

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

CONSTITUTION and BY-LAWS
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CONSTITUTION

**Article I
Name**

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

**Article II
Objects**

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

**Article III
Membership**

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

Section 2. This State shall consist of two (2) Districts, the boundaries of which are set by the Board of Directors of Lions International. Any proposals for redistricting existing Districts shall be processed in accordance with the Constitution of Lions International.

**Article IV
State Officers**

Section 1. The officers of the State shall be the District Governors of the State and the State Council Chairman.

**Article V
State Council**

Section 1. There shall be a State Council composed of all District Governors in the State, plus one (1) Immediate Past District Governor (rotated systematically, on a yearly basis, among all the Sub-Districts in the State). The Chairman of the State Council, who shall be the Immediate Past District Governor, shall also be the presiding officer at the State Convention. The District Governors and the Council Chairman shall be the only voting members of the State Council.

Section 2. Should the Immediate Past District Governor who would normally assume the position of Council Chairman of the State, be unable or unwilling to serve, upon recommendation of the Past District Governors of that Sub-District, any Past District Governor (who has not so previously served), from the Sub-District that would have normally provided the Chairman, may be appointed by the remaining members of the State Council, as Chairman

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and a voting member of said Council, to serve single one year term only, and cannot serve in that capacity again. The exception would be if a Past District Governor were elected to fill a vacancy in the office of District Governor as stated in the By-Laws, Article I, Section 4, Sub-Section A. In such an event, the total number of Immediate Past District Governors who may be members of said Council shall be reduced by one (1), that one being the Immediate Past District Governor who is unable or unwilling to serve.

Section 3. The incoming Chairman of the State Council shall choose and appoint a member in good standing, of a duly chartered Lions Club from within the incoming Chairman's Sub-District, a Council Secretary/Treasurer, whose duties and responsibilities are delineated in Article II, Section 2, of the By-Laws of this State organization.

Section 4. A majority of the State Council shall constitute a quorum.

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 the Board of Directors, the Multiple District Council shall:

A. Have jurisdiction and control over all officers and agents, when acting as such, of the State Council and all committees of the State and State Convention.

B. Have management and control over the property, business and funds of the State.

C. Have jurisdiction, control, and supervision over all phases of the State Convention and all other meetings of the State.

D. Have original jurisdiction, when authorized under policy of said International Board 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 State. 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 State and committees of the State and State Convention. No obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

Section 6. The Council Chairman shall call the first meeting of the State Council prior to the earliest scheduled sub-district cabinet meeting. At this meeting the Council will:

A. Establish the time and place of the holding the State Convention.

B. Discuss and plan for all matters incidental to the State Convention.

C. Consider all matters and problems pertaining to the State.

D. Take any action as required by this Constitution and By-Laws and the mandates of the immediate previous State and International Conventions.

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E. Develop and adopt a budget of the planned receipts and itemized expenditures relating to the State Convention Administrative Fund, the International Convention Fund, and all other funds under the control of the State Council. This budget, along with a report of the Council meeting, will be presented by the State Council members at their respective first quarterly Cabinet meetings.

Section 7. Subsequent State Council meetings shall be held at such times and places as deemed necessary and advisable by the Council members.

Article VI
State Conventions

Section 1. A Convention of the State shall be held each year, no less than fifteen (15) days prior to the date set for the International Convention.

Section 2. A Committee shall be established consisting of the Immediate Past District Governors, the current District Governors, and the current Vice-District Governors. This Committee is empowered to confirm State Convention dates and places up to three years in advance.

Section 3. The State Council shall have supervision over all phases of the State Convention, shall have complete charge of the State Convention Administrative Fund, and shall disburse same in payment of State Convention Administrative expenses approved by the State Council

Section 4. The members of the Annual State Convention Committee shall be the officers of the State Council.

Section 5. A Cabinet meeting of each Sub-District in the State may be held at the State Convention, at which financial and other reports by the Cabinet Secretary/Treasurer, Region Chairmen, Zone Chairmen will be heard, along with any other business deemed pertinent.

Section 6. A Sergeant at Arms and such Assistant Sergeant at Arms as are deemed necessary for the State Convention, shall be appointed by the State Council.

Section 7. Each chartered Club in the State, 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 8. A majority of the delegates in attendance at the annual state meeting shall constitute a quorum of the Convention.

