

# Lions Clubs International Multiple District 27

## Constitution and By-Laws

(Revised June 22, 2022)



## **Constitution**

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# Constitution

## Article I

### Name

The organization shall be "Lions of Wisconsin, Multiple District 27, of the International Association of Lions Clubs." It shall be referred to hereinafter as the "Multiple District".

## Article II

### Section 1- Objects of the Multiple District

- a. To help advance, throughout the Multiple District, the Objects and the Code of Ethics set forth by Lions Clubs International.
- b. To assist and provide proper and orderly administration of Lionism throughout the Multiple District.
- c. To establish, coordinate and give support to State-wide projects, programs and special fund raisers.
- d. To provide greater strength in carrying out the ideals and principles of Lionism.
- e. To better coordinate and direct effective leadership at all levels of Lionism in the Multiple District.

### Section 2- Relationship with Lions Clubs International

In all cases where a conflict exists between any portion of this Constitution or of the By-Laws and the Constitution or By-Laws of Lions Clubs International, the Constitution or By-Laws of Lions Clubs International shall prevail; however, the remainder of this Constitution or the By-Laws shall remain in full force and effect.

## Article III

### Section 1- Membership

- a. The membership of the Multiple District shall consist of all Lions Clubs in the State of Wisconsin as duly chartered by Lions Clubs International, provided the club is in good standing.
- b. In all cases where the male pronoun is used in the Constitution & By-Laws, it shall be changed to read him/her or he/she.

### Section 2-District Composition

Multiple District 27, Wisconsin shall consist of ten (10) districts, A1, A2, B1, B2, C1, C2, D1, D2, E1 & E2, the area of each to be established by vote of the delegates at the State Convention. The respective districts are presently established as follows:

- a. District 27-A1-- includes all those clubs lying South of Interstate 94 extended easterly to Lake Michigan and westerly to the present West Boundary of the District, In the following counties: Jefferson, Walworth, Kenosha, Racine, Waukesha and Milwaukee.

- b. District 27-A2-- includes all those clubs lying North of Interstate Highway 94 extended easterly to Lake Michigan and westerly to the present west boundary of the District, in the following counties: Ozaukee, Washington, Jefferson, Dodge, Waukesha and Milwaukee.
- c. District 27-B1-- includes Sheboygan, Fond du Lac, Green Lake, Marquette, Waushara, Winnebago, Calumet and Manitowoc counties and that part of Outagamie County comprising the City of Appleton and that part of Brown County comprising Wayside and Morrison in the Town of Morrison.
- d. District 27-B2-- includes Outagamie County, except the City of Appleton, Waupaca, Brown, except Wayside and Morrison in the Town of Morrison, Kewaunee, Door, Oconto, Shawano, Langlade, Marinette, Menominee, Forest, and Florence Counties.
- e. District 27-C1-- includes Clark, Marathon, Wood, Portage and Adams Counties.
- f. District 27-C2-- includes Bayfield, Ashland, Iron, Vilas, Oneida, Price, Taylor and Lincoln Counties.
- g. District 27-D1-- includes Dane, Rock, Columbia, Green, Lafayette, Iowa and Grant Counties.
- h. District 27-D2-- includes Richland, Crawford, Vernon, Monroe, Juneau and LaCrosse Counties.
- i. District 27-E1-- includes Barron, Burnett, Chippewa, Douglas, Polk, Rush, Sawyer and Washburn Counties.
- j. District 27-E2-- includes Buffalo, Dunn, Eau Claire, Jackson, Pepin, Pierce, St. Croix and Trempealeau Counties

### **Section 3-Redistricting**

Any proposed changes to the existing established boundaries shall be voted on by the Delegates at the State Convention only after prior approval of a majority of the Lions Clubs of each of the affected sub-districts.

## **Article IV**

### **Council of Governors**

#### **Section 1**

There shall be a Council of Governors, hereinafter referred to as the State Council, composed of all the District Governors in the State. In matters where the State Council is divided and a tie vote exists, the question shall be considered defeated for lack of a majority.

## **Section 2**

Each State Council shall elect a member of their Council or any prior State Council, who has not previously held the office, to serve as Council Chair. They shall elect from their Council a Vice Council Chair, a Council Representative to the Wisconsin Lions Foundation, a Council Representative to the Lions Eye Bank of Wisconsin, a Council Representative to the Wisconsin Lions Birch-Sturm Fund, Inc., and a Council Representative to the Wisconsin Lions Pride Endowment Fund, Inc., for their term of office.

