

## LIONS CLUBS OBJECTIVES



### *Lions Clubs Objectives*

To create and foster a spirit of understanding among the peoples of the world.

To promote the principles of good government and good citizenship.

To take an active interest in the civic, cultural, social and moral welfare of the community.

To unite the clubs in the bonds of friendship, good fellowship and mutual understanding.

To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

## LIONS CODE OF ETHICS



### *Lions Code of Ethics*

To show my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

To seek success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self respect lost because of unfair advantage taken or because of questionable acts on my part.

To remember that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

Whenever a doubt arises as to the right or ethics of my position or action towards my fellow men, to resolve such doubt against myself.

To hold friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

Always to bear in mind my obligations as a citizen to my nation, my state and my community, and to give to them

## **CONSTITUTION**

### **District 4-L2 CONSTITUTION (Amended 5-2009)**

#### **ARTICLE I NAME**

This organization shall be known as District 4-L2 of Multiple District 4, California, of the International Association of Lions Clubs., Hereinafter District 4-L2 may be referred to as the "District", Multiple District 4 as "MD4", and the International Association of Lions Clubs as "Lions Clubs International" or "LCI".

#### **ARTICLE II OBJECT**

To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this District

#### **ARTICLE III Membership**

All clubs in good standing within the District shall have membership in this organization and shall hold same, subject to the Constitution and By-Laws of Lions Clubs International, of MD4 and of this District. All references herein to a Lions Club or Clubs shall mean a Lions Club or Clubs in good standing unless specifically stated otherwise. The boundaries of the District shall be approved by MD4 and by the Board of Directors of Lions Clubs International.

#### **ARTICLE IV District Organization**

**Section 1. CABINET AND OFFICERS.** The District shall have a District cabinet composed of the District Governor, the Immediate Past District Governor, the First Vice District Governor, the Second Vice District Governor, a Cabinet Secretary-Treasurer (or a Cabinet Secretary and a Cabinet Treasurer, one Region Chairmen for each region (if the position is utilized during the District Governor's term), one Zone Chairmen for each zone, a Membership Chairperson, Extension Chairperson, Retention Chairperson, and Leadership Chairperson (if such MERL positions are utilized as cabinet positions during the District Governor's term).

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### **Section 2. ELECTION OF DISTRICT GOVERNOR / VICE DISTRICT GOVERNOR.**

**(a)** The District Governor, the First Vice District Governor and the Second Vice District Governor shall be elected at the annual convention of the District. The District Governor shall begin his/her term with the close of the Lions Clubs International Convention held in the year of his/her election and end at the close of the next following LCI Convention.

**(b)** No elected District Governor, First Vice District Governor or Second Vice District Governor shall be permitted to succeed himself or herself in the same office except with the approval of the Board of Directors of Lions Clubs International.

**(c)** The District Governor shall appoint, by the time he/she takes office, all the Cabinet Officers as set forth in Section 1 above.

### **Section 3. REGION AND ZONE ORGANIZATION.**

The District Governor shall divide the District into regions of no more than 16 Clubs and no less than 10 Clubs, and each such Region into zones of no more than 8 Clubs and no less than 3 Clubs.

Any proposed changes are subject to the approval of the District Governor after his/her consideration of all the geographical locations of the affected clubs and the concerns of those clubs, the best interest of the District and the International Association of Lions Clubs. Before implementing any proposed changes in the location of regions or zones in the District, the District Governor shall give a written copy of the proposed changes to all affected clubs and fifteen days notice of an opportunity to said clubs of his reasons for the proposed changes and for each affected club to discuss with him/her its concerns regarding the proposed changes.

## ARTICLE V

### **District Convention**

**Section 1. TIME.** The District shall hold a convention in April or May of each year which shall conclude at least thirty (30) days prior to the start of the first business session of the Lions Club International convention scheduled for that year.

The District Governor or, in his/her absence, the First Vice District Governor, or in the absence of both of them, the Second Vice District Governor, shall preside at the Convention.

## CONSTITUTION

**Section 2. CLUB DELEGATE FORMULA.** (a) Each chartered club in good standing in Lions Clubs International and the district shall be entitled in each Annual convention of its district (single or multiple) to one (1) delegate and one (1) alternate 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, of said club as shown on the records of the international office as of the first day of the month last preceding that month in which the convention is held.

(b) The major fraction referred to in this Section shall be five (5) or more members.

(c) Each certified delegate present in person shall be entitled to cast one (1) vote of his/her choice for each office to be filled by, and one (1) vote of his/her choice on each question submitted to, the respective convention.

(d) Notwithstanding the above, each club shall be entitled to at least one (1) delegate and one (1) alternate.

(e) The District Governor and each Past District Governor who is a member of a club in this district, independent of the club delegate quotas hereinabove specified, shall be granted full delegate status and shall be entitled to cast one vote as set forth above.

