



MULTIPLE DISTRICT 308

CONSTITUTION & BY-LAWS
(as at October 2020)

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Multiple District 308 Constitution & By-Laws Committee Chairperson 2020-2021



MULTIPLE DISTRICT 308

CONSTITUTION & BY-LAWS

CONSTITUTION

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MD 308 CONSTITUTION & BY-LAWS

CONSTITUTION

ARTICLE I - NAME

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

ARTICLE II -PURPOSE

To provide an administrative structure with which to advance the Purposes 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

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 Chairperson and Vice Chairperson, Secretary and Treasurer and such other officers as the Council shall deem necessary, all of whom shall be elected annually, by the Council, save the Chairperson who shall be elected as hereinafter provided in Sections 1(b) to (d) of Article V.

Section 3

Members of the Council of Governors, other than a District Governor, may be removed for cause by an affirmative vote of two-thirds (2/3) of the entire number of the Council of Governors.

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 Chairperson. One of the said Immediate Past District Governors shall be elected as the Vice Chairperson 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 funds, authorize 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 Chairperson (hereinafter referred to as the Council Chairperson and voting member of the Council to serve a one (1) year term only and cannot serve in that capacity again.

Section 1(c)

The office of the Council Chairperson shall rotate in succession from among the Sub-Districts, including any new Sub-Districts of the Multiple District in accordance with the formula as stipulated in Exhibit C of the Multiple District 308 Constitution. 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 Chairperson.

The nomination shall be made in writing to the Nominations Committee Chairperson, 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 Chairperson, 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 1st 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 Chairperson 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 Chairperson, 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 unexpired term of office remained. In the event of the un-expired term being less than six months, the Council Vice Chairperson shall act as the Council Chairperson 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 (a)

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 Chairperson, or the Secretary at the Chairperson'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 Chairperson. The date of any meeting save the first, which shall be set by the Chairperson, shall be determined by the Council. There shall be at least fourteen (14) days prior written notice of such meeting.

Section 3 (b)

Regular and/or special meetings of this Council may be held through the use of alternative meeting formats, such as teleconference and/or web conference. Such action may be initiated with approval of the majority of the Council of Governors.

Section 3 (c)

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

Section 4

POWERS - Except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution and By-Laws of The International Association of Lions Clubs, the powers granted therein to the Board of Directors of said Association, and the policies and acts of said Board of Directors, the 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

- (a) The Council may create and appoint such other committees and positions as it deems necessary and appropriate for the efficient operation of the Multiple District. Chairpersons appointed to the respective committees shall be past officers of the Association of the Multiple District. These committees may include: Protocol; Sight Conservation & Work with the Blind; Convention; International Relations; Lions Clubs International Foundation; Long Range Planning; Youth Exchange & Youth Camps; Leo Clubs; Youth Outreach; Membership; Extension; Retention; Leadership Development, Constitution & By-Laws; Women Development Participation; Information Technology; PR & Lions Information; Alert; and such other committees which may be added or removed by Lions Clubs International from time to time. The committees shall work under the supervision of and report directly to the Council.
- (b) The 1st Vice District Governor and 2nd Vice District Governor of each sub-district shall be non-voting members of the Council and shall attend MD Council meetings. He/She may be assigned to any of the committees of the Council or to assist the Council Secretary or Treasurer.

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 Chairperson shall receive bids in writing from Lions clubs desiring to entertain the annual convention. Such bids shall be delivered to the Council Chairperson no later than one hundred twenty (120) days or such other deadlines as the Council may decide prior to the convening date of the convention at which the selected bid is to be presented. 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. Chairperson 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

- (i) Each chartered club in good standing in Lions Clubs International, in its Sub-District, and in this Multiple District shall be entitled to one (1) Delegate and one (1) Alternate delegate for each ten (10) members who have been enrolled for at least one year and a day in the club or a major fraction thereof, as shown by the records of the International Office on the first day of the month last preceding that month during which the Convention is held PROVIDED ALWAYS, each club in good standing including a newly chartered club shall be entitled to a minimum of one (1) delegate and one (1) alternate delegate. The major fraction referred to in this section shall be five (5) or more members.
- (ii) A certified alternate delegate is not associated with a particular delegate and may fill any vacancy created by, and may vote in place of, any certified voting delegate in the manner provided in the rules of order and procedures.
- (iii) Members qualifying for the delegate count shall include those who have been officially inducted and reported for at least one year and one (a) day with the said club and as shown in the records of the International Office.
- (iv) Each certified voting delegate present in person may cast one (1) vote

only on each office to be filled by; and one vote only on each issue to be voted on by the members of, said convention.