## **Section 3**

The State Council Chair shall call the first meeting of a new State Council within thirty days following the close of the International Convention.

## **Section 4**

- a. Each new State Council, at its first meeting, shall elect a Council Secretary, and a Council Treasurer from among its official members. It shall also take action on any other business pertinent to the Multiple District.
- b. A minimum of five (5) regular meetings shall be held throughout the year at such times and places as agreed upon by the State Council, or as called by the Council Chair, or upon the written request of at least four (4) of the District Governors.
- c. All Council meetings shall be publicly announced in the Wisconsin Lions Publication whenever possible. Such announcements shall give the time and place of each meeting. Meetings of the Council shall be open to all Lions, who shall be permitted to address the Council only upon invitation unless otherwise provided either in this Constitution or in the By-Laws.

## **Section 5**

A majority of the State Council shall constitute a quorum.

## **Section 6**

The State Council shall appoint only such committees and personnel as authorized by the State Convention.

## **Section 7**

All State-wide projects, programs and special fund raisers shall be initiated only with the approval of the Multiple District Council of Governors. All funds of the State-wide projects shall go to the Wisconsin Lions Foundation. All funds of State-wide programs and special fundraisers shall go directly to the organization as directed by the District, Club or individual donor. The Multiple District Council of Governors will determine what constitutes a project, program or special fund raiser.

# Article V

## District Officers

### Section 1

The principal and presiding officer of the District shall be the District Governor. Under the supervision of the International Board of Directors, he/she shall perform those duties of the office of District Governor as set forth in the Lions Clubs International Constitution and By-Laws and such other duties as come within the scope of his/her office.

### Section 2

The Vice District Governors, subject to the direct supervision and direction of the District Governor shall be the chief administrative assistants to the District Governor.

### Section 3

The District Governor and the Vice District Governors for each District shall be elected either at an annual District Convention or at the annual State Convention as determined by the District Cabinet during the preceding Lions fiscal year. The election shall be by secret ballot of the certified delegates of the District present and voting.

### Section 4

The following positions shall be appointed or elected to the District Cabinet: Region Chairperson(s) (if utilized), Zone Chairperson(s), Secretary and Treasurer or Secretary- Treasurer prior to the incoming District Governor taking office.

### Section 5

The Region Chairperson, if utilized, shall be under the direction of the District Governor.

### Section 6

The Zone Chairperson shall be under the direction of the Region Chairperson and/or the District Governor.

### Section 7

There shall be no salary paid by any District or the Multiple District to any officer of any District in the Multiple District, nor shall any elected Officer of the Multiple District be paid a salary. Any remuneration paid to an officer of a District or the Multiple District for expenses incurred in performing official Lions business shall be made only in accordance with the Rules of Audit set forth by Lions Clubs International.

# Article VI

## **District Finances**

### **Section 1**

- a. The Cabinet Secretary-Treasurer shall collect from the Clubs in his/her District the amount of the per capita tax approved by the State Convention for the Multiple District and State Convention administrative expenses. He/she shall also collect from the Clubs in his/her District the amount for District Administrative Fund approved by the District Cabinet at the first Cabinet meeting. This amount shall not exceed an amount to be set by the State Council.
- b. The per capita tax shall be levied on each member and shall be collected from all clubs semi-annually by October 1 and April 1 of each year.
- c. The per capita tax shall be based upon the membership of each club as shown by its membership report for December and June. This report shall be rendered to Lions Clubs International by January 10 and July 10 of each year.
- d. The per capita tax shall be levied on all members to provide the necessary finances for the following:
  1. State Administrative Fund
  2. State Convention Fund
  3. Wisconsin State Lions Publication
  4. District Administrative Fund
  5. Other items as approved at the State Convention

### **Section 2**

The Cabinet Secretary-Treasurer shall retain for District administrative expenses that portion of the per capita tax that was approved for the District Administrative Fund. He/she shall promptly remit to the State Council Treasurer the balance of the funds collected for other Multiple District purposes.

### **Section 3**

New and reorganized clubs shall be billed for a pro-rated share of the per capita tax beginning the first day of the month following the date of their organization.

