

The International Association of Lions Clubs
(Lions International)
District 44N
State of New Hampshire

CONSTITUTION

CONSTITUTION and BY-LAWS

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Article I Name

Section 1. This Organization shall be known as Lions District 44N, State of New Hampshire, Lions Clubs International, hereinafter referred to as "District". Any reference to masculine pronouns in this document shall be intended to refer to either male or female gender.

Article II Purposes

Section 1. To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this District.

Section 2. To create and foster a spirit of understanding among the peoples of the world. Section

Section 3. To promote the principles of good government and good citizenship.

Section 4. To take an active interest in civic, cultural social, and moral welfare of the community. Section

Section 5. To unite the members in the bonds of friendship, good fellowship and mutual understanding.

Section 6. To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

Section 7. To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

Article III Objects

Section 1. To provide this District with an efficient organization headed by International's representative, the District Governor, for the express purpose of advancing Lionism and providing proper administration throughout the District.

Article IV Supremacy

Section 1. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the multiple district constitution and by-laws, then the multiple district constitution and by-laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the International constitution and by-laws, then the International constitution and by-laws shall govern.

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Article V Membership

Section 1. The membership of this Organization shall consist of all Lions Clubs in the District, duly chartered by Lions International and in good standing.

Section 2. This District's boundaries are set by the Board of Directors of Lions International. Any proposals for redistricting the existing District shall be processed in accordance with the Constitution of Lions International.

Article VI District Officers

Section 1. The officers the District shall be the District Governor, who shall be the presiding officer; Immediate Past District Governor; First Vice District Governor; Second Vice District Governor the Cabinet Secretary/Treasurer (or, if the District Governor chooses, a Cabinet Secretary and Cabinet Treasurer); the LCIF District Coordinator, Region Chairmen (optional position at the at the discretion of the District Governor); Zone Chairmen, Global Membership Team Leader, Global Leadership Team Leader, and Global Service Team Leader.

Section 2. The District Governor shall be elected at the annual District Convention, in accordance with the International Constitution and By-Laws, and shall take office immediately on adjournment of the International Convention next succeeding his election, serving until the adjournment to the next following International Convention.

Section 3. The District Governor shall appoint, by the time he officially takes office, one Region Chairman in each Region of his District, if he deems that the position will be utilized during his term. If the position will not be utilized, it shall remain vacant during the District Governor's term.

Section 4. The District Governor shall appoint, by the time he officially takes office, one Zone Chairman in each Zone in his District.

Section 5. Each officer appointed by the District Governor shall be a member in good standing of a chartered Lions Club in good standing within the District.

Section 6. In the event of a vacancy in the District Governor's Cabinet, or in any office **except** that of District Governor, First Vice District Governor, Second Vice District Governor, Club President, or Club Secretary/Treasurer, the District Governor shall have the power to fill such vacancy for the unexpired term thereof.

Section 7. In the event any Region Chairman shall, during their term of office, become a member of a club in a region other than the one from which they were appointed, the term of office of such Region Chairman shall terminate immediately, and a successor, for the remainder of the term, shall immediately be appointed by the District Governor.

Section 8. In the event any Zone Chairman shall, during their term of office, become a member of a club in a zone other than the one from which they were appointed, the term of office of such Zone Chairman shall terminate immediately, and a successor, for the remainder of the term, shall be appointed by the District Governor.

Section 9. There shall be no salary paid to any officer of the District.

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Section 10. The First and Second Vice District Governors shall be elected in accordance with the International Constitution and By-Laws at the annual District Convention by the delegates assembled, and shall take office immediately upon adjournment of the International Convention next succeeding their election, serving until the adjournment of the next following International Convention.

The First and Second Vice District Governors shall be voting members of the District Governor's Cabinet.

If a vacancy occurs in the office of District Governor, the First Vice District Governor shall act in the capacity of District Governor until such time when the vacancy is filled by the International Board of Directors.

In the event that the elected First Vice District Governor, becomes unable or unwilling to serve, the Second Vice District Governor shall act in the capacity of District Governor until such time when the vacancy is filled by the International Board of Directors

In the event that the elected Second Vice District Governor, becomes unable or unwilling to serve, the position shall become vacant and shall remain vacant until a replacement is selected by the District Cabinet Officers and District Governor's Honorary Committee.

The qualifications for First and Second Vice District Governor shall be the same as those of the District Governor.

