

THE LIONS CLUBS INTERNATIONAL

**Constitution and By-laws of
Multiple District 306**



Fiscal Year 2023/2024

Updated April 2024

PREAMBLE

Whereas, the single District 306, Sri Lanka having become eligible, under the provisions of Article VII Section 3 of the Constitution and By-Laws of the International Association of Lions Clubs to become a Multiple District, the said District 306, proposed that it become a Multiple District comprising of two (2) Sub Districts to be called and known as District 306 A & District 306 B.

And whereas, pursuant to such proposal, the accredited delegates of the Lions Clubs in the said District 306, at its Annual District Convention, assembled in Colombo on the 14th day of May 1977, approved such redistricting proposal. And whereas the International Board of Directors, having approved such redistricting proposal, such redistricting proposal became effective at the close of the such Annual District Convention in 1978 of the said District 306.

And whereas the accredited delegates of the First Multiple District Convention assembled in Colombo on the 13th day of May 1978, by resolution reported by the Convention Committee on Constitution and By-Laws, adopted the Multiple District Constitution and By-Laws, and the Constitutions and By-Laws of the two Sub Districts 306 A and 306 B became effective at the close of the said Convention.

And whereas the said Multiple District 306 Sri Lanka, having become eligible under the provisions of Article VII Section 3 of the Constitution and By-Laws of the International Association of Lions Clubs, to further redistrict the said Multiple District 306 proposed to become a Multiple District comprising of three (3) Sub Districts to be called and known as District 306 A, District 306 B and District 306 C.

And whereas the International Board of Directors having approved such redistricting proposal, such redistricting proposal became effective under the provisions of Article VII Section 3 of the Constitution and By-Laws of the International Association of Lions Clubs, at the close of the Annual Multiple District Convention of 1989 and the delegates from clubs of the said respective Sub Districts elected District Governors and adopted their respective Constitutions and By-Laws at meetings held in conjunction with the Multiple District Convention of Multiple District 306, held on the 28th May 1989 And whereas the said Multiple District 306 Sri Lanka having become eligible under the provisions of Article II Section 3 of the Constitution and By-Laws of the International Association of Lions Clubs, to further redistrict, the said Multiple District 306 proposed to become a Multiple District comprising of six (6) Sub 2 Districts, to be called and known as District 306 A1, District 306 A2, District 306 B1, District 306 B2, District 306 C1 and District 306 C2.

And whereas the International Board of Directors having approved such redistricting proposal, such redistricting proposal became effective under the provisions of Article II Section 3 of the Constitution and By-Laws of the International Association of Lions Clubs, at the close of the Annual International Convention in 2004 and the delegates from clubs of the respective

Sub Districts elected District Governors and adopted their respective Constitution and By-Laws at meetings held in conjunction with the Multiple District Convention of Multiple District 306 held on the 13th day of March 2005.

And whereas the accredited delegates of the 27th Multiple District Convention assembled in Colombo on the 13th March 2005 by resolution reported by the Convention Committee on Constitution and By-Laws repealed the Constitution adopted at the 11th Multiple District Convention and adopted a new Multiple District Constitution and By-Laws effective from the close of the International Convention in 2005.

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MULTIPLE DISTRICT CONSTITUTION

ARTICLE I

NAME

This organization shall be known as Multiple District 306, Lions Clubs International, hereinafter referred to as “Multiple District.”

ARTICLE II

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.
- f) To encourage service minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

VISION STATEMENT

TO be the global leader in community and humanitarian service.

MISSION STATEMENT

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

ARTICLE III

Membership

The members of this organization shall be all Lions Clubs in this Multiple District chartered by Lions Clubs International. This Multiple District shall consist of six sub-districts, with boundary lines as set out in the **Schedule I** hereto adopted by the said Multiple District Convention held in the year 2004 and approved by the International Board of Directors of Lions Clubs International at its Board meeting held in October 2004.

ARTICLE IV

Emblem, Colors, 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 the 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

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

ARTICLE VI

Officers & 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 past District Governor who shall serve as council chairperson. 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 Chairperson, shall have one (1) vote on each question requiring action of the Council of Governors. The Council Chairperson shall serve for a 1 year term only and cannot serve in that capacity again. The Council may include one or more Immediate Past District Governors provided that the total number of Past District Governors, including the Council Chairperson, shall not exceed one-half (1/2) the number of District Governors. A Council of Governors may also include past and present International Presidents, International vice Presidents, and past and present International Directors of the association as advisory, but non-voting members.

- (a) There shall be a Council of Governors, hereafter referred to as “the Council” of the said Multiple District
 - (b) The Council shall be comprised of
 - (i) all the District Governors in the said Multiple District,
 - (ii) three Past District Governors two of whom shall at the time they assume office as members of the Council be Immediate Past District Governors and
 - (iii) all past and present Presidents, Vice Presidents and Past and Present Directors of the Association as advisory but as non-voting members.
 - (c) There shall be a Chairperson, Vice Chairperson, Secretary and Treasurer of the Council.
 - (d) The Chairperson shall be elected in the manner hereafter set forth and shall be one of the said three Past District Governors to be elected to the Council and shall serve for one year only and shall not serve on that capacity again
 - (e) The District Governors elect for the time being acting as a college of voters shall firstly elect the said Chairperson, of the Council. Thereafter the said Chairperson, the said District Governors elect shall elect the two remaining Past District Governors and one of whom as Vice Chairperson. The Secretary and Treasurer shall be similarly elected from amongst the said District Governors elect.
 - (i) The said election shall be held each year immediately after the close of the Multiple District Convention at such time and place as shall be determined by the said Council.
 - (ii) Any candidate seeking any such office of the said Council shall submit or file in writing his or her intention in the prescribed form to seek such office in not less than five (5) days prior to the said Convention with the Nomination and Election Committee of the said Multiple District. The said Nomination shall be duly proposed and seconded in writing respectively by two District Governors elect.
 - (iii) The Nomination and Election Committee shall place in nomination at the said election the names of said candidates seeking any such respective office. If no nomination had been received by the Nomination and Election Committee in the aforesaid manner for any such respective office then but then only nomination for such office shall be made from the floor.
 - (iv) In any event and without prejudice to the foregoing in the first election conducted in terms of these provisions contained in sub section (e) of Section 1 aforesaid

nomination for such office shall be made only from the floor at which the said election is conducted.

- (v) The said election shall be by secret ballot unless there is only one nominee in which event a voice vote shall be taken. When two or more candidates are placed in nomination the candidate receiving the majority votes cast shall be declared elected.
- (vi) In case of a tie in the said ballot, the Chairman of the Council holding such office at the time of the said election shall have the right to vote and exercise the casting vote. Each person entitled to so vote shall have only one vote for each office he is entitled to vote.
- (f) All officers so elected shall hold office and shall deem to hold office for one Fiscal year beginning from the First day of July each year following their elections to such respective offices and ending on the Thirtieth day of June of the following year.
- (g) The members of the Council including its Chairman so elected shall have one vote each requiring the action of the Council.
- (h) All past and present Presidents, Vice Presidents and Directors of the Association shall serve only as advisory members and shall not have any voting rights.

SECTION 2 Officers.

The Officers of the Council shall be a Chairperson, Vice Chairperson, Secretary and Treasurer and such other officers as the Council shall deem necessary, all of whom shall be elected annually, by the Council.

SECTION 3. Powers

Except where inconsistent with and contrary to the provisions of the Article 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 Council shall;

- A. Have jurisdiction control and supervision over all officers and agents, when acting as such, of the 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. 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 by said Board, to hear and rule upon any complaint of a constitutional nature raised by any Sub-District, 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 the Board of Directors of Lions Clubs International.
- 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.

