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REVISED APRIL 12, 2014

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

MULTIPLE DISTRICT 40

DISTRICT 40N

CONSTITUTION & BY-LAWS

CONSTITUTION

ARTICLE I

Name

SECTION 1. This organization shall be known as District 40 North of Multiple District 40, New Mexico and Window Rock-Fort Defiance, Arizona. The International Association of Lions Clubs, hereafter referred to as District 40N.

ARTICLE II

Objects

SECTION 1. To provide an administrative structure with which to advance the purposes and objectives of District 40N and The International Association of Lions Clubs in this Multiple District.

ARTICLE III

Membership

SECTION 1. The members of this organization shall be all The Lions Clubs and its Lion members, in good standing, as chartered by The International Association of Lions Clubs.

SECTION 2. This Multiple District is composed of two Districts, the boundary lines are set by the vote of the certified delegates at a Multiple District Convention. The Districts as of the date of this adoption are:

DISTRICT 40 NORTH

All the territory of the State of New Mexico north of Highway US 60, but including Highway 60 and also including Portales, Floyd New, Mexico and Window Rock-Fort Defiance, Arizona.

DISTRICT 40 SOUTH

All the territory of the State of New Mexico south of Highway US 60, except Portales and

Floyd, New Mexico

SECTION 3. The District shall be subdivided into and Regions (optional) and Zones as specified in the guidelines of the International Association of Lions Club

ARTICLE IV

Officers

SECTION 1. The officers of the District shall be members in good standing of Lions Clubs in good standing in the District.

ARTICLE V

Cabinet

SECTION 1. There shall be a cabinet to administer the operations of the District on behalf of the Lions Clubs and Lion Members belonging to the District. The voting members of the Cabinet shall consist of the District Governor, First Vice District , Governor, Second Vice District Governor, Region Chairpersons (optional), Immediate Past District Governor, Zone Chairpersons and a Cabinet Secretary/Treasurer or Secretary and Treasurer.

SECTION 2a. The District Governor, First Vice District Governor, and Second Vice District Governor shall be elected to their respective positions at the annual convention of District 40N by Delegates seated at the annual convention.

2b). The Region Persons (optional) shall be elected or appointed at the annual convention of District 40N.

2c). The Immediate Past District Governor shall automatically assume a position on the Cabinet for continuity purposes.

2d). The remaining positions shall be appointed by the District Governor with two thirds majority vote by the Cabinet for approval.

SECTION 3. The personal presence of a majority of the Cabinet shall constitute a quorum at any meeting thereof, provided that each Region (optional) is represented.

SECTION 4. The Cabinet shall hold four scheduled meetings throughout the administrative year. The District Governor through the auspices of the District Cabinet Secretary shall issue notice of meetings 30 days in advance of said Cabinet meetings. Special Cabinet meetings may be held with 10 days notice of said special meeting to handle one specific issue before the Cabinet. Quorum requirements remain in effect for any special Cabinet meeting.

SECTION 5. Any member of the Cabinet that may become disabled or deceased, or move from their assigned area shall be replaced by the Governor and approved by the Cabinet.

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SECTION 6. All appointed positions may be removed from office or position by recommendation of the District Governor and approved by two-thirds of the Cabinet.

ARTICLE VI

District Convention

SECTION 1. TIME AND PLACE. An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening date of the international convention at a place selected by the delegates of a previous annual convention of the delegates of the district and at a date and time fixed by the district governor. The annual convention of the district may be held in conjunction with the Multiple District Convention.

SECTION 2. The voting members of the Cabinet shall be the officers of the Annual District Convention.

SECTION 3. At each annual convention the registered and certified delegates of each Lions Club within the District shall constitute the ruling body of that annual convention.

