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# DISTRICT MD4-L2

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Constitution and By-Laws

Policy & Procedures

FISCAL YEAR 2021-2022

Amended on May 15, 2021  
Revised on March 23, 2022  
For approval rev 3 4-5-2022  
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**District 4-L2 Constitution  
(Amended 05-15-21)**

**ARTICLE 1  
NAME**

This organization shall be known as District 4-L2 of Multiple District 4, California of the International Association of Lions Clubs. Herein after 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 Lion Clubs 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~~ DISTRICT CABINET.** The District shall have a district cabinet composed of the district governor, the immediate past district governor, the first **and second** vice district governor, ~~the Second Vice District governor~~, ~~one~~ the region chairpersons ~~for each region~~ (if the position is utilized during the District governor’s term), ~~one~~ the zone chairperson, ~~for each zone~~, ~~a Global Membership Coordinator (GMT), Global Leadership Coordinator (GLT) and Global Service Coordinator (GST).~~ **a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may** be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team coordinator and LCIF district coordinator shall be non-voting members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district.

## **CONSTITUTION**

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

(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 CHAIRPERSONPERSON**

The District governor shall divide the District into regions of no more than sixteen (16) and no less than eight (8) clubs, and each region into zones of no more than eight (8) and no less than three (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 opportunity to said clubs of his/her reasons for the proposed changes and for each club affected club to discuss with him/her it's 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 or in the absent of both of them, the Second Vice District governor, shall preside at the Convention.

## CONSTITUTION

### Section 2. CLUB DELGATE FORNULA

- (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 faction 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, 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 good standing in this district, independent of the club delegate quotas hereinabove specified, shall be granted full delegate status and shall be entitled to cast one (1) vote as set forth above.
- (f) Delinquent dues may be paid, and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by rules of the respective 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 THE CONSITUTION

**Section 1. AMENDIN 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 votes cast.

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

## CONSTITUTION

**Section 2. AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

**Section 3. NOTICE.** No amendment shall be reported or voted upon unless the same shall have been furnished in writing, by email 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 if 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 4. EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

## **CONSTITUTION**

### **BY-LAWS SECTION**

#### **District 4-L2 By-Laws**

**(Revised on 5-15-21)**

### **ARTICLE 1**

#### **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 previously serve as a member of the committee of the district. The convention committee shall meet upon the call of the district governor, the chairperson, or any two members.

The convention committee with 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 first vice district governor in consultation with the convention committee shall select one or more sites for the annual convention of the succeeding year. The proposal(s) shall be submitted to the current year's district convention committee for approval. In the event that no proposal is approved the first vice district governor shall obtain additional proposals and shall submit them to the next district meeting for approval.

**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. A 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 resolved 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 By Laws 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 held in each fiscal year. 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 governors of record within 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 he/she gave such notice.

(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 chairpersons (if the position is utilized during the district governor's term), zone chairpersons, cabinet secretary and cabinet treasurer (or cabinet secretary-treasurer). ~~GMT, GLT, and GST.~~

## BY-LAWS SECTION

### 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 the region, with the region chairperson (if the position is utilized during the District governor's term) or other district cabinet members 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 Meeting.** 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 maybe call by the zone chairperson.

## ARTICLE III

### DISTRICT ~~ELIGIBILITY~~ NOMINATIONS, ELECTIONS AND APPOINTMENTS

#### Section 1. ~~ELIGIBILITY~~ NOMINATIONS COMMITTEE.

- (a) There shall be a ~~Eligibility~~ nominations 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:
- (1) Receive Nominations for the office of district governors, first vice district governor and second vice district governor. From all clubs wishing to nominate a candidate.
  - (2) Receive nominations for endorsements for candidates for International offices pursuant to the procedures set forth in Article VII,
  - (3) 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 district governor, first vice district governor, second vice district governor, and any International office, respectively.



## BY-LAWS SECTION

- (b) The ~~eligibility~~ **nominations** 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~~ **nominations** committee shall place in nomination at the district convention the names of all candidates determine 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 REQUIRMENTS 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 first vice district governor within the district from which he/she is to be elected.
- (d) Only in the event neither the first vice district governor nor the second vice district governor stands for election as district governor, or if a vacancy in the position of first vice district governor exists, the currently serving second vice district governor elected from within the district shall be eligible to be a candidate for district governor.
- (e) Only in the event the first vice district governor nor the second vice district governor stands for the election as district governor, or if both vice district governors 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 member of the district cabinet, shall fulfill the requirements of subsection (c) of this section.
- (f) file with the ~~Eligibility~~ **nomination** committee chairperson 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.

## BY-LAWS SECTION

### Section 3. CANDIDACY REQUIREMENTS FOR FIRST VICE DISTRICT GOVERNOR AND SECOND VICE DISTRICT GOVERNOR. (amended 5-15-2021)

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.
  - (4) Graduate of an LCI or MD-4 Leadership Institute, by the time they take office.  
(Revised, May 2021)
- (d) File with the **Eligibility nominations** committee chairperson 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 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 nominations** 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 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 or her campaign for election to that office.~~

## BY-LAWS SECTION

### Section 5. ELECTION PROCESS.

- (a) The election of 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 vote shall be declared elected. The poles shall be open during the day of the last scheduled business session of the convention at a time to be announced at the fourth (4) district meeting. 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. In the event there is more than one candidate for any office, the election committee chairperson shall write the name of each candidate onto paper of equal size and, in the presence of the candidates, place the names into a hat or the like of, then blindly draw each name one by one and until the ballot order is set. The first name pulled is the first name on the ballot, the second name pulled is the second name on the ballot, and so on. (Revised May 2015)
- (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 a 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 at a time specified by the district governor 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 exist, the candidates shall draw lots to determine the winner.

Move to Policy & Procedures

## BY-LAWS SECTION

### Section 5. 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 and By-laws. The immediate past district governor, first vice district governor, second vice district governor, ~~the region chairperson, zone chairperson, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer), GMT, GLT, GST,~~ and past district governors, past international directors and past international in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for a recommendation to the International Board of Directors.

