



**Lions Clubs International
Multiple District 202
New Zealand and Islands of the South Pacific
Incorporated**

Constitution and By-Laws

Revised: 26 April 2025

UPDATED TO 26 APRIL 2025 TO INCLUDE PASSED REMITS AT MD202 CONVENTION 26 APRIL 2025 AND
AUTOMATIC UPDATES FROM LIONS CLUBS INTERNATIONAL TO 20 JUNE 2024



Lions Clubs International

PURPOSES

TO ORGANISE, *charter and supervise service clubs to be known as Lions Clubs.*

TO COORDINATE *the activities and standardise 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 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 communities without personal financial reward and to encourage efficiency and to promote high ethical standards in commerce, industry, professions, public works, and private endeavours.*

VISION STATEMENT

TO BE *the global leader in community and humanitarian service.*

MISSION STATEMENT

TO EMPOWER *Lions clubs, volunteers and partners to improve health and wellbeing, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.*

Multiple District 202 Constitution and By-Laws

Constitution

ARTICLE I – Name	6
ARTICLE II – Purposes	6
ARTICLE III – Membership	6
ARTICLE IV – Emblem, Colours, Slogan and Motto	
SEC. 1 – Emblem.....	6
SEC. 2 – Use of Name and Emblem.....	7
SEC. 3 – Colours	7
SEC. 4 – Slogan.....	7
SEC. 5 – Motto.....	7
ARTICLE V – Supremacy	7
ARTICLE VI – Officers and Council of Governors	
SEC. 1 – Composition	7
SEC. 2 – Officers	7
SEC. 3 – Powers	7
SEC. 4 – Removal	9
ARTICLE VII – Multiple District Convention	
SEC. 1 – Annual Convention.....	9
SEC. 2 – Club Delegate Formula.....	9
SEC. 3 – Quorum.....	10
SEC. 4 – Request of Convention Proceedings	10
SEC. 5 – Special Convention	10
SEC. 6 – Voting Procedure.....	10
SEC. 7 – Methods of Attendance.....	10
SEC. 8 – Resolution in Lieu of Meeting.....	10
ARTICLE VIII – Multiple District Dispute Resolution Procedure	11
ARTICLE IX– Amendments	
SEC. 1 – Amending Procedure	11
SEC. 2 – Automatic Update	11
SEC. 3 – Notice	11
SEC. 4 – Effective Date	11
ARTICLE X– Reserved Provisions	
SEC. 1 – Reserved Provisions	11

By-Laws

1 – Nominations and Endorsement Third Vice President and International

Director Nominees

Endorsement Procedure.....	12
Sub District Endorsement	12
Nomination	12
Notification.....	13
No Nomination Received	13
Seconding Speech	13
Candidates Speech	13
Vote	13
Certificate of Endorsement.....	13
Validity	13

2 – Appointment of Council Chairman

14

3 – Duties of Multiple District Council of Governors and committees

Multiple District Council of Governors.....	14
Multiple District Council Chairman.....	14
Multiple District Secretary	15
Multiple District Treasurer	16
Multiple District Legal Counsel.....	16
Multiple District Protocol Chairman	16
Global Service Team (GST) Multiple District Coordinator	16
Global Membership Team (GMT) Multiple District Coordinator	17
Global Extension Team (GET) Multiple District Coordinator	17
Global Leadership Team (GLT) Multiple District Coordinator	17
Multiple District Marketing Chairman.....	18
LCIF Multiple District Coordinator	18
Leo or Leo-Lion Council Liaison (optional).....	19

4 – Multiple District Committees

Credentials Committee	20
Multiple District Global Action Team	20
Multiple District Convention Committees	20
Other Council Committees	20

5 – Council Meetings

Council meetings	20
Alternative meeting formats.....	20
Quorum.....	20
Business transacted by mail	21
Business transacted by signed resolution.....	21

6 – Multiple District Revenue

Multiple District Revenue.....	21
Calculation and Payment of MD dues.....	21
Remaining funds.....	21
Audit of financial report.....	21

7 – Multiple District Convention

Convention Site selection.....	22
Convention Committee.....	22
Official call.....	22
Site Date and/or Format change.....	22
Officers.....	22
Order of convention business.....	22
Rules of order and procedure.....	22
Sergeant-at-Arms	22

Official report	23
Convention Procedure	23
Voting Procedure	23
Financial Management and Accountability	23
Sub District Convention.....	24
Methods of Attendance.....	24
Resolution in Lieu of Meeting.....	24
8 – Multiple District Convention Fund	
Convention fund levy.....	24
Levy Collection.....	24
Remaining Funds	24
Fee Collection	24
9 – Adoption of Multiple District or National Projects	
Multiple District or National Projects	24
10 – Redistricting	26
11 – Common Seal	26
12 – Dissolution	26
13– Adoption of Constitution and By Laws.....	26
14 – Miscellaneous	
Compensation	26
Fiscal year	27
Audit or Review.....	27
15 – Amendments	
Amending Procedure	27
Automatic Update	27
Notice	27
Effective Date	27
16 – Interpretation	27
17 – Multiple District Dispute Resolution Procedure	
International Board of Directors' Procedure.....	28
Primary Procedure.....	28
18 - Conflicts of Interest	
Interpretation	31
Disclosure	31
Participation	31
Exception.....	31
Code of Ethics	32

MULTIPLE DISTRICT 202 CONSTITUTION

ARTICLE I

Name

This Society shall be known as Lions Clubs International Multiple District 202 New Zealand and Islands of the South Pacific Incorporated hereinafter referred to as "this Multiple District".

ARTICLE II

Purposes

The purposes of this Multiple District shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this Multiple District.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) 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.
- (g) To encourage service-minded people to serve their communities without personal financial reward and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

ARTICLE III

Membership

(a) The members of this Society shall be all Lions Clubs in this Multiple District chartered by Lions Clubs International. Should a member cease to meet this criteria then they will no longer be a member of the Society.

(b) This Multiple District shall consist of seven (7) sub-districts, with boundary lines as adopted by a multiple district convention and approved by the International Board of Directors of Lions Clubs International.

(c) All new members must notify the Multiple District of their intention to become a member by giving written consent. Consent may be given by an authorised representative of the new member Lions Club.

ARTICLE IV

Emblem, Colours, Slogan and Motto

Section 1. EMBLEM.

The emblem of this association and each chartered club shall be of a design as follows:



Section 2. 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 3. COLOURS.

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

Section 4. SLOGAN.

Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5. MOTTO.

Its Motto shall be: We Serve.

