



**THE INTERNATIONAL ASSOCIATION
OF LIONS CLUBS
(Lions Clubs International)**

CONSTITUTION & BY-LAWS

OF

MULTIPLE DISTRICT 308
(Brunei Darussalam, Malaysia & Singapore)

CONSTITUTION

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ARTICLE I - NAME

This Organization shall be known as Multiple District No. 308, Brunei Darussalam – Malaysia – Singapore, Lions Clubs International, hereinafter referred to as the "Multiple District".

ARTICLE II - OBJECTS

To provide an administrative structure with which to - advance the Purposes and Objects of the International Association of Lions Clubs (hereinafter referred to as the "Lions Clubs International" or the "Association") in this Multiple District.

ARTICLE III - MEMBERSHIP

Section 1

The members shall be all Lions clubs in this Multiple District chartered, by Lions Clubs International.

Section 2

This Multiple District covers the countries of Brunei Darussalam, Malaysia and Singapore within the area of the Orient and South-East Asia Lions (hereinafter referred to as the "OSEAL"), and shall consist of two or more Sub-Districts with boundary lines as adopted by a Multiple District Convention and approved by the Board of Directors of Lions Clubs International (hereinafter referred to as the "International Board")

ARTICLE IV - OFFICERS

Section 1

The officers of this Multiple District shall be the members of the Multiple District Council

Section 2

The officers of the Multiple District Council shall be a Council Chairman and Vice Chairman. Secretary and Treasurer and such other officers as the Council shall deem necessary, all of whom

shall be elected annually, by the Council, save the Chairman who shall be elected as hereinafter provided in Sections 1(b) to (d) of Article V.

ARTICLE V - MULTIPLE DISTRICT COUNCIL

Section 1(a)

The District Governors of sub-Districts, except as herein provided, shall constitute a Multiple District Council of Governors (hereinafter referred to as the 'Council of Governors" or the "Council'). The Council may choose to include one or more Immediate Past District Governors provided that the total number of Immediate Past District Governors shall not exceed one-half (1/2) the number of District Governors and that none shall be a member of the same Sub-District as that of the Council Chairman. One of the said Immediate Past District Governors shall be elected as the Vice Chairman of the Council.

Each member of the Council shall have one (1) vote on each question requiring action of the Council. A Council may also include past and present Presidents, Vice Presidents and International Directors of the Association, as advisory, but non-voting members.

Subject to the provisions of this Constitution and By-laws and the powers herein granted to the International Board of Directors and the policies and acts of the said Board of Directors, the Council shall supervise the administration of all Multiple District affairs, and may choose such officers, hold such meetings, administer such finds, authorise such expenditures and exercise such other administrative powers as are provided herein.

Section 1(b)

Subject to Article V Section 1(c), one past district governor shall be elected as Chairman and voting member of the Council to serve one (1) one-year term only but cannot serve in that capacity (hereinafter referred to as the "Council Chairman") again. In the event that the Chairman is not an immediate past district governor,

the total number of immediate past district governors who may be members of the said Council shall be reduced by one (1).

Section 1(c)

The office of the Council Chairman shall rotate in succession from among the Sub-Districts, commencing with 308 B1 in 1998 followed by 308 A1 in 1999, 308 B2 in 2000, 308 A1 in 2001, 308 B1 in 2002. 308 A2 in 2003, 308 B2 in 2004, 308 A1 in 2005, 308 B1 in 2006, 308 A1 in 2007 and 308 B2 in 2008. Thereafter, the office of the Council Chairman shall rotate in turn from year to year among the Sub-Districts, namely Sub-Districts 308 A2, 308 B1, 308 A1, 308 B2, 308 A2 and so on in that order. The District Governor (Elect) of that Sub-District entitled to its turn shall nominate two (2) or more past officers of the Association as candidates for election to the office of the Council Chairman. The nomination shall be made in writing to the Nominations Committee Chairman, immediately following the successful election of the said District Governor (Elect), for secret ballot in writing by all the District Governors (Elect), to be conducted by the Elections Committee Chairman, on the last day of the Multiple District Convention held before they assume office.

The candidate who receives most votes shall be declared elected and in the case of two or more candidates receiving an equal number of votes, the District Governor (Elect) of that Sub-District entitled to its turn, shall have a casting vote.

In the event of a vacancy in the office of the District Governor (Elect) of that Sub-District entitled to its turn, the said functions of that office shall be vested in the Vice District Governor (Elect), failing which to a caucus of past officers of the Association from that Sub-District.

Section 1 (d)

In the event of a vacancy in the office of the Council Chairman as a result of death, unwillingness or being rendered incapable of

performing the duties of that office, the Council of Governors shall elect a new Council Chairman, within thirty (30) days from the day the vacancy occurred, in accordance with the provisions of section 1(b) hereinbefore, PROVIDED that more than six months of the un-expired term of office remained. In the event of the un-expired term being less than six months, the Council Vice Chairman shall act as the Council Chairman without being credited for having held that rank.

Section 2

The personal presence of a majority of the voting members of the Council shall constitute a quorum at any meeting thereof

Section 3

The Council shall hold its first meeting within sixty (60) days after the date on which the District Governors officially take office, and such other meetings as it deems advisable. Provided that the final meeting of the Council is convened no less than fifty (50) days after the close of the Multiple District Convention but, before 30th June following the said convention. The business of the final meeting is to transfer control of all bank accounts and assets of the Multiple District to the Council Elect, together with an unaudited statement of accounts, which is to include the details of all authorized debts and accounts receivable and, to present the official report of the proceedings, including the financial report of the Multiple District Convention. The Council Chairman, or the Secretary at the Chairman's direction, shall issue a written call for each meeting of the Council with the time and place thereof to be set out in the call and to be determined by the Chairman. The date of any meeting save the first, which shall be set by the Chairman, shall be determined by the Council. There shall be at least fourteen (14) days prior written notice of such meeting.

Section 4

POWERS - Except where inconsistent with and contrary to the provisions of the Articles of in corporation and Constitution and By-

Laws of The International Association of Lions Clubs, the powers granted therein to the Board of Directors of said Association, and the policies and acts of said Board of Directors, the Multiple District Council shall:

(a) Have jurisdiction and control over all officers and agents, when acting as such. of the Multiple District Council and all committees of the Multiple District and Multiple District Convention:

(b) Have management and control over the property, business and funds of the Multiple District:

(c) Have jurisdiction, control and supervision over all phases of the Multiple District Convention, Multiple District Lioness Forum, Multiple District Leo Forum, Multiple District Youth Camp and all other meetings of a Multiple District,

(d) Have original jurisdiction, when authorized under policy of said International Board and under rules of procedure prescribed by the said Board, to hear and rule upon any complaint of a constitutional nature raised by any Sub-District, any Lions Clubs, or any member of a Lions Club, in the Multiple District. All such rulings of the Council shall be subject to review and decision by said International Board;

(e) Have control and management of all budgetary matters of the multiple District and Committees of the Multiple District and Multiple District Convention. No obligations may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

Section 5

The Council shall appoint the following committee chairmen from among the past officers of the Association of the Multiple District:- Protocol; SightFirst; Convention; International Relations; Lions Clubs International Foundation; Long Range Planning; Youth Exchange; Leo Clubs; Youth Outreach: Membership; Extension; Leadership Development and Constitution & By-Laws and such other committees which may be added or removed by Lions Clubs

International from time to time. The committees shall report directly to the Council.