(b) In the event of 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~~ immediate past district governor, first vice district governor and second vice district governor and all past international officers who are members in good standing of a chartered 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 fifteen days (15) in advance of the meeting 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 6. REGION/ZONE CHAIRPERSONPERSON 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 as a member of the board of directors of a club for no less than two (2) years.

**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 case may be, to which he/she was appointed, his/her term of office shall therein 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.

## BY-LAWS SECTION

### 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 chairperson(s), the Zone Chairperson(s), 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) Serve as the global action district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district;
- (b) Ensure the selection of a qualified Lion leader for the position of GST district coordinator, GMT district coordinator and GLT district coordinator;
- (c) Ensure regular meetings to discuss in advance initiatives established by the district global action team. Collaborate with multiple district's global action team;
- (d) Promote the Lions Clubs International Foundation and all service activities of the association;
- (e) 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 first vice district governor, but if he/she is not available, the second vice district governor, or the district officer chosen by the attending members shall preside.
- (f) Promote harmony among the clubs;
- (g) Ensure that each Lions club in the district be visited by the district governor or other district officers once every year to facilitate successful administration of the club and that the visiting officer submit a visitation report to the International Headquarters for each visit;

## BY-LAWS SECTION

- (h) Exercise such supervision and authority over cabinet officers and district committee appointees as it is provided in this district Constitution and By-Laws;
- (i) 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; SIGN ALL CONTRACTS AS THE DISTRICT REPRESENTATIVE;
- (j) Deliver within sixty (60) days after the termination of his/her term of office, all district accounts and records to the chairperson of the budget/financial oversight committee for ~~the communities~~ review;
- (k) Arrange for bank account signatures cards for the incoming authorized district officers to assist them in startup operations for the ensuing year;
- (l) Report to Lions Clubs International all known violations of the use of the associations name and emblem;
- (m) Perform such other functions 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 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. His/her specific responsibilities shall be (but not limited) to;

- (a) Further the purpose 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; as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
- (c) Perform such other administrative duties as may be assigned to him/her by the district governor;
- (d) Perform search other functions and acts as may be required of him/her by the International Board of Directors;
- (e) Conduct club visitations as a representative of the district governor when requested by the district governor.

## BY-LAWS SECTION

- (f) Actively participate in all district, and council meetings and conduct all meetings in the absence of district governor.
- (g) Work with the district convention committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district;
- (h) Participate in the planning next year including the district budget and must attend the budget/ financial oversight committee meetings;
- (i) Be actively engaged in all matters to the continued during the next year;
- (j) Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's global action team, and other committee chairperson, during his/her term as first vice district governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor;
- (k) At the request of the district governor supervise appropriate district committees.

**Section 3. SECOND VICE DISTRICT GOVERNOR.** The second vice district governor, subject to the supervision and direction of the district governor shall be in assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be to:

- (a) Further the purpose 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 we'll be better prepared to assume the duties and responsibilities of said office as the acting district governor or first vice district governor and fill the vacancies are filled accordingly to these by-laws and rules of procedure adopted by the International Board of Directors;
- (c) Perform such other administrative duties as may be assigned to him/her by the district governor; including there's supervision of district committees;

## BY-LAWS SECTION

- (d) Perform such other functions and acts as may be required of him/her by the International Board of Directors;
- (e) Familiarize himself/herself with the health and status of the clubs in the district, review monthly financial reports and assist the district governor and the first vice District governor in identifying and strengthening the existing and potential weak clubs;
- (f) Actively participate in all district, and council meetings and conduct all meetings in the absence of the district governor;
- (g) Conduct club visitations as the representative of the district governor, when requested by the district governor;
- (h) Participate in the preparation of the next year, including the district budget and must attend the budget/financial oversight committee meetings;
- (i) Be actively engage in all matters to be continued during the next year;
- (j) Work with the district information technology committee and assist the committee to promote the use of the associations website and the internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.

**Section 4. CABINET SECRETARY-TREASURER OR TREASURER.** He/she shall act under the supervision of the district governor. His/her specific responsibilities shall be to;

- (a) Further the purposes if the association;
- (b) Perform such duties as are implied by the title of said office, including but not by the way of limitation, the following;
  - (1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within ~~five (5) days~~ **fifteen days** after ~~the~~ **each** meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International and as appointed Ex Officio member of the Constitution and By-Laws Committee keep accurate record of the preceding and performs any other secretarial duties as a result of the amendments proposed by committee;



## BY-LAWS SECTION

- (2) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District governor in any club in the district requesting Same;
  - (3) Make reports to the cabinet as a District governor or cabinet may require;
  - ~~(4) Account for all per capita taxes levied the clubs in the District by MD 4. He/she shall deposit all monies received in such bank or banks as the district shall establish and disperse the same by the order of the district governor;~~ All clubs shall annually pay dues to the district in the amount of a club tax of \$220.00, and per capita tax of \$11.00 for each member of the club over 20 based as of June 30<sup>th</sup> of the preceding year. Each newly chartered club or reorganize club shall pay such tax to the district as of the first day of the second month after charter or reorganization on a prorate basis based on its membership as of the date it's charter or reorganization. (MOVED FROM Page 144 Section 5) All dues and taxes levied on members and club in the sub-district, deposit the same in such banks, or banks as district governor shall determine 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, permits 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. Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.~~
  - (6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permits inspection of the same by the district governor, any cabinet member and any club (or 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.
  - ~~(67) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor. 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.~~
  - (8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (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 the 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 CHAIRPERSONPERSON** (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 purpose of this association;
- (b) Supervise the activities of the zone chairperson in his/her region and such district committee's chairperson as may be assigned to him/her by the district governor.

## **BY-LAWS SECTION**

- (c) In coordination with the district GMT coordinator, 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; and GMT district coordinator, GLT district coordinator as appropriate;
- (e) Visit a regular Board of Directors 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 and the GMT district coordinator, GLT district coordinator and the GST district coordinator as appropriate;
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and by-laws;
- (g) Promote the Club Quality Initiative to the clubs within the region;
- (h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the region about service opportunities in the region, district or multiple district;
- (i) Promote representation at Lions Clubs International, MD-4, and district conventions by at least the full quota of delegates to which clubs in his/her region are entitled;
- (j) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor;
- (k) Perform such additional assignments as shall be given to him/her from time to time by the district governor;

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

In the event the region chair for any reason cannot or does not, in the judgement 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.

