



**THE INTERNATIONAL ASSOCIATION
OF LIONS CLUBS**

**MULTIPLE DISTRICT 29
WEST VIRGINIA**

**CONSTITUTION AND BY-LAWS
EFFECTIVE JULY 11, 2023**

**(INCORPORATES ALL CHANGES MADE BY AMENDMENTS TO THE LCI
CONSTITUTION AND BY-LAWS AND THE STANDARD FORM DISTRICT
CONSTITUTION AND BY-LAWS AS OF 7/11/2023)**

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CONSTITUTION—MULTIPLE DISTRICT 29, LIONS CLUBS INTERNATIONAL

ARTICLE I NAME

This organization shall be known as “Multiple District 29, State of West Virginia, Lions International,” hereinafter referred to as “Multiple District 29.”

ARTICLE II PURPOSE

The purpose of this Multiple District shall be to provide an administrative structure with which to advance the Purposes and Objects of The International Association of Lions Clubs in this Multiple District.

ARTICLE III MEMBERSHIP

The membership of this organization shall be all Lions Clubs in the state of West Virginia chartered by Lions Clubs International. This Multiple District shall consist of three Districts, to-wit: District 29L, including Lions Clubs in Brooke, Cabell, Calhoun, Doddridge, Gilmer, Hancock, Jackson, Marion, Marshall, Mason, Monongalia, Ohio, Pleasants, Putnam, Ritchie, Roane, Tyler, Wetzel, Wirt, and Wood Counties; District 29C, including Lions Clubs in Boone, Braxton, Clay, Fayette, Greenbrier, Kanawha, Lincoln, Logan, McDowell, Mercer, Mingo, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Wayne, Webster, and Wyoming Counties; and District 29I, including Barbour, Berkeley, Grant, Hampshire, Hardy, Harrison, Jefferson, Lewis, Mineral, Morgan, Pendleton, Preston, Randolph, Taylor, Tucker, and Upshur Counties; which boundary lines were adopted by the 2014 Multiple District Convention and approved by the Board of Directors of Lions Clubs International on October 8, 2014.

ARTICLE IV COUNCIL OF GOVERNORS

Section 1. Membership.

There shall be a Council of Governors composed of the District Governors and one Immediate Past District Governor, who shall serve as the chairperson. The officers of this Multiple District shall be the members of the Council of Governors. Each member of the Council of Governors, including the Council Chairperson, shall have one (1) vote on each question requiring action of the Council of Governors.

Section 2. Officers.

The officers of the Council of Governors shall be the Chairperson and the Vice Chairperson. The Chairperson shall be elected at the close of the Multiple District Convention by the current Council of Governors and the District Governors Elect. The Council Chairperson shall serve a one-year term only and cannot serve in that capacity again.

The Vice Chairperson shall be elected at the close of the Multiple District Convention, from the District Governors Elect, by the District Governors Elect. The officers shall take office immediately after the close of the next succeeding International Convention.

Section 3. Quorum.

A majority of the Council of Governors shall constitute a quorum. In an emergency, any member of the Council who participates fully in the meeting using an electronic device shall be considered to be in attendance, just as if he or she personally attended.

Section 4. Meetings.

The Council shall hold a regular meeting within forty-five (45) days after the date on which the District Governors officially take office, and such other meetings as it deems advisable. The Council Chairperson, or the Secretary, at the Chairperson’s direction, shall issue a written call for each meeting of the Council, with the time and place thereof to be set out in the call and to be determined by the Chairperson. The date of any meeting, save the first, which shall be set by the Chairperson, shall be determined by the Council.

Section 5. Powers.

Except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution and By-Laws of The International Association of Lions Clubs, the powers granted therein to

the Board of Directors of said Association, and the policies and acts of said Board of Directors, the Council 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. Within the limits prescribed by the Constitution and By-Laws of this Multiple District, have jurisdiction, control and supervision over all phases of the Multiple District Convention and all other meetings of the Multiple District.
- D. Have original jurisdiction, when authorized under policy of said International Board of Directors and under rules of procedure prescribed by said Board, to hear and rule upon any complaint of a Constitutional nature raised by any Sub-District or Districts, any Lions Club, or any member of a Lions Club, in the Multiple District. All such rulings of the Council shall be subject to review and decision by said International Board.
- E. Have control and management of all budgetary matters of the Multiple District and committees of the Multiple District and Multiple District Convention. No obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

Section 6. Removal.

At the request of a majority of the Council of Governors, a Special Meeting of the Council shall be called for the purpose of removal of the Council Chairperson. The Council Chairperson may be removed from the Council for cause by the affirmative vote of two-thirds (2/3) of the entire number of the Council of Governors.

ARTICLE V MULTIPLE DISTRICT SECRETARY-TREASURER

There shall be a Multiple District Secretary-Treasurer elected by the incoming Council of Governors at the close of the Multiple District Convention. The Secretary-Treasurer shall serve as an ex-officio member, without vote, of all Multiple District Committees. The official duties of the Multiple District Secretary-Treasurer, as well as the amount of any stipend and administrative expenses, shall be as prescribed by the Multiple District Policy Manual.

ARTICLE VI CONVENTIONS

Section 1. Multiple District Convention.

An annual convention of this Multiple District shall be held in each year prior to the International Convention at a place selected by a previous annual convention of this Multiple District and at a date and time fixed by the Council of Governors. The Council of Governors shall issue an official printed call for the annual multiple district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day, and hour thereof.

Section 2. Invitations to Host.

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

Section 3. Multiple District Convention Officers.

The members of the Council of Governors shall be the presiding officers at all meetings of the Multiple District Convention unless otherwise delegated by the Council.

Section 4. District Conventions.

A convention of each District in this Multiple District shall be held, annually, in conjunction with the Multiple District convention, or at such other date, time and place prior thereto as determined by the District Cabinet. A meeting of the registered delegates of a District in attendance at a Multiple District convention

may constitute the annual convention of said District. The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day, and hour thereof. The agenda for the District Convention shall include the nomination and election of a District Governor, First Vice District Governor, Second Vice District Governor, Sight Foundation Trustee, and any members of Multiple District Committees requiring elected District representation. At any District Convention, awards and financial and other reports may be presented by the District Governor, Cabinet Secretary-Treasurer, or others.

