

Lions Clubs International



DISTRICT MD4-L2

Constitution and By-Laws

Fiscal Year - 2024-2025

Amended May 19, 2024

TABLE OF CONTENTS

MD4-L2 District Constitution

ARTICLE 1	Name	1
ARTICLE II	Purposes.....	1
ARTICLE III	Membership	1
ARTICLE IV	Emblem, Colors, Slogan and Motto	
Section 1	Emblem.....	1
Section 2	Use of Name and Emblem.....	1
Section 3	Colors.....	2
Section 4	Slogan	2
Section 5	Motto.....	2
ARTICLE V	Supremacy	2
ARTICLE VI	Officers and District Cabinet	
Section 1	Officers	2
Section 2	District Cabinet	2
Section 3	Elections, Appointments of District Governor/Vice District Governors.....	2
Section 4	Removal.....	3
ARTICLE VII	District Convention	
Section 1	Time and Place.....	3
Section 2	Club Delegate Formula	3
Section 3	Quorum	4
Section 4	Special Convention	4
ARTICLE VIII	District Dispute Resolution Procedure	4
ARTICLE IX	Amendments to the Constitution	
Section 1	Amending Procedure.....	4
Section 2	Automatic Update.....	4
Section 3	Notice	4
Section 4	Effective Date	4

MD4-L2 BY-LAWS

ARTICLE 1	Nominations and Endorsement for International Director and Third Vice President	
Section 1	Endorsement Procedures	5
Section 2	Nomination	5
Section 3	Seconding Speech	5
Section 4	Vote	5
Section 5	Certification of Endorsement	5
Section 6	Validity	5

TABLE OF CONTENTS

MD4-L2 District Constitution

MD4-L2 BY-LAWS

ARTICLE II	District Nominations, Elections and Appointments
Section 1	Nominations Committee6
Section 2	Candidacy Requirements for District Governor6
Section 3	Candidacy Requirements for First Vice District Governor and Second Vice District Governor7
Section 4	Campaigning for Office7
Section 5	District Governor Vacancy8
Section 6	Region/Zone Chairpersons Qualifications8
Section 7	Region/Zone Chairpersons Vacancy8
 ARTICLE III	 Duties of District Officers/Cabinet
Section 1	District Governor9
Section 2	First Vice District Governor10
Section 3	Second Vice District Governor11
Section 4	Cabinet Secretary-Treasurer or Treasurer11
Section 5	Global Service (GST) District Coordinator12
Section 6	Global Membership (GMT) District Coordinator12
Section 7	Global Leadership (GLT) District Coordinator12
Section 8	Global Extension Team Coordinator13
Section 9	District Marketing Chairperson13
Section 10	LCIF District Coordinator14
Section 11	Leo/Leo-Lion Cabinet Liaison (Optional)14
Section 12	Region Chairperson15
Section 13	Zone Chairperson.....15
Section 14	District Governors Cabinet16
Section 15	Parliamentarian.....16
 ARTICLE IV	 District Committees, Compositions and Duties
Section 1	District Governor's Advisory Committee16
Section 2	District Governor's Action Team16
Section 3	District Governor's Honorary Committee17
Section 4	Other District Cabinet Committees, Appointments and Duties ..17
Section 5	Budget/Financial Oversight Committee17
Section 6	Disaster Relief Committee.....18
Section 7.	Constitution and By-Laws Committee19
Section 8	Youth Protection Committee.....19
 ARTICLE V	 Meetings
Section 1	District Cabinet Meeting20
Section 2	Alternative Meeting Formats.....20
Section 3	Business Transacted By Mail20
Section 4	Region and Zones.....20

