

ADDENDUM TO DISTRICT 21-B CONSTITUTION & BYLAWS

Effective upon adoption of the 2010 Standard District Constitution & By-Laws and this Addendum

All items contained within this Addendum to the Constitution and By-Laws shall remain in force until changed by the membership of the District, under the Articles regarding "amendments" of the most recently amended Standard District Constitution and By-Laws, or shall have become in conflict with the International Standard District Constitution & By-Laws, which shall cause their immediate modification or removal. Amendments to this addendum will be handled in conformity with the section of the Constitution & By-Laws to which they apply.

CONSTITUTION APPENDED ITEMS

ARTICLE I - Name

This organization shall be known as District No. 21-B, Lions Clubs International, hereinafter referred to as "district."

ARTICLE III – Membership

The boundary lines of this district shall be as follows:

To be bounded on the South by Mexico and on the East by the State of New Mexico. On the North by a line starting at the border of the State of New Mexico, the County Line between Greenlee and Apache Counties, at Latitude 33 degrees 46 minutes 38 seconds, then West to the Salt River, then Westerly following the Salt River to a point East of Mesa, due North to Val Vista Drive, then South to Baseline Road, then West to Interstate 10, South to the Northern boundary of the Gila River Indian Reservation, then Westerly to Longitude 112 degrees 04 minutes 21 seconds, then South to the Arizona-Mexico border.

ARTICLE VII – District Convention

Section 5. APPLICATION: Any club desiring to be the Convention Host Club of a convention shall make application in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the Convention at which the decision will be made. Each application will set out particulars of the proposals and the Club's reasons for considering the same to be suitable and shall be considered by the First Vice District Governor.

ARTICLE IX *Amendments*

Section 5. Proposed amendments shall be submitted from a Lions Club, cabinet officer or a PDG to the Constitution and By-Laws Committee for consideration at least 120 days prior to the Convention.

Section 6. Should a proposal be determined not to have merit by the Constitution and Bylaws Committee, the Constitution and Bylaws Committee shall refer the proposal to the District Governor. If the District Governor decides the proposal has merit, then a

resolution may be presented at the Convention directing that the proposal be presented for vote at the following Convention.

Section 7. Publishing proposed amendment information in the MD21 Canyon State Lion is an acceptable method of accomplishing the notice requirement.

BY-LAWS APPENDED ITEMS

ARTICLE VIII – District Administration Fund

Section 1, Subsection a). The District annual per capita tax of not more than Five dollars (\$5.00) and is to be levied upon each member of the District except Life Members. These dues shall be processed and collected at the same time as dues are collected for the Multiple District using the same time frame and procedures.

Section 3. Two dollars (\$2.00) of said dues may only be used to compensate *Vice District Governors*, Region Chairpersons, Zone Chairpersons and District Committee Members for certain mileage expenses incurred in the official performance of their duties.

1). Each Vice District Governor shall receive a three-hundred (\$300.00) stipend to compensate for mileage expenses not covered in the Districts annual budget for official business approved by the District Governor.

2). All other officers and chairs and committee members listed above shall receive mileage reimbursement for official district business approved, in advance, by the District Governor.

Section 4. It shall be the duty of the Cabinet Secretary/Treasurer to prepare the billings and collect and disperse the funds as authorized by the District Governor.

Section 5. The District Governor-Elect shall prepare a budget with the assistance of the Finance and Planning Committee. The budget shall be presented for approval at the first Cabinet Meeting. No funds may be dispersed until the budget has been approved.

Section 6. No District Governor or Cabinet shall incur expenses in excess of the income.

Section 7. Administrative expenses are as follows but are not limited to:

- (a) Awards and Trophies;
- (b) Printing;
- (c) Office Supplies;
- (d) District Governor’s Cabinet Meeting expense;
- (e) Vice District Governors Cabinet Meeting expense;
- (f) Immediate Past district Governor Cabinet Meeting expense;
- (g) Cabinet Secretary/Treasurer Cabinet Meeting expense;
- (h) Committee operating expense;
- (i) Postage;
- (j) Gifts to guest speakers (limited to \$100 per individual);
- (k) \$1000 to incoming District Governor for Cabinet startup expenses; and

(i) Miscellaneous

Section 8. The authorized meeting expenses as noted in Section 7 d., e., f., g., and h., shall not exceed \$50 per meeting and maximums are established as follows:

District Governor \$200 per annum

Vice District Governors \$200 per annum each

Immediate Past District Governor \$200 per annum

Cabinet Secretary \$200 per annum

Cabinet Treasurer \$200 per annum

Cabinet Secretary/Treasurer \$200 per annum

All District Committees expenses maximum \$200 per annum - not to include Convention or Cabinet Meeting Committees.

(b) Zone Chair, Region Chairs and Committee members may be reimbursed for mileage expenses at the same rate as the District Governor. ~~after the first fifty miles, for any Zone or Region meeting. Travel expenses for Conventions and Cabinet Meetings are excluded from this reimbursement.~~ *Travel expenses shall not exceed \$100.00 per individual listed in this paragraph.*

(c) *All remaining funds in the mileage reimbursement fund at year end will be placed in an emergency reserve account, which can be accessed only by a two-thirds vote of the entire cabinet.*

Section 9. No equipment shall be purchased unless approved by the Cabinet.

ARTICLE IX – Miscellaneous

Section 3, Subsection a). **AUDIT OR REVIEW OF BOOKS:** All monies received and expended by the District and District Project(s) shall be in accordance with these Rules of Financial Review.

