

MULTIPLE- DISTRICT 16

STATE OF NEW JERSEY

LIONS CLUBS INTERNATIONAL

CONSTITUTION AND BY-LAWS

As amended to May, 2004

As amended to May, 2005

As amended to May, 2006

As amended to May, 2007

As amended to May, 2008

As amended to May 2009

As amended to May 2012

As amended to May 2013

As amended to May 2014

As amended to May 2015

As amended to May 2016



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**ARTICLE I
NAME**

SECTION 1. This organization shall be known as Multiple District 16, State of New Jersey, Lions Clubs International, hereinafter referred to as "State."

**ARTICLE II
OBJECTS**

SECTION 1. To provide this State with an efficient organization headed by the District Governors in the State as International's representatives for the express purpose of advancing Lionism and providing proper administration throughout the state.

**ARTICLE III
MEMBERSHIP**

SECTION 1. The membership of this organization shall consist of all Lions Clubs in this State, duly chartered by Lions Clubs International and in good standing.

SECTION 2. This State shall consist of such number of Districts as now are, and hereafter may be, established and created in accordance with the Constitution of Lions Clubs International. The State Council shall set and determine the boundaries of each such District, subject to the approval of Lions Clubs International.

SECTION 3. Multiple District 16 shall consist of three sub-districts: District N., District J., and District L.

**ARTICLE IV
STATE ORGANIZATION**

SECTION 1. The State shall be governed by the State Council.

SECTION 2. The State Council shall be composed of the District Governors who shall have voice and vote; and a Council Chairperson who shall have voice and vote. A majority of the current District Governors shall constitute a quorum.

SECTION 3. The Chairperson of the State Council shall be a Past District Governor. The Chairperson shall be appointed by the Vice District Governors at the last scheduled State Council of Governors meeting preceding the Multiple District Convention. Each succeeding year the Chairmanship of the State Council shall be from the district next in alphabetical order, and a substitution shall not disturb the normal succession.

SECTION 3. (a) Council Chairperson Eligibility: Any Lion who will be a Past District Governor when he/ she takes office, excluding Council Chairpersons after 1991, is eligible. Duties of the State Council Chairperson are those listed in the State Policy Manual.

SECTION 3. (b) The State Council Chairperson and District Governors shall not hold any elected or appointed position(s) on the state committees that report directly to the Council with the exception of the MD-16 Treasurer and positions directed by Lions Clubs International.

SECTION 3. (c) In the event either before or after taking the Chairmanship, he/she is unable or refuses to serve, or having accepted, resigns or dies, then the State Council of Governors shall appoint a Past District Governor who is in good standing of a Lions Club in the same Sub-District to serve in place and stead.

SECTION 4. The State Council shall elect a Council Treasurer. Each succeeding year the State Council Treasurer shall be from the District next in alphabetical order, and a substitution shall not disturb the normal succession.

SECTION 5. There shall be a MD-16 Advisor for Multiple District 16 of New Jersey, the International Association of Lions Clubs. The MD-16 Advisor shall be a New Jersey Lion in good standing.

SECTION 6. The MD-16 Advisor shall be appointed by the sitting Vice District Governors for a term of one year, and may be renewed for a maximum of three years. The Advisor shall carry out all duties and assignments as may be determined and adopted by the State Council and shall act under the supervision and direction of the State Council Chairperson.

SECTION 7. The State Council Chairperson shall call the first meeting of the State Council to be held within thirty days after the date on which the District Governors officially take office for the purpose of electing officers and for discussion of other matters pertaining to the State. Subsequent meetings shall be held at such times and places as deemed necessary and advisable by the Chairperson. A special meeting must be held when requested by a majority of the District Governors.

SECTION 8. All Officers and Committee persons of this organization shall serve without compensation.

SECTION 9. A District Governor shall be a member of a Chartered Lions Club in his/her District in good standing and must have met the qualifications as listed in Article I, Section 1 of the By-Laws.

SECTION 10. Each District Governor shall take office at the adjournment of the International Convention next succeeding his/her election and shall serve until the adjournment of the next following International Convention.

SECTION 11. The State Council Chairperson and Treasurer shall, upon their election, sign and execute the required bank resolution and signature cards, and the same shall be filed by the Administrative Assistant, with the appropriate financial institutions wherein State funds may be on deposit, within five (5) days after the termination of the International Convention.

ARTICLE V DISTRICT ORGANIZATION

SECTION 1. The Officers of each District shall be the District Governor, who shall be the presiding officer, the Vice-District Governor, the Cabinet Secretary and/or Treasurer, the Regional Chairpersons and the Zone Chairpersons.

SECTION 2. The District Governor and the Vice-District Governor of each District shall be elected at the annual State Convention Sub-District meeting, as provided in the International Constitution, and shall take office immediately on adjournment of the International Convention next succeeding his/her election serving until the adjournment of the next following International Convention.

SECTION 3. The District Governor shall appoint at the time he/she officially takes office, one Region Chairperson in each Region of his/her District and one Zone Chairperson in each Zone of his/her District and a Cabinet Secretary and/or Treasurer from the said District.

SECTION 4. Each Officer appointed by the District Governor shall be a member in good standing of a Chartered Lions Club within the District.

SECTION 5. The District Governor shall have the power to remove from office any Region Chairperson, Zone Chairperson, or any other appointee of the District Governor.

SECTION 6. The District Governor shall have the power to fill a vacancy in the office of Region Chairperson, Zone Chairperson or any other appointee of the District Governor, for the un-expired term.

SECTION 7. All Officers and Committeemen of any District in this State shall serve without compensation.

SECTION 8. There shall be a District Governor's Cabinet for each District composed of the District Governor as Chairperson, the Vice-District Governor,

the Regional Chairperson, the Zone Chairperson, the immediate Past District Governor and Cabinet Secretary and/or Treasurer. All members of the Cabinet shall have the power to vote.

SECTION 9. In the event any Region Chairperson shall, during his/her term of office, cease to be an active member of a duly chartered Lions Club of his/her region, the term of office of such Region Chairperson shall terminate immediately and his/her successor for the un-expired term shall immediately be appointed by the District Governor.

SECTION 10. A majority of the voting members of the District Governor's Cabinet shall constitute a quorum.

SECTION 11. The District Governor shall call at least one regular meeting of the District Governor's Cabinet each quarter during the year and the first of these meetings shall be held within thirty days after the adjournment of the preceding International Convention. Prior notice of each meeting must be given to each Cabinet member.

SECTION 12. Special meetings of the District Governor's Cabinet may be called by the District Governor, at his/her discretion and a special meeting must be called by him/her upon written request made to the District Governor by a majority of the voting members of the Cabinet. Not less than five days and not more than ten days notice of a special meeting of the District Governor's Cabinet must be given to each Cabinet member.

