



**THE INTERNATIONAL
ASSOCIATION
OF LIONS CLUBS**

**MULTIPLE DISTRICT 29
WEST VIRGINIA**

CONSTITUTION AND BY-LAWS

**AS ADOPTED
BY THE 1998 CONVENTION
MULTIPLE DISTRICT 29
MAY 2, 1998**

**(INCLUDES AMENDMENTS ADOPTED
THROUGH 2009)**

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CONSTITUTION

ARTICLE I NAME

This organization shall be known as "Multiple District 29, State of West Virginia, Lions International," hereinafter referred to as "State" or "Multiple District."

ARTICLE II OBJECT

To provide an administrative structure with which to advance the Purposes and Objects of The International Association of Lions Clubs in this Multiple District.

ARTICLE III MEMBERSHIP

The membership of this organization shall be all Lions Clubs in this State chartered by Lions Clubs International. This State shall consist of four Districts, to-wit: District 29-L, District 29-I, District 29-O, and District 29-N, with boundary lines as adopted by a Multiple District Convention and approved by the Board of Directors of Lions Clubs International.

ARTICLE IV STATE COUNCIL

Section 1. Membership.

There shall be a Council of Governors composed of the District Governors and one Immediate Past District Governor, who shall serve as Chairman.

Section 2. Officers.

The officers of the Council of Governors shall be a Chairman and Vice Chairman. The Chairman shall be elected at the close of the State Convention by the current Council of Governors and the District Governors Elect.

The Vice Chairman shall be elected at the close of the State Convention, from the District Governors Elect, by the District Governors Elect. The officers shall take office immediately after the close of the next succeeding International Convention.

Section 3. Quorum.

A majority of the State Council shall constitute a quorum. In an emergency, any member of the Council who participates fully in the meeting using an electronic device shall be considered to be in attendance, just as if he or she personally attended.

Section 4. Meetings.

The Council shall hold a regular meeting within forty-five (45) days after the date on which the District Governors officially take office, and such other meetings as it deems advisable. The Council Chairman, or the Secretary at the Chairman's direction, shall issue a written call for each meeting of the Council, with the time and place thereof to be set out in the call and to be determined by the Chairman. The date of any meeting save the first, which shall be set by the Chairman, shall be determined by the Council.

Section 5. Powers.

Except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution and By-Laws of The International Association of Lions Clubs, the powers granted therein to the Board of Directors of said Association, and the policies and acts of said Board of Directors, the Multiple District Council shall:

- A. Have jurisdiction and control over all officers and agents, when acting as such, of the Multiple District Council 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. Within the limits prescribed by the Constitution and By Laws of this Multiple District, 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 said International Board and under rules of procedure prescribed by said Board, to hear and rule upon any complaint of a Constitutional nature raised by any Sub-District or Districts, any Lions Club, or any member of a Lions Club, in the Multiple District. All such rulings of the Council shall be subject to review and decision by said International Board;
- E. Have control and management of all budgetary matters of the Multiple District and committees of the Multiple District and Multiple District Convention. No obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

ARTICLE V STATE SECRETARY-TREASURER

There shall be a State Secretary-Treasurer elected by the incoming Council of Governors at the close of the State Convention. The Secretary-Treasurer shall serve as an ex-officio member, without vote, of all State Committees. The official duties of the State Secretary-Treasurer, as well as the amount of any stipend and administrative expenses, shall be as prescribed by the State Policy Manual.

ARTICLE VI CONVENTIONS

Section 1. Multiple District Convention.

An annual convention of this Multiple District shall be held in each year prior to the International Convention at a place selected by a previous annual convention of this Multiple District and at a date and time fixed by the Council.

Section 2. Invitations to Host.

The Chairman of the Council shall receive invitations in writing from places desiring to entertain the annual convention. All invitations shall set forth such information as the Council shall from time to time prescribe and shall be delivered to the Chairman no later than thirty (30) days prior to the convening date of the convention at which they are to be voted upon. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the Council shall be determined by the Council.

Section 3. State Convention Officers.

The members of the Council of Governors shall be the presiding officers at all meetings of the State Convention unless otherwise delegated by the Council.

Section 4. District Conventions.

A convention of each District in this State shall be held, annually, in conjunction with the State convention, or at such other date, time and place prior thereto as determined by the District Cabinet. A meeting of the registered delegates of a District in attendance at a State convention may constitute the annual convention of said District. The agenda for the District Convention shall include the nomination and election of a District Governor, First Vice District Governor, Second Vice District Governor, Sight Foundation Trustee and any members of State Committees requiring elected District representation. Awards, financial and other reports

may be presented by the District Governor, Cabinet Secretary-Treasurer or others.

