

DISTRICT 4L2 CONSTITUTION

(Approved 05/2016)

ARTICLE I

NAME

This organization shall be known as District 4-L2 of Multiple District 4, California, of the International Association of Lions Clubs., Hereinafter District 4-L2 may be referred to as “District”, Multiple District 4 as “MD4”, and International Association of 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 Lions Club or Clubs shall mean a Lions Club or Clubs in good standing unless specifically stated otherwise. The boundaries of the District shall be approved by MD4 and by the Board of Directors of Lions Clubs International.

ARTICLE IV

EMBLEM, COLORS, SLOGAN AND MOTTO

Section 1. EMBLEM. The emblem of this Association and each chartered club shall be of a design as follows:



Section 2. USE OF NAME AND EMBLEM. Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

ARTICLE IV (cont.)

EMBLEMS, COLORS, SLOGAN AND MOTTO

Section 3. COLORS. The colors of this association and each chartered club shall be purple and gold.

Section 4. SLOGAN. Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety

Section 5. MOTTO. Its Motto shall be: We Serve.

ARTICLE V

SUPREMACY

The Standard Form District Constitution and By-Laws shall govern the district unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-law and the multiple district constitution and by-laws then the multiple district constitution and by-laws shall govern. Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

ARTICLE VI

DISTRICT ORGANIZATION

Section 1. CABINET AND OFFICERS. The District shall have a District cabinet composed of the District Governor, the Immediate Past District Governor, the First Vice District Governor, the Second Vice District Governor, a cabinet Secretary-Treasurer (or a Cabinet Secretary and Cabinet treasurer), one Region Chairmen for each region (if the position is utilized during the District Governor's term), one Zone Chairmen for each zone, A Global Membership Coordinator (GMT), Global Leadership (GLT).

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

(a) The District Governor, the First Vice District Governor and the Second Vice District Governor shall be elected at the annual convention of the District. The District Governor shall begin his/her term with the close of the Lions Clubs International Convention held in the year of his/her election and end at the close off 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 Cub 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, except GMT and GLT which are three year terms.

ARTICLE VI (cont.)

DISTRICT ORGANIZATION

Section 3. REMOVAL Members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause by affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

Section 4. REGION AND ZONE CHAIRMEN. The District Governor shall divide the District into regions of no more than sixteen (16) and no less than ten (10) clubs, and each such 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 geographical locations of the affected clubs and concerns of those clubs, the best interest of the District and the International Association of Lions Clubs. Before implementing any proposed changes in the location of regions or zones in the District, the District Governor shall give a written copy of the proposed changes to all affected clubs and fifteen days' notice of an opportunity to said clubs of his/her reasons for proposed changes and for each affected club to discuss with him/her it's concerns regarding the proposed changes.

ARTICLE VII

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 Clubs International Convention scheduled for that year.

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

Section 2. CLUB DELEGATE FORMULA

(a) Each chartered club in good standing in Lions Clubs International and the district shall be entitled in each Annual convention of its district (single or multiple) to one (1) delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in the club, or a major fraction thereof, of said club s 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 the Section shall be five (5) or more members.

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

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

ARTICLE VII (cont.)

DISTRICT CONVENTION

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

(f) Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the 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 VIII

AMENDMENTS TO CONSTITUTION

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

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

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 thirty (30) days prior to the convening date of the District Convention with notice that the same will be voted upon at said convention. The United States Post Office postmark on a mailing shall be conclusive proof of the date of mailing.

Section 4. EFFECTIVE DATE. Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

DISTRICT 4L2 CONSTITUTION

BY-LAWS SECTION

DISTRICT 4L2 BY-LAWS

(Revised 5-22-2016) (Updated 02/2016)

ARTICLE I

DISTRICT CONVENTION

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

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

Section 2. CONVENTION SITE SELECTION. The 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 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 proceeding to the international office. Upon written request from any club in the respective District a copy shall be furnish to said club.

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

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 the day for all sessions except as provided in subsections (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.