Section 5. Sergeants-at-Arms.

A Sergeant-at-Arms and such Assistant Sergeants-at-Arms as are deemed necessary for a Convention may be appointed by the Council of Governors or District Governor, as appropriate.

Section 6. Convention Delegates.

Each chartered club in good standing in Lions Clubs International, and its District, and this Multiple District shall be entitled in each convention of its District or this Multiple District to one (1) voting delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club, or major fraction thereof, of said club as shown by the records of the International Office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person may cast one (1) vote only for each office to be filled by, and one (1) vote only, on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in its District. Delinquent dues may be paid, and good standing acquired at any time up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention. The District Governors and all Past District Governors of the Multiple District in good standing in attendance at any District or Multiple District Convention, shall have full delegate powers and privileges without reference to the number of delegates to which the clubs of which they are members would otherwise be entitled, but nothing herein contained shall be construed to allow any person more than one vote upon any occasion or in connection with any question before the Convention.

Section 7. Convention Quorum.

A majority of the delegates registered will constitute a quorum for a Convention.

Section 8. Convention Relocation.

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

Section 9. Official Reports.

- A. **Multiple District.** Within sixty (60) days after the close of the multiple district convention, an official report shall be forwarded to Lions Clubs International and each club in the multiple district by the Multiple District Secretary/Treasurer.
- B. **District.** Within fifteen (15) days after the close of each district convention, the cabinet secretary shall transmit one copy of the complete proceedings to Lions Clubs International. Upon written request from any club in the respective district a copy shall be furnished to said club.

ARTICLE VII REVENUE

Section 1. Multiple District Dues.

Multiple District Dues of twelve dollars (\$12.00) per member shall be levied upon each club in the Multiple District, except campus clubs and new and reorganized clubs, in two (2) semi-annual payments as follows: six dollars (\$6.00) per member on July 1 and January 1 of each year, billings of same to be based upon the roster of each club as of the first day of July and January, respectively. New and reorganized clubs shall be given a one-year grace period starting from the charter date as established by LCI for new clubs and one year from the date of reorganization as established by LCI for reorganized clubs, respectively, and will be required to pay multiple district dues on the next billing cycle as set forth in Section 1 hereof. These dues

shall be collected from the clubs in each District by the respective Cabinet Secretary-Treasurer and be turned over to the respective treasurer of each fund. Transfer of funds collected to date shall be made by October 15, January 15, April 15, and July 15, of that particular year.

Campus clubs shall be exempt from paying the Annual Multiple District Dues. Eligible students between the age of legal majority and through age thirty (30) shall only be required to pay one-half (1/2) of the current dues that the club is assessed for multiple district dues. An eligible student is defined as a student enrolled in an educational institution, and the club will be required to complete any necessary certification to verify the student's eligibility. The Multiple District Dues shall be divided into the following funds: (1) District Administrative Fund; (2) Multiple District Convention Fund; (3) International Convention Fund; (4) Council of Governors Administrative Fund. Four dollars twenty cents (\$4.20) per member of the Multiple District Dues shall be placed in the District Administrative Fund. The remainder of the Multiple District Dues shall be distributed to the other funds within the limitations prescribed by the Multiple District By-Laws.

Section 2. District Administrative Fund.

The District Administrative Fund shall remain in the custody of the Cabinet Secretary-Treasurer. This fund shall be disbursed only for the administrative expenses of the District as are approved by the District Governor's Cabinet. Payment out of said Fund shall be by checks drawn and signed by the Cabinet Secretary-Treasurer and countersigned by the District Governor. The District Governor and Cabinet shall not incur any obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year. Any balance remaining at the end of any year shall be placed in the hands of the next succeeding Cabinet Secretary-Treasurer.

Section 3. Multiple District Convention Fund.

The Multiple District Convention Fund shall be used exclusively for defraying the Multiple District Convention expenses. Said fund shall not be used for any other purpose and shall be expended only for such items as are approved by the Council of Governors. The Convention Handbook portion of the Multiple District Policy Manual as approved by the Council of Governors will govern the preparation and operation of the Multiple District Convention insofar as the Handbook does not abrogate any provision of this Constitution or the Multiple District By-Laws.

Section 4. International Convention Fund.

The International Convention Fund in its entirety shall be turned over to the Treasurer of the West Virginia Past District Governors after collection from the Cabinet Secretary-Treasurers. This fund shall be used for the purpose of promoting West Virginia Lionism and participation in the International Convention. Expenditures of these International Convention Funds are subject to the approval of the West Virginia Past District Governors.

Section 5. Multiple District Council Administrative Fund.

The Multiple District Council Administrative Fund is to be used in defraying the administrative expenses of the Multiple District. The fund shall be disbursed only for administrative expenses of the Multiple District and only upon approval by the Council of Governors. Disbursement therefrom shall be by checks drawn and signed by the Multiple District Secretary-Treasurer and countersigned by the Council Chairperson or other designated Council member. Any balance remaining in the fund at the end of the year shall be added to the fund collected for the next year and become available for future Multiple District administrative expenses.

Section 6. Compensation.

No officer of this Multiple District or any District in this Multiple District shall receive any compensation for any service rendered in his/her official capacity, except for the Multiple District Secretary-Treasurer, whose compensation, if any, shall be fixed by the Council of Governors.

Section 7. General.

All treasurers of Multiple District or District funds, including the Multiple District Secretary-Treasurer, Cabinet Secretary-Treasurers, and any other person whose duties include receiving or disbursing funds collected from Lions clubs in the Multiple District shall be bonded in such amount and with such surety company as shall be approved by the Council of Governors or District Cabinet, and the cost of the same shall be an administrative expense. The Council of Governors and each Cabinet, board or committee shall

provide for an annual or more frequent audit of their books and accounts, and statements of financial condition shall be sent to Lions International, the Council of Governors, and each club in the Multiple District or District, as appropriate, at the close of the fiscal year.