ARTICLE V

Supremacy

This constitution shall govern this Multiple District provided that, except where this constitution specifically says otherwise, the following shall apply:

- (a) the provisions of the LCI model shall be deemed to be included in this constitution;
- (b) where there is any conflict between the provisions of this constitution and those of the LCI model, those of the LCI model shall prevail;

and further provided that this constitution shall at all times conform to the Purposes, Vision Statement, and Mission Statement.

ARTICLE VI

Officers and Council of Governors

Section 1. COMPOSITION.

There shall be a Council of Governors composed of all the district governors in the Multiple District and shall also include one current or one past district governor who shall serve as council chairman.

The minimum number of members of the Council of Governors shall be seven and the maximum shall be eight.

The officers of this Multiple District shall be the members of the Council of Governors. Each member of the Council of Governors, including the council chairman, shall have one (1) vote on each question requiring action of the Council of Governors. The council chairman shall serve for one-year term only and cannot serve in that capacity again. (Note: Article II, Section 4 of the International By-Laws permits the Multiple District, by provision in its Constitution and By-Laws, to include certain other Lions as members of the Council of Governors.)

Section 2. OFFICERS.

The officers of the Council of Governors shall be a chairman and vice-chairman, Secretary, a Treasurer, a Legal Counsel and such other officers as the Council of Governors shall deem necessary, all of whom, except the Secretary, shall be elected annually by the Council of Governors at their August Council of Governors' meeting. The Multiple District Secretary shall be appointed on a permanent basis for a minimum period of two years and upon terms and conditions as the Council of Governors shall in its discretion decide.

Section 3 – POWERS OF MULTIPLE DISTRICT COUNCIL OF GOVERNORS

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 the 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 Multiple District bodies;
- (d) Have original jurisdiction, when authorised 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 effect and unbalanced budget or deficit in any fiscal year;
- (f) Have authority to invest any of the moneys of the Multiple District not immediately required in securities authorised by the law in New Zealand for the investment of trust funds and from time to time to vary or realise any such investments;
- (g) Have authority to authorise any person or persons to sign on its behalf receipts, acceptances, cheques and other necessary documentation;
- (h) Have authority to affect such insurances as it may from time to time determine and/or be authorised by Convention so to do, including protection for Lions members and others whilst engaged on or concerned in Lions affairs;
- (i) Have authority to make all necessary arrangements relating to the election of International Board Nominees and to allocate and pay such funds as in the opinion of the Council may be necessary to assist a New Zealand sponsored candidate;
- (j) Have authority, subject to the provisions of this Constitution, to prepare and submit remits to a Multiple District Convention for debate and decision on any matter pertaining to Lionism in the Multiple District;
- (k) Have authority to purchase, take on lease or in exchange, on hire or otherwise acquire any real or personal property and any rights or privileges which are necessary or expedient for carrying out the objects herein provided and to sell, exchange, let on bail or lease, or in any other manner dispose of any such property rights or privileges;
- (l) Cause to be prepared, compiled and published from time to time;
 - (i) The Lion Magazine South Pacific Edition
 - (ii) The Multiple District Directory
- (m) Have authority to administer property on trust;
- (n) Have authority to open and operate bank accounts;
- (o) Have authority to borrow monies on such terms as the Council may from time to time determine for the purposes of the administration of the Multiple District;
- (p) Have authority to give such security as the Council may from time to time determine for the discharge of liabilities of the Multiple District;
- (q) The Council shall keep proper records and books of account which shall be audited/reviewed at least annually. No person shall be appointed an Auditor/Reviewer of the Multiple District accounts and funds unless he or she is a suitably qualified accountant (suitable means a member of CA ANZ or CPA AUS);
- (r) The Council at its discretion may approve and pay out of funds administered by it such authorised expenditure, disbursements and honoraria as it shall determine;

- (s) Prepare budgets for all Multiple District activities showing anticipated income and expenditure for the ensuing year for consideration by the Council at its third meeting; and except in the case of emergency or necessity it shall not incur expenditure beyond such budget provisions;
- (t) Do all such acts and things as may be incidental or conducive to the attainment of all or any of the objects of the Multiple District hereinbefore provided and/or the duties of the Multiple District Council.
- (u) Serve as the Multiple District's 'committee' as that term is defined in section 5(1) of the Incorporated Societies Act 2022.

Section 4. REMOVAL.

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

Article VII

Multiple District Convention

Section 1. ANNUAL CONVENTION

An annual convention of this Multiple District shall be held in each year prior to the international convention, and no later than 6 months after the Multiple District's balance date, at a place selected by the delegates of a previous annual convention of this Multiple District and at a date and time fixed by the Council of Governors, at which meeting:

- (a) The final reports of the retiring officers shall be read;
- (b) Newly elected officers shall be installed;
- (c) An annual report on the operations and affairs of the Multiple District during the most recently completed accounting period shall be presented;
- (d) The financial statements of the Multiple District for that the most recently completed accounting period shall be presented; and
- (e) Notice of the disclosures, or types of disclosures, made in accordance with Article XII of these by-laws during that period (including a brief summary of the matters, or types of matters, to which those disclosures relate) shall be presented.
- (f) Minutes shall be kept by the Secretary.

In Article VII, section 1, subsection (e) above, '*matters*' means the Multiple District's performance of its activities or exercise of its powers; or an arrangement, agreement, or contract made or (proposed to be) entered into by the Multiple District.

Section 2. CLUB DELEGATE FORMULA.

Each chartered club in good standing in Lions Clubs International, and its District, and this Multiple District in this Multiple District shall be entitled in each convention of this Multiple District to one (1) delegate or one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held.

The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person 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.

Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention.

All eligible delegates must be members in good standing of a club in good standing in this Multiple 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.

Section 3. QUORUM

A majority of the delegates in attendance at any session of a Sub or Multiple District convention, whether in person or by audio-visual link, shall constitute a quorum. If the Council of Governors has permitted voting by, electronic means and/or post, it shall give notice to members confirming that such voting is permissible, providing any relevant information regarding dates to submit their votes, specifying whether members voting in such a manner are to be counted when calculating a quorum.

Section 4. REQUEST OF CONVENTION PROCEEDINGS

Upon receiving a request so to do from any club, the Multiple District Secretary shall forward to that club one copy of the minutes of the Multiple District Convention:-

Section 5. 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.

Section 6. VOTING PROCEDURES.