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 removal of the Council Chairperson. Regardless of the manner in which the Council Chairperson is selected or elected, the Council Chairperson may be removed from the Council for cause by an affirmative vote of 2/3 of the entire number of the Council of Governors.

ARTICLE VII

Multiple District Convention

SECTION 1 Time & Place.

An annual convention of this Multiple District shall be held in each year prior to the International Convention 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.

SECTION 2. Club delegate formula.

Each chartered club in good standing in Lions Clubs International and its district, and this Multiple District shall be entitled in each Convention of this Multiple District to one (1) delegate and 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 the 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. All International and Past International Officers and Past District Governors in this Multiple District who are members in good standing of Lions Clubs in good standing shall be delegates to the said Convention and have the right to vote independently of the Club delegate quotas. 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 the District. Delinquent dues may be paid and good standing acquired up to Fifteen (15) days prior to the close of credential certification, and such closing time shall be established by the rules of the respective convention.

SECTION 3 Quorum.

The attendance in person of a majority of the delegates registered at any session of the Multiple District Convention shall constitute a quorum. Provided it shall consist of a minimum of ten percent (10%) of the delegates of each sub-district is in attendance.

SECTION 4 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 time, place and purpose thereof, shall be provided to each club in the multiple district by the multiple district council Secretary, no less than 30 days prior to the convening date of the special convention.

ARTICLE VIII

Multiple District Dispute Resolution Procedure

SECTION 1. Dispute subjects and procedure.

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the Multiple District Constitution and By-laws, or any policy or procedure adopted from time to time by the Multiple District Council of Governors, or any other internal Lions Multiple District matter that cannot be satisfactorily resolved through other means, arising between any clubs or Sub-Districts in the Multiple District, or any club(s) or Sub District(s) and the Multiple District administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the Multiple District Council Chairperson or, in the event the complaint is directed against the Council Chairperson, the Council Secretary or Council Treasurer, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

SECTION 2. Complaints and filing fee

Any Lions club in good standing or Sub-District within the association (the “complainant”) may file a written request with the Council Chairperson or, in the event the complaint is directed against the Council Chairperson, the Council Secretary or Council Treasurer, (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure.

The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club or Cabinet Secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club or District Cabinet. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the multiple district which shall be submitted to the Council Chairperson or, in the event the complaint is directed against the Council Chairperson, the Council Secretary or Council Treasurer, at the time the complaint is filed.

In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the Multiple District as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the 10 respondent (which shall be shared on an equal basis if there is more than one respondent).

In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the Multiple District as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the Multiple District as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the Multiple District as an administrative fee and shall not be refunded to any party.

All expenses incurred relative to this dispute resolution procedure are the responsibility of the Multiple District, unless established Multiple District policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

SECTION 3. Response to complaint The respondent(s) to the complaint may file a written response to the complaint with the Council Chairperson or, in the event the complaint is directed against the Council Chairperson, the Council Secretary or Council Treasurer, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

SECTION 4. Confidentiality

Once a complaint has been filed, communications between the complainant (s), respondent(s), Council Chairperson or, in the event the complaint is directed against the Council Chairperson, the Council Secretary or Council Treasurer, and conciliators should be kept confidential to the extent possible.

SECTION 5. Selection of conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator, who shall be a Past District Governor, preferably a Past Council Chairperson, who is currently a member in good standing of a club in good standing, other than a club which is a party to the dispute, in the Multiple District in which the dispute arises, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute.

The selected conciliators shall select one (1) neutral conciliator who will serve as chairperson, and who shall be a Past International Director and is currently a member in good standing of a club in good standing in the Multiple District in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. In the event there is no neutral Past International Director who may be selected from within the Multiple District in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/ chairperson who shall be a Past International Director and is a member of a club in good standing outside the respective Multiple District.

The selected conciliators' decision relative to the selection of the conciliator/ chairperson shall be final and binding. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within fifteen (15) days, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the Multiple District in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/ chairperson who shall be a Past International Director and is a member of a club in good standing outside the respective Multiple District. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the Multiple District in which the dispute arises, then the Past International Director who most recently served on the International Board of Directors from within the Multiple District in which the dispute arises or from an adjacent Multiple District, whichever is closest in proximity, shall be appointed as conciliator/ chairperson. The time limits in this Section E may not be shortened or extended by the Multiple District Council Chairperson or, in the event the complaint is directed against the Council Chairperson, the Council Secretary or Council Treasurer, or the conciliators.

SECTION 6. conciliation meeting & decision of conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the Multiple District Council Chairperson, or, in the event the complaint is directed against the Council Chairperson, the Council Secretary or Council Treasurer, the Multiple District Council of Governors and to the Legal Division of Lions Clubs International.

The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

ARTICLE IX Amendments

SECTION 1. Amending procedure

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, at such Multiple District Convention at which no less than 10% of the delegate entitlement of each sub-district is present.

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 District Constitution 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 it was adopted unless otherwise specified in the amendment.

SECTION 5. Financial procedure and financial statement

The **Financial Procedure** attached as Exhibit B and the **Financial Statement** attached as Exhibit C shall be followed by Multiple District 306, its Sub Districts and clubs in Sub Districts when presenting Audited Accounts at their Conventions and/or annual meetings.

BY-LAWS ARTICLE I

Nominations and Endorsement International Director and Second Vice President Nominees

SECTION 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 Second Vice President shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the Multiple District Council Secretary-Treasurer 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 fulfilment of the qualifications for such office set forth in the International Constitution and By- Laws

SECTION 2. Nomination.

Each notice of intention so delivered shall be transmitted forthwith by the Council Chairperson and Council Secretary Treasurer 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.

SECTION 3. Seconding speech.

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

SECTION 4. Vote.

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 a majority of the votes cast shall be declared endorsed (elected) as the candidate of the Multiple District Convention. In the event of a tie 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.

SECTION 5. Sub district endorsement.

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

SECTION 6.Certification of endorsement

“Certificate 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 & By-laws.

SECTION 7. 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 Vii have been met

ARTICLE II

Appointment of Council Chairperson

The Council Chairperson shall be appointed by the District Governors of the Multiple District provided that such chairperson shall be a current or Past District Governor when he/she takes office. The Council Chairperson 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 Chairperson appointed shall be called following 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 Chairperson. 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 Chairperson.

ARTICLE III

Duties of Multiple Council of Governors and Committees

SECTION 1. Multiple District. Council of Governors

The Council of Governors shall:

- (a) Make all contracts and approve all bills relating to Multiple District Convention administrative expenses;
- (b) Designate a depository for Multiple District funds;
- (c) Determine the amount of surety bond for the Council Secretary-Treasurer, and approve the surety company issuing said bond;
- (d) Receive financial reports, semi-annually or more frequently, from the Council Secretary-Treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the Council Secretary-Treasurer.