(f) Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification as such time shall be established by the rules of the convention.

**Section 3. QUORUM.** The attendance in person of a majority of the delegates certified at a convention shall constitute a quorum at any session of the convention.

## ARTICLE VI Amendments to Constitution

**Section 1. AMENDING PROCEDURE.** This constitution may be amended only at a District convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Any club in good standing in the District may submit a proposed change to the District Constitution or Bylaws to the Constitution and Bylaws Committee no later than ninety (90) days prior to the date of the first session of the next District convention.

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**Section 2. NOTICE.** No amendment shall be reported or voted upon unless the same shall have been furnished in writing, by e-mail or other electronic method to each club president, District Governor, the First Vice District Governor, the Second Vice District Governor and each Past District Governor of record in the District no less than sixty (60) days prior to the convening date of the District convention with notice that the same will be voted upon at said convention. The United States Post Office postmark on a mailing shall be conclusive proof of the date of mailing.

**Section 3. EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.



Convention, 2011, Doral Desert Princess  
1stVDG Dennis Drag with Lion Lelsie and  
ID Ron Johnson and Lion June



## **BY-LAWS SECTION**

### **District 4-L2 BY-LAWS (Revised 5-09)**

#### **ARTICLE I District Convention**

**Section 1. CONVENTION COMMITTEE.** The Convention shall be planned, prepared, and supervised by a Convention Committee, subject to the approval of the District Governor. The committee shall be composed of three members. All three of whom shall be appointed each year by the District Governor, at least one of whom shall have previously served as a member of the committee of this District. The Convention Committee shall meet upon the call of the District Governor, the Chairperson, or any two members.

The Convention Committee with the consent of the District Governor may appoint such sub-committees as it deems advisable to assist the Convention Committee in the planning, preparation and supervision of the convention.

**Section 2. CONVENTION SITE SELECTION.** The Convention Committee shall secure proposals in writing from places desiring to host the succeeding year(s) annual convention.

Under no circumstances shall a Convention site, once selected by the delegates, be changed without the approval of the delegates duly assembled at a regular meeting of the District Cabinet. Each club in good standing shall have one (1) vote regarding approval of any change of the convention site. Notice of such meeting shall be in accordance with the provisions of Article II, Section 1(b) and Article IX of these Bylaws.

**Section 3. OFFICIAL REPORT.** Within sixty (60) days after the close of the District convention, the Cabinet Secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective District a copy shall be furnished to said club.

**Section 4. CREDENTIALS COMMITTEE.** The Credentials Committee of the District convention shall be appointed by the District Governor and shall have the responsibility of determining the eligibility and proper credentials of accredited delegates and shall resolve disputes concerning credentials.

## **BY-LAWS SECTION**

### **Section 5. ORDER OF CONVENTION BUSINESS.**

**(a)** The members of the District cabinet shall be the officers of the annual District convention. The District Governor shall arrange the order of business for the District convention, and the same shall be the order of the day for all sessions except as provided in subsection (b) below.

**(b)** After the opening ceremonies at the first business session at the annual District convention, the first order of business shall be the approval of the minutes of the previous District convention, the report of the Credentials Committee and the report of the Constitution and Bylaws Committee.

**Section 6. CONVENTION OFFICERS.** The members of the District cabinet shall be the officers of the annual District Convention.

## **ARTICLE II Meetings**

### **Section 1. DISTRICT CABINET MEETINGS.**

**(a)** There shall be four (4) Regular meetings of the Cabinet held in each fiscal year, with the first being held within thirty (30) days after the adjournment of the preceding international convention. The 4<sup>th</sup> Cabinet Meeting shall be held not less than forty-five (45) days before the annual convention unless said cabinet meeting shall be held in conjunction with the District Student Speakers Contest. Not less than ten (10) days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each club and Past District Governor of record with the District by the cabinet secretary.

**(b)** Special meetings of the cabinet may be called by the District Governor at his/her discretion, or at the request made to the District Governor or the Cabinet Secretary by a majority of the cabinet. Notice of the special meeting shall be given not less than seven (7) nor more than twenty (20) days before the meeting to each cabinet member and, when required, to clubs in the district. The notice shall be given as provided in Article IX in writing stating the time, place, date and purpose of the meeting and be accompanied by any other documentation required for consideration by the delegates at the meeting. The cabinet secretary shall maintain records of the method, date and time when he/she gave such notice.



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**(c) Quorum.** The attendance of a majority of the members of the cabinet shall constitute a quorum for any meeting. In all such meetings, the voting privilege shall extend to the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, the Region Chairmen (if the position is utilized during the District Governor's term), Zone Chairmen, Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary/Treasurer).

### **Section 2. REGIONS AND ZONES.**

**(a) Organizational.** The District, subject to Article 4, Section 3 of the Constitution, may be divided into regions and each region shall be divided into zones.

