

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
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 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 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 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 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 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 VI
State Officers

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

Article VII
State Council

Section 1. **Composition:** 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. **Vacancy:** 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 and a voting member of said Council, to serve single one year term only, and cannot serve in that capacity again.

Section 3. **Removal of Chair:** At the request of the majority of State Council Officers (both sub-District Governors), including the immediate Past District Governor, who is not the Council Chair, a Special Meeting of the Council may be called for the purpose of the removal of the Council Chairperson. Regardless of the manner in which the Council Chairperson is elected, or selected, the Council Chairperson may be removed by an affirmative vote of 2/3 of the Council.

Section 4. **Multiple Council Secretary/Treasurer:** 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 5. **Majority:** A majority of the State Council shall constitute a quorum.

Section 6. **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:

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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 7. **Council Meeting:** The Council Chairman shall call the first meeting of the State Council prior to the earliest scheduled sub-district cabinet meeting, or no later than 60 days after the current District Governors take office. 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.

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 VIII
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.

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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.

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 IX
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.

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Article X
Multiple District 44
Health Services of NH

Section 1: The Multiple District 44 Health Services of NH (HSNH), a committee of the Multiple District 44 Lions of New Hampshire, shall consist of up to twenty-one (21) voting Lions members. This voting membership shall be appointed by the District Governors with assistance from the sitting committee membership of HSNH. The members may include:

- Immediate past Chairperson
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Up to four Directors (2 from District 44N and 2 from District 44H when possible)
- Two Hearing Coordinators / Administrators (North and South)
- Two Operation KidSight Coordinators (44N and 44H)
- Two Operation KidSight Administrators (44N and 44H)
- DogSight Chairperson
- Eyecare Assistance Coordinator
- Chairperson of the New Hampshire Lions Recreational Weekend for the Blind [also known as Vision 20XX (current year)] or representative
- District Governor 44N or voting alternate
- District Governor 44H or voting alternate
- Multiple Council 44 Chairperson

Section 2: Appointed Lions to HSNH shall serve a term of 3 years. The immediate past Chairperson of HSNH shall serve 1 additional year if necessary. When a term expires the appropriate District Governor shall be informed, with HSNH suggestion(s) for replacement candidates.

Expiration terms will be on a rotational basis for the committee leadership positions. Chairperson and Treasurer will end on an odd year number and Vice Chair and Secretary will end on an even year number, each will be a three year term. The following positions are appointed on a year to year basis: DogSight Chairperson, Eyecare Assistance Coordinator, and Vision Weekend Chairperson. All other positions are serving a three year term.

The First Vice District Governor (FVDG) and Second Vice District Governor (SVDG) of each district shall be considered voting alternates in the event the DG is unable to attend the meeting of the HSNH committee meeting. FVDG in each district will serve as alternate in the absence of the DG and SVDG in each district will serve as alternate in the absence of the FVDG.

Section 3: HSNH 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 a series of two (2) Lions at a time, one being appointed from each district by the appropriate District Governor. On June 30th of each year, all appointments of non-voting, associate members to HSNH shall expire.

Section 4: Each appointee to HSNH shall be a member in good standing of a Lions Club within MD 44.

Section 5: The Chairperson, Vice Chairperson, Secretary and Treasurer of HSNH shall be elected by the HSNH committee members.

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Section 6: Should one or more members vacate a position on HSNH, the District Governor of that District shall appoint a successor to fulfill the term, with assistance from the sitting HSNH committee members.

Section 7: HSNH shall develop/modify its own section of the MD 44 Constitution. Changes/modifications shall become effective when presented by HSNH at the annual state convention of Multiple District 44 for final approval by the delegates. On request, copies are available from HSNH or on-line.

Section 8: All monies received by HSNH for projects shall be maintained and used for the purpose given. Any exception to this rule must be approved by at least a two-thirds majority of the voting members of HSNH.

Section 9: New members shall receive a copy of the MD 44 Constitution and a list of HSNH committee members at the commencement of their term. Any voting member that misses 3 unexcused consecutive meetings may be voted off HSNH by a majority of HSNH committee members. HSNH will then request the appropriate District Governor to appoint a Lion to fill that position for the remainder of the term.

Section 10: The Equipment Coordinators shall take an inventory of all items every June 1st and provide a copy to the Secretary. A full report of the inventory must be presented at the July meeting to all members.

Article XI
Multiple District Dispute Resolution Procedure

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

Article XII
Conflict of Interest

Where a transaction involving a Lion, other than normal expense reimbursements or stipends as planned in the budget, exceeds five hundred dollars (\$500.00) but is less than Five Thousand Dollars (\$5,000.00) in a fiscal year, then a two-thirds vote of the Multiple District members is required. Where the transaction involved exceeds Five Thousand Dollars (\$5,000.00) in a fiscal year, a two-thirds vote approving the transaction and publication of a legal notice in the required newspaper is mandatory, together with written notice to the Charitable Trusts Unit. The minutes of the meeting shall reflect that a disclosure was made, that the interested Lion and all other Lions with a pecuniary transaction with the charity during the fiscal year were absent during both the discussion and the voting on the transaction. Every new Lion being elected, or appointed, to a Multiple District committee or officer position will be advised of this policy and shall sign a statement acknowledging understanding and agreement to this policy. The Multiple District members will comply with all other requirements of the New Hampshire law in this area and the requirements are incorporated into and made a part of this policy statement.

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Article XIII
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, or electronically transmitted at least forty-five (45) days prior to the Convention at which it is to be voted upon.