Unless otherwise specified in this Constitution and By-Laws, voting at meetings of this Multiple District, of its Council of Governors, or of any of its committees shall be conducted by such procedure as the Council of Governors may from time to time direct, including (without limitation) a secret written ballot, or a show of hands, by those present and qualified to vote. Should the Council of Governors permit meeting attendance by audio-visual link, the board shall also direct how votes are to be cast by audio-visual link attendees. The Council of Governors shall determine whether or not voting by electronic means and/or post is permissible.

Section 7. METHODS OF ATTENDANCE.

Unless specified otherwise by the Council of Governors, attendance at meetings of this Multiple District, of its Council of Governors, or of any of its committees may be either in person or by audio-visual link.

Section 8. RESOLUTION IN LIEU OF MEETING.

Resolutions may be passed by the Multiple District without a meeting. A resolution may be passed if it is approved by no less than three quarters (3/4) of the number of members who are entitled to vote. The procedure for entitled members to vote on resolutions in lieu of meetings shall be determined by the Council of Governors.

ARTICLE VIII

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 IX

Amendments

Section 1. AMENDING PROCEDURE.

- (a) This constitution may be amended only at a Multiple District convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.
- (b) No amendment to this constitution shall be made that would enable the activities of this Multiple District be carried on for the private pecuniary profit of any individual or in any manner which would result in this Multiple District becoming either ineligible for registration, or eligible for de-registration, as a charity in New Zealand.

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 this Multiple 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. NOTICE.

No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. EFFECTIVE DATE.

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

ARTICLE X

Reserved Provisions

Section 1. The following parts of this constitution and by-laws shall be “reserved provisions” as defined in By-law 16:

- a Article III Membership, clauses (a) and (c)
- b Article V Supremacy
- c Article VI (2) Officers of the Council
- d Article VI (3) Powers of the Multiple Council of Governors clause (u)
- e Article VII Multiple District Convention, Section 1 Annual Convention, Section 3 Quorum, Section 6 Voting Procedures, Section 7 Methods of Attendance, Section 8 Resolution in lieu of a meeting
- f Article IX Amendments, Section 1 clause (b)
- g By-law 2 Appointment of Council Chairman

- h By-Law 3 Duties, Section 3 Multiple District Secretary clauses (g) and (h), Section 4 Multiple District Treasurer, Section 5 Multiple District Legal Counsel
- i By-Law 5 Council Meetings, Section 1 clause (d)
- j By-law 7, Section 1 Convention Site Selection clauses (a), (c), and (d), Section 2 Convention Committee, Section 10 Convention Procedure, Section 11 Voting Procedure, Section 12 Financial Management and Accountability, Section 14 Method of Attendance, and Section 15 Resolution in Lieu of Meeting
- k By-law 9 Adoption of Multiple District or National Projects
- l By-Law 10 Redistricting
- m By-Law 11 Common Seal
- n By-Law 12 Dissolution
- o By-Law 13 Adoption of Constitution and By-Laws
- p By-Law 15 Amendments Section 1 clause (c)
- q By-Law 16 Interpretation
- r By-Law 17 Multiple District Dispute Resolution Procedure
- s By-Law 18 Conflicts of Interest

BY-LAWS

By-Law 1 – Nominations and Endorsement of International Third Vice President and International Director Nominees

1. Endorsement procedure

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the Multiple District seeking endorsement of the convention of the Multiple District as a candidate for the office of international director or international third vice-president shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the Multiple District secretary no less than 30 days prior to the convening date of the convention (Sub or Multiple) at which such question of endorsement is to be voted upon;
- (b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

2. Sub-district endorsement

Any candidate seeking endorsement at the Multiple District Convention must first have secured the endorsement of his/her Sub-District.

3. Nomination

Each notice of intention so delivered shall be transmitted forthwith by the council chairman and MD Council secretary to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

4. Notification

The Multiple District Secretary will at the closing of nominations advise each District Governor and each Lions Club in the Multiple District of the nominations received.

5. No nomination received

Should there be no nominations of eligible persons after the close of nominations, or should the only qualified nominee or nominees die or withdraw their nomination or nominations prior to the election, nominations may be received from the floor of the Multiple District Convention of eligible persons who shall have firstly consented in writing to the Multiple District Secretary to be a qualified candidate for election

6. Seconding speech

Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

7. Candidate's speech

Candidates' speeches shall be limited to five (5) minutes.

8. Voting for candidates for the international board

- (a) Candidates for office on the International Board shall submit themselves to an election at the Multiple District Convention.
- (b) The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving the majority of the votes cast shall be declared endorsed (elected) as the candidate of the Multiple District Convention.
- (c) In the event of a tied vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast.
- (d) In the event of a tie between two or more candidates a fresh ballot shall be held between the tied candidates and the election shall proceed as provided above. If, after such fresh ballot there shall remain a tie between candidates the Chairman of the session at which the election is conducted shall determine the method by which the successful candidate shall be decided.
- (e) Only the name of the successful candidate shall be announced by the Convention Chairman.

9. Certificate of endorsement

Certification of endorsement by the Multiple District Convention shall be made in writing to the international office by the Multiple District officials designated, and in accordance with the requirements set forth, in the International Constitution and By-Laws.

10. Validity

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

By-Law 2 – Appointment of Council Chairman

The Council Chairman shall be appointed by the District Governors elect of the Multiple District provided that such chairman shall be a current or a past District Governor from the most recent year when he/she takes office. The District Governors Elect may, at their discretion, extend the range of candidates for Council Chairman to include Past District Governors from the previous 2 years. The Council Chairman shall serve for a one-year term only and cannot serve in that capacity again. A meeting of the District Governors of the Multiple District who will be in office during the term of the Council Chairman appointed shall be called immediately prior to the Multiple District annual convention, but no later than 30 days following the closing of the International Convention for the purpose of selecting a Council Chairman. It shall be the duty of the attendees at this meeting to appoint a club member in good standing in a club in good standing in the Multiple District as the Council Chairman.

By-Law 3 – Duties of Multiple District Council of Governors and Committees

1. Multiple District Council of Governors

The Multiple District Council of Governors shall supervise the administration of the Multiple District affairs, and may choose such officers, hold such meetings, administer such funds, authorise such expenditures and exercise such other administrative powers as are provided herein and in particular shall:

- (a) Ensure that no business is conducted without a quorum. The presence in person of a majority of the members of the Multiple District Council shall constitute a quorum at any meeting thereof and all matters shall be decided by a majority of such members present in person PROVIDED HOWEVER that in the event a member of the Multiple District Council is unable to attend a meeting thereof that member may appoint the Vice District Governor or, if the Vice District Governor is unable to attend, a member of the Sub-District Cabinet to be an alternate substitute member to attend and vote at such a meeting.
- (b) Make all contracts and approve all bills relating to Multiple District Convention administrative expenses.
- (c) Maintain a manual of operations to be known as 'The Council Manual' and which will be updated from time to time.
- (d) Keep proper records and books of account which shall be audited/reviewed at least annually by a qualified accountant.
- (e) Prepare budgets for all Multiple District activities showing anticipated income and expenditure for the ensuing year for consideration by the Council at its third-meeting; and, except in the case of emergency or necessity, not incur expenditure beyond such budget provisions.
- (f) Receive financial reports, semi-annually or more frequently, from the council treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council treasurer.