**(b) Regional Meetings.** Meetings of representatives of all clubs in a region, with the region Chairperson (if the position is utilized during the District Governor's term) or other District cabinet member as may be assigned by the District Governor presiding, may be held during the fiscal year at times and places fixed by the region Chairperson of the respective region.

**(c) Zone Meetings.** Meetings of the District Governor's Advisory Committee described in Article V, Section 4, shall meet at such time and place fixed by the Zone Chairperson. Additional meetings may be called by the Zone Chairperson.

## **ARTICLE III**

### **District Eligibility, Elections and Appointments**

#### **Section 1. ELIGIBILITY COMMITTEE.**

**(a)** There shall be an Eligibility Committee consisting of not less than four (4) Past District Governors who are then members in good standing of a club in the District. The Chairperson of said Committee shall be the immediate Past District Governor, and if not available then the next previous Past District Governor, whose duty it will be to:

**(i)** Receive nominations for the office of District Governor, First Vice District Governor and Second Vice District Governor from all Clubs wishing to nominate a candidate,

**(ii)** Receive nominations for endorsements for candidates for International offices pursuant to the procedures set forth in Article VII, and

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**(iii)** Shall ascertain whether or not each candidate has qualified in according with this Article and review with the candidates the obligations of the office of Governor, First Vice District Governor, Second Vice District Governor, and any International office, respectively.

**(b)** The Eligibility Committee shall meet not less than thirty (30) nor more than ninety (90) days before the date of the first business session of the convention. Other meetings may be called by the Chairperson or by the District Governor when such are deemed necessary because of the inability of the committee to meet within the above time limits.

**(c)** The Eligibility Committee shall place in nomination at the District Convention the name(s) of all candidate(s) determined qualified. If none are received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

### **Section 2. CANDIDACY REQUIREMENTS FOR DISTRICT GOVERNOR.** A candidate for the office of District Governor shall:

**(a)** Be an active member in good standing of a club in good standing in the District.

**(b)** Secure the endorsement of his/her club or one or more other clubs in the District.

**(c)** Currently be serving as the First Vice District Governor within the District from which he/she is to be elected.

**(d)** Only in the event the First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists, currently be serving as the Second Vice District Governor within the District from which he/she is to be elected.

**(e)** Only in the event neither the First Vice District Governor nor the Second Vice District Governor stands for election as District Governor, or if both Vice District Governor positions are vacant at the time of the District convention, any club member who fulfills the qualifications for the office of a Vice District Governor as set forth in these by-laws or constitution and who is currently serving or who has served one (1) additional year as a mem-

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ber of the District Cabinet, shall fulfill the requirements of subsection (c) of this section.

**(f)** File with the Eligibility Committee Chairman on or before February 1<sup>st</sup> of the year he or she proposes for election, a written notice of compliance with the requirements for said office set forth above in this Section 2 together with a statement of his or her intention to seek election to said office.

### **Section 3. CANDIDACY REQUIREMENTS FOR FIRST AND SECOND VICE DISTRICT GOVERNOR.**

Candidate for the offices of First and Second Vice District Governor shall:

**(a)** Be an Active Member in good standing of a club in good standing in the District.

**(b)** Secure the endorsement of his/her club or one or more other clubs in the District.

**(c)** Have served or will have served at the time he/she takes office as a Vice District Governor:

**(1)** As president of a club for a full term or major portion thereof, and a member of the board of directors of a club for no less than two (2) additional years; and

**(2)** As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.

**(3)** With none of the above being accomplished concurrently.

**(d)** File with the Eligibility Committee Chairman on or before February 1<sup>st</sup> of the year he or she proposed to run for election, a written notice of compliance with the requirements for said office set forth above in this Section 3 together with a statement of his or her intention to seek election to said office.

### **Section 4. CAMPAIGNING FOR OFFICE.**

**(a)** A member of a club may announce his/her intention to run for the office of District Governor/First Vice District Governor/Second Vice District Governor and begin campaigning one year before the date of the first business session of the District Convention in that election year, providing that the Eligibility

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Committee Chairperson has received the nomination affidavit or statement signed under penalty of perjury from the endorsing club (s) showing that the candidate is eligible for the office.

**(b)** Each candidate for District Governor shall make every effort not to spend more than Two Thousand Five Hundred Dollars (\$2,500) in his/her campaign for election to that office. Each candidate for First or Second Vice District Governor shall make every effort not to expend more than Five Thousand Dollars (\$5,000) in his/her campaign for election to that office.

### **Section 5. ELECTION PROCESS.**

**(a)** The election of the District Governor and First and Second Vice District Governor shall be by written secret ballot unless there is only one candidate for the office, in which event the election of that candidate may be conducted by voice vote. The candidate for each office receiving the simple majority of votes shall be declared elected. The polls shall be open between the hours of 7:00 A.M. and 11:00 A.M. on the day of the last scheduled business session of the convention. Each candidate may have one poll watcher present at all times during the voting and counting of the ballots. There shall be no campaigning within one hundred (100) feet of the polling place.