Section 5. Sergeants-at-Arms.

A Sergeant-at-Arms and such Assistant Sergeants-at-Arms as are deemed necessary for a Convention may be appointed by the State Council or District Governor, as appropriate.

Section 6. Convention Delegates.

Each chartered club in good standing in Lions Clubs International and its District shall be represented by one or more delegates at the annual convention of its District or State and shall be entitled in each such convention to one voting delegate and one alternate for each ten 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 or more members. Each certified delegate present in person may cast one vote only for each office to be filled by, and one vote only on each issue to be voted on by the members of said 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. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention. The District Governors and all Past District Governors of the State in good standing in attendance at any meeting of their District or State Convention, shall have full delegate powers and privileges without reference to the number of delegates to which the clubs of which they are members would otherwise be entitled, but nothing herein contained shall be construed to allow any person more than one vote upon any occasion or in connection with any question before the Convention.

Section 7. Convention Quorum.

Fifty (50) delegates present and registered will constitute a quorum for the Convention.

Section 8. Convention Relocation.

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

ARTICLE VII REVENUE

Section 1. Annual Per Capita State Tax.

An annual Per Capita State Tax of \$9.00 shall be levied upon each member in the State, except new and reorganized clubs, in two (2) semi-annual payments as follows: \$4.50 per member on July 1st and January 1st of each year, billings of same to be based upon the roster of each club as of the first day of July and January, respectively. This tax shall be collected from the clubs in each district of the State by the respective Cabinet Secretary-Treasurer, and be turned over to the respective treasurer of each fund. Transfer of funds collected to date shall be made by October 15, January 15, April 15 and July 15, of that particular year.

New and reorganized clubs shall be billed for the State Fund Tax the same as old established clubs, except that any new or reorganized club which shall be organized after October 1 of any fiscal year shall pay only the January 1 semi-annual billings for that fiscal year, and any club organized after April 30 shall not be required to pay any State Fund Tax for that fiscal year.

The State Fund Tax shall be divided into the following funds: (1) District Administrative Fund; (2) State Convention Fund; (3) International Convention Fund; (4) State Council Administrative Fund. Three dollars twenty cents per member of the annual Per Capita State Tax shall be placed in the District Administrative Fund. The remainder of the Per Capita State Tax shall be distributed to the other funds within the limitations prescribed by the State By-Laws.

Section 2. District Administrative Fund.

The District Administrative Fund shall remain in the custody of the Cabinet Secretary-Treasurer. This fund shall be disbursed only for administrative expenses of the District as are approved by the District Governor's Cabinet. Payment out of said Fund shall be by checks drawn and signed by the Cabinet Secretary-Treasurer and countersigned by the District Governor. The District Governor and Cabinet shall not incur any obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year. Any balance remaining at the end of any year shall be placed in the hands of the next succeeding Cabinet Secretary-Treasurer.

Section 3. State Convention Fund.

The State Convention Fund shall be used exclusively for defraying the State Convention expenses. Said fund shall not be used for any other purpose, and shall be expended only for such items as are approved by the Council of Governors. The Convention Handbook portion of the State Policy Manual as approved by the Council will govern the preparation and operation of the

State Convention insofar as the Handbook does not abrogate any provision of this Constitution or the State By-Laws.

Section 4. International Convention Fund.

The International Convention Fund in its entirety shall be turned over to the Treasurer of the West Virginia Past District Governors after collection from the Cabinet Secretary-Treasurers. This fund shall be used for the purpose of promoting West Virginia Lionism and participation in the International Convention. Expenditures of these International Convention Funds are subject to the approval of the West Virginia Past District Governors.

Section 5. State Council Administrative Fund.

The State Council Administrative Fund is to be used in defraying the administrative expenses of the State Council, including the expenses of the Vice District Governors, the Membership Chairman and the Extension Chairman (whose expenses shall be covered by the Rules of Audit of Lions International), equipment, supplies, postage, employment of a State Secretary, and other State programs that promote Lionism in West Virginia. Any balance remaining in the fund at the end of the year shall be added to the fund collected for the next year.

Section 6. General.

All treasurers of State or district funds, including the State Secretary-Treasurer, Cabinet Secretary-Treasurers, and any other person whose duties include receiving or disbursing funds collected from Lions clubs in the State shall be bonded in such amount and with such surety company as shall be approved by the Council of Governors or District Cabinet, and the cost of the same shall be an administrative expense. The Council and each Cabinet, board or committee shall provide for an annual or more frequent audit of their books and accounts, and statements of financial condition shall be sent to Lions International, the Council of Governors, and each club in the State or District, as appropriate, at the close of the fiscal year.

