

CONSTITUTION AND BY-LAWS



**Massachusetts Multiple District 33
Lions Clubs International
Prepared by Constitution & By-Laws Committee 2019 - 2020**

AMENDMENT TABLE

Approval Date	Effective Date	Changes
June 28, 2018	July 1, 2018	16 Housekeeping changes per LCI mandatory changes approved for std MD CBL (ref MD33 CBL dated June 28, 2018 for specifics)
February 15, 2020	February 15, 2020	Housekeeping changes mandated by std LCI CBL and Policy documents that were not previously incorporated in the MD33 CBL. (all changes are highlighted in yellow in this document)
June 13, 2020	July 1, 2020	Changes as follows: 1) Article IV Membership and Uniform section 2 eliminated some requirements that have been highlighted in grey; 2) Article VIII Council of Governors Funds, section 1, per capita dues reallocations have been highlighted in grey; 3) Article VI State Organization, section 2, Meetings changed “personal” to “in person or virtually” (grey); 4) Article X District Governors Cabinet, section 2 added “in person or virtually” (grey)

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LIONS CLUB INTERNATIONAL

PURPOSES

TO ORGANIZE, charter and supervise service clubs to be known as Lions clubs.

TO COORDINATE the activities and standardize the administration of Lions clubs.

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social, and moral welfare of the community.

TO UNITE the members and clubs in the bonds of friendship, good fellowship, and mutual understanding.

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.

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.

VISION STATEMENT

TO BE the global leader in community and humanitarian service.

MISSION STATEMENT

TO EMPOWER volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

CONSTITUTION

ARTICLE I

NAME This organization shall be known as Massachusetts Multiple District 33, Lions Clubs International, hereinafter referred to as “State”.

ARTICLE II

OBJECTS

SECTION 1

To provide this State with an efficient organization, headed by International’s representatives — the district governors of the State—for the express purpose of advancing Lionism and providing proper administration throughout the State.

SECTION 2

The Massachusetts Lions Eye Research Fund, Inc. is the primary State project in which members of Lions clubs in Massachusetts are asked to participate.

SECTION 3 USE OF NAME AND EMBLEM

Use of the name, goodwill, emblem, and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

SECTION 4 COLORS

The colors of this association and each chartered club shall be purple and gold.

SECTION 5 SLOGAN

Its slogan shall be: Liberty, Intelligence, Our Nation’s Safety.

SECTION 6 MOTTO

Its Motto shall be: We Serve.

ARTICLE III SUPREMACY

The Standard Form Multiple District Constitution and By-Laws shall govern the multiple district unless otherwise amended so as not to conflict with the International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the multiple district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

ARTICLE IV MEMBERSHIP AND UNIFORM

SECTION 1

The members of this organization shall consist of all Lions clubs, in good standing, in the Commonwealth of Massachusetts duly chartered by Lions Clubs International, hereinafter referred to as “International”. This State shall consist of five (5) districts, the boundary lines of which are set by the Council of Governors. Said districts are as follows: Y-A-N-K-S, as shown on the map as approved by the Council of Governors.

SECTION 2

The official State uniform shall consist of a burgundy jacket, black pants or skirt (white shall be used June 1st through October 1st), and white dress shirt ~~and a black tie~~. A “Massachusetts” patch shall be centered at the top edge of the left breast pocket. ~~An officer insignia, denoting the highest achieved office, shall be located immediately above the “Massachusetts” patch.~~ An embroidered deluxe Lions emblem shall be centered on the breast pocket just below the “Massachusetts” patch.

A black tri-corn hat with gold trim shall be added for parades.

A short-sleeve burgundy polo shirt may be substituted for the burgundy jacket in warm weather climates for parade use at the district governors’ discretion. The polo shirt shall have a Lions International logo on the left breast pocket. The Lions International logo shall have “Massachusetts” centered over it and MD33 under it.

The back of the shirt shall have a tracing of the State, with a picture of the tri-corn hat overlaid on the tracing and the word “Massachusetts” printed above the tracing and the words “MD 33” printed below the tracing. All logos, tracings and wording shall be in gold.

~~A burgundy vest of an approved design will be available for Massachusetts Lions to wear at conventions, conferences, and forums.~~

ARTICLE V STATE OFFICERS

The officers of the State shall be the district governors of the State.

ARTICLE VI STATE ORGANIZATION

SECTION 1

There shall be a State Council of Governors composed of all district governors in the State plus a Council Chairperson, a Council Treasurer, and a Council Secretary as voting members. The Council Chairperson, Council Treasurer and Council Secretary all shall be Past District Governors.

The Council Secretary shall be elected annually in the sub-district rotational system of Y, A, N, K & S by the Lions of Massachusetts from the district with the pending vacancy. Said Council Secretary shall automatically succeed to the office of Council Treasurer, then to Council Chairperson in the following two (2) consecutive fiscal years. Said Council Secretary, and all the past council officers, shall be ineligible for any future election /appointments to Council Secretary and/or Council Treasurer.

In the event a vacancy occurs during an officer’s term, the incumbent District Governor from the predecessor’s district shall appoint a successor. Notwithstanding the foregoing restrictions, a past council officer may be appointed to complete the balance of any term due to a vacancy in the office of Council Chairperson. Council officers may be removed by majority vote of the council for incompetence or insubordination.

The vice-chairperson shall be the incumbent District Governor from the district having this vacancy in the established succession enumerated in this section.

At the request of the majority of the Council of Governors, a Special Meeting of the Council may be called for the purpose of removal of the Council Chairperson. Regardless of the manner in which the Council Chairperson is selected or elected, the Council Chairperson may be removed from the Council for cause by an affirmative vote of 2/3 of the entire number of the Council of Governors.

POWERS

Except where inconsistent with and contrary to the provisions of the articles of incorporation and constitution and by-laws of Lions Clubs International, the powers granted therein to the board of directors of said association, and the policies and acts of said board of directors, the Council of Governors shall:

- (a) Have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the multiple district and multiple district convention;
- (b) Have management and control over the property, business and funds of the multiple district;
- (c) Have jurisdiction, control, and supervision over all phases of the multiple district convention and all other meetings of the multiple district;
- (d) Have original jurisdiction, when authorized under policy of the international board of directors and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any sub-district or districts, and Lions club, or any member of a Lions club, in the multiple district. All such rulings of the Council of Governors shall be subject to review and decision by said international board;
- (e) Have control and management of all budgetary matters of the multiple district and committees of the multiple district and multiple district convention. No obligation may be approved or made which shall affect an unbalanced budget or deficit in any fiscal year.

SECTION 2 MEETINGS

COUNCIL MEETINGS. The Council of Governors shall hold a regular meeting within sixty (60) days after the date on which the district governors officially take office, and such other meetings as it deems advisable. The council chairperson, or the secretary at the chairperson's direction, shall issue a written call for each meeting of the Council of Governors, with the time and place to be set out in the call and to be determined by the chairperson. The date of any meeting save the first, which shall be set by the chairperson, shall be determined by the Council of Governors.

ALTERNATIVE MEETING FORMATS. Regular and/or special meetings of this council may be held through the use of alternative meeting formats, such as teleconference and/or web conference. Such action may be initiated with approval of the majority of the Council of Governors.

QUORUM. The presence “**in person or virtually**” of a majority of the Council of Governors shall constitute a quorum at any meeting.

BUSINESS TRANSACTED BY MAIL. This Council of Governors may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the council of governors. Such action may be initiated by the Council Chairperson or any three (3) members of said council.