SECTION 13. Each District shall be divided by its District Governor into Regions of 16 or less Lions Clubs each, due regard having been given to the geographical location of the club, which shall be subject to change by the District Governor as is deemed necessary for the best interests of Lionism and the individual Lions Club.

SECTION 14. Each Region shall be divided by the District Governor into Zones, which Zones shall be composed of eight or less Lions Clubs each, due regard having been given to the geographical locations of the Clubs, and shall be subject to change by the District Governor as is deemed necessary for the best interests of Lionism and the individual Lions Club.

SECTION 15. Meetings of all of the member clubs in a Region shall be designated and known as Regional Meetings and Regional Meetings shall be held throughout the District during the year at times and places to be fixed by the Region Chairperson who shall be in active charge. Such Regional Meetings shall be so arranged and of such a number as shall make it possible and convenient for the members of each Club of the District to attend at least one of such meetings each

year. All such Regional Meetings shall be held in cooperation with the District Governor.

SECTION 16. There shall be a District Governor's Advisory Committee in each Zone composed of the Zone Chairpersons and the Presidents and Secretaries of the Clubs in the Zone.

SECTION 17. In the event any Zone Chairperson shall, during his/her term of office cease to be an active member of a duly chartered Lions Club of said Zone, his/her term of office as such Zone Chairperson shall immediately terminate and his/her successor for the un-expired term shall be appointed by the District Governor.

SECTION 18. The Zone Chairperson in each particular Zone must call Advisory Committee meetings during the year, as prescribed by Lions Clubs International. The Zone Chairpersons may call additional meetings of his Zone at his/her discretion.

SECTION 19. The District Governor may appoint a District Governor's Honorary Committee. It shall consist chiefly of Past International Officers, Past International Directors and Past District Governors within the District. This Committee shall have a Chairperson to be named by the Governor and shall meet at the request of the District Governor.

NEW - ARTICLE VI

Multiple District Administration Fund

Section 1.

A) All Multiple District Revenue shall be deposited and held in a Financial Institution doing business in the State of New Jersey; **B)** The Financial Institution must be insured by the FDIC; and **C)** The account(s) in that Financial Institution are not to be in excess of the FDIC limit). *[Revised Previous Section 1 and Parts of Previous Section 8]*

Section 2.

Multiple District Revenue: **A)** To provide revenue for approved Multiple District activities and to defray the administrative expenses of the Multiple District, annual State Dues of **\$18.00** is hereby levied upon each member of each club in the Multiple District: **Student members less than 30 years of age from campus clubs are exempted from paying annual state dues**, the State Dues shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: **\$9.00 per club member on January 1 of each year (to cover the semi-annual period January 1 to June 30); and \$9.00 per club member on July 1 of each year (to cover the semi-annual period July 1 to December 30);** **C)** Except for Newly Chartered and Reorganized Clubs, billings of the dues shall be based upon the roster of each club (as recognized by Lions Clubs International) as of the first days of July and January, respectively; and **D)** State Dues shall be collected from the Lions Club in each Sub-District by, and remitted to, the respective Cabinet Treasurer (or Cabinet Secretary), 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 Treasurer no later than 30 days of receipt. *[Revised Previous Section 2]*

Section 3.

A) No obligation shall be incurred by any Committee of the Multiple District (designated and/or appointed) until itemized budgets (of anticipated income and expenses) have been presented to the Finance and Operations Committee and then approved by the Council of Governors; **B)** In the event there are additional expenditures, then the additional expenditures shall require approval of the Council of Governors; **C)** Emergency expenditures may be approved by the Council of Governors

prior to the approval of a budget, provided such expenditures shall be included in said budget as finally approved; and **D)** Said obligations shall be paid only by the State Council Treasurer as herein provided. *[Revised Previous Section 4]*

Section 4.

A) All monies collected in connection with a Committee shall be promptly itemized and delivered to the State Council Treasurer for deposit in the General Fund; and **B)** No person and/or committee shall maintain a separate account. *[Revised Previous Section 5]*

Section 5.

A) All Multiple District Revenue shall be disbursed only for administrative expenses of the Multiple District and only upon approval by the Council of Governors; **B)** Disbursement shall be by checks drawn and signed by the Council Treasurer or by the Council Chairperson (or other person duly authorized by the Council of Governors); and **C)** If online payments are made, then no signature shall be required. *[Revised Article II, Section 4 of the Bylaws]*

Section 6.

A) Newly Chartered and Reorganized Clubs shall collect and pay said per capita dues 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); and **B)** Any Lions Club that is placed on "Status Quo" will not be liable for State Dues commencing with the next billing period (and said exclusion shall not exceed one year). *[Revised Previous Section 6]*

Section 7.

Audit or Review: **A)** The Council of Governors shall provide for an annual or more frequent audit or review of the books and accounts of the Multiple District; **B)** The Council of Governors shall appoint a competent auditor (who is a Certified Public Accountant licensed in the State of New Jersey) to perform the audit or review; **C)** A copy of the Audit Report shall be provided to the Finance and Operations Committee and the Council of Governors (no later than 90 days after the close of the fiscal year); and **D)** A copy of the Audit Report (approved by the Council of Governors) shall be

provided to any Lions Club in the Multiple District (no later than 30 days of a written request being received by the Council Chairperson). *[Revised Previous Section 7]*

Section 8.

A) There shall be a line item in the Administrative Budget for the promotion of Candidates from the Multiple District for the Offices of International Director, Vice-President and/or International President (when the candidate has been endorsed by the Lions of the State of New Jersey at its annual convention); **B)** The line item shall be known as the "Promotion Fund"; **C)** The Candidate shall be reimbursed for necessary expenses of seeking the above stated position but shall not exceed an aggregate of \$10,000; and **D)** wherever in the Constitution, By-Laws, and/or Policy Manual the phrase "New Jersey State Promotion Fund" is mentioned, it shall be replaced with "Promotion Fund." *[Revised Previous Sections 8 & 10]*

Section 9.

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. *[Revised Previous Section 9]*

**ARTICLE VII
DISTRICT REVENUE**

SECTION 1. To provide revenue to defray the Administrative expenses of each Sub-District, an annual District Administrative Fund per capita Tax is hereby levied upon each member of each Club in each Sub-District. This District Administrative Fund per capita Tax must be established annually, by each Sub-District, at its Annual Sub-District Session, during the Annual Multiple District 16 Convention. This per capita tax shall be collected and paid in advance by each Club in two (2) semi-annual payments, as follows: One-half per member on July 10th and one-half per member on January 10th in each year; billings of same to be based upon Club membership reports for the months of MAY and NOVEMBER of each fiscal year, respectively. Said tax shall be collected from each Club by the Cabinet Secretary and/or Treasurer of the District of which the Club is a member, provided however, that the payment of the per capita District Administration Fund Tax of new Clubs shall be effective on the billing date next after the Charter date of such new Clubs. The per capita District Administration Fund Tax for reorganized Clubs shall become effective on the billing date next following the election of officers of said reorganized clubs.