ARTICLE VI - MULTIPLE DISTRICT CONVENTION

Section 1

An annual convention of this Multiple District (hereinafter referred to as the "Multiple District Convention") shall be held in each year prior to the International Convention at a place selected by a previous annual convention of this Multiple District and at a date and time fixed by the Council, provided that it is convened not before March and not later than May in any fiscal year.

Section 2

The Council Chairman shall receive bids in writing from Lions clubs desiring to entertain the annual convention. Such bids shall be delivered to the Council Chairman no later than sixty (60) days prior to the convening date of the convention at which they are to be voted upon. Bids shall set forth such information as the Council shall from time to time prescribe including but not limited to the name of the proposed C.O.C. Chairman as hereinafter defined, convention HQ hotel which must be in operation, resolutions of the clubs making the bid and the registration fee. The procedure to be followed in investigation of bids and in presentation of the same to the convention, as well as, the action to be taken in the event no bids are acceptable or so received by the Council shall be determined by the Council.

Section 3

The members of the Council of Governor shall be the Officers of the Multiple District Convention.

Section 4

A convention of each Sub-District in this Multiple District shall be held, annually, in conjunction with the Multiple District Convention, or at such other date, time and place prior thereto as determined by the Sub-district Cabinet. A meeting of the registered delegates

of a Sub-District in attendance at a Multiple District Convention may constitute the annual Convention of a Sub-District.

Section 5

A convention Sergeant-at-Arms and Assistant Sergeants-at-Arms as it deems necessary shall be appointed by the Council.

Section 6

Each chartered club in good standing of Lions Clubs International and its District (Sub- and Multiple) shall be represented by one (1) or more delegates at the annual convention of its District (Sub- and Multiple) and shall be entitled at each such convention to one (1) voting delegate and one (1) alternate for each ten (10) members, or major fraction thereof, of said club as shown by the records of the Lions Clubs International office on the first day of the month last preceding that month during which the convention is held, PROVIDED however that each club in good standing shall be entitled to at least one(1) delegate and one (1) alternate. The major fraction referred to in this section shall be five or more members. Each certified voting delegate present in person may cast one vote only for each office to be filled by; and one vote only on each issue to be voted on by the members of, said convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the Convention. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, at such closing time as shall be established by the rules of the respective conventions.

Section 7

A majority of the voting delegates in attendance at any session of a Sub- or Multiple District Convention shall constitute a quorum.

Section 8

(a) The Council shall retain the right to decide and have absolute power to change at any time, for good reason, the convention site chosen by a Multiple District convention, and neither the Council nor the Multiple District, nor any Sub-District shall incur any liability thereby to any club or Sub-District.

(b) The Council shall organise a Seminar for the Presidents-Elect, Secretaries-Elect and Treasurers-Elect during the Multiple District Convention. Every President-Elect, Secretary-Elect and Treasurer-Elect of the clubs in the Multiple District shall be entitled to attend the Seminar, and the Council may impose a fee on each club to defray costs of organizing the Seminar.

Section 9

The site of the Multiple District Convention shall rotate, in turn from year to year among the Sub-District of the Multiple District. If a Sub-District shall fail to provide a site for the same in the year of its turn, then subject to section 8 (a) herein above, the council shall determine the site.

Section 10

Every past and present officer of the Association in good standing of a club in good standing in the (Multiple and Sub-) District shall be entitled to full delegate privileges at each (Multiple and Sub-) District convention. They may elect instead to represent their clubs. In such event they shall be permitted to cast only one vote on any issue.

Section 11

(a) The club or clubs hosting or organising the Convention shall be responsible for forming a Convention Organizing Committee (C.O.C.) headed by a chairman (hereinafter referred to as "C.O.C. Chairman"), which shall be approved and endorsed by the Council. The C.O.C.

Chairman proposed shall be normally a past or present officer of the Association.

- (b) It shall be the duty of the C.O.C. under its Chairman:
- (i) To plan, organise and prepare for the convention under the supervision and advice of the Council.
 - (ii) To submit a report in writing for the approval of the Council of all convention proceedings, findings, decisions, recommendations, duly approved resolutions and an unaudited statement of the convention accounts; and mail the approved documents to the Council and the Lions Clubs International within sixty (60) days after the close of the Multiple District Convention. An audited accounts of the Convention shall be circulated to all the members of Immediate past and the current officers of the Council within three (3) months following the close of the Convention.
 - (iii) To make and submit to the Council an audited statement of accounts of the Convention not later than three (3) months after the close of the Multiple District Convention.
 - (iv) To prepare and submit to the Council for its approval at least six (6) months before the Multiple District Convention the following:
 - (a) an agenda for the Multiple and Sub-District Conventions.
 - (b) a budget for the Multiple and Sub-District Conventions.
 - (c) a programme for the Multiple and Sub-District Conventions
 - (d) A description of the sites for the various activities under the programme.
 - (e) a schedule of the C.O.C. activities until the presentation of the audited report as per sub-Section (b)(iii) hereof,

(v) (a) All cost and expenses incidental to the Convention shall be borne from and paid out of the registration fees collected by the C.O.C.

(b) Registration fees shall be payable to the C.O.C. by every delegate. Lion, Lioness, Lion 'Lady' or 'Observer' to the Convention except the representative of the International President.

(c) The registration fee shall be duly approved by the Council.

(d) Complimentary accommodation, meals and transport for the International President or his/her representative shall be the responsibility of the C.O.C.

(vi) Any Multiple District Convention budget surplus of income over expenditure shall belong absolutely to the hosting club(s) and likewise any deficit in the Convention budget shall be borne by the hosting club(s).

ARTICLE VII - MULTIPLE DISTRICT FUND

Section 1 - An annual per capita Multiple District Due of Malaysian Ringgit Nine (RM 9.00) shall be levied upon each member of the club in the Multiple District, including life members, and shall be collected and paid in advance by each club; in two payments with billings of said due to be based upon the roster of each club as of the first day of July and January of each year.

This Multiple District due shall be collected from the clubs in each sub-District by, and be remitted to, the respective Cabinet Treasurer, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the respective Sub-District Cabinet to be paid over to the Council Treasurer within thirty (30) days of receiving the said due. The funds (hereinafter referred to as the "Multiple District Fund") so collected shall be used exclusively for defraying expenses of Multiple District Council and shall be expended only by Multiple District cheques drawn and

signed by Council Secretary and/or Council Treasurer and countersigned by the Council Chairman or other duly authorized member of the Council.