ARTICLE VIII DISTRICT ORGANIZATION

Section 1. Cabinet and Officers.

- A. Each District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, First Vice District Governor, Second Vice District Governor, a Cabinet Secretary-Treasurer, such Region Chairmen, Zone Chairmen and district committee chairmen as shall be appointed by the District Governor. The members of the District Cabinet shall be the officers of the District. Each such officer shall be a member in good standing of a Lions Club in good standing in the District.

- B. The District Governor, First Vice District Governor, and Second Vice District Governor of each District shall be elected at the annual convention of the District. The District Governor may appoint a Region Chairman for each Region, and shall appoint a Zone Chairman for each Zone in the District. These appointments shall be made before the Governor takes office.

- C. Any vacancy in any district office, except that of district governor, first vice district governor, and second vice district governor shall be filled by appointment of the district governor for the unexpired term thereof.

In event of a vacancy occurring in the office of District Governor, the vacancy shall be filled in accordance with the provision of the International Constitution.

In filling any vacancy arising in the office of first or second vice district governor, the district 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 to preside as chairman of the meeting. The chairman 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.

- D. Each region and zone chairman shall:
 - 1. Be an active member in good standing in the respective region or zone; and
 - 2. Have served, or will have served at the time of taking office as region or zone chairman, 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.
- E. If any Region Chairman or Zone Chairman shall cease to be a member of a Club in the Region or Zone, as the case may be, to which he or she was appointed, his (her) term of office shall thereon cease and the District Governor shall appoint a successor to fill said office.
- F. No salary shall be paid to any officer of the State, or any District, except as provided herein.

Section 2. District Cabinet Meetings.

- A. **Regular.** A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member by the Cabinet Secretary-Treasurer.
- B. **Special.** Special meetings of the Cabinet may be called by the District Governor at the Governor's discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. Not less than five (5) nor more than ten (10) days written or electronic notice of special meetings, setting forth the purpose thereof and a date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary-Treasurer.
- C. **Quorum and Vote.** The attendance of a majority of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings, the voting privilege shall extend to all the members of the Cabinet.

Section 3. Regions and Zones.

- A. Each District Governor shall divide the District into Zones of no more than ten (10) and no less than (4) Lions Clubs, giving due regard to the geographical locations of the clubs. Zones may be grouped into Regions of no more than twenty (20) and no less than ten (10) Lions Clubs. All such Regions and Zones shall be subject to change by the District Governor, when in the sole discretion of the Governor, such change is deemed necessary to the best interests of the Association.
- B. **Regional Meetings.** Meetings of representatives of all clubs in a Region, with the Region Chairman presiding, may be held during the fiscal year at times and places fixed by the Region Chairman of the respective Region.
- C. **Zone Meetings.** In addition to meetings of the District Governors Advisory Committee, meetings of representatives of all the clubs in a Zone, with the Zone Chairman presiding, may be held during the fiscal year at times and places fixed by the Zone Chairman.

Section 4. District Committees.

- A. **District Governor's Advisory Committee.** In each Zone, the Zone Chairman and the Presidents and Secretaries of the clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairman as Chairman thereof. At a date, time and place called by the Zone Chairman, this Committee shall hold a first meeting within sixty (60) days after the adjournment of the preceding International Convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth before the International Convention at a time when the officers of the coming year have been elected and invited to attend the meeting.
- B. **District Past District Governor's Committee.** In each District there shall be a Past District Governor's Committee composed of Past District Governors within the District who are members in good standing of clubs within the District. The Chairman of this committee shall be appointed by the District Governor and shall serve as a member of the District Cabinet. This Committee shall meet at least twice a year at the call of the Chairman or District Governor.

ARTICLE IX WEST VIRGINIA PAST DISTRICT GOVERNORS

Section 1. Membership.

- A. Active Members. All Past District Governors in the following categories shall be active members of the West Virginia Past District Governors Association:
 - (1) Any Past District Governor who is a member of a Lions Club in Multiple District 29.
 - (2) Any Past District Governor of Multiple District 29 who is a member of a Lions Club outside of West Virginia.
- B. Honorary Members. The spouse of a deceased Lion who was an Active Member may be granted Honorary Membership in the Association by a majority vote of the Active Members present at any official business meeting. An Honorary Member shall be entitled to all the privileges of membership, except the right to vote or hold office in the Association.

Section 2. Officers.