2. Multiple District Council Chairman

The Multiple District Council Chairman 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 Chairman shall:

- (a) Further the purposes of this association.
- (b) Serve as the Global Action Team Multiple District Chairman 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 under approval of the GAT Area Leader.
- (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 Council of Governors; and
- (j) Facilitate, at the close of his/her term in office, the timely presentation of all Multiple District accounts, funds and records to his/her successor in office.

3. Multiple District Secretary

Under the supervision and direction of the Council of Governors, the Multiple District 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.
- (b) Assist the Council of Governors in conducting the business of the Multiple District and perform such other duties as are specified or implied in the Constitution and By-Laws, or as may be assigned to him/her from time to time by the Council of Governors.
- (c) Receive and give proper receipts for all 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 cheques drawn against said deposits signed by himself/herself and countersigned by the Council Chairman or Treasurer or other duly authorised 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 authorised agent of either) at any reasonable time for any proper purpose.
- (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.
- (f) In the event that separate offices of Council Secretary and Council Treasurer are adopted the duties herein are to be attributed to each of the officers according to the nature of the duties.
- (g) Maintain an up-to-date register of the Multiple District's members.
- (h) Serve as the Multiple District's 'contact person' for the purposes of section 113 of the Incorporated Societies Act 2022.

4. Multiple District Treasurer

Under the supervision and direction of the Council of Governors, the Multiple District Treasurer shall be responsible to perform the tasks and duties detailed in the council manual as determined from time to time by the Council of Governors.

5. Multiple District Legal Counsel

Under the supervision and direction of the Council of Governors, the Multiple District Legal Counsel shall be responsible to perform the tasks and duties detailed in the council manual as determined from time to time by the Council of Governors.

6. Multiple District Protocol Chairman

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

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

7. 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 Chairman (Council Chairman) 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 participants, 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.

8. 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 Chairman (Council Chairman) 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 reports 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.

9. Global Extension Team (GET) Multiple District Coordinator (required beginning July 1, 2025). The GET Multiple District Coordinator is a member of the Multiple District Global Action Team. Their responsibilities include:

- (a) Collaborate with the other GMT, GLT and GST Multiple District Coordinators and the Global Action Team Multiple District Chairman (Council Chairman) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual Multiple District new club extension plan.
- (c) Communicate regularly with the GET District Coordinators to ensure they are aware of available membership programs and resources.
- (d) Monitor each District's progress towards extension goals. Offer motivation and support to each District to reach their goals.
- (e) Encourage GET District Coordinators to include diverse populations to participate in global action team initiatives.
- (f) Collaborate with the GMT Multiple District Coordinator to identify areas of opportunity for Club extension.
- (g) Provide extension strategies to Districts.
- (h) Motivate Districts to form different club types, including specialty, Leo-Lion, campus, virtual, and traditional.

10. 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 Chairman (Council Chairman) 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 Chairmen 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.

11. Multiple District Marketing Chairman.

They are responsible for marketing and public relations efforts and directly supports the Global Action Team. Their responsibilities include:

- (a) Collaborate directly with the Global Action Team to direct membership leads that come through marketing channels to appropriate districts and clubs.
- (a) Collaborate with the Council of Governors to identify and support opportunities for marketing large-scale events, programs, and initiatives.
- (c) Work with the Council Chairman to apply for marketing grants.
- (d) Manage social media channels and websites, either directly or through an established Multiple District Marketing Committee.
- (e) Share Multiple District success stories through social media.
- (f) Maintain familiarity of the Global Brand Guidelines.
 - a. Champion appropriate and consistent use of global brand assets in all Multiple District activities.
 - b. Support use of approved brand templates for story and publicity development.
- (g) Promote the good works and newsworthy stories of LCI and LCIF to Lions to members of the media, through social media channels, and to external audiences.

12. LCIF Multiple District Coordinator.

The LCIF Multiple District Coordinator is appointed by the LCIF Chairman 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 Chairman 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, 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.

13. LEO or LEO-Lion Council Liaison (Optional).

The Council of Governors, in consultation with the Multiple District Leo Chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-Lion Council Liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo Multiple District, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo Multiple District President, Vice-President, Secretary, or Treasurer. In areas where no Leo Multiple District has been formed, the role shall be filled by a Leo-Lion or a Leo who is a current or former Leo District President. In areas where no Leo District has been formed, the role shall be filled by a Leo-Lion or Leo who is a current or former Leo Club President.

The Council of Governors shall assign the Leo/Leo-Lion Council Liaison to the standing Council committee(s) that would most benefit from a young adult voice. The Council Liaison may remain on the same committee for the duration of the year or transition among committees as determined by the Council of Governors.

The responsibilities of the Leo or Leo-Lion Council Liaison include:

- (a) Facilitate communication between Leo and Lions within the Multiple District.
- (b) Serve as a resource to Multiple District Council Officers and assigned committee(s).
- (c) Coordinate with the Multiple District Leo Chairman in the promotion of the Leo Club, Leo-Lion programs, and engagement opportunities for young people.
- (d) Support Multiple District Leo Chairman in conducting training for Leo Multiple District Officers.
- (e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions Multiple District activities.
- (f) Serve as support and point of contact for Multiple District Leos to explore Lions membership program opportunities.
- (g) Communicate regularly with Leo Multiple District President, Leo/Leo-Lion Cabinet Liaison (if appointed), International Leo-Lion Board Liaisons and with respective Constitutional Area Representatives of the Leo Club Program Advisory Panelists to collaborate on initiatives related to young people.
- (h) Assist in the planning and integration of Leos and Leo-Lions in Lions Multiple District Convention, forum events and training.
- (i) Attend Leo Multiple District meetings as necessary.
- (j) Chair one Multiple District collaboration project between Leos and Lions.
- (k) Support the Multiple District Leo Chairman in organizing Leo Clubs and members in areas with no Leo Multiple Districts.
- (l) Encourage the formation of a Leo Multiple District in areas with the necessary number of clubs and members.

