

# MEMORANDUM OF UNDERSTANDING LIONS CLUBS OF NORTH DAKOTA AS AMENDED OCTOBER 20, 2018

## SECTION I - NAME

The Association of Lions Clubs of North Dakota is the name of the organization comprised of the Lions clubs in good standing in each district in the State of North Dakota.

## SECTION II - OBJECT

The Association of Lions Clubs of North Dakota provides an administrative structure with which to advance the Purposes of Lionism in North Dakota.

## SECTION III - PURPOSE

The purpose shall be to provide North Dakota Lions clubs and districts with a uniform organization for the express purpose of advancing Lionism throughout the State of North Dakota.

## SECTION IV - MEMBERSHIP

Membership in the Association of Lions Clubs of North Dakota is composed of all Lions clubs in good standing in the State of North Dakota.

## SECTION V - STATE CONVENTION

**A.** An annual convention of the Association of Lions Clubs of North Dakota shall be held at a place selected at a previous state convention. The convention sites should be selected at least five (5) years before the proposed convention.

**B.** State conventions shall be held during the months of October or November at a time determined by the host club(s) with the approval of the current district governors.

**C.** The selection of the chairperson for a state convention shall rest with the host club(s) with the concurrence of the district governors in office at the time of the selection of the chairperson.

### D. Site Selection

1. The host district governor shall receive invitations in writing from clubs desiring to host the state convention.

2. **Location** - The site selected for the state convention must qualify as to suitability, location, and capacity for dining, room accommodations and meeting room facilities.

3. **Bid Invitation** - All invitations shall be delivered to the host district governor no later than thirty (30) days prior to the convening date of the state convention at which they are voted upon.

4. **Procedures** - The bids shall be presented and voted upon by the delegates. If no bids are presented, or in the event the bids are not acceptable, the state convention site shall be determined by the district governors.

5. The site of the state convention shall rotate annually between the districts of North Dakota. This rotation may be changed with the approval of the delegates present and voting at a state convention. The site shall be ratified by a majority vote of the delegates present and voting at a regular state convention.

## **E. Business Sessions**

**1. Purpose** - The purpose for the state business meeting of the Association of Lions Clubs of North Dakota is to conduct any business pertaining to the promotion of Lionism in the State of North Dakota.

**2. Agenda** - The agenda for the business meeting of the state convention of the Association of North Dakota Lions Clubs shall include the following items: Lions Foundation of North Dakota, Inc. Report, The North Dakota Lion Report, Dakota Lions Sight and Health Report, Convention Fund Report, Convention Bid and Selection Report, Resolutions Committee Report, and any other reports that are presented to the district governors 30 days in advance of the convention that warrant inclusion in the agenda.

### **3. Procedures**

**a.** Presiding Officer - The host district governor shall be the designated officer to preside at the state meeting, however, the district governors will share the platform at all business meetings and collaborate at all official sessions.

**b.** The host district governor shall appoint a convention parliamentarian and a convention secretary.

**c.** Unless otherwise specified, Robert's Rules of Order, Newly Revised will provide the procedures to be followed during the business session.

**d. Quorum** - A majority of the registered delegates in attendance at a convention session shall constitute a quorum.

**e.** Each certified delegate present, in person, may cast only one vote on each issue to be voted on by the delegates to the convention.

**f.** Unless otherwise specified in Robert's Rules of Order, Newly Revised the affirmative vote of a majority of the certified delegates voting on any question shall be the act of the convention.

### **4. Credentials**

**a.** The district governors (jointly) will be responsible for publishing the policies and procedures for credentialing delegates to the state convention business meeting at least 30 days in advance of the convention.

**b.** The credentialing of delegates shall be in accordance with the Standard District Constitution and By-Laws of Lions Clubs International. A list of certified delegates based upon the list of eligible delegates provided by Lions Clubs International will be presented by each district governor to the State Convention Credentials Committee. (Each chartered club in good standing with the district shall be entitled to select one certified and one alternate delegate for each ten (10) members or major fraction thereof, who have been enrolled for at least one year and a day in the club on the first day of the month last preceding that month during which the convention is held, a major fraction being five (5).)

**c.** The District Credentials Committee will be responsible for certifying delegates at the beginning of the district business meetings.

**d.** A State Convention Credentials Committee, comprised of the District Convention Credentials Committees, will oversee the voting process involving delegates at the business meeting of the North Dakota Lions State Convention. The district secretary of the host district will serve as lead member.

**5. Official Minutes** - The convention secretary shall, within sixty (60) days after the close of the convention, mail an official report of the convention proceedings to the current district governors; presidents and secretaries of the North Dakota Past District Governors Association, Dakota Lions Sight and Health, and the Lions Foundation of North Dakota, Inc.

## **SECTION VI - STATE PUBLICATION**

**A.** The Association of Lions Clubs of North Dakota through the North Dakota Lions Foundation, Inc. shall publish a monthly newspaper, the North Dakota Lion, featuring monthly news columns or items from each of the district governors, Lions projects, and activities of any North Dakota Lions organization.

**1.** Each district governor shall be allocated a minimum of two pages in each issue. In addition, materials provided by the district governors will have priority over club or other information.

**2.** The publication will be made available concurrently in print and electronic formats.

**3.** District governors will be responsible to make sure that the USPS and/or electronic addresses of Lions in good standing are available to the publisher on a regular basis.

## **ADDENDA TO THE MEMORANDUM OF UNDERSTANDING**

**A.** Opportunities during the annual convention will be made available for Lions clubs and Lions organizations within North Dakota to recognize individuals, clubs, or other entities for their work to promote Lionism.

