aid, emergency relief and international understanding.

ORGANISATION

3. The Multiple District shall comprise the Districts from time to time within the territory of the Multiple District as approved by the International Board.
4. Each District within the Multiple District shall be designated in such manner as shall be approved by the Council and the International Board.
5. The members of the Multiple District shall be all Lions Clubs in the Multiple District chartered by the International Board. No individual Lion may be a member thereof.
6. The Multiple District shall hold an Annual General Meeting in each year which shall be termed the Multiple District Convention.
- 6.1 The Council by resolution adopted by not less than a two thirds majority may determine to hold an extraordinary general meeting at such time and at such place as it may determine. Not less than two calendar months notice in writing confirming such date and place shall be given to all Lions Clubs in the Multiple District.

REDISTRICTING

7. If a District fails to meet the requirements laid down in the Constitution of the International Association in regard to membership and/or the minimum number of Clubs the Council shall request the District Governor of such District to implement the Rebuilding Program and should such District at the expiration of 2 years from the date of such request still fail to meet such requirements the Council may appoint a

Redistricting Committee to report to it upon any such failure and to make recommendations for the redistricting of such District.

8. Upon receipt of any such report the Council may prepare and submit a Notice of Motion embodying the recommendations for the consideration of delegates at a Multiple District Convention.
9. Prior to submission of any such Notice of Motion Council shall give ample opportunity to all Clubs likely to be affected by any redistricting proposal to make submissions on matters which in their opinion should be taken into account and for this purpose draft proposals shall be circulated to all affected Clubs in ample time for submissions to be made.
- 10 Notwithstanding the provisions of any District Constitution:
 - 10.1 Nominations for the office of District Governor and Vice District Governor of any District proposed to be realigned or created by the adoption of a redistricting proposal shall be invited from all Clubs included in such proposed realigned or created District;
 - 10.2 Any such nominations shall close sixty (60) days prior to the commencement of the first Convention of any such District and such nominations shall be lodged with the Cabinet Secretary of the District within which such Club was formerly situated;
 - 10.3 Each candidate must be duly qualified to stand for the office for which he is nominated in accordance with the Constitution and By-Laws of the International Association.
 - 10.4 Candidates for the offices of District Governor and Vice District Governor for any such District shall be entitled to attend each of the Conventions of the Districts from which such Clubs originated and each such candidate and his nominator shall be entitled to address each such Convention in accordance with the Constitution of that District.
 - 10.5 A ballot for the election of any such District Governor or Vice District Governor shall be limited to votes cast by delegates from those Clubs situate in any such proposed, realigned or created District; and

- 10.6 The voting in any such ballot will remain uncounted until the completion of all required voting procedures in each of the Districts and the security of any such cast votes shall be in conformity with the requirements of the Commonwealth Electoral Act for the election of members of the House of Representatives.

THE MULTIPLE DISTRICT COUNCIL

- 11 Subject to the provisions of the International Constitution and By-Laws the policies of the International Board and this Constitution the Council shall supervise the administration of all Multiple District affairs and may appoint such officers, hold such meetings, administer such funds, authorise such expenditures and exercise such other administrative powers as are herein provided.
- 12 Except where otherwise expressly provided the Council shall have full control over all matters essential to the proper management and functioning of the Multiple District Convention.
13. The Governors of the Districts of the Multiple District and the Council Chairman shall constitute the Council of the Multiple District.

OFFICE OF COUNCIL CHAIRMAN

14. An Immediate Past District Governor shall be elected to the office of Council Chairman and shall act as Chairman of the Council. He shall be elected to such office by a majority of the District Governors-Elect present at the Multiple District Convention immediately preceding their year in office at a meeting of the District Governors-Elect to be held during or immediately prior to the commencement of that Convention.
15. Each District Governor and the Council Chairman shall have one vote only and the Council Chairman shall not be entitled to a casting vote. The Council Chairman shall act as Chairman of the Council.
16. Should the Council Chairman for any reason be unable to preside at any meeting of the Council the members may elect one of their own members to take the chair at such meeting and to perform such other duties during the absence of the Council Chairman as they shall think fit.

17. Should there be a vacancy in the office of Council Chairman the members may fill the vacancy by the election of one of the Immediate Past District Governors or one of their own members willing to act in that capacity. Such election shall be conducted in such manner as the Council may determine.

COUNCIL MEETINGS

18. A majority of the members of the Council shall constitute a quorum.
19. The Council may invite any person to attend its meetings or any part or parts thereof.
20. The Council shall hold its first meeting before August 31st in each year and shall hold subsequent meetings at such times and at such places as it may from time to time determine.
21. A special meeting of the Council may be called by the Council Chairman at such time and place as he shall determine and shall be called by him at such time and place as he shall determine upon the written request of not less than six members, such meeting to be held within 21 days of the day of the receipt of such request.
22. The Council may transact business by mail, telephone, telex, email or other similar means provided that no determination made in relation to such business shall be effected without the approval of not less than three-fourths of the entire number of the members of the Council.

COMMON SEAL

23. The Multiple District may have a common seal.
24. The Executive Officer shall provide for the safe custody of any common seal.
25. The common seal shall not be used except by the authority of the Council.
26. Any document to be executed by the Multiple District may have affixed to

it the common seal and shall be executed in the presence of a District Governor or the Council Chairman who shall sign the same and such document shall be counter-signed by a District Governor or Council Officer.

POWERS OF COUNCIL

27. Except where inconsistent with and contrary to the provisions of the Constitution and By-Laws of the International Association and the policies and acts of the International Board, the Council shall have the following powers:-
- 27.1 Jurisdiction and control over all officers, trustees and agents, when acting as such, of the Council, and all committees of the Multiple District and the Multiple District Convention.
 - 27.2 Management and control over the property, business and funds of the Multiple District.
 - 27.3 Authority to invest any of the moneys of the Multiple District not immediately required in such securities and in such manner as the Council shall think fit and from time to time to vary or realise any such investments.
 - 27.4 Authority, save as hereinbefore provided, to authorise any person or persons to sign on its behalf receipts, acceptances, cheques and other necessary documentation.
 - 27.5 Authority to effect such insurances as it may from time to time determine and/or be authorised by Convention so to do, including protection for Lions members and others whilst engaged on or concerned in Lions affairs.
 - 27.6 Jurisdiction, control and supervision over all phases of the Multiple District Convention and all other meetings of Multiple District bodies provided however that the Council shall accept a direction from a Multiple District Convention fixing the days over which Multiple District Conventions shall be held.
 - 27.7 Control and management of all budgetary matters of the Multiple District and Committees of the Multiple District and Multiple District

Convention.

- 27.8 Authority to make all necessary arrangements relating to the election of International Board Nominees.
- 27.9 Authority, subject to the provisions of this Constitution, to prepare and submit Notices of Motion to a Multiple District Convention for debate and decision, on any matter pertaining to Lionism in the Multiple District.
- 27.10 Authority to exercise such powers as shall be necessary, including the powers to buy, sell and lease real property, for the purposes of the administration of the Multiple District;
- 27.11 Authority to administer property on trust;
- 27.12 Authority to open and operate bank accounts;
- 27.13 Authority to borrow monies on such terms as the Council may from time to time determine for the purposes of the administration of the Multiple District; and
- 27.14 Authority to give such security as the Council may from time to time determine for the discharge of liabilities of the Multiple District.
- 28. The Council shall keep proper records and books of account which shall be audited at least annually. No person shall be appointed an Auditor of the Multiple District accounts and funds unless he is either a member of the Australian Society of Certified Practising Accountants or of the Institute of Chartered Accountants in Australia, or a Registered Public Accountant or a registered Company Auditor or a registered Public Auditor.
- 29. The Council at its discretion may approve and pay out of funds administered by it such authorised expenditure, disbursements and honoraria as it shall think fit.
- 30. A budget showing anticipated income and expenditure for the current year shall be prepared for consideration by the Council at its first

meeting and except in the case of emergency or necessity it shall not incur expenditure beyond such budget provisions.

31. Council shall not undertake any Multiple District Project or any activity which involves Clubs in selling goods unless such activity has been previously approved by a Multiple District Convention in accordance with the provisions of this Constitution.

OFFICERS

32. The following shall be officers of the Multiple District:

- 32.1 The Council Chairman;

- 32.2 The Executive Officer;

- 32.3 The National Treasurer;

- 32.4 The Legal Officer.