ARTICLE VIII DISTRICT ORGANIZATION

Section 1. Cabinet and Officers.

- A. Each District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, First Vice District Governor, Second Vice District Governor, a Cabinet Secretary-Treasurer, or a Cabinet Secretary and a Cabinet Treasurer, the region chairpersons (if they are utilized during the District Governor's term), zone chairpersons and such other district committee chairpersons as shall be appointed by the District Governor. In addition, the District Global Membership Team Coordinator, District Global Leadership Team Coordinator, District Global Service Team Coordinator, District Global Extension Team Coordinator, District Marketing Chairperson and LCIF District Coordinator may be members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district. In the event a Leo or Leo-Lion is appointed to the position of Leo/Leo-Lion cabinet liaison, the position would serve as a non-voting advisor to the cabinet.
- B. The District Governor, First Vice District Governor, and Second Vice District Governor of each District shall be elected at the annual convention of the district. The District Governor may appoint a region chairperson for each region and shall appoint a zone chairperson for each zone in the district. These appointments shall be made by the time the district governor takes office.
- C. Any vacancy in any district office, except that of district governor, first vice district governor, and second vice district governor shall be filled by appointment by the district governor for the unexpired term thereof

In the event of a vacancy arising in the office of First or Second Vice District Governor, the District Governor shall convene a meeting of the Immediate Past District Governor, First Vice District Governor and Second Vice District Governor and all past International officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recent past district governor who is available, to send out invitations to attend said meeting and to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

In order for a Lion to be eligible to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his or her single or sub-district.
- (b) Secure the endorsement of his or her club or a majority of the clubs in his/her single district.
- (c) Have served or will have served at the time he/she takes office as first or second vice district governor:
 - (i) As an officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for a full term or major portion thereof.
 - (iii) With none of the above being accomplished concurrently
 - (iv) Has not completed a full term or major portion thereof as district governor.
- D. Each region and zone chairperson shall:
 - 1. Be an active member in good standing in the respective region or zone; and
 - 2. Have served or will have served at the time of taking office as region or zone chairperson, as

president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.

- E. If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he or she was appointed, his/her term of office shall thereon cease, and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson or zone chairperson for the remainder of the term.

Section 2. District Cabinet Meetings.

- A. **Regular.** A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary-Treasurer.
- B. **Special.** Special meetings of the Cabinet may be called by the District Governor at the Governor's discretion and shall be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not less than five (5) nor more than ten (10) days written or electronic notice of special meetings, setting forth the purpose thereof and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary-Treasurer.
- C. **Quorum and Vote.** The attendance of a majority of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings, the voting privilege shall extend to all the members of the Cabinet.

Section 3. Regions and Zones.

- A. Each district governor shall divide the district into zones of no more than ten (10) and no less than (4) Lions clubs, giving due regard to the geographical locations of the clubs. The district may be divided into regions of two or more zones (if regions are utilized during the district governor's term). All such regions and zones shall be subject to change by the district governor, when in the sole discretion of the governor, such change is deemed necessary to the best interests of the clubs, district and of the Association.
- B. **Regional Meetings.** Meetings of representatives of all clubs in a region, with the Region Chairperson presiding, may be held during the fiscal year at times and places fixed by the Region Chairperson of the respective region.
- C. **Zone Meetings.** In addition to meetings of the District Governor's Advisory Committee, meetings of representatives of all the clubs in a zone, with the Zone Chairperson presiding, may be held during the fiscal year at times and places fixed by the Zone Chairperson.

Section 4. District Committees.

- A. **District Governor's Advisory Committee.** In each zone, the Zone Chairperson and the Presidents and Secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as chairperson thereof. At a date, time and place called by the Zone Chairperson, this Committee shall hold a first meeting within sixty (60) days after the adjournment of the preceding International Convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth before the International Convention at a time when the officers of the coming year have been elected and invited to attend the meeting. It shall assist the Zone Chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the Zone Chairperson to the District Governor and his/her Cabinet.
- B. **District Past District Governor's Committee.** In each district there shall be a Past District Governor's Committee composed of past district governors within the district who are members in good standing of clubs within the district. The Chairperson of this committee shall be appointed by the District Governor and shall serve as a member of the district cabinet. This committee shall meet at least twice a year at the call of the Chairperson or District Governor.

ARTICLE IX: WEST VIRGINIA PAST DISTRICT GOVERNORS

Section 1. Membership.

- A. Active Members. All Past District Governors in the following categories shall be active members of the West Virginia Past District Governors (PDG) Association:
1. Any Past District Governor who is a member of a Lions club in Multiple District 29.
 2. Any Past District Governor of Multiple District 29 who is a member of a Lions club outside of West Virginia.
- B. Honorary Members. The spouse of a deceased Lion who was an Active Member may be granted Honorary Membership in the Association by a majority vote of the Active Members present at any official business meeting. An Honorary Member shall be entitled to all the privileges of membership, except the right to vote or hold office in the Association.

Section 2. Officers.

The officers shall be a Chairperson, Vice Chairperson, Secretary and Treasurer, who shall be elected annually at the Multiple District Convention by the PDG Association. The current officers of the Association, the immediate past chairperson, and all West Virginia Past Directors of Lions Clubs International shall be an executive committee to conduct the business affairs between meetings of the Past District Governors Association. Their actions shall be subject to approval of the PDG Association at its next regular meeting.

Section 3. Quorum.

Ten (10) members shall constitute a quorum for any meeting of the West Virginia Past District Governors. A majority of the Executive Committee shall be considered a quorum.

Section 4. Objects.

The PDG Association shall work to increase the stature of Lionism in the state of West Virginia. It shall promote attendance at, and formulate all plans for, the Multiple District's participation in International Conventions. Said plans shall be subject to approval by the Council of Governors.

Section 5. International Convention Fund.

The PDG Association shall administer the International Convention Fund in accordance with the provisions of Article VII, Section 4. The Treasurer of the PDG Association shall be bonded and audits shall be conducted as provided for in Article VII, Section 7.