### **Section 4**

All monies shall be disbursed from the District Administrative Fund by check, drawn and signed by the Cabinet Secretary-Treasurer and countersigned by the District Governor, for District administrative expenses only, and as approved at a regular or special meeting of the District Governor's Cabinet.

### **Section 5**

The Cabinet Secretary-Treasurer shall prepare an itemized report of all District Administrative Fund receipts and disbursements and shall provide a copy of the report to each member of the District Governor's Cabinet at each regular meeting. The report shall be included in the minutes of the meeting and the minutes shall show approval or disapproval of any items in the report.



## **Section 6**

The District Governor or the Cabinet Secretary-Treasurer shall request Cabinet approval in advance for any major expenditure which they anticipate might occur between meetings, or between the final cabinet meeting and the International Convention.

## **Section 7**

The expenses of the District Governor-Elect to attend the International Convention are paid by Lions Clubs International. Such expenses shall not be paid from the District Administrative Fund except that, when the International Convention is held outside the Continental limits of the United States and Canada, the Cabinet may approve an amount from District funds to supplement any amount paid by Lions Clubs International.

## **Section 8**

- a. The stipend for the current Council of Governors and the Council Chair Elect will be budgeted and approved at the first meeting of the Council of Governors year.
- b. The stipend amount will be per eligible person.
- c. If a Council of Governors member or the Council Chair Elect is not attending the International Convention, their budgeted stipend will not be divided among those who are attending.
- d. The stipend amount will be:
  1. \$1,000 for International Conventions held in mainland North America.
  2. \$1,500 for International Conventions held outside mainland North America.
- e. The Council of Governors may approve advances not to exceed 50% of the amount of the stipend.
- f. No stipend will be paid unless the Council of Governors member or the Council Chair Elect meet the attendance/participation requirements set forth in the MD27 Policy and Procedure Manual.

## **Section 9**

- a. The District Governor's Cabinet shall authorize an amount to be paid from District funds to reimburse the Cabinet Secretary-Treasurer for his/her expenses to attend the State Convention.
- b. He/she shall be expected to submit a written itemized report of his/her expenses for which reimbursement is requested to the District Governor immediately following the State Convention. The report shall be included with the official files of the Cabinet Secretary-Treasurer and shall be available for review by the auditors.

## **Section 10**

- a. Each retiring District Governor's Cabinet shall request an annual audit of the records and accounts of the Cabinet Secretary-Treasurer by a competent auditor or by an auditing committee. The annual audit shall be completed before the first meeting of the new Cabinet.
- b. Additional audits may be requested by the Cabinet.
- c. The District Governor shall send a copy of the audit report to each member of the Cabinet. He/she may also provide a copy to the Secretary of each club in his/her District.

## Article VII

### Wisconsin Lions Organizations

#### Section 1

The Wisconsin Lions Past District Governor's Organization consisting of the Past District Governors shall function and serve as an auxiliary and affiliate group of the Multiple District. Its purpose shall be to help advance the cause of Lionism in Wisconsin, promote inter-district relationships, and cooperate in the advancement of such projects as aid to the visually handicapped and other meritorious undertakings.

#### Section 2

LionsEyeBankofWisconsin

## Article VIII

### The State Convention

#### Section 1

The State Convention shall be held each year commencing on any of the first three Fridays of May. The State Convention must be completed at least thirty days prior to the commencement of the International Convention.

#### Section 2

- a. The host convention city shall be selected three (3) years in advance by application. Applications by prospective Clubs or Districts shall be in the hands of the State Site Selection Committee no later than the January Council of Governors meeting to allow ample opportunity for the Site Selection Committee to review and visit locations.
- b. The State Site Inspection Committee will make its recommendation to the State Council as to the adequacy of facilities in each prospective applicant's city. The State Site Selection Committee shall not consider any facilities that are not available for operation at the time of inspection.
- c. In the event that no application is received from any Clubs or Districts, the State Council can and shall determine a Club or District to run the Convention.

#### Section 3

The State Council shall have the power and authority to change at any time, for good and sufficient reason, the location of the State Convention. It shall have this right without any liability to the Multiple District or the individual District.

#### Section 4

The State Council shall have complete charge of the State Convention Fund, and shall approve and disburse such funds in payment of Convention administrative expenses.