- 33 The Council Chairman shall have the following powers and duties:

- 33.1 Further the purposes and objects of the Association;

- 33.2 Provide leadership, direction and initiative for programs, goals and long range planning of the Association and the Multiple District;

- 33.3 Create and foster harmony and unity among Districts within the Multiple District and assist District Governors to resolve issues;

- 33.4 Preside over the Multiple District Convention and all Council meetings;

- 33.5 Facilitate, at the close of his term of office, the timely presentation of all Multiple District accounts, funds and records to his successor in office;

- 33.6 Supervise all arrangements for the Multiple District Convention; and

- 33.7 Carry out any other duty and/or exercise any power delegated to him by the Council.

- 34 The Executive Officer shall:

- 34.1 Manage the Multiple District Office;
- 34.2 Subject to any direction by the Council or the Multiple District Executive, engage and dismiss agents and employees of the Multiple District and pay them remuneration either by way of salary, commission or otherwise;
- 34.3 Compile and distribute upon request at such price as the Council may from time to time determine proceedings of each annual Convention;
- 34.4 Convene meetings of Council;
- 34.5 Ensure that proper minutes of Council meetings are kept and forward the same to all members of Council as soon as practicable after the Council meetings;
- 34.6 Attend all meetings of Council;
- 34.7 Carry out any other duty and/or exercise any power delegated to him by the Council; and
- 34.8 Liaise with the Officers of the International Association.
- 35 The National Treasurer shall:
 - 35.1 Keep proper books of account for the Multiple District;
 - 35.2 Provide a report in relation to the finances of the Multiple District to each Council meeting;
 - 35.3 Prepare and submit to the Multiple District Convention annual reports concerning the finances of the Multiple District;
 - 35.4 Arrange for the accounts of the Multiple District to be audited annually;
 - 35.5 Supervise the operation and maintenance of the accounts maintained by the Multiple District;

- 35.6 Attend all meetings of the Council held within Australia; and
- 35.7 Carry out such other duties and/or exercise any power delegated to him by the Council.
- 36 The Legal Officer shall:
- 36.1 Act as the legal counsel for the Multiple District in consultation with the Constitution and By-Laws Committee;
- 36.2 Approve and settle all Notices of Motion for submission to the Multiple District Convention;
- 36.3 Attend all meetings of the Council held within Australia;
- 36.4 Monitor the business of the Council and provide advice in relation to the constitutionality and legality of any course of action proposed by or to the Council;
- 36.5 Provide such advice as may be necessary to ensure the compliance by the Multiple District with all Acts, regulations, ordinances and by-laws whether Federal, State, Municipal or otherwise;
- 36.6 Chair the Constitution and By-Laws Committee; and
- 36.7 Carry out any other duty and/or exercise any power delegated to him by the Council.
- 37 All Council Officers shall be reimbursed for any approved expenditure. The Executive Officer, National Treasurer and Legal Officer may receive an honorarium or salary as determined by the Council from time to time.
- 38 In addition to the officers hereinbefore mentioned, the Council may appoint no more than four (4) Managers of the Co-ordinating Committees established by the Council. The Managers shall be reimbursed for approved expenditure but shall not be entitled to any honorarium or salary.

MULTIPLE DISTRICT FUNDS

39. Council shall maintain certain Funds authorised from time to time in accordance with this Constitution. Each District shall pay such amounts as are properly payable based on the membership of each Lions Club in such District as at the 1st July and the 1st January in each year.
 - 39.1. Notwithstanding anything herein contained the amounts payable by any Club or member of a Club in Papua New Guinea may be waived, either in whole or in part, from time to time by resolution of the Council having regard to the recommendations of the District Governor of District 201Q2.
 - 39.2. Notwithstanding anything herein contained the amounts payable by any Club or member of a Club in East Timor may be waived, either in whole or in part, from time to time by resolution of the Council having regard to the recommendations of the District Governor of District 201Q1.
40. Such amounts shall be paid by two half yearly instalments; one such instalment relating to the period from the 1st July to the 31st December; the other such instalment relating to the period from the 1st January to the 30th June. The respective instalments shall be paid no later than the 31st August and the 28th February.
41. Should a Club member die during the month of July or January, the amount payable for the then current half year in respect of that member shall be waived.
42. The amount payable in respect of members of a new or reorganised Club shall become payable with effect from the 1st July or the 1st January (which ever first occurs) following the date endorsed on the Charter or the date of reorganisation (as the case may be).
43. The half yearly instalments shall be collected by the Cabinet Treasurer of each District from the Clubs of such District and the moneys so collected shall be forwarded forthwith to the Executive Officer.
44. In the absence of any provision to the contrary, any amount specified as payable shall be deemed to mean such amount plus any applicable

Goods and Services Tax.

45. The annual contribution payable by each member of each Club shall be \$21.58 for the year ending the 30th June 2005; the sum of \$23.58 for the year ending the 30th June 2006 and the sum of \$25.58 for the year ending the 30th June 2007. With effect from the 1st July 2007 the annual contribution payable shall be a sum equal to the annual contribution payable in respect of the immediately preceding year until otherwise determined by resolution of a Multiple District Convention.
- 45.1 **Multiple District Council Fund** - Sufficient moneys shall be paid into this Fund to meet the administrative expenses of the Council.
- 45.2 **Multiple District Council Assignment Fund** - Sufficient moneys shall be paid into this Fund for Council to meet the administrative expenses incurred by Council in executing such assignments as may be approved by a Multiple District Convention; the expenses of the Council Chairman and his partner in attending District Conventions, a Multiple District 202 Convention and a Multiple District 307 Convention; and the expenses of one Council Officer or Multiple District Committee Chairman or his nominee attending District Conventions as approved by Council.
- 45.3 At the discretion of Council and after consultation with the International Director representing the area including the Multiple District a sum not exceeding ten cents (10c) per member of each Club in the Multiple District in any one financial year may be expended for the purposes of promoting the growth of Lionism and/or supporting the Clubs in Papua New Guinea, East Timor, Multiple District 307 and/or other undistricted clubs within the Constitutional area for which such International Director is responsible.
- 45.4 **International Fund** - Sufficient moneys shall be paid into this Fund to meet the expenses of the Multiple District at or incidental to International Conventions; the expenses relating to visits of members of the International Board or its officers and their partners and the expenses of the International Director and his partner (limited to such expenditure as not payable by or recoverable from the International Board) including the cost of gifts authorised by Council from time to

time.

- 45.5 A sum calculated on the basis of twenty five cents (25c) per member of each Club in the Multiple District in each financial year shall be set aside out of the moneys allocated for payment to the credit of the Fund each year in order to meet the cost of the Reception and any other Hospitality or associated function conducted with the approval of Council at any International Convention.
- 45.6 **Multiple District Convention Fund** - Sufficient moneys shall be paid into this Fund to meet the cost of Multiple District Conventions other than hospitality costs.
- 45.7 **"The Lion - Australia and Papua New Guinea Edition" Magazine Fund** - Sufficient moneys shall be paid into this Fund to meet the costs of producing, publishing and distributing the magazine at regular intervals to the intent that no additional cost shall be borne by members.
- 45.8 **Convention Fares Equalisation Fund** - Sufficient moneys shall be paid into this Fund to assist in defraying the travelling expenses of accredited delegates of distant clubs in accordance with the provisions of this clause in the following manner:
- 45.8.1 Not more than two accredited delegates of each Club situated outside the circumference of a circle centred at the Convention Centre with a radius of 1,200 kilometres and who shall attend the Convention and a forum of that Convention shall be entitled to a payment at the rate of nineteen (19) cents for each kilometre for each delegate between the town or district in which the Club they represent is situated and such circumference via the shortest possible scheduled commercial air-route. The Executive Officer shall make such payments at the request made within 30 days of the closing of such Convention by the Cabinet Secretary or Cabinet Treasurer of the relevant District. At the time of such request such District Officer shall certify the names of the Clubs so entitled and shall furnish details of each claim and the number of the accredited delegates.
- 45.8.2 Should a Club in Papua New Guinea and/or East Timor be entitled to more than two accredited delegates to a Convention, and more than two

accredited delegates attend a Convention representing such Club, the Club shall be entitled to seek reimbursement in the same manner and at the same rate as provided in the last preceding clause in respect of such additional delegates provided that their Club fully meets the expenses of such additional accredited delegates attending such Convention and provided further that such additional accredited delegates are indigenous Papua New Guineans or East Timoreans (as the case may be).