Article VII
District Governor's Cabinet

Section 1. There shall be a District Governor's Cabinet composed of the District Governor as its presiding officer, First Vice District Governor, Second Vice District Governor, the Immediate Past District Governor, the LCIF District Coordinator, the Region Chairmen (If this position is utilized by the District Governor during his term), Zone Chairmen, the Cabinet Secretary / Treasurer (or, if the District Governor chooses, a Cabinet Secretary and Cabinet Treasurer), Global Leadership Team Leader, Global Membership Team Leader, and the Global Service Team Leader. All members of the Cabinet are voting members. If any person holds two positions at the same time (e.g. Immediate Past President and Zone Chairman), that person shall be entitled to only one vote. The District Governor shall appoint such committees as he deems necessary for the proper operation of the District. Said committee members shall serve the Cabinet with voice only.

Section 2. The District Governor shall appoint a Cabinet Secretary/Treasurer (or the District Governor could instead appoint a Cabinet Secretary and a Cabinet Treasurer) who shall be a member(s) of in good standing of a Lions Club in the District.

Section 3. A majority of the District Governor's Cabinet shall constitute a quorum.

Section 4. The District Governor shall call at least one regular meeting of the District Governor's Cabinet each quarter during the year, and the first of these meetings shall be held within sixty (60) days after the adjournment of the preceding International Convention. Ten (10) days written notice of the meetings of the District Governor's Cabinet shall be given to each member of the Cabinet, by the Cabinet Secretary or the Cabinet Secretary/Treasurer.

Special meetings of the District Governor's Cabinet may be called by the District Governor at his discretion, or shall be

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called upon written request made either to the District Governor or to the Cabinet Secretary or Cabinet Secretary/Treasurer by a majority of the members of the Cabinet. Not less than five (5) days and no more than ten (10) days written or telephonic notice of special meetings of the District Governor's Cabinet shall be given to each member by the Cabinet Secretary/Treasurer.

Article VIII District Convention

Section 1. A convention of the District shall be held no less than thirty (30) days prior to the date set for the International Convention.

Section 2. A District Convention Committee shall be established by the District Governor, consisting of the District Governor, the First Vice-District Governor, the Second Vice-District Governor, the Cabinet Secretary/Treasurer (or Cabinet Secretary and Cabinet Treasurer) and two (2) members named by the District Governor. This committee is empowered to confirm District Convention dates and places up to three (3) years in advance.

Section 3. The District Convention Committee shall have supervision over all phases of the District Convention.

Section 4. A Sergeant-at-Arms and such Assistant Sergeants-at-Arms as deemed necessary for the District Convention shall be appointed by the District Governor.

Section 5. Each chartered Club, in good standing, shall be entitled 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, provided, however that each such club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this Section shall be five (5) or more members.

Each vote on any question can be cast only by a delegate present in person at the Convention and no delegate shall cast more than one (1) vote on each question.

Section 6. A majority of delegates in attendance shall constitute a quorum of the Convention.

Section 7. The District Governor's Cabinet shall retain and have absolute power to change at any time for good and sufficient reason, without the District incurring any liability whatsoever, the city or place holding the District Convention.

Section 8. The District Convention Committee shall arrange a program for the District Convention, and the same shall be the "Order of the Day", for all sessions.

Section 9. Special Convention. A Special Convention of the clubs in the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening of the International Convention and that such special convention shall not be convened for the election of the district governor, first vice district governor, or second vice district governor. Written notice of the Special Convention setting forth time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary or Cabinet Secretary/Treasurer, no less than 30

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days prior to the convening of the Special Convention.

Article IX District Organization

Section 1. The District shall be divided by its District Governor, into Regions of ten (10) to sixteen (16) Lions Clubs each, due regard having been given to the geographical locations of the Clubs, and shall be subject to change by the District Governor as is deemed necessary for the best interest of Lions and the individual Lions Clubs.

Section 2. Each Region shall be divided by the District Governor into Zones, with such Zones being composed of four (4) to eight (8) Lions Clubs each, due regard having been given to the geographical locations of the Clubs, and shall be subject to change by the District Governor as is deemed necessary for the best interest of Lionism and the individual Lions Clubs.

Section 3. Meetings of all the member Clubs in the Region shall be designated and known as Region Meetings, and Region Meetings shall be held throughout the District during the year, at times and places to be fixed by the Region Chairman and Zone Chairmen of the respective Regions, with the Region Chairman in active charge. Such Region Meetings shall be so arranged and of such a number as will make it possible and convenient for the members of each Club in the District to attend. All such Region Meetings shall be under the supervision of the District Governor. If no Region Chairmen are appointed by the District Governor, then said meetings will not occur. However, Zone Chairmen may choose to hold inter-zone meetings as an option.