Any club which is chartered or reorganized in a current fiscal year shall collect and pay the said per capita tax for said fiscal year on a pro-rata basis from the first day of the second month following the date of its Charter or reorganization, as the case may be.

Section 2 - Expenses of the Council Chairman reasonably incurred in connection with his/her attending the International Convention, Area Forum including Steering Committee Meetings, Conventions of Sub- Districts, functions connected with the visit of any International Officer and any Lions function recognised under the Rules of Audit of Lions Clubs International as applied to District Governors shall be considered as an expense of the Multiple District. Reimbursement for such expenses shall be made on the same basis as outlined in the Rules of Audit of Lions Clubs International as applied to District Governors.

Section 3 - In any fiscal year, the Council shall designate that any balance remaining in the Multiple District Fund after payment of expenses of the Council in that year be placed in a special fund known as the Multiple District Reserve Fund. This Multiple District Reserve Fund shall be held and administered separate and apart from the Multiple District Fund. Expenditures may be made from the Multiple District Reserve Fund only when authorized for any specified purpose/purposes by the affirmative vote of a majority of the voting delegates at a Multiple District Convention.

Section 4 - At each Multiple District Convention, a firm of approved company auditors shall be appointed for conducting an audit and presenting a report of the Multiple District Fund and the Multiple District Reserve Fund for the current fiscal year

Section 5 - The Council shall provide for an annual or more frequent audit of the Multiple District Fund and the Multiple District Reserve Fund and shall mail an annual financial report of the said Funds to each Lions clubs of the Multiple District, before 31st January following the close of a fiscal year, and present the same for adoption at the next Multiple District Convention.

Section 6 - Within sixty (60) days after the close of the fiscal year, the immediate past Council Treasurer, under the supervision of the immediate past Council Chairman, shall provide the Council Treasurer in office, an itemised statement of the receipts and disbursements of the Multiple District Fund and the Multiple District Reserve Fund for the said fiscal year, for mailing the same to each of the office of the Lions Clubs International and the officers of the immediate past and present Councils.

Section 7 - No Salary shall be paid to any officer of the Multiple District or any Sub-District.

ARTICLE VIII - SUB-DISTRICT ORGANISATION

Section 1 – Cabinet and Officers

(a) Each Sub-District shall have a District Cabinet composed of the District Governor, as Chairman, the Immediate Past District Governor, the Vice District Governor and others appointed by the District Governor as hereinafter provided. The District Governor shall appoint a Cabinet Secretary, a Cabinet Treasurer and such Region Chairmen, Zone Chairmen and District Chairmen as may be considered necessary, in the opinion of the District Governor, to be members of the District Cabinet, subject to the prevailing provisions of the Constitution and By-Laws of Lions Clubs International and the policy of the International Board.

The members of the District Cabinet shall be the officers of the Sub-District. Each officer shall be an active member in good

standing of a Lions Club in good standing in his/her Sub-District who has served or will have served at the time of assuming office a full term or a major portion thereof as President and at least two (2) additional terms as member of the Board of Directors of a Lions club. The Cabinet Secretary and Region Chairmen, if any, will have, in addition, served as Zone Chairman.

(b) The District Governor of each Sub-District shall be the Chairman of the Cabinet meetings and in the absence of the District Governor the Vice District Governor shall preside and in the absence of both and any authorization from the District Governor in the favour of any particular member of his/her Cabinet to preside on his/her behalf, the Cabinet members may elect one among themselves to chair the regular and or special Cabinet Meeting.

(c) The officers of the Sub-District Cabinet other than the Region Chairmen and Zone Chairmen may hold the same or similar office for consecutive years.

(d) In the event of any vacancy in a Sub-District Cabinet, except that of the District Governor or Vice District Governor, the District Governor may fill such vacancy for the remainder of the term. If any Region Chairman or Zone Chairman shall cease to be an active member of a Lions club in the Region or Zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the District Governor shall appoint a successor to fill the office. Provided however, the District Governor, in his/her discretion may determine not to use the position of Region Chairman for the remainder of the term.

(e) The District Governor and Vice District Governor of each Sub-District shall be elected at the annual convention of the Sub-District.

In the event a vacancy occurs in the office of District Governor, for any reason whatsoever, the provisions of the Constitution and By-

Laws of the Lions Clubs International shall apply. In the event a vacancy occurs in the office of Vice District Governor, the District Governor shall call a meeting of the existing cabinet and the present and past officers of the Association who are members in good standing of clubs in good standing in the Sub- District. At this meeting, each member eligible to attend may cast one vote for the Lion of his or her choice of a duly qualified candidate. The office of the Lions Clubs International shall be informed of the personal particulars of the person appointed through this process who will then serve as the Vice District Governor for the remainder of the term.

(f) No salary shall be paid to any officer of any Sub District.

Section 2 - District Cabinet Meetings

(a) REGULAR - a regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within sixty (60) days after the adjournment of the preceding International Convention. Fourteen (14) days prior written notice of meeting, setting forth the date, time and place determined by the District Governor shall be given to each member of the Cabinet by the Cabinet Secretary.

(b) SPECIAL -Special meetings of the Cabinet may be called by the District Governor at his/her discretion and shall be convened upon written requests made to the District Governor or the Cabinet Secretary by a majority of members of the Cabinet. Not less than ten (10) days' written or telegraphic notice of special meetings setting forth the purpose thereof and the date, time and place determined by the District Governor, shall be given to each member by the Cabinet Secretary;

(c) QUORUM & VOTE - The attendance of a simple majority of the Cabinet members shall constitute a quorum for any meeting thereof. Every member shall have a vote at such meetings.

Section 3 - Regions and Zones

(a) Each District Governor may divide his/her Sub-District into Regions of not more than sixteen (16) and no less than ten (10) Lions Clubs and each such Region into Zones of not more than eight (8) and no less than four (4) Lions Clubs having due regard to the geographical location of the clubs. All such Regions and Zones shall be subject to change by the District Governor at his sole discretion.

(b) REGION MEETINGS - Meetings of the representatives of all the Clubs in a Region, with the Region Chairman presiding (if the position is utilized during the fiscal year) (hereinafter referred to as "Region Meetings"), shall be held during the fiscal year at times and places as fixed by the Region Chairmen of the respective Regions.

Any issue, concerning funds or assets contributed by the clubs in the Region to any special fund, or the future of the said clubs within the Sub- or Multiple District, shall be decided upon by the delegates of the Region by a two-third (2/3) majority of those present. The clubs shall be represented by voting delegates certified in accordance with the procedure at Section 6 of Article VI of this Constitution.