- 45.8.3 Notwithstanding anything herein before provided if there are insufficient moneys standing to the credit of the Fund in any one year all payments which would otherwise have been made will be reduced proportionately.
- 45.8.4 The Council shall at its Meeting in or near February in each year review the rate of contribution to the Fund and the amount to be paid per kilometre. Should Council consider an increase in contribution is required it shall prepare an appropriate Notice of Motion for consideration at the next following Multiple District Convention.
- 45.8.5 Notwithstanding anything herein provided no Club shall be entitled to claim or to be paid any moneys out of the Fund with respect to any delegate who has received or is entitled to receive funding for the purpose of attending such Convention from any other Fund or source associated with the International Association or any affiliate thereof (other than such Club) whether direct or indirect.
- 45.8.6 Any monies paid from the Fund shall be disbursed to the accredited delegates who attended such Convention, unless such moneys have previously been paid by the Club in which event such monies shall be reimbursed to the Club.
- 45.9 **Club Membership and Leadership Development Fund** - Sufficient moneys shall be paid into this Fund to meet;
- 45.9.1 The administration of the Multiple District Club Membership and Leadership Development Programme;
- 45.9.2 The conduct of Membership Growth Training Workshops and Seminars;

- 45.9.3 The promotion of Club Membership Development and Leadership within the Multiple District,
- 45.9.4 The publishing of material related to Club Membership and Leadership Development
- 45.9.5 **Papua New Guinea and East Timor Assistance Fund.** Voluntary annual payments in the sum of 50 cents per member per Club shall be paid into this Fund and monies standing to the credit of the Fund shall be disbursed at the discretion of the Council to:
- 45.9.6. Assist Clubs in Papua New Guinea and/or East Timor by supporting projects associated with the training of Papua New Guineans and/or East Timoreans in community service activities.
- 45.9.7 Assist Clubs in Papua New Guinea and/or East Timor by supporting health and education projects and other projects intended to improve and assist the wellbeing and advancement of the community.
- 45.9.8 Provide fares, accommodation and incidental expenses to approved volunteers undertaking and/or supervising authorised projects for the benefit of a community in Papua New Guinea and/or East Timor on behalf of or in association with Lions Clubs.
- 45.9.9 Subject to the prior consent of Council assist in the payment of annual contributions and/or other monies properly payable by members in good standing of a Lions Club in good standing in Papua New Guinea and/or East Timor.
- 45.9.10 **Insurance Fund** – Sufficient moneys shall be paid into this Fund to meet premiums on policies undertaken by Council on behalf of Clubs, Club members, members of Lions Foundations, members of Lions Organisations, Lions partners, voluntary helpers, and a Lions property policy.
- 45.9.11 Council may itself accept the risks of and incidental to the bonding of any Council Officer, District Cabinet, Club, Lions Foundation or Lions Organisation on such terms and conditions as it shall think fit.
- 45.9.12 **Multiple District Projects & Activities Fund** – Subject to the

approval of Council in each year a sum not exceeding \$1-00 for each member in each Club within the Multiple District may be paid out of the Activities Account of each Club for payment to the credit of the Fund. Such sum shall be included in the semi-annual billing for the half year commencing the 1st January. The moneys so paid shall be applied to meet the costs of the Multiple District in connection with the conduct of Multiple District Projects approved at a Multiple District Convention.

46. **Lioness Programme Fund** - there shall be a fund established called the Lioness Programme Fund to which the sponsoring Lions Clubs of Lioness Clubs shall contribute at the rate of Five dollars (\$5.00) each year per Lioness Member, payable on the 1st July in each year
47. **Youth Exchange Fund** – There shall be a fund established called the Youth Exchange Fund into which shall be paid 50 cents (\$0.50) per annum payable for each member in each Club within the Multiple District. The monies so paid shall be allocated to meet the administrative costs of the Youth Exchange Programme. Lions Clubs shall be entitled to draw the levy imposed by this provision from Activities Account funds.
48. **Public Relations and Information Fund** - there shall be a fund established called the Public Relations and Information Fund for the purpose of funding Public Relations and Information Activities within the Multiple District. There shall be paid into the fund an annual contribution of two dollars thirty cents (\$2.30) for each member in each Club within the Multiple District
49. **International President Promotion Fund** - there shall be a fund established called the International President Promotion Fund the purpose of which shall be to support a candidate from the Multiple District to attain the position of International Second Vice President. The Fund shall be available to provide support for such a candidate until his term of International Past President has passed. The Council shall determine from time to time what expenditure shall be made from the Fund including the income earned thereon to promote the Multiple District both to the International Association and to the International Board.

Notwithstanding the provisions contained in this clause there shall be paid from the Fund a sum not exceeding \$10,000.00 in each year to the Australian International Director during his term of office. Such sum shall be paid to assist in the expenses associated with the office of the International Director and shall be supported by the presentation of relevant receipts.

- 49.1 **Lions Clubs International Foundation Fund** - there shall be a fund established called the Lions Clubs International Foundation Fund for the purpose of funding a donation of not less than the sum of \$US200,000.00 to the Lions Clubs International Foundation, such donation to be presented to the then International President on behalf of the Australian Lions Family on the floor of the 2010 Lions International Convention.

To this Fund may be paid \$ 2.00 for each Club member per annum during the period from the 1st July, 2003 to the 30th June, 2010. Lions Clubs shall be entitled to draw the levy imposed by this provision from Activities Account Funds.

Interest accruing shall be added to the principal of the Fund and shall be presented to the then International President as hereinbefore provided.

- 49.2 **Lions International Convention Fund** – there shall be a fund established called the Lions International Convention Fund for the purpose of funding, in part, the administration and associated expenses of conducting the 2010 Lions Clubs International Convention. To this fund shall be paid \$ 2.00 for each Club member per annum during the period from the 1st July, 2003 to the 30th June, 2010. Lions Clubs shall draw the levy imposed by this provision from Administration Account Funds. Interest accruing to the fund shall be applied in like manner to the capital sum. Any monies standing to the credit of the fund and not so applied, following the finalisation of accounts in respect of the 2010 Lions Clubs International Convention shall be applied to the credit of the dues account.

50. **Directors and Officers Indemnity Fund** – there shall be a fund established called the Directors and Officers Indemnity Fund into which fund shall be paid such fees as Council may from time to time determine having regard to advice from the Insurers of the Council as to the sum

required to meet the premium on a policy undertaken by the Council to provide indemnity cover for the Directors and Officers from Club level through to the Multiple District level against claims of whatever kind arising out of the performance of their duties as Directors and Officers.

51. The Council may open such accounts and/or establish such other funds as it thinks fit.
52. **Foundations** - Subject to the prior approval of a Multiple District Convention there may be established Foundations incorporating the words “Lions” and “Foundation” for the purpose of rendering help and assistance in all forms for public relief, emergency aid, community welfare projects and international understanding and/or co-operation both within and outside the Multiple District. The Foundations may operate separate accounts as may be necessary or desirable for special appeals and/or income tax purposes.

The Foundations may raise additional funds from the general public, from the Multiple District and from Clubs by voluntary donations for such purposes. The Funds shall be administered in accordance with the Foundations' Trust Deeds or documents.

Audited Financial Statements of all funds administered by the Foundations shall be printed in the 'Lion Australia and Papua New Guinea Edition' annually.

Monies from such Funds may be expended only in accordance with the provisions of the Foundations' Trust Deeds or documents.

53. **MD201 Financial Statements** - the financial year of the Multiple District shall begin on 1st January and end on 31st December in each year and the accounts shall be audited and submitted to the next Multiple District Convention.
54. A copy of the draft financial statements shall be posted or delivered to all Clubs in the Multiple District no later than 30 days prior to the opening of the annual Multiple District Convention.

55. **International Board Committee Expenses -**

- 55.1 In the event of any Lion in the Multiple District being appointed as an Appointee of the International Board, such Appointee shall be entitled to seek reimbursement in an aggregate sum not exceeding \$5,000.00 during the term of his appointment for expenses not meeting the Rules of Audit of Lions Clubs International.
- 55.2 Such reimbursement shall be paid from interest derived from monies standing to the credit of the International President Promotion Fund with recourse to capital should interest be insufficient.
- 55.3 Reimbursement shall be subject to the Rules of Audit of the Multiple District.

OFFICIAL PUBLICATIONS

56. **Multiple District Lions Administration Manual –**

- 56.1 The Council shall compile and keep up to date a publication to be known as the Multiple District Lions Administration Manual, containing information and advice relating to the policy of the Council, the conduct of the Multiple District Convention and the duties of its committees, the co-ordination of the individual Districts within the Multiple District and such other matters of general interest to Districts and Clubs as the Council shall from time to time determine. Such manual shall be made available to Districts, Clubs and Club members in the manner most convenient to the Council.