Section 4. Meetings of all member Clubs in a Zone shall be designated and known as Zone Meetings, and Zone Meetings shall be held throughout the District during the year and at times and places to be fixed by the Zone Chairman of each individual Zone, who shall be in active charge, under the supervision of the Region Chairman of the Region of which the Zone is part. Such Zone Meetings shall be so arranged and of such a number as will make it possible and convenient for the members of each Club in each Zone to attend.

**Article X
District Dispute Resolution Procedure**

Section 1. All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district constitution and by-laws, or any policy or procedure adopted from time to time by the district cabinet, or any other internal Lions district matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district, or any club(s) and the district administration, shall be settled by following the dispute resolution procedure as outline in the Lions Clubs International Constitution and By-laws.

Article XI Amendments

Section 1. This Constitution can be amended only at the District Convention, by resolution reported by the Committee on Constitution and By-Laws at such annual meeting, and adopted by an affirmative vote of two-thirds (2/3) of the registered Delegates present at such meeting.

Section 2. No amending resolution shall be reported to the Convention for vote unless and until a copy of the same shall have been forwarded to each Club Secretary and Cabinet Member within the District, and to the Chairman of the

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Convention Committee on Resolutions, postmarked, or electronically sent at least forty-five (45) days prior to the Convention at which it is to be voted upon.

Article XII
Printing / Availability

Section 1. The Constitution and By-Laws of the District shall be updated annually and shall be placed on the Multiple District 44 web site for access by all Lions.

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Article I
District Nominations and Elections

Section 1. The District Governor shall appoint, as part of the District Organization, a Nominating Committee of not more than five (5) members. Each shall be a member of a different regularly chartered Lions Club in the District, and shall not at the time of their appointment hold any State, District or International Office. Each member shall have their names published in the annual District directory. The Nominating Committee will appoint its own Chairman.

Section 2.

A. Each candidate for the office of District Governor, First Vice District Governor and Second Vice District Governor shall be a member in good standing of a chartered Lions Club in good standing within the District and shall meet the qualifications for that office as described by the International Association of Lions Clubs.

B. Each candidate shall be nominated, in writing, by the candidate's Lions Club with an endorsement by a majority of the members of said Lions Club, or a majority of clubs within said district. Such nomination and endorsement shall be received by the Nominating Committee before midnight on the fifteenth (15th) day of March of the year of election and shall include the written confirmation for the nominee that he will serve if elected.

C. In addition to complying with sections A and B in this section, the candidate for District Governor shall:

1. Currently be serving as the First Vice District Governor within the District from which he/she will be elected.
2. Only in the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of First or Second Vice District Governor as set forth in this section and who is currently serving, or who has served one (1) additional year as member of the District Cabinet, shall fulfill the requirements of subsection C1 in this section.

D. In addition to complying with sections A and B in this section, the candidates for First and Second Vice District Governor shall:

1. Have served or will have served at the time he/she takes office as First or Second Vice District Governor:
 - a. 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; and,
 - b. As Zone Chairman or Region Chairman or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 - c. Neither a or b listed above may be accomplished concurrently.

E. The Nominating Committee shall notify the District Governor, in writing, on or before the eighteenth (18th) day of March of all qualified candidates for the District office. In the event there are no qualified candidates at the time of reporting, the Nominating Committee shall so note in their report.

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The District Governor shall notify the Clubs in the next newsletter of the report of the Nominating Committee. In the event there is (are) no qualified candidate(s) for the district office(s) as described in Sub-section B above: then, and only then, may endorsements of candidates be made after March fifteenth (15th). Endorsements may then be accepted by the Nominating Committee at any time prior to the close of nominations by the District convention. Such endorsement shall include the written confirmation of the candidate to serve as described in Sub-section B above.

F. After presentation of names of qualified nominees by the Nominating Committee, nominating and seconding speeches for First Vice District Governor, Second Vice District Governor, and District Governor, may be made and limited as follows: one (1) nominating speech of not more than five (5) minutes duration and one (1) seconding speech of not more than three (3) minutes duration. Floor demonstrations shall be limited to not more than ten (10) minutes with the Sergeant-at-arms supervising such demonstrations. If the current First Vice District Governor stands for election for District Governor, a simple motion and second may be substituted for the nominating and seconding speeches. If the current Second Vice District Governor stands for election for First Vice District Governor, a simple motion and second may be substituted for the nominating and seconding speeches.

