

LIONS CLUBS INTERNATIONAL
DISTRICT 20-K2

NASSAU COUNTY, NEW YORK
&
BERMUDA

CONSTITUTION
AND
BY – LAWS

AS PROPOSED BY THE
CONSTITUTION & BY – LAWS
COMMITTEE
February 1, 2010

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**CONSTITUTION AND BY-LAWS
OF
THE LIONS CLUBS OF DISTRICT 20-K2, INC**

CONSTITUTION

ARTICLE I

NAME

SECTION 1. This organization is a New York State corporation duly incorporated by virtue of the laws of the State of New York, and shall be known as “New York State Lions Multiple District 20-K2, Inc.”, hereinafter referred to as “Organization” or “District.”

ARTICLE II

OBJECT

SECTION 1. The objective of the organization is to provide the District with an efficient means of advancing Lionism and providing proper administration throughout the District; to coordinate, standardize and direct the activities, other than local activities, of all affiliating Lions, Lioness, and Leo Clubs within the District; and to otherwise promote the general welfare of the International Association of Lions Clubs and of this organization; and to further the ideals and principles of Lionism.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this organization shall consist of all the Lions Clubs in Nassau County (New York) and Bermuda, duly chartered by Lions Clubs International, and which are in good standing with Lions Clubs International and the District.

SECTION 2. Membership in a Lions Club may be offered to any individual who has reached the age of 18 and has been approved for membership by that club.

ARTICLE IV

DISTRICT CONVENTION

SECTION 1. The District shall hold a convention each year, no later than thirty (30) days before the MD 20 convention; the date and location of which shall be fixed by the District Governor.

SECTION 2. The District Governor shall appoint a General Chair who, in conjunction with sub-chairs, shall arrange a program, which shall be the order of the day for all sessions thereof.

SECTION 3. Robert's Rules of Order, newly revised, latest edition, shall govern all parliamentary procedures, except as otherwise provided in the Rules of Procedure adopted by the Convention.

SECTION 4. At the meeting of the District Convention all necessary business will be presented to the delegates present. Voting shall be held at each Convention to fill any 20-K2 vacancies for positions to the Board of Directors of the Lions Diabetes Education Center, the Lions Eye Bank for Long Island and any other boards duly designated by the District Cabinet. Each newly elected board member shall take office at the prescribed time as stated in that respective organization's Constitution and By-Laws.

SECTION 5. The District Governor may call and conduct a special meeting of the District at the Convention.

SECTION 6. Each chartered Lions Club in the District, in good standing at the time that the Delegate form is required, shall be entitled to one voting delegate, and one alternate, for each ten members who have been enrolled for at least one year and a day in the club, or major fraction thereof, as shown by the records of Lions Clubs International on the first day of the month which precedes the month in which the District Convention is held. The major fraction referred to in this section shall be five or more members. Each vote based on membership shall be made only by a delegate in person at the convention; no delegate shall cast more than one vote on each resolution or question presented. The District Governor, by virtue of his/her office, and each Past District Governor, who is an active member of a chartered Lions Club in good standing, shall be an accredited delegate to the Convention, but shall not be included in the delegate quota of his/her Club for any such convention.

SECTION 7. A club in good standing is defined as one having all financial obligations paid to Lions Clubs International, the Multiple District and the District.

SECTION 8. For the purpose of conducting Convention business, a quorum shall be a majority of the certified delegates present and voting.

SECTION 9. The District Governor, after consulting with the Past District Governors, shall appoint to the District Convention the following convention committees: Credentials, Resolutions, Nominations, Election and Voting, Rules, Parliamentary and Sergeant-at-Arms. The District's Constitution and By-Laws Committee shall serve as parliamentarians of the Convention and its rulings, subject to review by the District Governor, shall be final.

SECTION 10. All Delegate forms shall be completed and signed by the Club President and Secretary and returned to the District Cabinet Secretary no later than thirty (30) days prior to the date of the District Convention, or as otherwise directed by the Credentials Chair with the approval of the District Governor.