SECTION 3 STATE COMMITTEES

- a. Each State committee, constituted by Sections 4, 5, 6, 7, 8, 11, 12, 13 and 17 of this Article V, shall have one (1) representative from each sub-district, appointed on the established rotating basis of Y, A, N, K & S by the incoming District Governor of the sub-district having the vacancy . Each appointee shall serve for a period of five (5) years.
- b. Each State committee, constituted by Sections 9, 14, and 22 of this Article V shall have one (1) representative from each sub-district, and a chairperson. The representatives from each sub- district will be appointed on the established rotating basis of Y, A, N, K & S by the incoming District Governor of the sub-district having the vacancy. Each appointee shall serve for a **period of one (1) year**. The chairperson will be appointed by the Council for a **one (1) year term**.
- c. Each State committee, (except the Global Membership Team and the Global Leadership Team and Global Service Team) constituted in a. above shall have as their chairperson, the appointee or the successor, as provided in Article V, section 3 f. & 3 g. who is serving during the 5th year of this appointment. In the event the appointee, for sufficient reasons

will not serve as chairperson, said committee shall elect one of its own to serve as chairperson. Serving as such substitute chairperson shall not deny the right to serve as chairperson during the 5th year of his/her appointment.

d. All State committees shall consist of qualified Lions unless restricted to Past District Governors. A lion is considered qualified if the District Governor making the appointment deems that the individual has the skills and experience required for the particular committee responsibilities.

e. The following committees shall consist of Past District Governors when available, otherwise qualified Lions may be appointed: State Convention, International Convention, Constitution, By- Laws, Resolutions and Rules Committee, and Long-Range Planning.

f. In case of a vacancy in any of the appointed State committees, the District Governor in whose district the vacancy occurred shall appoint a qualified Lion from his/her district to that committee to serve out the unexpired term.

g. A qualified Lion appointed to fill a vacancy on a committee shall in no way be prevented from being eligible to again serve on the same committee for a fully appointed term of five (5) continuous years.

h. All funds received by each committee will be used for the specific purpose of that committee. In the event that a committee ceases to exist see Article VII, section 3, for final disbursement of any funds left in the account.

SECTION 4

There shall be a **State Convention Committee**.

SECTION 5

a. There shall be an **International Convention Committee**.

b. There shall be an **International Convention Pin Design Committee**.

SECTION 6

There shall be a **Constitution, By-Laws, Resolutions and Rules Committee**.

SECTION 7

There shall be a **Long-Range Planning Committee**.

SECTION 8

There shall be a **Lion's Organ Donation Awareness Committee**.

SECTION 9

There shall be a **State Global Membership Team** consisting of a Multiple District Global Membership Coordinator, appointed by the Council of Governors for **a one (1) year term**, and the Global Membership Team Coordinator from each of the sub-districts.

SECTION 10

There shall be a **State Parliamentarian**. The Council of Governors shall appoint a state parliamentarian and an alternate parliamentarian who shall not concurrently serve as the chairperson of the Constitution, By-Laws, Resolutions and Rules Committee.

SECTION 11

There shall be a **State Band Committee**.

SECTION 12

There shall be a **State Youth Exchange Committee**.

SECTION 13

There shall be a **State Youth Speech Competition Committee**.

SECTION 14

There shall be a **State Global Leadership Team** consisting of the Council Chair, the MD Global Leadership Team Coordinator, appointed by the Council of Governors for a one (1) year term, and a Global Leadership Coordinator from each of the sub-districts.

SECTION 15

There shall be a **Massachusetts State Flag Committee**.

SECTION 16

There shall be a **LCIF Multiple District Coordinator (LCIF MDC)** appointed by the LCIF Board of Trustees for a three-year term. The MDC reports to the LCIF Chairperson and LCIF Development Advisory Committee (DAC). The MDC will identify and recruit one Lion in each sub-district (Y, A, N, K & S) to serve a three-year term as LCIF District Coordinator (in consultation with each sub-district District Governor) on the LCIF District Coordinator Team. These appointments shall be reviewed on a yearly basis.

SECTION 17

There shall be a **Multiple District State Lions Eye Health Program (LEHP) Committee**

SECTION 18

There shall be an **Information & Technology Committee**.

SECTION 19

There shall be a **Criminal Offender Records Information Committee (CORI)** consisting of two qualified Lions appointed by the Council of Governors to serve for a period of three (3) years with confirmation by each Council of Governors during the term of each committee member.

SECTION 20

There shall be a **council bookkeeper**. He/she shall be appointed by the Council of Governors for a period of five (5) years with confirmation each year by the current Council of Governors and is not a member of the Council of Governors.

SECTION 21

There shall be a **Massachusetts Leo Clubs Committee**.

SECTION 22

There shall be a **State Global Service Team** consisting of a Multiple District Global Service Coordinator, appointed by the Council of Governors for a one (1) year term and the Global Service Team Coordinator from each of the sub-districts.

ARTICLE VII STATE CONVENTION AND DISTRICT CONFERENCES

SECTION 1

A State convention shall be held annually which shall conclude at least thirty (30) days prior to the convening date of the annual International convention.

SECTION 2

The Council of Governors shall have the 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 as approved by the Council of Governors. A State convention registration fee of no more than five dollars (\$5) a person is payable by all in attendance at said State convention.

SECTION 3

The members of the Council of Governors shall be the officers of the annual State convention.

SECTION 4

A meeting of each district in the State shall be held at the State convention, at which nominations for district governor, first vice District Governor and second vice District Governor shall be presented and immediately followed by the election of a district governor, a first vice District Governor and a second vice district governor.

SECTION 5

a. Each chartered club in good standing in Lions Clubs International, and its district, and this multiple district shall be entitled in each convention of this multiple district to one (1) delegate and (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. All eligible delegates must be members in good standing of a club in good standing in this district.

Delinquent dues may be paid, and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

b. Each present District Governor and each present and Past International Director who is an active member in good standing of a chartered Lions club, shall be an accredited delegate to their State convention, but shall not be included in the delegate quota of their club for any such convention.

SECTION 6

A minimum of twenty-five (25) certified delegates in attendance with representation from each district shall constitute a quorum at any business session of the convention duly called by the Council of Governors.

SECTION 7

a. The Chairperson of the Council of Governors shall receive all invitations in writing from convention sites desiring to entertain the convention two years hence and copies of such invitations shall forthwith be provided by the Council Chairperson for review by the Council of Governors. All invitations must be in the hands of such chairperson at least ten (10) days prior to the convention at which the site is to be selected for two (2) years hence, and shall state what housing and other facilities will be available for the convention and shall certify the dates available. The Council Chairperson shall present to the delegates at the convention at which the site is to be selected by a quorum vote of the delegates for the convention two years hence, the names of the sites from which invitations have been received and which are able, ready and willing to entertain the convention. In the event no invitations from qualified sites desiring to entertain the convention

two (2) years hence have been received at the time the convention convenes, the names of the sites able, ready and willing may be presented to the convention chairperson prior to the last session of the convention at which the site is to be selected and by him/her presented to the delegates.

b. The Council of Governors shall retain, and have, the absolute power to change at any time, for good and sufficient reason, the site date or place of holding the State convention. Neither the Council of Governors nor the multiple district nor any sub-district or sub-districts shall incur any liability thereby to any club or sub-district.

SECTION 8

a. Within sixty (60) days after the close of each district and State convention, the Council Secretary thereof shall transmit one (1) copy of the complete proceedings thereof to the International office, and one (1) copy to each district governor. Upon written request from any club in the respective district a copy shall be furnished to said club.

b. The State Convention Committee may provide a stenographer to record minutes of all proceedings of the State convention business sessions.

SECTION 9

It shall be the duty of each District Governor and his/her cabinet to arrange for a district conference, to be held at a place designated by each District Governor and said conference shall take place between October 1st and March 1st of each year as said District Governor shall deem advisable.

SECTION 10

SPECIAL CONVENTION. A Special Convention of the clubs of the Multiple District may be called by a two-thirds vote of the Council of Governors at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 15 days prior to the convening date of the International Convention. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the Multiple District by the Multiple District Council Secretary, no less than 30 days prior to the convening date of the Special Convention.

ARTICLE VIII COUNCIL OF GOVERNORS FUNDS

SECTION 1 PER CAPITA DUES

In order to provide the Council of Governors with revenue to defray expenses of the annual State convention, International convention, and Council of Governors expenses an annual per capita rate of \$3.00 shall be levied upon each member in the State, said tax to be apportioned to the administrative accounts as follows:

State convention expense	\$1.0275	
International convention expense	\$0.7500	
State Council expense	\$0.2500	
Global Membership	\$0.2300	
Long Range Planning	\$0.0050	
State Band Committee	\$0.0200	
State Youth Exchange	\$0.0800	
Global Leadership	\$0.3000	
Lions Eye Health Program	\$0.0150	
Information & Technology Committee	\$0.1475	
State Leos Committee	\$0.0250	
State Lions Programs and Projects	\$0.1500	
Global Service	\$0.0000	
Total		\$3.0000

A financial accounting report for each fund category shall be made at the annual state convention.