SECTION 2. Multiple District Council Chairperson

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

- (a) Further the Purposes of this association;
- (b) Serve as the Global Action Team Multiple District Chairperson to administer and promote membership growth, leadership development and humanitarian service throughout the Multiple District by:

- (1) Ensuring the selection of a qualified Lion leader for the positions of GST Multiple District coordinator, GMT Multiple District coordinator and GLT Multiple District coordinator.
 - (2) Ensure regular meetings to discuss and advance initiatives established by the Multiple District Global Action Team.
 - (3) Collaborate with area leaders and District Global Action Teams
- (c) Assist in communicating information regarding International and Multiple District policies, programs and events;
 - (d) Document and make available the goals and long range plans for the Multiple District as established by the Council of Governors;
 - (e) Convene meetings and facilitate discussion during council meetings;
 - (f) (f) Facilitate the operations of the Multiple District Convention;
 - (g) Support efforts initiated by the International Board of Directors or the Council of Governors that are intended to create and foster harmony and unity among District Governors;
 - (h) Submit reports and perform such duties as may be required by the Multiple District Constitution and By-laws;
 - (i) Perform such other administrative duties as may be assigned by the Multiple District Council of Governors; and
 - (j) Facilitate, at the close of his/her term of office, the timely presentation of all Multiple District accounts, funds, and records to his/her successor in office.

SECTION 3. Multiple District Council Secretary & Treasurer

Under the supervision and direction of the Council of Governors, the Council Secretary and Council Treasurer shall perform as stated hereunder;

Responsibilities of the Council Secretary:

- (a) Keep an accurate record of the proceedings of all meetings of the Council of Governors, and within ten (10) days after each meeting forward copies to all members of the Council of Governors, and the office of Lions Clubs International;
- (b) Assist the Council of Governors in conducting the business of the Multiple District, and perform such other duties as are specified or implied in the Constitution and by-laws, or as may be assigned to him/her from time to time by the Council of Governors; (c) Keep minutes of all Council of Governors and multiple district meetings.

Permit inspection of the same by any member of the Council of Governors or any club in the Multiple District (or any duly authorized agent of either) at any reasonable time for any proper purpose;

Responsibilities of the Council Treasurer:

- (a) Receive and give proper receipts for all per capita 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 chairperson or other duly authorized Council member;

- (b) Keep accurate books and records of accounts.
- (c) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors.
- (d) Deliver in a timely manner at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the Multiple District to his/her successor in office

SECTION 4. Multiple District Protocol Chairperson.

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

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

SECTION 5. Global Service Team (GST) Multiple District Coordinator

The GST multiple district coordinator is a member of the Multiple District Global Action Team. Their responsibilities include:

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

- (i) In coordination with the LCIF multiple district coordinator, monitor LCIF Grants given to the multiple district.
- (j) Act as the advocacy champion for the multiple district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships” and re-lettering the remaining items.

SECTION 6 . Global Membership Team (GMT) Multiple District Coordinator

The GMT multiple district coordinator is a member of the Multiple District Global Action Team. Their responsibilities include:

- (a) Collaborate with the GLT and GST multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual multiple district membership development plan.
- (c) Communicate regularly with the GMT district coordinators to ensure that they are aware of available membership programs and resources.
- (d) Monitor each district’s progress towards membership goals. Offer motivation and support to help district reach their goals.
- (e) Encourage GMT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- (f) Respond quickly to prospective member leads provided by LCI, track recruitment and provide status report of the lead.
- (g) Complete requirements and submit applications to receive multiple district funding from LCI for membership development activities.
- (h) Provide retention strategies to districts in collaboration with GLT and GST multiple district coordinators.
- (i) Motivate districts to charter specialty clubs.

SECTION 7 . Global Leadership Team (GLT) Multiple District Coordinator

The GLT multiple district coordinator is a member of the Multiple District Global Action Team. Their responsibilities include:

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

- (h) Collaborate with GMT and GST multiple district coordinators to provide retention strategies to districts.
- (i) Include diverse populations to participate in Global Action Team initiatives.
- (j) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (k) Complete requirements and submits applications to receive multiple district funding from LCI for leadership development activities.

SECTION 8. Multiple District Marketing Chairperson

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.
- (b) Collaborate with the council of governors to identify and support opportunities for marketing large-scale events, programs, and initiatives.
- (c) Work with the council chairperson 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.
- (i) Champion appropriate and consistent use of global brand assets in all multiple district activities.
- (ii) 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.

Section 9. LCIF Multiple District Coordinator

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

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

- (f) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
- (g) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (h) Report progress quarterly to the area LCIF Trustee.

SECTION 10. 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 chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people.
- (d) Support multiple district Leo chairperson 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.

ARTICLE IV

Multiple District Committees

SECTION 1. Credentials Committee.

The Credentials Committee of the Multiple District Convention shall be composed of the current District Governors, Vice District Governors and Cabinet Secretaries/Treasurers. The Chairperson of this committee shall be the Council Chairperson. Each such Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED.

SECTION 2. Multiple District Global Action Team

Chaired by the Council Chairperson and includes the GMT Multiple District coordinator, GST Multiple District coordinator and GLT Multiple District coordinator. Develops and initiates a coordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within the Multiple District. Meets regularly to discuss the progress of the plan and initiatives that may support the plan.

Collaborates with area leaders and members of district Global Action Teams to share best practices, achievements and meet challenges.

SECTION 3. Multiple District Convention Committees.

The Council of Governors shall appoint, designate the Chairperson 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.

SECTION 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.

ARTICLE V

MEETINGS

SECTION 1. Council Meetings.

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

SECTION 2. Alternate 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.

SECTION 3. Quorum.

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

SECTION 4. Business Transacted by Mail.

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

ARTICLE VI

Multiple District Convention

SECTION 1. Convention Site Selection.

The Chairperson of the Council of Governors shall receive invitations in writing from places desiring to entertain the annual convention. All invitations shall set forth such information as the Council of Governors shall from time to time prescribe and shall be delivered to the Chairperson no later than thirty (30) days prior to the convening date of the Convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to Conventions, as well as action to be taken 22 by a Convention in the event no bids are acceptable to or so received by the Council of Governors shall be determined by the Council of Governors.

SECTION 2. 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.

SECTION 3. Site Change.

The Council of Governors shall retain, and have, absolute power to change at any time, for good reason, the convention site chosen by a Multiple District Convention, provided that such convention site shall 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 change shall be furnished in writing to each club in the Multiple District no less than sixty (60) days prior to the convening date of the Annual Convention.

SECTION 4. Officers.

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

SECTION 5. Order of Convention Business.

The Multiple District 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.

SECTION 6. Rules of Order & 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 ROBERT'S RULES OF ORDER, NEWLY REVISED.

SECTION 6 Sargent At Arms.

A Convention Sergeant-At-Arms and such Assistant Sergeant-At-Arms as it deems necessary shall be appointed by the Council of Governors.

SECTION 8. Official Report.

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

SECTION 9. Sub District Conventions.

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.

All Sub District Conventions shall be held at least Seven Days (07) before the Multiple District Convention

ARTICLE VII

MULTIPLE DISTRICT CONVENTION FUND

SECTION 1. Convention Fund Tax.

In lieu of or in addition to a Multiple District Convention Registration fee, an annual per capita multiple District Convention Fund Tax of Rupees Sixty (Rs. 60/-) 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 recognized clubs in two (02) semi- annual payments on September 10th of each year to cover the semi-annual period July 1st to December 31st ; and March 10th of each year to cover the semi-annual period from January 1st to June 30th with billings of the said tax to be based upon the roster of each club, as of the 1st day of September and March respectively". Any club which is chartered or recognized in a current fiscal year shall collect and pay said per capita tax for said fiscal year on pro-rata basis from the first day of the second month following the date of its organization or reorganization, as the case may be.

This tax shall be collected from the clubs in each Sub-District by, and remitted to the respective Cabinet Secretary-Treasurer, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the respective Sub-District Cabinet to be paid over to the Council Secretary Treasurer upon order of the Council Chairperson. The fund so collected shall be used exclusively for defraying expenses of Multiple District Conventions and shall be expended only by Multiple District

cheques drawn and signed by the Council Treasurer and countersigned by the Council Chairperson or Council Secretary or other duly authorized member of the Council of Governors.