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Section 9. The State Council shall retain and have the absolute power to change at any time, for good and sufficient reason, without the State or Sub-Districts incurring any liability whatsoever, the city or place of holding the State Convention.

Section 10. The State Council shall arrange a program for the State Convention, and the same shall be the order of the day for all sessions.

Section 11. The State Council can convene a special convention meeting of the delegates other than the annual State Convention, for the purpose of acting upon business, that cannot be postponed until the next annual State Convention. The clubs must be notified in writing of the time, place, date, and purpose of the meeting, postmarked at least 20 days prior to the meeting. The site of said special meeting of the delegates shall be held within the physical boundaries of the State. The rules that govern the Annual State Convention meeting described earlier in this article, pertaining to delegates and voting, shall apply to this meeting as well.

Article VII
State Convention Fund

Section 1. There shall be a State Convention Administrative Fund.

Section 2. In lieu of a State Convention registration fee, an annual per capita State Convention Administrative Fund Tax of \$.60 shall be levied upon each member in the State and shall be paid in advance by each Club, except new and reorganized Clubs, in two (2) semi-annual payments as follows: \$.30 per member on July 1, of each year to cover semi-annual period July 1 through December 31, and \$.30 per member on January 1 of each year to cover semi-annual period January 1 through June 30; Billings of same to 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 each Sub-District of the State by the respective Cabinet Secretary/Treasurers, and each Cabinet Secretary/Treasurer shall turn said monies collected over to the State Council Secretary/Treasurer upon order of the Council Chairman.

Said fund shall be used exclusively for defraying the State administrative expenses such as convention attendance prizes; reporting of official convention proceedings; printing of credential certificates, official convention programs, ballots, delegate and alternate registration cards; badges; printing and mailing convention proceedings to all Clubs in the State, and such other expenses as, in the discretion of the State Council, are deemed State Convention administrative expenses. Said fund shall not be used for any other purpose and shall be expended only for such items as are approved by the State Council and by checks drawn and signed by the Council Secretary/Treasurer and countersigned by one other member of the Council, preferably Chairman.

New and reorganized Clubs shall be billed for State Convention Administrative 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 but all such Clubs shall be extended full delegate privileges at the State Convention.

Section 3. The State Council shall not incur expenses in excess of the anticipated income from the annual per capita State Council Administrative Fund Tax, based on the semi-annual billings.

Section 4. In the event there is a balance left in the State Convention Administration Fund after payments of all State Convention administrative expenses have been made, said balance shall remain in the State Convention Fund

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and shall be placed in the hands of the next succeeding State Council. However, this must not exceed one thousand dollars (\$1,000.00) and all monies over this amount shall be put into the general administrative fund of the State.

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

Section 6. The State Council shall provide for an audit of the State Convention Administrative Fund to be made annually, or at more frequent intervals if necessary, by a competent auditor, and a financial report of said fund shall be made to the annual State Convention.

Section 7. Within sixty (60) days after the close of the State Convention, an official report, including the minutes thereof, shall be forwarded to Lions Clubs International, and each club in the Multiple District by the State Council, or posted on the Multiple District Website. The Multiple District Secretary/Treasurer shall see that a notice to that effect is published in the Sub-District Newsletter.

Article VIII
State Committees

Section 1. **State Audit Committee:** The State Council Audit Committee shall be comprised of the Audit Chairmen of each Sub-District. The Chairmanship of the State Audit Committee shall rotate annually among Sub-Districts, with the State Council Audit Committee being that Sub-District's Chairman from the Sub-District representing the incoming State Council Chairman.

Article IX
Multiple District 44 Health Services Board

Section 1. Multiple District 44 HSB shall consist of seventeen (17) voting Lion members. This voting membership shall include the Immediate past Chairperson of the Health Services Board, the Chairperson, the Vice Chairperson, the Secretary/Treasurer, 3 Directors, the (2) Equipment Coordinators, the Coordinator of the New Hampshire Lions Eye Clinic, the two (2) District Coordinators of New Hampshire Lions Operation KidSight Program, the DogSight Representative, the Chairperson of Vision 20XX (current year) or their representative, the District Governor from each district and the Multiple Council Chair.