ARTICLE X AMENDMENTS

Section 1. Method.

This Constitution may be amended only at a Multiple District Convention, by resolution reported by the Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the delegates present and voting.

Section 2. Procedure and Timing.

No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to the President and Secretary of each club, all Past District Governors, all multiple district coordinators and chairpersons, and all cabinet officers no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 3. Automatic Update.

When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would affect this Multiple District Constitution shall automatically be updated in this Multiple District Constitution at the close of said International Convention. The Multiple District Committee on Constitution and By-Laws will determine the exact wording and placement of the automatic amendment, and report same to the Council of Governors.

Section 4. Effective Date.

Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

BY-LAWS, MULTIPLE DISTRICT 29

ARTICLE I. DISTRICT NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee.

Each District Governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not through the duration of their appointment hold any district cabinet or international office either by election or appointment.

Section 2. District Governor, First Vice District Governor, and Second Vice District Governor.

Any qualified member of a club in a district intending to seek the office of District Governor, First Vice District Governor, or Second Vice District Governor shall file a notice of his/her intention to so run in writing with the Multiple District Secretary-Treasurer, the District Governor, and each member of the District Nominating Committee no less than thirty (30) days prior to the convening of the district or multiple district convention at which the election will be held, and furnish therewith evidence of compliance with the qualifications for the office sought as set out in the International Constitution and By-Laws. Nominating Committee Checklists to be used by the District Nominating Committee for each office are included as Attachments D, E, and F to the Standard Form District Constitution and By-Laws. The Nominating Committee shall place in nomination at the District convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, qualified persons may be nominated from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. Other District Elections.

Elections for District representatives to Multiple District committees or boards of trustees may be conducted separately from or simultaneously with elections for District Governor, First Vice District Governor, and Second Vice District Governor.

Section 4. Form of Election.

Each election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting to be declared elected. For purposes of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. In the event of a tie vote, or if no candidate receives the required majority, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast. The results of the election shall be verified to the District Governor and become a part of the minutes of that Convention. The ballots shall be delivered to the Multiple District Secretary-Treasurer to be held until the elected candidate takes office.

ARTICLE II. DUTIES

Section 1. Multiple District Council Chairperson.

The Council Chairperson shall be the administrative facilitator of the Multiple District. All actions are subject to the authority, direction, and supervision of the Council of Governors. In cooperation with the Council of Governors, the Council Chairperson shall:

- a) Further the Purposes of this Association.
- b) Assist in communicating information regarding International and Multiple District policies, programs, and events.
- c) Document and make available the goals and long-range plans for the Multiple District as established by the Council of Governors.
- d) Convene meetings and facilitate discussion during meetings of the Council of Governors.
- e) Facilitate the operations of the Multiple District convention.

- f) Support efforts initiated by the International Board of Directors or the Council of Governors that are intended to create and foster harmony and unity among Districts.
- g) Submit reports and perform such duties as may be required by the Multiple District Constitution and By-Laws and the International Board of Directors.
- h) Perform such other administrative duties as may be assigned by the Council of Governors.
- i) Facilitate, at the close of his/her term of office, the timely presentation of all Multiple District accounts, funds, and records to his/her successor in office.

Section 2. Multiple District Secretary-Treasurer.

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

- a) Keep an accurate record of the proceedings of all meetings of the Council of Governors, and within ten (10) days after each meeting forward copies thereof to all members of the Council of Governors, the office of Lions Clubs International, and all Past District Governors in the Multiple District.
- b) Assist the Council of Governors in conducting the business of the Multiple District and perform such other duties as are specified or implied in the Constitution and By-Laws, or as may be assigned to him/her from time to time by the Council of Governors.
- c) Receive and give proper receipts for all Multiple District Dues required to be paid over hereunder by the District Cabinet Secretary-Treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by checks drawn against said deposits signed by himself/herself and countersigned by the Council Chairperson or other duly authorized Council member.
- d) Keep accurate books and records of accounts and minutes of all Council of Governors and Multiple District meetings, and permit inspection of the same by any member of the Council of Governors or any club in the Multiple District (or any duly authorized agent of either entity) at any reasonable time for any proper purpose.
- e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors.
- f) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds, and records of the multiple district to his/her successor in office.

Section 3. Multiple District Council.

The Council of Governors shall:

- a) Make all contracts and approve all bills relating to Multiple District Convention administrative expenses.
- b) Designate a depository for Multiple District funds.
- c) Determine the amount of surety bond for the Multiple District Secretary-Treasurer and approve the surety company issuing said bond.
- d) Receive financial reports, semi-annually or more frequently, if necessary, from the Multiple District Secretary-Treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the Multiple District Secretary-Treasurer.

Section 4. Multiple District Protocol Chairperson.

The Council of Governors shall appoint annually a protocol chairperson for the Multiple District. Under supervision and direction of the Council of Governors, the protocol chairperson shall:

- a) At all events attended by visiting dignitaries, provide seating charts in keeping with the association's official protocol; ensure that spoken introductions are based on the same; and ensure that dress requirements are clear for all events.
- b) Arrange for proper airport (or other arrival) greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to ensure its suitability, and provide appropriate amenities (flowers, fruit, etc.).
- c) Arrange for the proper escort of visitors to each function on the schedule.

- d) Arrange courtesy calls on local government leaders (or regional and/or national leaders if the location suggests this as a possibility), as the visitor's schedule permits.
- e) Coordinate public relations media exposure such as television, radio and print media, as necessary.
- f) Coordinate departure from hotel, and transportation to airport (or other departure venue).

Section 5. District Governor.