By-Law 4 - Multiple District Committees

1. Credentials Committee.

The Credentials Committee of the Multiple District Convention shall be composed of the current District Governors, First and Second Vice District Governors and Cabinet-Secretary Treasurers. The Chairman of this committee shall be the Council Chairman. Each such Credentials Committee shall have the powers and perform the duties as determined by Standing Orders as approved at each annual Multiple District Convention.

2. Multiple District Global Action Team.

Chaired by the Council Chairman 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.

3. Multiple District Convention Committees.

The Council of Governors shall appoint, designate the Chairman of , and fill any vacancies occurring in the following Multiple District Convention Committees: Resolutions, Nominations, Elections, Constitution and By-Laws, Rules and International Convention. Each Sub-District shall have at least one representative on each such committee. These committees shall perform such duties as the Council of Governors shall designate.

4. Other Council Committees.

The Council of Governors may create and appoint such other committees and positions as it deems necessary and appropriate for efficient operation of the Multiple District.

By-Law 5 – Council Meetings

1. Council Meetings

- (a) 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.
- (b) The Council Chairman, or the Multiple District Secretary, at the Chairman'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 Chairman.
- (c) The date of any meeting save the first, which shall be set by the Chairman, shall be determined by the Council of Governors.
- (d) The information which is to be presented at regular meetings of this Multiple District and the requirement (or lack thereof) to keep minutes shall be determined by the Council of Governors.

2. 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.

3. Quorum

The personal presence of a majority of the members of the Council of Governors shall constitute a quorum at any meeting.

4. Business Transacted by Mail

The Council of Governors may transact business by mail (including letters or electronic mail), 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 Chairman or any three (3) members of said council.

5. Business transacted by signed resolution

A resolution signed by all of the members of the Multiple District Council entitled to a vote shall be as valid and effectual as if passed at a duly constituted meeting of the Multiple District Council.

By-Law 6 - Multiple District Revenue

1. Multiple District Revenue

The Multiple District shall levy all the Lions Clubs of the Multiple District for each Lion member a Multiple District due that shall be determined annually by a Council of Governors recommendation to a Multiple District convention following the Council approving financial plans and budgets for the ensuing year, as being sufficient to meet budgeted expenditure for:

- (a) Multiple District administration, including necessary insurances, club supplies trading and such contribution to the cost of the publications referred to in Article VI Section 3.
- (b) Multiple District Convention administration and attendance of the Council Chairman, International guests and officers of the Council of Governors.
- (c) International officers support activities, including support for an International Director from within MD202.
- (d) Multiple District youth programme activities.
- (e) Assistance to the Sub-District administering the activities of those Lions clubs based in the Islands of the South Pacific.

2. Calculation and payment of Multiple District due

- (a) One half of the Multiple District due to be paid by such Lions Clubs not later than the 10th day of September in each year for the half-yearly period from the 1st day of July to the 31st day of December in that year, and the remaining one half thereof not later than the 10th day of March in each year for the half-yearly period from the 1st day of January to the 30th day of June in that year.
- (b) Such due (hereinafter called "the Multiple District due") shall be based upon the membership of each Lions Club as at the 1st day of July and the 1st day of January respectively in each year.
- (c) New and re-organised Lions Clubs of the Multiple District shall commence paying the Multiple District due as from the 1st day of January or the 1st day of July next after the date of official issue of such clubs' charter, or re-organisation (as the case may be).
- (d) The Multiple District due shall be collected from the Lions Clubs of the Multiple District by the Cabinet Secretary or the Cabinet Treasurer of each Sub-District who shall forthwith pay the same to the Secretary or the Treasurer of the Multiple District Council.

3. Remaining Funds

In any fiscal year, any balance remaining in the Multiple District fund after payment of all Multiple District expenses in that year shall remain in said fund and become available for future Multiple District expenses and be treated as income in any fiscal year in which expended or made available solely for payment of such expenses.

4. Audit of Financial Reports

All books of account of the Multiple District after the close of the fiscal year shall be audited by an auditor or reviewed by a reviewer who shall be a qualified accountant who shall not be a member of or an employee or officer of the Council of Governors.

By-Law 7 - Multiple District Conventions

1. Convention Site Selection

- (a) If any Lions Club or Clubs shall desire to be the host of the Multiple District Convention, such Club or Clubs shall make application in writing to the Multiple District Council not less than two and a half years in advance of the event such application to contain such information as the Multiple District Council shall from time to time prescribe.
- (b) The procedure to be followed in investigation of applications for the hosting of Multiple District Conventions and in the presentation of the same to Convention, as well as the action to be taken in the event that no applications are received, or if so received are unacceptable, shall be determined by the Council of Governors.
- (c) The location of the convention of this Multiple District shall be rotated in successive years within three regions, namely the regions comprising sub-districts K and L (northern region), sub-districts D and M (central region) and sub-districts E, F and J (southern region).
- (d) The information which is to be presented at regular meetings of this Multiple District and the requirement (or lack thereof) to keep minutes shall be determined by the Council of Governors.

2. Convention Committee

The Multiple District Council shall, as soon as possible after the determination of the place of a Multiple District Convention, appoint a Convention Organising Committee and its Chairman, from recommendations submitted by the Host Lions Club and approved by that Club's District Governor.

3. Official Call

The Council of Governors shall issue an official printed call for the annual Multiple District Convention not less than thirty (30) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

4. Site, Date and/or Format Change

The Council of Governors shall retain, and have, absolute power to change at any time, for good reason, the convention site date and/or format (e.g. virtual rather than in person) chosen by a Multiple District Convention, provided that such convention site shall if a physical location be located within the boundaries of the Multiple District, and 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. Notice of this site date and/or format change shall be furnished in writing to each Club in the Multiple District as early as practical prior to the convening date of the annual convention.

5. Officers

The members of the Council of Governors shall be the officers of the annual Multiple District Convention.

6. Order of Convention Business

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

7. Rules of Order and Procedure

Except as otherwise specifically provided in this Constitution and By-Laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure in any convention, any meeting of the Council of Governors, or Multiple District committee shall be determined by Standing Orders as approved at each annual Multiple District Convention.

8. Sergeant-at-Arms

A convention sergeant-at-arms and such assistant sergeant-at-arms as it deems necessary may be appointed by the Council of Governors.

9. Official Report

Within sixty (60) days after the close of the Multiple District Convention, an official report shall be forwarded to Lions Clubs International by the Council of Governors, or, at its direction, by the Multiple District Secretary.