**(b)** The Election Committee shall have charge of the balloting and conduction of the election and shall report the winner of each office and the results of the balloting on each proposition on the ballot, to the convention when called upon by the presiding officer prior to the close of the convention.

**(c)** In the event of a tie vote for the candidates of the offices of District Governor or First or Second Vice District Governor, the tie shall be announced at the earliest possible time and thereupon, the delegate (or if he or she not be then present at the convention, the alternate to that delegate) designated on the delegate certification form as the delegate or alternate to act on behalf of his or her Club for the purposes of this section, shall be entitled to cast one vote for his or her Club for the office. The vote shall be by written secret ballot. The voting polls shall be open between the hours of noon (or as soon thereafter as possible) and shall remain open for two hours after opening on the last day of the business sessions of the convention. If after such vote, a tie shall still exist, the candidates shall draw lots to determine the winner.

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### **Section 6. VACANCY OF OFFICE.**

(a) In the event of a vacancy in the office of District Governor, the same shall be filled in accordance with the provisions of the International Constitution. The immediate past District Governor, First Vice District Governor, Second Vice District Governor, the region chairmen, zone chairmen, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) shall convene at a date, time and place called and determined by the immediate past District Governor to select a replacement for recommendation to the International Board of Directors.

(b) In event of a vacancy arising in the office of First Vice District Governor or the Second Vice District Governor, the District Governor shall convene a meeting of the members of the existing cabinet and all past international officers who are members in good standing of a club in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified club member as First Vice District Governor or Second Vice District Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recent past District Governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as Chairperson of the meeting. The Chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion that is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

**Section 7. REGION/ZONE CHAIRPERSON QUALIFICATIONS.** Each region and zone Chairperson appointed in accordance with Article IV Section 3 of the District Constitution shall:

(a) Be an Active Member in good standing in his/her club; and

(b) Have served or will have served at the time of taking office as region or zone Chairperson, as president of a club for a full term or major portion thereof, and a member of the board of directors of a club for no less than two (2) additional years.

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**Section 8. REGION/ZONE CHAIRPERSON VACANCY.** If any region Chairperson or zone Chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the District Governor shall appoint a successor to fill said office; provided, however, the District Governor, in his/her discretion may determine not to use the position of region Chairperson for the remainder of the term.

### **ARTICLE IV Duties of District Officers/Cabinet**

**Section 1. DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her District. In addition, he/she shall be the chief administrative officer in his/her District and shall have direct supervision over the Vice District Governors, region chairmen, the zone chairmen, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this District constitution and by-laws. His/her specific responsibilities shall be to:

- (a)** Further the Purposes of this association;
- (b)** Supervise the organization of new Lions clubs;
- (c)** Promote the Lions Clubs International Foundation and all service activities of the association;
- (d)** Preside, when present, over cabinet, convention and other District meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the Vice District Governor, but if he/she is not available, the District officer chosen by the attending members shall preside;
- (e)** Promote harmony among the clubs;
- (f)** Endeavor to visit each club at least once during his/her term of office;
- (g)** Exercise such supervision and authority over cabinet officers and District committee appointees as is provided in this District constitution and by-laws;
- (h)** Submit a current itemized statement of total District receipts and expenditures to his/her District convention or annual meeting of his/her District at a multiple District convention;

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(i) Deliver within sixty (60) days after the termination of his/her term of office, all District accounts and records to his/her successor;

(j) Arrange for bank account signature cards for the incoming authorized District officers to assist them in start-up operations for the ensuing year.

(k) Report to Lions Clubs International all known violations of the use of the association's me and emblem;

(l) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

**Section 2. FIRST VICE DISTRICT GOVERNOR.** The First Vice District Governor, subject to the supervision and direction of the District Governor shall be chief administrative assistant to the District Governor. His/her specific responsibilities shall be to:

(a) Further the Purposes of this association;

(b) Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of District Governor he/she will be better prepared to assume the duties and responsibilities of said office;

(c) Perform such other administrative duties as may be assigned to him/her by the District Governor;

(d) Perform such other functions and acts as may be required of him/her by the International Board of Directors;

(e) Actively participate in all cabinet and council meetings and conduct all meetings in the absence of the District Governor;

(f) Participate in the preparation of the District budget;

(g) Be actively engaged in all matters to be continued during the next year;

(h) Participate in the review of the strengths and weaknesses of the clubs of the District particularly, identify existing and potential weak clubs within the District, establish plans to strengthen them, and submit the plans to the international headquarters by the end of the Vice District Governor's term; and

(i) At the request of the District Governor supervise appropriate District committees.