## BY-LAWS SECTION

**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 such as chairperson to call regular meetings of said committee;
- (c) Endeavor to include the GMT district coordinator, the GLT district coordinator, and the GST district coordinator as special guest of the district governor's advisory committee meeting to discuss needs related to membership, leadership development, and service and how these teams may assist the clubs within the zone;
- (d) Make a report of each district governor's advisory committee meeting and send copies within five (5) days thereafter to Lions Clubs International and the district governor. Copies should also be sent to the GMT district coordinator, GLT district coordinator, and the GST district coordinator and region chairperson when appropriate;
- (e) Promote the Club Quality Initiative to the clubs within the zone. In coordination with the GMT district coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone;
- (f) In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district;
- (g) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district;
- (h) Represent each club in his/her zone in any problems with district, MD4 council chairperson or Lions Clubs International;
- (i) Supervise the progress of district, MD4, and Lions Clubs International projects in his/her zone;

## BY-LAWS SECTION

- (j) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws;
- (k) Promote representation at International, MD-4, and district conventions by at least the full quota of delegates to which clubs in his/her zone are entitled;
- (l) 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 weakness he/she have discovered, (copy district governor);
- (m) 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. GLOBAL SERVICE (GST) DISTRICT COORDINATOR.** The GST district coordinator is a member of the district global advisory team, His/her responsibilities include;

- (a) Encouraged clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service framework;
- (b) Work with all clubs to raise visibility of Lions service impact in local communities;
- (c) Collaborate with GMT and GLT district coordinators and the global action team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, expanding humanitarian service;
- (d) Work with region, zone and the club GST (club service chairperson) to help clubs reach their service goals, ensure regular reporting to MYLCI, and encourage utilization of LCI tools (such as the Apps) to increase engagement in service projects;
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district;

## BY-LAWS SECTION

- (f) Promote service projects that attract multi-generational participants, including the integration and leadership of Leos;
- (g) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fund raising and monitor LCIF grants given to the district;
- (h) Gather clubs and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

**Section 8. GLOBAL MEMBERSHIP (GMT) DISTRICT COORDINATOR.** The GMT district coordinator is a member of the district global action team. His/her responsibilities include:

- (a) Collaborate with the GLT and GST district coordinators and the global action team district chairperson (district governor) to further initiatives focus on leadership development, membership growth and expanding humanitarian service;
- (b) Develop and execute and annual district membership development plan;
- (c) Collaborate with region, zone, and club membership chairperson to identify communities without a club or where additional clubs can be chartered;
- (d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources;
- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members;
- (f) Work with clubs and danger of cancellation by ensuring payments are submitted on time;
- (g) Include diverse populations to participate in global action team initiatives;
- (h) Respond promptly to prospective member leads provided by GMT district coordinator or LCI, track recruitment and provides status reports of the lead;
- (i) Complete requirements and submit applications to receive district funding from LCI for membership development activities;

## BY-LAWS SECTION

- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers;
- (k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.

**Section 9. GLOBAL LEADERSHIP (GLT) DISTRICT COORDINATOR.** The GLT district coordinator is a member of the district global action team. His/her responsibilities include:

- (a) Collaborate with your GMT and GST district coordinators and global action team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service;
- (b) Develop and execute a district leadership development plan, and be an advisory member of the district long range planning-leadership committee; (Revised May 2021)
- (c) Communicate regularly with region/zone chairpersons and vice presidents to ensure they are aware of leadership development programs and resources available;
- (d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership goals;
- (e) Promote leadership development opportunities that encourages participation at all levels of the association;
- (f) Collaborate with GMT and GST district coordinators to provide retention strategies in clubs;
- (g) Include diverse populations in global action team initiatives;
- (h) Identify potential and new leaders to participate in service, membership, and leadership development opportunities;
- (i) Organize and facilitate instructor-led and web-page training in coordination with LCI;
- (j) Confirm new members are provided an effective member orientation at club level in collaboration with the GMT district coordinator and club officers;
- (k) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

## BY-LAWS SECTION

**Section 10. LCIF(Lions Clubs International Foundation) DISTRICT COORDINATOR.** The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF multiple district coordinator, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to the LCIF multiple district coordinator while working closely with the district leadership. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the district on various grants and projects supported by LCIF. Assist district governor with grant applications to LCIF, as needed;
- (b) Promote foundation initiatives in district publications, during district events and to the public at large;
- (c) Ensure that local LCIF-funded projects received proper promotion and follow grant-criteria guidelines;
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF;
- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and when appropriate, be involved in the gift-request process;
- (f) Assist with the submission of LCIF funds, MJF applications and other donation information when necessary;
- (g) Encourage clubs to select a Lion to serve as a club LCIF coordinator (which may be the immediate past president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly;
- (h) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with LCIF district coordinator to discuss progress and challenges.

**Section 11. Parliamentarian** (if position is utilized by the District governor). The Parliamentarian shall maintain order and decorum at the respective conventions and meetings and perform other such duties as are incident To his/her office under ROBERTS RULES OF ORDER, NEWLY REVISED. Parliamentarian may form a committee if necessary.

## BY-LAWS SECTION

**Section 12. 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 Chairpersons, or other assigned district cabinet members, report and recommendations which concern the clubs and the zones;
- (c) Secure, semi-annual 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 and with the district governor's approval.

## ARTICLE V COMMITTEES, COMPOSITIONS 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~~ nomination committee, convention committee, credentials committee, elections committee, budget financial oversight committee, constitution and by-laws committee, Lions International youth camp and exchange committee, student speaker committee, long range planning-leadership committee and the district governor's advisory committee. The membership of said committee and their duties are set forth or are referenced in this Article. Each committee chairperson shall be invited to attend each district 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 by-laws, all standing committees may 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. The appointed treasurer for the year shall not serve on the audit committee. (Revised May 2021).