The officers shall be a Chairman, Vice Chairman, Secretary and Treasurer, who shall be elected annually at the State Convention by the PDG Association. The current officers of the Association, the immediate Past Chairman, and all West Virginia Past Directors of Lions International shall be an executive committee to conduct the business affairs between meetings of the Past District Governors. Their actions shall be subject to approval of the PDG Association at its next regular meeting.

Section 3. Quorum.

Ten (10) members shall be considered a quorum for any meeting of the West Virginia Past District Governors. A majority of the Executive Committee shall be considered a quorum.

Section 4. Objects.

The PDG Association shall work to increase the stature of Lionism in the state of West Virginia. It shall promote attendance at, and formulate all plans for the State's participation in, International Conventions. Said plans shall be subject to approval by the Council of Governors.

Section 5. International Convention Fund.

It shall administer the International Convention Fund in accordance with the provisions of Article VII, Section 4. The Treasurer of the PDG Association shall be bonded and audits shall be conducted as provided for in Article VII, Section 6.

ARTICLE X AMENDMENTS

Section 1. Method.

This Constitution may be amended only at a Multiple District Convention, by resolution reported by the Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the delegates present and voting.

Section 2. Procedure and Timing.

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to the President and Secretary of each club no less than sixty (60) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 3. Effective Date.

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

BY-LAWS

ARTICLE I. DISTRICT NOMINATIONS AND ELECTIONS

Section 1. District Governor, First Vice District Governor, and Second Vice District Governor.

Any member of a club in a District intending to seek the office of District Governor, First Vice District Governor, or Second Vice District Governor shall file a notice of that intention in writing with the State Secretary-Treasurer prior to the convening of the district or state convention at which the election will be held, and furnish therewith evidence of compliance with the qualifications for the office sought as set out in the International Constitution and By-Laws. The Elections Committee shall place in nomination at the District convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, qualified persons may be nominated from the floor. Each candidate shall be allowed one nominating speech of no more than five minutes duration, and one seconding speech of no more than three minutes duration.

Section 2. Other District Elections.

Elections for District representatives to State committees or boards of trustees may be conducted separately from or simultaneously with elections for District Governor, First Vice District Governor, and Second Vice District Governor.

Section 3. Form of Election.

Each election shall be by secret written ballot. The candidate receiving a simple majority of the votes cast by the delegates present and voting shall be declared elected. In the event of a tie vote, or if no candidate receives the required majority, 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. The results of the election shall be verified to the District Governor and become a part of the minutes of that Convention. The ballots shall be delivered to the State Council Secretary to be held in case of a recount.

ARTICLE II. DUTIES

Section 1. Multiple District Council Chairman.

The Council Chairman shall:

- a) Preside over all Council meetings;
- b) Provide the initiative for Multiple District programs, goals, and long range planning;
- c) Create and foster harmony and unity among Districts;
- d) Submit reports and perform such duties as may be required by the Multiple District Constitution and By-Laws and the International Board of Directors;
- e) Deliver, forthwith, at the termination of this/her term of office, all Multiple District accounts, funds and records to his/her successor in office.

Section 2. Multiple District Secretary-Treasurer.

Under the supervision and direction of the State Council, the Council Secretary-Treasurer shall:

- a) Keep an accurate record of the proceedings of all meetings of the Council, and within ten (10) days after each meeting forward copies thereof to all members of the Council, the office of Lions Clubs International and all Past District Governors in the State.
- b) Assist the Council in conducting the business of the District, and perform such other duties as are specified or implied in the Constitution and By-Laws, or as may be assigned from time to time by the Council.
- c) Receive and give proper receipts for all per capita taxes required to be paid over hereunder by the District Cabinet Secretary-Treasurers, deposit the same in a bank or banks designated by the Council, and disburse the same under the supervision and control of the Council Chairman or other duly authorized Council member.
- d) Keep accurate books and records of accounts and minutes of all Council and Multiple District meetings, and permit inspection of the same by any member of the Council 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.

Section 3. Multiple District Council.

The Council of Governors shall:

- a) Make all contracts and approve all bills relating to State 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, if necessary, from the Council Secretary-Treasurer, and provide for an audit at the end of the fiscal year of the books and accounts of the Council Secretary-Treasurer.

Section 4. Multiple District Protocol Chairman.

The Council of Governors shall appoint annually a protocol chairman for the multiple district. Under 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; insure 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).

Section 5. District Governor.