Section 3. The election for each office shall be by secret written ballot and the candidate receiving a majority of the votes cast shall be declared elected. When two or more candidates are placed in nomination, the candidate receiving the simple majority of the votes cast shall be elected. If on the first ballot no candidate receives a majority, the candidate or candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie, balloting shall continue until one candidate is elected.

Section 4. Vacancy in Office:

A. In the event a vacancy occurs in the office of District Governor under these By-Laws or the Constitution, the First Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as, the District Governor until such time as said vacancy is filled by the International Board of Directors in accordance with procedure provided by the International Constitution and By-Laws.

B. In the event of a vacancy in the office of First Vice District Governor, the Second Vice District Governor shall act as First Vice District Governor and shall perform the duties of, and have the same authority as, the First Vice District Governor until such time as said vacancy is filled by the International Board of Directors in accordance with procedure provided by the International Constitution and By-Laws.

C. In the event of a vacancy in the office of Second Vice District Governor, the same shall be filled by the convening of a meeting of the remaining Cabinet Officers and Past International officers including Past District Governors at a time, date and place called and determined by the District Governor to pick a replacement and notify Lions Clubs International of said change.

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Article II Duties

Section 4. **District Governor.** The District Governor shall preside at all sessions of the District Convention and all meetings of the Cabinet, and, as chief executive, shall supervise the work and activities of his District and shall perform such other duties as pertain to that office, as set forth in the International Constitution and By-Laws. In the event of the absence of the District Governor at a District Convention or a Cabinet meeting, the First Vice District Governor will perform the duties of the District Governor in conducting said meetings. The District Governor shall have the authority to dismiss any Region Chairman, Zone Chairman or any other officer or committeeman appointed by him for good and sufficient reason.

Section 5. **First Vice District Governor.** The duties of the First Vice District Governor shall be as described by the International Constitution and By-Laws. He shall act as the chief administrative assistant to the District Governor under the Governor's supervision and direction. He shall familiarize himself with the duties of the District Governor; be actively involved in all Cabinet and State meetings, conducting said meetings in the absence of the District Governor; participate in preparation of the District Budget; be engaged in all matters that will be continued into the following year; perform such administrative duties as assigned by the District Governor; actively participate in reviewing Clubs strengths and weaknesses in the District; and supervise District committees at the Governor's request. The duties of the First Vice District Governor shall in no way infringe on the duties of any other District Officer, nor shall the First Vice District Governor hold any other District Officer's position, while serving as the First Vice District Governor. The First Vice District Governor shall be a voting member of the District Governor's Cabinet.

Section 6. **Second Vice District Governor.** The duties of the Second Vice District Governor shall be as described by the International Constitution and By-Laws. He shall act as an administrative assistant to the District Governor under the Governor's supervision and direction. He shall familiarize himself with the duties of the District Governor and First Vice District Governor; be actively involved in all Cabinet and State meetings, conducting said meetings in the absence of the District Governor and First Vice District Governor; participate in preparation of the District Budget; be engaged in all matters that will be continued into the following year; perform such administrative duties as assigned by the District Governor; actively participate in reviewing Clubs strengths and weaknesses in the District; and supervise District committees at the Governor's request. The duties of the Second Vice District Governor shall in no way infringe on the duties of any other District Officer, nor shall the Second Vice District Governor hold any other District Officer's position, while serving as the Second Vice District Governor. The Second Vice District Governor shall be a voting member of the District Governor's Cabinet.

Section 7. **Cabinet Secretary/Treasurer.** Under the supervision and direction of the District Governor and his Cabinet, the Cabinet Secretary/Treasurer shall keep an accurate record of the proceedings of all meetings of the Cabinet, and shall within five (5) days after each meeting forward copies of the minutes of same to all members of the Cabinet, and the office of Lions International. He shall also keep an accurate record of the proceedings of the District Convention. He shall assist the District Governor and Cabinet in conducting the business of the District, and shall perform such duties as are specified or implied in the Constitution and By-Laws of the Organization, or as may be assigned to him from time to time by the Cabinet. He shall sign all notices and documents issued to the District, keep the accounts, receive all monies paid to the District, and shall make an annual report to the Cabinet at the meeting of the Cabinet immediately preceding the District Convention and at such other times as said Cabinet may require. He shall deposit all monies received by him in such bank, or banks as may be designated by the Cabinet and shall disburse the same by order of said Cabinet. He shall turn over to the State Council Secretary/Treasurer the monies collected in the District, and due the State, as described in the State Constitution, Article XIII after securing of proper receipt. His accounts, books and records shall at all times be open to the inspection of the Cabinet, the District Governor, and any auditors named by the Cabinet. He shall give bond for the faithful performance of his duties in such sum and with such sureties as may be required by the District Governor's Cabinet. All records of transactions shall be turned over to the next succeeding Cabinet Secretary-Treasurer. Should the District Governor choose to split the Cabinet Secretary-Treasurer into separate Cabinet Secretary and Cabinet