ARTICLE V

DISTRICT OFFICERS

SECTION 1. The Officers of the District shall be the District Governor, who shall be the presiding officer, the First Vice District Governor, the Second Vice District Governor, the Immediate Past District Governor, Cabinet Secretary, Cabinet Treasurer, Region Chairs, Zone Chairs, Chaplain and District Lion Tamer.

SECTION 2. The District Governor, First Vice District Governor and Second Vice District Governor, elected at the Annual Multiple District Convention, as provided in Article VII, Section 9 of the Lions Clubs International Constitution, shall take office immediately on adjournment of the Lions Clubs International Convention next succeeding his/her election, serving until the adjournment of the next following Lions Clubs International Convention.

SECTION 3. The District Governor may appoint, at the time he or she officially takes office, one Region Chair in each Region of the District, who should be an active member of a Lions Club in the Region where appointed. In the event that no such appointment is made, then all references to that office shall be disregarded herein.

SECTION 4. Except in the geographic area of Bermuda, the District Governor shall appoint, at the time he or she officially takes office, one Zone Chair in each Zone of the District, who should be an active member of a Lions Club in the

Zone where appointed. The Lions Clubs of Bermuda shall elect their Zone Chair and Deputy Zone Chair.

SECTION 5. The District Governor shall appoint a Cabinet Secretary-Treasurer, in either one or two positions, who shall be an active member(s) of a Lions Club in the District.

SECTION 6. The District Governor may appoint a Chaplain, who shall be an active member of a Lions Club in the District. In the event that no such appointment is made, then all references to that office shall be disregarded herein.

SECTION 7. The District Governor may appoint a District Lion Tamer, who shall be an active member in a Lions Club in the District. In the event that no such appointment is made, then all references to that office shall be disregarded herein.

SECTION 8. In the event of a vacancy to any District office, except that of the First Vice District Governor and/or the Second Vice District Governor, the District Governor shall have the power to fill such vacancy for the unexpired term thereof.

SECTION 9. The District Governor shall appoint, with the consent of the District Cabinet, one District Records Clerk upon completion of the term of said office or upon the vacancy of said office. The District Records Clerk shall be an active member in a Lions Club and shall reside within the District. The term of office shall be for three (3) years.

SECTION 10. In the event of a vacancy in the office of District Governor, the First Vice District Governor shall fill the office of District Governor, in accordance with the provisions of the Constitution and By-Laws of the International Association of Lions Clubs.

SECTION 11. In the event of a vacancy in the office of First Vice District Governor, the Second Vice District Governor shall fill the office of First Vice District Governor in accordance with the provisions of the Constitution and By-Laws of the International Association of Lions Clubs. In the event of a vacancy in the office of Second Vice District Governor, then that office shall remain vacant until the next Multiple District election.

SECTION 12. There shall be no salary paid to any officer in this district.

ARTICLE VI

DISTRICT GOVERNOR'S CABINET

SECTION 1. There shall be a District Governor's Cabinet composed of the District Governor, as its presiding officer, the First Vice District Governor, the Second Vice District Governor, the Immediate Past District Governor, the Cabinet Secretary, the Cabinet Treasurer and/or Cabinet Secretary/Treasurer, the Region Chair(s), the Zone Chairs, the Chaplain and the District Lion Tamer. This body shall be known as the Voting Cabinet. The District Records Clerk, the Parliamentarian and District Advisors shall be ex-officio members with no vote.

SECTION 2. A majority of the District officers shall constitute a quorum for the purpose of conducting District business.