Under the general supervision of the International Board of Directors, the District Governor shall represent the Association in the District. In addition, the Governor shall be the chief administrative officer in the District and shall have direct supervision over the Vice District Governor, Region Chairmen, Zone Chairmen, the Cabinet Secretary-Treasurer and such other Cabinet

members as may be appointed within the District. The District Governor shall have authority to dismiss any appointed officer within the District for good and sufficient reason. The District Governor shall:

- a) further the Purposes and Objects of this Association.
- b) supervise the organization of new Lions Clubs.
- c) preside at all Cabinet, convention and other District meetings. In the event of the absence of the District Governor at a meeting, the First Vice District Governor, and in his/her absence the Second Vice District Governor, shall perform the duties of the District Governor at the meeting.
- d) deliver, forthwith, at the termination of his/her term of office, all District accounts and records to the successor District Governor.
- e) report all known violations of the use of the Association name and emblem.
- f) perform such other functions and acts as shall be required by the International Board of Directors through the District Governor's Manual and other directives, and as set forth in the International Constitution and By-Laws.

Section 6. First and Second Vice District Governors.

A. First Vice District Governor. The First Vice District Governor, subject to the supervision and direction of the District Governor shall be chief administrative assistant to the District Governor, shall be the chief administrative assistant to the District Governor. Specific responsibilities of the First Vice District Governor shall be to:

- 1) Further the purposes of this association.
- 2) Play an active role in membership development including extension of new clubs and leadership development within the district.
- 3) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor he/she will be better prepared to assume the duties and responsibilities of said office.
- 4) Perform such administrative duties as may be assigned by the district governor.
- 5) Perform such other functions and acts as may be required for him/her by the International Board of Directors and other directives,
- 6) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor.
- 7) Participate in council of governors meetings as appropriate.

- 8) Participate in the preparation of the district budget.
- 9) Engage actively in all matters to be continued during the next year.
- 10) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

B. Second Vice District Governor. The second vice district governor is subject to the supervision and direction of the district governor. His/her specific responsibilities shall be to:

- 1) Further the purposes of this association.
- 2) Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
- 3) Perform such duties as assigned by the district governor, including assisting the district retention chairperson.
- 4) Perform such other functions and acts as required by the policy of the association.
- 5) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- 6) Participate in the preparation of the district budget.
- 7) Actively engage in all matters to be continued during the following year.
- 8) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

Section 7. Cabinet Secretary-Treasurer.

The Cabinet Secretary-Treasurer shall be under the supervision of the District Governor and the Cabinet. The specific responsibilities of the office shall be to:

- a) further the Purposes and Objects 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 such meeting forward copies of the Minutes of same to all members of the Cabinet, all Past District Governors within the District and the office of Lions International.
 - 2) take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District

Governor, and the Multiple District Cabinet Secretary-Treasurer.

- 3) make reports to the Cabinet as the District Governor or Cabinet may require.
 - 4) collect and receipt for all Per Capita State Taxes levied hereunder on members and clubs in the District, deposit the same funds in such 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 Secretary-Treasurer the State Convention Fund, International Convention Fund, and State Council Administrative Fund collected in the District.
 - 6) assist the District Governor and the Cabinet in conducting the business of the District.
 - 7) sign all notices and documents issued by the District, keeping the accounts, and receive all monies paid to the District
 - 8) keep accurate books and records of account, and minutes of all Cabinet and District meetings, and permit inspection of same by the District Governor, any Cabinet member and any club (or authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, shall furnish any such books and records as requested to any auditor appointed by the District Governor.
 - 9) secure bond for the faithful performance of the duties of the office in such sum and with such sureties as may be required by the District Governor or the Cabinet.
- c) perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual and other directives.

Section 8. Region Chairman.

If appointed by the District Governor, the Region Chairman, subject to the supervision and direction of the District Governor, shall be the chief administrative officer in his/her Region. The Region Chairman's specific responsibilities shall be to:

- a) Further the Purposes and Objects of this Association;
- b) Supervise the activities of the Zone Chairmen of the Region;
- c) Play an active role in organizing new clubs and strengthening weak clubs;
- d) Promote representation at International, District and State Conventions by at least the full quota

of delegates to which the clubs in the Region are entitled;

- e) Perform such additional duties as assigned from time to time by the District Governor;
- f) Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairman's Manual and other directives.

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

Section 9. Zone Chairman.