Section 2. Appointed Lions to the Multiple District 44 HSB, shall serve a term of 3 years. The Immediate Past Chairperson of the HSB shall a 1 year additional term if necessary. The Eye Clinic Coordinator shall serve a term of three years. The (2) Equipment Coordinators, and the District Operation Kid Sight Coordinators, shall serve a term of two years. The Dog Sight Representative and the Chairperson of Vision 20XX (current year) or their chosen representative shall be the Lion that is currently serving in their respective positions. Whenever possible, appointments to the position of Equipment Coordinators and Eye Clinic Coordinator shall alternate between District 44N and District 44H. In the event, that the appointment to the position of Equipment Coordinator and Eye Clinic Coordinator cannot be made by the District responsible for the appointment, then an alternate appointment may be made by the Multiple Council members. On June 30th of each year, the term of each appointed Lion member having

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completed the last year of their appointment shall be appointed by the newly elected District Governors, each appointing one member for each vacancy created in their District. Wherever possible, newly elected District Governors should seek to maintain equitable geographical coverage when making their appointments. The third year of the Eye Clinic Coordinator's term should be used to mentor the designated new Eye Clinic Coordinator, whose three year term shall begin on July 1st of the new Lionistic year.

Section 3. The HSB may, as their community service programs expand, petition the Multiple District 44 Council for additional non-voting associate members. Additional appointments of non-voting associate members shall be made in series of two (2) Lions at a time; one being appointed by the District Governor of 44-N and the other by the District Governor of 44-H. On June 30th of each year, all appointments of non-voting associate members to the HSB shall expire.

Section 4. Each appointee to the HSB shall be a member in good standing of a Lions Club within the Multiple District 44.

Section 5: The Chairmanship of the Multiple District 44 HSB shall alternate between the Lions' District in such a manner that the Chairperson shall come from the same District as the Chairperson of the State Council. The Chairperson, Vice Chairperson, and the secretary/treasurer of the Multiple District HSB shall be elected by the members of the board

Section 6. Should one or more of the Lions appointed by the District Governors vacate his/her position on the Multiple District 44 HSB, the District Governor of the district from which the vacating member was originally appointed, shall appoint a successor to fulfill the term.

Section 7. The Multiple District 44 HSB shall develop/modify their By Laws. Said changes/modifications shall become effective when approved by the State Council, and remain in effect until such modifications are presented at the annual state convention for final approval by the delegates. Upon request, copies are available from the Multiple District HSB.

Section 8. All monies received by the Health Services Board for dedicated projects shall be maintained and used for the purpose given.

Section 9: Any new members shall receive the Constitution and By-Laws and list of Board members at the beginning of their term. Any voting member having missed 3 consecutive meetings, by vote of the majority board members, the board can request the District Governor of the appropriate District to fill that position for the remainder of the term.

Section 10: The Health Service Equipment Coordinators shall take inventory of all items every June 1st, full report of inventory must be presented to all Board members at the June meeting of that year.

Article X
District Officers

Section 1. The officers of each Sub-District shall be the District Governor, who shall be the presiding officer; First Vice District Governor; Second Vice District Governor the Cabinet Secretary/Treasurer; the Region Chairmen (optional position at discretion of each District Governor); Zone Chairmen; and the Presidents and Secretaries of the Clubs in the District.

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Section 2. The District Governor of each Sub-District shall be elected at the annual Sub-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 any District in this State; nor shall any officer of this State be paid a salary.

Section 10. The First and Second Vice District Governors shall be elected in accordance with the International Constitution and By-Laws at the annual Sub-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

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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 XI
District Governor's Cabinet

Section 1. There shall be a District Governor's Cabinet in each District, composed of the District Governor as its presiding officer, First Vice District Governor, Second Vice District Governor, the Immediate Past District Governor, the Region Chairmen (If this position is utilized by the District Governor during his term), Zone Chairmen, and the Cabinet Secretary/Treasurer. All members of the Cabinet are voting members. 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 who shall be a member 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/Treasurer.

Special meetings of the District Governor's Cabinet may be called by the District Governor at his discretion, or shall be called upon written request made either to the District Governor or to the 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 XII
District Convention

Section 1. A convention of each District of this State 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 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.

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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 the State, 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.

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.