## BY-LAWS SECTION

**Section 2. OTHER COMMITTEES, APPOINTMENT AND DUTIES.** The Governor shall establish such other committees as 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 one (1) year, unless otherwise specified, and shall specify the duties of those committees. Such committee chairs shall be deemed non-voting members of the district cabinet. (Revised, May 2021)

**Section 3. STANDING COMMITTEES REFERENCED IN OTHER ARTICLES.** The membership and duties of the following committees are set forth in other Articles of these by-laws 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)
  - (e) **Long Range Planning-Leadership Committee:** Article V, section 1
- (Revised, May 2021)

**Section 4. DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** In each zone, the zone chairperson and the president's, vice 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 for the purpose of conducting the annual student speaker contest, and a fourth meeting approximately 30 days prior to the district convention, It shall assist zone chairperson 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, The club service chairperson, club marketing communications chairperson, and club membership chairperson, should attend when information is shared that relates to their positions.

**Section 5. DISTRICT GLOBAL ACTION TEAM.** Chaired by the district governor and includes the GMT district coordinator, GST district coordinator and the GLT district coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's global action team to learn about initiatives and best practices. Shares activities achievements and challenges with members of the multiple district global action team.

## BY-LAWS SECTION

Attends the district governor's advisory committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

**Section 6. DISTRICT GOVERNOR'S HONORARY COMMITTEE.** The district governor may appoint a district governor's honorary committee composed of past international officers (past district governors) who are members in good standing of clubs in good standing within the sub-district. the committee shall meet when and as called upon by the district governor. it shall act under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the district governor.

**Section 7. BUDGET/FINANANCIAL OVERSIGHT COMMITTEE.** The financial oversight committee (FOS) with the approval of the district governor shall establish uniform financial procedures for the administration of the administrative and convention funds described in Article IV of these by-laws. The committee appointed by the current governor together with the governor-elect and incoming treasurer shall meet prior to July 1<sup>st</sup> for the purpose of reviewing the financial requirements contained in Article VI of the by-laws and discussing financial practices and other administrative matters.

(a) Financial oversight committee (Committee) shall review all financial records maintained by the cabinet secretary-treasurer or treasurer and, governor, including bank statements, ledgers, bills, invoices, receipts, correspondence, summaries comparisons with the budget, records of the Melvin Jones Fund, of deposits, all other funds and accounts and reports made to the district, Multiple District 4, and Lions Clubs International.

(b) The Committee shall report the results of the review, its findings as to the conduct of the fiscal affairs of the district during the preceding year and may make recommendations respecting amendment of the by-laws to the constitution and by-laws committee or amendments to the policies and procedures to the governor for adoption.

## BY-LAWS SECTION

(c) At any time during the fiscal year and in addition to the report described above the Committee may recommend to the cabinet that it either censure the governor or the cabinet secretary-treasurer or treasurer or that the cabinet remove the cabinet secretary-treasurer or treasurer and replace him/her in the event that the governor and/or cabinet secretary-treasurer or treasurer shall fail to comply with the provisions of the district constitution and by-laws, policies and procedures.

(d) The Committee may recommend additional changes to the policies and procedures as the Committee deems appropriate. Upon approval of any such changes by the district governor and the cabinet such changes shall become effective.

(e) All reports of the Committee will be mailed or electronically transmitted to the current governor, all cabinet members, active past district governors and club presidents.

Notwithstanding the foregoing, the financial oversight committee shall be composed of five persons. Each member of the committee shall serve a five-year term. ~~The current members of the committee shall agree among themselves the means by which the member shall determine their term of office; one member for one year, one member for two years, one member for three years, one member for four years and one member for five years.~~

In the event of a vacancy in the term of office of a member of the committee, the Governor shall appoint its successor to fill the vacancy. ~~if the vacancy shall occur before January 1<sup>st</sup>. If the vacancy should occur after January 1<sup>st</sup>, the vacancy shall remain unfulfilled for the remainder of the term.~~ The outgoing governor shall appoint persons to the committee on the expiration of the term of their predecessors. (Revised, May 2015)

(f) The budget committee shall prepare a budget for the district administrative and district convention funds for the ensuing year. Said budget shall be prepared and presented not less than thirty (30) days prior to the first (1<sup>st</sup>) business session of the annual district convention to all clubs, district officers and past district governors still active in the district. Said budgets shall include estimated income and expenditures as well as a statement of reserves and anticipated carryover from the previous year. The budget shall be presented to the annual district convention for approval.

(g) The outgoing district treasurer 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.

## BY-LAWS SECTION

(h) A majority of the budget committee shall constitute a quorum for the conduct of business. The return chairperson 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 30th of each year.

(i) 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 8. LIONS INTERNATIONAL YOUTH CAMP AND EXCHANGE COMMITTEE.** This committee may be composed of two (2) lions. The governor shall, prior to September 1st of his or her term, appoint one member of the committee for a period of two (2) years commencing on September 1st of the governor's term. The district governor shall appoint the chairperson and shall fill the unexpired 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 year commencing on September 1st of the governor's term. ~~No two (2) 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 MD4 youth exchange chairperson.

## **Section 9. STUDENT SPEAKER CONTEST COMMITTEE.**

(a) The Committee may be composed of the Student Speaker Chairman and such other Lions as governor deems appropriate.

(b) The duty of the committee is to conduct a seminar to educate the regional and zone chairpersons respecting their duties in the conduct of the student speaker 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 chairperson shall conduct the district student speaker contest. The committee shall assist the District 4-L2 in participating in the Area and Multiple District 4 contest. It shall endeavor to promote participation in the contest by all clubs and every other means possible to promote the Student Speaker Foundation.

## BY-LAWS SECTION

**Section 10. CONSTITUTION AND BY-LAWS COMMITTEE.** The District 4-L2 constitution and by-laws committee shall be review the proposed amendments to the District 4-L2 constitution and by-laws made by any club, past district governor, the current governor and any incoming district governor. The Committee shall either, except 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 4-L2 constitution and by-laws.

The Committee shall place all proposed amendments in appropriate form for submission to the delegates at the District 4-L2 convention. Proposed amendments to the District 4-L2 constitution shall be submitted to the constitution and by-laws committee no less than ninety (90) days prior to the convening date of the annual 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 by-laws. At the discretion of the district governor, the chairperson of the Committee served 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 the 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.