TABLE OF CONTENTS

MD4-L2 District Constitution

MD4-L2 BY-LAWS

ARTICLE VI	District Convention	
Section 1	Convention Site Selection	21
Section 2	Official Call.....	21
Section 3	Site Change	21
Section 4	Officers.....	21
Section 5	Parliamentarian.....	21
Section 6	Official Report	21
Section 7	Credentials Committee	21
Section 8	Order of Convention Business	21
Section 9	Official Report.....	22
Section 10	District Convention Committees.....	22
ARTICLE VII	Miscellaneous	
Section 1	District Governor Expenses-International Convention.....	22
Section 2	Financial Obligations	22
Section 3	Cabinet Secretary-Treasurer Bond	22
Section 4	Audit or Review of Books.....	22
Section 5	Compensation	22
Section 6	Fiscal Year	23
Section 7	Rules of Procedure	23
ARTICLE VIII	Amendments	
Section 1	Amending Procedure	23
Section 2	Automatic Updates.....	23
Section 3	Notice.....	23
Section 4	Effective Date.....	23
	Vision Statement.....	24
	Mission Statement	24
	Code of Ethics.....	24

District 4-L2 Constitution
(Amended 12-7-2023)

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
Purposes

The purpose of this district shall be:

- a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.
- b) To create and foster a spirit of understanding among the people of the world.
- c) To promote. The principles of good government and good citizenship.
- d) To take an active interest in civil, culture, social and moral welfare of the community.
- e) To unite the members in the bonds of friendship, good fellowship, and mutual understanding.
- f) To provide a form for the open discussion of all matters of the public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- g) To encourage service minded people to serve their community without personal financial reward and to encourage efficiency and promote high ethical standards in commerce, industry professions, public works, and private endeavors.

ARTICLE III
MEMBERSHIP

The members of this organization. Shall be all lions' clubs in the district chartered by Lions Clubs International.

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
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 name, Goodwill, emblems and other logos of the association shall be in accordance with the guidelines established from time to time in the bylaws.

District 4-L2 Constitution

ARTICLE IV Emblem, Colors, Slogan and Motto (cont.)

Section 3. COLORS. The colors of this association and of each charter 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 districts unless otherwise amended so as not to conflict with the Multiple District and the International Constitution and 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 bylaws and the multiple district constitution and bylaws, then the multiple district constitution and bylaws shall govern. Whenever there may exist a conflict or contradiction between the provisions set out in the district constitution and bylaws and International Constitution and Bylaws, then the International Constitution and bylaws shall govern.

ARTICLE VI Officers and District Cabinet

Section 1 OFFICERS The officers of this district shall be the district governor, the immediate past district governor, the first and second vice district governor, the region chairperson, the zone chairperson and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer. Each such officer shall be a member in good standing of a Lions club in good standing in the district. (Revised July 2023)

Section 2 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 region chairpersons (if the position is utilized during the District governor's term), the zone chairperson, 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 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. (Revised July 2023)

Section 3. ELECTION, APPOINTMENTS 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.

District 4-L2 Constitution

ARTICLE VI DISTRICT ORGANIZATION (cont.)

Section 4 REMOVAL.

Members of the District Cabinet appointed by the District Governor may be removed from office for cause by the District Governor. Elected 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 the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

ARTICLE VII DISTRICT CONVENTION

Section 1. TIME AND PLACE. 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, at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor.

A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.

The District governor or, in his/her absence, the First Vice District 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 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.

² The district governor may be removed by 2/3 vote of the entire International Board of Directors in accordance with Article V Section IX of the International Constitution.

³ For cause may be any reason as determined by the district cabinet in accordance with ROBERT'S RULES OF ORDER NEWLY REVISED.

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.

District 4-L2 Constitution

ARTICLE VII DISTRICT CONVENTION (cont.)

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.

Section 4. SPECIAL CONVENTION

A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

ARTICLE VIII DISTRICT DISPUTE RESOLUTION PROCEDURES

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 any 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

ARTICLE IX AMENDMENTS TO THE 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 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.

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 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.

DISTRICT 4L2 BY-LAWS SECTION

ARTICLE I

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 for the office International Director or Third International Vice-President shall:

- 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 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 requirements.

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

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

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

Section 6. VALIDITY

No district endorsement of any candidacy of any member of a Lions club in the district shall be valid unless and until the provisions of this Article have been met.