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### **Section 3. SECOND VICE DISTRICT GOVERNOR.**

The Second Vice District Governor, subject to the supervision and direction of the District Governor shall be an assistant in the administration of the District, and representative of the District Governor. His/her specific responsibilities shall be to:

- (a) Further the purposes of this association;
- (b) Familiarize himself/herself with the duties of the District Governor and the First Vice District Governor so in the event of a vacancy in either of those he/she will be better prepared to assume the duties and responsibilities of said office;
- (c) Perform such other administrative duties as may be assigned to him/her by the District Governor;
- (d) Perform such other functions and acts as may be required of him/her by the International Board of Directors;
- (e) Actively participate in all cabinet and council meetings and conduct all meetings in the absence of the District Governor;
- (f) Participate in the preparation of the District budget;
- (g) Be actively engaged in all matters to be continued during the next year;
- (h) Participate in the review of the strengths and weaknesses of the clubs of the District particularly, identify existing and potential weak clubs within the District, and assist the District Governor and the First Vice District Governor in establishing plans to strengthen them, and submitting the plans to the international headquarters; and
- (i) At the request of the District Governor supervise appropriate District committees.

### **Section 4. CABINET SECRETARY-TREASURER.**

He/She shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - (1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International;



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(2) Take and keep minutes of the District convention and furnish copies of the same to Lions Clubs International, the District Governor and any club in the District requesting same;

(3) Make reports to the cabinet as the District Governor or cabinet may require;

(4) Account for all per capita taxes levied the clubs in the District by MD4. He/She shall deposit all administrative fund monies received in such bank or banks as the District shall establish, and disburse the same by order of the District Governor;

(5) Keep accurate books and records of account, and minutes of all cabinet and District meetings, and permit inspection of the same by the District Governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.

(6) Secure bond for the District Governor and Cabinet Secretary/Treasurer (or Cabinet Secretary and Cabinet Treasurer) for the faithful performance of their duties in such sum and with such sureties as may be required by the District Governor.

(c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

(d) If separate offices of Cabinet Secretary and Cabinet Treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

**Section 5 REGION CHAIRPERSON** (if the position is utilized during the District Governor's term). The region Chairperson subject to the supervision and direction of the District Governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities shall be to:

(a) Further the Purposes of this association;

(b) Supervise the activities of the zone chairmen in his/her region and such District committee chairmen as may be assigned to him/her by the District Governor;

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(c) Play an active role in organizing new clubs and in strengthening weak clubs;

(d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the District Governor;

(e) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws;

(f) Promote representation at Lions Clubs International, MD4, and District conventions by at least the full quota of delegates to which clubs in his/her region are entitled;

(g) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the District Governor;

(h) Perform such additional assignments as shall be given to him/her from time to time by the District Governor;

In addition, the region Chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region Chairperson's manual and other directives.

In the event the region Chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

**Section 6. ZONE CHAIRPERSON.** The zone Chairperson, subject to the supervision and direction of the District Governor and/or region Chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

(a) Further the Purposes of this association;

(b) Serve as Chairperson of the District Governor's Advisory Committee in his/her zone and as such Chairperson to call regular meetings of said committee;

(c) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor and region Chairperson;

(d) Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her

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zone;

(e) Represent each club in his/her zone in any problems with District, MD4 council Chairperson or Lions Clubs International;

(f) Supervise the progress of District, MD4, and Lions Clubs International projects in his/her zone;

(g) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws;

(h) Promote representation at international, MD4, and District conventions by at least the full quota of delegates to which clubs in his/her zone are entitled;

(i) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region Chairperson – particularly with respect to weaknesses he/she may have discovered (copy to District Governor);

(j) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

In the event the zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

**Section 7. DISTRICT GOVERNOR'S CABINET.** The District Governor's cabinet shall:

(a) Assist the District Governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;

(b) Receive, from the region chairmen or other assigned District cabinet members, reports and recommendations which concern the clubs and zones;

(c) Secure, semi-annually or more frequently, District financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).

(d) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer

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and with the District Governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

### **ARTICLE V**

#### **Committees, Composition and Duties**

**Section 1. STANDING COMMITTEES** The District shall have all standing committees required by Lions Clubs International, MD4, and this District. The following are standing committees: Eligibility Committee, Convention Committee, Credentials Committee, Elections Committee, Budget Committee, Audit Committee, Constitution and Bylaws Committee, Lions International Youth Camp and Exchange Committee, Student Speakers Committee and District Governor's Advisory Committee. The membership of said committees and their duties are set forth or are referenced in this Article. Each Committee Chairperson shall be invited to attend each cabinet meeting and shall, at the request of the District Governor, report on the activities of his or her Committee. In addition, all standing committees shall submit a written report to the Cabinet Secretary-Treasurer at the time of the District Convention. Unless otherwise provided in these bylaws, all standing committees shall consist of three members in good standing with no two members from the same club and members shall serve for one year terms at the pleasure of the District Governor.