Under the general supervision of the International Board of Directors, they shall represent the association in their district. In addition, they shall be the chief administrative officer in their district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. Their specific responsibilities shall be to:

- (a) Further the purposes of the association, resulting in membership growth in the district.
- (b) Oversee the district leadership team members to implement current district action plans focused on and working towards the successful achievement of district goals:
 - (1) Charter new Lions clubs.
 - (2) Ensure effective club operation.
 - (3) Achieve net membership growth.
 - (4) Provide leadership development and skills training at the club and district level.
 - (5) Encourage clubs to conduct and report meaningful humanitarian service.
 - (6) Support and promote Lions Clubs International Foundation and encourage club and member contributions to Lions Clubs International Foundation.
- (c) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
- (d) Oversee the administrative operation of the district:
 - (1) Effectively manage district events to meet member needs.
 - (2) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
 - (3) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.
 - (4) Submit a current itemized statement of total district receipts and expenditures to their district convention or annual meetings of their district at a multiple district convention.

- (5) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (e) Guide clubs to operate in accordance with the International Constitution and By-Laws, support activities that improve member retention, and remain in good standing with the association:
 - (1) Ensure that each Lions club in the district be visited in-person (or virtually if necessary) by the district governor, a district cabinet member, or a Lion appointed by the district governor no less than once every year to facilitate successful administration of the club.
 - (2) With the assistance of the zone chairpersons and region chairpersons (when present), monitor the viability of each club in the district to ensure each club remains in good standing, meets the needs of its members, and supports the objectives of the Association.
 - (3) Promote harmony and resolve conflicts among and within the chartered Lions clubs using appropriate methods.
- (f) Preside, when present, over the district convention and cabinet and other meetings.
- (g) Perform such other functions and acts as shall be required of them by the International Board of Directors.

Section 6. First and Second Vice District Governors.

A. First Vice District Governor.

The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. Their specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association, resulting in membership growth in the district.
- (b) Actively work towards the success of the current district plan.
- (c) With the district governor and second vice district governor, review strengths and weaknesses of the district, refine and further develop a draft of the ongoing district plan focused on and working towards the successful achievement of district goals.
- (d) Identify and prepare a highly effective team for subsequent years to develop and implement action plans for district goals:
 - (1) Understand the actions needed to accomplish district plans.
 - (2) Know the roles and responsibilities, resources, and Lions qualified to serve in

roles.

- (3) Ensure team members are adequately trained to perform in their specific roles.
- (4) Work closely with club leadership to identify future district leaders.
- (e) Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- (f) At the request of the district governor, supervise other district committees.
- (g) Actively participate in all cabinet meetings, and conduct meetings in the absence of the district governor.
- (h) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor they will be better prepared to assume the duties and responsibilities of said office.
- (i) Participate in council of governor's meetings as appropriate.
- (j) Participate in the preparation of the district budget.
- (k) Conduct club visitation as the representative of the district governor when requested by the district governor.
- (l) Work with the District Governor and the District Convention Committee to assist and plan the annual district convention and assist the district governor to organize and promote other events within the district.

B. Second Vice District Governor.

The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant to and representative of the district governor. Their specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association, resulting in membership growth in the district.
- (b) Actively work towards the success of the current district plan
- (c) Serve as district liaison (at the direction of the district governor) to region and zone chairpersons working towards successful zone operations in support of club health.
- (d) Become familiar with the strengths and weaknesses of the clubs in the district and the resources that support club development.
- (e) Prepare for role as district governor.
- (1) Become familiar with the duties of the district governor.
- (2) Assess and develop leadership skills.

- (3) Understand district structure and constitution and by-laws and the resources available.
- (4) Be aware of club health indicators and assess club strengths and weaknesses.
- (5) Understand the programs offered by Lions Clubs International Foundation (LCIF).
- (6) Prepare to conduct effective club visitations.
- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- (g) Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.
- (h) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- (i) At the request of the district governor, supervise appropriate district committees.
- (j) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- (k) Participate in the preparation of the district budget.

Section 7. Cabinet Secretary-Treasurer.

The Cabinet Secretary-Treasurer shall be under the supervision of the District Governor and the Cabinet. The specific responsibilities of the office shall be to:

- A. Further the Purposes and Objects of this Association.
- B. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - 1) Keep an accurate record of the proceedings of all meetings of the Cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the Cabinet, all Past District Governors within the District, and the office of Lions Clubs International.
 - 2) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor, the Multiple District Cabinet Secretary-Treasurer, and the Secretary of each club in the District.
 - 3) Make reports to the Cabinet as the District Governor or Cabinet may require.
 - 4) Collect and receipt for all Multiple District Dues levied hereunder on members and clubs in the District, deposit the same in such banks as the District Governor shall determine and disburse the same by order of the District Governor.
 - 5) Remit and pay over to the Multiple District Secretary-Treasurer the Multiple District Convention Fund, International Convention Fund, and Council of Governors Administrative Fund collected in the District.
 - 6) Keep accurate books and records of account, and minutes of all Cabinet and District meetings, and permit inspection of same by the District Governor, any Cabinet member, and any club (or authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
 - 7) Secure bond for the faithful performance of the duties of the office in such sum and with such sureties as may be required by the District Governor or the Cabinet.

- 8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds, and records of the District to his/her successor in office.
- C. Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

Section 8. Region Chairperson. (if the position is utilized during the district governor's term).

The region chairperson, subject to the supervision and direction of the district governor, shall be the chief administrative officer in their region. Their specific responsibilities should be to:

- (a) Further the Purposes of this Association, resulting in membership growth in the region.
- (b) Actively work towards the success of the current district plan and encourage club participation.
- (c) Supervise the activities of the zone chairpersons in their region and such district committee chairperson as may be assigned by the district governor.
- (d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service:
 - (1) Be knowledgeable of tools available to support club health.
 - (2) Conduct meaningful and effective club visitations in coordination with the zone chairpersons as needed.
 - (3) Communicate with clubs regularly to ensure effective operation.
 - (4) Support new clubs.
 - (5) Utilize LCI Resources, Global Action Team Coordinators and LCIF Coordinators to support club health.
- (e) Perform such duties and directives as may be required by the district officers or by the policy of the International Board of Directors.
- (f) Become familiar with district operations and enhance leadership skills as needed for advancement:
 - (1) Learn the district structure and the importance of each position.
 - (2) Assess personal leadership skills to encourage personal growth.
- (g) Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors.

Section 9. Zone Chairperson.