SECTION 2. Said per capita tax collected in each District shall become and remain a fund of said District and shall be disbursed only for Administrative expenses of the District as are approved by the District Governor's Cabinet. Payments out of said District Administrative Fund shall be by checks drawn and signed by the Cabinet Secretary and/or Treasurer and countersigned by the District Governor.

SECTION 3. Expenses of the District Governor in connection with his/her attending the International Convention shall be considered a District administrative expense and shall be paid on the same bases as that paid the District-Governor elect by Lions International. Expenses of the District Governor in connection with his attending the Annual USA/Canada Forum shall be considered a District administrative expense.

SECTION 4. The District Governor's Cabinet shall provide for an audit of the books and accounts of the Cabinet Secretary and/or Treasurer annually or at more frequent intervals, if necessary, by a competent auditor, and a copy of said audit report shall be available to each club in the district upon request and a copy to be filed in the office of the state secretary 90 days after the close of the fiscal year.

SECTION 5. No Lions Club or member of any Lions Club shall solicit funds from any other Lions Club for any purpose whatsoever, as provided by the Constitution of Lions International.

ARTICLE VIII STATE CONVENTION

SECTION 1. A convention of this State, under the supervision of the State Council, shall be held near the end of each fiscal year at a time and place selected. The Future Convention Sites Committee will report to the State Council at the third Council Meeting of the year the candidate cities for the next year are to be selected. The State Council will make the decision and report the decision to the delegates at the next State Convention. The delegates, present and qualified to vote, may override the decision by a two-thirds vote.

SECTION 2. All invitations to entertain the State Convention shall be submitted in writing to the Chairman of the State Council at least 60 days before the date of the State Convention at which they are to be acted upon and said Council shall investigate said invitations. The Council Chairman shall report to the State Convention the invitations he/she has received and these shall be acted upon before other sites are considered.

SECTION 3. If after the close of any State Convention the time and place to hold the next State Convention has not been determined or cannot be used for good reason in the judgment of the State Council, then the State Council shall name the time and place for said Convention.

SECTION 4. A meeting of each District in the State shall be held at the State Convention at which financial and other reports shall be presented and the next District Governor nominated and elected.

SECTION 5. A Sergeant-at-Arms with necessary assistants shall be appointed by the State Council for the State Convention.

SECTION 6. Each chartered club in the State in good standing shall be entitled to one voting delegate and one alternate for each ten members of said club, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the International Office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five or more members. A vote on any question can be cast only by a delegate present in person at the convention and no delegate of a club shall cast more than one vote on each question.

SECTION 6. (a) Delegates shall have the exclusive right to have their Delegate's card certified up to the opening meeting of the Convention. Thereafter, any Alternate of a Club may take the place of a Delegate (of his/her Club) who has not yet been certified and shall continue as a Delegate for the remainder of the Convention. Certification shall be possible up to the beginning of the final session of the Convention.

SECTION 6. (b) Delinquent dues may be paid and good standing acquired at any time prior to the close of Credential Certification, as such closing time shall be established by the rules of such Convention. Payment shall be made by cash, money order, cashiers check or certified check only.

SECTION 7. A majority of the delegates in attendance shall constitute a quorum of the Convention.

SECTION 8. A Registration Fee, the amount of which shall be set by the Council, but not exceeding \$10.00, shall be collected from each person attending a function of the State Convention. The said Registration Fee so collected shall be paid in to the State Convention Fund of the State Council.

SECTION 9. No gift shall be given out of State Council funds to anyone with the possible exception of token gifts not in excess of \$20.00 value each, where merited, and with the further exception of a gift of an appropriate value to the main guest speaker of the State Convention.

ARTICLE IX AMENDMENTS

SECTION 1. This Constitution of Multiple District 16 may be amended or revised only by the affirmative vote of two-thirds of the qualified and voting accredited delegates at any State

Convention provided all proposed amendments or revisions are presented to the convention duly assembled by the State Committee on Constitution and By-Laws accompanied by a Certificate in writing by a majority of said committee setting forth that proposed amendment or revision was mailed to all Clubs in Multiple District 16 at least 60 days prior to the opening date of the next State Convention and provided further that any such amendment or revision presented and mailed out as above may be acted upon by the said Convention in any modified, altered or changed form that may result from discussion of the matter on the Convention floor.

SECTION 2. Any recommendation for amendment or revision of this Constitution must be submitted to the State Committee on Constitution and By-Laws at least 90 days prior to the opening date of the next State Convention.

SECTION 3. The State Committee on Constitution and By-Laws must process and present to the Convention any amendment or revision submitted as set forth in Section 2 of this article when ordered to do so by the State Council, or when 10% of the number of clubs in this State shall certify in writing that same shall be presented, but otherwise the committee can use its discretion.

ARTICLE X ENDORSEMENT OF CANDIDATES FOR INTERNATIONAL OFFICE

SECTION 1. Qualifications for office of International Director or Second Vice-President shall be those as set forth in the latest Lions International Constitution and By-Laws.

SECTION 2. Any Lion who meets the qualifications as set forth in the Lions International Constitution and By-Laws shall be eligible to seek the office of International Director or Second Vice-President by first getting the endorsement of his/her Club and notifying, in writing, his/her District Governor and the Council of Governors of his/her intention to be a candidate for International office. This must be done at least ninety (90) days prior to the next convention.

SECTION 3. The Council of Governors, when notified of a qualified candidate's intention to run for International Office shall, within sixty (60) days, notify in writing all Lions Clubs in Multiple District 16 of said candidate's intention and shall make adequate provisions for Sub-District and Multiple District meetings at

the next State Convention for the purpose of acting upon an endorsement of such candidate or candidates or no endorsement of any Candidate.

SECTION 4. At such meetings there shall be one nominating speech for each candidate seeking International office which shall be limited to not more than five minutes. There shall not be more than two seconding speeches for each candidate, each to be limited to not more than two minutes.

SECTION 5. Where there is more than one candidate in contention for International Office, the selection shall be by secret ballot and a majority vote shall be necessary to select. In the event that there are three or more candidates running for International Office and no candidate receives a majority vote on the first ballot, a run-off election shall be conducted for two candidates having received the highest number of votes.

SECTION 6. Any endorsement for International office shall be for the number of years as set forth in the Lions International Constitution and By-Laws.