SECTION 2. 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.

SECTION 3. 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.

ARTICLE VIII

MULTIPLE DISTRICT ADMINISTRATION FUND

SECTION 1. Multiple District Revenue.

To provide revenue for approved Multiple District Projects and to defray the administrative expenses of the Multiple District , an Annual Multiple District Administration Fund per capita tax of Rupees One Hundred and Ninety (Rs. 190/-) , (inclusive of Rupees Ninety (Rs. 90/-) to Multiple District Administration Fund Rupees Fifty (Rs. 50/-) to the Lions Quest Account established by the Multiple District and Rupees Fifty (Rs. 50/-) to South Asia Leadership Account established by the Multiple District, is hereby levied upon each member of each club in the Multiple District and shall be collected and paid in advance by each club in two semi- annual payments on September 10th of each year to cover the semi-annual period July 1st to December 31st , and March 10th of each year to cover the semi-annual period from January 1st to June 30th with billings of the same to be based upon the roster of each club, as on the 1st day of July and January respectively”.

SECTION 2. Remaining Funds.

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

ARTICLE IX

Miscellaneous

SECTION 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 Council Secretary-Treasurer whose compensation. If any, shall be fixed by the Council of Governors.

SECTION 2. Fiscal Year.

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

SECTION 3. Audit review.

The Council shall provide for frequent audits or at least for an annual audit of all funds of the Council whether they be Multiple District Dues or Convention funds and or any other fund received as donation or otherwise and table the audited statement of accounts after giving notice thereof to all Clubs in the said Multiple District to be adopted by a majority of delegates at the said Multiple Convention.

ARTICLE X

Amendments

SECTIUON 1. Amending Procedure.

These By-Laws may be amended only at Multiple District Convention by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of majority of the votes cast at such Multiple District Convention at which no less than ten per centum of the Delegate entitlement of each sub District is present.

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 District Constitution By-Laws at the close of the Convention.

SECTION 3. Notice.

No amendments 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 XI
Effective Time

This Constitution and By-laws shall take effect at the close of the Multiple District Convention at which same is adopted by a majority of the votes cast. (This Multiple District Constitution and By- Laws shall govern the Multiple District 306 unless otherwise amended so as not to conflict with the International Constitution and By-Laws and policies of Lions Clubs International. The Standard Form District Constitution and By-Laws shall govern the sub-districts comprising the Multiple District unless otherwise amended so as not to conflict with the Multiple District and International Constitution and By-Laws and policies of Lions Clubs International, Multiple Districts may incorporate the provisions of the Standard Form District Constitution and By-Laws, as may be amended, into a combined single form Multiple District Constitution and By-Laws. Whenever there may exist a conflict or a contradiction between the provisions set out in the District Constitution and By-Laws and the Multiple District Constitution and By-Laws, then the Multiple District Constitution and By-Laws shall govern.)

ARTICLE XII
Sub-District Organization

SECTION 1 Cabinet and Officers

“Each Sub-District shall have a District Cabinet composed of District Governors, as

Chairperson, the Immediate Past District Governor, Vice District Governors Cabinet Secretary and Cabinet Treasurer, Region Chairpersons, Zone Chairpersons and such other officers appointed by the District Governor. Provided however, each respective District Governor shall have the authority to determine whether the position of Region Chairperson will be utilized during his/her term. If not so utilized, the position of Region Chairperson shall remain vacant during the said District Governor’s term.

- A. The District Governor and Vice District Governors of each Sub District shall be elected at the Annual convention of sub-district. The District Governor may appoint by the time he takes office one Region Chairperson for each region and shall appoint one Zone Chairperson for each zone in the Sub-District.
- B. Any vacancy in a Sub-District office, except that of District Governor and Vice District Governors, shall be filled by the District Governor for the unexpired term thereof.
- C. If any Region Chairperson or Zone Chairperson shall cease to be a member of a Club in the Region or Zone, as the case may be to which he was appointed, his term of office shall thereon cease and the District Governor shall appoint a successor to fill the said office.
- D. No salary shall be paid to any officer of the Multiple or any Sub-District.

SECTION 2 District Cabinet Meetings

A. REGULAR.

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 date, time and place determined by the District Governor shall be given to each member of the District Cabinet by the Cabinet Secretary.

B. SPECIAL.

Special meetings of the Cabinet may be called by the District Governor at his discretion, and shall be called upon written request made to the District Governor or Cabinet Secretary by a majority of members of the Cabinet. Not less than five (5) days written or telegraphic 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 of the District Cabinet by the Cabinet Secretary.

C. QUORUM AND VOTE.

The attendance of a majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings, the voting privilege shall extend to the District Governor, Imm. Past District Governor, Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Region Chairperson, Zone Chairperson and such other Cabinet Officers as provided for in the said Sub-District Constitution.

SECTION 3. Regions and Zones

- A. Each District Governor shall divide his Sub-District into Regions of no more than sixteen (16) and no less than ten (10) Lions Clubs, and each such Region into Zones of no more than eight (8) and not less than four (4) Lions Clubs, giving due regard to geographical locations of the Clubs.

All such Regions and Zones shall be subject to change by the District Governor, when in his sole discretion he shall deem the same necessary to the best interests of the Lions Clubs International.

- B. **REGIONAL MEETINGS.** Meetings of representatives of all Clubs in a Region, with the Region Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Region Chairperson of the respective Region.
- C. **ZONE MEETINGS.** Meetings of representatives of all Clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson.

SECTION 4. Sub-District Committees

- A. **District Governor's Advisory Committee:** In each zone, the Zone Chairperson and the Presidents and Secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson thereof.

- B. At a date, time and place called by the Zone Chairperson, this Committee shall hold a first meeting within ninety (90) 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 meeting approximately thirty (30) days prior to the Multiple District Convention.
- C. District Governor's Honorary Committee: There shall be a District Governor's Honorary Committee composed of all Past District Governors and all Past International Officers, who are members in good standing of clubs in good standing within the Sub-District. This Committee shall meet as and when called upon by the District Governor.

ARTICLE XIII

Sub-District Revenue

SECTION 1

A ADMINISTRATION FUND

To provide revenue to defray the administrative expenses of each Sub - District, an annual District Administrative Fund per capita tax shall, as determined at the Annual Convention of the District be levied upon each member of each club in the Sub-District and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows:

first on September tenth (10) of each year, to cover the semi-annual period July 1st to December 31st next, on March tenth (10) of each year, to cover the semi-annual period January 1st to June 30th with billings of same based upon the roster of each club as of the first days of July and January respectively. Said tax shall be paid to the Cabinet Treasurer by each club in the Sub-District, except newly chartered and reorganized clubs, which shall collect and pay said per capita tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said per capita tax shall be disbursed only for administrative expenses of the District and only upon approval by the District Governor. Disbursement therefrom shall be by cheques drawn and signed by the Cabinet Treasurer and countersigned by the District Governor.

B CONVENTION FUND An Annual per capita. District Convention Tax as determined at the Annual Convention of the Sub-District Convention Tax, shall be levied upon each member of each club of the District and shall be collected and paid to the Cabinet Treasurer on or before 10th March of each fiscal year.

SECTION 2

Expenses of the District Governor Elect in connection with his attending the International Convention shall be a District Administrative expense. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International.