#### Section 5

During the State Convention, a meeting shall be scheduled for each District in the Multiple District for the nominations for District Governor if not previously elected at a District Convention, Directors of the

Wisconsin Lions Foundation, Inc., and for the presentation of financial and other reports by the Cabinet Secretary-Treasurer and the District Governor.

## **Section 6**

Each District Governor shall appoint as many members from his/her District as Sergeant-At-Arms for the State Convention as are deemed necessary by the State Council. The State Council shall designate the Head Sergeant-At-Arms.

## **Section 7**

- a. Each chartered club in good standing in the Multiple District, with all International, Multiple and District per capita taxes paid in full, shall be entitled to one (1) voting delegate and one (1) alternate for each ten (10) members of said club, or major fraction thereof, as shown by the records of Lions Clubs International on the first day of the month last preceding the month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members.
- b. Each active Past District Governor of Multiple District 27 shall be entitled to full delegate privileges at each State Convention, and each Convention of his/her District (single and sub and multiple). No such active Past District Governor shall be included in the delegate quota of his/her club for any such convention

## **Section 8**

All new or reorganized chartered clubs, regardless of the date when they were organized, shall have full delegate privileges at the State Convention.

## **Section 9**

A vote on any question or ballot may be cast only by a registered delegate present in person at the Convention. No delegates shall, or shall be allowed to, cast more than one (1) vote on any question or issue.

## **Section 10**

Fifty (50) delegates shall constitute a quorum for the transaction of all business.

# **Article IX**

## **Amendments and Voting Procedure**

### **Section 1**

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

### **Section 2**

Voting on any amendment to the Constitution of the Lions of Wisconsin Multiple District 27 brought before the State Convention shall be by secret ballot by the registered delegates to the State

Convention. Any other matter brought before the State Convention except amendments to the By-Laws of the Lions of Wisconsin Multiple District 27 shall be by voice vote unless a request is made for roll call by at least ten (10) percent of the registered delegates present and voting.

# BY-LAWS

## Article I

### Duties of District Officers

#### **Section 1- Council of Governors (See Constitution, Article IV)**

- a. The Council of Governors, otherwise herein referred to as the State Council, is the deliberative and administrative body in the formulation of the plans and policies affecting the Multiple District, including the annual State Convention.
- b. It shall make all contracts and approve all bills for expenses to be paid from the State Convention Fund or the State Administrative Fund. It shall designate a bank or banks as the depository of the funds.
- c. It shall set the amount of corporate surety bond for the Council Treasurer and shall approve the surety company with which he/she shall be bonded.
- d. The previous Council Treasurer shall submit an audited Financial Report to the new Council by the second Council meeting following the close of his/her term of office.
- e. It shall make provisions for an audit of all Multiple District Funds and the books and accounts of the Council Treasurer at the end of each fiscal year.
- f. In the event there is a surplus in the State Convention Fund at the close of the fiscal year, the State Council shall provide for a transfer of the funds to the next succeeding State Council.
- g. It shall present a budget to the State Convention, including a recommended amount of per capita tax to be levied for Multiple District, District, and State Convention administrative expense. (See MD Constitution, Article VI)

#### **Section 2-Other State Employees**

In the event a State Office employee, responsible to the State Council of Governors, cannot or does not efficiently perform the required duties of their employment to the best interests of the Lions of Wisconsin, the State Council shall have the authority to remove said employee from the job, upon majority vote of the State Council.

#### **Section 3-Sergeant -At-Arms**

The Chair of the Sergeant-At-Arms Committee and his/her assistants shall be responsible for the maintenance of proper order and decorum at the annual State Convention and shall perform such other duties as are incidental to that office or which are assigned by the State Council.