SECTION 3. The District Governor shall call at least four regular meetings of the District Governor's Voting Cabinet during his/her year; the first of these meetings shall be held within ninety (90) days after the adjournment of the preceding Lions Clubs International Convention. Ten (10) days written notice, sent either by first class mail or electronically to the email address on file with the Cabinet Secretary, shall be given to each member of the District Governor's Cabinet in advance of any regular meeting. Said notice shall be given by the Cabinet Secretary. Special meetings of the District Governor's Cabinet may be called by the District Governor at his/her discretion, or by a majority of the District Officers, upon not less than five (5) days nor more than ten (10) days written notice, sent either by first class mail or electronically to the email address on file with the Cabinet Secretary. Said notice shall be given by the District Governor or Cabinet Secretary. All meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised*, latest edition.

SECTION 4. The District shall utilize a standardized computer accounting program.

SECTION 5. The District Governor's Cabinet shall provide for an audit of the books and accounts of the District on an annual basis, or at more frequent intervals if necessary. The financial records shall be kept using accepted accounting principles for the fiscal period as required by the Internal Revenue Service. During the year, the books and financial records of the District shall be maintained by the Cabinet Treasurer.

ARTICLE VII

DISTRICT ORGANIZATION

SECTION 1. The District shall be divided by the District Governor into Regions of not more than sixteen (16) or less than ten (10) Lions Clubs each, with due regard having been given to the geographic locations of the clubs. The composition of the Regions shall be subject to change by the District Governor as is deemed necessary for the best interests of Lionism and the individual Lions Clubs.

SECTION 2. Each Region shall be divided by the District Governor into Zones, which Zones shall be composed of not more than eight (8) and no less than four (4) Lions Clubs, with due regard having been given to the geographical locations of the Clubs. The composition of the Zones shall be subject to change by the District Governor as is deemed necessary for the best interests of Lionism and the individual Lions Clubs.

ARTICLE VIII

DISTRICT GOVERNOR'S ADVISORY COMMITTEE

SECTION 1. There shall be a District Governor's Advisory Committee in each Zone, composed of the Region Chair assigned to that Zone, the Zone Chair and the Presidents and Secretaries of the clubs in that particular Zone.

SECTION 2. The Zone Chair in each particular Zone shall call three (3) meetings of this District Governor's Advisory Committee during the year. The first of these meetings shall be held within thirty (30) days after the first District Cabinet Meeting. The remaining meetings shall be held at intervals specified by the District Governor.

ARTICLE IX

DISTRICT GOVERNOR'S HONORARY COMMITTEE

SECTION 1. The District Governor may appoint an Honorary Committee comprised of Past International Officers, Past International Directors, and Past District Governors within the District. The Chair of the Committee shall be the Immediate Past District Governor.

SECTION 2. The District Governor's Honorary Committee shall meet when called by the District Governor.

ARTICLE X

ADOPTION

SECTION 1. This Constitution and By-Laws shall be in full force and effect when it has been adopted by a two-thirds (2/3) affirmative vote of the delegates registered at the Multiple District 20 Annual Convention or at a District Convention.

ARTICLE XI

AMENDMENTS

SECTION 1. This Constitution can be amended only by the passage of a resolution of the Constitution and By-law Committee approved by a two-thirds (2/3) affirmative vote of duly certified 20-K2 delegates present and voting at either a District Convention or a Multiple District 20 Convention.

SECTION 2. No amendment shall be submitted to voting delegates at a District Convention or Multiple District 20 Convention unless a copy of the resolution to be considered shall first have been circulated to the Lions Clubs of the district in written form at least thirty (30) days prior to such convention.

BY-LAWS

ARTICLE I

DUTIES

SECTION 1. District Governor – The District Governor shall be the Chief Executive of the District. The District Governor shall preside at all meetings of the Cabinet; shall supervise the work and activities of the District; and shall perform such other duties that pertain to that office as set forth in the Lions Clubs International Constitution and By-Laws. In the event of the absence of the District Governor at a cabinet meeting, the First Vice District Governor shall perform the duties of the District Governor. In the event of the absence of the District Governor and the First Vice District Governor at a Cabinet meeting, the Immediate Past District Governor shall perform the duties of the District Governor. The District Governor shall have full authority to dismiss any Region Chair, Zone Chair, Committee Chair or committee member or any other District appointed officer. In the event of a vacancy resulting from death, resignation or removal, the District Governor shall be authorized to make an appointment to fill the unexpired term.