Said tax is to be paid in advance by each club in the State, except new and reorganized clubs, in two (2) semi-annual payments as follows:

\$1.50 per Member on July 1st and January 1st of each year to cover the semi-annual period based on the Membership of each club, as shown by its membership report of June 30th and December 31st respectively. Said billing shall be made by each district cabinet secretary-treasurer on an official form from International; one (1) copy thereof shall be delivered to the State Council Secretary, one (1) copy thereof shall be delivered each club in the district, and one (1) copy thereof shall be delivered to the district governor. This tax shall be paid by July 10th and January 10th respectively, by the various clubs in each district of the State to the State Council Secretary for recording and the State Council Secretary shall in turn deliver such funds to the State Council Treasurer. Such funds shall be used exclusively for defraying the expenses for which they were collected and shall not be used for any other purpose.

They shall be expended only for such disbursements as approved by the Council of Governors, on warrants, and the checks drawn shall be signed by the Council Treasurer and then countersigned by either the Council Chairperson or the council vice-chairperson.

Any club which is chartered or reorganized in a current fiscal year shall collect any said per capita tax for said fiscal year on a pro rata basis from the first of the second month following the date of its organization or reorganization, as the case may be.

No life member shall be included in the computation of the per capita tax to be paid by any club to the State council or shall be included in the computation of the per capita tax to be paid by any club to the State council.

Whereas, semi-annual, international, multiple district and district per capita taxes [dues] are billed on July 1 and January 1 as assessed on the membership data contained in the records of Lions Clubs International as of June 30 and December 31, a full six [6] months credit for only multiple district and district dues will be issued on dropped members reported thirty [30] days after the Semi Annual Membership Per Capita Tax Assessment, provided the membership reports are on record with the International Headquarters of Lions Clubs International no later than July 31 or January 31 of the respective billing period.

SECTION 2

a. The Council of Governors shall not incur expenses in excess of the aforementioned administrative account as per capita revenue based on the semi-annual billings, plus any balances transferred from previous administrations.

b. All committees and programs that are allocated administrative funds shall present to the Council of Governors, by August 31st, a budget for the current fiscal year.

c. The outgoing Council of Governors shall have a joint meeting with the newly elected Council of Governors within twenty-one (21) days after the closing of the International convention, for the purpose of final settlement of any accounts of the outgoing administration. The incumbent Council of Governors chairperson will call and chair this phase of the meeting.

SECTION 3

Any principal balance remaining in each such administrative account after payment of all ordinary budget expenses shall be retained by the Council of Governors treasurer for disbursement on order of the Council of Governors for extraordinary expenses in each such account. If a committee ceases to exist or it has been determined that excess funds have accumulated in an account, the Council of Governors may make a proposal, for a vote at the next State Convention, to reallocate said funds. The reallocated funds would not be available until the next fiscal year.

SECTION 4

The Council Treasurer and council vice-chairperson shall be required to make bond in such amount and with such sureties as shall be approved by the Council of Governors.

SECTION 5

The Council of Governors shall appoint an individual, who shall be a Public Accountant or a Certified Public Accountant, to audit or review the books of the Council Treasurer covering the current fiscal year of the State. The Council Secretary then in office shall send, within sixty (60) days, after the close of a fiscal year one (1) copy of a detailed report of this audit or review for said fiscal year to the International office, district governors and the club secretaries in the multiple district.

SECTION 6

There shall be a Massachusetts Lions International Campaign Fund to help finance the future campaigning for higher elected office in Lions Club International of any Massachusetts Lion who has been endorsed by the delegates to a State convention. This fund shall be continued by transferring into it fifty (50) percent of the excess, if any, of income (not including balances carried forward from any previous fiscal year) over expenses attributable to the current fiscal year of the International convention account as of sixty (60) days after the close of the International convention or of the fiscal year just concluded, whichever comes later. The amount transferred shall not be included as an item of expense of the International convention account. Said transfer shall be treated as a bookkeeping adjustment after incurred expenses have been deducted from gross income for the fiscal year just concluded. Any tail twister funds collected at State conventions will be added to this fund. Said funds shall be handled by the Council Treasurer. The money will be drawn only by a vote of the Council of Governors or their appointed committees.

SECTION 7

a. There may be a **Third Vice-President Campaign Fund** for three (3) consecutive fiscal years. The funds for this campaign may be raised by a voluntary contribution from each member of this State in an amount not to exceed five dollars (\$5) per member per annum. Said contribution shall be requested in advance by the respective cabinet secretary-treasurers in conjunction with the two (2) semi-annual billings contained in Article VII, Section 1 of the State Constitution. The Council Secretary shall record and maintain by club such collected contributions and shall in turn deliver such funds to the Council Treasurer for transfer to the **Third** Vice-President Campaign Fund treasurer.

b. Any unexpended funds accruing to this account shall be returned to the clubs' pro rata based on their cumulative contributions according to the records maintained by the respective council secretaries of the above fiscal years.

SECTION 8

There may be a State Lions Program and Projects Fund.

This fund may be supported through an apportionment of the multiple district council of governor's funds. These funds are to be managed under the discretion of the Council of Governors for the expressed purpose of supporting state programs, projects and initiatives related to the missions of the Lions of Massachusetts.

The State Council, State Convention Committee, International Convention Committee, International Campaign Fund and International Vice President Campaign Fund are not considered state programs, projects or initiatives for the purposes of this fund.

ARTICLE IX DISTRICT OFFICERS

SECTION 1

The officers of each district shall be the District Governor, who shall be the presiding officer; the first vice district governor, the second vice district governor, the cabinet secretary-treasurer; the region chairpersons (optional), the zone chairpersons, the presidents and secretaries of each club in the district; and, the immediate past district governor. Each respective District Governor shall have the authority to determine whether the position of region chairperson will be utilized during his/her term. If not utilized, the position of region chairperson shall remain vacant during said district governor's term and in addition all other references in this State's Constitution and By-Laws to the position and the duties of region chairperson and creation of region(s) shall also be inoperative.

SECTION 2

The district governor, the first vice district governor, and the second vice district governor of each district shall be elected at the annual State convention and shall take office in conformity with and under Constitution and By-Laws as now or hereinafter in force as adopted by Lions Clubs International.

SECTION 3

The District Governor shall appoint, by the time he/she is officially in office, one (1) region chairperson (optional) in each region and one (1) zone chairperson in each zone.

Each region and zone chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.
- (c) The District Governor may change the qualifications to be more or less what is stated here at his/her discretion.

SECTION 4

The District Governor shall appoint a cabinet secretary-treasurer or cabinet secretary and a cabinet treasurer who shall be a member(s) in good standing of a club within the 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 a District Governor or a club president or a club secretary, the District Governor shall have the power to fill such vacancy for the unexpired term thereof except as pertains to the first and second vice district governors as covered in By Laws Article I, Section 7.

SECTION 7

In the event any region chairperson (if the position is utilized during the district governor's term) or zone chairperson shall, during the term of his/her office, transfer his/her club membership into a region or zone other than the one from which he/she was appointed, the term of office of such chairperson shall terminate immediately and his/her successor for the remaining term shall be appointed by the district governor. (Subject to the DG's discretion per section (3)).

SECTION 8

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.

ARTICLE X DISTRICT GOVERNOR'S CABINET

SECTION 1

The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator and LCIF district coordinator shall be non-voting members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions Club in good standing.

SECTION 2

A majority of the district governor's cabinet "in person or virtually" shall constitute a quorum. Cabinet members (as defined by Section 1 of Article X of the State Constitution) may cast no more than one (1) vote on any question and the act of a majority of the quorum present and voting at any meeting of the cabinet shall be the act and decision of the entire district governor's cabinet.