The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in their zone. Their specific responsibilities shall be to:

- (a) Further the Purposes of this Association, resulting in membership growth in the zone.
- (b) Actively work towards the success of the current district plan and encourage club participation.
- (c) Serve as chairperson of the District Governor's Advisory Committee (Zone Meeting) in their zone and as such chairperson to call regular meetings of said committee.
- (d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
 - (1) Be knowledgeable of tools available to support club health.
 - (2) Visit each club in their zone once or more during their term of office, reporting their findings to the district governor and the region chairperson (if applicable) particularly with respect to weaknesses they may have discovered.
 - (3) Communicate with clubs regularly to ensure effective operation.
 - (4) Support new clubs.
 - (5) Utilize LCI Resources, Global Action Team and LCIF to support club health.
 - (6) Endeavor to have every club within their zone operating under a duly adopted club constitution and by-laws.
 - (7) Represent each club in their zone in any problems with district, multiple district, or Lions clubs International.
- (e) Become familiar with district operations and enhance leadership skills as needed for advancement:
 - (1) Learn the district structure and the importance of each position.
 - (2) Assess personal leadership skills to encourage personal growth.
- (f) Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors.

Section 10. Global Service Team (GST) District Coordinator

Under the supervision of the district governor, the GST district coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district service and fundraising goals.
- (b) Work to increase the percentage of clubs reporting service within the district.
- (c) Have knowledge of and encourage participation in LCI and LCIF service programs and

- grants, and the use of LCI service resources.
- (d) Act as the advocacy champion for the district, supporting clubs as they raise awareness, educate their community, and advocate for change.
 - (e) Share service success stories with Lions and the community to increase visibility and member satisfaction, attract new members, and encourage the sharing of best practices.
 - (f) Work to identify potential leaders to participate in a service leadership role.

Section 11. Global Membership Team (GMT) District Coordinator.

Under the supervision of the district governor, the GMT district coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district membership goals.
- (b) Train club membership chairpersons on key tools and initiatives and encourage clubs to create membership plans to improve recruitment and member satisfaction.
- (c) Support club membership chairs with membership inquiries and provide prompt guidance in line with applicable policies.
- (d) Ensure that prospective members are promptly contacted, and referred to a suitable club based on interest, availability, expectations, and other factors. If a suitable club is not available, guidance and support to starting a new club is provided unless a Global Extension Team district coordinator has been appointed.
- (e) Work to identify potential leaders to participate in a membership leadership role.
- (f) Provide retention strategies to clubs in collaboration with Global Leadership Team and Global Action Team district coordinators.
- (g) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district leadership team coordinator and the club officers.

Section 12. Global Leadership Team (GLT) District Coordinator

Under the supervision of the district governor, the GLT district coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) With the district team, develop and implement the district plan focused on and working to achieve district leadership development goals to hold training for club officers, region and zone chairpersons, Certified Guiding Lions, and others as appropriate.
- (b) Develop and execute an annual district learning and leadership development plan and report training in Learn.
- (c) Work to identify potential leaders to participate in service, membership, or leadership roles.
- (d) Support and facilitate training at district events when appropriate.

- (e) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district membership team coordinator and club officers.

Section 13. District Extension Team Coordinator (if the position is utilized during the district governor's term).

Under the supervision of the district governor the district GET coordinator is a member of the District Global Action Team. Their responsibilities include:

- (a) Work with the district team (including the district governor and vice district governors) to ensure new club goals of the district are met and sustainable.
- (b) Identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not served or are underserved.
- (c) Collaborate with district leadership to build a team capable of completing the tasks required in the successful chartering of new clubs including membership recruitment, leadership development, and engagement in meaningful service projects.
- (d) Understand and communicate the process and policies of new club development to team members and ensure that accurate information is conveyed to prospective members.
- (e) Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new club officers and educating Guiding Lions on expectations of the new club.
- (f) Train and involve Lions interested in new club chartering to expand the district's ability to charter new clubs.
- (g) Ensure new club applications are complete, properly approved, and submitted efficiently.

Section 14. District Marketing Chairperson

Under the supervision of the district governor, the district marketing chairperson is responsible for marketing and communications efforts and directly supports the District Global Action Team. Their responsibilities include:

- (a) Work with the district team to identify and support opportunities for marketing large-scale events, programs, and initiatives.
- (b) Collaborate directly with the district Global Membership Coordinator to direct any membership leads that come through marketing channels to appropriate clubs.
- (c) Support the district governor and district Global Action Team with marketing and publicity guidance.
- (d) Support district funding opportunities.
- (e) Manage district social media channels and websites, either directly or through an established district marketing committee.
- (f) Maintain a full understanding of the Global Brand Guidelines:
 - a. Champion appropriate and consistent use of global brand assets in all district activities.
 - b. Support use of approved brand templates for story and publicity development.
- (g) Encourage clubs to fill the role of the club marketing chairperson.
 - a. Ensure consistent support for the club marketing chair, holding meetings, training, and providing marketing guidance and best practices.

(h) Promote the good works and newsworthy stories of LCI and LCIF to Lions and members of the media, through social media channels, and to external audiences.

Section 15. LCIF District Coordinator.

The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. Their responsibilities include:

- (a) Ensure that their team of club coordinators implement LCIF fundraising strategies.
- (b) Educate Lions about the importance and impact of LCIF locally, regionally, and around the world.
- (c) Encourage Lions to support LCIF in all aspects of fundraising across the district.
- (d) Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

Section 16. District Governor's Cabinet.

The District Governor's Cabinet shall:

- a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
- b) Receive, from the Region Chairpersons and/or Zone Chairpersons, reports and recommendations which concern the clubs and zones.
- c) Supervise the collection of all dues by the Cabinet Secretary-Treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the District.
- d) Secure, set the amount of, and approve the surety company issuing the surety bond for the Cabinet Secretary-Treasurer.
- e) Secure, semi-annually, or more frequently, District financial reports from the Cabinet Secretary-Treasurer.
- f) Provide for an audit, as provided in the Multiple District Constitution, of the books and accounts of the Cabinet Secretary-Treasurer.
- g) Under the District Governor's leadership, set up a definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.