(c) ZONE OR DISTRICT GOVERNORS ADVISORY COMMITTEE MEETINGS -

Meetings of representatives of all the clubs in a Zone, with the Zone Chairman presiding (hereinafter referred to as "Zone Meetings" or "District Governor's Advisory Committee Meetings), shall be convened at least three (3) times during a fiscal year at places and times fixed by the Zone Chairman. Such Zone meetings are subject to a fourteen (14) days prior notice given by the Zone Chairman and Section 4(a) hereof

Section 4 - Sub-District Committees

(a) District Governor's Advisory Committee - In each zone, the Zone Chairman, the Presidents, the First Vice Presidents, the Secretaries and Treasurers of all the clubs in the Zone shall compose the District Governor's Advisory Committee with the Zone Chairman as the chairman thereof. At a date, time and place fixed by the Zone Chairman, this District Governor's Advisory Committee shall preferably hold the first meeting within ninety (90) days after the adjournment of the preceding International Convention, the second meeting in the month of November and the third meeting in the month of January or February.

(b) District Governor's Honorary Committee -The District Governor may appoint a District Governor's Honorary Committee composed of Past or Present Officers of the Association who are members in good standing of clubs in good standing with in the Sub-District. This committee headed by the District Governor shall meet as and when called upon by the District Governor.

The duties of the District Governor's Honorary Committee shall be to:

- (i) promote harmony through the Sub-District;
- (ii) perform duties as directed by the District Governor;
- (iii) take problems assigned by the District-Governor and recommend solutions to him/her after careful study.
- (iv) Nominate the OSEAL Forum Chairman for endorsement by the Multiple District Convention at the appropriate time when it is the turn of that Sub-District.

ARTICLE IX - SUB-DISTRICT CONVENTION

Section 1

An Annual Convention shall be held not earlier than the month of December of the fiscal year and not later than the month of April each year at a place selected by the previous Annual Convention of

the Sub-District at a date and time fixed by the Cabinet. Prior to such selection a chartered club or clubs in good standing may bid at the Annual Sub-District Convention for the next Annual Convention to be held in a place selected by the chartered club or clubs in good standing.

Section 2

A majority of voting delegates in attendance at any Sub- District Convention shall constitute a quorum.

Section 3

An official report of the proceedings, including an unaudited statement of accounts, of the Sub-District Convention shall be mailed to Lions Clubs International and all the Clubs in the District by the Cabinet Secretary within sixty (60) days after the close of the Sub-District Convention. An audited account of the Convention shall be circulated all the members of Immediate past and the current officers of the Council and the cabinet within three (3) months following the close of the Convention.

Section 4

At each Sub-District Convention, the voting delegate may take appropriate actions on all matters consistent with the Constitution and By-Laws of Lions Clubs International and may adopt resolutions recommending action by the Sub- and/or Multiple District and/or Lions Club International.

ARTICLE X - SUB-DISTRICT REVENUE

Section 1

To provide revenue to defray the administrative expenses, each Sub-District shall collect an annual District Administrative Fund by way of a per capita tax levied upon each member, including Life Members, save those from Sub-District 308-A1, of each chartered Lions Club in each Sub-District in the following amounts; the per

capita tax shall be subject to revision from time to time by 2/3 majority of delegates of the Sub-District Convention:

Sub-Districts

Dues	308A1*	308A2	308B1**	308B2
District				
Administrative dues:	S\$ 26	RM 44	RM 39	RM30
International Relations & Youth Exchange:	S\$ 02	RM 03	RM 03	RM 03
Bulletin & Communications:	S\$ 12	RM 21	RM 15	RM 12
Leadership Training	-	-	RM 02	-

** The amendments on the DUES for District 308-A1 was passed at the 1st District 308-A1 Convention on 16th April 1999 – Sunway Lagoon Resort, Selangor – with DG Han Thien Fong presiding.*

*** The amendments on the DUES for District 308-B1 was passed at the 3rd District 308-B1 Convention on 29th April 2001 – Shangri-La Hotel, Kuala Lumpur – with DG Laylay Loh presiding.*

Section 2

The Sub- and Multiple District (hereinafter referred to as the "District") dues shall be collected and paid by each club, except newly chartered and reorganized clubs, in two (2) semi-annual payments per club member on or before 31 July of each year to cover the semiannual period of July I to December 31; and on or before 31 January of each year to cover the semi-annual period of January I to June 30, with the billings of the same to be based upon the membership of each club as shown by the membership report as of the last day of June and December. Such tax shall be paid to the Cabinet Treasurer.

Section 3

Newly chartered and reorganized clubs shall pay per capita District Dues on a prorata basis from the first day of the second month following the date of their Charter or reorganisation as the case may be. On the first of each month, each club in each Sub-District shall remit to the Cabinet Treasurer the following entrance fees for each new member, save for Charter or transfer members:

Sub-Districts	308A1	308A2	308B1	308B2
Entrance Fees	S\$ 12*	RM12	RM12	RM12

Section 4

The District Dues collected in each Sub-District shall be disbursed only for administrative expenses of the Sub-District as are approved by the Sub-District Cabinet. Payments out of this fund shall be made by cheques drawn and signed by the Cabinet Treasurer and counter-signed by the District Governor. It shall be the responsibility of the District Governor in office to collect all arrears of District Dues carried over from the previous year(s).

Section 5

The District Governor and his/her Cabinet shall not incur obligations in any fiscal year resulting in an unbalanced budget or deficit in the fiscal year and the value of the club supplies transferred to his/her successor's Cabinet shall not exceed Malaysian Ringgit or Singapore dollars, as applicable; one thousand \$1,000.00.

Section 6

Any balance brought forward from the previous accounting period or periods is designated as Sub-District Reserve Fund and can only be expended if duly proposed and authorized to do so for a specific purpose or purposes by the affirmative vote of a majority of the voting delegates of an annual convention of that Sub-District.

Section 7

If at the end of the fiscal year there remains any surplus, the Cabinet shall, after payment of all bills and providing for outstanding debts, if any, transfer the Funds to the Sub-District Reserve Fund within sixty (60) days of the close of the fiscal year following the Sub-District Convention.

Section 8

The Cabinet Treasurer may be bonded in such amount and with such surety company as shall be approved by the Sub-District Cabinet and the cost of the same shall be an administrative expense.

Section 9

The Sub-District Cabinet shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Treasurer, and an unaudited statement of the financial condition of the District, in accordance with Section 3 of Article XI hereof

Section 10

Expenses of the members of the Sub-District Cabinet in connection with attending Cabinet Meetings, seminars and schools authorised by the District Governor shall be considered an administrative expense. Reimbursement for such expenses may be made on the same basis as outlined from time to time in the Rules of Audit of Lions Clubs International.

Section 11

The District Governor shall in his/her discretion take such action as he may deem fit against any club which has failed to make payments due under this Article for more than ninety (90) days.

ARTICLE XI - SUB-DISTRICT ACCOUNTS AND AUDIT

Section 1

The Cabinet of each Sub-District shall maintain and keep proper accounts, with the audited Statement of Accounts comprising of the Income and Expenditure and the Balance Sheet incorporating their statements of the previous year.

Section 2

All expenditure shall be duly authorized by the District Governor.