SECTION 3

The District Governor and his Cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

SECTION 4

The District Governor's Cabinet shall provide for an Annual or more frequent audit of the books and accounts of the Cabinet Treasurer and a statement of the financial condition of the District at the close of the fiscal year shall be sent to Lions Clubs International and each club in the Sub-District at the close of the fiscal year by the Cabinet then in Office.

ARTICLE XIV

Sub-District Nominations and Elections

SECTION 1 Each District Governor shall appoint by written notification received at least sixty (60) days prior to the Sub-District Convention, a Nominating Committee of no more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the Sub-District and shall not at the time of their appointment hold any Sub-District, Multiple District or International Office.

SECTION 2 - NOMINATION FILING

Any member of a club in the Sub- District seeking any of the offices of District Governor or First Vice District Governor or Second Vice District Governor shall file his intention to do so in writing with Nominating Committee within such number of days (as shall be specified in the respective District Constitutions) prior to the day of its report to the Convention, and furnish therewith evidence of his compliance with the qualifications for said office set out in the International Constitution and By- Laws. The Nominating Committee shall place in nomination at the respective Sub-District Conventions the names of all candidates so qualified. If none are so received and/or so qualified, then but then only, nominations for the office may 30 be made from the floor. Each candidate shall be allowed one nominating speech of no more than three (3) minutes duration.

SECTION 3 - BALLOT

The election shall be by secret written ballot. When two or more candidates are placed in nomination, the candidate receiving the majority of more than one half of the valid votes cast shall be elected. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

SECTION 4 - CANDIDACY REQUIREMENTS FOR DISTRICT GOVERNOR.

A candidate for the office of district governor shall:

- (a) Be an active member in good standing of a chartered Lions club in good standing in his/her single or Sub-District.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or Sub-District.

- (c) Currently be serving as the First Vice District Governor within the District from which he/she is to be elected.
- (d) Only in the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the District Convention, any club member who fulfils the qualifications for the office of Second Vice District Governor as set forth in these By-laws or Constitution and who is currently serving or who has served one (01) additional year as a member of the District Cabinet, shall fulfil the requirements of subsection (c) of this section.

SECTION 5. FAILURE TO ELECT

If any such District shall fail to so elect a qualified District Governor or if the District Governor-Elect of any such District shall die or refuse or be found by the International Board of Directors to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, or if a vacancy will exist as a result of a District Governor election protest or legal action, then in any such event such District may have a District Governor appointed by the International Board of Directors in the time and manner and for the term set forth in the By-laws or Constitution of the International Association.

SECTION 6. CANDIDACY REQUIREMENT FOR FIRST VICE DISTRICT GOVERNOR

A candidate for the office of first vice district governor shall:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub- district.
- (c) Currently be serving as the Second Vice District Governor within the District from which he/she is to be elected.
- (d) Only in the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the District Convention, any club member who fulfils the qualifications for the office of Second Vice District Governor as set forth in these By-laws or Constitution shall fulfil the requirements of subsection (3) of this section.

SECTION 7. CANDIDACY REQUIREMENT FOR SECOND VICE DISTRICT GOVERNOR.

A candidate for the office of Second Vice District Governor shall:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or Sub-District.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or Sub- district.
- (c) Have served or will have served at the time he/she takes office as second vice District Governor:
 - (i) As president of a Lions club for a full term of major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years; and
 - (ii) As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.

(iii) With none of the above being accomplished concurrently.

SECTION 8. DISTRICT GOVERNOR/FIRST OR SECOND VICE GOVERNOR VACANCY.

In the event a vacancy occurs in the office of District Governor under these By-laws or the Constitution, the First Vice District Governor shall act as District Governor and shall perform the duties

of and have the same authority as, the District Governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term as hereinafter provided for. In the event a vacancy occurs in the office of First or Second Vice District Governor, said vacancy shall be filled in accordance with the District (single, sub- and multiple) Constitution and By-laws.

SECTION 9. DISTRICT GOVERNOR VACANCY FILLING PROCEDURE.

The International Board of Directors may make such appointment prior to the time when the term of an elected District Governor commences under the Constitution and if so made, such appointees shall be treated as if elected to said office, subject to regular expense audit rules. In making such appointments – and in filling any vacancy in the office of District Governor under these By-laws or Constitution – the International Board of Directors shall not be bound by but shall consider any recommendation re-solved at a meeting to which the District Governor, Immediate Past District Governor, First and Second Vice District Governors, the Region Chairperson, Zone Chairpersons and the Secretary and Treasurer or Secretary- Treasurer and all Past International Presidents, Past International Directors and Past District Governors who are members in good standing of a chartered Lions club in good standing in the District have received invitations to attend. Said meeting is to be held within fifteen (15) days of notification by the International Board of Directors. It shall be the duty of the Immediate Past District Governor or, if he/she is not available, the most recent Past District Governor who is available, to send out invitations to attend said meeting; it shall also be his/her responsibility to preside as chairperson of said meeting. It is the duty of the chairperson to convey the results to the International Board of Directors within seven (07) days, together with evidence of invitations sent and attendance at said meeting. 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 as the nominee for the appointment to the office of District Governor.

SCHEDULE - I

District Boundaries

The boundary lines of the Sub-Districts in the Multiple District

Sub-District 306 A1

1. Colombo City - Comprises of the Municipal Wards of Kompanaweediya, and the areas west of Galle Road of Municipal Wards of Kollupitiya, Bambalapitiya, Milagiriya, Havelock Town, Wellawatte North and Wellawatte South.
2. Colombo District - Area west of Galle Road of Dehiwela – Mt. Lavinia Divisional Secretary Division (DSD) and the entirety of Moratuwa DSD.
3. Kalutara District - DSDs of Panadura, Kalutara, Beruwala. Galle District - DSDs of Bentota, Balapitiya, Ambalangoda, Hikkaduwa, Bope Podala, Galle and Habaraduwa.
4. Matara District - DSDs of Welipitiya, Weligama, Devinuwara and Dickwella, and the southern portion of the Matara DSD.
5. Hambantota District – DSDs of Tangalle, Ambalantota, Hambantota and Tissamaharama.
6. Moneragala District – DSD of Kataragama.

Sub District 306 A2

1. Colombo City – Areas east of Galle Road of the Municipal Wards of Kollupitiya, Bambalapitiya, Milagiriya, Havelock Town, Wellawatte North and Wellawatte South, and the Municipal Wards of Pamankada East and Pamankada West.
2. Colombo District – Area East of Galle Road of the Dehiwela – Mt. Lavinia DSD, Kesbewa DSD and area South of High Level Road of Nugegoda DSD and Maharagama DSD. Kalutara District – DSDs of Bandaragama, Horana, Madurawela, Bulathsinhala, Agalawatte, Walallavita and Matugama.
3. Galle District – DSDs of Neluwa, Tawalama, Niyagama, Elpitiya, Karanadeniya, Baddegama, Akmeemana, Yakkalmulla and Nagoda.
4. Matara District – DSDs of Akuressa, Malimbada, Northern portion of Matara, Thihagoda, Kamburupitiya, Hakmana, Mulatiyana, Pitabeddara, Kotapola and Pasgoda.
5. Hambantota District – DSDs of Beliatta, Okewela, Wiraketiya, Katuwana, Angunukolapelessa, Suriyawewa and Lunugamvehera.
6. Ratnapura District – Kolonna Korale Moneragala District – DSDs Tanamalwila, Wellawaya, Buttala, Badalkumbura, Medagama, Bibile, Madulla, Moneragala and Siyambalanduwa.