Article XIII
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 base 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 Districts 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 Administrative 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, badges, 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 Cabinet Secretary/Treasurer and countersigned by the District Governor.

Section 2. New and reorganized Clubs shall be billed for the District Convention Administrative Fund Tax the same as established Clubs except that any new or reorganized Club, which shall be organized after January 1 of any

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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 Administrative Fund Tax for that fiscal year, but 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 Administrative 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 Administrative Fund after payment of all District Convention administration expenses have been made, said balance shall remain in the District Convention Administrative Fund and shall be placed in the hands of the next succeeding District Governor. However, funds may be transferred from this fund to the General Administrative Fund of the District as determined by a policy to be adopted annually by the District Governor's Cabinet.

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 XIV
District Organization

Section 1. Each 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 Lionism 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

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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 XV
District Governor's Advisory Committee

Section 1. There shall be a District Governor's Advisory Committee in each Zone, composed of the Zone Chairman and the Presidents and Secretaries of the Clubs in the Zone. The Zone Chairman shall be the Chairman of the Committee.

Section 2. The Zone Chairman in each particular Zone shall call and conduct no less than three (3) and preferably four (4) meetings of this District Governor's Advisory Committee during the year. The first of these meetings shall be held within ninety (90) days after the adjournment of the preceding International Convention; the second, in the month of November; the third, in the month of February or March; and the fourth, approximately thirty days prior to the State Convention.

Article XVI
District Governor's Honorary Committee

Section 1. There may be, in each Sub-District, a District Governor's Honorary Committee. The membership of this Committee shall consist chiefly of Past International Officers and Past District Governors within the District. Said membership of this committee shall be appointed by the District Governor. The Immediate Past District Governor may be the Chairman of this Committee.

Section 2. The District Governor's Honorary Committee shall meet when, and as called upon, by the District Governor, to do so.

Article XVII
Revenue

Sub-District Revenue:

Section 1. **District Governor Administrative Fund:** To provide revenue to defray the administrative expenses of each District, an annual per capita District Administrative Fund Tax of \$5.00 shall be levied upon each member in each District and shall be paid in advance by each Club in the District in two (2) semi-annual payments as follows: \$2.50 per member on July 1 of each year to cover the semi-annual period July 1 through December 31; and \$2.50 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 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 pro-rated per capita tax beginning the first day of the second month following the date of the organization.

Section 1a. Said per capita tax collected in each 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

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Cabinet. Payments out of said District Administrative 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 Administrative 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 expense in connection with attendance at the International Convention, 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 Rules of Audit of Lions 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 Sub-District Convention. The annual per capita charges per member and other rules governing the management and disbursement of these monies is described in this State Constitution, Article XIII.

State Revenue:

Section 4. **State Convention Fund (Account #20):** A fund will be set up to cover expenses related to the annual State Convention. The annual per capita charges per member and other rules governing the management and disbursement of these monies is described in this State Constitution, Article VII.

Section 5. **State Council Administrative Fund (Account #40):** A fund will be established to provide revenue to defray the administrative expenses of the State. The fund will be called Account #40, called "State Council Administrative Fund". An annual per capita charge of Thirty cents (\$.30) shall be levied upon each member in the State and shall be paid in advance by each Club, except new and reorganized clubs, in two (2) semi-annual payments as follows: \$.15 per member on July 1 of each year and \$.15 on January 1 of each year. Said fund shall be disbursed only for administrative expenses of the State and only upon approval by the State Council. Included in this fund will be expenses to cover the cost of the Multiple Council Chairman not to exceed \$1,200 and the Multiple District Cabinet Secretary-Treasurer not to exceed \$700 to represent the State at multiple district and sub-district functions.

Section 6. **International Director Fund (Account #50):** A fund will be set up for campaign expenses for New Hampshire's candidate for International Director. The fund will be Account #50, called "International Director Fund". An annual per capita charge of fifty cents (\$.50) shall be levied upon each member in the State and shall be

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paid in advance by each Club, except new and reorganized clubs, in two (2) semi-annual payments as follows: \$.25 per member on July 1 of each year and \$.25 on January 1 of each year. Expenses incurred by the candidate running for said office, as well as at the end of the term of the office if elected, for hospitality expenses only, may be reimbursed from this fund with approval of the State Council, upon presentation of an anticipated budget and corresponding receipts for expenditures.