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Treasurer Positions, the Cabinet Secretary shall perform all duties in this Section pertaining to minutes, records, notices and documents. The Cabinet Treasurer shall perform all duties in this Section pertaining to monies, keeping the accounts, financial reports, deposits, and disbursements. Both shall assist the District Governor and Cabinet in conducting the business of the District.

Section 8. Global Service Team (GST) District Coordinator. The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities.
- (c) Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- (d) Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- (h) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

Section 9. Global Membership Team (GMT) District Coordinator. The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district membership development plan.
- (c) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
- (g) Include diverse populations to participate in Global Action Team Initiatives.
- (h) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.

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Section 10. **Global Leadership Team (GLT) District Coordinator.** The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district leadership development plan.
- (c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- (d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- (e) Promote leadership development opportunities that encourages participation all levels of the association.
- (f) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
- (g) Include diverse populations to participate in Global Action Team initiatives.
- (h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (i) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
- (k) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

Section 11. **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. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in district publications, during district events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (g) Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.
- (h) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

Section 12. **Region Chairman.** The Region Chairman (if the position is utilized during the District Governor's term) shall be a member of the District Governor's Cabinet, and shall attend the regular and special and deliberations of the Cabinet. He shall assist the District Governor in the promotion of Lionism in his Region by performing such other duties as may be delegated to him from time to time by the District Governor and the District Governor's Cabinet. He may recommend to the District Governor qualified Lions in his Region for appointment as Zone Chairmen. It shall

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be his duty to see that every club in his Region is efficiently operating under the duly adopted Club Constitution and By- laws. It shall be his duty to promote the Annual, Sub-District, State and International Conventions among the clubs in his region, and he shall endeavor to have each Club represented at each of these Conventions by at least the full quotas of delegates to which they are entitled. He shall supervise and assist the Zone Chairmen of his Region in the performance of their official duties; and he shall cooperate with them in holding regularly scheduled meetings of the District Governor's Advisory Committees.

He shall also cooperate with his Zone Chairmen in arranging Zone Meetings (meetings to which all Lions in the Zone are invited) and he may attend same when called upon to do so. He shall further cooperate with his Zone Chairmen in promoting attendance at Charter Nights of newly organized clubs. In order to further develop good fellowship in his Region, he shall cooperate with his Zone Chairmen in promoting such social activities as golf, bowling and softball tournaments; banquets, anniversary celebrations; special functions such as meetings in observance of District Governor Week, honoring key members, Monarchs, etc.; installation of officers; induction of new members; outings and other similar functions. The official actions of the Region Chairman shall be under the supervision of the District Governor.

In the event the Region Chairman for any reason cannot or does not efficiently, in the best interest of Lionism, perform the duties of his office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

Section 13. **Zone Chairman.** The Zone Chairman shall be a member and the Chairman of the District Governor's Advisory Committee (committees composed of club Presidents and Secretaries) of his Zone. The Zone Chairman shall hold regularly scheduled Advisory Committee meetings as provided in Article XIII, Section 2 of this State Organization Constitution. He shall be presiding officer of these meetings. The Zone Chairman shall make a report of each Advisory Committee Meeting and send copies within five (5) days thereafter to his Region Chairman, his District Governor, and the office of Lions International. It shall be his duty to see that every club within his Zone is efficiently operating under the Lions International Club Standard Constitution and By-Laws. He shall arrange, with the cooperation of his Region Chairman, regular scheduled Zone Meetings (meetings of Lions Clubs with other Lions Clubs) and such other social activities as golf, bowling and softball tournaments; banquets, anniversary celebrations; special functions such as meetings in observance of District Governor Week, honoring key members, Monarchs, etc.; installation of new officers, induction of new members; outings and other similar functions. He shall promote attendance at Charter Nights of newly organized clubs. It shall be his duty to promote the Annual, District, State and International Conventions among the clubs in his Zone and he shall endeavor to have his clubs represented at each of these conventions by at least the full quotas of delegates to which they are entitled. The official actions of the Zone Chairman shall be under supervision of the District Governor and of the Region Chairman of the Region of which his Zone is a part.