Sub-District 306 B1

1. Colombo City – Colombo North Electorate

Comprises of Municipal Wards of Mattakkuliya, Modera, Mahawatte (Area west of Prince of Wales

2. Avenue leading to Victoria Bridge), Aluthmawatha, Lunupokuna, Bloemendhal (Area west of Prince of Wales Avenue leading to Victoria Bridge), Kotahena East and Kotahena West
3. Colombo City – Colombo Central Electorate Comprises of the Municipal Wards of Kochchikade North, Ginthupitiya, Masangas Weediya, New Bazaar (Area North of Layards Road & Prince of Wales Avenue, and West of Sri Sumanatissa Mawatha), Aluthkade East, Aluthkade West, Kehelwatta, Kochchikade South, Fort (Area North of Fort Railway Station and East of Canal), Panchikawatte (Area West of Panchikawatte Road) and Maradana.
4. Gampaha District – All of Wattala and Negombo Electorates All of the Puttalam District and the entirety of the Northern Province

Sub-District 306 B2

1. Colombo City – Colombo North Electorate Comprises of the Municipal Wards of Mahawatte

(Area East of Prince of Wales Avenue leading to Victoria Bridge) and Bloemendhal (Area East of Prince of Wales Avenue leading to Victoria Bridge) Colombo City – Colombo Central Electorate Comprises of the Municipal Wards of New Bazaar (Area South of Layards Road & Prince of Wales and East of Sri Sumanatissa Mawatha), Grandpass North, Maligawatte West, Panchikawatte (Area East of Panchikawatte Road) Maligakanda and Maligawatte East 35 Colombo City – Borella Electorate. Comprises of the Municipal Wards of Wanathamulla (Area west of Baseline Road), Kuppiyawatte East, Kuppiyawatte West, Borella North (Area West of Baseline Road) and Borella South (Area West of Baseline Road)

2. Rest of Colombo District – Portion North of the Colombo – Avissawella Low Level Road
3. Gampaha District – All of the Electorate of Katana, Divulapitiya, Mirigama, Attanagalla, Gampaha, Ja-Ela, Mahara, Biyagama and Kelaniya
4. Kegalle District – Portion West of the Avissawella – Karawanella – Ruwanwella – Galigamuwa Highway and North of Galigamuwa – Kegalle – Mawanella Highway and All of Kurunegala and Anuradhapura Districts.

Sub-District 306 C1

1. Colombo City – Colombo Central Electorate
Comprises of the Municipal wards of Fort (Area South of Fort Railway Station and West of Canal), Wekanda, Hunupitiya and Suduwella

2. Colombo City – Borella Electorate
Comprises of the Municipal Wards of Dematagoda, Wanathamulla (Area East of Baseline Road)
Borella North (Area East of Baseline Road) and Borella South (Area East of Baseline Road) and Cinnamon Gardens

3. Rest of Colombo District – Portion North of the Divisional Secretary Division of Kotikawatte – Mulleriyawa South of Colombo – Avissawella Low Level Road Portion of the Divisional Secretary Division of Kaduwela South of Colombo Avissawella Low Level Road and North of the High Level Road Portion of the Divisional Secretary Division of Homagama South of Colombo Avissawella Low Level Road and North of the High Level Road 36 Portion of the Divisional Secretary Division of Hanwella South of Colombo Avissawella Low Level Road. And North of the High Level Road up to Meepe and North of Meepe – Waga – Welikanne – Thummodera – Labugama Road and Railway.

4. Kegalle District – Portion East of the Avissawella – Karawanella – Ruwanwella – Galigomuwa Highway and South of Galigomuwa – Kegalle- Mawanella Highway.

All of Kandy, Matale, Polonnaruwa and Trincomalee Districts

Sub-District 306 C2

1. Colombo City – Colombo East Electorate
Comprises of the Municipal Wards of Narahenpita, Thimbrigasyaya, Kirula and Kirillapona
Rest of Colombo District – Portion of the Divisional Secretary Division of Nugegoda North of the High Level Road
Portion of the Divisional Secretary Division of Maharagama North of the High Level Road
Portion of the Divisional Secretary Division of Homagama South of the High Level Road
Portion of the Divisional Secretary Division of Hanwella South of the High Level Road up to Meepe and South of Meepe – Waga – Welikanne – Thummodera – Labugama Road and Railway
All of Ratnapura (other than Kolonna DSD), Nuwara-Eliya, Badulla, Ampara and Batticaloa Districts

EXHIBIT A
RULES OF PROCEDURE

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

MULTIPLE DISTRICT 306 CONVENTION

Rule 1.

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

Rule 2.

Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the Multiple District 306 constitution and By- Laws, national custom and practice or these rules, Roberts Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.

- (a) The Credentials Committee shall be composed of the council chairperson, as chairperson, the current district governors, first and second vice district governors and cabinet- secretary treasurers. The credential committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credential committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert Rules of Order, newly Revised.
- (b) The registration and certification of delegates shall occur on the day(s) of between the hours of and
- (c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4.

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

Rule 5. - Replacement of delegates and alternate delegates

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing.

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

Rule 6.

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

Rule 7. - Voting.

- (a) Voting will take place at a predetermined location and time.
- (b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
- (d) A majority vote shall be necessary to endorse a Second Vice President and International Director. If a majority vote on the question of endorsement is not received then the nominee is not endorsed.
- (e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in the section until such time as one candidate secures a majority vote.

EXHIBIT B

Financial Procedure

Lions Clubs International Multiple District 306 (MD 306)

Financial Procedure of the Multiple Council:

1.1 Finance committee (FC):

Multiple Council shall establish a Finance Committee at the first meeting of each lionistic year with the following members:(designators) Composition of the Finance Committee (FC) shall be as follows and

- a. A Past Council Chairperson / Past District Governor be the Chairperson
- b. The Multiple Council Chairperson
- c. Immediate Past Council Chairperson
- d. Council Secretary as the Secretary
- e. Council Treasurer
- f. Immediate Past Council Treasurer
- g. Two Past District Governors from District/Districts not represented in any of the above nominated by the MCC
- h. Past International President /International Director (If any)/ Past International Directors as advisors.

1.2 Duties of the Finance Committee.

- a. Minimum of four meetings of the Finance Committee should be held in every lionistic year
- b. Secretary shall convene all FC meetings and maintain records of all such meetings
- c. Scrutinize all receipts and confirm their accuracy and relevancy
- d. Scrutinize all payments and confirm their relevancy.
- e. Scrutinize the quarterly and yearly accounts before submitting same to Multiple Council
- f. Confirm whether all transactions conform to the Constitution & Bylaws of Lions Clubs International, Multiple District 306 and Board policies.
- g. Submit Finance Committee report at every quarterly meeting.
- h. Ensure Audited Accounts of the previous year and Nine months Draft Accounts of the current year be presented to the Multiple District Convention

1.3 Loans / Overdrafts /and other loans :

- a. Multiple Council should not obtain any loan or overdrafts.

1.4 Accounts :

There should not be a deficit in any account at the end of the fiscal year.

All receivables and payables should be settled at the time of finalizing accounts. However if there is any outstanding receivable or payable at that time a written personal

guarantee should be obtained from the Council Chairperson that he/she will settle the same within three months from the date of the end of the financial year .

- a. Separate bank accounts should be maintained for all designated grants and donations, projects and the activity centre. Any transfers between accounts shall not be done.