SECTION 3

a. 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 thirty (30) days after the adjournment of the preceding International convention. Ten (10) days written notice of meetings of the district governor's cabinet shall be given each member by the cabinet secretary- treasurer.

b. Special meetings of the district governor's cabinet may be called by the District Governor at his/her discretion or shall be called upon written request made either to the District Governor or the cabinet secretary-treasurer by a majority of the members of the cabinet. Not less than five (5) days and not more than ten (10) days written notice of special meetings of the district governor's cabinet shall be given to each member by the cabinet secretary-treasurer.

SECTION 4. ALTERNATIVE MEETING FORMATS.

Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

SECTION 5 BUSINESS TRANSACTED BY MAIL.

The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district.

ARTICLE XI DISTRICT ORGANIZATION

SECTION 1

Each district shall be divided by its District Governor into regions, due regard having been given to the geographic locations of the clubs and shall be subject to change by the District Governor as is deemed necessary for the best interests of Lionism and the individual Lions clubs.

SECTION 2

Each region shall be divided by the District Governor into zones, 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 interests of Lionism and the individual Lions clubs.

SECTION 3

All newly elected club officers shall be installed by one of the following:

- (1) Present or past International officers,
- (2) District governors-elect, and first and second vice district governors-elect,
- (3) Cabinet secretary-treasurers,
- (4) Region chairperson,
- (5) Zone chairperson.

If none of the above are available, past officers of the club may install newly elected officers.

Note: (district governors and first and second vice district governors are International officers. Past district governors are past International officers.)

ARTICLE XII DISTRICT GOVERNOR'S ADVISORY COMMITTEE

SECTION 1

There shall be a District Governor's Advisory Committee in each zone composed of the zone chairperson and the presidents and secretaries of the clubs in the zone. The zone chairperson shall be the chairperson of this committee.

SECTION 2

The zone chairperson in each particular zone shall call and conduct no fewer than three (3), 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 (30) days prior to the State convention. **The club service chairpersons, club marketing communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the District Governor and his/her cabinet.**

ARTICLE XIII DISTRICT GOVERNOR'S HONORARY COMMITTEE

SECTION 1

There may be in each district a District Governor's Honorary Committee. The membership of this committee shall consist chiefly of past international officers, past international directors, 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 chairperson of this committee. **The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.**

SECTION 2

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

ARTICLE XIV DISTRICT REVENUE

SECTION 1

To provide revenue to defray the administration expenses and mid-winter conference expenses of each district, an annual per capita district administration tax of \$7.50 including mid-winter conference expenses of 50 cents 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: \$3.75 per member on July 1st of each year to cover the semi-annual period from July 1st to December 31st, and \$3.75 per member on January 1st of each year to cover the semi-annual period from January 1st to June 30th: billing of the same to be based upon the roster of each club as of the last day of June and the last day of December, respectively.

Said tax shall be collected from each club by the cabinet secretary-treasurer or cabinet treasurer of the district of which the club is a member, excepting new and reorganized clubs, which clubs shall pay prorated per capita tax beginning the first day of the second month following the date of the organization. No life member shall be included in the computations of the per capita tax to be paid by any club to the district dues.

Whereas, semi-annual, international, multiple district and district per capita taxes [dues] are billed on July 1 and January 1 as assessed on the membership data contained in the records of Lions Clubs International as of June 30 and December 31, a full six [6] months credit for only multiple district and district dues will be issued on dropped members reported thirty [30] days after the Semi Annual Membership Per Capita Tax Assessment, provided the membership reports are on record with the International Headquarters of Lions Clubs International no later than July 31 or January 31 of the respective billing period.

SECTION 2

Said per capita tax collected in each district shall become and remain as funds of said district and shall be disbursed for administration expenses only of the district as are approved by the district governor's cabinet. Payments out of said District Administration Fund shall be by checks drawn and signed by the cabinet secretary-treasurer, cabinet treasurer or the district governor.

SECTION 3

Expenses of the outgoing district governor, in connection with his/her attending the International convention, shall be considered a district administration expense; and he/she shall be paid an amount of money equal to the amount paid by Lions International to the district governor-elect, but in no event shall said sum exceed \$250 in any year.

SECTION 4

The District Governor and his/her cabinet shall not incur expenses in excess of the anticipated income from the annual per capita District Administration Fund tax based on the semi-annual billings.

SECTION 5

The District Governor and the cabinet secretary-treasurer or cabinet treasurer shall be required to make bond in such amount as shall be approved by the district governor's cabinet.

SECTION 6

Each District Governor shall appoint an individual, who shall be a Public Accountant or a Certified Public Accountant, to audit or review the books of his/her cabinet secretary-treasurer. The cabinet secretary-treasurer or cabinet treasurer then in office shall send, within sixty (60) days of the close of the previous fiscal year, one (1) copy of a detailed report of this audit or review to the International office, District Governor and the club secretaries of his/her district.

ARTICLE XV MULTIPLE DISTRICT DISPUTE RESOLUTION PROCEDURE

All disputes or claims 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 multiple district council of governors, or any other internal Lions multiple district matter that cannot be satisfactorily resolved through other means, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

ARTICLE XVI AMENDMENTS

SECTION 1

This Constitution can be amended only at the State convention by resolution reported by the committee on Constitution and By-Laws and Resolutions at such annual meeting and adopted by an affirmative vote of **two-thirds (2/3)** of the certified delegates present in person and voting at a duly scheduled meeting at the State convention.

SECTION 2 AUTOMATIC UPDATE

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

SECTION 3

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

SECTION 4

Annual amendments approved at State Convention shall be posted on the MD33 website within 60 days of their effective dates per section 2. An updated Constitution and By-laws shall be posted within ninety (90) days of the effective date.

BY-LAWS

ARTICLE I DISTRICT NOMINATIONS AND ELECTIONS

SECTION 1

Each District Governor shall appoint, and they shall receive notification of their appointment at least sixty (60) days prior to the annual State convention, a Nominating Committee of **not less than three (3)** and not more than five (5) members who shall each be an active member in good standing of a chartered Lions club in his/her district, and shall not at the time of their appointment hold any state, district or International office.

SECTION 2

The name of the members of this committee, with their addresses, shall be sent to all clubs in the respective district at least forty- five (45) days prior to the annual State convention.

SECTION 3

The Nominating Committee shall receive at least thirty (30) days before the annual State convention the written nomination of any candidate for district governor, first vice district governor, second vice district governor, and Council Secretary if applicable for that district.

A. A Candidate for District Governor shall:

- (1) Be an active member in good standing of a chartered Lions club in his/her district.
- (2) Have secured the endorsement of his/her club or the majority of the clubs in his/her district.
- (3) Have served or will have served at the time he/she takes office:
 - a. As president of a Lions club for a full term or a major portion thereof and a member of the Board of Directors for no less than two (2) additional years.
 - b. As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
 - c. As first vice District Governor for a full term or major portion thereof provided, however, that in the event the incumbent first vice District Governor does not stand for election as district governor, any club member who fulfills the qualifications of Article IX, Section 6, subsection (c) of the Constitution and By-Laws of Lions Clubs International as revised July 8, 2011 and who is currently serving or who has served one (1) additional year as a member of the district cabinet shall also be an eligible candidate.

None of the above requirements may be accomplished concurrently.

B. A candidate for the office of first vice District Governor shall:

- (1) Be an active member in good standing of a chartered Lions club in good standing in his/her district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in the district.
- (3) Currently be serving as the second vice District Governor within the district from which he/she is to be elected.
- (4) No first vice District Governor may succeed himself or herself in office.
- (5) Only in the event the current second vice District Governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice District Governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice District Governor as set forth in these by-laws or constitution shall fulfill the requirements of subsection (3) of this section.

C. A candidate for the office of second vice District Governor shall:

- (1) Be an active member in good standing of a chartered Lions club in good standing in his/her district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in the district.
- (3) Have served or will have served at the time he/she takes office as 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) years; and
 - b. As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term of major portion thereof.

c. With none of the above being accomplished concurrently.