DISTRICT 4L2 BY-LAWS SECTION

Article II DISTRICT NOMINATIONS, ELECTIONS AND APPOINTMENTS

Section 1. NOMINATIONS COMMITTEE.

Each district governor shall appoint, by written notification received at least sixty (60) days prior to the sub-district convention, a nomination committee of not less than three (3) and no more than five (5) members, each of whom shall be a member in good standing of different lions' clubs in good standing. In the district and shall not through the duration of their appointment, hold any district cabinet or international office, either by election or appointment.

- 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) 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.
- a) The 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 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 nomination committee chairperson 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.

DISTRICT 4L2 BY-LAWS SECTION

Article II DISTRICT NOMINATIONS, ELECTIONS AND APPOINTMENTS

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

Candidate for the offices of first and second vice district governor shall:

- a) Be an active member in good standing of a club in good standing in the district.
- b) Secure the endorsement of his/her club or one or more other clubs in the district.
- c) Have served or will have served at the time he/she takes office as a vice district governor.
 - 1) As president of a club for a full term or major portion thereof, and a member of the board of directors of a club for no less than two (2) additional years and
 - 2) As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
 - 3) With none of the above being accomplished concurrently.
- d) File with the nominations committee chairperson on or before March 20th 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 nominations committee chairperson has received the nomination affidavit from the endorsing club(s) showing that the candidate is eligible for office.

DISTRICT 4L2 BY-LAWS SECTION

Article II DISTRICT NOMINATIONS, ELECTIONS AND APPOINTMENTS

Section 5. DISTRICT GOVERNOR VACANCY

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, and past district governors, past international directors and past international president 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. (Revised May 2022)

b) It shall be the duty of the immediate past district governor, if they are not available, the most recent past district governor, who is available to send out invitations 15 days in advance of a meeting attend said meeting.

c) In Order for a Lion to be eligible and qualified to be selected to fill the vacancy in the office of district governor, they must:

1. Be an active member in good standing of a chartered Lions Club in good standing in their single or sub-district.
2. Secure the endorsement of their club or a majority of the clubs in their single district.
3. Have served or will have served at the time they take office as district governor:
 1. As Officer of a Lions club for a full term or major portion thereof; and
 11. As a member of the district cabinet for two (2) full terms or major portion thereof.
 111. With none of the above being accomplished concurrently.

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 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. (Revised July 2023)

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 7. 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.

DISTRICT 4L2 BY-LAWS SECTION
ARTICLE III
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 district 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 the association, resulting in membership growth in the district.
- b) Oversee the district leadership teams members to implement current district action plans focused on and working towards the successful achievement of the district goals.
 - 1) Charter new Lions Clubs.
 - 2) Ensure effective club operations.
 - 3) Achieve net membership growth.
 - 4) Provide leadership development and skills training at the club and district level.
 - 5) Encourage clubs to conduct and report meaningful humanitarian service.
 - 6) Support and promote Lions Clubs International Foundation and encourage club and member contributions to Lions Clubs International Foundation.
- c) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
- d) Oversee the administrative operation of the district.
 1. Effectively manage district events to meet member needs.
 2. Exercise such supervision and authority over cabinet officers and district committee appointees, as is provided in this district constitution.
 3. Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the district to their successor in office.
 4. Submit a current itemized statement of total district receipts and expenditures to their convention or annual meeting of their district at a multiple district convention.
 5. Report to Lion Clubs International all known violations of the use of the association's name and emblem.
- e) Guide clubs to operate in accordance with the International Constitution and By-Laws, support activities that improves member retention and remains *in* good standing with the association.
 - 1) Ensure that each Lions club in the district he/she visited in-person (or virtually if necessary) by the district governor, a district cabinet member or a Lion appointed by the district governor no less than once every year to facilitate successful administration of the club.
 - 2) With the assistance of the zone chairpersons and region chairpersons monitor the viability of each club in the district to ensure each club remains in good standing, meets the needs of its members, and supports the objectives of the association.
 - 3) Promote harmony and resolve conflicts among and within the chartered Lions clubs using appropriate methods.
- f) Preside, when present, over the district convention and cabinet and other meeting.
- g) Perform such other functions and acts as shall be required of them by the International Board of Directors.