In the event the Zone Chairman, for any reason, cannot or does not efficiently and the best interest of Lionism, perform the duties of his office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor for the unexpired term.

Section 14. **District Protocol Chairperson.** The District Governor shall appoint annually a protocol chairperson for the district. This Chairperson shall be the International Director or any past International Director. In the event that no current or past International Director be available or willing to serve in this position, then the District Governor shall appoint a senior Past Council Chairperson or Past District Governor from the district to this position. Under the supervision and direction of the District Governor, the protocol chairperson shall:

- (a) At all events attended by visiting dignitaries, provide seating chats in keeping with the association's official protocol; insure that spoken introductions are based on the same. Insure 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 insure its suitability, and provide appropriate amenities (flowers, fruit, etc)

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- (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 15. **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 his office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

Section 16. **District Governor's Cabinet.** The District Governor's Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism within the District. It shall serve in an advisory and administrative capacity only. It shall receive reports and recommendations which emanate from the concerns of the Clubs and Zones. Such reports and recommendations shall be through the Region Chairmen, if the District Governor has appointed such, and otherwise through the Zone Chairmen. It shall supervise the collections of stipulated per capita tax pertaining to this organization, including the State Convention Administrative Fund by the Cabinet Secretary/Treasurer, and it shall designate a depository for all said funds. When deemed or found necessary, it shall recommend to the State Council, changes pertaining to the amount of State per capita tax collected to authorize the payment, out of the funds of the District, of all legitimate expenses pertaining to the administration of the affairs of the District. It shall set the amount of corporate surety bond for the Cabinet Secretary/Treasurer, financial reports semi-annually or more frequently, if necessary. It shall make provisions for an audit, at the end of the fiscal year, of the books and accounts of the Cabinet Secretary/Treasurer, a copy of which audit shall be mailed to the District Governor, the Region Chairmen, and the office of Lions International. It shall receive such other reports from the Cabinet Secretary/Treasurer as are found necessary from time to time.

At the first meeting of this Cabinet, there shall be agreed upon a definite schedule of Cabinet meetings to be held during the year and, insofar as possible, definite dates and places of such meetings.

Article III
District Committees

Section 1. **District Governor's Advisory Committee.** This committee is an advisory body from each Zone to the District Governor and his Cabinet, and it represents all the clubs in the Zone in this capacity. It shall serve in an advisory and administrative capacity only, from the Club Presidents and Secretaries, which club officers, with the Zone Chairman, constitute its membership. This committee shall receive recommendations affecting the welfare of Lionism and the clubs in the Zone. It shall relay to the District Governor and his Cabinet, through its Region Chairman, if appointed by the District Governor, information and recommendations affecting the welfare of Lionism in its Zone, its Region and the District. It shall hold at least three, and preferably four, meetings during the year. It shall assist the Zone Chairman in his endeavor to have every club within the Zone operating efficiently under the Lions International Club Standard Constitution and By-Laws. It shall promote attendance from the Clubs in the Zone at the annual District, State and International Conventions. It shall assist the Zone Chairmen in promotion among the clubs of the Zone interclub meetings (meetings of Lions Clubs with other Lions Clubs and such other social activities as golf, bowling and softball tournaments; banquets, anniversary celebrations, special functions such as meetings in observance of District Governor Week, honoring Key Members, Monarchs, etc.; installation of officers; induction of new members; outings and other similar functions.

Section 2. **District Governor's Honorary Committee.** The chief mission of this Committee shall be to promote harmony throughout the District. In this connection, the members of this Committee shall be known as "ambassadors of

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good will". The Chairman 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 Chairman may be an 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.

Section 3. **District Audit Committees.** The duties of the Audit Committee Chairmen shall be:

A. Arrange that an audit be conducted, of the books and accounts of the previous District Secretary/Treasurer, and other District related accounts, at a time and place agreeable to all parties, within thirty (30) days after the close of the fiscal year.

B. Request that the incumbent District Governor, Immediate Past District Governors, and newly appointed Council Secretary/Treasurer be witness to the audit.

C. Prepare an audit committee report signed by all parties to the audit.

D. Present the audit report, along with the final financial report, for acceptance at the first quarterly Cabinet and Council meetings of the District.

Article IV
District Convention Committees

Section 1. The District Governor shall appoint at Annual District Convention, or prior thereto, the following District Convention Committees: Credentials, Rules and Resolutions. Each Committee shall consist of no less than two (2) and no more than four (4) members.