BY-LAWS SECTION

ARTICLE I (cont.)

DISTRICT CONVENTION

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

ARTICLE II

MEETNGS

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 Governor of record with the District by the Cabinet Secretary.

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

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

Section 2. REGIONS AND ZONES.

(a) **ORGANIZATIONAL.** The district, subject to Article 6, Section 4 of the Constitution, may be divided into regions and each region shall be divided into zones.

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

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

BY-LAWS SECTION

ARTICLE III

DISTRICT NOMINATING, ELECTIONS AND APPOINTMENTS

Section 1. NOMINATING COMMITTEE.

(a) There shall be a Nominating 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 Governor, 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 candidate the obligations of the office of Governor, First Vice District Governor, Second Vice District Governor, and any International office, respectively.

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

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

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

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

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

(d) Only in the event the First District Governor do not stand for election as District Governor, or if a vacancy in the position of the 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.

BY-LAWS SECTION

ARTICLE III (cont.)

(e) Only on the event neither the First Vice District Governor nor the Second Vice District Governor stands for election as District Governor, or if both Vice District 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 the by-laws or constitution and who is currently serving or who has served one (1) additional year as member of the District Cabinet, shall fulfill the requirement of subsection (c) of this section.

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

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

Candidate for the office 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 club in the District.
- (c) Have served or will have served at the time he/she takes office as a Vice District Governor:
 - (1) As president of a club for a full term or major portion thereof, and a member of the board of directors of a club for no less than two (2) additional years; and
 - (2) As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 - (3) With none of the above being accomplished concurrently.
- (d) File with the Nominating Committee Chairman on or before February 1st 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 Nominating Committee Chairperson has received the nomination affidavit or statement signed under penalty of perjury from the endorsing club(s) showing that the candidate is eligible for the office.

BY-LAWS SECTION

ARTICLE III (cont.)

(b) Each candidate for District Governor shall make every effort not to spend more than Two Thousand Five Hundred Dollars (\$2500) 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 (\$5000) in his/her campaign for election to that office.

Section 5. ELECTION PROCESS

(a) The election of the District Governor and First and Second Vice District Governors shall be by written secret ballot unless there is only one candidate may be conducted by voice vote. The candidate for each office receiving the simply majority of votes shall be declared elected. The polls shall open during the day of the last scheduled business session of the convention at a time to be announced at the fourth (4th) 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, and then blindly draw each name one by one 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 the delegate or alternate to act on behalf of his or her Club for the purposes of this section, shall be entitled to cast one vote for his or her Club for the office. The vote shall be by written secret ballot. The voting polls shall be 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 still exist, the candidates shall draw lots to determine the winner. (Revised 05/22/16)

BY-LAWS SECTION

ARTICLE III (cont.)

Section 6. VACANCY OF OFFICE.

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

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

Section 7. REGION/ZONE CHAIRPERSON QUALIFICATIONS. Each Region and Zone Chairperson appointed in accordance with Article VI Section 4 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 or as a member of the board of directors of a club for no less than two (2) years. (Revised May, 2016)

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

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 Chairmen, the Zone Chairmen, the Cabinet Secretary-Treasurer and other cabinet members as may be provided for in this District Constitution and By-Laws. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Supervise the organization of new Lions Clubs;
- (c) Promote the Lions Club International Foundations and all service activities of the association;
- (d) Preside, when present, over Cabinet, Convention and other District meetings. During any period, he/she is unable to so preside, the presiding officer at any such meeting shall be the Vice District Governor, but if he/she is not available, the District officer chosen by the attending members shall preside;
- (e) Promote harmony among the clubs;
- (f) Endeavor to visit each club at least once during his/her term of office;
- (g) Exercise such supervision and authority over Cabinet Officer and District Committee appointees as is provided in this District Constitution and By-Laws;
- (h) Submit a current itemized statement of total District receipts and expenditures to his/her District Convention or Annual Meeting of his/her District at a Multiple District Convention;
- (i) Deliver within sixty (60) days after the termination of his/her term of office, all District accounts and records to his/her successor;
- (j) Arrange for bank accounts signature cards for the incoming authorized District Officers to assist them in start-up operations for the ensuing year;
- (k) Report to Lions Clubs International all known violations of the use of the associations name and emblem;
- (l) Perform such other functions and acts shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

BY-LAWS SECTION

ARTICLE IV (cont.)