Section 17. District Past District Governors Committee.

The District Past District Governors Committee shall act under the direction of the District Governor in the promotion of harmony throughout the District. The members may be called upon by the District Governor to help with weak clubs, install officers, induct members and any other special mission which the District Governor desires. The chairperson of this committee shall attend meetings of the District Governor's Cabinet when and as called upon by the District Governor to do so; and the Chairperson may be ex-officio member of the District Governor's Cabinet. The official actions of this committee or of its individual members shall be under the supervision of the District Governor. The members of this Committee shall be all Past District Governors who are members of clubs in the District.

Section 18. Sergeant-at-Arms.

The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to the office under Robert's Rules of Order Newly Revised.

ARTICLE III. COMMITTEES

Section 1. Credentials Committee.

- A. Multiple District.** The Credentials Committee of the Multiple District Convention shall be composed of the current District Governors, First and Second Vice District Governors and Cabinet Secretary-Treasurers. The chairperson of this committee shall be the Council Chairperson. The Credential Committee shall have the powers and perform such duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.
- B. District.** The Credentials Committee of the district convention shall be composed of the District Governor, as Chairperson, the Cabinet Secretary/Treasurer and two other non-officers of the district appointed by the District Governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district and shall not through the duration of the appointment hold any district or International office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 2. Multiple District Convention Committees.

At the first regular meeting of the Council of Governors, the Council shall appoint, designate the chairperson of, and fill any vacancies occurring in the following Multiple District convention committees: Resolutions, Nominations, Elections and Rules. Each District shall have one representative on each committee. These committees shall perform such duties as the Council shall designate and as are defined in the Multiple District Policy Manuals.

Section 3. Constitution and By-Laws Committee.

The permanent Constitution and By-Laws Committee shall be composed of four members, one from each District, plus a Chairperson appointed by the Council of Governors. The member from each District shall be appointed by the Governor of the District and will serve a three-year term. Members may be reappointed. The Chairperson will serve a two-year term and may be reappointed for one additional two-year term. Members will be appointed at the first regular meeting of the Council in the years in which vacancies exist. This committee shall receive, write, rewrite, and present for approval any and all amendments to the Constitution and By-Laws of Multiple District 29. Upon direction from the State Council, it shall from time to time cause new editions of the Constitution and By-Laws to be published and distributed. It shall be the duty of the Committee member in whose District the Council of Governors is meeting to attend the meeting of the Council and serve as Parliamentarian.

If a member of the Committee is unwilling or unable to fulfill the duties of the position, the District Governor of that District shall declare a vacancy and appoint a replacement member to fill the unexpired term. In the event of a vacancy in the Chairperson's position, the Council will appoint a replacement Chairperson to fill the unexpired term. A Chairperson who is appointed to fill an unexpired term of more than one year will be eligible for reappointment to one additional two-year term.

Section 4. Long Range Planning Committee.

There shall be a Multiple District Long Range Planning Committee composed of four members: one from each District, plus a Chairperson appointed by the Council of Governors. The member from each District shall be appointed by the Governor of the District and will serve a single three-year term. The Chairperson will serve a two-year term and may be reappointed for one additional two-year term. Members will be appointed at the first regular meeting of the Council in the years in which vacancies exist.

Each member of the Long Range Planning Committee shall have served as President of a Lions Club, served on a District Cabinet, attended previous Council meetings, attended two or more District Conferences, attended two or more Multiple District 29 Conventions, and attended at least one Lions of West Virginia Leadership Retreat. Attendance at a USA/Canada Lions Leadership Forum and/or a Lions Clubs International Convention shall be considered an optional, but recommended, qualification.

The Committee shall meet at least quarterly at a time and place to be established by the Chairperson of the

Committee. A quorum shall consist of 3 members.

If a member of the Committee is unwilling or unable to fulfill the duties of the position, the District Governor of that District shall declare a vacancy and appoint a replacement member to fill the unexpired term. In the event of a vacancy in the Chairperson's position, the Council will appoint a replacement Chairperson to fill the unexpired term. A Chairperson who is appointed to fill an unexpired term of more than one year will be eligible for reappointment to one additional two-year term.

The Long Range Planning Committee will develop plans to enhance the future of Lionism in Multiple District 29. It will consider items or issues that the Committee identifies and/or that are referred to the Committee by the Council and/or others. The Chairperson shall report on the activities of the Committee at each meeting of the Council.

The Committee may submit an annual budget request to the Council for consideration.

Section 5. Youth Camps and Exchange Committee.

There shall be a State Youth Camps and Exchange Committee consisting of two members from each District plus a Chairperson appointed by the Council of Governors. The Committee shall be responsible for the Multiple District Lions Youth Exchange Project. It shall plan the Youth Exchange program and provide for the funding thereof. In each District, one (1) member shall be elected by the District Convention, and one (1) member shall be the Youth Camps and Exchange Chairperson appointed by the District Governor. The elected members from each District shall be elected for staggered three (3) year terms. The Chairperson shall have served at least one year as a District member of the Youth Camps and Exchange Committee prior to being appointed as Chairperson. The Chairperson shall be appointed to a two (2) year term and may be appointed for up to three (3) additional terms. The terms of office of members of this committee shall begin on September 1 and terminate on August 31, to better facilitate the committee's operation and permit the members to continue through the Youth Exchange season.

The Committee shall present its annual operating budget to the meeting of the Council of Governors next following August 31. It shall operate under policies and procedures prescribed by the Multiple District Policy Manual. The Committee may recommend to the Council such changes to the Policy Manual as it deems necessary.

Section 6. Other Committees.

The Council of Governors shall appoint, or in the case of positions requiring multi-year terms, affirm the Multiple District GLT Coordinator, GMT Coordinator, GST Coordinator, GET Coordinator, and LCIF Coordinator. The respective District Chairpersons shall serve as Committee members for those activities. The Council may appoint such other activity Committees as it shall deem necessary from time to time. The Council shall designate the Chairperson of each Committee appointed by it and have the power to fill all vacancies in any Committee so appointed. Activity Chairpersons shall submit their budget requests prior to the first Council meeting following the International Convention.