DISTRICT 4L2 BY-LAWS SECTION

ARTICLE III DUTIES OF DISTRICT OFFICERS/CABINET (cont.)

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 purposes of this association, resulting in membership growth in the district.
- b) Activity work towards the success of the current district plan.
- c) With the district governor and second vice district governor, review strengths and weaknesses of the district, refine and further develop a draft of the ongoing district plan focused on and working towards the successful achievement of district goals.
- d) Identify and prepare highly effective team for subsequent years to develop and implement action plans for district goals.
 - 1) Understand the actions needed to accomplish district plans.
 - 2) Know the roles and responsibilities, resources, and Lions qualified to serve in roles.
 - 3) Ensure team members are adequately trained to perform in their specific roles.
 - 4) Work closely with club leadership to identify further district leaders.
- e) Perform such duties and other directives as may be assigned by the district governor or by policy of the International Board of Directors,
- f) At the request of the district governor, supervise other district committees.
- g) Actively participate in all cabinet meetings and conduct meetings in the absence of the district governor.
- h) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor they will be better prepared to assume the duties and responsibilities of said office.
- i) Participate in council of governor's meetings as appropriate.
- j) Participate in the preparation of the district budget.
- k) Conduct club visitation as the representative of the district governor when requested by the district governor.
- l) Work with the district governor and the district convention committee to assist and plan the annual district convention and assist the district governor to organize and promote other events within the district.

Section 3. SECOND VICE DISTRICT GOVERNOR. The second vice district governor, subject to the supervision and direction of the district governor. Their specific responsibilities shall be, but not limited to:

- a) Further the purposes of the association, resulting in membership growth in the district.
- b) Activity work towards the success of the current district plan.
- c) Serve as district liaison (at the direction of the district governor) to region and zone chairpersons working towards successful zone operations in support of club health.
- d) Become familiar with the strengths and weaknesses of the clubs in the district and the resources that support club development.
- e) Prepare for the role of district governor.
- t) Become familiar with duties of the district governor,
- g) Assess and develop leadership skills.
- h) Understand district structure and constitution and by-laws and the resources available.
- i) Be aware of club health indicators and assess club strengths and weaknesses.
- j) Prepare to conduct effectively club visitations.
- k) Conduct club visitations as the representative of the district governor, when requested by district governor.
- l) Perform such duties and other directives as may be assigned by the district governor or by the policy of the International Board of Directors.

DISTRICT 4L2 BY-LAWS SECTION

ARTICLE III DUTIES OF DISTRICT OFFICERS/CABINET (cont.)

Section 3. SECOND VICE DISTRICT GOVERNOR. (continue)

- m) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- n) At the request of the district governor, supervise appropriate district committees.
- o) Activity participate in all cabinet meetings and conduct all meeting in the absence of the district governor and the first vice district governor.
- p) Participate in the preparation of the district budget.

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 fifteen(15) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International
 - 2) Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the secretary of each club in the district.
 - 3) Make reports to the cabinet as a District governor or cabinet may require;
 - 4) 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 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 prorated basis based on its membership as of the date it's charter or reorganization 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) Remit and pay 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.
 - 7) 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.
 - 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.

DISTRICT 4L2 BY-LAWS SECTION

ARTICLE III DUTIES OF DISTRICT OFFICERS/CABINET (cont.)

Section 5. GLOBAL SERVICE (GST) DISTRICT COORDINATOR. Under the supervision of the district governor, the GST district coordinator is a member of the District Global Action Team. Their responsibilities include:

- a) With the district team, develop and implement the district plan and working to achieve district service and fundraising goals.
- b) Work to increase the percentage of clubs reporting service within the district.
- c) Have knowledge of and encourage participation in LCI and LCIF service programs and grants, and the use of LCI service resources.
- d) Act as the advocacy champion for the district, supporting clubs as they raise awareness educate their community, and advocate for change.
- e) Share service success stories with Lions and the community to increase visibility and member satisfaction, attract new members, and encourage the sharing of best practices.
- f) Work to identify potential leaders to participate in a service leadership role.