10. Convention Procedure

- (a) The Multiple District Council shall have supervision and control over the programme, proceedings and all other phases of the Multiple District Convention.
- (b) Remits, recommendations, amendments to the Constitution and all other business for discussion at the Multiple District Convention may be introduced only by any of the Multiple District Council, a Sub-District Convention or a Sub-District Cabinet. Full particulars of business to be introduced by a Sub-District Convention or Cabinet shall be received by the Multiple District secretary at least sixty (60) days prior to the opening of the Multiple District Convention. The responsibility for the presentations to Multiple District Convention of Sub-District Convention Remits shall rest with the Sub-District Cabinet.
- (c) The Multiple District Secretary shall at least thirty (30) days prior to the opening of the Multiple District convention forward to all Clubs in the Multiple District and/or cause to be published in the Lion Magazine South Pacific edition, full particulars of all such business.
- (d) The Multiple District Council may prior to or at any Multiple District Convention accept for consideration further business (not being amendments to the Constitution and By-Laws) provided twenty (20) hours' notice of such business is received by the Multiple District Secretary prior to the opening of the principal business session and subject to the passing at that business session of a resolution agreeing to such business being discussed. Such business shall be discussed after consideration of all other matters on the order paper.
- (e) All amendments to remits and other matters for discussion at a Convention (including amendments to the Constitution and By-Laws) if substantial in form or content shall be notified in writing to the Multiple District Secretary not less than twenty (20) hours prior to the opening of the principal business session of such Convention. The Chairman of the Multiple District Council shall in his/her sole discretion determine whether a proposed amendment or other matter for discussion is substantial in form or content.
- (f) Proposals to make representations to the Government of the day shall require a resolution passed by two-thirds of the voting delegates.

11. Voting Procedure

- (a) Each voting delegate in person may cast one vote only on each issue to be voted on.
- (b) Voting shall be as determined by the Council of Governors and unless otherwise specified herein, all matters shall be decided by a majority of voting delegates.
- (c) The close of delegate credential certification shall be fixed in the case of a Sub-District Convention by the District Governor and in the case of a Multiple District Convention by the Council Chairman.

12. Financial Management and Accountability

- (a) The Organising Committee of the Multiple District Convention shall submit to the Council of Governors financial accounts for the convention transactions it has managed not later than sixty (60) days after the close of such Convention and the Council of Governors shall incorporate those financial accounts in the Multiple District annual financial report to be audited/reviewed by a qualified accountant who shall not be a member of the Host Club or Convention Organising Committee.
- (b) Any surplus moneys collected by the Organising Committee of the Multiple District Convention shall within sixty (60) days from the close of such Convention be handed to the Secretary or the Treasurer of the Multiple District Council to be lodged in the Multiple District Convention Fund.

13. Sub District Convention

A meeting of the registered delegates of a Sub-District in attendance at a Multiple District Convention may constitute the annual convention of said Sub-District.

14. Methods Of Attendance

Unless specified otherwise by the Council of Governors, attendance at meetings of this Multiple District, of its Council of Governors, or of any of its committees may be either in person or by audio-visual link.

15. Resolution In Lieu Of Meeting

Resolutions may be passed by the Multiple District without a meeting. A resolution may be passed if it is approved by no less than three quarters (3/4) of the number of members who are entitled to vote. The procedure for entitled members to vote on resolutions in lieu of meetings shall be determined by the Council of Governors.

By-Law 8 – Multiple District Convention Fund

1. Convention fund levy

In lieu of or in addition to a Multiple District convention registration fee, an annual Multiple District convention fund levy may be levied upon each member of each club in the Multiple District and shall be collected and paid in advance by each club, except newly chartered and reorganised clubs, in two (2) semi-annual payments of one half (1/2) by 10th September of each year to cover the semi-annual period July 1 to December 31; and one half (1/2) by 10th March of each year, to cover the semi-annual period January 1 to June 30, with billings of said levy to be based upon the roster of each club as of the first days of July and January, respectively.

2. Levy collection

- (a) The convention fund levy shall be collected from the clubs in each Sub-District by the respective Cabinet Secretary or the Cabinet Treasurer of each Sub-District who shall forthwith pay the same to the Secretary or the Treasurer of the Multiple District Council.
- (b) The fund so collected shall be used exclusively for defraying expenses of Multiple District Conventions.

3. Remaining Funds

In any fiscal year, any balance remaining in the convention fund after payment of all convention administration expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or made available solely for payment of such expenses.

4. Fee Collection.

Such fee as the Council of Governors shall set may be collected, under procedures set by the Council of Governors, from each delegate, alternate, and guest attending the Multiple District Convention to defray the actual cost of convention meals and entertainment.

By-Law 9- Adoption of Multiple District or National Projects

A project across four or more Sub-Districts will be known as a "Multiple District" or "national" project and the following processes and procedures will apply.

- (a) Any project or activity promoted by a Club or Sub-District where the right to solicit outside the Club and Sub-District boundary (involving four or more Districts) is required shall not be permitted until it has been approved by the Multiple District Council.
- (b) The Multiple District Council reserves the right to decide whether the intended Multiple District project will be best managed by a Club, Sub-District, Committee or a Charitable

Trust.

- (c) The application to the Multiple District Council shall include a suggested organisational outline on how the project is to be managed to enable the Multiple District Council to evaluate whether the structure is acceptable. To allow Council to understand how the Multiple District project will work, the application shall include sufficient financial detail on income and expenses, financial obligations and responsibilities, an estimate of the time involved to make the project successful and a sample of any promotional material.
- (d) If the project involves the sale of merchandise, a sample or design shall be submitted with the application for approval.
- (e) The Multiple District Council will, after considering the merit of the proposed project activity, only approve the project if the following conditions are met or abided by:
 - (i) The Organising Club or Sub-District must first obtain approval for the project from their District Cabinet.
 - (ii) The project must have the opportunity for Clubs to participate for the benefit of their own Charitable Trusts or
- iii) The beneficiary of the overall project funds must be nationwide in character.
 - iii.i) Projects where the benefit is to the administration account of the organising or participating clubs will not be approved.
 - iii.ii) The right to canvas clubs nationwide for projects where the benefit is for activities within the organising club's own local community will not be approved.
- (f) Notwithstanding approval having been given by the Multiple District Council, participation by Clubs and/or Sub-Districts is not compulsory.
- (g) Approval is not to imply endorsement of the project by the Multiple District Council. Organising Clubs, Sub-Districts, Committees or Charitable Trusts are to include a statement to this effect in their promotional material sent to clubs or sub-districts.
- (h) Approval will not mean the granting of sole rights.
- (i) The Multiple District Council may fix the period of time for which approval is given to operate the project. If a time is not specified, then it is deemed to be three (3) years. Application can be made to renew the approval.
- (j) The Organising Club, Sub-District, Committee or Charitable Trust shall each year report on the conduct of the project to the second meeting of the Multiple District Council. This report shall include a financial report.
- (k) The Organising Club, Sub-District, Committee or Charitable Trust shall each year publish a report and audited/reviewed financial statement in the Multiple District Convention booklet.
- (l) The Organising Club, Sub-District, Committee or Charitable Trust shall submit to the Multiple District Council such other reports as the Multiple District Council shall from time to time require.
- (m) The Organising Club, Sub-District, Committee or Charitable Trust shall not pledge the credit of its Sub-District, Multiple District or of Lions Clubs International.
- (n) Where appropriate, the approval of the Multiple District Council will be subject to the Organising Club, Sub-District, Committee or Charitable Trust obtaining approval from Lions Clubs International for the use of the Lions Clubs International Emblem/Logo. If approval for the use of the emblem/logo is withdrawn the Organising Club, Sub-District, Committee or Charitable Trust shall immediately cease operation of the project.
- (o) The Organising Club, Sub-District, Committee or Charitable Trust shall abide by all constitutional and policy provisions dealing with the operation of project activities and charitable trusts.