BY-LAWS

**ARTICLE I
DISTRICT NOMINATIONS AND ELECTIONS**

SECTION 1. 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 Vice District Governor within the District from which he/she is to be elected.**
- (d) Only in the event the current Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of Vice District Governor as set forth in Section 2 of this Article I and who is currently serving or who has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements of Subsection (c) of this Section.**

SECTION 2. A candidate for the office of 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 Single or Sub-District.**
- (c) Have served or will have served at the time he/she takes office as Vice District Governor:**
 - 1. As President of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years; and**
 - 2. As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.**
 - 3. With none of the above being accomplished concurrently.**

SECTION 3. At least 30 days prior to the State Convention, the Nominating Committee shall receive written nomination of any Member qualified for District Governor and Vice District Governor providing that the Nomination is endorsed by a majority of the Members in good standing of their Clubs.

SECTION 4. Each District Governor shall appoint, and they shall receive notification of their appointment at least ninety (90) days prior to the Annual State Convention, a Nominating Committee of not more than five (5) members and an Election Committee of not more than five (5) members who shall each be a member of a different regularly chartered Lions Club within the District, and shall not at the time of their appointment hold any State, District or International Office, except Past District Governors are not barred by the foregoing. However, at no time shall there be more than two (2) Past District Governors serving on these Committees.

SECTION 5. Each Nominating Committee shall nominate and report to its respective District meeting at the Convention the names of such nominees as have been qualified.

At said Meeting, each candidate shall be limited to one nominating speech, not to exceed five minutes, and one seconding speech, not to exceed three minutes. The election of District Governor and Vice District Governor shall be held immediately following the nominations.

SECTION 6. The election shall be by secret ballot and a plurality vote shall be necessary to elect, provided however, that where there is only one candidate in contention, other methods of voting may be chosen.

SECTION 7. In the event of a vacancy occurring in the office of District Governor the vacancy shall be filled in accordance with the provisions of the International Constitution.

SECTION 8. In the event that there is no candidate for the office of District Governor or Vice District Governor by reason of death, resignation or other reason, then nominations from the floor will be received and election shall follow the procedures as provided for in this Constitution and By-Laws.

SECTION 9. In the event of a vacancy in the office of Vice District Governor, the vacancy shall be filled as follows: The District Governor shall convene a meeting of the District Cabinet and District PDGs. At said meeting, the said District Governor, together with the membership of the District Cabinet and the District PDGs shall select a qualified Lion to fill the vacancy for the remainder of the year

**ARTICLE II
OFFICERS - DUTIES**

SECTION 1. DISTRICT GOVERNOR - The District Governor shall preside at all meetings of the Cabinet, and as chief executive shall supervise the work and activities of his/her District and shall perform such duties as pertain to that office and as set forth in the International Constitution and By-Laws. In the event of the absence of the District Governor at a Cabinet Meeting, the District Governor's Cabinet, by resolution, shall appoint one of its members to perform the duties of the District Governor at the meeting.

SECTION 2. VICE DISTRICT GOVERNOR - The Vice District Governor, subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of this Association;
- (b) Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of District Governor, he/she will be better prepared to assume the duties and responsibilities of said office.
- (c) Perform such administrative duties as may be assigned to him/her by the District Governor;
- (d) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor's Manual and other directives;
- (e) Actively participate in all cabinet and council meetings and conduct all meetings in the absence of the District Governor;
- (f) Participate in the preparation of the district budget;
- (g) Be actively engaged in all matters to be continued during the next year;
- (h) Participate in the review of the strengths and weaknesses of the clubs of the district; and
- (i) At the request of the District Governor supervise appropriate District committees.
- (j) He/she particularly identify existing and potential weak clubs within the district, establish plans to strengthen them, and submit plans to international headquarters by the end of his/her term as Vice District Governor.

SECTION 3. CABINET SECRETARY AND/OR TREASURER - Under supervision and direction of the District Governor and the Cabinet, the Cabinet Secretary and/or Treasurer shall keep an accurate record of the proceedings of all meetings of the Cabinet and shall within five days after each meeting forward copies of the minutes of the same to all members of the Cabinet, and the office of Lions International.

He/she shall assist the District Governor and the Cabinet in conducting the business of the District, and shall perform such duties as are specified or implied

in the Constitution and By-Laws of his Organization, or as may be assigned to him/her from time to time by the Cabinet.

He/she shall sign all notices and documents issued by the District, keep the accounts, receive all monies paid to the District, and shall make an annual report to the Cabinet at the meeting of the Cabinet immediately preceding the State Convention, and at such other times as said Cabinet may require. He/she shall deposit all monies received by him/her in such insured banking institutions, as may be designated by the Cabinet, and shall disburse the same by order of said Cabinet. All checks shall be signed by the Cabinet Secretary and/or Treasurer and countersigned by the District Governor. He/she shall turn over to the State Council Treasurer the State funds collected in the District, keeping same until such time as he/she turns them over after securing of proper receipt. His/her accounts, books and records shall at all times be open to the inspection of the Cabinet, the District Governor, and any auditors named by the Cabinet. He/she shall give bond for faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor's Cabinet. The duties of each officer shall be delineated by the District Governor, and each officer shall be a member of the District Governor's Cabinet.

SECTION 4. REGION CHAIRPERSON - A candidate for the office of Region Chairperson shall:

- (a) Be an active member in good standing of a chartered Lions Club, in good standing in his Region
- (b) Have served at the time he takes office as Region Chairperson:
 - (1) As an officer or a member of the Board of Directors of a Lions Club for a full term, or major portion thereof, or as Zone Chairperson
 - (2) Have been a member of the International Association of Lions Clubs for a period of not less than three years

The Region Chairperson shall be a member of the District Governor's Cabinet, and shall attend the regular and special meetings and deliberations of the Cabinet. He/she shall assist the District Governor in the promotion of Lionism in his/her Region by performing such other duties as may be delegated to him/her from time to time by the District Governor. It shall be his/her duty to see that every club in his Region is efficiently operating under the Lions International Club Standard Organization Plan. It shall be his/her duty to promote the annual State and International Conventions among the Clubs in his/her Region, and he/she shall endeavor to have them represented at each of these Conventions by at least the full quotas of delegates to which they are entitled.

He/she shall supervise and assist the Zone Chairperson of his/her Region in the performance of their official duties and he/she shall cooperate with them in holding regularly scheduled meetings of the District Governor's Advisory

Committees and also cooperate with his/her Zone Chairperson in arranging meetings of the Zone, (meetings to which all Lions in the Zone are invited), and he/she may attend same when called upon to do so. He/she shall further cooperate with his/her Zone Chairperson in promoting attendance at Charter Nights of newly organized Clubs. In order to further develop good fellowship in his/her Region, he/she shall cooperate with his/her Zone Chairperson in promoting such social activities as golf, bowling, and softball tournaments, banquets, anniversary celebrations; special functions such as meetings in observance of District Governor Week, honoring Key and Master Key Members, Old Monarchs, etc; installation of officers, induction of new members, ladies' nights; outings and other similar functions. The official actions of the Region Chairperson shall be under the supervision of the District Governor.