## Article II

### Multiple District Committees

#### Section 1- State Committees and Individuals

- a. The following committees shall be designated as State Committees or individuals of Multiple District 27:
  1. State Convention Site Inspection Committee
  2. State Credentials Committee
  3. State Resolutions-Constitution & By-Laws Committee
  4. State Elections Committee
  5. State Bowling and Curling Committees
  6. State Convention Sergeants-At-Arms Committee
  7. State Convention Tailtwisters Committee
  8. State Convention Parliamentarian Committee
  9. Research and Long Range Planning Committee
  10. International Convention Committee
  11. Youth Exchange Committee
  12. State Pin Committee
  13. Lions Affiliate Convention Committee
  14. Multiple District Lions Affiliate Chairperson and Advisory Committee
  15. International Relations Committee
  16. Multiple District GLT Coordinator
  17. LCIF Multiple District Coordinator
  18. Multiple District Leo Chairperson,
  19. Multiple District Lions Youth Outreach Chairperson
  20. MD Quest Chairperson
  21. Multiple District GMT Coordinator
  22. Multiple District Protocol Chair
- b. Each new State Council, at either its first or second meeting, shall appoint committee members or individuals for terms of one year or for such other term of office as shall be set forth in the Constitution & By-Laws for that committee or office and, except for the State Pin Committee, State Convention Site Inspection Committee, MD GLT and GMT shall designate committee chairpersons. Except for the State Pin Committee Chairperson and the State Convention Site Chairperson, the Council shall have the power to fill any committee or chairperson vacancy which may occur.
- c. Except for the International Relations Chairperson, Multiple District GLT coordinator, Multiple District GMT coordinator, the Research & Long Range Planning Committee and the State Pin Committee, each Sub-District in the Multiple District shall have one representative on each committee.
- d. Lions serving as a Director of the Wisconsin Lions Foundation shall not be eligible for appointment to any State Committee during their term of office.

#### Section 2-State Convention Committee

Deleted by Resolution #4 at the State Convention in Middleton, WI, 2013, as that committee no longer exists.

### **Section 3-State Credentials Committee**

- a. Each District Governor shall appoint one representative from his/her District, preferably the Cabinet Secretary-Treasurer, to the State Credentials Committee.
- b. The Committee shall be appointed in addition to the State Elections Committee provided for in Article II, Section 1 of the Multiple District

### **Section 4-Resolutions-Constitution & By-Laws**

- a. This Committee shall be appointed by the State Council and shall be composed of one (1) representative from each District.
- b. All resolutions to be recommended to the State Convention for action shall be submitted to the Chair of the Resolutions, Constitution and By-Laws Committee in duplicate, at least ninety (90) days prior to the State Convention.
- c. The committee shall hold at least one (1) meeting a year, not later than seventy (70) days prior to the State Convention, to consider resolutions and permit interested parties to attend said meeting to present and discuss resolutions.
- d. The committee is empowered and directed to make editorial changes in the Constitution and By-Laws with the approval of the State Council. No change may be made which alters the intent or function of the Constitution or By-Laws. In making editorial changes, the Committee shall be guided, but not bound by the suggested Multiple District Constitution and By-Laws of Lions Clubs International.
- e. The submitted resolution shall bear the name and signature of the author or sponsoring unit with the signature of a responsible individual and be dated, and shall be prefaced with a brief explanatory statement summarizing the purpose and/or effect of the resolution. The Committee shall append to each resolution amending the Multiple District 27 Constitution a footnote indicating that a two-thirds vote is required for adoption.
- f. A printed or other reproduced copy of all resolutions which have been approved by the State Council shall be published in the Wisconsin Lions Publication in the issue immediately prior to the State Convention, or mailed to every Club Secretary of a Lions Club in the state at least thirty (30) days prior to the opening of the State Convention.
- g. In all cases where a resolution is offered which amends the Constitution and/or By-Laws, the Committee Chair, in making his/her report to the state convention, may give the recommendation of his/her Committee. The Chair of the meeting shall then look to the floor for an affirmative motion to place the resolution on the ballot. If none is offered or no second to such motion is made, the resolution shall not be considered. (See Constitution, Article IX, and By-Laws, Article IX)
- h. All resolutions adopted by the State Convention shall be published in the first issue of the Wisconsin Lions publication following the adjournment of the State Convention.