Section 3

The accounts shall be audited annually or, if found necessary, at more frequent intervals, by a firm of approved company auditors appointed at the Annual Convention of the respective Sub-District. The statement of accounts of each Sub-District shall be completed and shall be mailed, to Lions Clubs International and circulated to all members of the Sub-District Cabinet not later than sixty (60) days after the close of the fiscal year, if necessary, even-before its audit is completed. The duly audited Final Accounts of the Sub-District Fund and the Sub-District Reserve Fund and the Financial report shall be circulated to all of the clubs and the Past and Present Officers of the Association, in the Sub-District, by 31st January following the close of the annual convention of the Sub-District and shall be made available to the delegates at following annual convention of the Sub-District.

Section 4

The District Cabinet shall submit at the annual convention of the Sub-District each year a Statement of Receipts and Payments of the current fiscal year prepared up to ninety days prior to the said annual convention.

Section 5

The fiscal year shall be July 1st through June 30th.

ARTICLE XII - SUB-DISTRICT FOUNDATION

Section 1

Each Sub-District shall establish a fund known as "District 308 - (A1, A2, B1 or B2 etc., as the case may be) Foundation" (hereinafter individually called the "Foundation" or collectively as "Foundations"), under the direction of the respective Sub-District Cabinet, to receive, maintain and administer funds raised or collected by the Regions, Zones, Clubs in that Sub-District for employing the same for the relief of any calamity or for the carrying out of humanitarian or educational or any other service activities which in the opinion of the Board of Trustees of that Foundation warrant such assistance. Each Foundation shall obtain and maintain a licence for the use of the Lions name and emblem from the International Board of Directors.

Section 2

The Board of Trustees of each of the Foundations may with the concurrence of the Sub-District Cabinet levy and collect an annual contribution from each member of each Lions club in that Sub-District, by 31st July of each year, provided such annual contribution shall not exceed (unless and until it is varied by a two thirds (2/3) of votes of the delegates at the respective annual convention of the Sub-District) Singapore Dollars Ten (S\$ 10) for District 308-A1 Foundation and Malaysian Ringgit Ten (RM 10) for each of the Foundations of District 308-A2; 308-B1 and 308-B2; with the billings of the same to be based upon the membership of each club as shown by the membership report as of 1st July of each year. Such contributions shall be allocated to and become part of that Sub-District Foundation and shall be paid to the Cabinet Treasurer upon order of the District Governor.

Section 3

In the event a club in good standing is transferred or redistricted to an existing or new Sub-District in the Multiple District or otherwise, the contributions of that club to its existing Sub-District Foundation shall be transferred to the Foundation of the Sub-District into which

the club has been transferred or redistricted no later than three (3) months following the date the club is transferred or redistricted. The contributions of that club shall be calculated as follows:

[The net tangible assets of the existing Foundation as at 30 June immediately prior to the club's Transfer or redistricting]

X -----

The number of members in good standing of that club as at 30 June immediately prior to its transfer or redistricting]

[Total number of members in good standing of all clubs in good standing of the existing Sub-District as at 30 June immediately prior to the club's Transfer or redistricting]

Section 4

- (a) Each Foundation shall be administered by a Board of Trustees (hereinafter called "the Board") comprising the following:
- (i) A Chairman who shall be a Past District Governor of that Sub-District who served most recently as District Governor;
 - (ii) The District Governor of that Sub-District;
 - (iii) Three (3) members (hereafter called the "elected Trustees" or individually as "elected Trustee") of whom at least two (2) shall be Past District Governors of that Sub-District and who shall be elected at the annual convention of that Sub-District.
- (b) (i) The chairman of the Board, and failing him/her the District Governor, shall preside at all meetings.
(ii) The elected Trustees shall carry out such duties as the chairman shall assign to them.
- (c) At each annual convention of each Sub-District, subject to the qualification at section 4(a)(iii), candidates for

election to the office of the one or more elected Trustee(s) of the Board of the Foundation of that Sub-District may be elected by the voting delegates, following nominations made by proposers and seconders immediately prior to the said election.

- (d) Except as otherwise provided herein, each elected Trustee of the Board shall assume and hold office for three (3) years.
- (e) The first elected Trustees of the Board shall hold office in the following manner: -
 - (i) The first elected Trustee for one (1) year.
 - (ii) The second elected Trustee for two (2) years
 - (iii) The third elected Trustee for three (3) years.
- (t) No trustee, other than the District Governor, shall serve as elected Trustee for more than three (3) consecutive years.
- (g) In the event a vacancy occurs in the office of an elected Trustee of the Board of a Foundation, for any reason whatsoever, it shall remain vacant for the remaining part of that fiscal year in which it occurs and shall be filled by elections at the annual convention of that' Sub-District immediately following PROVIDED that the candidate elected to fill the vacancy shall only hold office for the remainder of that term.
- (h) In the event of redistricting, the existing elected Trustee with un-expired terms in office, shall serve out their said terms on the Board of the Foundation of that Sub-District to which their respective clubs are transferred or redistricted and should any Sub-District Foundation find itself with more than the required number of elected

Trustees, then the excess number of elected Trustees with the most years on their previous Board/s shall retire immediately.

Section 5

- (a) The Board of each Foundation shall meet at least twice during the fiscal year set out at Article XI Section 5;
- (b) The Board of each Foundation may formulate such Rules or By- Laws as it thinks fit for the proper administration and management of the respective Foundation and make them available to all clubs in the Sub-District at the following annual convention of the Sub-District;
- (c) The chairman of the Board shall have absolute powers to deploy funds for immediate relief of a calamity as herein before described which shall not exceed \$4,000.00 in the currency of the country of the Sub-District. Similarly the District Governor shall have absolute powers to deploy funds for immediate relief of a calamity as herein before described which shall not exceed \$4,000.00. Only one such withdrawal can be made for each calamity for that Sub-District during that fiscal year. Every such deployment of funds shall be reported to the Board in writing.
- (d) Any other advance or advances in excess of \$4,000.00 shall be made with the consent of at least three of the Trustees of that Foundation. Such consent shall be obtained by resolution at a meeting of the Board. In the case of dire circumstances, either the Chairman or the Secretary who is elected from amongst the other elected Trustees of the Board may secure consent verbally followed by a circularized resolution to be delivered and signed by all consenting Trustees within thirty (30) days of receiving oral consent to deploy relief

- (e) All the monies of each of the Foundation shall be deposited in the name of that Foundation in the following manner -
- (i) in a deposit account of a reputable bank for such period and upon such terms as the Board shall deem fit; and/or
 - (ii) with a charitable institution or trust established for charitable purposes as authorized by the affirmative vote of a majority of the voting delegates of an annual convention of that Sub- District, save for a sum not exceeding S\$ 4,000 for 308-A1 Foundation and RM 4,000 for 308-A2, 308-B1 and 308-B2 Foundations, which sums shall be deposited in a current account with a reputable bank within the respective Sub-District.
- (f) The Board shall have no powers to utilize the monies of the Foundation for any other purpose save for the purposes as herein before described. However, expenditure may be made from the Foundation to pay reasonable administration expenses.