Notwithstanding the foregoing, the constitution and by-laws committee shall be composed of five (5) persons. Each member of the committee shall serve a five (5) year term. ~~The current members of the committee shall agree among themselves the means by which the committee shall determine their terms of office; one member for one year; one member for two years, one member for three years, one member for four years and one member for five years.~~

**In the event of a vacancy in the terms of office of a member of the Committee, the Governor shall appoint a successor to fill the vacancy.** ~~if the vacancy shall occur before January 1<sup>st</sup>; if the vacancy shall occur after January 1<sup>st</sup>, the vacancy shall remain unfilled for the remainder of the term.~~ The outgoing Governor shall appoint persons to the c10ommittee on the expiration of the term of their predecessors. (Revised, May 2015)

## BY-LAWS SECTION

**Section 11. LONG RANGE PLANNING-LEADERSHIP COMMITTEE.** The District 4-L2 long range planning-leadership committee shall conduct leadership seminars in various languages on many aspects of Lionism.

The district GLT is an advisory member of this committee, which is composed of five (5) members each serving a five (5) year term.

~~The inaugural committee shall decide among themselves the term of their office, one member for one year, who is Committee Chair, one member for two years, one member for three years, one member for four years and one member for five years.~~

In the event of a vacancy in the term of office of a member of the committee, the Governor shall appoint a successor to fill the vacancy. ~~if the vacancy shall occur before January 1<sup>st</sup>. If the vacancy should occur after January 1<sup>st</sup>, the vacancy shall remain unfilled for the remainder of the term.~~ The outgoing Governor shall appoint a person to the committee on expiration of the term of their predecessors, (Added May 2021)

## ARTICLE VI DISTRICT FUNDS AND FISCAL OPERATIONS

**Section 1. RESPONSIBILITY OF GOVERNOR.** The governor is fiscally responsible for all financial transactions during his/her transition as governor elect to governor and during his/her term as governor, including management of the budget and enforcement of the fiscal policies of the district as proposed by the district financial oversight committee and approved by his/her predecessor.

The governor shall conduct all of the fiscal affairs of the district in accordance with the adopted budget, the constitution and by-laws, the policies and procedures of the district.

Except the Special Funds, the budget shall include line items for every reasonable anticipated source of income of the district and every reasonable anticipated expense of the district for the fiscal year whether income is received, or expense incurred in the administration of the district.

- (a) The Governor may appoint a chairperson to set up and conduct the annual district convention upon such terms as the governor made deem appropriate to enable the district convention to be conducted with in the budget.
- (b) The governor and cabinet secretary-treasurer or treasurer shall be responsible for the administration of the Melvin Jones Fund and any other special funds which may be established from time to time and shall separately report the status of each such fund and all reports to the district and financial oversight committee.
- (c) The Governor may appoint a chairperson of any special fund which may be established by the district to set up and conduct such activity. The special fund chairperson and district cabinet secretary-treasurer or treasurer shall keep the governor inform with monthly written reports.
- (d) The convention chairperson, Melvin Jones chairperson and chairpersons of any other special fund shall be responsible to the district governor for the conduct of their activity or fund. The district governor will inform the FOC of any activity of special funds.

## BY-LAWS SECTION

**Section 2. FINANCIAL RESPONSIBILITY OF DISTRICT OFFICERS.** District officers are held to the highest level of accountability in the use of district funds. District officers shall receive no benefit from the use of district funds and shall remain vigilant to the improper use of district funds by any other officers and Lions. district officers are aware that there are potential conflicts of interest regarding the use of district funds and will immediately report to the district governor and financial oversight committee directly the promise of any direct or indirect benefit from third persons (such as hotel, food and beverage vendors, and the like) in exchange for payment of district funds or any other improper use of district funds resulting in the benefit to a district officer or member of his/her family.

**Section 3. DUTIES OF CABINET SECRETARY-TREASURER OR TREASURER.** Subject to the direction of the governor, the cabinet secretary-treasurer or treasurer shall be responsible for the management of the budget, collection of all revenue and disbursement of all funds described in line items in the budget and payment of expenses. He/she shall be responsible for the management of all the Melvin Jones fund and all special funds not a part of the budget.

(a) No fund shall be expended, or revenue disbursed without the signature of the cabinet secretary-treasurer or treasurer and only after he/she has been provided with the bills, invoices or other documents justifying such expenditures or distribution of revenue from the budget, Melvin Jones Fund or other special funds;

~~(b) — No check shall be issued without the name of a payee being shown thereon;~~

**(b)** The cabinet secretary-treasurer or treasurer shall report at each meeting of the cabinet and the district the status of income and expenses their comparison with the budget, and the status of the Melvin Jones fund and all other special funds.

## BY-LAWS SECTION

### Section 4. BUDGET AND SPECIAL FUNDS.

(a) **Definition of Budget:** The budget shall be composed of income received by the district related to the administration and activities of the district including the annual convention and all expenses relating to the administration of the district and annual convention during the fiscal year and the income and expenses related to or after the end of fiscal year or relating to the administration of the governor for the year.

(b) **Special Funds:** In addition to the district budget, the district may hold additional monies and incur additional expenses with special proposes not within the district budget. The district may receive any income related to a special fund project and may incur expenses related to such projects. The district shall maintain separate records in which the income and expenses of project shall be reported.

(c) **Melvin Jones:** All income and expenses of the Melvin Jones fundraising project shall be treated as a special fund. Any surplus in excess of \$500 shall be transfer to LCIF in the district name. Any deficiency in the project maybe charged against the Melvin Jones fund reserve or if there is no reserve against the next year's project's income.