- (p) The Multiple District Council reserves the right to impose additional conditions in the case of any particular project.
- (q) Where the Multiple District project activity seeks to raise funds for disaster relief or urgent medical needs, the approval of the Multiple District Council will be arranged electronically.

By-Law 10 - Redistricting

- (a) Any redistricting proposal other than non-substantial Sub-District boundary changes as defined in Article VIII of the International Constitution and By-Laws shall be submitted for consideration to the Council of Governors not less than ninety (90) days before being submitted for approval to the Multiple District Convention, or to the International Board of Directors in the case where no such Multiple District Convention approval is required.
- (b) Any such redistricting proposal shall be deemed to have been submitted to the Council of Governors when received by the Secretary of the Multiple District Council.
- (c) The Multiple District Council shall thereupon make a recommendation on such redistricting proposal to the Multiple District Convention, such recommendation to be forwarded to all clubs in the Multiple District and/or published in the Lion Magazine South Pacific edition, or else to be forwarded to the International Board of Directors in the case where no such Multiple District Convention approval is required.

By-Law 11 – Common Seal

The Common Seal shall be under the control of the Council of Governors and shall be held in the custody of the Multiple District Secretary, or such other member of the Multiple District Council as the Multiple District Council shall from time to time direct, and shall not be affixed to any document except by order of the Multiple District Council and then only in the presence of two (2) members of the Multiple District Council and the Multiple District Secretary.

By-Law 12 – Dissolution

On the winding up of the Multiple District or its dissolution all surplus assets administered by it shall (after the payment of all costs debts and liabilities) be disposed of as the International Board of Directors of the International Association of Lions Clubs shall direct.

By-Law 13 – Adoption of Constitution and By-Laws

Each Sub District shall adopt a Constitution which shall (along with any amendments thereto) meet the following requirements:

- (a) follow the basic format of the model LCI District Constitution;
- (b) be approved by the Council of Governors.

By-Law 14 – Miscellaneous

1. Compensation

No officer shall receive any compensation for any service rendered to this Multiple District in his/her official capacity with the exception of the Multiple District Secretary whose compensation shall be fixed by the Council of Governors.

2. Fiscal Year

The fiscal year of this Multiple District shall be from July 1st to June 30th.

3. Audit or Review.

The Council of Governors shall provide for an annual or more frequent audit or review of the books and accounts of the Multiple District.

By-Law 15 – Amendments

1. Amending Procedure

- (a) These By-laws may be amended only at a Multiple District Convention by a majority vote.
- (b) Notices of Motion of amendments to the By-laws are to be reported to the Multiple District Convention by the Council of Governors and must have the approval of the:
 - Council of Governors, or
 - A majority of the Sub District Conventions.
- (c) No amendment to these By-Laws shall be made that would enable the activities of this Multiple District be carried on for the private pecuniary profit of any individual or in any manner which would result in this Multiple District becoming either ineligible for registration, or eligible for de-registration, as a charity in New Zealand.

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 this Multiple District Constitution and By Laws shall automatically be updated in this Multiple District Constitution and By-Laws at the close of the convention.

3. Notice

No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

4. Effective Date

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

By-Law 16 – Interpretation

- (1) "LCI" means The International Association of Lions Clubs
- (2) "LCI model" means the current version of the model Multiple District or district, as appropriate, constitution and by-laws published by LCI for the purpose of adoption by Multiple Districts or districts
- (3) "Multiple District" includes New Zealand and the Islands of the South Pacific and such other areas as may now or from time to time be designated by the International Association of Lions Clubs as being included under the name of Multiple District 202.
- (4) "International Board" means the International Board of Directors for the time being of the International Association of Lions Clubs.
- (5) "Council" means the Multiple District 202 Council of District Governors
- (6) "Club Member" means a member in good standing of a Lions Club.
- (7) "Lions Club(s)" means a Lions Club within the Multiple District (or Sub-District as the case may be) duly chartered by the International Association of Lions Clubs and in good standing.

- (8) "International Convention" means the convention of the International Association of Lions Clubs.
- (9) "International Constitution" means the Constitution and By-Laws of the International Association of Lions Clubs.
- (10) "Reserved provision" means a provision which shall remain in effect notwithstanding that it may differ from the provisions of the LCI model
- (11) "Sub-District" means a single District forming part of a Multiple District.
- (12) "Good standing" – a Lions Club shall be deemed to be not in good standing in the case of its respective Sub-District Convention and the Multiple District Convention:
 - (i) When it has failed to pay Sub-District Fees, Multiple District Fees and International Fees and Dues then due by the time of the close of delegate credential certification.
 - (ii) When it has failed to pay by the first day of the month last preceding that month in which such convention is held all other monies in excess of \$10.00 (US Currency) more than 90 days past due as shown by the records of the office of the International Association of Lions Clubs. For the purpose of this Article the month in which a convention shall be deemed to be held shall be the month of the date set for the opening of such convention.
- (13) Wherever the male gender or pronoun appears in this Constitution and By-Laws it shall be interpreted to mean both male and female.
- (14) "Secret Ballot" – Where this Constitution provides for the holding of a secret ballot the following shall be the procedure for the conduct of such a ballot:
 1. A secure area (known as Voting Area) shall be set aside for the conduction of secret ballots.
 2. On entering the voting area each certified delegate shall have his voting stick marked and be issued with 1 ballot paper.
 3. In any secret ballot for election to office the ballot paper shall bear only the names of each candidate (in alphabetical order of surnames).
 4. Each certified delegate shall vote by striking out the name of every candidate except the one for whom they wish to vote.
 5. Each certified delegate shall place his ballot paper in the ballot box before leaving the voting area.