The District Governor shall also appoint a Convention Parliamentarian, a song leader, an assistant song leader, and a Lion to plan, organize and conduct a Memorial Service.

Section 2. The District Governor shall designate the Chairman of each committee and shall have the power to fill any vacancy in any Committee so appointed.

Section 3. District Convention Committees duties are delineated as follows:

A. The Credentials Committee shall compile the credential statistics and, through its Chairman, report the same to the Convention when called for.

B. The Resolutions Committee shall review all resolutions to be offered to the Convention and, through its Chairman, report the same to the Convention with the Committee's recommendations for adoptions or rejections.

C. The Rules Committee shall, through its Chairman, propose to the Convention, as the first order of business, a set of rules designed to supplement Robert's Rules of Order Revised, for the conduct of business during the Conventions.

Section 4. It is the duty of the District Governor, as the Presiding Officer of the District Convention, to ensure that any or all business emanating from District Convention Committees or the District Convention floor that is rightfully business of the State is declared out of order and properly referred to the next Multiple District 44 Convention for considerations.

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**Article V
District Convention Fund**

Section 1. In lieu of a District Convention Registration fee an annual per capita District Convention Administrative Fund Tax of one dollar thirty cents (\$1.30) shall be levied upon each member in the District and shall be paid in advance by each Club, except new and reorganized Clubs, in two (2) semi-annual payments as follows: sixty-five (\$.65) cents per member on July 1 of each year, to cover the semi-annual period July 1 through December 31, and sixty-five (\$.65) cents per member on January 1 of each year, to cover the semi-annual period January 1 through June 30. Billings of this per capita assessment shall be based upon the roster of each Club as of the first day of July and the first day of January respectively. This tax shall be collected from the Clubs in the District by the Cabinet Secretary/ Treasurer, who shall account for the monies collected in a District Convention Fund. Said fund shall be used exclusively for defraying the District Convention Administration expenses such as Convention attendance prizes, reporting of official Convention proceedings, printing of credential certificates, official Convention programs, ballots, delegate and alternate delegate registration cards, printing and mailing convention proceedings to all Clubs in the District. Such other expenses as in the discretion of the District Governor's Cabinet are deemed District administration expenses. Said District Convention fund shall be expended only for such items as are approved by the District Convention Committee and checks shall be signed by the District Convention Chair.

Section 2. New and reorganized Clubs shall be billed for the District Convention Administration Fund Tax the same as established Clubs except that any new or reorganized Club, which shall be organized after January 1 of any fiscal year, shall pay only the second semi-annual billing for that fiscal year and any such Club organized after April 30 shall not be required to pay any District Convention Administration Fund Tax for the fiscal year, all such Clubs shall be extended full delegate privileges at the District Convention.

Section 3. The District Convention Committee shall not incur expenses in excess of the anticipated income from the annual per capita District Convention Administration Fund Tax based on the semi-annual billings and anticipated convention income.

Section 4. In the event there is a balance left in the District Convention Administration Fund after payment of all District Convention administration expenses have been made, said balance, no less than \$1,000 shall remain in the District Convention Administration Fund and shall be placed in the hands of the next succeeding District Governor .

Section 5. A convention attendance fee, the amount of which shall be set by the District Convention committee, may be collected from each delegate, alternate and guest attending the District Convention who participates in any official Convention function. Said fee shall be collected for the District Convention Fund.

Section 6. Within sixty (60) days after the close of the District Convention, the Cabinet Secretary Treasurer shall transmit one (1) copy of the complete proceedings including the minutes thereof to the International Office. Also, it shall be posted on the Multiple District Website , and the District Cabinet Secretary Treasurer shall see that a notice to that effect is published in the District Newsletter.

Article VI District Revenue

Section 1. **District Governor Administration Fund.** To provide revenue to defray the administration expenses of the District, an annual per capita District Administration Fund Tax of \$7.55 shall be levied upon each member in the District and shall be paid in advance by each Club in two (2) semi-annual payments as follows: \$3.775 per member on July 1 of each year to cover the semi-annual period July 1 through December 31; and \$3.775 per member on January 1 of each year to cover the semi-annual period January 1 through June 30. Billings of same to be based upon the roster of each Club as

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of the first day of July and the first day of January respectively. Said tax shall be collected from each Club by the Cabinet Secretary/ Treasurer of the District of which the Club is a member, except new or reorganized Clubs which shall pay prorated per capita tax beginning the first day of the second month following the date of the organization.