- (v) Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the Convention.
- (vi) All eligible delegates must be members in good standing of a club in good standing in their respective Districts. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time established by the rules of the respective conventions.

Section 7

The attendance in person of a majority of voting delegates at the opening session of the Convention shall constitute a quorum and this quorum shall be valid for subsequent adjourned sessions of the same convention.

Section 8

- (a) The Council of Governors shall retain and have absolute power to change at any time, for good reason, the convention site chosen by a Multiple District convention, provided that such convention site shall be located within the boundaries of the multiple district, and neither the Council of Governors nor the Multiple District, nor any Sub-District shall incur any liability thereby to any club or Sub-District. Notice of this site change shall be furnished in writing to each club in the Multiple District no less than sixty (60) days prior to the convening date of the annual convention.
- (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-Districts including any new Sub-Districts of the Multiple District in accordance with the formula as stipulated in EXHIBIT D of the Multiple District 308 Constitution. 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 chairperson (hereinafter referred to as "C.O.C.

Chairperson"), which shall be approved and endorsed by the Council. The C.O.C. Chairperson proposed shall preferably be a past or present officer of the Association.

- (b) It shall be the duty of the C.O.C. under its Chairperson:
- (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 account 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 and immediate past council an audited statement of accounts of the Convention not later than three (3) months after the close of the Multiple District Convention, and the said audited statement of accounts shall be presented at the succeeding Convention by the C.O.C. Chairperson.
 - (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, except the cost of attending the Banquet, shall be borne from and paid out of the registration fees or any other funds 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 Chairperson or other duly authorized member of the Council.

Any club which is chartered or re-organized 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

The following expenses incurred by the Council Chairperson shall be considered as reasonable and shall be considered as expenses of the Multiple District:

- (a) Those in connection with his/her having to attend Council meetings and the International Convention.
- (b) Attending the Area Forum including Steering Committee Meetings.
- (c) Attending Sub- Districts' conventions.
- (d) Attending functions organized to receive the visit/s of International Officer/s to the Multiple District.
- (e) Attending Lions' functions accepted and recognized under the Rules of Audit of Lions Clubs International that applied to District Governors.

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

- (a) 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.

- (b) Funds received by the Council from sources other than dues collected from clubs may be emplaced by the Council in specific trust accounts to be held and expended separately in accordance with the specified terms of the trust. The specific terms of each trust shall be made known to the membership.
- (c) The incumbent Council Chairperson, Secretary and Treasurer shall at all material time be the trustees of the trust accounts. The Council shall include an audited report of the usage and balance of each trust account during its year in office as part of its annual financial report to members.

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 an annual or where necessary more frequent audit of the Multiple District Fund and the Multiple District Reserve Fund and shall mail an audited report of the said funds to each Lions Club and Past District Governor in the Multiple District, before 31 January following the close of a fiscal year. The same shall be presented for adoption at the next Multiple District Convention, The said audited financial statements may be sent to each Lions club through their respective District Governor.

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 Chairperson, shall provide the Council Treasurer in office, an itemised statement of the receipts and disbursements of the Multiple District Fund, the Multiple District Reserve Fund and the trust accounts 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 or any other compensation shall be paid to any past or present officer of the Council or any Sub-District except for reimbursement of any expense validly incurred and approved by the Council.

ARTICLE VIII - 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 (150) certified Voting Delegates are present.

Section 2

When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on

this Multiple District Constitution and By-Laws shall automatically be updated in this Multiple District Constitution and By-Laws at the close of the said convention.

Section 3

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 Chairperson 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 4

No amendments shall be so reported or voted upon at the Multiple District Convention unless the same shall have been circulated in writing by way of post, facsimile or electronic means 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 5

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 IX - GENERAL

Section 1

- (a) Whenever a contradiction exists between the provisions set out in this Constitution and By-Laws and that of the Lions Clubs International Constitution and By-Laws or the International Board Policies, the provisions of the Lions Clubs International Constitution and By-Laws and/or the International Board Policies shall govern.
- (b) Whenever a contradiction exists between the provisions set out in this Constitution and By-Laws and that of the Sub-District Constitution and By-Laws, the provisions of this Constitution and By-Laws shall govern.