## Section 5-State Elections Committee

- a. This Committee shall be appointed by the State Council and shall be composed of one representative from each District.
- b. The Committee shall receive, review and report all nominations to the State Convention.
- c. It shall see that printed ballots listing the names of all nominees, the proposed cities for the next State Convention and bowling tournament and resolution(s) amending the Constitution and/or By-laws are provided in sufficient quantity by the Council.
- d. It shall distribute the proper ballots to the respective District voting locations.
- e. The Committee shall personally count and certify the election results. The Chair shall report the results to the Council Chair. Within two hours after the closing of the said election, the Council Chair shall make the election results available in the following manner:
  - a. The results of any election involving a candidate shall be made available only to the candidates involved in that election. Only the names of winning candidates shall be published or otherwise made public.
  - b. The results of an election, including the number of votes cast and how cast, on resolutions or on a host city shall be made public.
  - f. When the State Council Chair reports the election results to the parties named above in e., they must immediately make known their desire for a recount, if the closeness of the vote is such that they feel a recount is in order. If a recount is requested, the State Council Chair shall immediately contact the State Elections Chair at a prearranged location. The Council Chair or his/her appointed representative, along with the State Elections Chair, will return at once to the place of balloting and meet with those requesting the recount and the recount shall immediately take place. It will not be the duty of the Council Chair to ask if a recount is desired.
- g. Ballots or voting machines may be used at the discretion of the State Council of Governors.
- h. No candidate for International Director, Wisconsin Lions Foundation or District Governor shall be appointed to this Committee. In the event said candidate had not indicated his/her candidacy at the time of his/her appointment to this Committee and later announces that he/she is a candidate for one of the previous mentioned offices, the District Governor who appointed him/her shall immediately terminate this appointment and replace him/her on this Committee.

## Section 6- Research and Long Range Planning Committee

- a. The Research and Long Range Planning Committee shall consist of 6 members.
- b. The Council of Governors shall appoint 5 members of the Committee. Each member shall be appointed for a term of 5 years from each of the Districts in the following manner:

2017-2022	E1	2022-2027	E2	2027-2032	E1
2018-2023	A1	2023-2028	A2	2028-2033	A1
2019-2024	B2	2024-2029	B1	2029-2034	B2



2020-2025	C1	2025-2030	C2	2030-2035	C1
2021-2026	D2	2026-2031	D1	2031-2036	D2

Appointments for subsequent years shall be in alphabetical order. No District member may serve more than one term.

- c. The Immediate Past International Director from Multiple District 27 shall serve on the Research & Long Range Planning Committee of Multiple District 27, until the next International Director from Multiple District 27 completes a term on the International Board, unless the PID declines or is unable to serve. In that case, a prior PID may be appointed by the Council.
- d. The Chair shall be appointed yearly by the Council from the Committee members.
- e. Any Lion in good standing may serve as a member of this Committee.
- f. Two meetings shall be held each year. At the option of the Council, additional meetings may be held.
- g. The duties shall be as directed by the Council and/or defined in the MD27 Policy and Procedure Manual.

**Section 7-Multiple District Committee Expenses**

- a. The State Council shall have the authority to schedule special and regular Committee Meetings and authorize reimbursement of expenses to Committee members attending.
- b. All reimbursements are based on Lions Clubs International general expense reimbursement policy.
- c. No reimbursement shall be made for Committee Chairpersons making reports at a Council of Governors meeting.
- d. The Chairperson or Secretary of all State Committees shall submit a written report of every meeting to the State Council of Governors, and no reimbursement of expenses for any Committee meeting shall be allowed without the Council first having received such written report.
- e. Any Committee Chairperson or any Lion intending to appear at a meeting of the Council of Governors for any purpose shall submit a written report or statement to the Council Chair or their designee at least two weeks prior to such meeting.

**Article III**

**Multiple District Finances**

**Section 1-Per Capita Tax**

- a. The annual per capita tax to be levied upon each member of all clubs in Multiple District 27; effective July 1, 1999 shall be \$10.50.
- b. Effective January 1, 2008:

1. The first family member shall pay the annual per capita tax as stated in Article III, Section 1, sub a, above.
  2. Subsequent qualifying family members, according to LCI standards, up to four (4), shall pay an annual per capita tax equal to one-half (1/2) of the per capita tax paid by the first family member as described in sub-section (a) above.
  3. Members who are eligible under Lions Clubs International rules for reduced annual per capita tax under either the Student Membership program or Leo to Lion program shall pay an annual per capita tax equal to 1/2 of the per capita tax as described in sub-section (a) above.
- c. The amount of the per capita tax levied shall be collected by the Cabinet Secretary-Treasurer in each District. Such funds shall be turned over to the State Secretary by October 1st and April 1st. (See Constitution, Article VI, Section 1.)