Section 6

- (a) Every Lion or Lioness or Leo who contributes in the currency of the country of which he/she is a Lion or Lioness or Leo member a sum of not less than \$1,000.00 to the Foundation shall be made a "Fellow of Lions District 308 (A1, A2, B1 or B2)" or if his/her club or any other person(s) makes such a contribution in the said member's name.
- (b) Every Lion or Lioness or Leo who contributes in the currency of the country a sum of \$100.00 or more but less than \$1,000.00 shall be presented a distinguished Certificate of Appreciation.

Section 7

- (a) The Board of each Sub-District shall maintain and keep proper accounts, with the audited Statement of Accounts comprising the Income and Expenditure and the Balance Sheet incorporating their statements of the previous year. The Board shall not expend monies in any fiscal year in excess of ninety percent (90%) of the total income received by the Foundation in that year, unless it is authorized to so do by the affirmative vote of a majority of voting delegates of an annual convention of the respective Sub-District.
- (b) All expenditure shall be duly authorized by the Chairman of the Board or the District Governor.
- (c) The accounts shall be audited annually or, if found necessary, at more frequent intervals, by a firm of approved company auditors appointed at the annual convention of the respective Sub-District. The statement of accounts of each Foundation shall be completed and shall be mailed, to Lions Clubs International and circulated to all members of the Sub-District Cabinet not later than sixty (60) days after the close of the fiscal year, even if necessary, before its audit is completed. The duly audited Final Accounts of the Foundation and the Financial report shall be circulated to all of the clubs and the Past and Present Officers of the Association of that Sub-District by 31st January following the close of the annual convention of the Sub-District and shall be made available to the delegates at following annual convention of the Sub-District, for adoption.
- (d) The Board shall submit at the annual convention of the Sub —District each year a Statement of Receipts and Payments of the Foundation of the current fiscal year

prepared up to ninety (90) days prior to the said annual convention.

ARTICLE XIII - AMENDMENTS

Section 1

This Constitution may be amended at the Multiple District Convention by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast in a Session where at least one hundred and fifty certified registered delegates are present.

Section 2

Any proposed amendments to this Constitution may be moved by a Club (or by the Council or a Sub-District) which shall be in the form of a resolution and adopted by its Board of Directors or the Council or Sub-District Cabinet; as the case may be, and the notice thereof has been sent to the Council Chairman at least sixty (60) days prior to the date of the annual convention of the Sub-District. Thereafter the resolution has to be tabled at that Multiple District Convention.

Section 3

No amendments shall be so reported or voted upon at the Multiple District Convention unless the same shall have been circulate in writing, by the Council, to each Club not less than thirty (30) day prior to the date of convening the Multiple District Convention with notice that the same will be voted upon at that Multiple District Convention.

Section 4

Each amendment shall take effect at the close of the Multiple District Convention at which it is adopted unless otherwise specified in the amendment.

ARTICLE XIV - GENERAL

Section 1

In the event of any discrepancy between the Multiple District Constitution and the Lions Clubs International Constitution and By-Laws or the International Board policies, the provisions of the latter shall prevail.

Section 2

The word "International" or "Lions Clubs International" or "Association" wherever occurring shall mean and refer to the International Association of Lions Clubs. Oak Brook, USA.

BY-LAWS

BY-LAW 1 - SUB-DISTRICT NOMINATIONS AND ELECTION

Section 1

Each District Governor shall appoint, by written notification issued at least sixty (60) days prior to the annual convention of the Sub-District a Nominations Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the Sub-District and shall not at any time of their appointment hold any District (Sub- or Multiple) or International Office. The names and addresses of Lions so appointed shall be sent to all Clubs in the Sub-District at least thirty (30) days prior to the convening day of the annual convention of the Sub-District.

Section 2

Any member of a club in the Sub-District seeking the office of District Governor shall file his/her intention to so run in writing with the Nominations Committee at least ten (10) days before the convening date of the annual convention of the Sub-District, and furnish therewith evidence of his/her compliance with the qualifications for said office set out in the Constitution and By-Laws of Lions Clubs International. The Nominations Committee shall place in nomination at the annual convention of the Sub-District the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the said office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes and one seconding speech of no more than three (3) minutes duration.

Section 3

Any member of a club in the Sub-District seeking the office of Vice District Governor shall file his/her intention to so run in writing with the Nominations Committee at least ten (10) days before the convening date of the annual convention of the Sub-District, and furnish therewith evidence of his/her compliance with the

qualifications for said office set out in the Constitution and By-Laws of Lions Clubs International. The Nominations Committee shall place in nomination at the annual convention of the Sub-District the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the said office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes and one seconding speech of no more than three (3) minutes duration.

Section 4

Promoting a candidate for the office of District Governor or Vice District Governor or any election campaign for the said purposes shall not be permitted earlier than the call of the District Governor for the Sub-District Convention, or sixty (60) days before the date of convening of the annual convention of the Sub-District, whichever is longer. In the event a candidate, or a club on behalf of that candidate, contravenes this stipulation, then that candidate shall be disqualified by the Nominations Committee on receiving clear proof of infringement of this Section.

Section 5

The election shall be by secret written ballot, unless there be only one candidate for the office of Vice District Governor, in which event a voice vote may be taken. The candidate receiving the largest number of votes cast shall be declared elected. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 6

The District Governor election shall be conducted by a secret written ballot, with the district governor candidate required to secure a simple majority of the affirmative votes east by the delegates present and voting in order to be declared elected.

BY-LAW 2 - DUTIES

Section 1 - COUNCIL CHAIRMAN

Under the general supervision of the International Board of Directors, he/she shall be the administrative officer of the Multiple District. His/her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of the Association;
- (b) Provide leadership, direction, and initiative for International and Multiple District programmes, goals and long range planning;
- (c) Create and foster harmony and unity among Sub-Districts and assists District Governors to resolve issues;
- (d) Preside over the Multiple District Convention and all Council Meetings;
- (e) Transfer all bank accounts and assets of the Multiple District to the Council Elect, and deliver all blank cheque books as well as a detailed unaudited Statement of the Accounts, during the final Council meeting after the Multiple District Convention but before the end of the fiscal year. The Statement should include details of all authorized debts as well as accounts receivable;
- (f) Deliver by 31st January immediately following the end of the fiscal year, a duly audited Multiple District accounts, together with all supporting documents and records to his/her successor in office; and
- (g) Facilitate, at the close of his/her term of office, the timely presentation of all Multiple District accounts, funds, and records to his/her successor in office.

Section 2 - MULTIPLE DISTRICT COUNCIL SECRETARY — Under the supervision and direction of the Council, the Secretary shall:

- (a) Keep an accurate record of the proceedings of all meetings of the Council, and within ten (10) days after each meeting forward copies thereof to all members of the Council, and the office of Lions Clubs International,

- (b) Assist the Council in conducting the business of the Multiple District, and perform such other duties as are specified or implied in this Constitution and By- Laws, or as may be assigned to him/her from time to time by the Council;
- (c) Keep accurate records of minutes of all Council and Multiple District Meetings and permit inspection of the same by any member of the Council or any club in the Multiple District (or any duly authorized agent of either) at any reasonable time for any proper purpose.