57. **Multiple District Directory**

- 57.1 The Council shall in each year compile a Directory for the Multiple District containing such information relating to the Multiple District and Districts thereof as the Council shall from time to time determine. Information which is not received by the Council within the time limits prescribed by the Council shall not be published in the directory.
- 57.2 Directories either in paper format or by means of a compact disc

containing the same material shall be supplied to each Club for distribution among the members of such Club at such price or prices as the Council shall from time to time determine, provided however that the supply of Directories to Clubs in Papua New Guinea and East Timor shall be limited to five (5) copies per Club per annum. Additional copies may be furnished to any Club in Papua New Guinea and/or East Timor at the request of such Club.

- 57.3 Each Club may determine to accept directories either in paper format and/or by way of a compact disc provided that the total directories (whether in paper format or by way of a compact disc) shall not exceed the total membership of the Club as at 31st January each year.
- 57.4 The Executive Officer during January in each year shall request each Club to advise whether the directories are required to be delivered in paper format or by way of compact discs (or a combination thereof) and the same shall be supplied accordingly to each Club.
- 57.5 In the absence of advice from a Club, the Executive Officer will provide directories to such Club according to the following formula:
- (i) One directory in paper format for each member up to a maximum of 12 members.
 - (ii) One compact disc for each ten members or part thereof, in excess of the 12 members referred to in sub-clause (i).
- 57.6 No Lions Club or member thereof (without the prior written consent of the appropriate District Governor) shall make available to any person who is not a Lion or to any non-Lion organisation (including corporate bodies) any Lions Directory or any list of names of Lions Clubs or Lions members and/or their addresses and/or their official positions or other information.
- 58 The Council shall arrange for the production and distribution of an official Lions Magazine.

CONVENTION RECORDS

- 59 The Council shall produce minutes of proceedings of Multiple District

Conventions in precis form and such minutes shall be issued to Lions and/or Lions Clubs on request.

- 60 The Council shall also arrange for Convention proceedings to be recorded. Lions and/or Lions Clubs may request a transcript of specific matters from the recorded proceedings and the transcript shall be provided at a charge equal to the cost of its reproduction.

MULTIPLE DISTRICT CONVENTION

61 Convention Venue

- 61.1 The Multiple District Convention shall be held each year at a place to be determined by the third annual Convention before the Convention in respect of which the nomination is being made, provided that if a Convention should not determine the place of such subsequent Convention, it shall be determined by the Council provided further that if a Convention Organising Committee appointed for a Convention should request Council to change the place for the holding of that Convention, the Council may, at its sole discretion, select another place for the holding of that Convention.

- 61.2 No Notice of Motion seeking to determine the venue of a subsequent Convention (whether it be subject to nomination or otherwise) other than in accordance with Clause 62.1 shall be moved at a Multiple District Convention unless such Notice of Motion complies with Clause 69, and is accompanied by the particulars, reasons and Certificate of Approval therein referred to and is further supported by a full and detailed statement as to the reason why such future Multiple District Convention should be determined otherwise than in accordance with the provisions of Clause 62.1.

- 61.3 In the event of more than one nomination, a determination shall be made by ballot. The results of such ballot shall be announced to the Convention immediately following the determination of the outcome of such ballot.

62 Convention Venue Nominations

- 62.1 Any Club or Clubs desiring to nominate the place for the holding of a Convention for any year shall make such nomination in writing through its or their District Governor or Governors to the Executive Officer not later than the last day of December immediately prior to the commencement of a period of three years in advance of the event, setting out such particulars of the proposals as may be required by the Council and reasons for considering the place and the venue or venues thereat to be suitable. Each such nomination shall be accompanied by a Certificate of Approval from the District Governor in which District such club is situated. Should the nominated place be within another District then such nomination shall also be accompanied by a Certificate of Approval from the District Governor of that other District. In the event of any such nominations not, in the opinion of the Constitution and By-Laws Committee, complying with the foregoing provisions, such nomination shall be referred to the originator thereof with particulars of the manner in which it is deemed to be defective. Provided that the nomination is re-submitted in a form acceptable to and approved by the Constitution and By-Laws Committee by a date stipulated by the Executive Officer and determined in accordance with the printing or other requirements of the relevant Convention it shall be deemed to have been received by the Executive Officer on the date when the original nomination was first submitted. Should the nomination not be re-submitted as herein provided such nomination, notwithstanding any other provision in this Constitution contained, shall not be placed before the relevant Convention for consideration.
63. The Council, shall as soon as possible after the determination of the place of the Convention, in consultation with the submitting Club or Clubs, appoint a Convention Organising Committee and its Chairman.
64. The Council shall have jurisdiction, control, supervision and responsibility over all phases of the Convention and of all budgetary matters of the Convention.
65. The Council Chairman shall preside over the Convention unless he shall for any reason be unable to attend or perform his duties, in which case the Council shall appoint a presiding officer in his place.
66. Each Lions Club in good standing in Lions Clubs International and

Multiple District may be represented by one or more delegates and shall be entitled to one voting delegate and one alternate, for each ten (10) members or major fraction thereof of the Club.

67. Each Past International Director and each District Governor shall be an ex officio delegate of the Convention with full rights as such.

68. Multiple District Convention Forum

68.1 Notwithstanding any other provision of this Constitution there shall be a forum lasting not less than half an hour at each Multiple District Convention on the morning of the second day of the Convention at which:-

68.1.2 delegates will be entitled to ask questions of Multiple District officers and be given answers to those questions; and

68.1.3 the Council Chairman, Executive Officer, National Treasurer, Legal Officer and all Managers of the Co-Ordinating Committees together with the International Director then in office (if present) shall attend.

69 Multiple District Convention Finances

69.1 The Multiple District Convention Fund shall be used exclusively to defray all costs and expenses of the Multiple District Convention except those relating exclusively to hospitality purposes.

69.2 The Council may make advances of money to the Convention Organising Committee from the Multiple District Convention Fund for expenses relating to matters incidental to the running of the Convention.

69.3 A hospitality fee, the amount of which shall be determined by the Council, shall be collected by the Convention Organising Committee in respect of each person who applies to attend the Convention, and shall be used exclusively for hospitality purposes.

69.4 Any surplus from the moneys collected by the Convention Organising Committee after payment of necessary expenses shall be paid into a fund

known as the Multiple District Convention Hospitality Book Reserve Fund. In case of any deficit the Council shall be empowered to deal with the matter as it thinks right and proper and to use such fund to cover such deficit.

69.5 The interest from the Multiple District Convention Hospitality Book Reserve Fund may be disbursed each year by the Council to:

69.5.1 the Multiple District Assignment Fund; and/ or

69.5.2 reimburse to the Multiple District Convention Fund any losses or part thereof incurred on hospitality books at Multiple District Conventions; and/or

69.5.3 assist in defraying the costs of the hospitality book for such future Multiple District Conventions, as Council deems fit.

69.6 Subject to any directions from the Council, the Convention Organising Committee may make such refunds of hospitality fees as it thinks right and proper.

69.7 The Convention Organising Committee shall submit to the Council statements of all its convention accounts following the conclusion of the Multiple District Convention no later than the date specified for that purpose by Council or by the National Treasurer. Subject to the approval of the National Treasurer such statements shall be published in the next following issue of "The Lion - Australia and Papua New Guinea Edition".

INTERNATIONAL BOARD NOMINEES

70 Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club seeking the endorsement of the Conventions of his District and of the Multiple District as a candidate for the office of International Director and/or International Second Vice-President shall:-

70.1 Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the Cabinet Secretary of such District (in the case of a

proposed District Convention endorsement) and to the Executive Officer (in the case of a proposed Multiple District Convention endorsement) no less than 60 days prior to the convening date of the relevant Convention at which such question of endorsement is to be considered.

- 70.2 Deliver with the said Notice of Intention evidence of fulfilment of qualifications for such office as set forth in the International Constitution and By-Laws.
- 70.3 Following the determination by a Multiple District Convention of its nominee for the office of International Director or International Second Vice President the Executive Officer shall take all necessary steps to cause such nomination to be considered by the relevant International Convention. For such purpose the Executive Officer shall review and perfect the nomination and shall obtain any additional evidence as to qualifications or otherwise as may reasonably be required.
71. Nominating speeches shall not exceed four (4) minutes. There shall be only one nominating speech for each candidate and a warning signal shall be given thirty (30) seconds before the time elapses.
72. Candidates' speeches shall not exceed five (5) minutes and a warning signal shall be given thirty (30) seconds before the time elapses.
73. The nominee or nominees from the District Convention and the Multiple District Convention for nomination to office on the International Board shall be selected by secret ballot by the preferential system of voting as set out in the Commonwealth Electoral Act or Regulations thereunder for the election of members of the House of Representatives. If there is any drawing for the position of the names of the candidates on the ballot paper, each candidate, or his duly authorised representative, shall be entitled to be present. The ballot shall be held at a time published in the Order of Business of the Convention and shall remain open for a period of one hour or such longer period as the Convention may determine. Each qualified candidate for office shall be entitled to appoint a scrutineer.
74. In the event of a tie in the final count, the candidate receiving the

greatest number of primary votes shall be declared elected but should there also have been a tie in the primary votes, a fresh ballot shall be held between the final candidates.