At the last meeting of his/her voting cabinet, the District Governor, with the approval of the voting cabinet, shall appoint an independent auditor to audit the books and records of the District at the conclusion of the District fiscal year. Said auditor shall present a financial report to the District within forty-five (45) days of the close of the fiscal year.

At the last meeting of his/her Voting Cabinet, the District Governor, with the approval of the Voting Cabinet, may designate appropriate charities to receive a percentage of any surplus that exists in the general administrative account at the conclusion of the year end audit. The total of all such charitable disbursements shall not exceed fifty percent (50%) of the surplus identified. Such charitable disbursements shall only be considered after any funds utilized from the District Administrative Reserve Fund during the fiscal year under review have been reimbursed. The Cabinet Treasurer shall make the designated charitable disbursements only after the seated Voting Cabinet has reviewed and accepted the year end audit. In the event that an Immediate Past District Governor did not previously designate charities to receive up to fifty percent (50%) of any surplus remaining in the general administrative account from his/her term as District Governor, then he/she may so designate up to fifty percent (50%) of any such surplus with the approval of the Voting Cabinet following review and acceptance of the year end audit. Said approval shall not be unreasonably withheld.

SECTION 2A. First Vice District Governor – The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be

the chief administrative assistant to the District Governor. The specific responsibilities of the First Vice District Governor shall be to: Further the purposes and objects of this association; Familiarize himself/herself with the duties and responsibilities of District Governor, Perform such administrative duties as may be assigned to him/her by 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; Perform such administrative duties as may be assigned to him/her by the District Governors; Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor Manual and other directives; and, attend the MD-20 Council meetings. The First Vice District Governor shall receive a reimbursement not to exceed the amount of \$800.00 per year for administrative costs, which shall be disbursed in equal amounts after each of the four council meetings. Upon good cause shown, a greater amount may be authorized by the Voting Cabinet.

SECTION 2B. Second Vice District Governor – The Second Vice District Governor’s responsibilities shall be to: Further the purposes and objects of this association; Familiarize himself/herself with the duties and responsibilities of said office; Perform such administrative duties as may be assigned to him/her by the District Governor; and, Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor Manual and other directives.

SECTION 3A. Cabinet Secretary – This position may be combined with the Cabinet Treasurer position and be known as the Cabinet Secretary/Treasurer. Under the supervision and direction of the District Governor and his/her Cabinet, the Cabinet Secretary shall keep a complete record of the proceedings of all meetings of the Cabinet and shall, within fifteen (15) days after each meeting, submit copies of the minutes of same to all members of the Cabinet. The Cabinet Secretary shall assist the District Governor and the Cabinet in conducting the business of the District, and shall perform such duties as are specified or implied in the Constitution and By-Laws of this organization, or as may be assigned to him/her by the District Governor. The Cabinet Secretary shall sign all notices and documents issued by the District Governor.

SECTION 3B. Cabinet Treasurer – This position may be combined with the Cabinet Secretary position and be known as the Cabinet Secretary/Treasurer. The Treasurer shall be bonded. Under the supervision and direction of the District Governor and the Cabinet, the Cabinet Treasurer shall keep the accounts, receive all monies paid to the District, make expenditures as directed by the Cabinet, and shall make a financial report to the Cabinet at each meeting of the Cabinet and at such other times as the Cabinet may require. The Cabinet Treasurer shall deposit all monies received in such bank or banks as may be designated by the Cabinet, maintaining an account for the administrative functions of the District as well as a separately designated District Administrative Reserve Fund, and shall disburse

same only by order of the Cabinet. Checks of \$1,000.00 or more shall require two signatures. Checks under \$1,000.00 may require two signatures at the discretion of the District Governor.