## **Section 2- State Administrative Fund**

- a. There shall be a separate and distinct fund known as the "State Administrative Fund" which shall be under the control and administration of the State Council.
- b. The Fund shall be used by the State Council to pay the administrative expenses of the Multiple District, such as entertainment of the Lions International President, interim committee expenses, International Convention expense, and any other expenses that the State Council deems to be legitimate expenses of the Multiple District.
- c. The Fund shall be used only for such items as are approved by the State Council. All disbursements from the Fund shall be by check, drawn and signed by the Council Treasurer and countersigned by the State Council Chair, or Vice-Chair.
- d. Any balance in the State Administrative Fund at the close of the fiscal year, as shown by the audit report, shall be transferred by the retiring State Council to the State Reserve Account.

## **Section 3-State Convention Fund**

- a. There shall be a separate and distinct budget line item known as the "State Convention Fund" which shall be under the control and administration of the State Council.
- b. The Fund shall be used to pay the administrative expenses of the State Convention such as convention attendance prizes, cost of reporting the official proceedings and printing of credential certificates, ballots, registration cards, and delegate badges, and such other expenses as the State Council deems to be convention administrative expenses.
- c. Any balance in the State Convention budget line item at the close of the fiscal year, as shown by the audit report, shall be transferred by the retiring State Council to the State Reserve Account.

## **Section 4-Wisconsin Lions Foundation, Inc.**

The Wisconsin Lions Foundation, Inc. shall provide the approved budget to the State Council of Governors at the first Council of Governors meeting of the calendar year, and shall provide financial statements, including detailed income and expenses, to the Council of Governors at each subsequent Council of Governors meeting.

## **Section 5-State Promotion Fund**

- a. There shall be a separate and distinct budget line item known as the Wisconsin Promotion Fund that shall be under the control and administration of the State Council.
- b. The Fund shall only be used to promote the State of Wisconsin and Wisconsin Lionism through such activities as gifts of Wisconsin products at International Conventions, campaign expense support for Wisconsin candidates for Lions Clubs International offices, attendance of out-going District Governors at the International Convention, support for International Convention parade entries that promote Wisconsin and Lionism in Wisconsin, and to serve as a revolving fund to handle such things as state pins, uniforms, patches, etc.
- c. The State Council shall regulate the amount available in the Fund by annually setting the per capita tax in accord with its budgeted needs.
- d. Any balance in the State Promotion Fund at the close of the fiscal year, as shown by the audit report, shall be transferred by the retiring State Council to the State Reserve Account.

## **Section 6- Annual Audit**

The State Council shall employ the services of a Certified Public Accountant to audit the financial records of Multiple District 27, including a determination as to whether the expenditures conform to Lions Clubs International general expense reimbursement policy.

## **Section 7-State Reserve Account**

The reserve account shall be used by each State Council to offset a shortfall in any account.

# **Article IV**

## **State Convention**

### **Section 1-State Council Responsibility**

- a. The State Council shall designate or hire a State Convention Coordinator. The Coordinator shall be the Chair of the State Convention Site Inspection Committee (Article II, Section 1b). The Coordinator's responsibilities shall be to arrange, administer and coordinate activities associated with the State Convention such as meeting rooms, parade, hospitality books, finance, registration and voting.
- b. The Coordinator shall act at the direction of the State Council. The term of office of the Coordinator shall be as designated by the State Council.
- c. Reimbursement for the time and expenses of the Coordinator shall be established by the State Council. Funds for this purpose shall be appropriated from the State Convention budget line item.

### **Section 2-Rules of Procedure**

- a. Robert's Rules of Order shall be the parliamentary authority of procedure except as otherwise provided in this section. These rules of procedure shall not be suspended, added to, or amended except by a two-thirds vote of the State Convention delegates, present and voting.

