

CONSTITUTION
District 4-L2 CONSTITUTION
(Amended 07-2011)

ARTICLE I
NAME

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

ARTICLE II
OBJECT

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

ARTICLE III
Membership

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

ARTICLE IV
District Organization

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

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

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

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

(c) The District Governor shall appoint, by the time he/she takes office, all the Cabinet Officers as set forth in Section 1 above, except GMT and GLT which are three year terms.

Section 3. 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 the geographical locations of the affected clubs and the concerns of those clubs, the best interest of the District and the International Association of Lions Clubs. Before implementing any proposed changes in the location of regions or zones in the District, the District Governor shall give a written copy of the proposed changes to all affected clubs and fifteen days notice of an opportunity to said clubs of his/her reasons for the proposed changes and for each affected club to discuss with him/her it's concerns regarding the proposed changes.

ARTICLE V

District Convention

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

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

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Section 2. CLUB DELEGATE FORMULA. (a) Each chartered club in good standing in Lions Clubs International and the district shall be entitled in each Annual convention of its district (single or multiple) to one (1) delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in the club, or a major fraction thereof, of said club as shown on the records of the international office as of the first day of the month last preceding that month in which the convention is held.

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

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

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

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

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

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

ARTICLE VI Amendments to Constitution

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

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

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

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

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District 4-L2 BY-LAWS (Revised 5-2014)

ARTICLE I District Convention

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

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

Section 2. CONVENTION SITE SELECTION. The 1st VDG 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. In the event that no proposal is approved, the 1st VDG shall obtain additional proposals and shall submit them to the next district meeting for approval.

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

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

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Section 5. ORDER OF CONVENTION BUSINESS.

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

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

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

ARTICLE II Meetings

Section 1. DISTRICT CABINET MEETINGS.

(a) There shall be four (4) regular meetings 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 clubs in the district. The notice shall be given as provided in Article IX in writing stating the time, place, date and purpose of the meeting and be accompanied by any other documentation required for consideration by the delegates at the meeting. The cabinet secretary shall maintain records of the method, date and time when he/she gave such notice.

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

Section 2. REGIONS AND ZONES.

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

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

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

ARTICLE III

District Eligibility, Elections and Appointments

Section 1. ELIGIBILITY COMMITTEE.

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

(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.

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

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

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

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

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

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

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

(d) Only in the event the First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists, 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 neither the First Vice District Governor nor the Second Vice District Governor stands for election as District Governor, or if both Vice District Governor positions are vacant at the time of the District Convention, any club member who fulfills the qualifications for the office of a Vice District Governor as set forth in these by-laws or constitution and who is cur-

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rently serving or who has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements of subsection (c) of this section.

(f) File with the Eligibility 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 offices of First and Second Vice District Governor shall:

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

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

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

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

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

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

(d) File with the Eligibility Committee Chairman on or before February 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 this Section 3 together with a statement of his or her intention to seek election to said office.

Section 4. CAMPAIGNING FOR OFFICE.

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

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

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

Section 5. ELECTION PROCESS.

(a) The election of the District Governor and First and Second Vice District Governor shall be by written secret ballot unless there is only one candidate for the office, in which event the election of that candidate may be conducted by voice vote. The candidate for each office receiving the simple majority of votes shall be declared elected. The polls shall be open during the day of the last scheduled business session of the convention at a time to be announced at the fourth (4th) district meeting. Such time shall be determined by the Elections Committee Chair after consultation with the candidates for office. Each candidate may have one poll watcher present at all times during the voting and counting of the ballots. There shall be no campaigning within one hundred (100) feet of the polling place.

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

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

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Section 6. VACANCY OF OFFICE.

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

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

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

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

(b) Have served or will have served at the time of taking office as region or zone Chairperson, as a member of the board of directors of a club for no less than two (2) additional years.
(Revised May, 2014)

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

ARTICLE IV Duties of District Officers/Cabinet

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

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

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

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

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

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

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

(a) Further the Purposes of this association;

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

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

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

(e) Actively participate in all 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, establish plans to strengthen them, and submit the plans to the international headquarters by the end of the Vice District Governor's term; and

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

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Section 3. SECOND VICE DISTRICT GOVERNOR.