In the event the Region Chairperson for any reason cannot or does not efficiently and to the best interests of Lionism perform the duties of his/her office or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the un-expired term.

SECTION 5. ZONE CHAIRPERSON - A candidate for the office of Zone Chairperson shall:

(a) Be an active member in good standing of a Chartered Lions Club, in good standing in his/her Zone.

(b) Have served at the time he/she takes office as Zone Chairperson:

(1) As an officer or a member of the Board of Directors of a Lions Club for a full term, or major portion thereof.

(2) Been a member of the International Association of Lions Clubs for a period of at least two years.

The Zone Chairperson shall be a member and the Chairperson of the District Governor's Advisory Committee (Committee composed of club Presidents and Secretaries) of his/her Zone. The Zone Chairman shall hold regularly scheduled Advisory Committee meetings, as provided in this State Constitution. He/she shall be the presiding officer of these meetings. The Zone Chairperson shall make a report of each Advisory Committee Meeting and send copies within five days thereafter to his/her Region Chairperson, his/her District Governor, and the office of Lions International.

It shall be his/her duty to see that every club within his/her Zone is efficiently operating under the Lions International Club Standard Organization Plan. He/she shall arrange, with the cooperation of his/her Region Chairperson, regular scheduled meetings of the Zone, (meetings to which all Lions in the Zone are invited) and he/she shall be the presiding officer of these meetings He/she shall encourage the Clubs in his/her Zone to hold inter-club meetings (meetings of Lions Clubs with other Lions Clubs) and such other social activities as golf,

bowling and softball tournaments; banquets, anniversary celebrations; special functions such as meetings in observance of District Governor Week, honoring Key and Master Key Members, Old Monarchs, etc; installation of officers; induction of new members; ladies' nights; outings and other similar functions. He/she shall promote attendance at Charter Nights of newly organized Clubs. It shall be his/her duty to promote the Annual State and International Conventions among the Clubs in his/her Zone and he/she shall endeavor to have his/her Clubs represented at each of these conventions by at least the full quotas of delegates to which they are entitled. The official actions of the Zone Chairperson shall be under the supervision of the District Governor and the Region Chairperson of the Region of which his/her Zone is a part.

In the event the Zone Chairperson for any reason cannot or does not efficiently and to the best interest of Lionism perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the un-expired term.

SECTION 6. STATE COUNCIL- The State Council is the deliberative and assisting body in the formulation of administrative plans and policies affecting the State. It shall make all contracts and approve all bills relating to Convention expenses.

It shall designate depositories for said funds, approve the surety bond of the State Council Treasurer, receive financial reports from time to time and provide for an audit of the books and accounts of the State Council Treasurer at least once during the fiscal year.

The State Council shall appoint a Sergeant-at-Arms and such assistant Sergeants-at-Arms for the State Convention as it deems necessary.

The said State Council shall not solicit funds for any activities nor shall it pledge the credit of the Multiple District for any purpose other than the Conventions.

SECTION 7. DISTRICT GOVERNOR'S CABINET - The District Governor's Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism within the District. It shall serve in an advisory and administrative capacity only.

Through the Region Chairpersons it shall receive reports and recommendations which emanate from and concern the Clubs and Zones in the respective Regions of the Region Chairpersons. It shall supervise the collection of all stipulated per capita tax pertaining to this Organization; including the State Funds, by the Cabinet Secretary and/or Treasurer, and it shall designate an insured depository for all said funds. When deemed or found necessary, it shall recommend to the State Council, changes pertaining to the amount of State per capita tax collected to defray the administrative expenses within the District. It shall authorize the

payment out of the funds of the District of all legitimate expenses pertaining to the administration of the affairs of the District. It shall set the amount of the surety bond for the Cabinet Secretary and/or Treasurer and shall approve the surety with which he/she shall be bonded. It shall demand of and receive from the Cabinet Secretary and/or Treasurer, financial reports semi-annually or more frequently if necessary. It shall make provisions for an audit, at the end of the fiscal year, of the books and accounts of the Cabinet Secretary and/or Treasurer, a copy of which shall be available to each Club in the District, a copy of which shall be available (upon request), to the District Governor, the Region Chairpersons, and the office of Lions International within 90 days after the close of the annual State Convention.

It shall receive such other reports from the Cabinet Secretary and/or Treasurer as are found necessary from time to time. At the first meeting of the Cabinet, there shall be agreed upon a definite schedule of Cabinet Meetings to be held during the year, and, in so far as possible, definite dates and places of such meetings.

SECTION 8. DISTRICT GOVERNOR'S ADVISORY COMMITTEE - This Committee is an advisory body from its Zone to the District Governor and his/her Cabinet, and it represents all of the Clubs in the Zone in this capacity. It shall serve in an advisory and administrative capacity only.

From the Club Presidents and Secretaries, (which club officers, with the Zone Chairperson constitute its membership), this committee shall receive recommendations affecting the welfare of Lionism and the Clubs in the Zone. It shall relay to the District Governor and his/her Cabinet, through its Region Chairperson information and recommendations affecting the welfare of Lionism in its Zone, its Region and the District. It shall hold at least three meetings. It shall assist the Zone Chairperson in his/her endeavor to have every Club within the Zone operating efficiently under the Lions International Club Standard Organization Plan.

It shall promote attendance from the Clubs in the Zone at the annual State and International Conventions. It shall assist the Zone Chairperson in promotion among the Clubs of Zone inter-club meetings (meetings of Lions Clubs with other Lions Clubs) and such other social activities as golf, special functions such as meeting in observance of District Governor Week, honoring Key and Master Key members, Old Monarchs, etc; installation of officers, induction of new members, ladies' nights; outings and other similar functions.

SECTION 9. DISTRICT GOVERNOR'S HONORARY COMMITTEE - The District Governor may appoint a District Governor's Honorary Committee. The chief mission of this committee shall be to promote harmony throughout the District. In this connection, the members of this

Committee shall be known as "ambassadors of good will." The Chairperson of this committee shall attend meetings of the District Governor's Cabinet when and as called upon by the District Governor to do so; and the Chairperson may be an ex-officio member of the District Governor's Cabinet. The official actions of this Committee or of its individual members shall be under the supervision of the District Governor.

SECTION 10. SERGEANT-AT-ARMS - The Sergeant-at-Arms shall be responsible for the maintenance of proper order and decorum at the annual State Convention and shall perform such other duties as are incident to that office.