SECTION 4. The District Governor shall receive invitations in writing from clubs that would like to host the succeeding District Convention. All invitations shall be delivered to the District Governor at least thirty (30) days before the convening date that the site is to be voted upon. If no invitations have been received by the thirty (30) advance notice, no selection can be made. The District Governor shall appoint a three member committee to recommend a site at the next cabinet meeting

ARTICLE VII

Delegates

SECTION 1a. Each Chartered Lions Club in good standing in the District, Multiple District and the International Association of Lions Clubs may be represented by one or more delegates at the Annual Convention of the District and shall be entitled in each such convention to one (1) voting delegate and one (1) alternate for each ten (10) members or major fraction thereof, who have been enrolled for at least one year and a day in the Club as shown by the records of the International Office on the first day of the month preceding that month during which the convention is held. Each certified delegate present may cast one (1) vote only for each duly nominated candidate and one (1) vote only on each issue to be voted on by the members of the said convention unless otherwise specified herein, the affirmative vote of the majority of the delegates voting, unless specified herein, on any issue shall be the act of the Convention.

1b. The District Governor and any Past District Governor attending a Convention of this District who is a member in good standing of a Lions Club in good standing in the District shall be granted full delegate status, independent of the herein specified Club Delegate quota.

SECTION 2. A majority of the certified delegates in attendance of any session of the District shall constitute a quorum.

SECTION 3. A Lions Club in good standing shall mean that all International accounts, Multiple District and District are current and all required reports are complete and up to date to the District and International Association of Lions.

ARTICLE VIII

Leadership Conference

SECTION 1. A Leadership Conference may be held in conjunction with any convention or cabinet meeting of the District as authorized by the District Governor.

SECTION 2. Purpose of a conference is to provide the attendees with information and training in leadership and membership.

ARTICLE IX

Conflicts

SECTION 1. If any **ARTICLE(S)** of this Constitution should be in conflict with the Constitution & By-Laws of the Multiple District or the The International Association of Lions Clubs, the provisions of those Constitution & By-Laws shall prevail.

ARTICLE X

Amendments

SECTION 1. This Constitution may be amended only at a District Convention by resolution reported by the District Committee on Constitution & By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes of the certified delegates at said Convention.

SECTION 2. No amendments shall be so reported or voted upon unless the same shall have been passed by a majority vote of a Board of Directors of a Lions Club in good standing within the District. Such proposed amendment(s) shall be forwarded to the District Governor by the sponsoring Club sixty (60) days prior to the opening day of the District Convention, the District Governor will forward to the Chairman of the District Constitution & By-Laws Committee. This Chairperson shall provide copies by mail or electronic means of the proposed amendments to each Lions Club within the District not less than thirty (30) days prior to the convening of the Annual District Convention along with notice that each amendment will be voted on at said Convention by secret ballot.

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SECTION 3. Each amendment passed shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

BY-LAWS

ARTICLE I

Nominations & Elections

SECTION 1. Any qualified member of a Lions Club in good standing in the District seeking the office of District Governor, First Vice District Governor, Second Vice District Governor, or Region Chairperson (optional) shall file their intention to so run via certified or registered mail with the Chairman of the Nominations Committee no less than forty-five (45) days prior to the opening day of the District Convention. Each candidate, so filing, shall have the endorsement of a Lions Club, in good standing, in his or her respective Zone.

SECTION 2. In the event no letters of intention to run for any office, then and then only, nominations for that office may be made from the floor at the District Convention.

SECTION 3a. Qualifications for the various offices to be elected shall be as outlined in The International Association of Lions Clubs Constitution & by-Laws. Failure to meet these minimum standards shall disqualify that candidate from seeking that office.

SECTION 3b. The Region and Zone Chairpersons shall be an active member in good standing of his or her Lions Club in good standing: and

1. Have served or will have served at the time he or she takes office as region chair or zone chair as president of a Lions Club for a full term or major portion thereof and a member of the board of directors for no less than two additional years.

SECTION 4. The election shall be by secret written ballot. The candidate receiving the majority of the registered and certified delegates at the convention votes cast shall be declared elected. In the event there is not a majority vote a run off election shall be held immediately following the non-winning election of the two candidates receiving the most number of votes so cast.

ARTICLE II

Duties

SECTION 1. District Governor. Under the general supervision of the

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International Board of Directors, the District Governor shall represent the Association in the District. In addition, the District Governor shall be the chief administrative officer of the District and shall have direct supervision over the 1st and 2nd Vice District Governors, the Region Chairpersons (optional), the Zone Chairpersons, the Cabinet Secretary and/or Treasurer, and other Cabinet members as may be provided for in this Constitution and By-Laws.