Section 1a. Said per capita tax shall be collected in the District shall become and remain a fund of said District, and shall be disbursed only for administrative expenses of the District as are approved by the District Governor's Cabinet. Payments out of said District Administration Fund shall be by checks drawn and signed by the Cabinet Secretary/Treasurer and countersigned by the District Governor.

Section 1b. The District Governor and his Cabinet shall not incur expenses in excess of the anticipated income from the annual per capita District Administration Fund Tax, based on the semi- annual billings.

Section 2. **Outgoing DG International Convention Fund:** A fund will be set up for the outgoing District Governor's expenses in connection with attendance at the International Conventional, in conformance with the reimbursement policy provided to the incoming District Governor by Lions Clubs International.

Section 2a. The District Governor's Cabinet has the authority to reimburse the outgoing District Governor for these expenses to the extent as outlined in the Ruled of Audit of Lions Clubs International from this fund.

Section 2b. The fund will be a separate account and not co-mingled with any other District monies.

Section 2c. An annual per capita charge of one dollar and seventy five cents (\$1.75) shall be levied upon each member in the District and shall be paid in advance by each club, except new and reorganized clubs in two (2) semi-annual payments as follows: \$.875 per member on July 1 of each year and \$.875 on January 1 of each year .

Section 2d. Any surplus of funds in the outgoing District Governor's International Convention Fund may be removed only by a vote of Convention Delegates at the District Convention.

Section 3. **District Convention Fund:** A fund will be set up to cover expenses related to the annual District Convention. The annual per capita charges per member and other rules governing the management and disbursement of these monies is described in the State Constitution, Article IX.

Section 4. **Fund Accounting:** All funds shall be maintained and governed by generally accepted accounting practices.

Section 5. **Revenue Summary:** The per capita dues per member shall be \$13.00 per year. The per capita dues shall be distributed to the following funds:

District Revenue:	
District Convention Fund	\$1.30
District Governor's Budget (Administrative Fund)	7.55
Outgoing District Governor International Fund	1.75
State Revenue:	
Account 20. State Convention Fund	0.60
Account 40. State Council Administration Fund	1.30
Account 50. International Director's Fund	0.50
Total:	\$13.00

Section 6. **Surcharge:** Whereas occasionally, the District may have a problem submitting a balanced budget due to unexpected expenses, a surcharge may be levied against the District membership by vote of the Cabinet Members and the District Governor. Said surcharge may not exceed \$1 .00 in any fiscal year, billing to be added to the regular per capita tax.

Section 7. **Audit:** There shall be an annual or more frequent audit of the books and accounts of the Secretary/ Treasurer of the District, and all related funds by the Audit Committee of the District. Within sixty (60) days after the close of a fiscal year, the respective Secretary/Treasurer, then in office provide one (1) copy of an audited statement of the financial

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condition of the District. He shall forward statement to Lions Clubs International, and each club as pertains to the District.

Article VII Amendments

Section 1. These By-Laws can be amended only at the Annual District Convention by resolution reported by the Convention Committee on Constitution and By-Laws at such annual meeting, and adopted by an affirmative vote of a majority of the registered delegates voting at such meeting.

Section 2. No amending resolution shall be reported to a Convention for vote unless and until a copy of the same shall have been forwarded to each Club Secretary and Cabinet Member within this District and to the Chairman of the Convention Committee on Resolutions by the Cabinet Secretary, postmarked or electronically sent at least forty five (45) days prior to the Convention at which it is to be voted upon.

Section 3. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

Article VIII Fiscal Year

Section 1. The fiscal year of this State shall be from July 1 to June 30, inclusive, of each year.

**Article IX
Rules of Order and Procedure**

Section 1. Unless otherwise provided by this Constitution and By-Laws, or by the respective District or Club Constitution and By-Laws, or by the rules adopted for a meeting, or by local statute or common law, all questions of order or procedure with respect to any meeting or actions of this District Organization, shall be resolved in accordance with Robert's Rules of Order Newly Revised, as revised from time to time.

Article X Suspension of By-Laws

Section 1. If , in the best interest of Lionism and the Lions of the District a situation occurs, which would prevent business from being acted upon, due to existing restrictions, the District Officers can request that a specified By-Law article(s) be suspended for the purpose of acting upon said business. This suspension will require a vote of 2/3 of the delegates present and voting, at a District Meeting. The suspension will only be in effect to act upon said business.

Article XI Effective Date

Section 1. This Constitution and By-Laws shall become effective and in full force when adopted by the required vote at the District Convention