- (a) Each year immediately following the Multiple District Convention, the District Governor-Elect shall open a checking account in a federally insured institution using the \$1,000 that the outgoing District Governor is required to furnish. All remaining monies of the outgoing District Governor shall be transferred to the incoming District Governor within ten (10) days of the fiscal year. Transferring the checking account will meet the transfer of funds requirement.
- (b) The District Governor and one other Cabinet authorized individual must sign all checks and withdrawals.
- (c) A voucher and/or statement shall substantiate all expenditures with appropriate receipt attached. The District Governor shall ensure that all financial records are filed and maintained for seven (7) years.
- (d) The fiscal year of the District is July 1 through June 30. A District Governor shall not incur or pay any bills or expend any district funds before the start or after the end of his/her fiscal year.
- (e) The District Governor shall submit his/her financial records to the Finance and Planning Committee for preliminary financial review at least thirty (30) and not more than sixty (60) days prior to the Multiple District Convention.
- (f) Within twenty (20) days following the adjournment of the International Convention the outgoing District Governor shall submit his/her records to the

Finance and Planning Committee for financial review. The Committee shall review the financial records and file a report with the Cabinet, incoming District Governor, and outgoing District Governor within thirty (30) days after receipt of the records.

- (g) The incoming District Governor shall thoroughly review the report received from the Finance and Planning Committee and take appropriate action on any exceptions reported.
- (h) Requirements for financing and reviewing the District Project(s) are stated in Article VII.
- (i) If, after completion of a financial review, the Finance and Planning Committee determines that there are errors, omissions, overpayments, or other violations of the Constitution and Bylaws, the Committee will act to correct the problem. If unable to recover the funds, the Chairman of the Finance and Planning Committee shall call a special meeting of the Finance and Planning and the Constitution and Bylaws Committees. These Committees will determine what action needs to be taken. The Finance and Planning Committee shall request repayment and is empowered to correct the problem, including contact with the bonding company.

Section 8. DISTRICT PROJECTS:

- (a) District Project must be proposed by a Lions Club and have the endorsement of that Club prior to submission to the District Governor as if it were an amendment to the Constitution and Bylaws.
- (b) Written notice shall be given to all Clubs of the District sixty (60) days prior to the Convention indicating the purpose and justification of the proposed District Project.
- (c) No more than two spokespersons may speak for the proposed project and no more than two spokespersons may speak against the proposed project at the Convention prior to voting. Each spokesperson may speak no more than five (5) minutes.
- (d) District Projects shall be established by affirmative vote of two-thirds (2/3) of the votes cast.
- (e) All acts performed by District Projects must conform to the principles of Lionism, good business practices, rules established by Lions Clubs International and the District, Rules of Audit, their Bylaws, and their Articles of Incorporation as governed by the State of Arizona.
- (f) All monies received from Lions Clubs shall be placed on deposit in a federally insured institution. Funds received from other sources may be deposited as determined by the Board of Directors. At least two people, one officer and one other signer as determined by the Board of Directors, must sign all checks and withdrawals from the accounts.
- (g) The fiscal year of all District Projects shall be as in their Articles of Incorporation.
- (h) All District Projects must have a financial review performed by a qualified outside auditor at least annually. All such financial reviews shall conform to established practices and include such tests as may be necessary. A financial review of a Project must be completed within ninety (90) days after the end of its

fiscal year. The financial review results must be provided to the District Governor and the Finance and Planning Committee upon its completion.

- (i) Board members must be Lions in good standing from Clubs in good standing in the District. The board members shall be elected by secret ballot at the District Convention. No more than two (2) members from any Club may serve on a District Project Board of Directors at any one time.
- (j) No relative of any board member shall be a paid employee except under emergency conditions.
- (k) With the exception of the District Governor, any member of the District shall be limited to membership on only one District Project Board at any one time. The District Governor shall only be an ex-officio member of each District Project Board.
- (l) Should a vacancy occur on a District Project Board, the vacancy shall be filled in accordance with the provisions of its Bylaws. Appointed members shall serve until the next District Convention.
- (m) Any change in a Project's Constitution and Bylaws shall be treated the same as an amendment to the District Constitution and Bylaws except that it shall originate from the Project. The District Governor shall have the authority to suspend any District Project, if in his/her judgment the Project fails to conform to any requirement of this Constitution. The District Governor shall inform the Board of Directors of the Project in writing his/her reason or reasons for the suspension. The District Governor shall lift the suspension as soon as the Project has corrected the reason or reasons for the suspension. If the reason or the reasons have not been corrected, the District Governor shall present his/her case at the next Cabinet Meeting. The District Governor and up to three (3) of the District Project Board members may address the general membership to explain the differences. A vote shall be taken to determine if the Project shall be terminated. It shall require a two-thirds (2/3) vote of the delegates voting to terminate the Project. The District Governor shall notify the Clubs at least sixty (60) days prior to the Convention the reason(s) for the suspension. In the event the suspension occurs within the sixty- (60) day period, the District Governor will notify the Project Board and the Lions Clubs at the same time. Suspension defined: Suspension means that the District Project shall not be able to use the Lions name or emblem nor to solicit or secure funding from the Lions Clubs within the District. It may continue to function as authorized by Arizona law.

(The Standard Form Multiple District Constitution and By-laws shall govern the multiple district unless otherwise amended so as not to conflict with the International Constitution and By-laws and policies of Lions Clubs International. The Standard Form District Constitution and By-laws shall govern the sub-districts comprising the multiple district unless otherwise amended so as not to conflict with the Multiple District and International Constitution and By-laws and policies of Lions Clubs International. Multiple districts may incorporate the provisions of the Standard Form District Constitution and By-laws, as may be amended, into a combined single form multiple district constitution and by-laws. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the multiple district constitution and by-laws, then the multiple district constitution and by-laws shall govern.)