SECTION 4

Each Nomination Committee shall prepare and mail a list of the names of those nominated to each Club President in the respective districts at least twenty (20) days before the annual State convention. Each Nomination Committee shall report at the annual State convention the names of the nominees that have qualified and shall be allowed a reasonable time to present the report of the Committee. Nominations shall not be made from the floor of the convention except as hereinafter provided: if no nominations have been filed prior to the Convention in compliance with this section, or through the death, withdrawal or incapacity of a sole nominee, there is no candidate, then the Nominating Committee shall, prior to the annual State convention, nominate one (1) or more candidates, and nominations may be made from the floor. (Ref exhibits D, E and F for nomination checklists).

SECTION 5

Nomination speeches for district governor, the first vice district governor, and the second vice district governor, and Council Secretary if applicable, shall be limited to one (1) for each candidate of not over five (5) minutes duration, one (1) seconding speech for each candidate of not over three (3) minutes duration.

SECTION 6

The election, which shall be held separately by each district, shall be by written ballot and the candidate receiving a majority of the votes cast in each district shall be declared elected district governor, first vice District Governor and second vice District Governor thereof. In an election for district governor, first vice District Governor or second vice District Governor results in a tie vote the election shall be resolved before the close of the election meeting as follows: Immediately, a second paper ballot shall be cast. In the event of a second tie, the District Nominating Committee shall prepare lots and the candidates receiving the tie votes shall cast lots before the committee within one half hour after the election shall have been declared a tie. (Ref exhibit A for election and credentials committee requirements), (Ref exhibit G for ballot examples).

If any such candidate shall fail to appear within said one half hour, a member of the committee shall cast a lot for him/her. The candidate to whom the lot shall fall shall be declared elected. The type lot to be cast shall be determined by the committee. The ballot for the election of each District Governor and first and second vice district governors shall be separate from all other matters voted on at the convention.

SECTION 7

A. In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and Past District Governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past District Governor to select a replacement for recommendation to the International Board of Directors.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Have served or will have served at the time he/she takes office as district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for two (2) full terms or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

(Ref exhibit B for recommended process)

It is encouraged that the first vice District Governor fulfills his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

B. Any vacancy in office except that of District Governor and first and second vice district governors shall be filled by appointment from the District Governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the District Governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice District Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past District Governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice

(Ref exhibit C for recommended process)

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

- (a) Be an active member in good standing of a chartered Lions club in good standing in his/her single sub-district.
- (b) Have served or will have served at the time he/she takes office as first or second vice district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for a full term or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

ARTICLE II DUTIES

SECTION 1

The Council of Governors shall:

- (a) Make all contracts and approve all bills relating to multiple district convention administrative expenses.
- (b) Designate a depository for multiple district funds.
- (c) Determine the amount of surety bond for the council secretary-treasurer and approve the surety company issuing said bond.
- (d) Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council secretary-treasurer.

SECTION 2

Council Chairperson. The multiple district council chairperson shall be the administrative facilitator of the multiple district. All actions are subject to the authority, direction, and supervision of the multiple district Council of Governors. In cooperation with the Council of Governors, the Council Chairperson shall,

- a) Further the Purposes of this association;
- b) Serve as the Global Action Team Multiple District Chairperson to administer and promote membership growth, leadership development and humanitarian service throughout the multiple district by:
 - 1. Ensuring the selection of a qualified Lion leader for the positions of GST multiple district coordinator, GMT multiple district coordinator and GLT multiple district coordinator.
 - 2. Ensure regular meetings to discuss and advance initiatives established by the multiple district Global Action Team.
 - 3. Collaborate with area leaders and district Global Action Teams
- c) Assist in communicating information regarding international and multiple district policies, programs and events;

- d) Document and make available the goals and long-range plans for the multiple district as established by the Council of Governors;
- e) Convene meetings and facilitate discussion during council meetings;
- f) Facilitate the operations of the multiple district convention;
- g) Support efforts initiated by the International Board of Directors or the Council of Governors that are intended to create and foster harmony and unity among district governors;
- h) Submit reports and perform such duties as may be required by the multiple district constitution and by-laws;
- i) Perform such other administrative duties as may be assigned by the multiple district council of governors; and
- j) Facilitate, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.

SECTION 3

Council Treasurer: Under the supervision and direction of the Council of Governors, the council treasurer shall:

- (a) Have control of disbursements and receipts subject to the supervision of the Council of Governors, as regards to State Administrative Funds, which are turned over to him/her by the council secretary, and all checks drawn by the council treasurer against State Administrative Funds shall be approved by the council vice-chairperson. He/she shall deposit all monies received by him/her in such bank, or banks, as may be designated by the Council of Governors, and shall disburse the same by order of said Council.
- (b) His/her accounts, books, and records shall, at all times be open to the inspection of the Council of Governors and any auditors named by the Council
- (c) Receive and give proper receipts for all dues and taxes required to be paid over to him/her by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by checks drawn against said deposits signed by himself/herself and countersigned by the council chairperson or other duly authorized council member.
- (d) Keep accurate books and records of accounts and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose.
- (e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors.
- (f) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office.

SECTION 4

Council Secretary: Under the supervision and direction of the Council of Governors, the council secretary shall:

- (a) Keep an accurate record of the proceedings of all meetings of the Council of Governors, and within ten (10) days after each meeting forward copies to all members of the Council of Governors, and the office of Lions Clubs International.
- (b) Assist the Council of Governors in conducting the business of the multiple district and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the Council of Governors. In the event that there may not be a stenographer provided at the State convention, the Council Secretary will record the minutes of the State convention.
- (c) Keep accurate books and records of accounts and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose.
- (d) He/she shall prepare a five (5) year chart detailing by, district, and the future State vacancies as enumerated in Article VI of the State Constitution. Copies shall be presented to the incumbent vice district governors at a council meeting prior to October 1. A copy shall be filed with the minutes of said meeting.
- (e) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office.

SECTION 5

District Governor. Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in the district. His/her specific responsibilities shall be to:

- a) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
 1. Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
 2. Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
 3. Collaborate with the multiple district's Global Action Team.
- b) Promote Lions Clubs International Foundation (LCIF) and all service activities of the association.
- c) Preside, when present, over cabinet, convention, and other district meetings. During any period, he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- d) Promote harmony among the chartered Lions clubs.
- e) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this constitution.
- f) Ensure that each Lions club in the district be visited by the District Governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- g) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.
- h) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and /or financial accounts, funds and records of the district to his/her successor in office.
- i) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- j) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

SECTION 6

A. First Vice District Governor. The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant to the district governor. His/her specific responsibilities shall be, but not limited, to:

- a) Further the purposes of this association;
- b) Perform such administrative duties assigned by the district governor;
- c) Perform such other functions and acts required by the International Board of Directors;
- d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- e) Assist the District Governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them;
- f) Conduct club visitation as the representative of the District Governor when requested by the district governor;
- g) Work with the District Convention Committee and assist the committee to plan and conduct the annual district mid-winter conference and assist the District Governor to organize and promote other events within the district;
- h) At the request of the district governor, supervise other district committees;
- i) Participate in the planning of the next year including the district budget;
- j) Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as

the acting District Governor until the vacancy is filled according to by-laws and rules of procedure adopted by the International Board of Directors.

- k) Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as first vice District Governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.

B. Second Vice District Governor. The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited to:

- a) Furthering the purposes of this association;
- b) Perform such administrative duties assigned by the district governor;
- c) Perform such other functions and acts required by the International Board of Directors;
- d) Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor and first vice district governor, and participate in council meetings as appropriate;
- e) Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the District Governor and first vice District Governor in identifying and strengthening the existing and potential weak clubs;
- f) Conduct club visitations, as the representative of the district governor, when requested by the district governor;
- g) Assist the District Governor and first vice District Governor in planning and conducting the annual district mid-winter conference;
- h) Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;
- i) Work with the District Information Technology Committee, or similar committee, to promote the use of the association's web site and the internet among clubs and members to obtain information, file reports, purchase club supplies, etc.;
- j) At the request of the district governor, supervise other district committees;
- k) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget;
- l) Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the offices of the District Governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting District Governor or acting first vice District Governor until the vacancies are filled according to by-laws and rules of procedure adopted by the International Board of Directors.