SECTION 11. The District Governor and his/her duly appointed Cabinet Secretary and/or Treasurer shall, upon their election and appointment respectively, sign and execute the required bank resolution and signature cards, and file the same with the appropriate banks or other financial institutions wherein District funds may be on deposit, and all records and files of each District must be turned over to the incoming District Governors within five (5) days after the termination of the International Convention.

ARTICLE III STATE COMMITTEES

SECTION 1. The Chairperson of the State Council, with the consent of the State Council, shall appoint the following State Administrative Committees, before August 1st, namely: State Convention, Registration, Constitution and By-Laws, Credentials, Rules, Resolutions, Lions Awareness, Necrology, Sergeant at Arms, International Convention and Parade. **All Multiple District Committees will consist of at least three members one from each sub district N., J., and L. The State Council Chairperson, shall designate the one who shall serve as Committee Chairperson. The State Council, shall before September 1st, notify each appointee and send him/her a full list of all committees with names and addresses. Other committees may be appointed from time to time.**

SECTION 1. (a) The International Convention Committee members attending an International Convention may be allowed towards their expenses for each attendance such sums as are allowed by Lions International for District Governors-Elect to and from the State of New Jersey, to the place where such International Convention is held; but, in no event shall any member of said Committee receive more than the allowance by Lions International for a District Governor-elect for attending said International Convention.

SECTION 1. (b) In the event any such International Convention Committee member shall fail to be in attendance as required by the State Council, a proportionate reduction of the total amount, as above computed, shall be made for the time when not in such attendance.

SECTION 1. (c) The MD-16 Advisor may be allowed, subject to State Council approval, expenses for attendance at the Mid-Winter Conference and the State Convention, in an amount sufficient to cover expense items. Such expenses shall be charged to the MD-16 Advisor's Reimbursement Account.

SECTION 2. There shall be a State Sight Conservation and Aid to the Blind Committee; composed of the State Chairperson of each of the Lions State Approved Projects (during his/her term of office), and three members from each Sub-District of the State, who shall be appointed and notified by August 1st, by the Chairperson of the State Council, with the consent of the Council, for terms of three years each.

SECTION 2. (a) There shall be a Jamesburg Committee, composed of two members from each Sub-District of the State, who shall be appointed and notified before August 1st by the Chairperson of the State Council, with the consent of the Council, for a term of two years, except, however, that the present Sub-District members of this Committee shall continue to serve for the balance of their respective terms.

SECTION 2. (b)

(A) There shall be five (5) Sub-District Extension Committees composed of three (3) members from each Sub-District of the State who shall be appointed before August 15th, by each District Governor for a term of three (3) years.

The first appointees from each Sub-District shall be appointed and serve 1, 2, and 3 years respectively.

(B) There shall be a State Extension Chairperson who shall be a knowledgeable Lion who would not be a member of any Sub-District Extension Committee. He/she shall act as Liaison between the five Sub-District Extension Chairpersons and the State Council and so be able to report the progress of the five Sub-District Committees to the State Council.

He/she shall be appointed for a one (1)-year term before August 15th, by the State Council Chairperson with the consent of the State Council.

SECTION 2. (c)

(A) There shall be five (5) Sub-District Membership and Retention Committees composed of three (3) members from each Sub-District of the State who shall be appointed before August 15th, by each District Governor for a term of three (3) years.

The first appointees from each Sub-District shall be appointed and serve for 1, 2, and 3 years respectively.

(B) There shall be a State Membership and Retention Chairperson who shall be a knowledgeable Lion who would not be a member of any Sub-District Membership and Retention Committee. He/she shall act as Liaison between the

five Sub-District Membership and Retention Chairpersons, and the State Council and so be able to report the progress of the five Sub-District Committees to the State Council.

He/she shall be appointed for a one (1)-year term before August 15th, by the State Council Chairperson with the consent of the State Council.

SECTION 2. (d) There shall be a Finance and Operations Committee composed of one member from each Sub-District, the State Auditor and the incoming Treasurer.

Members of the Finance and Operations Committee shall not serve on any standing committees that require review of proposed budgets, except the incoming State Treasurer. Said Committee and Auditor shall be appointed within fifteen (15) days after the adjournment of the annual State Convention. The Council Chairperson shall call a meeting of this Committee within thirty (30) days of his/her appointment.

The Committee's duties shall be designated by the Incoming Council of Governors and their activities shall be in accord with Article VI, Section 3 and 4 of the State Constitution.

SECTION 2. (e) The first meeting of the State Sight Conservation and Aid to the Blind Committee and the Finance and Operations Committee shall be called by the Chairperson of the State Council before September 1st in each year and the Jamesburg Committee shall be called by the first Council meeting in each year for the purpose of organizing and electing officers from the above named Committees. The duties of each Service Committee shall be designated by the Council of Governors and the activities of the committees shall be in accord with Article VI, Sections 3 and 4 of the State Constitution.

The Chairperson of the Finance and Operations Committee, the State Sight Conservation and Aid to the Blind Committee and the Jamesburg Committee shall be appointed by the MD 16 Council of Governors. The Chairperson of the Finance and Operations Committee can only serve for three consecutive years.

SECTION 2. (f) The State Sight Conservation and Aid to the Blind Committee officers shall consist of the following: Chairperson, Vice-Chairperson, and Secretary. The Chairperson shall be elected to serve, on an alphabetical rotation basis, for a period of one year. On each succeeding year, the Chairperson shall be elected from the District next in alphabetical order. A substitution shall not disturb the normal succession.

The Vice-Chairperson and Secretary shall be elected, annually, from the duly appointed Committee members; rotation for these officers is not necessary. The alphabetical rotation order to commence with District A, on July 1, following the adoption of this amendment.

(Amendment adopted May, 1986.)

*See Policy Manual regarding multiple yearly appointments. Effective July 1, 1992.

SECTION 3. The Committee on Resolutions shall be charged with the duty to mail to all Clubs in Multiple District Sixteen, at least 60 days prior to the opening date of the next State Convention, copies of all Resolutions presented to said Committee involving in any manner, directly or indirectly, the disbursement or obligation to disburse any funds or sums of money.

SECTION 4. Each District Governor shall designate the Chairperson of each committee appointed by him/her and shall have power to fill all vacancies in any committee so appointed.

SECTION 5. Any member of any State Committee of Multiple District 16, appointed by the State Council, regardless of the length of his/her term of appointment, who in any one year, fails to attend more than 25% of the meetings of the committee of which he/she is a member, may be requested in writing by the State Council to submit, in writing, his/her resignation from the appointed position. Should he/she fail to submit such resignation within 30 days from the date of the request, the State Council may then summarily remove the said Lion from his/her position and appoint a successor Lion to the vacated position for the remainder of the term of the discharged member, which appointment shall then be processed in accordance with Article III of the State By-Laws.