Section 3 - MULTIPLE DISTRICT COUNCIL TREASURER — Under the supervision and direction of the Council, the Treasurer shall:

- (a) Receive and give proper receipts for all per capita taxes required to be paid over to hinder hereafter by the Cabinet Secretary- Treasurer, deposit the same in a bank or banks designated by the Council, and disburse the same under the supervision and control of the Council by cheques drawn against said deposits signed by him/herself and counter-signed by the Council Chairman or other duly authorized Council member,
- (b) Keep accurate books and records of account and permit inspection of the same by any member of the Council or any club in the Multiple District (or any duly authorized agent of either) at any reasonable time for any proper purpose;
- (c) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council.
- (d) Transfer all bank accounts and assets of the Multiple District to the Council Elect, and deliver all blank cheque books as well as a detailed unaudited Statement of the Accounts, during the final Council meeting after the Multiple District Convention but before the end of the fiscal year. The Statement should include details of all authorized debts as well as accounts receivable;

- (e) Deliver by 31st January immediately following the end of the fiscal year, a duly audited Multiple District accounts, together with all supporting documents and records to his/her successor in office.
- (f) Within sixty (60) days after the close of a fiscal year, the Treasurer, then in office, under the supervision of the Council Chairman and with the assistance of the Immediate Past Council Chairman, shall send one copy of an itemised statement of the receipts and disbursements of Council for the said fiscal year to each of the International Office, Past and Present Officers of the Association, and the club secretaries of all the clubs in the Multiple District.

Section 4 - MULTIPLE DISTRICT COUNCIL - It shall:

- (a) Make all contracts and approve all bills relating to Multiple District Convention administrative expenses;
- (b) Designate a depository for Multiple District funds;
- (c) Determine the amount of surety bond for the Secretary or Treasurer, and approve the surety company issuing said bond;
- (d) Receive financial reports, semi-annual ly or more frequently, from the Treasurer, if necessary, and provide for a audit at the end of the fiscal year of the books and accounts of the Council Treasurer;
- (e) Perform such other administrative duties as may be assigned by the Council; and
- (f) Facilitate, at the close of its term of office, the timely presentation of all Multiple District accounts, funds, and records to its successor in office.

Section 5 - DISTRICT GOVERNOR - Under the general supervision of the International Board of Directors, he/she shall represent the Association in his/her Sub-District. In addition he/she shall be the chief administrative officer in his/her Sub-District and shall have direct supervision over the Region Chairmen, Zone Chairmen, the

Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer) and such other Cabinet members as may be provided for in this Constitution and By- Laws. His/her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of Lions Clubs International;
- (b) Supervise the organization of new Lions Clubs;
- (c) Promote the Lions Clubs International Foundation and all service activities of the Lions Clubs International;
- (d) Preside, when present, over Cabinet, annual convention of the Sub- District and other Sub-District meetings;
- (e) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives:

Section 6 - 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 him/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; and
- (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 the District Long Range Planning Committee, among others, if any.

Section 7 - CABINET SECRETARY and CABINET TREASURER

Each shall act under the supervision of the District Governor. The specific responsibilities of each shall be to:

- (a) Further the Purposes and objects of this Association;
- (b) Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary - Treasurer's Manual and other directives.
- (c) Perform such other functions and acts as may be required of each by this Constitution and By-Laws.

Section 8 - REGION CHAIRMAN - The Region Chairman, if the position is utilized during the District Governor's term, is subject to the supervision and direction of the District Governor and shall be the chief administrative officer in his/her region. His/her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of this Association;
- (b) Supervise the activities of the Zone Chairman in his/her Region and such District Committee Chairman as may be assigned to him/her by the District Governor;
- (c) Play an active role in organizing new clubs and in strengthening weak clubs;
- (d) Perform such other functions and acts as may be required of him/her by the International Board of

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

Section 10 - ZONE CHAIRMAN - The Zone Chairman, subject to the supervision and direction of the District Governor and/or Region Chairman, shall be the chief administrative officer in his/her Zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes and Objects of this Association;
- (b) Serve as chairman of the District Governor's Advisory Committee in his/her Zone and as such chairman to call regular meetings of said committee;
- (c) Play an active role in organizing new clubs and keep informed on the activities and well being of all clubs in his/her Zone;
- (d) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Zone Chairman's Manual and other directives.

Section 11 - OTHER DISTRICT CABINET MEMBERS

Subject to the supervision of the District Governor, they shall perform such functions and acts as may be required of them by the International Board of Directors and by provisions of this Multiple District Constitution and By-Laws which are consistent with the Constitution and By-Laws and Policies of the International Board of Directors.

Section 12 - DISTRICT GOVERNOR'S ADVISORY COMMITTEE — It shall assist the Zone Chairman to have every club within the Zone operating effectively. It will promote attendance from the club in the Zone at the annual conventions of the Sub-District, Multiple District and Lions Clubs International. It will assist the Zone in promoting attendance during charter nights within the Zone; to plan and discuss Zone projects; to discuss ways of assisting weak clubs within the Zone and to generally assist in promoting

cooperation and harmony among the clubs in the Zone. It shall hold at least three major meetings during the fiscal year as provided in ARTICLE - VIII Section 3 (c) of this Multiple District Constitution.

Section 13 - DISTRICT GOVERNOR'S HONORARY COMMITTEE

It shall act under the direction of the District Governor in the promotion of harmony throughout the Sub-District. The chairman of this Committee shall attend meetings when requested by the District Governor.

Section 14 - SERGEANT - AT - ARMS - The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under Robert's Rules of Order Newly Revised.

BY-LAW 3 - COMMITTEES

Section 1

The Credentials Committee of the Multiple District Convention shall be composed of the current District Governors and Cabinet Secretaries and Cabinet Treasurer. The chairman of this committee shall be the Council Chairman. At the annual convention of the Sub-District, the District Governor, as chairman, his/her Cabinet Secretary and Cabinet Treasurer and two other non-officers of the Sub- District shall serve as members of the Credentials Committee. The District Governor may appoint a Co-Chairman. Each such Credentials Committee shall have the powers and perform the duties set forth in Robert's Rules of Order Newly Revised. It shall be the duty of the Credentials Committee to certify the validity of the credentials of the voting delegates, to compile statistics, and report the same to the convention when call upon.

Section 2

The Council shall appoint/designate the chairman of, and fill any vacancies occurring in the following Multiple District Convention Committees: - Resolutions, Nominations, Elections, Constitution and By- Laws, Rules of procedures of Convention, Seminars and Workshops and Sergeant-At-Arms, Each Sub-District shall have at least one representative on each such committee. These committees shall perform such duties as the Council shall designate.