All ballot papers including those unmarked or informal shall be counted to enable a comparison to be made with the number issued.

By-Law 17 – Multiple District Dispute Resolution Procedure

1. International Board of Directors' Procedure.

All disputes, complaints, or claims arising between any member or members, or a former member or members, and the Multiple District, or any officer on the Council of Governors of the Multiple District, relative to membership, or the interpretation, breach of, or application of the Multiple District's constitution and by-laws, or the expulsion of any member from the Multiple District, or any other internal Lions club matter whatsoever which cannot be satisfactorily resolved through the procedure set out in By-Law 17, section 2 of these by-laws, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

2. Primary Procedure.

- (a) A member (for the purposes of this By-Law 17, section 2, "**member**" shall include that member's representative where appropriate) may make a complaint by giving to the Council of Governors (or any committee established to give effect to this By-Law 17, section

- 2) a notice in writing that:
 - (i) States that the member is starting a procedure for resolving a dispute in accordance with the Multiple District's constitution and by-laws; and
 - (ii) Sets out the allegation to which the dispute relates and whom the allegation is against; and
 - (iii) Sets out any other information reasonably required by the Multiple District.
- (b) The Multiple District may make a complaint involving an allegation against a member by giving to that member a notice in writing that:
 - (i) States that the Multiple District is starting a procedure for resolving a dispute in accordance with the Multiple District's Constitution and By-Laws; and
 - (ii) Sets out the allegation to which the dispute relates and whom the allegation is against.
- (c) The information given under By-Law 17, section 2, subsections (a) & (b) must be enough to ensure that a person against whom an allegation is made is fairly advised of the allegation concerning them, with sufficient details given to enable them to prepare a response.
- (d) A complaint may be made in any other reasonable manner permitted by the Multiple District's constitution and by-laws.
- (e) A member who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.
- (f) If the Multiple District makes a complaint:
 - (i) The Multiple District has a right to be heard before the complaint is resolved or any outcome is determined; and
 - (ii) The Council of Governors or an appointed officer/committee appointed by the Council may exercise that right on behalf of the Multiple District.
- (g) Without limiting the manner in which the member or the Council of Governors may be given the right to be heard, they must be taken to have been given the right if:
 - (i) They have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
 - (ii) An oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
 - (iii) An oral hearing (if any) is held before the decision maker; and
 - (iv) The member's or Multiple District's written statement or submissions (if any) are considered by the decision maker.
- (h) By-Law 17, section 2, subsections (h) – (k) apply if a complaint involves an allegation that a member or the Multiple District (the "**Respondent**"):
 - (i) Has engaged in misconduct; or
 - (ii) Has breached, has breached, or is likely to breach, a duty under the Multiple District's Constitution or By-Laws or the Incorporated Societies Act 2022; or
 - (iii) Has damaged the rights or interests of a member or the rights or interests of members generally.
 - (i) The Respondent has a right to be heard before the complaint is resolved or any outcome is determined.
- (j) If the Respondent is the Multiple District, the Council of Governors or an appointed officer/committee appointed by the board may exercise the right on behalf of the Multiple District.
- (k) Without limiting the manner in which the Respondent may be given the right to be heard, a

Respondent must be taken to have been given the right if:

- (i) The Respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
 - (ii) The Respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
 - (iii) An oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
 - (iv) An oral hearing (if any) is held before the decision maker; and
 - (v) The Respondent's written statement or submissions (if any) are considered by the decision maker.
- (l) The Multiple District must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with its Constitution and By-Laws, ensure that the dispute is investigated and determined.
- (m) Disputes must be dealt with under the Constitution and By-Laws in a fair, efficient, and effective manner.
- (n) Despite By-Law 17, section 2, subsections (l) – (m), the Multiple District may decide not to proceed further with a complaint if:
- (i) The complaint is trivial; or
 - (ii) The complaint does not appear to disclose or involve any allegation of the following kind:
 - (1) That a member has engaged in material misconduct:
 - (2) That a member or the Multiple District has materially breached, or is likely to materially breach, a duty under the Multiple District's Constitution or By-Laws or the Incorporated Societies Act 2022:
 - (3) That a member's rights or interests or members' rights or interests generally have been materially damaged:
 - (iii) The complaint appears to be without foundation or there is no apparent evidence to support it; or
 - (iv) The person who makes the complaint has an insignificant interest in the matter; or
 - (v) The conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the Constitution or By-Laws; or
 - (vi) There has been an undue delay in making the complaint.
- (o) The Multiple District may refer a complaint to:
- (i) A committee or an external person to investigate and report; or
 - (ii) A committee, an arbitral tribunal, or an external person to investigate and make a decision.
- (p) The Multiple District may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).
- (q) A person may not act as a decision maker in relation to a complaint if two or more members of the Council of Governors or a complaints sub-committee consider that there are reasonable grounds to believe that the person may not be:
- (i) Impartial; or
 - (ii) Able to consider the matter without a predetermined view.

By-Law 18 - Conflicts of Interest

1. Interpretation

A member, member of the Council of Governors, or any associated person will be 'interested' for the purposes of By-Law VI and By-Law XII of these By-Laws in a transaction or proposed transaction if they or their business or family associates, will receive any income, benefit or advantage whatsoever from that transaction.

2. Disclosure.

A member, member of the Council of Governors, or any associated person, after becoming aware of the fact that they are interested in a transaction or proposed transaction of the Multiple District, must disclose the nature and extent of the interest (including monetary value if such can be quantified) to the other members by written notice to the Council of Governors.

3. Participation

No member, member of the Council of Governors, or any associated person shall participate in, or materially influence, any decision made by the members or Council of Governors in respect of a transaction which that member, member of the Council of Governors, or any associated person is interested in.

4. Exception.

For the avoidance of doubt, the Multiple Director may enter into a transaction with a member, member of the Council of Governors, or any associated person provided the other Council of Governors resolves that:

- (a) It is appropriate to do so in all the circumstances.

Lions Clubs International

CODE OF ETHICS

TO SHOW *my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.*

TO SEEK *success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.*

TO REMEMBER *that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

WHENEVER *a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

TO HOLD *friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.*

ALWAYS *to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour, and means.*

TO AID *others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

TO BE CAREFUL *with my criticism and liberal with my praise; to build up and not destroy.*
.....