ARTICLE IV STATE APPROVED PROJECTS

SECTION 1. There shall be a State Approved Projects Review Committee: composed of one member from each Sub-District of the state, who shall be appointed by the Chairperson of the MD Council, with the consent of the Council, for a term of one year. No member can serve more than three consecutive years.

SECTION 2. Qualifications For Becoming A State Approved Project:

- a. A project must be approved by the Sub-District and have been a District Project for at least three (3) years before it can be eligible to be proposed as a State Project.
- b. A resolution proposing the project, two most recent financial statements and mission statement must be sent to the State Approved Projects Review Committee for their review and recommendation to the State Council by February 1 of that year. This recommendation will also be presented to the delegates assembled at the MD Convention.

- c. There must be notification to all of the clubs in the Multiple District in the form a resolution sixty (60) days prior to the MD Convention informing them that the project will be up for approval.

SECTION 3. Criteria To Remain A State Project:

- a.) Each State Approved Project will be subject to review every other year starting with fiscal year 2007-2008. The State Approved Project Review Committee – at its discretion – will divide the State Projects into two nearly equal groups for review, with the first group starting in 2007-2008.
- b.) State Approved Project must submit an Annual Financial Statement to the MD Office by February 1 of each year. The statement must contain a breakdown of funding from each Sub-District and all other funding for that fiscal year.
- c.) The State Approved Projects Review Committee will advise the Council of Governors of their recommendations at the last scheduled Council of Governors Meeting preceding the MD 16 Convention and to the delegates assembled at the next MD 16 Convention on the last weekend in April or a weekend in May of the review year.
- d.) There shall be no distinction between Sight and Non-Sight Projects.

SECTION 4. Procedures For Removing A State Approved Project.

- a. The State Approved Projects Review Committee may recommend to the Council of Governors that a project be placed on Status Quo for one year for any of the following reasons:
 - (1) Failure to submit an annual financial statement.
 - (2) Unresolved issues between the Lions of MD 16 or its Sub-Districts regarding funding or administrative practices which could jeopardize the viability of the project.
 - (3) Relationship between the Lions of MD 16 and the project that could cause or threaten damage to the reputation of the Lions of MD 16 or
 - (4) When litigation has been brought against a project for fraud, misconduct, theft by deception, misappropriation of funds or any other legal actions.
- b. Prior to being placed on Status Quo, a State Approved Project must be notified by Certified Mail of committee's intentions and be given thirty (30) days to appear before the State Approved Projects Review Committee to appeal said decision. After all

appeals have been heard, the Council of Governors will decide which State Approved Projects will be placed on Status Quo.

- c. The committee will review each project listed as Status Quo by March 1 of each year and report its findings to the Council of Governors at their April meeting each year and to the delegates assembled at the MD Convention in May of that year.
- d. Upon review, if there has been no change regarding this project, said project could be removed from the State Approved Projects list at the next MD 16 Convention following the fiscal year the project was placed on Status Quo by a vote of 50%+1 of the delegates assembled and voting.
- e. The MD 16 office will be charged with notifying all clubs within the Multiple District of a project's loss of Approved status.
- f. Once a project is removed as a State Approved Project, said project may not be sponsored or proposed again for a period of three (3) years from the date of removal.

ARTICLE V RULES FOR CONVENTION PROCEDURE

SECTION 1. An Official Call for the State Convention shall be mailed out by each District Governor to all Clubs in his District 90 days before the Convention. The personnel of all committees pertaining to the State Convention, with their addresses, shall be listed in the Call.

SECTION 2. The State Council shall arrange a program for the State Convention and the same shall be the order of the day for all sessions.

SECTION 3. Robert's Rules of Order shall govern all parliamentary procedure except as otherwise provided in the rules of procedure adopted by the Convention.

ARTICLE VI FISCAL YEAR

SECTION 1. The fiscal year of this State shall be July 1st, to June 30th, inclusive of each year.

ARTICLE VII AMENDMENTS

SECTION 1. These by-laws shall be amended only in accordance with the provisions and in the same manner as amending of the Constitution of Multiple District 16.

CHANGE RECORD

Section 11 Sergeant-at-Arms 25

Section 12 Bank resolutions, signature cards, turning over of District funds and records 25

Article III State Committees

Section 1 State Administrative Committees 26

Section 1 (a) Committee compensation 26

Section 1 (b) Committee compensation adjustment 26

Section 1 (c) MD Advisor mid-winter conference and state convention expenses 27

ARTICLE IV - STATE APPROVED PROJECTS (Added May 2003) with following Articles renumbered accordingly

By-Laws, ARTICLE IV, Section 3 (c) STATE APPROVED PROJECTS (amended May, 2008)

May 2004: "Chairperson" replaces Chairman throughout and the following areas are amended

CONSTITUTION

		<u>Page</u>
Article IV	State Organization	
Section 3 (a)	Eligibility & Selection of Council Chairman	1 (amended)
Section 3 (b)	Service limitations of Council Chairman & DGs	1 (new section)
Section 3 (c)	Inability to serve	1 (new numbering)
Section 8	Council compensation	2 (amended)
Article VI	State Monies	
Section 2 (a)	Per capita tax division	5 (amended)

BYLAWS

Article I	District Nominations and Elections	
Section 3	Nominating Committee	11 (add VDG)
Section 5	Nominating Committee's report, speeches and election	12 (add VDG)
Section 8	No candidates	12 (add VDG)

May 2005: The following areas are amended

CONSTITUTION

		<u>Page</u>
Article IV	State Organization	2 (amended)
Article VI	State Monies	
Section 2 (a)	Per capita tax division	5 (amended)
Section 2 (a)	No billing for state dues for status quo Clubs	5 (new words added)
BYLAWS		
Article I	District Nominations and Elections	
Section 7	Becomes New Section 9 with method to select VDG in case of vacancy	12 (new words added)

May 2006: The following are amended

CONSTITUTION

		<u>Page</u>
Article VI	State Monies	
Section 2 (a)	With no change in dues, \$.25 moved from Newspaper to General Fund	5
BYLAWS		
Article IV	State Approved Projects	
Section 3	Criteria To Remain A State Project;	
New a.)	New section a.) added to allow for review every other year. Former a.) changed to b.), former b.) changed to c.) & Former c.) changed to d.)	24 (new section added)
New c.)	The word "review" was added to before the word "year"	24 (new word added)

May 2007: The following was amended

CONSTITUTION

Page

Article IV State Organization, Section 3.
Amended to allow flexibility in the date (not only April) of last Council meeting before the State Convention

May 2008: The following was amended

By Laws

Article IV **State Approved Projects**

Sec 3 This amendment was necessary to be consistent with the amendment made to the Constitution Article IV , Section 3 at the MD 16 Convention in May 2007

ARTICLE VI STATE MONIES Deleted and replaced with a new Article VI May 2012

ARTICLE VI STATE MONIES

SECTION 1. All monies of Multiple District 16 shall be accumulated in a single treasury and shall be divided into seven (7) separate funds, namely: a General Fund, a State Convention Fund, an International Convention Fund, a Promotion Fund, a Membership, Retention, Extension Fund, a State Newspaper Fund, and a Reserve Fund.