Section 7. **Fund Accounting:** All funds shall be maintained and governed by generally accepted accounting practices.

Section 8. **Revenue Summary:** The per capita dues per member shall be \$9.45 per year. The per capita dues shall be distributed to the following funds:

Sub-District Revenue:

District Convention Fund	1.30
District Governor's Budget (Administrative Fund)	5.00
Outgoing DG International Convention Fund	1.75

State Revenue:

Account 20. State Convention Fund	.60
Account 40. State Council Administrative Fund	.30
Account 50. International Director Fund	.50

Total: \$9.45

Section 11. **Surcharge:** Whereas occasionally, a Sub-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 12. **Audit:** There shall be an annual or more frequent audit of the books and accounts of the Secretary/Treasurers of the Sub-Districts, State and all related funds of the State by the Audit Committees of the Sub-Districts and State respectively. Within sixty (60) days after the close of a fiscal year, the respective Secretary/Treasurer, then in office, shall provide one (1) copy of an audited statement of the financial condition of each Sub-District and the State. He shall forward such statement to Lions Clubs International, and each club as pertains to the Sub-District.

Article XVIII
Membership Growth Fund

Section 1. A fund will be set up in the State Council Administrative Account for the purpose of accepting and distributing monies received from Lions Clubs International due to the formation of newly chartered Lions Clubs in the State. The fund will be separate and not co-mingled with any other State Council monies. The fund shall be

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called Account #60 "Membership Growth Fund". All monies received may be distributed for State membership growth only.

Article XIX
Amendments

Section 1. This Constitution can be amended only at the State 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 a Convention for vote unless and until a copy of the same shall have been forwarded to each Club Secretary and Cabinet Member within the State, and to the Chairman of the Convention Committee on Resolutions, postmarked at least forty-five (45) days prior to the Convention at which it is to be voted upon.

Article XX
Printing /Availability

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

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BY-LAWS

Article I
District Nominations and Elections

Section 1. Each 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 Sub-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 it's 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 Sub-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 sub-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.

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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.

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 Sub-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.

Section 5. When the time presents itself to run a candidate for an International Office, (International Director or Second Vice President) the candidate(s) for endorsement to said office, having complied with the requirements as set forth in the International Constitution and By-Laws, for the respective office, shall have the Cabinet Secretary/Treasurer of the candidate's Sub-District submit said Sub-District endorsement certification to the State

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Council, State Resolutions Committee and State Credentials Committee at least seventy-five (75) days prior to the opening of the Annual State Convention.

Section 5a. Should there be a single candidate for an International Office, the State Resolutions Committee shall draft a resolution for the State endorsement of the candidate, and it shall be included with other resolutions to be presented at the State Convention. The clubs shall be notified of the resolution endorsing the candidate as described by the State By-law Article III, Section 2. In the event there being a single candidate seeking election to an International Office, he will be declared endorsed upon receiving fifty per cent plus one (50% + 1) vote of the certified delegates present and voting at the State Convention.

Section 5b. Should there be more than one candidate for an International Office, the State Council will notify the Clubs of an election and shall present all pertinent information regarding the candidates to the clubs for review. Notification of the upcoming election to the clubs shall conform to the same rules for resolution notification as described by the State By-law Article III, Section 4 2.

After presentation of names of qualified nominees to the delegates at the State Meeting, nominating and seconding speeches for each nominee 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.

The election shall be by secret written ballot and the candidate receiving a majority of the votes cast shall be declared endorsed. In case of a tie, a short recess will be declared to allow the Districts to caucus. Another vote will be taken when the meeting reconvenes to break the tie. A candidate for the office of International Director or Second Vice-President will be declared endorsed having received fifty per cent plus one vote (50% + 1) of all the certified delegates present and voting at the State Convention.

Article II
Duties

Section 1. **State Council Chairman.** The State Council Chairman shall preside at all sessions of the State Convention and all meetings of the Council, and, as chief executive, shall supervise the work and activities of the State, and shall perform such other duties as pertain to that office, as set forth in the International Constitution and By-Laws and State Constitution and By-Laws. The Council Chairman shall also facilitate the timely presentation of all State accounts, funds, and records to his successor at the close of his term of office. In the event of the absence of the Council Chairman at a State Convention or a Council meeting, the remaining Council members, shall appoint one of its members to perform the duties of the Council Chairman at the Convention or Council meeting.