Section 6 GLOBAL MEMBERSHIP (GMT) DISTRICT COORDINATOR. Under the supervision of the district governor, the GMT district coordinator is a member of the District Global Action Team. Their responsibilities include:

- a) With the district team, develop and implement the district plan focused on and working to achieve district membership goals.
- b) Train club membership chairpersons on key tools and initiatives and encourage clubs to create membership plans to improve recruitment and member satisfaction.
- c) Support club membership chairs with inquiries and provide guidance in line with applicable policies.
- d) Ensure that prospective members are promptly contacted and referred to a suitable club based on interest, availability, expectations, and other factors. If a suitable club is not available, guidance and support to starting a new club is provided unless a Global Extension Team district coordinator has been appointed.
- e) Work to identify potential leaders to participate in a membership leadership role.
- f) Provide retention strategies to clubs in collaboration with Global Leadership Team and Global Action Team district coordinators.
- g) Confirm new members are provided an effective member orientation at the club level, in collaboration with the district leadership team coordinator and the club officers.

Section 7 GLOBAL LEADERSHIP (GLT) DISTRICT COORDINATOR. Under the supervision of the district governor, the GLT district coordinator is a member of the District Global Action Team. Their responsibilities include:

- a) With the district team, develop and implement the district plan focused on and working to achieve district leadership development goals to hold training for the club officers, region and zone chairpersons. Certified Guiding Lion and others as appropriate.
- b) Develop and execute an annual district learning and leadership development plan and report training in learn.
- c) Work to identify potential leaders, to participate in service, membership, or leadership roles.
- d) Support and facilitate training at district events when appropriate.
- e) Confirm new members are provided an effective member orientation at the club level in collaboration with the district membership team coordinator and club officers.

DISTRICT 4L2 BY-LAWS SECTION
ARTICLE III
DUTIES OF DISTRICT OFFICERS/CABINET (cont.)

Section 8. GLOBAL EXTENSION TEAM COORDINATOR. (if the position is utilized during the district governor's term). Under the supervision of the district governor the district GET coordinator is a member of the District Global Action Team. Their responsibilities include:

- a) Work with district team, (including the district governor and the vice district governors) to ensure new club goals of the district are met and sustainable.
- b) Identify opportunities to charter new clubs in communities or within groups of a larger community that are not served or are underserved.
- c) Collaborate with district leadership to build a team capable of completing the tasks required in the successful chartering of new clubs, including membership recruitment, leadership development and engagement in a meaningful service project.
- d) Understand the communication of the process and policies of a new club development to team members and ensure accurate information is conveyed to the prospective members.
- e) Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new club officers and educating Guiding Lions on expectations of the new club.
- f) Train and involve Lions interested in new club chartering to expand the district's ability to charter new clubs.
- g) Ensure new club applications are completed properly, approved and submitted efficiently.

Section 9, DISTRICT MARKETING CHAIRPERSON. Under the supervision of the district governor, the district marketing chairperson is responsible for marketing, and communications efforts and directly supports the District Global Action Team. Their responsibilities include:

- a) Work with the district team to identify and support opportunities for marketing large scale events, programs and initiatives.
- b) Collaborate directly with the District Global Membership Coordinator to direct any membership leads that come through marketing channels to appropriate clubs.
- c) Support the District Governor and the District Global Action Team with marketing and publicity guidance.
- d) Encourage clubs within the district to apply for Lions International Marketing Award.
- e) Support district funding opportunities.
- f) Managed District social media channels and websites either directly or through an established district marketing committee.
- g) Maintain a full understanding of the Global Brands Guidelines.
 - 1) Champion appropriate and consistent use of global brand assets, in all of district activities.
 - 2) Support use of approved brand templates for story and publicity development.
- h) Encourage clubs to fill the role of the club marketing chairperson.
 - 1) Ensure consistent support for the club marketing chair holding meetings, trainings and providing market guidance and best practices.
- i) Promote the good works and newsworthy stories of LCI and LCIF to Lions and members of the media through social media channels and external audiences.