**Section 2: OTHER COMMITTEES, APPOINTMENT AND DUTIES.** The Governor shall establish such other committees as are deemed necessary or appropriate for the promotion of Lionism or for the administration of the district. The Governor shall appoint all members of the committees for a term of 1 year and shall specify the duties of those committees.

**Section 3: STANDING COMMITTEES REFERENCED IN OTHER ARTICLES.** The membership and duties of the following committees are set forth in other Articles of these bylaws as follows:

- (a) Convention Committee:** Article I, section 1.
- (b) Credentials Committee:** Article I, section 4.
- (c) Eligibility Committee:** Article III, Section 1.
- (d) Election Committee:** Article III, section 5(b).

## **BY-LAWS SECTION**

### **Section 4. DISTRICT GOVERNOR'S ADVISORY COMMITTEE.**

In each zone, the zone Chairperson and the presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone Chairperson as Chairperson. At a date, time and place called by the zone Chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; an optional third meeting in the month of February or March and a fourth meeting approximately thirty days prior to the District convention. It shall assist the zone chairmen in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone Chairperson to the District Governor and his/her cabinet.

### **Section 5: AUDIT COMMITTEE.**

The Audit Committee with the approval of the District Governor shall establish uniform financial procedures for the administration of the administrative and convention funds described in Article VI of these Bylaws. During the fiscal year, the committee may review with the District Governor or the District Treasurer or Cabinet Secretary any problems or concerns with respect to the fiscal procedures and the administration of the current budget. As soon as possible after the end of the annual district convention and not more than 30 days after receipt of the records of the administrative and convention funds, the committee shall prepare a report on all items in each of the budgets, including reserves and as to the existence or non-existence of any deficiencies or deficiencies in expenditures during the year pursuant to the budget. Copies of the audit report shall be delivered to outgoing and incoming district governors, all past district governors who remain active in the district and any clubs which, in writing, request a copy of the audit report.

### **Section 6: BUDGET COMMITTEE**

(a) The Budget Committee shall prepare a budget for the ensuing year and not less than thirty (30) days before the annual convention, shall submit the same to the District Governor and candidates for District Governor and all clubs. Said budget shall include all estimated income and expenditures for the District, as well as a statement or estimate of any funds to be received from the prior District Governor. The Budget shall be submitted at the annual District Convention for approval.

## **BY-LAWS SECTION**

(b) Not less than 30 days before the first business session of the annual district convention, the Budget Committee shall submit an estimate of income and expenses of both funds, including reserves and an estimate of income and expenses for the following year and projected reserves to all candidates for the office of district governor, first vice-district governor and second vice-district governor.

(c) The committee shall be responsible for the timely filing of all necessary tax returns and delivery of a copy of said returns to the incoming and outgoing district governors.

(d) A majority of the Budget Committee shall constitute a quorum for the conduct of its business. The retiring chairman of the committee shall explain to the incoming district governor, first vice-district governor and second vice-district governor the committee's estimates and the procedures necessary to the formation of the incoming district governor's budget as described in Article VI by June 30 of each year.

(e) The retiring Chairperson of the Budget Committee shall explain the budget to the succeeding District Governor's Cabinet at its first meeting and to the incoming Budget Committee at its first meeting of the year.

**Section 7: LIONS INTERNATIONAL YOUTH CAMP AND EXCHANGE COMMITTEE.** This committee shall be composed of two (2) Lions. The Governor shall, prior to September 1 of his or her term, appoint one member of the committee for a period of two (2) years commencing on September 1 of the Governor's term. The District Governor shall appoint the Chairperson and shall fill the un-expired term of any vacancy which may occur on the Committee during the Governor's term. The District Governor and the Youth Exchange Chairperson may appoint two (2) additional members to serve on this Committee for a period of one (1) year commencing on September 1 of the Governor's term. No two members of this Committee shall be from the same club. The duty of this Committee is the formulation and execution of the Youth Exchange Program for the District under the supervision of the MD4 Youth Exchange Chairperson.

## **Section 8: STUDENT SPEAKERS CONTEST COMMITTEE**

(a) The Committee shall be composed of the student speakers chairman and such other Lions as a governor deems appropriate.

## **BY-LAWS SECTION**

(b) The duty of the committee is to conduct a seminar to educate the regional and zone chairman respecting their duties in the conduct of the student speaker=s contest at their level and if deemed desirable, a seminar for all clubs participating in the contest. The committee shall coordinate the date and timing of zone and regional contests so they do not conflict with one another. The committee chairman shall conduct the district student speaker=s contest. The Committee shall assist the District 4-L2 in participating in the area and Multiple District 4 contests. It shall endeavor to promote participation in the contest by all clubs and every other means possible to promote the student speakers foundation.