~~**Section 5. CLUB AND PER CAPITA TAXES.** Each club shall annually pay to the district a club tax of \$220 and per capita tax of \$11.00 for each member of the club over 20 based as of June 30th of the preceding year. Each newly chartered club or reorganize club shall pay such tax to the district as of the first day of the second month after charter or reorganization on a prorate basis based and its membership as of the date it's charter or reorganization. Said funds shall be paid to the Multiple District 4 office at the same time as the club pays its dues to Multiple District 4. The Multiple District 4 office shall pay set club and per capita tax to the district treasurer when said taxes are collected from the Multiple District 4 office from the club.~~

**Section 5. MEETING BETWEEN GOVERNOR, CABINET SECRETARY TREASURER OR TREASURER AND FINANCIAL OVERSIGHT COMMITTEE.** The financial oversight committee shall meet with the governor and cabinet secretary-treasurer, or treasurer quarterly or more often as may be required by the financial oversight committee to enable the Committee to fulfill its duties.



## **BY-LAWS SECTION**

The cabinet secretary-treasurer or treasurer shall answer all questions of the financial oversight committee and provide all documents to the committee as need be by the committee.

- (a) If the governor or convention chairperson desires to incur any expense not within the approved budget, the cabinet secretary-treasurer or treasurer shall not issue a check or comply with such requests without the approval of the financial oversight committee.
- (b) No fund shall be withdrawn from the reserve without informing the financial oversight committee. If the governor or convention chairperson desire to incur any expense not within the approved budget, the cabinet secretary-treasurer or treasurer shall not issue a check or comply with such requests without notifying the financial oversight committee.
- (c) No find shall be withdrawn from the reserve without informing the financial oversight committee.

**Section 7. EXPENSES OF ANNUAL DISTRICT CONVENTION.** Housing and registration packet meals provided during the days in which the convention is in session shall be limited to the district governor, cabinet secretary and Lions International guest and the Multiple District 4 district governor guest selected by the district governor of this district and their spouses or significant others shall be without charge to set persons.

**Section 8. IMPROPER EXPENSE OR FAILURE TO COMPLY WITH CONSTITUTION AND BY-LAWS AND POLICIES AND PROCEDURES.** Should any district officer, committee chairperson, or other Lion cause, permit or incur any debt, bill or expense on behalf of, or in the name of this district, not budgeted for by the district, such liability and the facts surrounding it shall be reported to the governor, vice district governors, cabinet secretary-treasurer or treasurer, active past district governors and financial oversight committee and may be reported to the clubs.

## **BY-LAWS SECTION**

Upon receipt of a report of an improper expense, the cabinet shall investigate the facts surrounding the expense, and if convinced that the expense was improper may, upon a two-thirds vote, censure and/or remove the district officer, committee chairperson, or other Lion who incurred the improper expense. (Added May 2015)

### **Section 9. BANKING AND ACCOUNTS.**

- (a) The district shall maintain all its accounts at a bank which maintains branches throughout the district. All revenue received from any source be deposited into an active account and all expenses to be paid from the same bank.
- (b) In addition to the Melvin Jones and other special funds which the district may have, the district shall maintain all revenue received by the governor and cabinet secretary-treasurer or treasurer and disbursements made by him/her during his/her year or prior thereto in an account to be known as the active account. All transactions made prior to or during said year shall be recorded in said account.
- (c) After election of the incoming governor, the account which has been the dormant account during that year, shall become the active account during the incoming governor's year and the account which has been active account for the outgoing governor shall become the dormant account.
- (d) The incoming governor, cabinet secretary-treasurer or treasurer, and first vice district governor shall become the signatories on the District 4-L2 accounts (active, dormant and Hero Awards). The outgoing governor and each of his/her officers' powers to sign upon said account shall cease on June 30th at the end of his/her year.
- (e) In the event an outgoing governor shall not have paid all expenses attributed to his/her governorship prior to June 30th of his/her governorship, the incoming governor and cabinet secretary-treasurer or treasurer shall have the right to charge search expenses to the dormant account.

## **ARTICLE VII**

### **NOMINATIONS AND ENDORSEMENT FOR INTERNATIONAL DIRECTOR AND THIRD VICE PRESIDENT NOMINEES.**

**Section 1. ENDORSEMENT PROCEDURES.** 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 or the office International Director or Third International Vice-President shall:

## BY-LAWS SECTION

(a) Deliver (by mail or in person) 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 to which such question of endorsement is to be voted upon;

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

**Section 2. NOMINATION.** Each notice of intention so delivered shall be transmitted forthwith by the District governor to the ~~Eligibility~~ nomination committee of the respective convention, which shall review and perfect the same by obtaining from each perspective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place a nomination at the respective convention the name of each such perspective candidate who has fulfilled said procedural and constitutional no 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 a candidate of the convention and district. In the event of a tie vote, or failure of one (1) nominee to receive the required majority, on any ballot, balloting shall continue until one (1) receives the required majority of 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.

## BY-LAWS SECTION

**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 has been met.

### 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 in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or any group or committee of any one of them shall be determined by ROBERTS RULES OF ORDER, NEWLY REVISED.

### ARTICLE IX METHOD OF REQUIRED NOTICES

Whenever notice is required by these by-laws 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 unrevoked consent to 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, District governor 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 in administrative expense.~~ **SAME AS**  
**ON PAGE 129 (7)**

**Section 1. COMPENSATION.** No officers 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) who's 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 1<sup>st</sup> to June 30<sup>th</sup>.

**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 procedures adopted, from time to time, by the International Board of Directors.~~ All disputes or claims arising from provisions of the District Constitution and By-Laws or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

**Section 5. POLITICAL ENDORSEMENTS.** District Lions Clubs and individual Lions shall abide by the Lions Clubs International Constitution and By-Laws Purposes, which prohibits a club from engaging in direct political campaigning. Further, in endorsing a candidate, legislation or issue, individual Lions are prohibited from using Lions titles in a manner implying the organization's endorsement.

## 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 District Constitution and By-Laws Committee and adopted by a majority of votes cast.

**Section 2. NOTICE.**

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing, ~~electronically or by U. S. Mail,~~ 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.~~ (Revised May 2020)

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

**Section 4. AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and by-laws shall automatically be updated in this district constitution and by-laws at the close of the convention.