DISTRICT 4L2 BY-LAWS SECTION
ARTICLE III
DUTIES OF DISTRICT OFFICERS/CABINET (cont.)

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 chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. Their responsibilities include:

- a) Ensure that their team of club coordinators implements LCIF fundraising strategies.
- b) Educate Lions about the importance and impact of LCIF locally, regionally, and around the world.
- c) Encourage Lions to support LCIF in all aspects of fundraising across the district.
- d) Be familiar with LCIF grant opportunities and educate Lions within the district on the various grants and projects supported by LCIF.

Section 11. LEO/LEO-LION CABINET LIASON (OPTIONAL). The District Governor, in consultation with the District Leo chair, may choose to appoint a Leo/Leo Lion to serve a one-year term in the official non-voting capacity. The Leo/Leo-Lion cabinet liaison shall represent the interest and perspectives of Leos and Leo-Lions, and facilitate communication and connection between light, Leos and Lions. In areas where the Leo district, the role shall be filled by a Leo-Lion or Leo, who is current or past Leo district president, vice president, secretary, or treasurer. In areas where no Leo district has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo Club President.

The district governor shall assign the Leo/ Leo-Lion cabinet liaison to the standing cabinet committee that would most benefit from a young adult voice. The cabinet liaison may remain on the same committee for the duration of the year or transition among committees as determined by the district governor.

The responsibilities of the Leo/Leo-Lion cabinet liaison include.

- a) Facilitate communications between Leos and Lions within the district.
- b) Serve as a resource to the district cabinet officers and assigned committee(s).
- c) Coordinate with the district Leo chairperson in the promotion of the Leo club, Leo-Lion programs and engagement opportunities for young people within the Lines District.
- d) Support district Leo chairperson in conducting training for Leo district officers.
- e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within the Lions district activities.
- f) Serve as support and point of contact for district Leos to explore Lions membership programs opportunities.
- g) Communicate with Leo district president. Leo/Leo-Lion council liaison, (if appointed) and the constitutional area, representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- h) Assist in planning and integration of Leos and Leo-Lions in Lions district convention, forum events, training.
- i) Attend Leo district meetings as necessary.
- j) Chair one district collaboration project between Leos and Lions.

DISTRICT 4L2 BY-LAWS SECTION
ARTICLE III
DUTIES OF DISTRICT OFFICERS/CABINET (cont.)

Section 12 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 their region. Their specific responsibilities shall be to:

- a) Further the Purpose of this association resulting in membership growth in the region.
- b) Actively work towards the success of the district action plan and encourage club.
- c) Supervise the activities of the zone chairperson in their region and such district committee's chairperson as may be assigned by the district governor.
- d) Support club health by identifying club strengths and weaknesses and encouraging growth, leadership excellence and meaningful service.
- e) Be knowledgeable of tools available to support club health.
- f) Conduct meaningful and effective club visitation in coordination with the zone chairperson as needed.
- g) Communicate with clubs regularly to ensure effective operation.
- h) Support new clubs.
- i) Utilize LCI Resources, Global Action Team Coordinators, and LCIF Coordinators to support Club Health.
- j) Perform such duties and directives as may be required by the district officers or by the policy of the International Board of Directors.
- k) Become familiar with district operations and enhanced leadership skills as needed for advancement.
- l) Learn the district structure and the importance of each position.
- m) Assess personal leadership skills to encourage personal growth.
- n) Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors.