### **Section 9. CONSTITUTION AND BYLAWS COMMITTEE.**

The District 4L-2 Constitution and Bylaws Committee shall review the proposed amendments to the District 4-L2 Constitution and Bylaws made by any Club, Past District Governor, the current Governor and any incoming District Governor. The Committee shall either, accept a proposed amendment and refer it to the convention, modify it, or reject any proposed amendment on any balance it deems appropriate. The Committee, on its own, shall have the power to propose amendments to the District 4L-2 Constitution and Bylaws.

The Committee shall place all proposed amendments in appropriate form for submission to the delegates at the District 4L-2 Convention. The Committee shall deliver to the cabinet secretary all proposed amendments in sufficient time to enable him/her to serve the proposed amendments in the manner proposed in the District Constitution and Bylaws.

The Committee shall be composed of at least 3 Lions in good standing, at least one of whom shall have previously served on the Committee. They shall be appointed annually by the District Governor. At the discretion of the District Governor, the chairman of the Committee may serve as the presiding officer at the convention while the delegates are considering the report of the Committee. After consideration of the proposed amendments by the delegates present at business session of the convention, the proposed amendments as modified by the delegates shall be submitted to a written vote of all delegates at the same time as election of the District Governor and the Vice District Governors.

## **BY-LAWS SECTION**

### **ARTICLE VI**

#### **District Funds and Fiscal Operation**

**Section 1. DISTRICT ACCOUNTS – FUNDS** The District treasurer shall maintain two separate accounts for the conduct of business of the District during the current fiscal year. One fund shall be designated as the administrative fund and the other as the convention fund.

#### **Section 2: ADMINISTRATIVE FUNDS**

(a) All revenue received from any source except for funds designated convention funds shall be deposited in the administrative fund account. All expenses relating to the operation of the District, except expenses related to the operation of the annual District convention, shall be paid from the administrative fund account.

(b) An itemized list of categories of anticipated revenue and expenses for the fiscal year, including a category for reserves and an incoming District Governor's start-up fund, shall be prepared by the Budget Committee.

(c) The administrative expenses of District 4-L2 shall be met by a club tax of Two Hundred Ten Dollars (\$210.00) per club plus a per capita tax of Ten Dollars and 50 cents (\$10.50) for each member over 20 per annum. Such club and per capita tax is payable semi-annually on August 1, based on the membership of each club as shown on the records of MD4 as of June 30, of said year, and February 1, based on the membership as of December 31, of the preceding year. The Club and per capita tax is to be collected through the Multiple District 4 Secretary. Of such per capita tax One Dollar and 50 cents (\$1.50) shall be transferred to the District 4-L2 Convention Fund.

(d) Said tax shall be paid to the cabinet secretary or cabinet treasurer (or secretary/treasurer) by each club in the District, except newly chartered and reorganized clubs, which shall collect and pay said per capita tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be.

(e) The expenses of the attendance of the incoming district governor at the international convention shall be an expense chargeable to the administrative fund. Any such expenses shall be reimbursed and charged in accordance with the rules of audit issued by the International Associations of Lions.

(f) All income received and expenses paid shall be in accordance with fiscal procedures approved by the District Governor



## **BY-LAWS SECTION**

and established by the Audit Committee.

**(g)** No District officer, committee member or other District representative shall cause an obligation to be charged to the administrative or the convention fund or to the District which will cause an imbalance in the budget or a deficit in any fiscal year unless there is a reserve provided for that purpose.

### **Section 3: CONVENTION FUND**

**(a)** All funds received by the District in connection with the operation of the annual District Convention shall be deposited in the convention fund and all expenses incurred in connection with the operation of the convention shall be paid from the convention fund.

**(b)** All Convention funds shall be collected and disbursed by the Convention Committee. No expenditures shall be made, except as permitted by the Rules of Audit as prepared by the Audit Committee and adopted by the District Governor. No disbursements or payments shall be made other than by check, which shall be signed by the Convention Chairperson and by either the District Governor or the First Vice District Governor or Cabinet Secretary-Treasurer.

**(c)** Housing, meals served by the Convention, and hospitality books shall be provided without cost to the District Governor, the First and Second Vice District Governors, Cabinet Secretary, and Treasurer, the District Governor's guest from Lions Clubs International, one District Governor from another District of MD4 selected by the District Governor, one Vice District Governor from another District of MD4 selected by the First Vice District Governor, the Convention Committee Chairperson and two committee members, and spouses of all of the aforementioned. No other housing, meals, or hospitality shall be furnished to any person except with the prior approval of the District Governor and his/her Cabinet.

**(d)** Within thirty (30) days from the close of the convention, the Convention Committee shall deliver to the Audit Committee all of its minutes, books, records, invoices, checks, ticket stubs, and other documents pertaining to the finances of the convention. The Audit Committee shall within twenty (20) days after receiving such records, prepare and submit a final written audit to the District Governor and the District Governor-Elect.