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

- (a) Further the Purposes of this association;
- (b) Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the District Governor he/she will be better prepared to assume the duties and responsibilities of said office;
- (c) Perform such other administrative duties as may be assigned to him/her by the District Governor;
- (d) Perform such other functions and acts as may be required of him/her by the International Board of Directors;
- (e) Actively participate in all District, and Council meetings and conduct all meeting in the absence of the District Governor;
- (f) Participate in the preparation of the District budget;
- (g) Be actively engaged in all matters to be continued during the next year;
- (h) Participate in the review of the strengths and weaknesses of the clubs of the District particularly, identify existing and potential weak clubs within the District, establish plans to strengthen them, and submit the plans to the International Headquarters by the end of the Vice District Governor's term;
- (i) At the request of the District Governor supervise appropriate District Committees;
- (j) Serve as the District Governor Team Liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth.

Section 3. SECOND VICE DISTRICT GOVERNOR. The Second Vice District Governor, subject to the supervision and direction of the District Governor shall be an assistant in the administration of the District, and representative of the District Governor. His/her specific responsibilities shall be to;

- (a) Further the Purposes of this association;
- (b) Familiarize himself/herself with the duties of the District Governor and the First District Governor so in the event of a vacancy in either of those he/she will be better prepared to assume the duties and responsibilities of said office;

BY-LAWS SECTION

ARTICLE IV (cont.)

- (c) Perform such other administrative duties as may be assigned to him/her by the District Governor;
- (d) Perform such other functions and acts as may be required of him/her by the International Board of Directors;
- (e) Actively participate in all District, and Council meetings and conduct all meetings in the absence of the District Governor;
- (f) Participate in the preparation of the District Budget;
- (g) Be actively engaged in all matters to be continued during the next year;
- (h) Participate in the review of the strengths and weaknesses of the clubs of the District particularly, identify existing and potential weak clubs within the District and assist the District Governor and the First Vice District Governor in establishing plans to strengthen them, and submitting the plans to the International Headquarters;
- (i) At the request of the District Governor supervise appropriate District Committees;
- (j) Serve as the District Governor Team Liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership plan.

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 of this association:
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - (1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International and as an appointed Ex Officio member of the Constitution and By-Laws Committee keeps an accurate record of the proceeding and performs any other secretarial duties as a result of the amendments proposed by said Committee (Revised May, 2015);
 - (2) Take and keep minutes of the District Convention and furnish copies of the same to Lions Club International, the District Governor and any club in the District requesting same;

BY-LAWS SECTION

ARTICLE IV (cont.)

Section 4. CABINET SECRETARY-TREASURER OR TREASURER. (cont)

- (3) Make a report to the cabinet as the District Governor or cabinet may require;
- (4) Account for all per capita taxes levied the clubs in the District by MD4.
He/She shall deposit all monies received in such bank or banks as the District shall establish, and disburse the same by order of the District Governor;
- (5) 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 District meetings, and permit inspection of the same by the District Governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor;
- (7) Secure bond for the District Governor and Cabinet Secretary/Treasurer (or Cabinet Secretary and Cabinet Treasurer) for the faithful performance of their duties in such sum and with such surety 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 directives of the International Board of Directors;
- (d) If separate offices of Cabinet Secretary and Cabinet Treasurer are adopted, the duties in (b) are to be attributed to each of the offices according to the nature of such duties.

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

- (a) Further the Purposes of this association;
- (b) Supervise the activities of the zone chairmen in his/her region and such District committee chairman as may be assigned to him/her by the District Governor;
- (c) Play an active role in organizing new clubs and in strengthening weak clubs;
- (d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the District Governor, District GMT Coordinator and District GLT Coordinator.