Section 2. **State Council Secretary/Treasurer.** Under the supervision and direction of the State Council, the Council Secretary-Treasurer shall:

Section 2a. Keep accurate records of the proceedings of all meetings of the Council and State Convention, and within ten (10) days after each meeting or Convention forward copies thereof to all members of the Council, and to the office of Lions Clubs International.

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Section 2b. Assist the Council in conducting the business of the State and perform such other duties as are specified or implied in the Constitution and By-Laws, or as may be assigned to him from time to time by the Council.

Section 2c. Have control of the disbursements and receipts subject to the supervision of the State Council in regards to those accounts within the jurisdiction of said Council. The State Council may allow certain committees to manage their own accounts and provide regular documentation to the Council.

A budget shall be developed and adopted by the State Council and submitted to each District at their first Cabinet Meeting of the Fiscal year.

All checks drawn by the State Council Secretary/Treasurer shall be countersigned by at least one member of the State Council, preferably the Chairman. The overdraft of any item within the approved budget shall first be approved by the majority vote of the State Council and so recorded in the minutes thereof.

He shall deposit all monies received by him in such bank, or banks, as may be designated by the State Council and shall disburse the same by order of said Council. His accounts, books and records shall at all times be open to the inspection of the State Council and any auditors named by the State Council. He shall give bond for the faithful performance of his duties in such time and with such sureties as may be required by the State Council.

Section 2d. No later than fifteen (15) days after an approved audit, all records of transactions or bona fide copies thereof, of the preceding twelve (12) months shall be placed in the hands of the next succeeding State Council Secretary/Treasurer.

Section 3. **State Council.** The State Council is the deliberative and assisting body in the formulation of the administrative plans and policies affecting the State, including the annual State Convention. It shall make all contracts and approve all bills relating to the State Convention Administrative expenses. It shall designate a depository for said fund, and set the amount of corporate surety bond for the State Council Secretary/Treasurer, and approve the surety company with which he shall be bonded. It shall demand and receive from the State Council Secretary/Treasurer financial reports, semi-annually or more frequently, if necessary, and shall make provisions for an audit at the end of the fiscal year of the books and accounts of the State Council Secretary/Treasurer. It shall, in the event of a surplus being left in the State Convention Administrative Fund, make provision for placing same in the hands of the succeeding State Council. When deemed or found necessary, it shall recommend to the State Convention, changes pertaining to the amount of State per capita tax collected for administrative expenses of the Districts, and/or State Convention Administrative Fund Tax.

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

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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 XVII, 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.

Section 8. 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 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.

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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 9. 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 10. 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

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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.

Section 11. 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 12. 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 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 13. Sergeant-at-Arms. The Sergeant-at-arms shall be responsible for the maintenance of proper order and decorum at the Annual State and Sub-District Conventions and shall perform such other duties as are incident to that office.

Section 14. Multiple District 44 Health Services Board (HSB). The responsibilities of the Multiple District 44 Health Services Board shall be described in detail in the Multiple District 44 Health Services by-laws.

- a. Included in the HSB by-laws are the responsibilities of the officers of the HSB, the Health Van Coordinator, Eye Clinic Coordinator, Operation Kid Sight Coordinator, related HSB committees and general operation of the HSB.
- b. All changes to the HSB by-laws shall have received two-thirds approval of the HSB members, and approval by the State Council, at which point the changes can be implemented. Final approval will be voted upon by the delegates at the annual State meeting.

Section 15. Sub-District and State 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 Sub-District, Council and Sub-District and Council Secretary/Treasurers, at a time and place agreeable to all parties, within thirty (30) days after the close of the fiscal year.

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B. Request that the incumbent District Governors, 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 each Sub-District.

Article III
State Convention Committees

Section 1. The Credentials Committee of the State Convention shall be composed of the District Governors of the State, Vice District Governors, and their Cabinet Secretary/Treasurers. The Chairman of this Committee shall be the Chairman of the State Council. The Chairman may appoint from the regular members of this committee, a Co-Chairman whose duty it shall be to compile the credential statistics and report same to the Convention when called for.