ARTICLE IV. RULES FOR CONVENTION PROCEDURE

Section 1. Order of Business.

The Council of Governors shall arrange the Order of Business for the Multiple District Convention, and the same shall be the order of the day for all sessions. The district governor shall arrange the order of business for the district convention, and the same shall be the order of the day for all sessions.

Section 2. Fund Raising Projects.

The sale of tickets, chances, merchandise, and donations for individual club activities shall be prohibited at District Conferences and Conventions and the State Convention.

Section 3. Parliamentary Procedure.

Roberts' Rules of Order shall govern all parliamentary procedure except as otherwise specifically provided in this Constitution and By-Laws.

ARTICLE V. DUES, FINANCE AND FISCAL YEAR

Section 1. Dues.

The Council shall allocate the Multiple District portion of the Multiple District Dues as follows: one dollar twenty cents (\$1.20) to the Multiple District Convention Fund; one dollar twenty cents (\$1.20) to the International Convention Fund; and five dollars and forty cents (\$5.40) to the Council of Governors Administrative Fund.

Section 2. Budget.

The Council of Governors shall adopt a budget annually, at its first meeting following the International Convention.

Section 3. Fiscal Year.

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

ARTICLE VI. MULTIPLE DISTRICT PROJECTS

Lions' projects that have significant impact in the Multiple District, the scope of which exceed the capacity of any club or District, may be approved as Multiple District Projects. The Council of Governors will annually approve projects meeting the requirements set forth in the Multiple District Policy Manual.

ARTICLE VII. PAST DISTRICT GOVERNORS

The West Virginia Past District Governors Association shall promote harmony and fellowship among its members and promote Lionism in West Virginia. It shall be the deliberative and assisting body in the formulation of administrative plans and policies affecting the International Conventions. It shall make all plans for the Multiple District's participation in any International Conventions, including gifts, if any, for the International Family, District Governors and District Governors-Elect; Hospitality Rooms; Floats; Caucus Rooms; Gifts for Hospitality Room; etc. and any other expenses that the West Virginia Past District Governors deem necessary. It shall designate a depository for the International Convention Fund and approve the surety bond for the Treasurer. It shall demand and receive from the Treasurer financial reports, semi-annually or more frequently, if necessary, and shall make provisions for a detailed audit at the end of the fiscal year of the books and accounts of the West Virginia Past District Governors' Treasurer.

The PDG Association shall hold such social and business meetings as it deems necessary. It may establish its own policies and procedures, which shall be included in the Multiple District Policy Manual.

ARTICLE VIII. NOMINATION AND ENDORSEMENT OF CANDIDATES FOR INTERNATIONAL OFFICE

Section 1. Council Decision.

After recommendation by the Past District Governors Association, the Council of Governors shall, at their January meeting, decide whether the Multiple District shall present a candidate for International Office.

Section 2. Notice of Intent and Qualification.

Subject to the provisions of the International Constitution and By-Laws a member of the Lions Club in Multiple District 29 seeking endorsement as a candidate for International Director or to Third Vice President shall:

- a) File by mail, or in person, written notice of intent to seek endorsement by the Multiple District Convention to the Multiple District Secretary-Treasurer no less than thirty (30) days prior to the convening of such convention.
- b) Deliver with said notice of intent evidence of fulfillment of qualifications of such office as required by the International Constitution and By-Laws and as required by this Article.

Section 3. Required Endorsements.

Any candidate seeking endorsement of the Multiple District Convention must have the endorsement of a

Convention of his/her District. Certification of endorsement by the Convention of the District must be made in writing by the District Governor and Cabinet Secretary-Treasurer to the Multiple District Secretary-Treasurer. Only one certification of endorsement may be submitted by a District.

Section 4. Nominating Speeches.

Each nominee seeking endorsement may be entitled to one nominating speech of no more than five (5) minutes duration and one seconding speech of no more than three (3) minutes duration.

Section 5. Election Process.

The vote on the question of endorsement shall be by secret ballot by delegates only unless there shall be only one (1) candidate in which event a voice vote may be taken. The nominee receiving a majority of votes cast shall be declared endorsed as the candidate of the Multiple District. In the event of a tie vote on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one nominee receives the required majority of the votes cast.

Section 6. Term of Multiple District Endorsement.

Endorsements for international director shall be valid for three (3) succeeding conventions provided the candidate is otherwise eligible to be elected. If not elected during the initial endorsement, the candidate must wait three (3) years before such candidate is eligible to seek endorsement again. Endorsements for international third vice president shall be valid for three (3) succeeding conventions, provided the candidate is otherwise eligible to be elected, for a maximum of two (2) succeeding endorsements. If not elected during the successive endorsement periods, then such candidate must wait three (3) years before the candidate is eligible to seek endorsement again.

Section 7. Certification of Multiple District Endorsement.

Certification of endorsement by the respective Convention (District or Multiple-District) shall be made in writing to the International Office by District and Multiple District officers designated and in accordance with, the requirements of the International Constitution and By-Laws.

Section 8. Validity of Endorsement.

No endorsement of a candidacy of any member of a Lions Club in Multiple District 29 shall be valid unless and until the provisions of this Article have been met.

ARTICLE IX. AMENDMENTS

Section 1. Method of Amendment.

These By-Laws may be amended only at a Multiple District Convention, by resolution reported by the Committee on Constitution and By-Laws and adopted by a two-thirds (2/3) affirmative vote of the votes cast.

Section 2. Automatic Update.

When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would affect this Multiple District's By-Laws shall automatically be updated in the Multiple District By-Laws at the close of said International Convention. The Multiple District Committee on Constitution and By-Laws will determine the exact wording and placement of the automatic amendment, and report same to the Council of Governors.

Section 3. Notice Requirement.

No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to the President and Secretary of each club, all Past District Governors, all Multiple District Coordinators and Chairpersons, and all Cabinet officers no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. Effective Date of Amendment.

Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment or by the Convention at the time of voting.