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 - DUTIES

Section 1 - COUNCIL CHAIRPERSON

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 leaderships 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.
- (h) Submit reports and perform such duties as may be required by the Multiple District Constitution and By-Laws and perform such other duties as may be assigned by the Council.

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 him/her 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 Chairperson 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 Chairperson and with the assistance of the Immediate Past Council Chairperson, 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

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 2 - COMMITTEES

Section 1

The Credentials Committee of the Multiple District Convention shall be composed of the current District Governors and Cabinet Secretaries and Cabinet Treasurers, the chairperson of this committee shall be the Council Chairperson, The 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 chairperson 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.

BY-LAW 3 - 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.

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 Convention, any meeting of the Council, or Multiple District committees shall be determined by Robert's Rules of Order Newly Revised.

BY-LAW 4 - NOMINATIONS AND ENDORSEMENT OF INTERNATIONAL DIRECTOR AND SECOND VICE PRESIDENT NOMINEES

Section 1(a)

Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the Multiple District seeking endorsement of the convention of the Multiple District as a candidate for an international office shall:

- (i) Deliver (by post, facsimile, electronic means or in person) written notice of intention to seek such endorsement to the Multiple District Council Secretary no less than 90 days prior to the convening date of the convention (Sub- or Multiple) at which such question of endorsement is to be voted upon;

- (ii) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws and a certification of Endorsement by his/her Sub-District Convention.

Section 1(b)

These provisions in respect of a candidate seeking endorsement for the office of International Director are subject to the stipulations under Section 1(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 nominating speech of not more than five (5) minutes and one seconding speech of no more than three (3) minutes in 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

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 Chairperson 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 4 have been met.

Section 7

Any candidate seeking endorsement at the Convention must first have secured the endorsement of his/her Sub-District. Certification of Endorsement by a Sub-District shall be made in writing to the Council by the District Governor or failing him or her, the 1st Vice District Governor of the Sub-District. No District (Sub or Multiple) shall have more than one (1) endorsement for each office of the International Director or Second Vice President in the same election year.

BY-LAW 5 - MISCELLANEOUS

Section 1. FISCAL YEAR

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

Section 2. DISPUTE RESOLUTION

All disputes relative to membership, club boundaries, or interpretation, breach of, or any policy or procedure adopted from time to time by the Multiple District Council of Governors, or any other internal Lions Multiple District matter that cannot be satisfactorily resolved through other means, arising between any club of Sub-Districts in the Multiple District, or any club(s) or Sub-District(s) and the Multiple District administration, shall be settled by the standard form Multiple District Dispute Resolution Procedure adopted by the LCI board from time to time. All parties to any dispute subject to this procedure shall not pursue administrative or judiciary actions during this resolution process.

Section 3.

The Exhibits A, B, C and D shall be read together with the Constitution and By-Laws and in the event of conflict, the Constitution and By-Laws shall prevail.

BY-LAW 6 - 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 a majority of the votes cast in a session where at least one hundred and fifty (150) certified voting Delegates are present.

Section 2

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing and sent by way of post, facsimile or electronic means by the Council to each club no less than thirty (30) days prior to the convening date of the Convention. It shall give notice that the same will be voted upon at the 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 7 - ADOPTION

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

ACKNOWLEDGEMENTS

This Constitution and By-Laws of Multiple District 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 Chairperson: 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 Chairperson for Constitution and By-Laws.

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 Constitution and By-Laws was duly amended at the 2nd Plenary session of the 45th Multiple District Convention on Sunday 29th April 2007, Sunway Pyramid Convention Centre, Selangor Darul Ehsan with PDG Albert Tan as Council Chairperson; Isabel Cheong, Mary Law, Ng Kim Leng and Dato' Khoo Khay Huat as District Governors of District 308A1, A2, B1 and B2 respectively and IPDG John S F Ho as the MD Committee Chairperson and PDG Eric J P Ng as the MD Committee Member for Constitution and By-Laws.

The Constitution and By-Laws was further amended at the 1st Plenary session

of the 47th MD 308 Lions Convention held at Zon Regency by the Sea, Johor Baru on Friday 24th April 2009 with PDG Patrick Chew as Council Chairperson, Bobby Eng, Sim Boon Chye, Dr J P Kamalanathan and Kenneth Saw as District Governors of District 308-A1, A2, B1 and B2 respectively and PDG Eric J P Ng as the MD Committee Chairperson for Constitution & By-Laws.