The Zone Chairman, subject to the supervision and direction of the District Governor and Region Chairman (if appointed), shall be the chief administrative officer in his/her Zone. The Zone Chairman's specific responsibilities shall be to:

- a) Further the Purposes and Objects of this Association;
- b) Serve as Chairman of the District Governor's Advisory Committee in the Zone and as such Chairman to call regular meetings of said committee;
- c) 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, Vice District Governor and Region Chairman (where applicable);
- d) Play an active role in organizing new clubs;
- e) Keep the District Governor informed about the activities and well-being of all clubs in the Zone;
- f) Promote District, Multiple District, and Lions Clubs International projects in the Zone;
- g) Endeavor to have every club within the Zone operating under a duly adopted Club Constitution and By-Laws;
- h) Promote representation at International, District and State Conventions by at least the full quota of delegates to which clubs in the Zone are entitled;
- i) Visit a regular meeting of each Club in the Zone once or more during his/her term of office, reporting the findings to the District Governor and Region Chairman (where applicable), particularly with respect to weaknesses he/she may have discovered;
- j) Perform such additional duties as assigned from time to time by the District Governor;
- k) Perform such other functions and acts as may be required by the International Board of

Directors through the Zone Chairman's Manual and other directives.

In the event the Zone Chairman for any reason cannot or, in the judgment of the District Governor, does not perform the duties of the office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

Section 10. District Governor's Cabinet.

The District Governor's Cabinet shall:

- a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;
- b) Receive, from the Region Chairmen and/or Zone Chairmen, reports and recommendations which concern the clubs and Zones;
- c) Approve the District budget prepared by the District Governor and the Cabinet Secretary-Treasurer;
- d) Secure, semi-annually or more frequently, Sub-District financial reports from the Cabinet Secretary-Treasurer;
- e) Secure, set the amount of and approve the surety company issuing the surety bond for the Cabinet Secretary-Treasurer;
- f) Provide for an audit, as provided in the Multiple District Constitution, of the books and accounts of the Cabinet Secretary-Treasurer;
- g) Set up a definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.

Section 11. District Governor's Advisory Committee.

The District Governor's Advisory Committee shall assist the Zone Chairman in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the Zone, and relay the same through the Zone Chairman to the District Governor and the Cabinet.

Section 12. District Past District Governors Committee.

The District Past District Governors Committee shall act under the direction of the District Governor in the promotion of harmony throughout the District. The members may be called upon by the District Governor to help with weak clubs, install officers, induct members and any other special mission which the District Governor desires. The chairman of this committee shall attend meetings of the District Governor's Cabinet when and as called upon by the District Governor to do so; and the Chairman may be ex-officio member of the

District Governor's Cabinet. The official actions of this committee or of its individual members shall be under the supervision of the District Governor. The members of this Committee shall be all Past District Governors.

Section 13. Sergeant-at-Arms.

The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to the office under Robert's Rules of Order Newly Revised.

ARTICLE III. COMMITTEES

Section 1. State Convention Committees.

At least two months prior to the State Convention, the State Council shall appoint the following State Convention Committees: Credentials, Resolutions, Elections, and Rules. Each District of the State shall have one representative on each committee. These committees shall perform such duties as the Council shall designate and as are defined in the State Policy Manual.

Section 2. Constitution and By-Laws Committee.

The permanent Constitution and By-Laws Committee shall be composed of one member from each of the Districts. The members shall be appointed by the State Council upon recommendation of the District Governors, and shall serve staggered four year terms. This committee shall receive, write, rewrite, and present for approval any and all amendments to the Constitution and By-Laws of Multiple District 29. Upon direction from the State Council it shall from time to time cause new editions of the Constitution and By-Laws to be published and distributed. It shall be the duty of the Committee member in whose District the State Council is meeting to attend the meeting of the Council and serve as Parliamentarian.

Section 3. Long Range Planning Committee.

There shall be a Multiple District Long Range Planning Committee comprised of five members: one from each District, plus a chairperson appointed by the Council of Governors. The member from each District shall be appointed by the Governor of the District, and will serve a single four-year term. The chairperson will serve a two-year term and may be reappointed for one additional two-year term. Members will be appointed at the first regular meeting of the Council in the years in which vacancies exist.

Each member of the Long Range Planning Committee shall have served as President of a Lions Club, served

on a District Cabinet, attended previous Council meetings, attended two or more District Conferences, attended two or more Multiple District 29 Conventions, and attended at least one West Virginia Lions Leadership School. Attendance at a USA/Canada Lions Leadership Forum and/or a Lions Clubs International Convention shall be considered an optional, but recommended, qualification.

The Committee shall meet at least quarterly at a time and place to be established by the Chairperson of the Committee. A quorum shall consist of 3 members.

If a member of the Committee is unwilling or unable to fulfill the duties of the position, the District Governor of that District shall declare a vacancy and appoint a replacement member to fill the unexpired term. In the event of a vacancy in the Chairperson's position, the Council will appoint a replacement Chairperson to fill the unexpired term. A Chairperson who is appointed to fill an unexpired term of more than one year will be eligible for reappointment to one additional two-year term.