## **BY-LAWS SECTION**

### **ARTICLE XII 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 XIII CONSTITUTIONAL AND BY-LAWS 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.~~ Refer to Article XI Section 4 page 149

\*\*\*\*\*

**The Constitution and By-Laws of the Lions District 4-L2 were revised and ratified by the certified delegates of the District Convention duly and held on May 15, 2021.**

## **DISTRICT 4-L2 POLICY AND PROCEDRES**

### **FINANCIAL POLICY AND PROCEDURES**

In to provide a common understanding of the bookkeeping, accounting and other fiscal practices of Lions District 4-L2 during the transition from one fiscal year to the next, for the administration of the fiscal affairs during the year and to supplement the provisions of the District Constitution and By-Laws the following policies and procedures are adopted:

1. (a) The **Eligibility nomination** committee is encouraged to inquire of every candidate for the office of district governor respecting his or her knowledge of these policies and fiscal operations of the district.
- (b) The financial oversight committee recommends the use of model chart of accounts for every item of expense and revenue which the budget committee a reasonably anticipate for the fiscal year. Attached as Exhibit A is a proposed model chart of accounts.
- (c) The budget for the ensuing fiscal year shall be proposed by the incoming governor in cooperation with the first vice district governor and the budget committee and shall be adopted at the annual district convention.
- (d) The governor shall not incur any expense or obligation not already authorized in budget without considering its impact up on the budget the district.

#### **2. Period May 15th through June 30th of each fiscal year:**

- (a) As soon as possible after the close of the annual district convention in May, the chairperson of the financial oversight committee shall provide a copy of these policies, including the Chart of Accounts to the incoming governor and treasurer and discuss their provisions with them.
- (b) Two bank accounts will be maintained - one active and one dormant. The active account will be used as the business account for the current year. The dormant account is the prior year's business account and will be used for next year's business account. Any reserves will be held in the dormant account.

## **DISTRICT 4-L2 POLICY AND PROCEDRES**

### **FINANCIAL POLICY AND PROCEDURES**

- (c) In order to segregate income attributable to the next year such as advertising for the directory for the ensuing year and tickets for the installation dinner, the incoming governor and his/her treasurer shall as soon as possible in May be authorized to sign on the district accounts, shall deposit all receipts received by them for advertising, installation dinner and other sources to his/her year in said dormant account and pay any expense attributable to said matters from said account. The incoming district governor, treasurer, and convention chairperson shall use the Chart of Accounts established by the budget committee and enter their income and expenses for their year on such a chart.
- (d) To facilitate execution of the foregoing policies, the outgoing governor, his/her treasurer and his/her convention chairperson shall pay as soon as possible all expense of the respective accounts not later than June 30th of the fiscal year. At such time, they shall prepare and deliver to the incoming governor, his/her treasurer and the chairperson of the financial oversight committee a statement of assets and liabilities, revenue and expense statement as of June 30th and comparison of revenue and expenses to the budget for his/her fiscal year. They shall deliver all contracts, correspondence, receipts, paid invoices, issued checks, bank books, deposit slips and bank statements, a list of any unpaid bills and other documents to the chairperson of the financial oversight committee by July 31<sup>st</sup>.

#### **3. Period July 1<sup>st</sup> through June 30th of the fiscal year:**

- (a) If arrangements for the location of the upcoming annual district convention have not been completed by the time of the current annual district convention, an amended budget reflecting revised convention revenue and expenses shall be submitted at the earliest district meeting for approval.
- (b) At each district meeting, the treasurer shall submit a statement of revenue and expenses and changes in revenue and expenses compared to the budget. Each quarter, the treasurer shall meet and submit to the financial oversight committee all records which it may require to determine compliance with these policies and regular accounting practices.



## DISTRICT 4-L2 POLICY AND PROCEDRES

### FINANCIAL POLICY AND PROCEDURES

- (c) The financial oversight committee shall submit to the current governor a report of its findings of the income and expense of the presiding year. The financial oversight committee may submit a new report of compliance by the current governor and treasurer. All report shall be given to the Governor, 1<sup>st</sup> VDG, 2<sup>nd</sup> VDG, all active PDG's and all Clubs.
- (d) All checks issued on the district business Account must contain two (2) signatures, one (1) of whom is the treasurer. All requests for checks should be accompanied by documentation (receipts, invoices) justifying issuance of each check. At list once every month of the year the governor and treasurer shall confer regarding the status of the budget.
- (e) Not send twice monthly, the treasurer shall deposit all funds received into the active account with the bank in which the district deposits it's funds and shall promptly pay all bills and expenses of the district from the active account. Monthly the treasurer shall reconcile bank statements.
- (f) With approval of the governor, transfers may be made between line items within the budget. No money may be expended in excess of the amount specified in the budget without the approval of the governor and treasurer. No new sub-account of expenses may be established in either account without approval of the financial oversight committee.
- (g) The signatures of the outgoing district governor, treasurer and convention chairperson should be removed from the bank accounts as soon as possible at the end of the fiscal year.
- (h) The governor and treasurer shall cooperate with the financial oversight committee and the person who prepares the federal and state income tax returns in responding to their request for information. Federal and State Tax returns should be filed by November 15<sup>th</sup>.
- (i) By August 29<sup>th</sup> the treasurer must file IRS Form 8822-B showing the change of responsible party and address.

~~(j) No credit/debit cards shall be used by the District.~~

## **DISTRICT 4-L2 POLICY AND PROCEDRES**

### **FINANCIAL POLICY AND PROCEDURES**

#### **4. Records and Documents**

- (a) When invoices are paid, the amount of the check, it's number, date and other pertinent information shall be endorsed on the copy of the invoice/receipt by the treasurer.
- (b) Receipts for miscellaneous income shall be issued in sequential order. Receipt shall contain all necessary information to identify the transaction upon which the receipt is issued.
- (c) Bank statement issued and returned checks shall be maintained by the treasurer and delivered to the financial oversight committee at the end of the fiscal year.
- (d) Records of separate checking, savings, certificate of deposits and other accounts shall be separately maintained and shown on the balance sheet of the district.
- (e) The treasurer's annual report to the financial oversight committee shall contain a summary of the budgeted account, actual amount and totals for each category, fund and overall totals according to the Chart of Accounts.
- (f) Any net revenues or expenses of the Melvin Jones activity should not be included in the district revenue and expenses.
- (g) Reserves if the District:
  - 1. The reserve shall be the balance of funds remaining in the active account at the end of each fiscal year plus the reserve funds held in the dormant account.
  - 2. At the end of each fiscal year the reserve will be combined into the dormant account.
  - 3. Prudent management requires that a reserve of 25% of the annual revenue of the district be maintained in the dormant account.
- (h) The treasurer shall provide all information and records necessary to the budget committee for it to prepare a budget for the upcoming fiscal year.