The District Governor's specific responsibilities shall be, but not limited to:

- A.** Further the purposes and objects of this Association;
- B.** Supervise the organization of new Lions Clubs;
- C.** Preside over cabinet, convention and other District meetings. During any period the District Governor is unable to preside, the presiding officer of said meeting shall be the 1st Vice District governor, and if the 1st Vice District governor is not able to preside then and then only the 2nd Vice District Governor then a District Officer chosen by the attending members shall preside at that particular meeting only;
- D.** Insure an annual budget within the confines of expected revenues, to be presented and approved at the first Cabinet meeting;
- E.** Prepare a financial report and budget adjustment at each Cabinet meeting for approval of the Cabinet;
- F.** Submit to Lions International the monthly report of expenses in accordance with the Associations rules of audit by the time designated by the Association on a monthly basis;
- G.** Promote cordial relations among chartered Lions Clubs;
- H.** Officially visit each Lions Club at least once during his or her term and provide a written report of completed visits conducted, at each meeting of the Cabinet;
- I.** Exercise such supervision and authority over the Cabinet Officers and District Committee Chairperson(s) as provided in these Constitution & By-Laws;
- J.** Submit a current itemized statement of the District income and expenditures to the District Convention and post on the New Mexico Lions web site.
- K.** Deliver, at the end of the District Governor's term of office all District Accounts and records to the succeeding District Governor in office at the first Cabinet meeting of the new District Governor.
- L.** Report all known violations of the use of the Association name and emblem;
- M.** Perform such other functions and acts as shall be required of the District Governor by the International Board of Directors through the District Governor's Team Manual and other directives;
- N.** Transfer to the succeeding District Governor all accounts, checkbooks and finances on July 1, thereby ceasing to issue payments, deposits and or receipts for the District;
- O.** Collect all accounts receivable for the fiscal year of the current District Governor's term and turn over to the succeeding District Governor as soon as collected prior to the first cabinet meeting following the end of the fiscal year.

SECTION 2a. First Vice District Governor. The First Vice District Governor, subject

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to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor. The specific duties of the First Vice District Governor shall be to;

- A. Further the purposes and objects of this Association;
- B. Act as liaison between the District and the Global Membership Team;
- C. Perform such administrative duties as may be assigned by the District Governor and assist with the District Budget preparation;
- D. Perform such other functions and acts as may be required by the International Board of Directors and the District Governors Team Manual
- E. Attend all such meetings as may be called by the District Governor.
- F. Prepare for the appointments of their administrative year, Lions to fill various positions as required by the Constitution and By-Laws of Lions International, Multiple District 40 and District 40N;
- G. Prepare and present such reports or documents as may be required for the operation of District 40N.

SECTION 2b. Second Vice District Governor. The specific duties of the Second Vice District governor shall be to;

- A. Further the purposes and objectives of this Association;
- B. Act as liaison between the District and the Global Leadership Team;
- C. Perform such administrative duties as may be assigned by the District Governor and participate in the district budget preparation
- D. Perform such other functions as may be required by the International Association of Lions Clubs;
- E. Attend all such meetings as may be called by the District Governor;
- F. Familiarize yourself with the administrative operations of the District;
- G. Prepare and present such reports or documents as may be required for the operation of the District 40N.

SECTION 3. Cabinet Secretary-Treasurer. As appointed by the District Governor shall act under the supervision of the District Governor. The Cabinet Secretary-Treasurers responsibilities shall be to;

- A. Further the purposes and objectives of this Association;
- B. Perform such duties as are implied by the title of said office, including but not limiting, the following;
 - 1. Officially record the minutes of all meetings of the Cabinet, and within ten (10) days after each meeting, post on the New Mexico Lions web site copies of the minutes of said meetings.
 - 2. Officially record the minutes of the District Convention, and within ten (10) days of the convention, forward copies of the minutes of the Convention to all Cabinet officers, office of the International Association of Lions Clubs and post on the New Mexico Lions web site.
 - 3. Make reports to the Cabinet as the District Governor may require.
 - 4. Keep records of all correspondence regarding matters of the District Administration.