The District's accounts, ledgers, books and records shall at all times be open to the inspection of the Cabinet, the District Governor and any auditors named by the Cabinet. The Cabinet Treasurer is directed to cooperate with any auditor appointed by the Cabinet and must turn over any and all accounts, ledgers, books and records necessary for the completion of a timely audit. A copy of any audit directed by the Cabinet shall be made available to any club within the District that shall request same in writing through its president or secretary.

At the conclusion of the fiscal year, the outgoing Cabinet Treasurer shall turn over all account balances and checkbooks to the incoming Cabinet Treasurer, who shall keep said balances segregated until the year end audit has been presented to and accepted by the Voting Cabinet. To the extent that any outstanding bills or invoices are presented to the incoming Cabinet Treasurer by the outgoing Cabinet Treasurer for expenses incurred during the prior administration, such bills or invoices shall be paid from the segregated general administrative account balance with the consent of the Voting Cabinet, which consent shall not be unreasonably withheld. Any such expenditures must be considered prior to the distribution of surplus administrative funds as set forth in these by-laws.

Upon the completion of his/her duties, the Cabinet Treasurer shall turn over all financial ledgers, books and records relating to the fiscal year in question to the District Records Clerk.

SECTION 4. Region Chair – The Region Chair shall be a voting member of the District Governor's Cabinet and shall attend the regular and special meetings and deliberations of the Cabinet. The Region Chair shall assist the District Governor in the promotion of Lionism. It shall be the Region Chair's responsibility to promote the efficiency of each club in that Region; To promote the annual District, Multiple District and International Conventions among the Clubs in the Region; and, assist the Zone Chairs of the Region in the performance of their official duties. The official actions of the Region Chair shall be under the Supervision of the District Governor.

SECTION 5. Zone Chair – The Zone Chair shall be a voting member of the District Governor's Cabinet and shall attend the regular and special meetings and deliberations of the Cabinet. The Zone Chair shall hold and preside at regularly scheduled Advisory Committee meetings, as provided for in Article VIII, Section 2 of this District Constitution. The Zone Chair shall make a report of each Advisory Committee meeting and send copies within ten (10) days thereafter to the Region Chair and the District Governor. It shall be the Zone Chair's responsibility to promote the efficiency of each club in that Zone. The official actions of the Zone

Chair shall be under the supervision of the District Governor and respective Region Chair.

SECTION 6. Chaplain – The Chaplain shall be a voting member of the District Governor’s Cabinet and shall attend regular and special meetings and deliberations of the Cabinet. He/She shall provide an appropriate non-sectarian opening prayer and benediction at each meeting.

SECTION 7. Lion Tamer – The Lion Tamer shall be a voting member of the District Governor’s Cabinet and shall attend regular and special meetings and deliberations of the Cabinet. The Lion Tamer shall be responsible for the maintenance, repair and safety of all District property, including, but not limited to, the District flags, flag poles and bases as well as the bell and gavel.

SECTION 8. District Records Clerk – The District Records Clerk shall be a non-voting member of the District Governor’s Cabinet. The District Records Clerk shall be responsible for the storage and safety of all District records, including, but not limited to, all the official Cabinet Minutes, the District Financial Reports, including all hard copies and disks, all Constitution and By-Laws pertaining to said District, Articles of Incorporation and the District Audit. Financial records for each fiscal year shall be kept for seven years, after which, same shall be transferred to the District Governor then serving or otherwise disposed.

SECTION 9. District Governor’s Cabinet – The District Governor’s Cabinet is the deliberative and assisting body to the District Governor in the formulation of Administrative plans and policies affecting the welfare of Lionism within the District. It shall serve in an advisory and administrative capacity only.

SECTION 10. District Governor’s Advisory Committee – This committee shall advise the District Governor and the Cabinet and make such recommendations affecting the welfare of Lionism. The Zone Chairs and the President and Secretary of each club in that respective Zone shall comprise the Advisory committee.