75. At a Multiple District Convention the Executive Officer shall declare the name of the successful candidate following the counting of votes, such declaration to be made at a time to be nominated by the Council Chairman.
76. In the event that there is one qualified candidate only for the office of International Director at a Multiple District Convention, his nomination shall be submitted for endorsement by secret ballot at that Convention.
77. Certification of Endorsement by a District or Multiple Convention shall be made in writing by the relevant Cabinet Secretary or Executive Officer (as the case may be) and in accordance with the requirements set forth in the International Constitution and By-Laws.
78. No endorsement of any candidacy of any member of a Lions Club shall be valid unless and until the preceding clauses have been satisfied.

CONVENTION MOTIONS

79. Motions (other than motions of a formal nature) shall only be moved at Multiple District Conventions provided that:-
 - 79.1 In the case of a Motion proposing a Multiple District Project ("Project Motion");
 - 79.1.1 It has been duly passed at a District Convention.
 - 79.1.2 Notice thereof accompanied by full organisation details of the proposed project and the financial responsibilities, if any, of the participating clubs, and the required commitment (if any) of Multiple District funds to start up the proposed project and to administer and conduct the project during its first year of operation, has reached the Executive Officer prior to the 1st day of January preceding the opening of the Convention.

- 79.1.3 The Project Motion classifies the project as a category ‘A’, ‘B’ or ‘C’ project.
- 79.1 In the case of any other Motion (other than a Late Notice of Motion hereinafter referred to):
- 79.2.1 It has reached the Executive Officer not less than 60 days preceding the opening of the Convention.
- 79.1.2 It has been submitted to the Executive Officer by the Council, a District Convention, a District Cabinet or a Lions Club.
- 79.1.3 A Notice of Motion proposing minor amendments to a Multiple District project shall be treated as an ordinary Notice of Motion. A Notice of Motion proposing other than minor amendments to a Multiple District project shall comply with the provisions of Clause 79.1. A Notice of Motion seeking to extend the life of a Category “A” or “B” project shall comply with the provisions of Clause 79.1.2 as if a reference to its start up and first year of operation were a reference to the start up and first year of such extension.
- 79.1.4 A Notice of Motion seeking the adoption of a Category “B” project or the adoption of a Category “C” project intended to be managed by a District or Club shall detail mechanisms for the future control and supervision of the project.
- 79.2 In the case of a Late Notice of Motion:
- 79.3.1 A two-thirds majority of Delegates present and voting has approved the motion coming before the Convention.
- 79.2.2 It does not concern the adoption of a project or fund raising activity of any nature.
- 79.2.3 It does not have the effect of increasing the financial obligations of either Clubs or individual Lions.
- 79.2.4 It arises as a result of a debate or action taken at the Convention relating to a motion received in due time, or

- 79.2.5 It relates to a happening or an event occurring between the due date of lodgement for motions and the commencement date of the Convention and is approved by the Council Chairman as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion.
- 79.2.6 The submission thereof has the written consent of a District Governor or the President of a Lions Club on behalf of his Club and
- 79.2.7 It has been submitted to the Executive Officer by the Council, a District Convention, a District Cabinet, a District Governor, a Lions Club or a Delegate present at that Convention.
- 80 The following provisions apply to a category 'A' project:-
- 80.1 It will be managed by the Council with funding being generated from the project or from resources specified in the Notice of Motion to establish such a project, with the Council being empowered to create a Committee for the better administration and control of the project, subject to the following provisions:
- 80.1.1 The period of time for the conduct of the project shall be fixed by the relevant Notice of Motion, or, in the absence of a limitation of time being expressed in the motion, the period of time shall be deemed to be three (3) calendar years, commencing from the 1st July immediately following the last day of the Convention approving the project;
- 80.1.2 Prior to the expiration of the term of the project, it may be re-classified to a category 'B' project by a motion passed at a subsequent Convention;
- 80.1.3 The term of the project may be extended by a Notice of Motion passed at a convention held not later than the expiry date fixed for the project, whether this is fixed by the original motion approving the project or by a motion passed at a subsequent convention extending the expiry date.
- 80.1.4 Any person or persons (howsoever named) administering control of the project shall be deemed to be a Committee within the meaning of Clause 80 and subject to the procedural requirements contained in the By-Laws of the Multiple District from time to time in force.
- 80.2. No more than five Category "A" projects shall be conducted at any one

time. For the purposes of this Clause a Foundation shall not be deemed to constitute a project.

81 The following provisions apply to a category 'B' project:-

81.1 It shall be established, managed and funded (in the name of the Multiple District) by a Club or District (hereinafter called the 'Managing Club' or the 'Managing District') approved in the motion passed by the Convention subject to the following provisions:

81.1.1 The period of time for the conduct of the project shall be fixed by the relevant motion or, in the absence of limitation of time being expressed in the motion, the period shall be deemed to be three (3) calendar years commencing from the 1st July immediately following the last day of the Convention approving the motion;

81.1.2 The Managing Club or District shall be required to make reports of its conduct of the project to each succeeding Convention, together with a disclosure of the financial records up to a date being not more than three (3) calendar months prior to the commencement date of each such Convention;

81.1.3 The Managing Club or District shall be required to provide to Council such additional reports as may be sought from time to time by Council;

81.1.4 The Managing Club or District shall not pledge the credit of the Multiple District, Council or the International Association in managing the project;

81.1.5 The Managing Club or District shall be entitled to canvass support for the project from Lions Clubs throughout the Multiple District.

81.2 The Managing Club or District shall be entitled prior to the expiration of the term of the project to seek its re-classification to a category 'A' project;

81.3 The term of the project may be extended by a motion passed at a Convention held not later than the expiry date fixed for the project, whether this is fixed by the original motion approving the project or by a

motion passed at a subsequent convention extending the expiry date.

81.4 No more than ten Category “B” projects shall be conducted at any one time. For the purposes of this Clause a Foundation shall not be deemed to constitute a project.

81.5 No proposed Category “B” project shall be submitted for adoption if the object or purpose of such proposed project is substantially the same as the object or purpose of a current Category “A” project or if the adoption of such proposed Category “B” project would be in conflict with or adversely affect the conduct of a current Category “A” project.

82 The following provisions shall apply to a category "C" project:-

82.1 It shall be established, managed and funded in like manner to either a category A or B project to be determined by the Convention, subject to the following provisions:

82.1.1 The project must be endorsed by two-thirds majority of delegates present and voting at the Multiple District Convention;

82.1.2 The period of time for the conduct of the project shall be fixed by the relevant motion being a period of not less than one year and not more than three years and commencing from the 1st July immediately following the last day of the Convention approving the motion;

82.1.3 The period of time for the conduct of the project may be extended by the majority vote of delegates present at the Convention immediately subsequent to the Convention at which the project was adopted, provided the period of time shall in no event exceed a total period of three years computed from the date of the original adoption of the project;

82.1.4 Only one category "C" project shall be conducted at any one time;

82.1.5 The adopted Project may be referred to as "The National Project" during its conduct.

83 In the case of any motion to re-classify a project from one category to

another category, notice of such a motion may be given by the Council, a District Convention, a District Cabinet or a Managing Club and the notice of motion shall reach the Executive Officer not later than the 1st day of January preceding the opening of the Convention.

- 84 The following provisions apply to projects:-
- 84.1 The conduct of a Multiple District project of any category shall be deemed to be subject to such of the provisions of Clauses 80 to 82 of this Constitution as apply to a project of such category.
- 84.1.1 The provisions of any document establishing or relating to the conduct of a Multiple District project of any category shall be deemed to be subordinate to such of the provisions of clauses 80 to 82 inclusive of this Constitution as apply to a project of such category.
85. The Executive Officer shall acknowledge receipt of all notices of motion lodged with him immediately upon receipt thereof.
86. The Executive Officer shall:
- 86.1 In the case of Project Motions post copies of the proposal to all Clubs not later than the 31st January following receipt.
- 86.1.1 In the case of other Motions (except Late Notices of Motion) post a copy thereof to all Clubs not later than 30 days prior to the opening of the Convention.
87. Where any motion is re-drafted by the Constitution and By-Laws Committee the re-drafted notice of motion shall be submitted to the originator for approval as soon as possible. The Committee or Officer re-drafting such notice may (taking into account the printing or other requirements of the Convention) stipulate a date by which the originator thereof must approve the re-drafted motion. Provided the re-drafted motion is approved by the stipulated date it shall be deemed to have been received by the Executive Officer on the date when he first received the original notice of motion.
88. Official forums may be conducted at any Multiple District Convention

which shall have power to make recommendations to Council for consideration.