5. File in chronological and alphabetical order all paper matters pertaining to the operation of the District;
 6. Bill and collect all per capita dues from the Lions Clubs in the District based on the membership rolls on a monthly basis.
 7. Keep an accounting of all income and post to the proper account the Club financial record with the District. Report on a monthly basis all overdue income from Lions Clubs in the District. Report to the District Governor and the Cabinet those Clubs in arrears of payment to the District and their Not In Good Standing mode.
 8. Pay to the Multiple District the per capita Multiple District tax by the Lions Clubs within the District. Notify the District Governor those Lions Clubs in arrears of payment of the per capita Multiple District Tax so the District can be in good standing within the Multiple District.
 9. Keep regular ledgers of income and expenses per category (via computer programming if possible) of the District operating account, the District Governor, the Vice District Governor, Regional Chairpersons, Zone Chairpersons, and Committee Chairperson in accordance with the Budget.
 10. Keep the District Governor and Cabinet appraised of the condition of the District financially in accordance with the Budget as approved by the Cabinet.
 11. Make recommendations to the District Governor and the Cabinet for updating the Budget.
 12. Make no payment of expenses that would result in a deficit situation of budget for the District governor, Vice District Governors, Region Chairpersons, Zone Chairpersons and Committee Chairpersons.
 13. Make only payments of expenses in accordance with the the Budget.
 14. Provide for review of all District financial records.
 15. All expense vouchers are to be presented to the District Governor on a monthly basis.
 16. Have all correspondence records and financial records available to the succeeding Cabinet Secretary-Treasurer within ten (10) days of the close of the administrative year and/or prior to the fist new Cabinet.
- C.** Perform such additional assignments as may be required from time to time by the District Governor
- D.** Perform such additional functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary-Treasurers Manual and other directives.

NOTE: The District Governor may decide to have both a Secretary and a Treasurer in which case each position shall have a vote on the cabinet. The Secretary shall do all the duties of record keeping and reporting. The Treasurer shall do all the duties with regards to financing and reviewing the financial condition of the District.

SECTION 4. Region Chairpersons (optional): As elected or appointed by the

Delegates at the Annual District Convention The Region Chairpersons shall be a part of the voting Cabinet of the District. **Note:** This is an optional position at the request of the incoming District Governor.

- A. Promote the District Governors programs within the Region.
- B. Work with the Vice District Governors in providing contact with the Lions Clubs within the Region and the Zones within the Region.
- C. Work with the Zone Chairpersons and GLT D and GMT D Coordinator in promoting strengthening the Lions Clubs within the region through Membership, Retention, and Training of Club Officers.
- D. Oversee the work being performed by the Zone Chairperson and report to the District Governor the progress of Lionism within the Region.
- E. Visit each Lion's Club within the Region and survey the strength and weaknesses of each Lion's Club within the Region.
- F. Make additional visits to each Lion's Club as may be required to provide the best service possible within the District and Region.
- G. Attend each Cabinet Meeting and District Convention, and prepare a written report on the conditions of Lionism within the Region for the District Governor.
- H. Perform such additional assignments and acts as may be required from time to time by the District Governor.

SECTION 5. Zone Chairperson: The Zone Chairperson, as appointed by and subject to the supervision and direction of the District Governor, shall be the chief administrative officer of the zone. The Zone Chairperson shall be a part of the District voting Cabinet. The respective responsibilities shall be to:

- A. Further the purposes and objects of this Association.
- B. Serve as Chair of all Zone Meetings as required by the District Governor and the Constitution of the International Association of Lions Clubs.
- C. Report each zone meeting to the District Governor within five (5) days of each meeting. A copy of said zone meeting reports shall be provided to the District Governor and the 1st and 2nd Vice District Governors and Region Chairpersons.
- D. Keep in communication with all Clubs in the Zone and assist each Club as the Clubs may require in their respective administration.
- E. Supervise the progress of District, Multiple District, and International Association of Lions Clubs projects within the Zone.
- F. Visit a regular meeting of each Club in the Zone one or more times during the term of office. Report such strengths and/or weaknesses to the District Governor and Vice District Governors.
- G. Attend a Board Meeting of each Club within the Zone as an observer. Notify The Club President of intent to attend as an observer. If a requested delay is asked for honor such a request, but make sure that a Board Meeting is attended at least once during the administrative year.
- H. Attend and be a part of the operation of the District at each Cabinet meeting
- I. Send in all expense vouchers as required by the District to the District Governor abiding by the Rules of Audit on a monthly basis.