**(e)** All convention funds shall be reported in the records of the District for the final audit of the District and for income tax purposes.

## **BY-LAWS SECTION**

**Section 4: PAYMENT OF EXPENSES.** All expenses paid from either fund shall be paid by check, signed by the district governor, cabinet treasurer or cabinet secretary treasurer and on the convention fund, signed by the convention chairman and district governor. No check shall be drawn unless documentation is furnished establishing the basis for payment of such obligation.

### **Section 5: LOCATION OF ACCOUNTS AND BANK STATEMENTS**

(a) All monies received by any person on behalf of the district shall be promptly deposited into a bank which maintains a number of branches within the district to enable district officers to timely and conveniently make deposits. All bank statements shall be accompanied by copies of all checks.

(b) Any reserves maintained in either fund in excess of cash requirements for a period of two months shall be maintained in a savings account or insured money market account in order to receive interest.

(c) Inspection of Records - All such bank records shall be immediately available to inspection by the audit committee and shall be delivered to the audit committee, not more than 30 days after the close of the fiscal year.

## **ARTICLE VII**

### **Nominations and Endorsement International Director and Second International Vice President Nominees**

**Section 1. ENDORSEMENT PROCEDURE.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in the District seeking endorsements of a District convention as a candidate for the office of international director or Second International Vice-president shall:

(a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the District Governor and if this is a sub-District of a multiple District to the multiple District council secretary treasurer no less than Sixty (60) days prior to the convening date of the District convention at which such question of endorsement is to be voted upon;

(b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

## BY-LAWS SECTION

**Section 2. NOMINATION.** Each notice of intention so delivered shall be transmitted forthwith by the District Governor to the Eligibility 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 International Constitution and By-Laws, 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. SECONDING SPEECH.** Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.

**Section 4. VOTE.** 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 convention and District. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

**Section 5. CERTIFICATION OF ENDORSEMENT.** Certification of endorsement by the respective convention shall be made in writing to the international office by the District officials designated (and if the District is a sub-District in the multiple District to the multiple District council of Governors) in accordance with the requirements set forth, in the International Constitution and By-Laws.

**Section 6. VALIDITY.** No District endorsement of any candidacy of any member of a Lions club in this District shall be valid unless and until the provisions of this Article VII have been met.



## **BY-LAWS SECTION**

### **ARTICLE VIII Rules of Procedure**

Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any District meeting or convention, any meeting of the District cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

### **ARTICLE IX Method of Required Notices**

Whenever notice is required by these bylaws to be given to District officers, Clubs or individual Lions, the notice shall be in writing. When the notice is for a meeting it shall state the time, place, date and purpose of the meeting and be accompanied by any other documentation required for consideration by those entitled to participate in the meeting. The notice shall be given either personally or by first-class mail or by other means of written communication including electronic transmission. Notice given by electronic transmission, including facsimile or electronic mail, shall be valid only if delivered to an electronic address for the recipient on record with the cabinet secretary who has provided an unrevoked consent to the use of that means of transmission. The cabinet secretary shall maintain records of the method, date and time when he/she gave such notice in such a form that the records may be rendered into clearly legal tangible form.

### **ARTICLE X Miscellaneous**

**Section 1. CABINET SECRETARY-TREASURER BOND.** The cabinet secretary/treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the District Governor's cabinet and the cost of same shall be an administrative expense.

**Section 2. COMPENSATION.** No officer shall receive any compensation for any service rendered to this District in his/her official capacity with the exception of the cabinet secretary cabinet treasurer (or secretary/treasurer) whose compensation, if any, shall be fixed by the District cabinet.

## **BY-LAWS SECTION**

**Section 3. FISCAL YEAR.** The fiscal year of this District shall be from July 1st to June 30th.

**Section 4. DISPUTE RESOLUTION.** The clubs in the District shall pursue all complaints, disputes or claims according to the terms and conditions of rules or procedure adopted, from time to time, by the International Board of Directors.

### **ARTICLE XI**

#### **Amendments to By-Laws**

**Section 1. AMENDING PROCEDURE.** These by-laws may be amended only at a District convention, by resolution reported by the Constitution and By-Laws Committee and adopted by a majority of the votes cast.

**Section 2. NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention. At the convention an amendment may be made to the proposed amendment provided that the amendment does not change the subject matter of the proposed amendment reported by the committee or increase the burden upon the District or any affected club.

**Section 3. EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

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### **ARTICLE XI**

#### **Effective Time**

This constitution and by-laws shall take effect at the close of the District convention at which the same is adopted by a majority of the votes cast.

### **ARTICLE XII**

#### **Constitutional and By-law Conflicts**

If there is a conflict or a contradiction between the provisions set out in the District constitution and by-laws with the MD4 and/or LCI constitution and by-laws, then the MD4 and/or LCI constitution and by-laws shall govern.