**1. Hall of Fame** - Individuals named by the North Dakota Past District Governors Association to the North Dakota Lions Hall of Fame will be inducted and presented with their award at a time during the convention that is mutually agreed upon by an individual designated by the PDGA and the local convention planning committee.

**2. Melvin Jones Fellow Recognition** - The district governors and the Convention Planning Committee will create, at each convention, an opportunity for presentation of Melvin Jones Fellow awards and recognition of new Melvin Jones Fellow recipients. The district governors (jointly) will give notice to North Dakota Lions clubs via the North Dakota Lion at least 30 days in advance to make arrangements for presenting or recognizing their Melvin Jones Fellow Award recipients at the state convention.

**3. Parade of Green** - Lions clubs will have the opportunity to make public their donations to the Lions Foundation of North Dakota, Inc., Dakota Lions Sight and Health, and other entities associated with Lionism. The host district governor will schedule a time corresponding with the business meeting for the Parade of Green.

**4.** Other state, multiple district, or international special awards may be presented at the state convention at times deemed appropriate by the district governors.

### **B. Financial**

#### **1. State Convention Fees**

**a.** The general convention registration fee shall be set in consultation with the current district governors and the North Dakota Past District Governors Association.

**b.** A state convention per capita assessment fee of one dollar (\$1) per year per member (payable semi-annually) will be paid by each district in the state to supplement the State Convention Fund. Assessment fees will be used to subsidize the cost of meals, entertainment and other incidental expenses incurred by the host club(s) in their conduct of the state convention.

**c.** Upon request, local host committees will receive a sum based upon one dollar (\$1) per member for use in funding convention activities. Additional funds may be requested and provided with appropriate justification if funds are deemed available by a majority vote of the Executive Committee of the North Dakota Past District Governors Association. The Executive Committee shall consist of the president, vice president, secretary, and treasurer.

#### **2. Hall of Fame Fund Assessment**

**a.** An assessment of fifty cents (\$.50) per year per member (payable semi-annually) will be paid by each district in the state to supplement the North Dakota Lions Hall of Fame.

**3.** Collection and supervision of per capita assessment fees for the State Convention and Hall of Fame Funds will be based upon the number of members in each district as shown on the Monthly Membership Reports (MMRs) for the months of June and December. The collected assessment fees shall be sent for caretaking to the treasurer of the North Dakota Past District Governors Association on September 1st and March 1st of each fiscal year.

**a. Excess Funds** - Any excess registration funds held by the host club(s) shall be forwarded to the treasurer of the North Dakota Past District Governors Association for deposit in the State Convention Fund. Any legitimate expenses presented after the final report has been submitted to the Past District Governors Association may be paid at the discretion of the Past District Governors Association Executive Committee.

**b. Deficits** - Any losses incurred by a state convention, which occurred beyond the control of the host club(s), shall be submitted to the current district governors for submission and payment from the State Convention Fund upon majority vote of the North Dakota Past District Governors Association Executive Committee.

**c. Refunds** - The convention registration form shall clearly state the procedure to obtain refunds for pre-paid registration fees.

**d. Financial Report** - The host club(s) shall submit a detailed state convention financial report, showing income and expenditures of the state convention to the district governors and the treasurer of the North Dakota Past District Governors Association within sixty (60) days following the adjournment of the convention.

**e.** The treasurer of the North Dakota Past District Governors Association shall provide to each district governor an annual detailed accounting of the State Convention Fund prior to each district's first cabinet meeting in July/ August.

#### **4. Assessments for the North Dakota Lion**

a. The Lions Foundation of North Dakota, Inc. shall annually assess each district in North Dakota for every Lion in good standing the sum of six dollars (\$6) to subsidize the North Dakota Lion (payable semi-annually). Collection and Supervision of said assessment fees will be based upon the number of members in each district as shown on the Monthly Membership Reports (MMRs) for the months of June and December. The collected assessment fees shall be sent for caretaking to the treasurer of the Lions Foundation of North Dakota, Inc. on September 1st and March 1st of each fiscal year.

b. The district governors will provide the funds allocated to them for said purpose by Lions Clubs International to publish their District Governor Newsletter in the North Dakota Lion each month.

c. **Financial Report** - The treasurer of the Lions Foundation of North Dakota, Inc. shall provide to each district governor an annual detailed accounting for the North Dakota Lion Fund prior to each district's first cabinet meeting in July/August.

### **RENEGOTIATION OF MEMORANDUM**

**A. Severability** - If any section, sentence, clause, or other part of this Memorandum of Understanding and Addenda shall be declared to be void and of no effect, for any reason whatsoever, such decision shall not affect the validity of any other portions hereof.

**B. Changes** - This Memorandum of Understanding and Addenda may be changed only at a North Dakota Lions State Convention where delegates from clubs in good standing are meeting as the Association of Lions Clubs of North Dakota.

1. Proposed changes must be submitted in writing to the club's respective district governor no less than sixty (60) days prior to the North Dakota Lions State Convention.

2. Notification of the proposed change(s) shall be made to the clubs of the state no less than thirty (30) days prior to the North Dakota Lions State Convention.

3. A two-thirds affirmative vote of the delegates present and voting is necessary to pass any revision to the Memorandum of Understanding. The Addenda may be changed with a simple majority of those present and voting.

4. Each revision or change shall take effect at the close of the meeting at which it is adopted unless otherwise specified.