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SECTION 6. District Cabinet: Shall consist of the District Governor the Chair, First Vice District Governor, Second Vice District Governor, Secretary/Treasurer, Region Chair Person (if used), the immediate Past District Governor and Zone Chair Persons.

- A. Assist the District Governor in the performance of the duties and formulation of administrative plans and policies affecting the welfare of Lions with the District.
- B. Receive and act upon reports or recommendations from Cabinet members, Committee Chairperson, and Lions Clubs as may be required or requested.
- C. Update the Policy Manual (if one exists) as may be required at each Cabinet meeting to keep in line with the changes as they may occur to better administer the District.
- D. Insure that a District budget is approved at the first cabinet meeting and updated at each subsequent cabinet meeting.

SECTION 7. Committees: The District Governor may appoint such Committees and Committee Chairmen to further the objects of Lionism within the District. The Committees are:

Advisory Committee: Chaired by the appointed Past District Governor, and shall include all active Past District Governors residing within the District.

- 1). Shall provide assistance and input to the District Governor's program
- 2). Shall work at the pleasure of the Governor on such assignments as may be given them.
- 3). Submit expenses at the end of the month in which said expense is incurred.

Constitution and By-Laws Committee:

- 1). Report to the District Governor and the Cabinet all of the proposed changes to the Constitution and By-laws.
- 2). To give recommendation(s), as proposed, to the Constitution and By-Laws.
- 3). To update the changes as approved by vote of the Delegates at the annual District Convention into the Constitution and By-Laws.
- 4). To distribute the Constitution and By-Laws within sixty (60) days after the close of the Convention. Such distribution to be to each Cabinet Officer, each Club President, with a copy to the Chairman of the Council of Governors of the Multiple District and to The International Association of Lions Clubs and posted on the New Mexico Lions web site.
- 5). Prepare the ballot for the voting by the certified Delegates to the

- annual District Convention.
- 6). Submit expenses at the end of the month in which said expense is incurred.

Credentials Committee:

- 1) To approve and certify the status of appointed voting Delegates and Alternates by the Lions Clubs, within the District, to the annual District Convention.
- 2) The hours of registration and certification shall be those hours as set by the District Convention agenda.

Nominations Committee: It shall be the Nominations Committee responsibility

- 1) Receive and approve the receipt of candidates for the various elected offices within the District. Such approval to consist of eligibility to meet the requirements of The International Association of Lions Clubs.
- 2). The Nominations Committee shall place in nomination at the Annual District Convention such candidates that have met the criteria of that office to which they seek to be elected.
- 3). Submit expenses as they may occur at the end of the month such expenses were incurred.

Elections Committee: It shall be the duties of the Chair of the Elections Committee to:

- 1). Appoint to the Committee to assist in the election process. Such appointees shall be no fewer than five (5) or more than seven (7) Lion Club members.
- 2). Make certain that each candidate has an observer to the voting and election process.
- 3). Allow only those registered and certified delegates in the voting area.
- 4). Not to allow any campaigning, by candidates, or issues, within the designated voting area.
- 5). Report the results of voting to the District Elections Chairperson.

Other Committees:

- 1). To serve at the pleasure of the District Governor .
- 2). To provide knowledge and information with regards to the area as outlined by the District Governor.
- 3). To report findings and operations to the District Governor and voting Cabinet as requested at Cabinet meetings and at the annual District Convention.

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ARTICLE III

Nominations and Endorsement International Vice President and International Director

SECTION 1. Subject to the provisions of the International Association of Lions Clubs Constitution and By-Laws, any member of a Lions Club in the District, in good standing, seeking endorsement at a District Convention as a candidate for the office of International Director or Vice-President shall:

- A.** Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor and to the Multiple District Council Secretary-Treasurer no less than sixty (60) days prior to the convening date of the District Convention at which such question of endorsement is to be voted upon;
- B.** Deliver with said Notice of Intention, evidence of fulfillment of the qualifications for such office as set forth in The International Association of Lions Clubs Constitution and By-Laws.