BY-LAWS SECTION

ARTICLE IV (cont.)

Section 5. REGION CHAIRPERSON (cont.)

(e) Visit a regular board of directors meeting of each club in hi/her region at least once during his/her term of office, reporting his/her findings to the District Governor, District GMT Coordinator and District GLT Coordinator.

(f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and by-laws;

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

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

(i) Promote the Club Quality Initiative to the clubs within zone and work in concert with the District GMT & GLT Coordinators and the District Governors Team to implement the program within the zones.

(j) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.

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

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

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

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

(a) Further the Purposes of this associations;

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

BY-LAWS SECTION

ARTICLE IV (cont.)

Section 6. ZONE CHAIRPERSON (cont.)

(c) Endeavor to include the District GMT Coordinator and the GLT Coordinator and the District Governor Team as special guest to the District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor Team may assist with membership leadership development 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 to the District Governor and Region Chairperson;

(e) Promote the Club Quality Initiative to the clubs within the zone and work in concert with the District GMT & GLT Coordinators and the District Governor Team to implement the program within the zone;

(f) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs his/her zone;

(g) In coordination with the District GLT 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;

(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 Club International projects in his/her zone;

(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, MD4, 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 finding to the Region Chairperson-particularly with respect to weaknesses he/she may have discovered (copy to 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 judgement 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 expired term.

BY-LAWS SECTION

ARTICLE IV (cont.)

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

- (a) Assist the District Governor in the performance of his/her duties and in formulation of administrative plans and policies affecting the welfare of Lionism within the District;
- (b) Receive, from the Region Chairperson or other assigned District cabinet member, reports, and recommendations which concern the clubs and zones;
- (c) Secure, semi-annually or more frequently, District financial reports from 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 approval, set up definite schedule of dates, times and places of cabinet and district meetings to be held during the fiscal year.

ARTICLE V

Committees, Composition and Duties

Section 1. STANDING COMMITTEES. The District shall have all standing committees required by Lions Club International, MD4 and this District. The following are standing committees:

Nominating Committee, Convention Committee, Credentials Committee, Elections Committee, Budget Committee, Financial Oversight Committee, Constitution and By-Laws Committee, Lions International Youth Camp and Exchange Committee, Student Speakers Committee, and District Governor's Advisory Committee. The members of said committees 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 bylaws, all standing committees shall consist three members in good standing with no two members from the same club and members shall serve for one y terms at the pleasure of the District Governor. The appointed Treasurer for the year shall not serve on the Audit Committee.

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

BY-LAWS SECTION

ARTICLE V (cont.)

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

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

Section 4. DISTRICT GOVERNOR ADVISORY COMMITTEE. In each zone, the Zone Chairperson and the presidents and secretaries of the clubs in the zone shall compose 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 or purposes of conduct the annual Student Speakers Contests and a fourth meeting approximately thirty (30) days prior to the District Convention. It shall assist the Zone Chairperson in 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 his/her cabinet.

Section 5. FINANCIAL OVERSIGHT COMMITTEE. The Financial Oversight Committee (FOC) with the approval of the District Governor shall establish uniform financial procedures for the administration of the administrative and convention funds described in Article VI of these Bylaws. The committee appointed by the current Governor together with the Governor-Elect and incoming Treasurer shall meet prior to July 1 for the purposes of reviewing the financial requirements contained in Article VI of the Bylaws 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 Bylaws to the Bylaws Committee or amendments to policies and procedures to the Governor for adoption.

BY-LAWS SECTION

ARTICLE V (cont.)

Section 5. FINANCIAL OVERSIGHT COMMITTEE.

(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 and 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 Bylaws, 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 Cabinet, such changes shall become effective.

(e) All reports of the Committee will be mailed 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 members shall determine their term of office; one member for one (1) year; one member for two (2) years; one member for three (3) years; one member for four (4) years and one member for five (5) 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 1st. If the vacancy should occur after January 1st, the vacancy shall remain unfilled for the remainder of the term. The outgoing Governor shall appoint persons to the Committee on the expiration of the term of their predecessor. **(Revised May, 2015)**

Section 6. BUDGET COMMITTEE.