- b. Separate accounts should be maintained for funds received from Lions Clubs International such as LCIF grants, reimbursements, Disaster relief etc.
- c. Amount utilized by the Multiple Council from the income of the Kotte activity centre for expenses other than the activity centre, shall not be more than to 50% of the net income [surplus] of the Activity Centre.
- d. Investment in fixed deposits should be in commercial banks supervised by the Central Bank, Treasury Bills or any other instruments approved by the Central Bank. The Multiple Council should approve all such investments including the name of the Institution at which the investments are made, the period of the investment and the interest payable of such investments
- e. Fixed deposits should be uplifted only with the approval of the Multiple Council. h. Draft accounts of the Multiple District along with designated projects operated under Multiple District should be submitted to Finance Committee within three months after the end of the fiscal year end before submit the same to auditors within six months of the end of the fiscal year.

1.5 Donations :

- a) All foreign donations obtained even personally for the cause of Lionism or from a foreign Lions club / Lions related organization should be deposited in a Lions Club /District or Multiple bank accounts. Depositing such funds in a personal bank accounts shall be prohibited. However if such funds have been sent to a personal name or to a personal account such amounts should be transferred to Club/District or Multiple bank account

1.6 General:

- a. Multiple Council should follow and adhere to procedures specified in this procedure manual and is expected to be implemented.
- b. Multiple Treasurer shall be the Treasurer for all the designated projects that operates under the multiple.
- c. Chairman, Finance committee should be given an opportunity at the business session of the Multiple convention to present his / her report. Such report shall be presented prior to multiple treasurer's report.
- d. Whenever a dispute arise with regard to violation of above financial disciplines, the actions to be taken, will be decided by a committee comprising Past International President as Chairperson, International Director, Past International Directors & Past Board appointees and the Chairman Finance committee as a members.
- e. Audited Accounts of all Trusts operate under the Multiple Council should be submitted to the Multiple Council and Multiple Convention.

2. Financial Procedure of all Sub Districts

2.1 Finance Committee:

A Finance Committee shall be established at the first Cabinet Meeting of each lionistic year with the following composition.

A Past Council Chairperson/Past District Governor as the Chairperson

- a) District Governor
- b) Immediate Past District Governor
- c) 1st Vice District Governor
- d) 2nd Vice District Governor
- e) Immediate Past Cab. Treasurer,
- f) Cabinet Secretary as the Secretary
- g) Cabinet Treasurer
- h) One past District Governor and Two non Cabinet Officers nominated by the District Governor, most preferably with full professional qualifications from any recognized Accounting and Financial Institutions.
- i) Past International President / International Director/ Past International Director/ Past Board appointee as an advisor. (all should be members of clubs within the District)

2.1.1 a. Decisions of the Finance committee are only recommendations to the District Cabinet.

2.2 Duties of the Finance Committee.

- a) Scrutinize all receipts and confirm their accuracy and relevancy
- b) Scrutinize all payments and confirm their relevancy.
- c) Scrutinize the quarterly accounts a before submitting the same to District Cabinet
- d) Confirm whether all transactions conform to the District, Multiple & International Constitution & Bylaws and Board policies.
- e) Submit report of the Finance Committee at every quarterly meeting.

2.3 Loans and Bank Overdrafts :

a. District shall not obtain any loan or an overdraft.

2.4 Accounts:

- a) There shall not be a deficit in any account at the end of the year.
- b) All receivable and the payables shall be settled at the time of finalizing accounts.
- c) However if there is any outstanding receivable or payable [Other than District and International dues] at that time, a written personal guarantee should be obtained from the District Governor, that he/She will settle the same within three months from the date of the end of the financial year .
- d) Separate bank accounts should be maintained for all designated grants and donations& projects. Any transfers between accounts shall not be done.
- e) Excess funds when available in any account shall be deposited in fixed deposits in commercial banks supervised by the Central Bank. Treasury Bills or any other instruments

approved by the Central Bank. The District Cabinet shall approve all such investments including the name of the Institution at which the investments are made, the period of the investment and the interest payable of such investments

- f Fixed deposits should be uplifted only with the approval of the Dist. Cabinet and with recommendation of the Finance Committee.
- g Draft accounts of the District including accounts of designated projects / Trusts operated under District should be submitted to Finance Committee within three months after the year end before submission of same to auditors within six months. g. If any club, Trust or similar entity carries out any project using the Name “Lions” or Lions emblem, audited accounts of such projects should be submitted to the Finance Committee. Finance Committee in turn should inform the District Cabinet Financial implications of the project to the District both favorable and adverse.

2.5 Donations :

- a. All foreign donations obtained even personally for the cause of Lionism or from a foreign Lions club / Lions related organization should be deposited in a Lions Club /District or Multiple bank accounts. Depositing such funds in a personal bank account is prohibited. However if such funds have been sent to personal name or to a personal account such amounts should be transferred to club/District or multiple bank account immediately after realization and inform the Cabinet Treasurer of the District and inform the treasurer of the Club. All clubs in the District shall provide the annual accounts of foreign funds received with expenditure to the District Cabinet Treasurer and the treasurer then submit the same to the Finance Committee.

2.6 General:

- a District Treasurer shall be the Treasurer for all the projects operates under the District.
- b Chairman, Finance committee should be given an opportunity at the business session of the District convention to present his/her report. Such report shall be presented prior to Cabinet treasurer’s report.
- c Whenever a dispute arise with regard to violation of above financial disciplines, nature of actions to be taken, will be decided by a committee comprising of two members from any PIP, ID, PID’s ,Past Board appointees, Past Council Chairpersons and Past District Governors of the District, one of them as the Chairman of the Committee, and the Chairman of the Finance Committee as a member appointed by the District Governor with the approval of the District Cabinet.
- d Audited Accounts of all Trusts operate in the District should be submitted to the Cabinet Meetings and the District Convention.

3. Financial Procedure Manual for the Lions Clubs:

3.1 Controlling of all Financial Matters of the Club

- a. All decisions related to Financial matters should be taken at the Board of Directors meetings by the decision of majority of the board members present at the meeting [subject to quorum]. However such decisions should comply with the requirements of the Standard Club constitution, District, Multiple, International Constitution, International Board Policies and decisions made by the Multiple Council and the District cabinet.

- b. Board of Directors of clubs shall not take any decisions against the levies imposed by the Multiple District or the Governing District.
- c. All members of the clubs should abide by the decisions made by the Board of Directors. If any member does not agree with such decisions he may express his concerns to the Board of Directors for their consideration.
- d. Board of Directors should not take decisions to transfer funds in the activity accounts to administration accounts.

3.2 Donations:

- a. Any sponsorship, donation received by a member for the cause of Lionism irrespective from where he received such funds shall be deposited in the club project account or any designated account and the same shall be used with the approval of Board of Directors. Under no circumstances members shall deposit such funds in their personal bank accounts. However if the remittances have been in his/her personal name he /she can deposit in a personal account and transfer the same to the Club account immediately after the realization and inform the treasurer of the Club.
- b. Club members shall not be allowed to do fund raisers without the approval of the Board of Directors. Even if He /She obtain the approval of the Board of Directors, all revenue should be deposited in a designated club account and the all expenditure will be made only with the approval of the Board of Directors.