SECTION 7

Cabinet Secretary-Treasurer. He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- a) Further the Purposes of this association;
- b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 1. Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
 2. Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the District Governor and the secretary of each club in the sub-district.
 3. Make reports to the cabinet as the District Governor or cabinet may require.
 4. Collect and receipt for all dues and taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the district governor.

5. Remit and pay over to the multiple district Council Secretary-Treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
 6. Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
 7. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
 8. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
 - d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

SECTION 8

Region Chairperson (if the position is utilized during the district governor's term). The region chairperson, subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. **The Region Chairperson is a member of the District Global Action Team.** His/her specific responsibilities should be to:

- a) Further the purposes of the association.
- b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- c) In coordination with the district Global Membership Team (GMT) Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor, district GMT Coordinator and district Global Leadership Team (GLT) Coordinator.
- e) Visit a regular Board of Directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor, district GMT Coordinator and district GLT Coordinator.
- f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and by-laws.
- g) **Promote the Club Quality Initiative to the clubs within the region.**
- h) In coordination with the district GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the region about leadership development opportunities at the region, district, or multiple district levels.
- i) **In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, district or multiple district.**
- j) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- k) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- l) Perform such additional assignments as shall be given him/her from time to time by the district governor.

SECTION 9

Zone Chairperson. The zone chairperson, subject to the supervision and direction of the District Governor and/or region chairperson, shall be the chief administrative officer of his/her zone. **The Zone Chairperson is a member of the District Global Action Team.** His/her specific responsibilities shall be to:

- a) Further the purposes of the association.
- b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- c) Endeavor to include the district GMT Coordinator and the GLT Coordinator and the District Governor team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams may assist with membership and leadership development within the zone.
- d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. **Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.**
- e) **Promote the Club Quality Initiative to the clubs within the zone.**
- f) In coordination with the district GMT Coordinator, play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.
- g) In coordination with the district GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district, or multiple district levels.
- h) Represent each club in his/her zone in any problems with district, multiple district Council Chairperson or Lions Clubs International.
- i) **In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district, or multiple district.**
- j) Supervise progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- k) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- l) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- m) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson, particularly with respect to weaknesses he/she may have discovered. Copies of such reports shall be sent to the district governor, district GMT Coordinator and district GLT Coordinator.
- n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

SECTION 10

District Governor's Cabinet. The district governor's cabinet is the deliberating 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. Through the region chairperson, it shall receive reports and recommendations which emanate from and concern the clubs in zones in the respective regions of the region chairperson. It shall supervise the collection of all stipulated per capita tax pertaining to the district and it shall designate a depository for all said funds. It shall 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 or cabinet treasurer and shall approve the surety company with which he/she shall be bonded. It shall demand and receive from the cabinet secretary-treasurer or cabinet treasurer financial reports semi-annually or more frequently if necessary. It shall make provisions for an audit or review at the end of the fiscal year, of the books and accounts of the cabinet secretary-treasurer or cabinet treasurer, a copy of the audit or review shall be mailed to the district governor, all voting cabinet members, the office of Lions International, and published in the State annual report. It shall receive such other reports from the cabinet secretary-treasurer or cabinet 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 in so far as possible, definite dates and places for each meeting.

SECTION 11

District Global Action Team. Chaired by the District Governor and includes the GMT district coordinator, GST district coordinator and GLT district coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's Global Action Team to learn about initiatives and best practices. Shares activities, achievements, and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

Multiple District Global Action Team. Chaired by the Council Chairperson and includes the GMT multiple district coordinator, GST multiple district coordinator and GLT multiple district coordinator. Develops and initiates a coordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within the multiple district. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with area leaders and members of district Global Action Teams to share best practices, achievements and meet challenges.

SECTION 12

District Governor's Advisory Committee - This committee is an advisory body from the zone to the District Governor and his/her 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 chairperson 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/her cabinet, through its region chairperson information and recommendations affecting the welfare of Lionism in its zone, its region, and the district. It shall hold at least three (3) and preferably four (4) meetings during the year. It shall assist the zone chairperson in his/her endeavor to have every club within the zone operating efficiently under the International Standard Constitution and By- Laws. It shall promote attendance from the clubs in the zone at the annual State convention and International convention. It shall assist the zone chairperson in promoting, among the clubs of the zone, interclub meetings (meetings of Lions clubs with other Lions clubs) and such other social functions as golf, bowling, and softball tournaments; banquets and anniversary celebrations; special functions such as meetings in observance of District Governor week, honoring of Key Members, Monarchs, etc., installation of officers, induction of new members, guest nights, outings, and other similar functions.

SECTION 13

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 members of this committee shall attend meetings of the district governor's cabinet when and as called upon by the District Governor to do so; and the chairperson may be an ex-officio member of the district governor's cabinet. The official actions of this committee or of its members shall be under the supervision of the district governor.

SECTION 14

Master and Assistant Sergeant-at-Arms - The master and assistant sergeant-at-arms shall be responsible for the maintenance of proper order and decorum at the annual State convention and shall perform such other duties as are incident to that office **under ROBERT'S RULES OF ORDER, NEWLY REVISED.**

SECTION 15

State Convention Committee - This committee shall manage the annual State convention under the supervision of the Council of Governors. It shall coordinate the appointment by the Council of Governors of the following State convention sub-committees and appointees: Multiple District Nomination and Endorsement Committee for International Office, as

needed; Necrology Ceremony; Tail Twisters; Registration and/or Host Club(s). A master-at-arms and such sergeant-at-arms as are deemed necessary shall be appointed. Except for the Registration and Host Club Committees, each sub-district shall have at least one (1) representative. Nothing herein will supersede any authority delegated to the district governors by the State and/or International Constitutions and By-Laws.

SECTION 16

International Convention Committee - The duties of the International Convention Committee shall be the management of the State's participation at the annual International convention under the supervision of the Council of Governors. The committee shall negotiate and contract all arrangements and complete all plans necessary or desirable for the International convention prior to the date of the State convention, subject to the approval of the Council of Governors, and shall report such plans annually to the delegates assembled at the State convention. The current committee shall be authorized to report such planning for the current and next ensuing conventions. Nothing in this section will supersede any authority delegated to the district governors by the State and International Constitutions.

SECTION 17

International Convention Pin Design Committee - The duties of the International Convention Pin Design Committee shall be to design an international convention pin for the State each year, said design or designs shall be submitted to the International Conventional Committee on or before November 1st of that year for submitting to the Council of Governor's for their approval. Any Lion wishing to submit a pin design shall do so on or before October 1st to the Pin Design Committee or take any action relative thereof.

SECTION 18

Long-Range Planning Committee - This committee will analyze and determine existing and apparent future problems and promulgate and present recommendations concerning solutions thereto that will provide for the smooth operation and increased growth of Lionism in Massachusetts. This committee will develop and present to the Council of Governors, not later than February 15th of each year, their short and long-range proposals and plans for implementation of these proposals. These concepts and methodologies will be finalized through meetings with the Council of Governors and with other interested Lions, individually or in groups.

SECTION 19

State Global Membership Team - It shall be the responsibility of this team, under the direction of the Council of Governors, to develop and execute plans for conducting membership growth and development programs within the individual clubs and sub-districts. Such plans will include the feasibility of an annual seminar on membership growth and development for club presidents, club membership chairperson and sub-district Global Membership Team Coordinator. It shall also be the responsibility of this committee to provide leadership and direction, and assistance as appropriate at sub-district and club levels to enhance the growth of Lionism in the State of Massachusetts.

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.
- 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.

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

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

SECTION 20

Necrology Committee shall formulate a program for an appropriate memorial service at the State convention for all departed Lions during the current year.

SECTION 21

The Constitution, By-Laws, Resolution and Rules Committee. It shall examine the Constitution and By-Laws of the State each year. It shall propose amendments and corrections in concert with the Council of Governors. In addition, it shall review resolutions for proposed amendments which have been submitted to the committee in the form of a written petition:

- a) from any club in good standing in the State approved by its members or directors and so certified by the club secretary or
- b) from a minimum of any fifteen (15) members in good standing. Each signatory to said petition(s) must identify their district and club and the petition(s) shall be submitted to this committee's chairperson not less than ninety (90) days prior to the opening of the State convention.