Section 13. 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 their zone. Their specific responsibilities shall be to:

- a) Further the purposes of this association; resulting in membership growth in the zone.
- b) Actively work towards the success of the current district action plan and encourage club participation.
- c) Serve as chairperson of the district governor's advisory committee (Zone Meeting) in-their zone and as such Chairperson to call regular meetings of said committee.
- d) Support club health by identifying club strengths and weaknesses and encouraging growth. Leadership, excellence and meaningful service.
- e) Be knowledgeable of tools available to support club health.
- f) Visit each club in their zone once or more during the term of office, reporting their findings to the district governor and the region chairperson, (if applicable) particularly with respect to weaknesses they may have discovered.
- g) Communicate with clubs regularly to ensure effective operation.
- h) Support new clubs.
- i) Utilize LCI resources, Global Action Team and LCIF to support club health.
- j) Endeavor to have every club within their zone operating under an adopted club constitution and bylaws.
- k) Represent each club in their zone in any problems with the district, multiple district or Lons clubs International.
- l) Become familiar with the district operations and enhanced leadership skills as needed for advancement.
- m) Learn the district structure and the importance of each position.
- n) Assess personal leadership skills to encourage personal growth.
- o) Perform such duties and other directives as may be required by the district officers or by the policy of the International Board of Directors.

DISTRICT 4L2 BY-LAWS SECTION
ARTICLE III
DUTIES OF DISTRICT OFFICERS/CABINET (cont.)

Section 14. 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;

- a) Receive, from the Region Chairpersons, or other assigned district cabinet members, report and recommendations which concern the clubs and the zones;
- b) Secure, semi-annual or more frequently, district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- c) Provide an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governors.

Section 15. 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.

ARTICLE IV
DISTRICT COMMITTEES, COMPOSITIONS AND DUTIES

Section 1. 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 2. 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.

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.

DISTRICT 4L2 BY-LAWS SECTION
ARTICLE IV
DISTRICT COMMITTEES, COMPOSITIONS AND DUTIES

Section 3. DISTRICT GOVERNOR'S HONORARY COMMITTEE. The district governor may appoint a district governors 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 4. OTHER DISTRICT CABINET 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.

Section 5. 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 1st 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.
 - 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.
- 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. The outgoing governor shall appoint persons to the committee on the expiration of the term of their predecessors.

DISTRICT 4L2 BY-LAWS SECTION
ARTICLE IV
DISTRICT COMMITTEES, COMPOSITIONS AND DUTIES

Section 5. BUDGET/FINANANCIAL OVERSIGHT COMMITTEE. (continue)

- 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 (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 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.
- 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.
- j) The appointed treasurer for the year shall not serve on the audit committee.

Section 6. Disaster Relief Committee. This committee is to provide our Lions with information to help and assist our District in providing a "Model" Disaster Preparedness and Response that is forward thinking (in its strategy and implementation), Proactive, Trained, Partner Oriented. Understanding volunteer's, shared duties and responsibilities, and a program that is willing to plan for and assist, surrounding clubs and areas under Mutual Aid Assistance.

DISTRICT 4L2 BY-LAWS SECTION
ARTICLE IV
DISTRICT COMMITTEES, COMPOSITIONS AND DUTIES

Section 7. CONSTITUTION AND BY-LAWS COMMITTEE. The District 4-L2 constitution and by-laws committee shall 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.

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. The outgoing Governor shall appoint persons to the committee on the expiration of the term of their predecessors.

Section 8. YOUTH PROTECTION COMMITTEE Purpose of this committee shall be to ensure that clubs and associated volunteers are following the MD4 Youth Protection Policy and Procedures and state youth protection laws. The duties of the members of the committee shall be contained in the MD4 Youth Protection Policy Manual as adopted by the MD4 Council of Governors. The committee shall ensure that all clubs comply with California Business and Professions Code section 18975.

DISTRICT 4L2 BY-LAWS SECTION

ARTICLE V MEETINGS

Section 1. **DISTRICT CABINET MEETINGS.**

- (a) Regular. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.
- (b) Special. Special meetings of the cabinet may be called by the district governor at their discretion and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.
- (c) Quorum. The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.
- (d) Vote. The voting privilege should be extended to the voting members of the district cabinet as defined in Article VI, Section 2 of this district constitution.