89. Details of all motions (other than formal motions) and whether the same were lost or carried and details of any amendments thereto which were carried at a Multiple District Convention, shall be published as soon as practicable in "The Lion - Australia and Papua New Guinea Edition".
90. All resolutions of a Multiple District Convention requiring implementation by Council and all forum recommendations requiring consideration by Council shall be published in the November issue of "The Lion - Australia and Papua New Guinea Edition" following the closure of the Convention and a further report from Council thereon shall be published in the ensuing March issue of such magazine with the result (if any) of such action and/or consideration.
91. A vote on any question can be cast only by a Delegate present and no Delegate shall cast more than one vote on any question.

AMENDMENTS

92. This Constitution may be amended only at a Multiple District Convention by an amendment adopted by the affirmative vote of at least two-thirds of the delegates voting on such motion at such Convention. Prior to the closure of debate a report in relation to the proposed amendment may be given by the Constitution and By-Laws Committee should it think fit.

BY-LAWS

93. Subject to the International Constitution and By-Laws and to this Constitution, the Council shall have the power to make such By-Laws as it shall deem necessary with respect to the conduct and administration of the Multiple District and for the purpose of carrying out its duties under this Constitution. It may repeal or amend such By-Laws.

PRECEDENCE

94. The Multiple District shall remain under or subject to the supervision of the International Association and shall be subject to the Constitution and By-Laws of the International Association.

UNIFORMS

95. Dress uniform for men shall consist of:

Single breasted lightweight terylene and/or wool Australian green jacket with an embroidered Lions Emblem (obtained through the National Office), an Australian green Lions tie, a wattle coloured normal long sleeved shirt (made to wear with a tie); or a wattle coloured soft collared jack shirt with an embroidered Lions emblem on the left breast pocket, with fawn trousers and tan shoes.

96. The women's dress uniform shall be the same colour and fabric as the dress uniform for men viz.

Skirts, Culottes or Slacks: Same material as men's trousers

Blouse: Same material as men's shirts

Scarf: Green

Blazer: Single breasted lightweight terylene and/or wool Australian green jacket, with an embroidered Lions emblem (obtained through the National Office)

Shoes: Brown

Handbag: Brown

97. Notwithstanding the provisions hereinbefore set out, Lions who are resident in Papua New Guinea and/or East Timor may have the Papua New Guinea or East Timor (as the case may be) emblem on the breast pocket of their jacket (in lieu of the Australian emblem) and Lions and partners resident in Papua New Guinea and/or East Timor may have such other variations to the uniform as Council may from time to time determine.

98. In all cases an Australian style bush hat, camel in colour, shall be part of

the official uniform of the Multiple District.

99. The recognised uniform for exchangees for the Multiple District Youth Exchange Project shall be a single breasted lightweight terylene and/or wool blazer with an embroidered Youth Exchange Emblem on the left breast pocket and/or such other uniform as Council may from time to time determine.

POWER TO DISTRIBUTE FUNDS

100. The income and property of the Multiple District, however derived, shall be applied solely towards the promotion of the purposes of the Multiple District and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the Clubs within the Multiple District or to Districts therein or to Lions members or to relatives of such members, provided that nothing herein shall prevent the payment in good faith of an honorarium or salary to any officer or servant of the Multiple District or any payment to any Lions member in return for any services actually rendered to the Multiple District or the payment of interest on any moneys borrowed by the Multiple District.

DISSOLUTION

101. Upon the dissolution of this Multiple District pursuant to a special resolution of the Multiple District by its own volition or at the direction of the International Association and in accordance with the provisions of the Associations Incorporation Act 1985 (as amended) of the State of South Australia the property and assets of the Multiple District shall, subject to the provisions of such Act, vest in such other Multiple District or in such Lion Districts and in such proportions as such resolution may provide or the Association (or in default the Council then in office) shall determine provided that all such funds shall be applied to charitable purposes within the meaning of the laws of the State of South Australia or to another Lions Multiple District or to Lions Districts constituted within the area of the Multiple District. Funds held for a particular purpose shall be applied to a purpose as closely as is practicable to that particular purpose.

DISTRICT CONSTITUTION

102. Unless a District adopts a Constitution of its own in accordance with the International Constitution and By-Laws the standard District Constitution then in force shall be deemed to be the Constitution of such District.
103. A District may adopt a new Constitution and may amend the same at any time.
104. The Standard District Constitution printed as an appendix to this Constitution may be amended by the Council at any time.

BY-LAWS

1.00 CO-ORDINATING COMMITTEES

1.01 There shall be four (4) Co-ordinating Committees of Council, viz;

- * Administration Committee
- * Membership Services Committee
- * Youth and Community Projects Committee
- * Marketing Committee.

1.02 Council shall appoint a Manager in respect of each of the Membership Services Committee, the Youth and Community Projects Committee and the Marketing Committee. The Executive Officer shall be deemed to be the Manager of the Administration Committee.

1.03 Where the context so admits the term “Manager” shall be deemed to refer to the Executive Officer.

1.04 *Duties and Responsibilities of the Co-ordinating Committees.*

Co-ordinating committees will strictly adhere to the duties and responsibilities laid down by Council in the Co-ordinating Committee Definition Statements.

1.05 *Reporting Requirements*

The Managers shall submit written reports to the Executive Officer for distribution at each Council Meeting. These reports must be submitted 28 days prior to each Council Meeting and form part of the Council Meeting papers.

1.06 *Management Group*

A Management Group, comprising the Council Chairman, Executive Officer, National Treasurer, Legal Officer and the Managers will review the reports prior to the relevant Council Meeting to ensure that all information required for Council is available and in a form which will assist Council to take decisions and develop policy.

1.07 *Annual Report*

Each Manager shall submit an annual report for inclusion in the Multiple District Convention Handbook.

1.06 *Copying of Minutes and Correspondence*

The Minutes of the meetings of each of the Co-Ordinating Committees and all inter-committee correspondence will be copied to the Council Chairman and to the Executive Officer.

1.07 The Council Chairman and the National Treasurer are ex-officio members of all standing committees. The Executive Officer shall have the right at

his election to attend any meeting of a Co-ordinating Committee or subcommittee of the Multiple District.

1.08 A Manager (save and except for the Executive Officer) shall be appointed for a period not exceeding four (4) years with the right of re-appointment.

1.09 ***Sub-Committees***

Each of the Co-ordinating Committees shall have the power, subject to approval by Council, to form sub-committees.

1.10 ***Appointments***

The appointment of a Manager shall be made by the Council to the intent that such appointment shall take effect from the 1st July following the Meeting of Council at which such appointment is made. Any other appointment shall take effect from the 1st February following the Meeting at which such appointment is made. This clause shall be deemed to be subject to the following provisions:

.001 ***Managers***

Should a Manager resign during his term of office, then Council shall appoint a pro-tem Manager to complete the term of the original Manager.

.002 ***Members***

The members of a Co-ordinating Committee shall be appointed following recommendations made to the Council by the Multiple District Nominations and Elections Committee.

Should any member resign, then his replacement may be appointed by the Manager, subject to Council approval, and such replacement shall complete the term of the original member.

.003 ***Procedural Arrangements***

Each Co-ordinating Committee and each subcommittee shall be subject to the procedural requirements contained in By-Law 2.00.

2.00 COMMITTEES GENERALLY - PROCEDURAL REQUIREMENTS

The term 'committee' unless otherwise specifically stated, shall include each Co-ordinating Committee and each committee and subcommittee established under the control of a Co-ordinating Committee.

Unless otherwise varied or excluded by the By-Laws relating to a specified Committee:

.01 The quorum for each committee shall be half of the members thereof.