The committee may, with the consent of the interested parties, attempt to reconcile conflicting views, clarify confusing wording, eliminate excess verbiage and generally assist the Council of Governors in order to arrange such resolutions and any other State convention business.

The committee may make "housekeeping" changes to the articles and sections of the Constitution and By-Laws such as formatting to more logical locations; renumbering for purposes of order and continuity; and any other changes to conform

to any revisions made to the International Constitution and By-Laws. No such ‘housekeeping’ shall change the substance and intent of any provisions of the Constitution and By- Laws of the State and International. It shall formulate a set of rules to be adopted by the delegates as the rules of procedure of the State convention. None of these rules shall be in conflict with the State Constitution and By-Laws.

The committee shall report its doings to the Council of Governors not less than sixty (60) days before the opening of the State convention and at other times as requested by the Council of Governors. The Council of Governors shall not less than forty-five (45) days prior to the opening of the State convention cause to be delivered or mailed to each club of the State copies of the proposed rules, resolutions, and amendments.

SECTION 22

State Band Committee. It may, under the direction of the Council of Governors, plan and execute the formation of a state band which may perform at the State convention and other functions.

It may appoint a staff, as deemed necessary, to raise funds for planning arrangements, rehearsals, trips, and other activities. In the absence of appointing a staff the committee may elect to directly perform these duties or utilize other means. The committee shall submit a budget and make financial reports to the Council of Governors.

SECTION 23

State Youth Speech Competition Committee. It shall be the responsibility of this committee, under the direction of the Council of Governors, to plan and execute the final competition at the State convention. Furthermore, it is suggested that the appointee of the State committee be a member of the sub-district committee and thereby be continually informed and take part in the planning and execution of the individual sub-district finals which are held at the mid-winter conferences.

- a) Funding for the State finals program will be apportioned equally to each participating sub-district.
- b) Funds shall be used for educational awards; printing of rules, regulations subject title; flyers and promotional material; plaques and certificates of appreciation and postage relating to the state competition.
- c) At the beginning of each fiscal year, the committee will supply a budget to the Council of Governors.
- d) Within thirty (30) days from the close of the State convention, the committee will supply a report to the Council of Governors.

SECTION 24

State Global Leadership Team. It shall assist in promoting the development of club, sub-district, and multiple district leadership under the direction of the State Council of Governors. It shall design, organize, and assist in conducting leadership development seminars, workshops, and forums. An operational training manual(s) shall be developed, updated, and distributed to all successor coordinators. It shall further assist the Council of Governors in establishing effective and centralized leadership within the multiple and sub-districts. Expenses shall be limited to the purchase, development, and production of training materials.

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.

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

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

SECTION 25

State Global Service Team. It shall be the responsibility of this team, under the direction of the Council of Governors, to develop and execute an annual multiple district action plan and monitor progress toward goals. Support district and offers motivation to reach district goals.

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.

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

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

SECTION 26

Lions Organ Donation Awareness Committee (LODA). It shall be the responsibility of this committee to increase the public awareness of the need for donated organs, bone marrow and tissues for transplant and study, and to reduce the fears and misconceptions of the donation process. It shall promote the increase in the availability of donated organs. It shall further promote the image of Lionism by making this a program of high visibility and ascribed value to the public.

SECTION 27

LCIF Coordinator. The duties and responsibilities of the Multiple District 33 State Lions Club International Foundation Coordinator shall be consistent with those contained in the Lions Club International Foundation Guidebook for Multiple District Coordinator, Roles and Responsibilities. In addition, the LCIF MDC shall report the progress of the LCIF District Coordinator Team in meeting LCIF goals on a regular basis and submit a report of activities to the Council of Governors at least annually at the request of the Council of Governors.

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.
- 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.

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

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

SECTION 28

Massachusetts State Flag Committee It shall be the responsibility of this committee under the direction of the Council of Governors to purchase, maintain and store all International & State Flags and flag related equipment which constitute the Massachusetts State Flag Program. The committee shall make available and assist in the delivery of flags to a sanctioned or sponsored Lions event. The committee is responsible for the proper maintenance of all flags and related equipment.

SECTION 29

Lions Eye Health Program Committee (LEHP) It shall be the responsibility of this Committee under the direction of the Council of Governors to make available resources of information to the clubs so the clubs may distribute literature, videos and other regarding eye health, prevention and care of eye diseases to the citizens of their communities especially those most at risk.

SECTION 30

Information and Technology Committee It shall be the responsibility of this Committee, under the direction of the Council of Governors, to create and maintain the Massachusetts Multiple District 33 web site and other electronic social media. The Committee shall enhance the ability to disseminate information regarding Lions events and activities that is deemed appropriate to be provided to the general public. Through the MD33 web site the Committee shall provide a resource that provides timely communication to and among the 5 districts of MD33.

SECTION 31

The Criminal Offender Records Information (CORI) Committee. It shall receive CORI certification applications from Lions, non-Lion volunteers, and chaperones primarily engaged in providing Lion activities and Lion programs to children

age eighteen (18) years or younger. The committee shall submit the CORI certification applications to the Criminal History Systems Board and report a recommendation, based on those findings as outlined in the policy manual to the party or parties involved. The committee shall comply with any and all Federal and State Laws that are associated with the process.

SECTION 32

Council Bookkeeper. The council bookkeeper shall maintain all the detailed financial records of the Council of Governors throughout his/her term. He/she will work closely with the Council Treasurer to provide all reports required by the treasurer.

SECTION 33

LEO Committee It shall be the responsibility of this Committee under the direction of the Council of Governors to oversee the formation and operation of the Leo Clubs of Massachusetts Multiple District 33. The committee will provide leadership, structure and organization and shall carry out those activities which will promote and enhance the activities of the Multiple District 33 Leo Clubs.

SECTION 34

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

- a) At all events attended by visiting dignitaries, provide seating charts in keeping with the association's official protocol; ensure that spoken introductions are based on the same. Ensure that dress requirements are clear for all events.
- b) Arrange for proper airport (or other arrival) greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to ensure its suitability and provide appropriate amenities (flowers, fruit, etc.).
- c) Arrange for the proper escort of visitors to each function on the schedule.
- d) Arrange courtesy calls on local government leaders (or regional and/or national leaders if the location suggests this as a possibility), as the visitor's schedule permits.
- e) Coordinate public relations media exposure such as television, radio, and print media as necessary.
- f) Coordinate departure from hotel and transportation to airport (or other departure venue).

SECTION 35 COMMITTEE REPORTING RESPONSIBILITIES

Each and every committee appointed shall submit a report of its activities at the State convention.

ARTICLE III CREDENTIALS COMMITTEE

The Credentials Committee of the State convention shall be composed of the district governors, **first and second vice district governors of the State** and their cabinet secretary-treasurers. The chairperson of this committee shall be the **chairperson** of the State Council of Governors. The chairperson may appoint from the regular members of this committee, with the approval of the committee, a co-chairperson whose duty it shall be to compile the credential statistics and report same to the convention when called for. **Each such Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.**

ARTICLE IV MULTIPLE DISTRICT NOMINATIONS AND ENDORSEMENT COMMITTEE FOR INTERNATIONAL OFFICE

The Multiple District Nomination and Endorsement Committee shall have the authority to supervise the endorsement of candidates for International office in accordance with the following sections:

SECTION 1

Qualifications for office of international director or third vice-president shall be those as set forth in the International Constitution and By-Laws.

SECTION 2

Any Lion who meets the qualifications as set forth in the International Constitution and By-Laws shall be eligible to seek the office of international director or third vice-president by notifying, in writing, his/her District Governor and the Council of Governors of his/her intention to be a candidate for international office. This must be done at least ninety (90) days prior to the next State convention.