SECTION 2. Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the District Convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence in intention and qualifications as may be necessary under The International Association of Lions Clubs Constitution and By-Laws, and shall place in nomination at the respective Convention the name of each prospective candidate, by alphabetical sequence, who has fulfilled said procedural and Constitution requirements.

SECTION 3. Each such nominee for endorsement shall be entitled to one nominating speech of no more than two (2) minutes and one seconding speech of no more than two (2) minutes duration. Each nominee is entitled to one acceptance speech of no more than five (5) minutes duration.

SECTION 4. The vote on the question of endorsement shall be by secret written ballot. The nominee must receive a majority of valid votes cast, a number more than one-half of the total votes cast excluding blanks and abstentions by the Registered and Certified Delegates present and voting for endorsement. The nominee receiving the majority of the valid votes cast shall be declared endorsed. In the event of a tie vote, or failure of one nominee to receive the required majority of valid votes cast for endorsement by the registered and Certified Delegates on any one ballot, balloting shall continue for the nominees until one shall receive the majority of valid votes cast on any one ballot. At that time the candidate shall be declared endorsed. In the event only one nominee is to be endorsed and that nominee does not receive the majority of the valid votes cast by the Registered and Certified

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Delegates attending the District Convention, that candidate shall not be endorsed. Further, the valid votes that are to be counted to determine the majority votes cast from individuals legally entitled to vote, but excluding blanks and abstentions.

SECTION 5. Certification of Endorsement by the District 40N Convention shall be in writing to the Multiple District 40N Council Secretary.

ARTICLE IV

Rules of Procedure District 40N Convention

SECTION 1. Order of Business: The District Governor shall arrange the order of business for the District Convention. Changes from the announced order of business shall be made only by the consent of three-fourths (3/4) of the certified delegates assembled at any one session at which a quorum is present. A majority of the certified delegates shall be present at any one session to constitute a quorum. Except as otherwise provided in the International Association of Lions Clubs Constitution and By-Laws, District 40N procedures shall be governed by ROBERTS RULES OF ORDER, NEWLY REVISED.

SECTION 2. Replacement of Delegates and Alternates;

- a). To replace a Delegate and/or Alternate already certified the following procedures must be followed.
 - 1). To replace a Delegate by an Alternate, verification of said change of status must be approved in writing or in person by an officer of the Club to the Credentials Committee prior to the day of voting. At that time the Delegate being replaced has no status other than attendee of the Convention. At that time the newly changed Delegate has the authority to act for their Club (voting).
 - 2). To replace an Alternate with an Attendee, verification of said change of status must be approved in writing or in person by an officer of the Club to the Credentials Committee prior to the day of voting. At that time the Alternate being replace has no status at the Convention other than that of an attendee.

- b). The Credentials Committee must notify the Elections Committee of the change of status of Alternate to Delegate.

SECTION 3. Voting;

- a). Voting will take place at a predetermined location and time.
- b). To secure a ballot(s) the Certified Delegate shall provide identification as may be requested by the Credentials Committee.
- c). Upon receipt of the ballot(s) the Certified Delegate shall proceed to vote and place said completed ballot(s) in the proper receptacle as indicated by the

Elections Committee.

SECTION 4. 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 procedures in any District meeting or group or committee shall be determined by ROBERT RULES OF ORDER, NEWLY REVISED.