## **DISTRICT 4-L2 POLICY AND PROCEDRES**

### **FINANCIAL POLICY AND PROCEDURES**

#### **EXHIBIT A**

#### **MODEL CHART OF ACCOUNTS**

#### **BUSINESS ADMINISTRATION BUDGET**

##### REVENUE

4-L2 Dues from MD4  
\*Installation Dinner  
\* 4-L2 Directory Advertising  
\*District Cabinet Meeting  
\*International President VIP Dinner  
Training & Seminars  
\*District Fundraiser  
\*District Convention  
Miscellaneous Revenue  
\*Melvin Jones Dinner  
Total Revenue

##### EXPENSES

District governor  
1<sup>st</sup> Vice District governor  
2<sup>nd</sup> Vice District governor  
Administration Supplies/Postage  
Awards/Badges/District Officer Crests  
Honorariums  
\*District Cabinet Meeting  
Administrative Fund Transfer to Convention  
\*4-L2 Directory  
Installation Dinner Advance  
\*Installation Dinner  
International President Visit  
\*International President VIP Dinner  
Leos  
\*Melvin Jones Dinner  
New Clubs  
Student Speaker Contest  
Training/Workshops  
Electronic Communications & Newsletter  
\*District Fundraiser  
Printing  
Miscellaneous Expense  
\*District Convention  
Total Expenses

Note: \* Each major event should have its own budget with the appropriate revenue and expense.

\*\*Any dollars raised by the Melvin Jones activity in excess of its expenses will be distributed to LCIF only.

These monies are not to be included in the District finances.

## **DISTRICT 4-L2 POLICY AND PROCEDRES**

### **Sections to Added to the Policies and Procedures**

#### **1. Annual International President's Visit for Rose Parade**

- a. Establish Roles for the visit
  - i. Define District versus Lions Float Inc.
  - ii. Define Budgets
- b. Communicate a schedule for Lions Float Inc.
  - i. Define timelines
    1. Arrival and Departure
    2. Scheduled Events and create guest list
    3. Greetings and chaperone during visit
    4. Establish Hotel and thoroughly review contract
    5. Phoenix Float
- c. Budget the event
  - i. Budget includes obligations per LCI for the President
  - ii. Budget the IP Reception
  - iii. Budget the District Governor's Dinner with IP
  - iv. Budget required meetings with IP
    1. Governors
    2. Club President
    3. Leos
    4. Projects
  - v. Budget Transportation
    1. Non-scheduled event that are not reimbursed by LCI
  - vi. Budget special meals with IP
    1. Host a Breakfast, Lunch or Dinner with the IP
  - vii. Budget gift basket and hospitality.
  - viii. LCIF Donation to International President
- d. Agendas
  - i. Master Agenda for reception and Governor's Dinner
  - ii. Agenda or introduction for meetings.

#### **2. Annual Melvin Jones Luncheon**

- a. Work closely with LCIF District Coordinator.
  - i. Set date
  - ii. Acquire Guest Speaker
  - iii. Define budget
    1. Establish Cost
      - a. Location
      - b. Meals
      - c. Printing
      - d. Certificates
      - e. Center Pieces
      - f. Raffles
  - iv. Approve location of event and Time
  - v. Review meals options
  - vi. Approve agenda

## **DISTRICT 4-L2 POLICY AND PROCEDRES**

#### **3. Review District Governor, 1<sup>st</sup> VDG and 2<sup>nd</sup> VDG responsibilities at the Council of Governors**

- a. Review duties per LCI
- b. Review timelines
- c. District Duties versus Multiple District Duties
- d. Review Cost

#### **4. Non-Disclosure and Confidential Agreements**

- a. Identification of the parties.
- b. Definition of what is deemed to be confidential.
- c. The scope of the confidentiality obligation by the receiving party.
- d. The exclusions from confidential treatment.
- e. The term of the agreement.

#### **5. Technology Committee**

- a. Formation of a technology committees
  - i. Digital Committee Coordinates online assets
    - 1. Website
    - 2. Social Media
    - 3. District portals example, Constant Contact, agreed upon credit card service
  - ii. Audio Visual Committee
    - 1. Inventory Control
    - 2. District Events
      - a. Transport
      - b. Setup
      - c. Operate
      - d. Post Event Storage
      - e. Maintains Equipment

#### **6. Hero Awards (Youth Cancer Survivors) – Special Account**

- a. Design narrative of the project
  - i. Medals to be awarded to Young Cancer Survivors
  - ii. Create a budget for the District
    - 1. Funds are ear marked
    - 2. Funds used only to replenish supplies of the following
      - a. Medals
      - b. Ribbons for Medals
      - c. Certificate
      - d. Certificate Holders
- b. Committees' duties include
  - i. Creating and maintaining subcommittees
    - 1. Admin
    - 2. Outreach & Communications
    - 3. Inventory Control
    - 4. Fundraising

### **DISTRICT 4-L2 POLICY AND PROCEDURE**

#### **6. ELECTION PROCESS. (Moved from By-Laws Section 5 page 123)**

(a) The election of 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 a vote shall be declared elected. The poles shall be open during the day of the last scheduled business session of the convention at a time to be announced at the fourth (4) district meeting. 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. In the event there is more than one candidate for any office, the election committee chairperson shall write the name of each candidate onto paper of equal size and, in the presence of the candidates, place the names into a hat or the like of, then blindly draw each name one by one and until the ballot order is set. The first name pulled is the first name on the ballot, the second name pulled is the second name on the ballot, and so on. (Revised May 2015)

(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 a 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 at a time specified by the district governor 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 exist, the candidates shall draw lots to determine the winner.