- .02 The Chairman of such committee shall have a casting vote as well as a deliberative vote.
- .03 Meetings shall be convened by the Chairman of a committee or in accordance with his directions or by the Council Chairman or in accordance with his directions.
- .04 Notwithstanding anything hereinbefore set out the appointment of any Lion to a Committee as a State or District Representative shall be deemed to have lapsed upon such Lion ceasing to be a permanent resident of that State or District.
- .05 Full and correct minutes of all meetings shall be sent to the Executive Officer and to the Council Chairman as soon as possible after each meeting.
- .06 By the 31st day of July in each year or whenever requested by the Council or the Executive Officer so to do, each committee shall submit to the Executive Officer a budget of its anticipated revenue and expenditure for the period up to the 30th day of June next thereafter.
- .07 Any expenditure by the committee must be within the budget as approved by the Council or in the case of an emergency, must be approved by the Council Chairman.
- .08 If the Council so determines as a matter of principle, the Chairman of a committee may effect liaison arrangements with a Chairman or representative or co-ordinator in any State or Territory other than where the majority of the committee reside, but the committee shall advise the Executive Officer of any such arrangements.
- .09 Further persons, including persons who are not members of a Lions Club, may be co-opted to a committee if the Council so determines.
- .10 A committee may appoint a sub-committee or subcommittees to carry out such part of the committee's functions as may be delegated to it or them. All such appointments and delegations shall be approved by Council or (if the Council so determines) by the Council Chairman in a matter of urgency.
- .11 The Chairman of each committee shall, if directed by the Executive Officer, report fully in writing to the Executive Officer no later than the 31st day of March in each year on the activities of his committee during the year to date, the attendance of members at each meeting of that committee and the personal involvement of each member of that committee. Such reports shall be considered by the Council at its last meeting in each year.

- .12 The Trustees of any Foundation adopted as a Category A project shall be deemed to constitute a ‘Committee’ and shall perform and observe procedural requirements in this clause contained unless the Council may shall otherwise determine.

2.01 Appointment to Committees

- .01 The appointments of Managers and Chairmen of committees and the membership of all committees shall be determined by the Council following the consideration of nominations for appointment by the Multiple District Nominations and Elections Committee.
- .02 The preceding by-law shall not apply in the case of specific officers and officeholders who may be appointed to the membership of a committee.
- .03 Save for the Managers, each appointee to the membership of a sub-committee shall occupy the office for a period not exceeding three (3) years with the right to seek reappointment. The possible advantages of the retirement of committee members in rotation at yearly intervals are acknowledged and such an arrangement should be adopted if practical after due regard to the requirements of the Committee.
- .04 Following a Council Meeting at which appointments are made to Multiple District Committees, there shall be published in the “Lion” at the earliest practical time a summary of the appointments made by Council including the number of applications for each advertised position, the names of the successful applicants, the positions taken by them and, if relevant , the term of their appointment.
- .05 The Council may fill a vacancy in a committee for the remainder of the term of the member who has vacated his position.
- .06 Each committee member on retirement shall be eligible for reappointment at the expiration of his term of office.
- .07 A Committee Chairman shall hold office for a term not exceeding three (3) years, provided that he may at the end of that term renominate for reappointment to the Chairman’s position and may be appointed for a further term with the intent that a Chairman shall not hold office for a continuous period exceeding six (6) years.

2.02 Revocation and Review

- .01 The Council may at any time at its pleasure revoke the appointment of any committee member. The revocation shall take effect immediately or at such time as Council may otherwise determine.
- .02 The committee member whose appointment has been revoked shall be entitled to appeal against the revocation at the Council Meeting next following.
- .03 The Council may, following the appeal, either confirm the revocation or reinstate the member.
- .04 The reasonable expenses of the committee member in attending the Council Meeting to conduct his appeal shall be met from Council funds.

3.00 CODE OF CONDUCT IN REGARD TO COMPLAINTS

- .01 In the event of a complaint relating to the alleged improper conduct or breach of duty by a member of any Multiple District Committee (other than any serving District Governor, Officer of the Multiple District or Manager) then –
 - (a) such complaint shall be made in writing supported by an undertaking to accept the settlement or determination of the matter in accordance with the provisions of this Code and copies thereof forwarded by the Complainant to:
 - (i) the Lion against whom the complaint is made
 - (ii) the Executive Officer
 - (iii) the Legal Officer
 - (iv) (if applicable) the Manager for the Committee of which the Lion against whom the complaint is made is a member.
 - (b) the Manager shall use his best endeavours to effect a mutually satisfactory settlement between the parties and, in such endeavours, shall be at liberty to request the support of the Legal Officer and/or any other Lion whose support the Manager deems appropriate;
 - (c) failing settlement being effected within 30 days from the date of the receipt of the complaint in accordance with sub-paragraph (a) (or by such later date as the Manager may otherwise determine) the matter shall be referred to a Conciliation Committee appointed by the Council Officers (excluding any one of them the subject of a complaint) comprising 3 members all of whom shall be Past District Governors in good standing of

Clubs in good standing, other than a Club of which the Lion against whom the complaint is made is a member.

- (d) The Conciliation Committee shall elect a Chairman from its number.
 - (e) The Conciliation Committee shall:
 - (i) arrange a meeting of the parties for the purpose of conciliating the dispute, such meeting to be at a place and time determined by it and of which not less than 21 days notice has been given to the parties. The Conciliation Committee shall have the right to request the appearance before it of any Lion or other person reasonably considered by it to be appropriate in all the circumstances or
 - (ii) with the consent of the parties call for the production to it within 21 days or at such later date as it may determine written submission from each party setting out all circumstances relative to the matter in dispute. In such event the Conciliation Committee shall have the right to call for any additional evidence it deems fit including the right to request the appearance before it of any Lion or other person reasonably considered by it to be appropriate in all the circumstances.
 - (f) If settlement cannot be arranged by conciliation the Conciliation Committee shall have authority to determine the matter relative to the dispute and such determination shall be final and binding on all parties.
- .02 In the event of a complaint relating to alleged improper conduct or breach of duty by a serving District Governor, a Council Officer or Manager then the abovementioned provisions shall be put into effect save that the Conciliation Committee shall comprise not less than 4 currently serving District Governors or such greater number as the Council may from time to time determine.
- .03 The costs of proceedings shall be borne by the Multiple District unless otherwise directed by the Conciliation Committee and in that regard the Complainant underakes to act in accordance with any directions given.

4.00 MULTIPLE DISTRICT NOMINATIONS AND ELECTIONS COMMITTEE

This committee shall consist of the Council Chairman of the day who shall be the Chairman of the Committee and the Executive Officer and no more than six of the of the District Governors of the day. Its duties shall be;

- .001 To examine all Nominations received for any position on the International Board in order to ensure that the Nominees concerned are qualified for nomination under the Constitution and By-Laws of the International Association of Lions Clubs and to report to the Multiple District Convention the names of the qualified candidates.
- .002 To invite nominations for vacancies to be filled on the Multiple District committees, such invitations to be by way of notices published in “The Lion Australia and Papua New Guinea Edition”.
- .003 To consider:
 - (a) All nomination received in response;
 - (b) Written reports from the respective Committee Chairmen, which are to be sought by the Chairmen of the Nominations Committee immediately after closing date of nominations.
- .004 To examine and make recommendations to Council concerning the effectiveness of any Committee or Committee Members.
- .005 The Executive Officer shall be responsible for notifying all applicants within 10 days of the rising of the Council meeting of the Council’s decision with respect to all appointments. In the event a current committee member, who nominates for a further term, is not reappointed, the Executive Officer shall be responsible to ensure such applicants are notified by telephone, within 24 hours of the rising of the Council meeting, of the Council’s decision. Subsequent written confirmation should also be despatched in terms of this sub-clause.
- .006 Notwithstanding the provisions of sub-clauses .002 and .003, in the event of a vacancy arising at a time considered by Council to create a situation of emergency, the Council Chairman may appoint a temporary Member until the provisions of sub-clauses .002 and.003 can be satisfied.
- .007 The committee shall also supervise the issuing of ballot papers for all Multiple District elections. The committee shall be at liberty to appoint a Returning Officer and an Assistant Returning Officer who shall be responsible for counting the ballot papers. Each candidate may appoint a scrutineer who can be present when ballot papers are

inspected and votes counted. A scrutineer may make representations on any matter relating to the ballot papers and their counting to the Returning Officer whose decision shall be final and conclusive. The Chairman shall ensure that, subject to this Constitution, the secrecy of the ballot is maintained and shall destroy ballot papers when requested to do so by the Multiple District Convention Chairman following the adoption of a resolution in that regard.