- a) Sixty (60) days prior to the convening date of the convention, the Council Chairperson, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within 5 days prior to the election and rule on the eligibility of the same.
- b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

SECTION 3

The Council of Governors, when notified of a qualified candidate's intention to run for international office shall, within sixty (60) days, notify in writing all Lions clubs in the State of said candidate's intention and shall make adequate provisions for sub-district and multiple district meetings at the next State convention for the purpose of acting upon endorsements of such candidate or candidates.

- a) Prior to the convention, the Council Chairperson shall appoint, and designate the chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only but may not participate directly in the committee's decision making.
- b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.
- c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time, and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, Council Chairperson and all candidates shall be provided a copy of the committee's report.

SECTION 4

At such meeting there shall be one (1) nominating speech for each candidate seeking international office which shall be limited to not more than five (5) minutes. There shall not be more than two (2) seconding speeches for each candidate, each to be limited to not more than two (2) minutes.

SECTION 5

Where there is more than one (1) candidate in contention for the same international office, the election shall be by secret ballot and a majority vote of delegates present and voting shall be necessary to elect. In the event that there are three (3) or more candidates running for international office, and no candidate receives a majority vote on the first ballot, a run-off election shall be conducted for the two (2) candidates having received the highest number of votes.

A tie vote shall be resolved before the close of the election meeting as follows: Immediately, a second paper ballot shall be cast. In the event of a second tie the Multiple District Nomination and Endorsement Committee shall prepare lots and the candidates receiving the tie votes shall prepare lots before the Committee within one (1) hour after the election shall have been declared a tie. If any such candidate shall fail to appear within said one half hour, a member of the Committee shall cast a lot for him/her. The candidate to whom the lot shall fall shall be declared elected. The type of lot to be cast shall be determined by the Committee.

- a) A majority vote shall be necessary to endorse a Third Vice President and International Director. If a majority vote on the question of endorsement is not received, then the nominee is not endorsed.
- b) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

SECTION 6

Any endorsement for international office shall be for the number of years as set forth in the International Constitution and By-Laws.

ARTICLE V PARLIAMENTARIAN.

The parliamentarian shall, when so requested, advise the Council of Governors and/or the State Constitution, By-Laws, Resolutions and Rules Committee on questions concerning the interpretation or intent of the Constitutions and By-Laws of the State and International. The parliamentarian shall, when so requested, advise the Council Chairperson on any questions that may arise concerning Roberts Rules of Order as it pertains to both Council of Governors and State convention meetings. The final decision rests with and is the responsibility of the Council Chairperson.

ARTICLE VI RULES FOR CONVENTION PROCEDURE

SECTION 1

The Council of Governors shall arrange a program for the State convention, and the same shall be the order of the day for all sessions.

SECTION 2

Roberts Rules of Order shall govern all parliamentary procedures except as otherwise provided in the Rules of Procedure adopted by the convention; however, no motion may be entertained to lay on the table any resolution which has been submitted to the convention for action.

SECTION 3

The Council of Governors of Governors shall authorize payment of the registration, meals and housing costs of any international director from Massachusetts attending the State convention during his/her term of office and during the first two (2) years following such term only.

ARTICLE VII FISCAL YEAR

The fiscal year of the State shall be from July 1st through June 30th.

ARTICLE VIII AMENDMENTS

SECTION 1

These By-Laws can be amended only at the State convention by resolution reported by the Committee on Constitution and By-Laws and Resolutions at such annual meeting and adopted by an affirmative vote of a majority of the certified delegates present in person at a duly scheduled meeting held at the State convention.

SECTION 2 AUTOMATIC UPDATES

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

SECTION 3

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

SECTION 4

Annual amendments approved at State Convention shall be posted on the MD33 website within 60 days of their effective dates per section 2. An updated Constitution and By- laws shall be posted within 90 days of the effective date.

EXHIBIT A

Sample Rules of Procedure

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.

DISTRICT _____ CONVENTION

Rule 1. The District Governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2. Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District _____ Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3. (a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other non-officers of the district appointed by the district governor; provided, however, the District Governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

(b) The registration and certification of delegates shall occur on the day(s) of _____ between the hours of _____ and _____.

(c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4. (a) 60 days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.

(b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5. Replacement of delegates and alternate delegates.

(a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate.

(b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Rule 6.

Nominations for the offices of district governor, first and second vice District Governor and such other offices to be filled by the convention shall be limited to nominating/ seconding speeches not to exceed _____ minute(s) for each nominee.

Rule 7.

(a) Prior to the convention, the District Governor shall appoint, and designate the chairperson of an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only but may not participate directly in the committee's decision making.

(b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.

(c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, Council Chairperson and all candidates shall be provided a copy of the committee's report.

Rule 8. Voting.

(a) Voting will take place at a predetermined location and time.

(b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

(c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

(d) A majority vote shall be necessary to elect the district governor, first vice District Governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice District Governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.

(e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

EXHIBIT B

Rules of Procedure Special Meeting to Recommend a Lion for Appointment as District Governor

Rule 1. In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past District Governor who is available, upon notification from the international office, to convene a meeting of the immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and Past District Governors who are members in good standing of a chartered Lions club in good standing within the district for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2. Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen (15) days of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date, and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue and schedule the meeting at a convenient date and time within the required fifteen (15) days.

Rule 3. The chairperson shall maintain a written attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting.

- a) Voting will occur immediately after the close of nominations.
- b) Voting will be by written ballot.
- c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7. At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8. The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any club member as District Governor for the (remainder of the) term.

EXHIBIT C

Rules of Procedure Special Meeting to Recommend a Lion for Appointment as First or Second Vice District Governor

Rule 1. In the event a vacancy arises in the office of first or second vice district governor, the District Governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice District Governor for the remainder of the term.

Rule 2. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recently serving past District Governor who is available, to send out written invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date, and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue and schedule the meeting at a convenient date and time.

Rule 3. The District Governor shall maintain a written attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting.

- a) Voting will occur immediately after the close of nominations.
- b) Voting will be by written ballot.
- c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7. At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

EXHIBIT D

Nominating Committee Checklist District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.

Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.

Candidate is currently serving as the first vice District Governor within this district.

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, the candidate fulfills the following qualifications:

Required Position	Served as:	Year(s) Served	Requirement per LCI
Club President			1 year required
Club Board of Directors			2 years required
District Cabinet			Zone or Region Chair Cabinet Secretary and/or Treasurer
Member of District Cabinet			1 additional year required

With none of the above being accomplished concurrently.

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson Date

Nominating Committee Member Date

EXHIBIT E Nominating Committee Checklist First Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following requirements:

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the second vice District Governor within this district,

In the event the current second vice District Governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice District Governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

Required Position	Served as:	Year(s) Served	Requirement per LCI
Club President			1 year required
Club Board of Directors			2 years required
District Cabinet			Zone or Region Chair Cabinet Secretary and/or Treasurer

With none of the above being accomplished concurrently.

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

Nominating Committee Chairperson Date

Nominating Committee Member Date

EXHIBIT F Nominating Committee Checklist Second Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following requirements:

Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.

Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.

Required Position	Served as:	Year(s) Served	Requirement per LCI
Club President			1 year required
Club Board of Directors			2 years required
District Cabinet			Zone or Region Chair Cabinet Secretary and/or Treasurer

With none of the above being accomplished concurrently.

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

Nominating Committee Chairperson Date

Nominating Committee Member Date

EXHIBIT G Standard Ballot District Governor, First Vice District Governor and Second Vice District Governor Elections

Sample 1: Ballot where there are two candidates.

Instructions: Clearly indicate your vote by placing an appropriate symbol¹ in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing an appropriate symbol² in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

Sample #3: Ballot where there are three or more candidates:

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest number of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

Instructions. Indicate your preference by clearly marking next to each candidate’s name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 – next preference, etc.).

¹⁶ Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters.

¹⁷ Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in a vacancy.

Position	Name	Preference/ Rank
Second Vice District Governor		
	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

Rules for Preferential Voting:

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.
2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.
3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one is eliminated as described below.
4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:
 - a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
 - b. The number of ballots in each remaining pile after this distribution is again recorded.
 - c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
 - d. Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
 - e. The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.
6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.

7. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).