The Constitution and By-Laws was further amended at the 1st Plenary session of the 51st MD 308 Lions Convention held at Berjaya Times Square Hotel, Kuala Lumpur on Friday 26 April 2013, with PDG Kenneth Saw as Council Chairperson, Irene Tan J E, Chieng Eu Hea, Chan Hoi and Tan Swee Kok as District Governors of MD 308 A1, A2, B1 and B2 respectively and PDG Steven Seah as the MD Committee Chairperson for Constitution & By-Laws.

The Constitution and By-Laws was further amended at the 1st Plenary session of the 52nd MD 308 Lions Convention held at Singapore Expo, Singapore on Friday 25 April 2014, with PDG Cheng Yik Siong as Council Chairperson, David Lee, Kung Kuok Yiew, Lau Teng Chye and Lee Boon Hoe as District Governors of MD 308 A1, A2, B1 and B2 respectively and PDG Eric Ng as the MD Committee Chairperson for Constitution & By-Laws.

The Constitution and By-Laws was further amended at the Final Plenary session of the 54th MD 308 Lions Convention held at Kota Kinabalu, Sabah, Malaysia on Monday 2 May 2016, with PDG Er William Tan Boon Ngee as Council Chairperson, PDG Lim Hoe Guan as Vice Council Chairperson and Nancy Lim, Dato' Lawrence Ting Siew Haw, Dato' Dr L. Krishnan and Tai Sing Nge as District Governors of MD 308 A1, A2, B1 and B2 respectively and PDG Bobby Eng as the MD Committee Chairperson for Constitution & By-Laws.

The Constitution and By-Laws was further amended at the Final Plenary session of the 57th MD 308 Lions Convention held at Syeun Hotel, Ipoh, Perak, Malaysia on 28th April 2019 with PDG Lim Hoe Guan as Council Chairperson, PDG Jerrick Tay as Vice Council Chairperson and Jeffrey Yang Zheng Dong, Tiong Yong Tiing, Michelle Mok Shiau Ping, Dato' Neo Say Yeow as District Governors of District 308 A1, A2, B1 and B2 respectively and PDG Eric J P Ng as the MD Committee Chairperson for Constitution & By-Laws.

The Constitution and By-Laws was further amended at the Plenary session of the 58th MD 308 Lions Convention held via electronic means using Zoom teleconferencing on 14 June 2020 with PDG Henre Tan WH as Council Chairperson, PDG Michelle Mok Shiau Ping as Vice Council Chairperson and Gareth ET Goh, Gan Kean Siong, Dato Javern Lim Chong Hee and William Lim Kok Peng as District Governors of District 308 A1, A2, B1 and B2 respectively and PDG Douglas Oh Aik Kim as the MD Committee Chairperson for Constitution & By-Laws.

EXHIBIT A***BIDDING FOR THE MD 308 CONVENTION
PRELIMINARY CHECKLIST***

Hosting Club(s) are encouraged to submit their bid 2 years in advance.

DO YOU HAVE THE FOLLOWING:

1. FACILITIES?

- For estimated 1800 - 2000 Delegates
- A Head Quarter Hotel with facilities for
 - Sub-district cabinet meeting
 - Sub-district convention
 - Schools for Incoming District Officers, DGE & VDGE and/or the conduct of convention seminars as requested or approved by MD Council
 - The election of district officers and approval of convention resolutions
 - Opening Ceremony to seat not less than 1500 delegates
 - Closing Plenary Session
 - Banquet – maximum seating capacity to be stated in bidding document
 - Sub-district Fellowship Dinners
 - Delegate registration and certification
 - Convention Secretariat and complimentary equipment for schools and seminars such as photocopying, OHP, flip chars, laptops/projectors, collar microphones
 - Tea breaks for seminars and schools and convention lunch
 - Enough rooms (800) for our delegates – room rates to be publicised
 - Other supporting facilities and attractions for delegates & families
 - Special facilities, privileges and amenities for Officers of the Convention to be specified in bidding document
 - Meals for DGE/VDGE school participants and facilitators

2. MANPOWER?

- Do you have enough Lions & Clubs to support the running of Convention?
- Most previous bids were by all clubs in the Zone or Region
- Support from local people and dignitaries and Government?