(a) The Budget Committee shall prepare a budget for the District Administrative and the District Convention funds for the ensuing year. Said budget shall be prepared and presented not less than thirty (30) days prior to the first (1st) 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 statement of reserves and anticipated carryover from the previous year. The Budget shall be presented to the annual District Convention for approval.

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

BY-LAWS SECTION

ARTICLE V (cont.)

Section 6. BUDGET COMMITTEE. (cont.)

(c) A majority of the Budget Committee shall constitute a quorum for the conduct of business. The retiring chairman of the committee shall explain to the incoming District Governor, First Vice District Governor and Second Vice District Governor the committee's estimates and procedures necessary to the formation of the incoming District Governor's budget as described in Article VI by June 30th of each year.

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

Section 7. LIONS INTERNATIONAL YOUTH CAMP AND EXCHANGE COMMITTEE.

This committee shall be composed of two (2) Lions, The Governor shall, prior to September 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 un-expired term of any vacancy which may occur on the Committee during the Governor's term. The District Governor and the Youth Exchange Chairperson may appoint two (2) additional members to serve on this Committee for a period of one (1) year commencing on September 1st of the Governor's term. No two members of this Committee shall be from the same club. The duty of this Committee is the formulation and execution of the Youth Exchange Program for the District under the supervision of the MD4 Youth Exchange Chairperson.

Section 8. STUDENT SPEAKERS CONTEST COMMITTEE.

(a) The Committee shall be composed of the Student Speaker Chairman and such Lions as a 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 4L2 in participating in the Area and Multiple District 4 contests. It shall endeavor to promote participation in the contest by all clubs and every other means possible to promote the Student Speaker Foundation.

BY-LAWS SECTION

ARTICLE V (cont.)

Section 9. CONSTITUTION AND BYLAWS COMMITTEE.

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

The Committee shall place all proposed amendments in appropriate form for submission to the delegates at the District 4L2 Convention. Proposed amendments to the District 4L2 Constitutions shall be submitted to the Constitution and Bylaws 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 Bylaws. At the discretion of the District Governor, the Chairperson of the Committee may serve as the presiding officer at the convention while the delegates are considering the report of the Committee. After consideration of the proposed amendments by the delegates present at business session of the convention, the proposed amendments as modified by the delegates shall be submitted to a written vote of all delegates at the same time as election of the District Governor and the Vice District Governors.

Notwithstanding the foregoing, the Constitution and Bylaws 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 terms of office; one member for one (1) year; one member for two (2) years; one member for three (3) years; one member for four (4) years and one member for five (5) 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 1st. If the vacancy should occur after January 1st, the vacancy shall remain unfilled 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)**

BY-LAW SECTION

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 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 Bylaws, 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 may deem appropriate to enable the District Convention to be conducted within 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 chairman person of any special find 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 informed with monthly written reports.

(d) The Convention Chairperson, Melvin Jones Chairperson, and Chairperson 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. **(Revised May, 2015)**

Section 2. FINANCIAL REPONSIBILITY 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 vigilante to the improper use of district funds by any other Officer 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 the 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 the payment of district funds or any other improper use of District funds resulting in benefit to a district officer or member of his/her family. (Added May, 2015)

BY-LAW SECTION

ARTICLE VI (cont.)

District Funds and Fiscal Operations

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 expenses.

He/she shall be responsible for the management of all of the Melvin Jones Fund and all special funds not a part of the budget.

(a) No funds 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 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 name of a payee being shown thereon.

(c) 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. **(Added May, 2015)**

Section 4. BUDGET AND SPECIAL FUNDS.