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

- (a) Further the purposes of this association;
- (b) Familiarize himself/herself with the duties of the District Governor and the First Vice District Governor so in the event of a vacancy in either of those he/she will be better prepared to assume the duties and responsibilities of said office;
- (c) Perform such other administrative duties as may be assigned to him/her by the District Governor;
- (d) Perform such other functions and acts as may be required of him/her by the International Board of Directors;
- (e) Actively participate in all 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; and
- (i) At the request of the District Governor supervise appropriate District committees.

Section 4. CABINET SECRETARY-TREASURER.

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

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

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

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

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

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

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

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

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

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

(a) Further the Purposes of this association;

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

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

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

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

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

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

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

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

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

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

(a) Further the Purposes of this association;

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

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

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

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zone;

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

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

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

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

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

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

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

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

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

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

(c) Secure, semi-annually or more frequently, District financial reports from the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer).

(d) Provide for an audit of the books and accounts of the Cabinet Secretary, Cabinet Treasurer, or Cabinet Secretary-Treasurer and with the District Governor's approval, set up defi-

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nite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

ARTICLE V

Committees, Composition and Duties

Section 1. STANDING COMMITTEES The District shall have all standing committees required by Lions Clubs International, MD4, and this District. The following are standing committees: Eligibility Committee, Convention Committee, Credentials Committee, Elections Committee, Budget Committee, Financial Oversight Committee, Constitution and Bylaws Committee, Lions International Youth Camp and Exchange Committee, Student Speaker Committee and District Governor's Advisory Committee. The membership of said committee and their duties are set forth or are referenced in this Article. Each Committee Chairperson shall be invited to attend each district meeting and shall, at the request of the District Governor, report on the activities of his or her Committee. In addition, all standing committees shall submit a written report to the Cabinet Secretary-Treasurer at the time of the District Convention. Unless otherwise provided in these bylaws, all standing committees shall consist of three members in good standing with no two members from the same club and members shall serve for one year terms at the pleasure of the District Governor. The appointed Treasurer for the year shall not serve on the Audit Committee.

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

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

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

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Section 4. DISTRICT GOVERNOR'S ADVISORY COMMITTEE.

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

Section 5: FINANCIAL OVERSIGHT COMMITTEE.

The Financial Oversight Committee with the approval of the District Governor shall establish uniform financial procedures for the administration of the administrative and convention funds described in Article VI of these Bylaws. 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 By-laws and discussing financial practices and other administrative matters.

During the fiscal year, the committee may review with the District Governor or the District Treasurer or Cabinet Secretary any problems or concerns with respect to the fiscal procedures and the administration of the current budget. As soon as possible after the end of the annual district convention and not more than 30 days after receipt of the records of the administrative and convention funds, the committee shall prepare a report on all items in each of the budgets, including reserves and as to the existence or non-existence of any deficiencies or deficiencies in expenditures during the year pursuant to the budget. Copies of the financial oversight report shall be delivered to outgoing and incoming district governors, all past district governors who remain active in the district and any club.

Section 6: BUDGET COMMITTEE

- (a)** The Budget Committee shall prepare a budget for the

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District Administrative and the District Convention funds for the ensuing year. Said budgets 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 statements 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 the incoming and outgoing district governors.

(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 the procedures necessary to the formation of the incoming District Governor's budget as described in Article VI by June 30 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 1 of his or her term, appoint one member of the committee for a period of two (2) years commencing on September 1 of the Governor's term. The District Governor shall appoint the Chairperson and shall fill the un-expired term of any vacancy which may occur on the Committee during the Governor's term. The District Governor and the Youth Exchange Chairperson may appoint two (2) additional members to serve on this Committee for a period of one (1) year commencing on September 1 of the Governor's term. No two members of this Committee shall be from the same club. The duty of this Committee is the formulation and execution of the Youth Exchange Program for the District under the supervision of the MD4 Youth Exchange Chairperson.