3. TRANSPORT?

- Local transport like bus transfers between hotels
- Outstation transport such as frequency of flights and overland buses, etc

4. BUDGET

You will have to work out a budget to include the registration fee to be charged. Consider and include donations, advertisements and sponsorships etc. Excessive rate will normally not be approved by the Council of Governors.

What you will give back to the delegates? The minimum expected will include a convention kit, 1 lunch and 2 dinners (including the Banquet dinner). Please be reminded that any deficit resulting from organising the convention will be borne by the hosting clubs. Similarly the surplus will belong to them. This budget must be acceptable and approved by the Council.

Once the preliminary survey had been done and budget had been worked out and conditions are favourable, submit full documentation and supporting materials to the MD Council for their consideration. The Council will study (or even inspect the proposed site) and if found suitable will accept and approve the bid and inform the bidding clubs of its decision. With the Council's endorsement, the clubs will then be asked to formally present their bid at the MD Convention for final adoption by the delegates. If all is successful the "Policy & Checklist for Organiser" that follows shall apply.

MD 308 Council

Acknowledgement

We hereby acknowledge and accept the abovementioned preliminary checklist and agree that the Convention Organising Committee formed by the bidding clubs will provide the abovementioned facilities for the Convention we are bidding for.

Proposed COC Chairman, MD 308 Convention
(Signing on behalf of the Convention Organising
Committee)

Dated

Club President, Lions Club of
(Signing on behalf of the Bidding Clubs)

Dated

SERIAL	PARTICIPATING CLUBS

EXHIBIT B**CHECKLIST FOR THE ORGANISING COMMITTEE OF THE
MULTIPLE DISTRICT 308 CONVENTION****THE POLICY**

1. The officers of the MD Convention are the members of the Council of Governors [Article VI Section 3] and the chairman of the convention shall be the COUNCIL CHAIRMAN. [Article V Section 4 (c)].
2. The Council shall decide on the Order of Business for the MD Convention (including the programme for the Banquet Dinner) 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 (including the program for the District Fellowship Dinner) and the same shall be the order of the day for all sessions. [Bylaw Article 4 Section 1].
3. The duty of the COC is to plan, organize and prepare for the convention under the supervision and advice of the MD Council. [Article VI Section 11 (b)(i)].
4. The COC is entitled to all surplus derived from the MD Convention and likewise any deficit shall be the responsibility of COC. In this respect a letter of indemnity should be given to the MD Council by all Lions Clubs hosting the Convention. [Article VI Section 11(b)(vi)]
5. A programme for the Convention, the Convention Theme, proposed hotel accommodation rates, the proposed registration fee justified by a proposed budget and the proposed Convention Logo and draft COC letterhead shall be presented to Council for approval no later than September preceding the year of the convention. [Article VI Section 11(b)(iv)].
6. As the MD Council has no share in the surplus arising from organizing the Convention, it is a matter of policy that the MD Council should not be put into any expense or liability save for the registration fee and hotel accommodation expense of its members and any request for facilities which are in addition to that required to be provided by the COC.

THE CHECKLIST

1. The Registration fee shall cover the cost of the following for each registered delegate:
Convention kit with a portfolio bag
Fellowship Dinner - separately for each District
At least one lunch
Refreshments for Seminars/Workshop.
2. COC to provide all venues and logistics required to successfully conduct the approved Programme of the Convention and Agenda of each session.