Section 2. The State Council Chairman shall appoint the Chairman, and each District Governor shall appoint one (1) member to each of the following State Convention Committees: Resolutions/Constitution and By-Laws, Rules, International Convention, and State Elections. These committees shall be appointed in such a timely manner so as to be published in the Multiple District Annual Directory. Vacancies in any committee shall be filled by the appointing authority.

A-1. The Resolutions/Constitution and By-Laws 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. The Committee is also responsible for updating and maintaining the State Constitution and By-Laws. The Chairman shall provide the State Council Secretary/Treasurer an updated computer file copy of the Constitution and By-Laws, within sixty (60) days following the conclusion of the annual State Convention, for posting on the Multiple District Website by the State Web Master. The Secretary/Treasurer will notify each District Cabinet Secretary/Treasurer that it has been posted, and they shall see that a notice to that effect is published in the District Newsletters.

A-2. The respective Cabinet Secretary/Treasurers of the Sub-Districts shall notify the club secretaries no less than 120 days prior to the opening of the State Convention that any proposed resolutions pertaining to the Multiple District Constitution and By-Laws must be received by the Chairman of the State Resolution/Constitution and By-Law Committee no less than 75 days prior to the opening of the State Convention.

A-3. The State Resolutions/Constitution and By-Law Committee shall notify the State Council Secretary/Treasurer to have prepared and sent to each Club Secretary and voting Cabinet Member within the State, postmarked no less than 45 days prior to the opening of the Annual State Convention, copies of all resolutions proposing changes in the Constitution and/or By-Laws including the recommendations for adoption or rejection of said committee.

B. 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.

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C. The International Convention Committee shall coordinate all activities associated with the International Convention. They shall be the liaison between the State and Lions Clubs International providing information to the State regarding the International Convention, and, through its Chairman, report the same to the Convention when called for.

D. The Elections Committee shall oversee the balloting and verify the election of a candidate for International Office, should the opportunity present itself. Each candidate shall be allowed to have a representative present during the balloting and vote count. The Chairman shall report the results of the election to the Convention when called for.

Article IV
District Convention Committees

Section 1. The District Governors shall appoint at their respective Annual District Conventions, 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.

Each 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 State Convention for considerations.

Article V
Amendments

Section 1. These By-Laws can be amended only at the Annual State 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.

The International Association of Lions Clubs
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Multiple District 44
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BY-LAWS (continued)

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 State and to the Chairman of the Convention Committee on Resolutions, postmarked at least forty five (45) days prior to the Convention at which it is to be voted upon.

Article VI
Fiscal Year

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

Article VII
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 State Organization, the State Council, any committees appointed thereunder, any District or organization shall be resolved in accordance with Robert's Rules of Order Newly Revised, as revised from time to time.

Article VIII
State Projects

Section 1. Each project, upon approval from each Sub-District at a Cabinet Meeting, and approved by the current State Council in its meeting minutes, shall be permitted to raise funds throughout the State. For those projects which do not have a formal organization with articles of incorporation, they will come under the supervision and direction of the State Council as outlined by the State Constitution and By-Laws.

Section 2. The Lions Sight and Hearing Foundation of New Hampshire, Inc. having been established and serving according to its Constitution, By-Laws and Policy Statement, be it hereby established that said Foundation is a project of all Lions Clubs of the State and said Foundation will receive full support and encouragement of all of the Lions Clubs of the State.

Section 3. The Lions Twin-State Soccer Association, Incorporated, having been established and serving according to its Constitution, By-Laws and Articles of Incorporation, be it hereby established that said Association is the project of all of the Lions Clubs of the State and that said Association will receive the full support and encouragement of all the Lions Clubs of the State.

Section 4. Lions Youth Development of New Hampshire, Incorporated, having been established and serving according to its Constitution, By-Laws and Articles of Incorporation, be it hereby established that said Association is the project of all of the Lions Clubs of the State and that said Association will receive the full support and encouragement of all the Lions Clubs of the State.

The International Association of Lions Clubs
(Lions International)
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BY-LAWS (continued)

Article IX
Suspension of By-Laws

Section 1. If , in the best interest of Lionism and the Lions of the State, a situation occurs, which would prevent business from being acted upon, due to existing restrictions, the State Council 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 State Meeting. The suspension will only be in effect to act upon said business.

Article X
Effective Date

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