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Section 8: STUDENT SPEAKERS CONTEST COMMITTEE

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

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

Section 9. CONSTITUTION AND BYLAWS COMMITTEE.

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

The Committee shall place all proposed amendments in appropriate form for submission to the delegates at the District 4L-2 Convention. Proposed amendments to the District 4-L2 Constitution shall be submitted to the Constitution and By-Laws Committee no less than 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.

The Committee shall be composed of at least 3 Lions in good standing, at least one of whom shall have previously served on the Committee. They shall be appointed annually by the District Governor. At the discretion of the District Governor, the chairman of the Committee may serve as the presiding officer at the convention while the delegates are considering the report of the

BY-LAWS SECTION

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.

ARTICLE VI

District Funds and Fiscal Operation

(Replaced May, 2014)

Section 1. RESPONSIBILITY OF GOVERNOR The Governor is 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.

Section 2. BUDGET The budget shall be composed of all operations occurring during his/her transition as governor elect, his/her term of office and in connection with the operation of the Annual District Convention during his/her term of office. Any remaining funds as of June 30th of each year shall become the reserve.

(a) The Administrative and Convention income and expenses together with the reserve shall constitute the budget. All reports and other statements regarding the budget shall include totals of Administrative and Convention income and expenses and final totals of income and expenses.

(b) The Administrative income shall consist of all revenue received by the district except those attributable to the Convention account and the Administrative expenses shall include all expenses shall include all expenses attributable to the operation of the district except expenses attributable to the operation of the Annual District Convention.

The Convention Income shall include all income attributable to the operations of the Annual District Convention and Convention expenses shall include all expenses attributable to the Annual District Convention.

(c) To facilitate management of the Administrative and Convention funds, the governor shall be responsible for all transactions attributable to administration of the district during his/her

BY-LAWS SECTION

term of office and the Convention Chairman shall be responsible for all revenue and expenses arising as a result of the Annual District Convention to occur during the governor's term of office.

Section 3 CLUB AND PER CAPITA TAXES Each club shall annually pay to the district a club tax of \$210 and per capita taxes of \$10.50 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 prorated 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.

Section 4 TRANSFER TO CONVENTION INCOME The sum of \$1.50 shall be transferred from Administrative income to Convention Income to facilitate conduct of the Annual District Convention in addition to any other sum which may be charged by the Convention Committee for attendance at the Annual District Convention and its related activity.

Section 5 EXPENSES OF ANNUAL DISTRICT CONVENTION Housing and meals served by the convention shall be provided without cost to the District Governor, the First and Second Vice District Governors, Cabinet Secretary and Treasurer, the LCO guest and one District Governor guest from Multiple District 4 selected by the 4-L2 DG. Housing and meals shall also be provided without charge to the Convention Chair and two members of the Convention Committee as well as to the spouses and/or adult companions of the District Governor, International guest and visiting District Governor.

Section 6 MELVIN JONES FUND

(a) In honor of the founder of the International Association of Lions Clubs, there shall be a separate fund to be known as the Melvin Jones Fund which will be a separate fund to be known as the Melvin Jones Fund which will be separate and apart from the district budget.

(b) All revenue which is attributable to the Melvin Jones Dinner shall be deposited in the district business account and all expenses attributable to the dinner shall be paid from said district business account by check.

BY-LAWS SECTION

(c) The District Melvin Jones Fund Chairman shall regularly account for expenses incurred by him/her and all revenue received by him/her to the treasurer.

(d) The District Melvin Jones Fund Chairman shall provide the Budget Committee with an estimated income and expenses. The Budget Committee shall establish the budget of the Committee.

(e) After setting aside an appropriate amount of monies for a reserve to cover expenses in the coming year, any new revenue remaining after payment of expenses shall be paid to the Lions Club International Foundation.

(f) Any reserve established at the Annual District Convention shall be transferred into the district account for reserve.

Section 7 RESERVE

(a) All funds remaining in the Administrative and Convention accounts of the outgoing governor as of the close of his/her accounts and any funds received during the year in excess of those necessary for 2 months operation of the district finds shall be deposited into the district account for reserve.