- b. Order of Business - - The regular order of business as shown on the Convention Program, shall be strictly followed.
- c. Resolutions - - Resolutions shall not be introduced or read from the floor. All resolutions must be typewritten on one side of the paper and delivered to the Chair of the Resolutions Committee as provided in Article II, Section 4c. of these By-Laws.
- d. Speakers - - No person, except those who have been assigned speeches and discussions, shall be allowed to speak more than twice, nor more than 3 minutes each time on any subject, without the consent of the Convention.
- e. Voting - - Each chartered club in good standing in the Multiple District shall be entitled to one voting delegate and one alternate, who must be present in person, for each ten (10) members of said club, or major fraction thereof (five or more members), as shown by the records in the office of Lions Clubs International on the first day of the month last preceding the month during which the Convention is held. No certified credential card shall be issued at the State Convention after 2:00 p.m. on the day of balloting.
- f. Balloting - - Voting for all International offices, District Governor, Vice District Governors and Director of the Wisconsin Lions Foundation, if not previously elected at a District Convention, and for the selection of the next host cities for the State Convention and the State Bowling Tournament and for any other items that are properly placed on the ballot shall take place following the close of the Convention Business Session, and remain open 45 minutes. The Chairperson of the State Elections Committee shall be the official timekeeper taking note of the time the presiding Officer adjourns the Business Session. It shall be his/her duty to secure all ballot boxes 45 minutes later
- g. Each delegate, upon surrender of his/her certified credential card, hand carried, in person, shall be entitled to one ballot.
- h. Each Credential Card shall contain the following information:
 

"The Credential Card **MUST** be certified by the Delegate's Cabinet Secretary- Treasurer before 2:00 p.m. on the day of balloting. No Delegate or Alternate will be permitted to vote unless their Credential Card is certified (stamped) by Cabinet Secretary-Treasurer.

## Article V

### Multiple district Endorsement of Candidates for International Director or International Third Vice President

1. Qualifications for these offices shall be as set forth in the latest revisions of the Lions Clubs International Constitution.
2. Candidates must file the same standard form preceding the State Convention that is required by District Governor, Vice District Governors, and Wisconsin Lions Foundation Director candidates.
3. Speeches at the business session of the State Convention for these positions shall be limited to one nominating speech of not more than six minutes and two seconding speeches of not more than two minutes each for each candidate.

4. In all elections for International Candidate an option shall be provided on the ballot to vote for “no candidate”. In case there is more than one candidate, the candidate receiving the largest number of votes will be declared the International Candidate. In the event that “no candidate” receives the largest number of votes there will be no candidate endorsed for that year. It shall be the duty of the Council Chair to forward information concerning candidates, if any, to Lions Clubs International within seven days following the close of the State Convention.
5. The endorsement of the candidate, if any, for International Director or International Third Vice-President, shall be for the period prescribed by Lions Clubs International Constitution and By-Laws.
6. If an endorsed candidate withdraws from further contention during his/her endorsed period, leaves the State or dies, there would be an election at the next convention if there is one or more candidates who have been nominated and qualify for endorsement.
7. There shall be no salary paid by any District or the Multiple District to any officer of any District in the Multiple District, nor shall any elected Officer of the Multiple District be paid a salary. Any remuneration paid to an officer of a District or the Multiple District for expenses incurred in performing official Lions business shall be made only in accordance with the Lions Clubs International general expense reimbursement policy.

## **Article VI**

### **Local District and Multiple District Projects**

No project which involves Lions shall be authorized, undertaken, sponsored, or promoted by anyone without the annual written sanction of:

- a. The local Lions Club, if the project is of a local nature.
- b. The District Governor's Cabinet, if the project involves Lions or Lions Clubs within the District; or
- c. The State Council, if the project is of a statewide nature.

## **Article VII**

### **Fiscal Year**

The fiscal year of the Multiple District shall begin July 1st and shall end June 30<sup>th</sup>.

## **Article VIII**

### **Membership Lists**

No list of members of the Lions of Wisconsin shall be furnished to any person requesting the same for their personal advantage or gain.

## Article IX

### Amendments

These By-Laws may be amended only by resolution(s) at the State Convention with a simple majority of the delegates in convention voting in the affirmative. Said voting shall be by secret ballot.

**Standard Nomination Form for Lions of Wisconsin**

**Multiple District 27 Candidates**

District Governor

Date \_\_\_\_\_

Chair District Elections Committee

State Secretary

This is to certify that at our Lions Club meeting held on \_\_\_\_\_, the Lions Club nominated by majority vote the following Lion, who is a member in good standing, as a candidate for the office listed herein.

This action is a part of the Club records and minutes.

Name of Candidate: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City and Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email address \_\_\_\_\_

Candidate for Office of: \_\_\_\_\_

District: \_\_\_\_\_

Lionistic Service and Qualification for office sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certification of and attestation to, we affix our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

President \_\_\_\_\_

Secretary \_\_\_\_\_

Lions club of \_\_\_\_\_