Section 3

Each District Governor shall appoint before the annual convention of the Sub-District the following Sub-District Convention committees:- Resolutions, Constitution and By-Laws, Rules of Procedure of the Sub-District Convention, Nomination, Elections, and designate a Sergeant-At-Arms. If required each of the above Committees shall consist of not more than five (5) members who shall each be a member in good standing of a different regularly chartered Lions Club in good standing within the Sub-District. The District Governor shall designate a Chairman on each Committee and shall have the power to fill any vacancy in Committees appointed by him/her.

Section 4

Each District Governor shall appoint a chairman and members of the Election Committee. Each candidate for election to the office of the District Governor and Vice District Governor shall nominate a member who shall be co-opted. In the event the candidate withdraws, his/her nominee will automatically cease to be on the Election Committee.

BY-LAW 4 - RULES FOR CONVENTION PROCEDURE

Section 1

The Council shall arrange the Order of Business for the Multiple District Convention, and the same shall be the order of the day for all sessions. Each District Governor shall arrange the order of

Business for the annual convention of his/her Sub-District and the same shall be the order of the day for all sessions.

Section 2

Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions or Order and Procedure in any Sub-District meeting or Convention (Sub-or Multiple), any meeting of the Council, a Sub-District Cabinet, Region, Zone or member club or of any group or committee of any one of them shall be determined by Robert's Rules of Order Newly Revised.

Section 3

The Agenda of the annual convention of each of the Sub- District shall include the following:

- (a) Election of the District Governor and Vice District Governor;
- (b) Review of the Venue for the next annual Multiple District Convention;
- (c) Election of Trustees for the Sub-District Foundation;
- (d) Receive annual report of the previous calendar year.
- (e) Adoption of accounts of the previous fiscal year:
- (f) Discussion on the Interim Report from the District Governor; including a report on the Statement of Receipts and payments' of the current fiscal year prepared up to ninety (90) days prior to the Multiple District Convention;
- (g) Appointment of professional auditors;
- (h) Review of the Necrology Ceremony for the Closing Plenary session,
- (i) Report of Resolutions Committee and to consider resolutions of which due notice was given.
- (j) Report of the Nominations Committee
- (k) Report of the Credentials Committee
- (l) Venue for the next annual Multiple District Convention

- (m) Meet the District Governor and Vice District Governor candidates

BY-LAW 5 - NOMINATIONS AND ENDORSEMENT OF INTERNATIONAL DIRECTORS AND SECOND VICE-PRESIDENT NOMINEES

Section 1

- (a) The provisions of the Constitution and By- Laws of Lions Clubs International, apply to any member of a Lions Club in the Multiple District seeking endorsement of conventions of his/her Sub- District and the Multiple District as a candidate for the office of International Director or Second Vice President:
- (b) These provisions in respect of a candidate seeking endorsement for the office of International Director are subject to the stipulations under Section I (a) of Article V of the constitution and By- Laws of the International Association of Lions Clubs. A candidate from the Multiple District may be required to seek endorsement by the clubs in the Orient and Southeast Asia and which, in turn, may be taken by rotation by the three Countries, viz., Malaysia, Singapore and Brunei, in that order, comprising this Multiple District, for the said endorsement.

Section 2

Each Notice of Intention so delivered shall be transmitted forthwith by the Sub-District Governor and the Cabinet Secretary and Cabinet Treasurer, as the case may be, to the Nomination Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the Constitution and By- Laws of Lions Clubs International, and shall place in nomination at the respective convention the name of each

such prospective candidate who has fulfilled said procedural and Constitutional requirements.

Section 3

Each such nominee for endorsement shall be entitled to one seconding speech of not more than three (3) minutes duration.

Section 4

The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the annual convention of the respective Sub-District and the Multiple District Convention. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

Section 5

(a) Certification of endorsement of candidacy for all Officers of the Association other than the office of District Governor shall be made by letter of the Chairman and Secretary of the Council, as the case may be, which shall be addressed to the Lions Clubs International office and arrive there no less than ten (10) days, in the case of International Director candidates, and no less than ninety (90) days, in the case of Second Vice President candidates, prior to the convening of the International Convention at which the endorsed candidates is to be voted upon. Certification may be made by fax or cable, provided the same is confirmed by the required certification letter air mailed within three (3) days after the day the fax or cable is dispatched. Any endorsement shall be valid only for the two (2) succeeding International Conventions following said endorsement and certification thereof shall be valid only for the International Convention immediately following the date of

filing thereof No endorsement shall be valid until certification thereof is so made and received by the International Office, All endorsements, whether original or otherwise, must be made in accordance with the procedures, if any, set forth in this Constitution and By-Laws concerning the time and manner of announcing intention to run for an International Office. Certification of endorsement must specify the single office sought and no candidate may seek election for any office other than the office covered by his/her certification. The Multiple District may not endorse more than one for the same International Office in the same election year.

Section 6

No endorsement of any candidacy of any member of a Lions Club in this Multiple District shall be valid unless and until the provisions of this By-Laws 5 have been met.

BY-LAW 6 - FISCAL YEAR

The fiscal year of this Multiple District and each Sub-District shall be from July 1st to June 30th.

BY-LAW 7 - AMENDMENTS

Section 1

These By- Laws may be amended only at a Multiple District Convention, by resolution reported by the Convention Committee on Constitution and By- Laws and adopted by the affirmative vote of a majority of the registered delegates voting at such meeting.

Section 2

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than fifteen (15) days prior to the convening date of the annual

convention with notice that the same will be voted upon at said convention.

Section 3

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

BY-LAW 8 - ADOPTION

This Constitution and By-Laws shall take effect at the close of the Multiple District Convention and International Board approval.

ACKNOWLEDGEMENT

This Constitution and By-Laws of Multiple District No. 308, comprising the duly chartered Lions Clubs in the countries of Brunei Darussalam, Malaysia and Singapore was approved at the 1st Plenary session of the 36th Multiple District Convention convened in Johor Bahru on Friday 27 March 1998, during the term 1997 - 1998 with PDG Shiva P Banerjee, PBM, as Council Chairman: Dr. Winston Koh and Allan Cheah as District Governors of Districts 308-A & 308-B respectively and PCC Ong Tat Lien as the MD Committee Chairman for Constitution and ByLaws.

The Constitution and By-Laws was duly sanctioned, with amendments to Articles XII and XIV and By-Law 5, by the LCI letter of 11 June 1998.

The Electronic Version of this MD Constitution & BL was prepared by PCC Dr. Mario Yoong Foh Yan

AMENDMENTS

Update 1 (July 1999 – Page 11)

** The amendment on the DUES for District 308-A1 was passed at the 1st District 308-A1 Convention on 16th April 1999 – Sunway Lagoon Resort, Selangor – with DG Han Thien Fong presiding.*

Update 2 (May 2001 – Page 11)

** The amendment on the DUES for District 308-B1 was passed at the 3rd District 308-B1 Convention on 29th April 2001 – Shangri-La Hotel, Kuala Lumpur – with DG Laylay Loh presiding.*