The Long Range Planning Committee will develop plans to enhance the future of Lionism in Multiple District 29. It will consider items or issues that the Committee identifies and/or that are referred to the Committee by the Council and/or others. The Chairperson shall report on the activities of the Committee at each meeting of the Council.

The Committee may submit an annual budget request to the Council for consideration.

Section 4. Youth Exchange Committee.

There shall be a State Youth Exchange Committee consisting of two members from each District plus a Chairman appointed by the State Council. The Committee shall be responsible for the State Lions Youth Exchange Project. It shall plan the Youth Exchange program and provide for the funding thereof. In each District, one (1) member shall be elected by the District Convention, and one (1) member shall be the Youth Exchange Chairman appointed by the District Governor. The elected members from each District shall be elected for staggered four (4) year terms. The Chairman shall have served at least one year as a District member of the Youth Exchange Committee prior to being appointed as Chairman. The Chairman shall be appointed to a two (2) year term, and may be appointed for up to three (3) additional terms. The terms of office of members of this committee shall begin on September 1 and terminate on August 31, to better facilitate the committee's operation and permit the members to continue through the Youth Exchange season.

The Committee shall present its annual operating budget to the meeting of the State Council next following August 31. It shall operate under policies and procedures prescribed by the Multiple District Policy Manual. The Committee may recommend to the State Council such changes to the Policy Manual as it deems necessary.

Section 5. Other Committees.

The State Council shall appoint the Multiple District Membership, Extension, Retention, Youth Outreach and Leadership Development Chairmen. The respective District Chairmen shall serve as Committee members for those activities. Activity Chairmen shall submit their budgets to the first Council meeting following the International Convention. The Council may appoint such other Committees as it shall deem necessary from time to time. It shall designate the Chairman of each Committee appointed by it, and have the power to fill all vacancies in any Committee so appointed.

ARTICLE IV. RULES FOR CONVENTION PROCEDURE

Section 1. Order of Business.

The State Council shall arrange the Order of Business for the State Convention, and the same shall be the order of the day for all sessions.

Section 2. Fund Raising Projects.

The sale of tickets, chances, merchandise, and donations for individual club activities shall be prohibited at District Conferences and Conventions and the State Convention.

Section 3. Parliamentary Procedure.

Roberts' Rules of Order shall govern all parliamentary procedure except as otherwise specifically provided in this Constitution and By-Laws.

ARTICLE V. DUES, FINANCE AND FISCAL YEAR

Section 1. Dues.

The Council shall allocate the Multiple District portion of the Per Capita State Tax as follows: \$1.50 to the State Convention Fund, \$1.20 to the International Convention Fund, and \$3.10 to the State Administrative Fund.

Section 2. Budget.

The State Council shall adopt a budget annually, at its first meeting following the International Convention.

Section 3. Fiscal Year.

The fiscal year of this State and each District shall be from July 1 to June 30, inclusive of the following year.

ARTICLE VI. STATE PROJECTS

Lions projects that have significant impact in the State, the scope of which exceed the capacity of any club or District, may be approved as State Projects. The State Council will annually approve projects meeting the requirements set forth in the State Policy Manual.

ARTICLE VII. PAST DISTRICT GOVERNORS

The West Virginia Past District Governors shall promote harmony and fellowship among its members and promote Lionism in West Virginia. It shall be the deliberative and assisting body in the formulation of administrative plans and policies affecting the International Conventions. It shall make all plans for the State's participation in any International Conventions, including: gifts, if any, for the International Family, District Governors and District Governors-Elect; Hospitality Rooms; Floats; Caucus Rooms; Gifts for Hospitality Room; etc. and any other expenses the West Virginia Past District Governors deem necessary. It shall designate a depository for the International Convention Fund and approve the surety bond for the Treasurer. It shall demand and receive from the Treasurer financial reports, semi-annually or more frequently, if necessary, and shall make provisions for a detailed audit at the end of the fiscal year of the books and accounts of the West Virginia Past District Governors' Treasurer.

The PDG Association shall hold such social and business meetings as it deems necessary. It may establish its own policies and procedures, which shall be included in the State Policy Manual.

ARTICLE VIII. NOMINATION AND ENDORSEMENT OF

CANDIDATES FOR INTERNATIONAL OFFICE

Section 1. Council Decision.

After recommendation by the Past District Governors Association, the Council of Governors shall, at their January meeting, make a decision whether or not the Multiple District shall present a candidate for International Office.

Section 2. Notice of Intent and Qualification.