ARTICLE V

Revenue

SECTION 1. To provide revenue to defray the administrative expenses of the Multiple District and District organization, an annual per capita tax of US \$18.50 and US \$1.00 for the Multiple District Convention Administrative Fund Tax plus an additional \$3.00 per year for three years, beginning July 1st 2014, ending June 30, 2017, shall be levied upon each member to be allocated as shown below:

1. Three dollars(\$3.00) to the council Secretary-Treasurer for use as listed in the approved council budget
2. One dollar (\$1.00) to the council for the Multiple District Convention Fund.
3. Three dollars (3.00) to the council to defray the cost of publishing the electronic Multiple District newsletter, the Lions Roar editor and the web site master.
4. Two dollars and fifty cents (\$2.50) to the Council Secretary-Treasurer for expenses of the Multiple District Global Leadership Team Coordinator, Multiple District Global Membership Team Coordinator, The District Leadership Team Coordinator and the District the Global Membership Team Coordinator.
5. **Thirteen dollars (\$13.00)** shall be retained in the district fund and used as stated below:
 - One dollar (\$1.00) for expenses of the 1st Vice District Governor.
 - One dollar (\$1.00) for expenses of the 2nd Vice District Governor
 - Eight dollars (\$8.00) for operation of the District administrative expenses by line items in the District budget and approved by the District Cabinet.
6. **Three dollars (\$3.00) to help defray mileage for the District Global Leadership Team Coordinator, the District Global Membership Team Coordinator and the Zone Chairs in traveling to approved training sessions and club visitations. In addition, these monies may be used to offset mileage expenses incurred by incoming club officers (Presidents, Secretaries and/or Treasurers and incoming Zone Chairs for travel to training sessions, beginning July 1, 2014 and ending June 30, 2017.**

SECTION 1a. Remaining Funds

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In any fiscal year, any funds remaining in the district administrative line items and shall be carried forward and used only for the same function as listed in the surplus item.

SECTION 6. The fiscal year of the District shall be July 1st to June 30th each calendar year.

SECTION VI

Conflicts

SECTION 1. If any **ARTICLE(S)** or **SECTION(S)** of these by-Laws should conflict with the International Association of Clubs Constitution and By-Laws, and Multiple District 40 Constitution and By-Laws, then the provisions of the International Association of Lions Clubs and/or Multiple District 40 Constitution and By-Laws shall prevail.

ARTICLE VII

Amendments

SECTION 1. These By-Laws may be amended only at a District Convention by resolution reported by the Constitution and By-Laws Committee of District40N and adopted by a majority of the votes cast.

SECTION 2. No amendment shall be so reported or voted upon unless the same shall have been passed by a majority of a legal Board of Directors meeting of a Lions Club in good standing. Such proposed amendments shall be forwarded to the District Governor by the sponsoring Lions Club, sixty (60) days prior to the opening day of the District Convention, The District Governor will forward the proposal to the District Constitution and By- Laws Chairperson shall then mail or electronically send copies to each Lions Club in the District no later thirty (30) days prior to the opening day of the District Convention along with notice that each will be voted on at said Convention by secret ballot.

SECTION 3. Each amendment shall take effect at the close of the Convention unless otherwise specified in the amendment.

SECTION 4. It shall be the responsibility of the District Governor at the time a Constitution and or By-Laws as amended is passed, to have the Constitution & by-Laws updated, incorporating the amendment(s) and distribute the updated Constitution & By- Laws to each Lions Club within the District and to each Past District governor within sixty (60) days of the effective date of the amendment.

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SECTION VIII

POLICY MANUAL

PURPOSE

SECTION 1 The purpose of a policy manual if adopted will to describe procedures for accomplishing the various functions in the district.

SECTION 2). Amendments.

- A.** Amendments to the Policy Manual if District 40N adopts one may be amended at each regularly scheduled Cabinet Meeting by the voting members of the Cabinet.
- B.** Written notice of amendments to the Policy Manual must be presented to all members of the voting Cabinet. The notice of amendment must indicate the Section of the Manual to be amended or altered. A statement of reason must be submitted in addition to the notice. A vote of two-thirds (2/3) majority is needed to adopt the proposed amendment(s).
- C.** Distribution. The Policy Manual shall be printed annually, whether or not Amended during the year, and distributed along with the Constitution and By-Laws of District 40N.
- D.** Upkeep and Expense. This Policy Manual shall be maintained by the Cabinet Secretary. The expense of printing shall be a proper expense of the District 40N Cabinet.
- E.** Amendments as approved, throughout the administrative year shall be printed on colored paper as an addendum to the Policy Manual and dated as to the date and place of adoption..
- F** The Policy Manual shall be effective from the date of acceptance by the certified delegates of a District 40N Convention.