SECTION 11. Parliamentarian – The chairman of the District Constitution and By-Laws Committee shall serve as Parliamentarian of the District. The Parliamentarian shall be responsible for all parliamentary rulings at Regular and Special Meetings. The Parliamentarian shall also chair the District Convention’s Parliamentary Committee. The Parliamentarian shall be an ex-officio, non-voting member of the District Governor’s Cabinet and shall hold no other District office.

ARTICLE II

DISTRICT CHAIRS/COMMITTEES

SECTION 1. At, or prior to, the District's first called meeting, the District Governor shall appoint a District Chair to those committees established by the District Governor in accordance with the duly recognized committees of Lions Club International and may appoint such other committees and chairpersons as he/she deems necessary.

SECTION 2. The following committees shall be recognized and established by the District Governor:

A. Journey for Sight Committee (Strides Committee). At the commencement of each fiscal year this committee shall be budgeted five hundred dollars (\$500.00) "seed money".

B. Finance Committee. The District Governor shall appoint a Finance Committee to assist in the preparation of an annual budget for the District and shall review all financial statements for presentation to the Cabinet at its regular meetings. The Cabinet Treasurer and/or Cabinet Secretary-Treasurer shall report, as required, to this committee.

C. Constitution and By-Laws Committee. This committee shall be responsible for proposing any revisions and amendments to the District's Constitution and By-Laws. This committee shall be comprised of a Chair and two (2) additional members. This committee shall serve as the Parliamentarians of the District Convention.

D. The Global Membership Team (GMT). The GMT shall be established in accordance with the rules of Lions Clubs International.

SECTION 3. The District Governor shall have the authority to remove any member or chairperson of any appointed committee. In the event of a vacancy resulting from death, removal or resignation, the Governor shall be authorized to make an appointment to fill the unexpired term.

ARTICLE III

FISCAL YEAR

SECTION 1. The fiscal year of this District shall be July 1st of a particular year through June 30th of the following calendar year.

ARTICLE IV

DISTRICT MEMBERSHIP DUES

SECTION 1. The District Dues, in effect since July 1, 1986, in the amount of \$4.00 per Lion member, shall remain in full force and effect.

SECTION 2. The District Dues shall be payable on an annual basis, with payment due on July 1st of the District fiscal year.

SECTION 3. The District Dues will be based on the membership roster as shown by the International Association of Lions Clubs on July 1st of the District fiscal year.

SECTION 4. The District membership dues shall be forwarded to the District Treasurer.

ARTICLE V

DISTRICT ADMINISTRATIVE RESERVE FUND

The District shall maintain a District Administrative Reserve Fund. The principle in said fund shall not exceed \$5,000 and must be maintained in an interest bearing account. Any monies utilized from the District Administrative Reserve Fund in the course of a fiscal year must be initially replaced from the general administrative account in accordance with Article 1 Section 1 of these By-laws.

The District Administrative Fund may be utilized to address financial emergencies, unique circumstances or special needs experienced by the District. It may only be utilized in an amount expressly considered and approved by the Voting Cabinet.

ARTICLE VI

INTERNATIONAL/MULTIPLE DISTRICT AMENDMENTS

SECTION 1. In the event that an amendment to the Constitution or By-Laws of Lions Clubs International, or Multiple District 20, creates a conflict or inconsistency with any existing provision of this Constitution or By-Laws, then the provision of the International or Multiple District 20 document shall control.

ARTICLE VII

DISTRICT AMENDMENTS

SECTION 1. These By-Laws can be amended only by the passage of a resolution of the Constitution and By-Law committee approved by the affirmative vote of a majority of duly certified 20-K2 delegates present and voting at either a District Convention or Multiple District 20 Convention.

SECTION 2. No amendment shall be submitted to voting delegates at a District Convention or Multiple District 20 Convention unless a copy of the resolution to be considered shall first have been circulated to the Lions Clubs of the District in written form at least thirty (30) days prior to such convention.