Article XIV
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

Multiple District Nominations and Elections

Section 1. **International Director:** When the time presents itself to run a candidate for an International Office, (International Director or Third 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 Council, State Resolutions Committee and State Credentials Committee at least seventy-five (75) days prior to the opening of the Annual State Convention.

Section 1a. 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 1b. 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 act as State Convention Chairman and shall be the Master of Ceremonies at the State Dinner. 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:

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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.

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. **State Protocol Chairperson.** The State Council shall appoint annually a protocol chairperson for the multiple 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 State Council shall appoint a senior Past Council Chairperson or Past District Governor to this position. Under the supervision and direction of the Council, the protocol chairperson shall:

(a) At all events attended by visiting dignitaries, provide seating charts 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 5. **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 Council and Council Secretary/Treasurer, 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 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 State Council Meeting

Section 6. **GLOBAL SERVICE TEAM (GST) MULTIPLE DISTRICT COORDINATOR.** The GST multiple district coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:

- (a) Develop and execute an annual multiple district action plan and monitor progress toward goals. Support districts and offers motivation to reach district goals.
- (b) Collaborate with GMT and GLT multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth, and expanding humanitarian service.
- (c) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
- (d) Collaborate with GMT and GLT to provide retention strategies to districts.
- (e) Communicate regularly with GST district coordinators to inform them of LCI and LCIF programs, partnerships and grants.
- (f) Serve as a resource and content expert for regional best practices in service project implementation for LCI initiatives.
- (g) Encourage GST district coordinators to promote service projects that attract multiple generational participant, including the integration and leadership development of Leos.
- (h) Increase LCIF coordinator collaboration at the multiple district and district level to maximize LCIF resources and fundraising.
- (i) In coordination with the LCIF multiple district coordinator, monitor LCIF Grants given to the multiple district.

Section 7. **GLOBAL MEMBERSHIP TEAM (GMT) MULTIPLE DISTRICT COORDINATOR.** The GMT multiple district coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:

- (a) Collaborate with the GLT and GST multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual multiple district membership development plan.
- (c) Communicate regularly with the GMT district coordinators to ensure that they are aware of available membership programs and resources.

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- (d) Monitor each district's progress towards membership goals. Offer motivation and support to help district reach their goals.
- (e) Encourage GMT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- (f) Respond quickly to prospective member leads provided by LCI, track recruitment and provide status report of the lead.
- (g) Complete requirements and submit applications to receive multiple district funding from LCI for membership development activities.
- (h) Provide retention strategies to districts in collaboration with GLT and GST multiple district coordinators.
- (i) Motivate districts to charter specialty clubs.

Section 8. **GLOBAL LEADERSHIP TEAM (GLT) MULTIPLE DISTRICT COORDINATOR.** The GLT multiple district coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:

- (a) Collaborate with your GMT and GST multiple district coordinators and Global Action Team Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual multiple district leadership development plan.
- (c) Communicate regularly with GLT district coordinators to ensure they are aware of leadership development programs and resources available.
- (d) Provide ongoing motivation to and monitors progress of GLT district coordinators, zone chairpersons and club leadership to achieve leadership development goals.
- (e) Encourages GLT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- (f) Promote leadership development opportunities that encourages participation all levels of the association.
- (g) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (h) Collaborate with GMT and GST multiple district coordinators to provide retention strategies to districts.
- (i) Include diverse populations to participate in Global Action Team initiatives.
- (j) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (k) Complete requirements and submits applications to receive multiple district funding from LCI for leadership development activities.

Section 9. **LCIF MULTIPLE DISTRICT COORDINATOR.** The LCIF Multiple District Coordinator is appointed by the LCIF chairperson and LCI president to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF chairperson and LCIF Board of Trustees. His/her responsibilities include:

- (a) Identify, recruit and train a Lion in each district to serve a three-year term as the LCIF district coordinators.
- (b) Be familiar with LCIF initiatives and educate Lions within the multiple district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- (c) Promote foundation initiatives in multiple district publications, during district and multiple district events and to the public at large.
- (d) Ensure that LCIF-funded projects within the multiple district receive proper promotion and follow grant-criteria guidelines.
- (e) Encourage all Lions within the multiple district to contribute to LCIF and promote recognition programs as incentives to donate to LCIF.
- (f) 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.

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- (g) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (h) Report progress quarterly to the area LCIF Trustee.

Article III
State Convention Committees

Section 1. **Credentials Committee:** 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. **State Convention Committees:** 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, Sargent at Arms, 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.

2. a. **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 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. 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. 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.

2. b. **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.

2. c. **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.

2. d. **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.

2. e. **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.

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BY-LAWS (continued)

Article IV
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 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.

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BY-LAWS (continued)

Article V
Revenue

Section 1. **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 By-Law, Article V, Section 6.

Section 2. **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 One Dollar and Thirty cents (\$1.30) 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: \$.65 per member on July 1 of each year and \$.65 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 \$800 to represent the State at multiple district and sub-district functions.

Section 3. **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 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 4. **Membership Growth Fund (Account #60):** 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. All monies received may be distributed for State membership growth only.

Section 5. **Fund Accounting:** All funds shall be maintained and governed by generally accepted accounting practices.

Section 6. **Revenue Summary:** The per capita dues per member shall be \$2.40 per year to the State. The per capita dues shall be distributed to the following funds:

State Revenue:

Account 20. State Convention Fund	.60
Account 40. State Council Administrative Fund	1.30
Account 50. International Director Fund	.50
Total:	\$ 2.40

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BY-LAWS (continued)

Section 7. **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 VI
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.

**Article VII
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.

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 or electronically sent at least forty five (45) days prior to the Convention at which it is to be voted upon.

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BY-LAWS (continued)

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 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 Multiple District or 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 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 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 State Convention.