3. Complimentary accommodation, meals and local transport for Official Representative of LCI to the Convention is to be provided by COC [Article VI Section 11 (d)].
4. Registration forms to be circulated to all clubs and PDGs preferably before October.
5. The official "Convention Call" shall be printed at the expense of COC. Date and manner of despatch to all Clubs and PDGs shall be determined and executed by the Council at its own cost.
6. Registration fees shall be payable to COC by every delegate except LCI's Official Representative. [MD Article VI Section 11(v) (b)].
7. All necessary transportation during Convention between official hotels and venues of activities and airport transfers to and from HQ hotel shall be provided by COC.
8. COC to provide audio recordings, stenographers to record all proceedings including workshops and seminars. Audio recordings to be provided for sub-District Conventions, A full Report of Proceedings of the Convention must be submitted to LCI and the Council of Governors within 60 days from the close of the convention. Such reports must be despatched to all Clubs and PDGs (at the expense of COC) within 90 days from the close of the Convention. [Article VI Section 11 (b)(ii)].
9. Separate Counters to be provided for the registration and credential verification of Present and Past International Officers (i.e. ID, PID, Council Chairman, District Governors, PCCs, VDGs and PDGs).
10. COC is at liberty to establish the rate and solicit advertisements and sponsorship for the Official Souvenir Programme. However the MD Council reserves the right to direct the COC not to accept advertisement that in the opinion of the MD Council would bring Lions Clubs into disrepute.
11. Facilities must be provided for all Schools & Seminars including the DGE School, that are part of the approved Programme of the Convention, and shall include the provision of seminar halls, equipment such as OHP, flip charts, collar microphones, PowerPoint or slide projectors, tea breaks, and photocopying of handouts. Cost of meals for the facilitators and participants of the DGE School shall be borne by the MD Council.
12. Necessary facilities (including the printing of ballots) for all elections held during the Convention e.g. DGs, VDGs and ID Endorsement must be provided by the COC.
13. It shall be the decision of the COC to accord courtesy of free convention registration and/or hotel accommodation upgrade to members of the Council of Governors.
14. District cabinet officers & PDGs' fellowship dinners if held during the Convention shall be co-ordinated with the COC but are at the expense of each District which shall pay to the COC accordingly.
15. Club Flags: It is the COC's responsibility to receive, maintain, update and pass on the same to the next COC.

16. Peter Fu Golf Challenge Trophy & Douglas Lee Inter District Golf Challenge Trophy: To be presented on Banquet Night but will be kept by COC and passed on to the next COC after the name of winner is engraved on the Trophies. Only replica of the trophies made at the COC expense shall be given to the winners.
17. COC to submit an audited statement of accounts of the Convention to the Council not later than three (3) months after the close of the MD Convention [Article VI Section 11 (bXiii)].

Acknowledgement

We hereby acknowledge and accept the above mentioned policy and checklist and hereby agree that the Convention Organizing Committee (COC) formed by the bidding clubs will abide by the said policy and check list for the convention we are bidding for. The COC and the hosting clubs bidding for the convention in question hereby indemnify the MD 308 Council of Governors for any loss incurred as a result of any act by the COC or its agents during the course of organizing the said convention. We further declare that we are aware that Article VI Section 8(a) of the MD 308 Constitution and Bylaws gives the Council of Governors absolute authority to change the convention site without incurring any liability to any club or Sub-district.

PDG/PCC

COC Chairman – MD 308 Convention

(Signing on behalf of the Convention Organising Committee)

(Dated)

Club President, Lions Club of

(Signing on behalf of the Hosting Clubs)

(Dated)

HOSTING CLUBS	Name of Club President

EXHIBIT C

ROTATION OF MD 308 COUNCIL CHAIRMANSHIP

BASIS OF ROTATION

One of the new districts shall join the rotation of the council chairmanship at the end of the existing rotation cycle that commences the year after the approval of the bifurcation/ redistricting by the LCI Board of directors.

ILLUSTRATIONS

S1 – D308 B1 bifurcates as approved by the MD convention and LCI Board of directors in 2016, and LCI has designated the new districts as D308 B1A and D308 B1B. For example, if as mutually agreed among themselves D308 B1B takes the slot in 2018 then D308 B1A shall join the rotation of the council chairmanship at the end of the existing rotation cycle i.e. in Year 2021.

S2 – D308 A2 bifurcates as approved by the MD convention and LCI Board of directors in 2018, and LCI has designated the new districts as D308 A2A and D308 A2B. For example, if as mutually agreed among themselves D308 A2A takes the slot in 2022 then D308 A2B shall join the rotation of the council chairmanship at the end of the existing rotation cycle i.e. in Year 2024.

S3 – D308 B2 bifurcates as approved by the MD convention and LCI Board of directors in 2020, and LCI has designated the new districts as D308 B2A and D308 B2B. For example, if as mutually agreed among themselves D308 B2A takes the slot in 2026 then D308 B2B shall join the rotation of the council chairmanship at the end of the existing rotation cycle i.e. in Year 2027.

S4 – D308 A1 bifurcates as approved by the MD convention and LCI Board of directors in 2022, and LCI has designated the new districts as D308 A1A and D308 A1B. For example, if as mutually agreed among themselves D308 A1A takes the slot in 2025 then D308 A1B shall join the rotation of the council chairmanship at the end of the existing rotation cycle i.e. in Year 2030.