SECTION 2. An annual per capita State Tax of \$12.00 shall be levied upon each member in the State apportioned as follows:

SECTION 2. (a)	GENERAL FUND	\$8.50	\$8.25	\$8.75
	STATE CONVENTION FUND	\$.75		
	INTERNATIONALL CONVENTION FUND	\$.50		
	STATE NEWSPAPER FUND	\$2.00	\$2.25	\$1.75
	PROMOTION FUND		\$.25	

This said tax shall be paid in advance by each club in two semi-annual payments on July 21* and on January 21* in each year, except that new and re-organized Clubs shall make payments as herein provided. Billings of the tax will be based upon membership of each Club as shown by its membership reports for the months of June* and December* of each year. This tax shall be collected from the Clubs in each District to the State by the respective Cabinet Secretary and/or Treasurer, and each Cabinet Secretary and/or Treasurer shall place the monies so collected in a special fund to be turned over to the State Council Treasurer upon order of the State Council Chairperson. Any Club that is placed on status quo will not be liable for state dues commencing with the next billing period and said exclusion shall not exceed one year.

SECTION 3. The General Fund shall be used to defray the necessary expenses of the Multiple District 16 State Office, to provide for efficient operations of such official State Committees as are hereby provided for, and to provide an expense account for the Chairperson of the State Council as follows:

- a. Council Meetings - mileage and dinner
- b. Mid-Winter Conference - mileage, room, and meals
- c. State Convention - mileage, room and meals

These expenditures shall not exceed \$750.00 and will be paid only after proper documentation of expenditures are presented to the State Office.

AN EXPENSE ACCOUNT FOR THE MULTIPLE DISTRICT ADVISOR:

The Multiple District 16 Advisor's reimbursement of expenses can be found in the Multiple District 16 Policy Manual.

The Reserve Fund shall be used to provide for necessary emergencies and contingencies as may properly arise in the administration of the business of the Lions of New Jersey.

The International Convention Fund shall be used to pay New Jersey's part in the International Convention.

The State Convention Fund shall be used to pay for the expenses in connection with the conduction of the State Convention; and, the State Newspaper Fund shall be used to print and distribute the "New Jersey Lion."

The Membership, Retention, Extension Fund shall be used in the areas of membership, retention, and extension; and must be kept in a separate fund, and may not be placed in the Reserve Fund.

SECTION 4. No obligation shall be incurred by any Convention Committee or any other duly designated or appointed State Committee or by the MD-16 Office until budgets of anticipated expenses, properly itemized, have been presented to and approved by the State Council and then only in accordance with the said budget. In the event there are additional expenditures which are required by the above officers, then State Council shall approve same. Emergency expenditures may be approved by the State Council prior to the approval of a budget, provided such expenditures shall be included in said budget as finally approved. Said obligations shall be paid only by the State Council Treasurer as herein provided.

SECTION 5. No committees or persons shall have a treasury or separate treasury or account. All monies collected in connection with the State Convention and International Convention shall be itemized and delivered to the State Council Treasurer for deposit in the appropriate fund of the State Council Treasury.

SECTION 6. New and reorganized Clubs shall be billed for the annual per capita State Tax the same as old established Clubs, provided however, that the payment of per capita State Tax of new Clubs shall become effective on the billing date next after the Charter date of such new Clubs. The per capita State Tax for reorganized Clubs shall become effective on the billing date next following the election of officers of said reorganized Clubs.

SECTION 7. The State Council Treasurer shall be required to give bond in such amount and with such sureties as shall be approved by the State Council.

SECTION 8. The State Council shall provide for an audit of all funds to be made at the end of the fiscal year or at more frequent intervals if necessary by a competent auditor and copies of said audit report shall be available to each Club in the State, upon request, 90 days after the close of the fiscal year.

SECTION 9. The Promotion Fund shall be invested in Federal approved and guaranteed Savings and Loan Associations or F.D.I.C. guaranteed banks situated in the State of New Jersey, with no account to be in excess of the insurable limits. Said Promotion Fund shall be subject to the provisions of Article II, Section 3 of the By-Laws, and such monies shall only be withdrawn and used for necessary expenses to promote a New Jersey Lions candidate endorsed by the State of New Jersey at its annual convention for an elective Lions International office; except that when the Promotion Fund exceeds \$20,000.00, the excess shall be placed in the Reserve Fund.

SECTION 9. (a) Any excess or deficit in a State activity supported by State dues shall be credited to or debited from the Reserve Fund.

SECTION 10. Wherever the Constitution and By-Laws mentions "New Jersey State Promotion Fund," it is hereby amended to read "Promotion Fund"

Bylaws. Article II, SECTION 4 removed from Bylaws due to new Article V Section 5 Constitution amendment [*Revised Article II, Section 4 of the Bylaws*] May 2012

SECTION 4. STATE COUNCIL TREASURER - Under the supervision and direction of the State Council, the State Council Treasurer shall have control of disbursements and receipts as regards to the State Funds which are turned over to him/her by the various Cabinet Secretaries and/or Treasurers of the State. All checks drawn by the State Council Treasurer against State Funds shall be signed by the State Council Treasurer and countersigned by at least one of the District Governors, preferably the Chairman. He/she shall deposit all monies received by him/her in such insured banking institutions as may be designated by the State Council and shall disburse the same by order of said State Council. His/her accounts, books and records shall at all times be open to the inspection of the State Council and any auditors named by the State Council. All check signers and counter signers shall give bond for the faithful performance of their duties in such sum and with such sureties as may be required by the State Council.

May 2014: The following was amended

CONSTITUTION

ARTICLE III MEMBERSHIP

Sec 3

Page 1

Multiple District 16 shall consist of three sub districts. District N., District J., and District L.

BY LAWS

ARTICLE III STATE COMMITTEES

Page 15

Sec 1 All Multiple District Committees will consist of at least three members one from each sub district

N., J., and L.

May 2015: The following was amended:

CONSTITUTION

Article VI

Page 11.

Section 2.

Multiple District Revenue: **A)** To provide revenue for approved Multiple District activities and to defray the administrative expenses of the Multiple District, annual State Dues of **\$18.00** is hereby levied upon each member of each club in the Multiple District:

New: Student members less than 30 years of age from campus clubs are exempted from paying annual state dues.