(a) **Definition of Budget.** The budget shall be composed of the 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 income and expenses related to or after the end of fiscal year or relating to 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 purposes 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 the 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 transferred to LCIF in the District's name. Any deficiency in the project may be charged against the Melvin Jones special fund reserve or if there is no reserve against the next year's project's income. **(Added May, 2015)**

BY-LAW SECTION

ARTICLE VI (cont.)

District Funds and Fiscal Operations

Section 5. CLUB AND PER CAPITA TAXES. Each club shall annually pay to the district a club tax of \$220 and per capita taxes 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 reorganized 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 its charter or reorganization. Said funds shall be paid to the Multiple 4 District office at the same time as the club pays its dues to Multiple District 4. The Multiple District office shall pay said club and per capita tax to the District Treasurer when said taxes are collected from the Multiple District 4 office from the club. (Revised May, 2016)

Section 6. MEETINGS BETWEEN GOVERNOR, CABINET SECRETARY-TREASURER OR TREASURE 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 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 request without approval of the Financial Oversight Committee.

(b) No funds shall be withdrawn from the reserve without informing the Financial Oversight Committee. If the Governor or Convention Chairperson desires to incur any expenses not within the approved budget, the Cabinet Secretary-Treasurer or Treasurer shall not issue a check or comply with such request without notifying the Financial Oversight Committee.

(c) No funds shall be withdrawn from the reserve without informing the Financial Oversight Committee. (Added May, 2015)

Section 7. EXPENSES OF ANNUAL DISTRICT CONVENTION. Housing and registration packet meals provided during days in which the convention is in session shall be limited to the District Governor, Cabinet Secretary, Lions International guest and 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 said persons. (Revised May, 2016).

BY-LAW SECTION

ARTICLE VI (cont.)

District Funds and Fiscal Operations

Section 8. IMPROPER EXPENSE OR FAILURE TO COMPLY WITH BYLAWS, POLICES 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 be reported to the clubs.

Upon receipt of report of an improper expense, the Cabinet shall investigate the facts surrounding the expense and if convinced that the expenses were improper may, upon 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 shall 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 with 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 as known as the Active Account. All transactions made prior to or during said year shall be recorded in said account.

(c) After the election of the incoming Governor, the account which had been the Dormant Account during that year shall become the Active Account during the incoming Governor's year and the account which had been active account for the outgoing Governor shall become the Dormant Account.

(d) The incoming Governor, Cabinet Secretary-Treasurer or Treasurer, Convention Chairperson and First Vice District Governor shall become the signatories on both accounts. 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 attributable 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 such expenses to the Dormant Account. **(Revised May, 2015)**

BY-LAWS SECTION

ARTICLE VII

Nominations and Endorsement International Director and Second International Vice President Nominees.

Section 1. ENDORSEMENT PROCEDURE. Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the District seeking endorsements of a District Convention as candidate of the office of International Director or Second International Vice President shall:

(a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the District Governor and if this is a sub-District of a Multiple District to the Multiple District Council Secretary-Treasurer no less than sixty (60) days prior to the convening date of the District Convention at which such question of endorsement is to be voted upon;

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

Section 2. NOMINATION. Each notice of intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

Section 3. SECONDDING SPEECH. Each such nominee for endorsement shall be entitled to one seconding speech of no more three (3) minutes in duration.

Section 4. VOTE. The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and District. In the event of a tie vote, or failure one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.

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

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

BY-LAWS SECTION

ARTICLE VIII

Rules of Procedure

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

ARTICLE IX

Method of Required Notices

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

ARTICLE X

Amendments

Section 1. 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.

ARTICLE XI

Miscellaneous

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

BY-LAWS SECTION

ARTICLE XI (cont.)

Miscellaneous

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

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

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

Section 5. POLITICAL ENDORSEMENTS. District Lions clubs and individual Lions shall abide by the Lions Club 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 XII

Amendments to By-Laws

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

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

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

ARTICLE XIII

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.

BY-LAWS SECTION

ARTICLE XIV

Constitutional and By-Laws Conflicts

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

The above revised Constitution and By-Laws of the Lions District 4L2 were ratified by the certified delegates at the convention duly called and held in May, 2016