5.00 SERGEANT AT ARMS

Under the supervision and direction of the Council Chairman, the Sergeant-At-Arms and Credentials Chairman shall be responsible for the following aspects of Multiple District 201 Conventions;

- .001 Maintain order during business sessions.
- .002 Marshall delegates into the convention hall.
- .003 Ensure that a quorum is present during plenary sessions.
- .004 Call session to order.
- .005 Supervise the issue of and accounting for voting cards and ballot papers.
- .006 Present credentials reports.
- .007 Ensure that Lions moving, seconding and speaking to motions are accredited delegates; and ensure that the delegates voting card is displayed whenever a vote is taken.
- .008 In the event of a division, ensure that no delegate crosses the floor, after voting, and that the count of delegates' votes is accurate.
- .009 When a ballot is taken, close off ballot boxes at the time designated by the Chairman and deliver ballot boxes to the tally room.
- .010 Collect minutes from committees and forums.
- .011 Prepare the daily precis reports and other papers relevant to convention.
- .012 Arrange for and supervise distribution of papers to delegates.
- .013 Carry out other duties as assigned by the Council Chairman.

6.00 VOTING AT MULTIPLE DISTRICT CONVENTIONS

Where there are three or more candidates for nomination to the same office on the International Board, voting on a preferential basis shall be conducted as follows.

- .001 The names of the candidates shall be placed on the ballot paper in the order determined by lot drawn by the Council Chairman or, if he should be a candidate, by the Executive Officer at a meeting of the Council.

- .002 Beside each name shall be placed a square in which the delegate voting shall place a number indicating his order of preference.
- .003 Unless each square is numbered in the appropriate preferential manner, the ballot paper will be informal and not counted.
- .004 Subject to this By-Law, preferences shall be allocated in the same manner as provided in the Commonwealth Electoral Act for the election of members of the House of Representatives.

7.00 RECORDS AND DOCUMENTS

The Council shall retain all important documents, records and accounts relating to its administration. It shall have power to destroy any documents, records and accounts of an unimportant nature.

8.00 ELECTIONEERING

All candidates from the Multiple District seeking election to, or who have been nominated for election to, the International Board (these provisions do not apply to nominees for the position of International Second Vice President) or the Multiple District shall comply with the following conditions:

- .001 Electioneering material shall be limited to one sheet and the size shall not exceed A4 size (210mm x 297mm) but it may be printed on one or both side thereof, and shall be on a form authorised by Council and may contain a statement of facts on the candidates history, family, professional or business background and such other information as is required and may contain a statement by the candidate on his policies for his term of office.
- .002 The electioneering material may be of any colour or colours.
- .003 The electioneering material may include a current photograph of the candidate and a report by the candidate's nominating Club or District as the case may be.

In the case of election to the International Board or the Multiple District, this electioneering material shall be submitted in advance to the Cabinet Secretary of the District in which area the candidate is a Lions member and the District Governor or Cabinet Secretary of such District shall certify to the Council Chairman as to the correctness or otherwise of the material contained in the statement of facts mentioned in paragraph .001 hereof, and if such statement is certified to be incorrect, it shall not be published or distributed until such District Governor or Cabinet Secretary has certified that it has been corrected and is correct.

- .004 The electioneering material may be distributed by the candidate himself, but only once, and in any event no later than fourteen (14) days prior to the day of the subject election to each club Secretary and/or Club President and/or District Officer and/or District Chairman within the Multiple District or District as the case may be, except that one copy of such electioneering material may also be inserted prior to Convention (Multiple District or District as the case may be) in the satchel handed to each Lion attending such Convention. Otherwise than as above, no electioneering material shall be distributed or handed out or published at Conventions.
- .005 No organised functions, receptions, giveaways or other similar promotions in support of a candidate shall be permitted.
- .006 No electioneering material shall be published or distributed by individual Lions or Clubs or Districts in the name of the individual Lions or Club or District endorsing, sponsoring or supporting any candidate for election to the International Board.
- .007 The issue of 'The Lion - Australia and Papua New Guinea Edition' immediately prior to the subject Multiple District convention should include one photograph of each candidate nominated for election to the International Board, and shall include in a form authorised by Council a statement of facts, of not more than 500 words, on each candidates history, family and professional or business background. and other such information as is required by the authorised form.
- .008 A committee shall be appointed by Council in each State or Territory from which there is a candidate for Multiple District 201 nominated to the International Board. Such committee shall comprise three Past Governors who shall have been a District Governor of any District (past or present) within that State or Territory and who ordinarily reside in such State or Territory, and such committee shall certify to the Council Chairman, as to the correctness of the material referred to in paragraph .007 hereof prior to its publication, and if such statement is certified to be incorrect. it shall not be so published until it has been certified that it has been corrected and is correct.
- .009 No candidate nominated for election to the International Board shall have a prominent role at the Multiple District Convention at which such election is to be held prior to the conduct of that election. A candidate shall accept a direction from the Council

Chairman to stand down from any position at the Convention prior to the conduct of the election.

9.00 INTERNATIONAL CONVENTIONS

9.01 *Attendance Expenses*

.001 The Council may pay out of the International Fund an amount towards the expenses of Lions requested by Council to attend an International Convention. The amount spent by Council in respect of any one Lion shall not exceed the following:

- (1) An economy class return air fare to the city where the International Convention is held from the nearest airport to the home of that Lion.
- (2) Eight (8) nights accommodation at the rate prescribed in the contract signed by the relevant hotel with the International Board.
- (3) A meal allowance for eight (8) days (equivalent to that allowed to a District Governor Elect) for that Lion.

.002 The duties of such officers who attend any such International Convention shall be:

- (1) To provide on behalf of the Council, service and facilities for Lions, Lions Ladies, Lionesses and/or Leos of the Multiple District attending such International Convention.
- (2) To exchange ideas with International and Multiple District and District Representatives from other parts of the world; to establish personal relationships with International Officers; to establish more personal relationships with the District Governors elect; to gain experience and knowledge in new techniques for the better performance of their duties.
- (3) Such other duties as shall be designated by the Council.

9.02 *Powers of Parade Marshall*

The Council Chairman-Elect shall act as Parade Marshall for each International Convention. He shall be authorised to direct who shall march in the parade and the position in which they shall march and shall have the power to exclude any person or persons from the parade. He shall be authorised to approve the wearing of the men's working shirt and/or the ladies working dress by marchers and/or the removal of coats by marchers in the Australian and Papua New Guinea Contingent if the weather is particularly hot. His decision in such matters shall be final and conclusive. The Parade Marshall shall be responsible for the directing of an orderly contingent.

9.03 ***Order of March***

Unless otherwise determined by the Parade Marshall pursuant to 9.02 the order of march at an International Convention shall be as follows:

- .001 Colour Party.
- .002 District Governors and Partners in official Multiple District 201 Dress uniform.
- .003 District Governors-Elect and Partners in official Multiple District 201 Dress Uniform.
- .004 Lions, Lionesses, Leos and Partners in official Multiple District 201 Dress Uniform.
- .005 Lions, Lionesses, Leos and Partners in Club uniform.
- .006 Lions, Lionesses, Leos and Partners not in uniform.
- .007 Should approval have been given to the wearing of the men's working shirt and/or the ladies working dress for the purposes of this By-Law the expression 'Official Multiple District 201 Dress Uniform' where herein appearing shall be deemed to include the men's working shirt and/or the ladies working dress (as the case may be).

9.04 ***Style of Dress***

For the purposes of Clauses 9.02 and 9.03 the men's working shirt shall be deemed to mean a yellow coloured business short sleeve shirt with the word 'Australia' and thereunder the Lions Emblem embroidered above the left breast pocket.

For the purposes of Clause 9.02 and 9.03 the ladies working dress shall be deemed to mean a fawn coloured dress with straight lines from a shoulder yoke and the word 'Australia'.

10.00 **SPONSORSHIP OF LIONS CLUBS**

In accordance with the policy of the International Board, the District Cabinets and District Committees are authorised to sponsor the formation of new Lions Clubs.

11.00 **MULTIPLE DISTRICT FUNDS**

11.01 Pursuant to the provisions of the Multiple District Constitution certain funds are payable by each District and each Club in the manner and at the times therein provided.

11.02 Except as otherwise expressly provided in the Constitution monies payable in respect of the following matters shall be paid and satisfied out of monies standing to the credit of the Administration Account of a District or Club:-

Multiple District and District dues;

Multiple District Directories;
Insurance – Fidelity Bonding
- General Property

11.03 Except as otherwise expressly provided in the Constitution monies payable in respect of the following matters may be paid and satisfied out of monies standing to the credit of the Activities Account of a District or Club:-

Insurance – Personal Accident (Lions, Lionesses and Leos)
- accompanying partners (Lions, Lionesses)
- Directors and Officers Indemnity
- Workers compensation
- Excess public liability
- Loss of cash (Lions, Lionesses, Leos).

Youth Exchange Fund

Lioness Program

Youth of the Year

Multiple District Projects and Activities.