3.3 Deposits, Loans and Bank overdrafts

- a. Lions clubs shall not be allowed to take either loans or overdrafts.
- b. With the consent of the Board of Directors excess funds can be deposited in term/fixed deposit accounts. However if such funds are from project funds interest earned should be credited to project accounts and should not be used to pay membership dues.
- c. Fixed deposits should be uplifted or re deposited only with the approval of Board of Directors

3.4 Club Accounts

- a. Every club must prepare annual accounts and submit the same for the approval of the Board of Directors at least within three months after the Lionistic year.
- b. All clubs in the District shall provide the annual accounts of foreign funds received with expenditure to the District Cabinet Treasurer.
- c. If any club, Trust or similar entity carry out any project using the Name “Lions” or Lions emblem, audited accounts of such projects should be submitted to the Finance Committee. Finance Committee in turn should inform the District Cabinet Financial implications of the project to the District both favourable and adverse.
- d. Whenever a dispute arise with regard to violation of above financial disciplines, nature of actions to be taken, will be decided by a committee appointed by the District Governor in office with at least two past Governors, and their decision will be the final.

Exhibit C

FINANCIAL STATEMENTS – (Have to prepare the format in Excel) A Formal Financial Statement –

Sample Statements of Financial Position as at 30 th June

Assets	Notes	2021	2020
Non-Current Assets (Net)			
Land & Buildings	1	Xxxx	xxxx
Equipment	1	Xxxx	xxxx
Office Equipment	1	Xxxx	xxxx
Others	1	Xxxx	xxxx
Total Property Plant & Equipment		Xxxxx	xxxxx
Investment			
Fixed Deposits	2	Xxxx	xxxx
Other Investments		Xxxx	xxxxx
Current Assets			
Inventories	3	Xxxx	xxxx
Accounts Receivable	4	Xxxx	xxxx
Interest Income receivable	5	Xxxx	xxxx
Prepaid Expenses	6	Xxxx	xxxx
Cash & Cash Equivalents	7	Xxxx	xxxx
Total Current Assets		Xxxxx	xxxxx
Total Assets		Xxxxx	xxxxx
Accumulated Fund & Liabilities			
Accumulated fund as at 01.07.....		Xxxx	xxxx
Surplus / (Deficit) for the year		Xxxx	xxxx
Accumulated fund as at 30.06.....		Xxxxx	xxxxx
Non Current Liabilities			
Loans (Payable after one year)		Xxxx	xxxx
Current Liabilities			
Bank Over Drafts			
Creditors / Payables	8	Xxxx	xxxx
Total Current Liabilities		Xxxx	xxxx
Total Liabilities		Xxxxx	xxxxx

1. This format can be used for the balance sheets of administration, Convention and Cabinet Officers Account, Lions Ladies account and any other.
2. If there is an amount which represent more than one item supporting schedule should be provided under notes

Property Plant & Equipment as cost	Note 1	2020	Add/(Disposal)	2021
Land & Buildings		XXXX	XXXX	XXXX
Equipment		XXXX	XXXX	XXXX
Office Equipment		XXXX	XXXX	XXXX
Others		XXXX	XXXX	XXXX
TOTAL PROPERTY PLANT & EQUIPMENT		XXXX	XXXX	XXXX
Depreciation	Note 1	2020	Add/(Disposal)	2021
Land & Buildings		XXXX	XXXX	XXXX
Equipment		XXXX	XXXX	XXXX
Office Equipment		XXXX	XXXX	XXXX
Others		XXXX	XXXX	XXXX
Total		XXXX	XXXX	XXXX
Receivables	Note 4	Current Year	Over one Year	
District Dues				
Club A		XX>	XXX	
Club B		XXX	XXX	
Club C		XXX	XXX	
Club D		XX>	XXX	
District Admission Fee				
Club A		XX>	XXX	
Club B		XXX	XXX	
Club C		XXX	XXX	
Club D		XX>	XXX	
Other Receivable				
Donations		XX>	XXX	
Contributions		XXX	XXX	
Others		XXX	XXX	
TOTAL		XXX	XXX	
Cash & Cash Equalants	Note 7	2021	2020	
Current Accounts				
Account No. 01		XXXXXX	XXXXXX	
Account No. 02		XXXXXX	XXXXXX	
Account No. 03		XXXXXX	XXXXXX	
Account No. 04		XXXXXX	XXXXXX	
Deposit Accounts				
Deposit Account / Certificate No. 1		XXXXXX	XXXXXX	

Deposit Account / Certificate No. 2		XXXXX	XXXXX
TOTAL		XXXXX	XXXXX

Creditors / Accounts Payable	Note	Current Year	Over one Year	Total
		XXX	XXX	XXXX
		XXX	XXX	XXXX
		XXX	XXX	XXXX
TOTAL		XXX	XXX	XXXX

Administration Income Statement For the year ended 30th June

Income		2021	2020
District Dues		XXX	XXX
District Entrance Fee		XXX	XXX
Donation from LCIF		XXX	XXX
Donation from other Foreign Agencies		XXX	XXX
Local Donations (Details if more than one)		XXX	XXX
Contributions by Lions		XXX	XXX
Contributions to LCIF		XXX	XXX
Any other receipts		XXX	XXX
Bank Interest		XXX	XXX
TOTAL INCOME		XXX	XXX
Expenditure			
Workshops		XXX	XXX
Mid-Course correction Workshop		XXX	XXX
Multiple Levy		XXX	XXX
Convention Levy		XXX	XXX
Administration expenses		XXX	XXX
Printing of District Directory		XXX	XXX
Postage		XXX	XXX
Other Printing / Photocopy charges		XXX	XXX
Bank Interest		XXX	XXX
Refund to LCIF		XXX	XXX
Audit Fees		XXX	XXX
Donation for LEO Clubs		XXX	XXX
Depreciation	Note 1	XXX	XXX
International President's visit		XXX	XXX

TOTAL EXPENDITURE		xxx	xxx
Surplus / Deficit for the year		xxx	xxx
Tax for the year		xxx	xxx
SURPLUS / DEFICIT FOR THE YEAR AFTER TAX		xxx	xxx

Convention Income Statement for the year ended 30th June

Income		2021	2020
Registration fees		xxx	xxx
Banquet Ticket Sales		xxx	xxx
Donations		xxx	xxx
Convention Levy		xxx	xxx
Sponsorships for Souvenir		xxx	xxx
Sponsorships in kind (must equal to exp.)		xxx	xxx
Other Sponsorships		xxx	xxx
Any other Income		xxx	xxx
TOTAL INCOME		xxx	xxx
Expenditure			
Banquet exp.		xxx	xxx
Flower Decoration		xxx	xxx
Back drop / Lighting etc.,		xxx	xxx
Camera & Video		xxx	xxx
Dancing troupes		xxx	xxx
Traditional Drummers		xxx	xxx
Hall Charges		xxx	xxx
Refreshments for Ceremonial Session		xxx	xxx
Compere, Models		xxx	xxx
Bank charges		xxx	xxx
Printing, Stationery & Postage		xxx	xxx
Video Presentations		xxx	xxx
Miscellaneous and other expenses		xxx	xxx
TOTAL EXPENDITURE		xxx	xxx
Surplus / Deficit for the year		xxx	xxx

1. Similar Income Statements should be prepared for Cabinet Officers Fund, Lion Ladies account and all designated District projects and events.
2. Depending on the nature of Income and Expenditure you are required to add such accounts.

LIONS CLUBS INTERNATIONAL CODE OF ETHICS

1. 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.
2. 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.
3. 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.
4. Whenever a doubt arises as to the right or ethics of my position or action towards my fellow men, to resolve such doubt against myself.
5. To hold friendship as an end and not as a means.
6. 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 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.
7. To give them freely of my time, labor and means. To aid my fellow men by giving my sympathy to them in distress, my aid to the weak, and my substance to the needy.
8. To be careful with my criticism and liberal with my praise: to build and not destroy.

Constitution and By laws Sub committee 2023/2024

Chairperson PDG Lion Gamini Jayasuriya MJF, MAF, J.P.