Section 2. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

Section 3. **BUSINESS TRANSACTED BY MAIL.** The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district.

Section 4. **REGIONS AND ZONES.**

- (a) Organizational. Regions and zones shall be subject to change by the district governor, with the approval of the district cabinet and when it is in the best interests of the clubs, district and the association. The district may be divided into regions of two (2) or more and zones (if regions are utilized during the district governor's term). Each zone should consist of four (4) to eight (8) clubs and may be expanded giving due regard to the geographical location of the clubs and newly chartered clubs.
- (b) Region 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, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.
- (c) Zone Meetings. Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held during the fiscal year at times and places fixed by the zone chairperson.

**DISTRICT 4L2 BY-LAWS SECTION
ARTICLE VI
DISTRICT CONVENTION**

Section 1. CONVENTION SITE SELECTION. The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to them no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the district governor shall be determined by the district governor.

Section 2. OFFICIAL CALL. The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. SITE CHANGE. The district cabinet shall retain, and have, power to change at any time, for good reason, the convention site previously chosen and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change can shall be furnished in writing to each club in the district no less than thirty (30) days prior to the convening date of the annual convention.

Section 4. OFFICERS. The members of the district cabinet shall be the officers of the annual district convention.

Section 5 PARLIAMENTARIAN. Shall act as sergeant at arms at convention, and assistance as deemed necessary shall be appointed by the district governor.

Section 6. OFFICIAL REPORT. Within fifteen (15) days after the close of the district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club.

Section 7. CREDENTIALS COMMITTEE.

The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary or the cabinet secretary-treasurer and two other non-officers of the district appointed by the district governor, each of whom shall be a member in good standing of a different Lions club in good standing in the district. The non-officers shall not, through the duration of the appointment, hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED

Section 8. ORDER OF CONVENTION BUSINESS.

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.

DISTRICT 4L2 BY-LAWS SECTION

ARTICLE VI DISTRICT CONVENTION

Section 9. OFFICIAL REPORT. Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the respective district a copy shall be furnished to said club...

Section 10. DISTRICT CONVENTION COMMITTEES. The district governor shall appoint the chairperson of, and fill any vacancies occurring in, the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules of Procedure and International Convention. Each region, if any, shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

ARTICLE VII MISCELLANEOUS

Section 1. DISTRICT GOVERNOR EXPENSES-INTERNATIONAL CONVENTION

Expenses of the District Governor in connection with them attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

Section 2. FINANCIAL OBLIGATIONS.

The district governor and their cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

Section 3. 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 the same shall be an administrative expense.

Section 4. AUDIT OR REVIEW OF BOOKS

The district governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the cabinet secretary and cabinet treasurer (or secretary, or treasurer).

Section 5. 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.

DISTRICT 4L2 BY-LAWS SECTION

ARTICLE VII MISCELLANEOUS

Section 6. FISCAL YEAR. The fiscal year of this district shall be from July 1st to June 30th.

Section 7. 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 of any group or committee of any one of them shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE VIII AMENDMENTS

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 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 so reported or voted upon unless the same shall have been furnished in writing, to each club no less than thirty (30) days prior to the convening date of the-annual convention with notice that the same will be voted upon at said convention (Revised May 2022)

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

Lions Clubs International automatic updates were completed on December 7, 2023

Lions Clubs International

VISION STATEMENT

TO BE the global leader in community and humanitarian service.

MISSION STATEMENT

TO ENPOWER Lions clubs, volunteers and partners to improve health and well-being, strengthen communities and support those in need through humanitarian service and grants that impact lives globally and encourage peace and international understanding.

(added 8-22-23)

CODE OF ETHICS

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

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

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

WHENEVER *a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

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

ALWAYS *to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.*

TO AID *others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

TO BE CAREFUL *with my criticism and liberal with my praise; to build up and not destroy.*