Subject to the provisions of the International Constitution and By-Laws a member of the Lions Club in Multiple District 29 seeking endorsement as a candidate for International Director or to Second Vice President shall:

- (a) File by mail, or in person, written notice of intent to seek endorsement by the State Convention to the State Secretary no less than sixty (60) days prior to the convening of such convention.
- (b) Deliver with said notice of intent evidence of fulfillment of qualifications of such office as required by the International Constitution and By-Laws and as required by this Article.

Section 3. Required Endorsements.

Any candidate seeking endorsement of the State Convention must have the endorsement of a Convention of his/her District. Certification of endorsement by the Convention of the District must be made in writing by the District Governor and Cabinet Secretary-Treasurer to the State Secretary. Only one certification of endorsement may be submitted by a District.

Section 4. Nominating Speeches.

Each nominee seeking endorsement may be entitled to one nominating speech of no more than five (5) minutes duration and one seconding speech of no more than three (3) minutes duration.

Section 5. Election Process.

The vote of the question of endorsement shall be by secret ballot by delegates only unless there shall be only one (1) candidate in which event a voice vote may be taken. The nominee receiving a plurality of vote shall be declared as a candidate of the Multiple District. In the event of a tie vote on any ballot, balloting shall continue until one nominee receives the required plurality of votes cast.

Section 6. Term of Multiple District Endorsement.

Any endorsement by the Multiple District Convention will be effective for the next two (2) succeeding International Conventions to which the endorsement can be certified.

Section 7. Certification of Multiple District Endorsement.

Certification of endorsement by the respective Convention (Sub- or Multiple-District) shall be made in writing to the International Office by Sub and Multiple officers designated and in accordance with, the requirements of the International Constitution and By-Laws.

Section 8. Validity of Endorsement.

No endorsement of a candidacy of any member of a Lions Club in Multiple District 29 shall be valid unless and until the provisions of this Article have been met.

ARTICLE IX. AMENDMENTS

Section 1. Method of Amendment.

These By-Laws may be amended only at a Multiple District Convention, by resolution reported by the Committee on Constitution and By-Laws, and adopted by a two-thirds (2/3) affirmative vote of the votes cast.

Section 2. Notice Requirement.

No amendment shall be so reported or voted upon unless the same shall have been mailed to each club President and Secretary, all Cabinet officers and Past District Governors no less than twenty one (21) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 3. Effective Date of Amendment.

Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment or by the Convention at the time of voting.

HISTORICAL NOTES:

- **Revised Constitution and By-Laws** were adopted at the 76th Annual Convention of MD 29, held May 1-3, 1998, in Barboursville, WV.
- **Constitution, Article VI, Section 6**, was amended at the 81st Annual Convention of MD 29, May 2-4, 2003, in Charleston, WV, by clarifying the definition of "member."
- **Constitution, Article VIII, Section 3**, was amended at the 79th Annual Convention of MD 29, held May 11-13, 2001, in Wheeling, WV, and changed the maximum number of clubs allowed in zones and regions.
- **Constitution, Article IX, Section 1**, was amended at the 86th Annual Convention of MD 29, held April 25-27, 2008, in Huntington, WV, to define qualifications for membership in the West Virginia Past District Governors.
- **By-Laws, Article II**, was amended at the 81st Annual Convention of MD 29, May 2-4, 2003, in Charleston, WV, by adding a new Section 4, defining the duties of the Multiple District Protocol Chairman, and renumbering the subsequent sections.
- **By-Laws, Article III**, was amended at the 80th Annual Convention of MD 29, held April 26-28, 2002, in Morgantown, WV, by deleting a section requiring the appointment of a Finance Committee.
- **By-Laws, Article III, Section 3**, was amended at the 80th Annual Convention of MD 29, held April 26-28, 2002, in Morgantown, WV, and at the 84th Annual Convention of MD 29, held April 21-23, 2006, in Roanoke, WV, each time changing the way the membership of the Long Range Planning Committee was constituted.
- **By-Laws, Article III, Section 5**, was amended at the 81st Annual Convention of MD 29, May 2-4, 2003, in Charleston, WV, by adding the Retention Chairperson as a required appointment for the Council of Governors.
- **By-Laws, Article V, Section 2**, was amended at the 81st Annual Convention of MD 29, May 2-4, 2003, in Charleston, WV, by deleting reference to the Finance Committee (the requirement for which was deleted by an earlier action).
- **Constitution, Articles VI and VIII, and By-Laws, Articles I and II**, were amended at the 87th Annual Convention of MD 29, April 24-26, 2009, in Charleston, WV, by including provisions adding the title and duties of the Second Vice District Governor.