(b) In the event that there is an insufficient flow of funds to pay the Administrative or Convention expenses of Melvin Jones Fund to pay expenses authorized under the budget, a sum sufficient to provide a flow of income to the appropriate fund for a period of 2 months or until completion of the Convention may be transferred from the reserve into the fund requiring monies.

(c) No funds may be transferred from the reserve into a fund to pay expenses not authorized by the budget unless payment of such expenditure is approved by governor and the Financial Oversight Committee.

Section 8 IMPROPER EXPENSE Should any district officer, committee chairman, or other Lion cause, permit or suffer any debt, bill, or expense to be incurred on behalf or in the name of this district which may be claimed against the assets of this district which is substantial in amount and not within any lined item in either fund in the budget or not within an amount which is not substantial, not preventable and could have been readily foreseeable, such liability and the fact surrounding it may be reported to the governor, vice-district governors, treasurer, active past district governors and clubs.

BY-LAWS SECTION

Section 9 Banking

(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) The signatories on said accounts shall be the district governor, his/her treasurer, convention chairman on the active account and the district governor elect and his/her treasurer and convention chairman on said accounts. If any expenses of the outgoing governor or convention chairman remain unpaid as of June 30th of each year, the district governor and/or convention shall provide list of such expenses to the incoming treasurer.

(c) The district governor and his/her treasurer shall be signatories upon the reserve account until June 30th of each year. The incoming governor and his/her treasurer shall become signatories upon the reserve account.

(d) The current treasurer shall be one of the signatories upon the active account.

(e) The district shall maintain one account known as an active account into which all income earned during the year shall be deposited and all expenses paid and separate account to be known as the dormant account in which reserves shall be maintained. After his/her election at the Annual District Convention the governor elect and his/her treasurer shall deposit all income received attributable to the operation of the governor elect for his/her expenses shall be paid. The governor elect shall include any such income received and expenses paid as part of his budget.

(f) The active account shall be account into which the income and expenses of the district for the current year shall be deposited or withdrawn.

ARTICLE VII

Nominations and Endorsement International Director and Second International Vice President Nominees

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

BY-LAWS SECTION

(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 Eligibility Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and constitutional requirements.

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

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

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

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

BY-LAWS SECTION

ARTICLE VIII Rules of Procedure

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

ARTICLE IX Method of Required Notices

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

ARTICLE X Miscellaneous

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

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

BY-LAWS SECTION

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

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

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

ARTICLE XI

Amendments to By-Laws

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

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

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

ARTICLE XII

Effective Time

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

BY-LAWS SECTION

ARTICLE XIII

Constitutional and By-law Conflicts

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

The above revised Constitution and By-Laws of the Lions District 4-L2 were ratified by the certified delegates at the convention duly called and held on May 17, 2014.

REMEMBER ME?

“I’m the person who was invited to join your club; I’m the person who paid to join, stood up in front of all of you and promised to be a loyal and faithful Lion. I went to every meeting, but no one paid any attention to me. I was told to voice my opinion, but was ridiculed for doing just that. I tried several times to be friendly, but you all had your friends to sit and talk with. I hoped somebody would have asked me to take charge of the last fund-raising project, but no one saw my raised hand when I volunteered. I missed my first meeting when my spouse was ill; at the next meeting, no one asked me where I had been. I guess it didn’t matter whether I was there or not. I tried very hard to be a good, hard-working Lion. You might say that I am a good sort of person who loves their community, but one thing you can say for sure, I’m the person who never came back. It amuses me now to think that you spent so much time looking for new members, when I was there all the time. All you needed to do was to make me feel needed, wanted and welcome.”

Copied from District 4-L6 Directory

FINANCIAL POLICY AND PROCEDURES

Financial Policy and Procedures of Lions District 4-L2

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

- 1 a. The Eligibility Committee is encouraged to inquire of every candidate for the office of District Governor respecting his or her knowledge of these policies and the fiscal operations of the District.
- b. The Financial Oversight Committee recommends the use of the Model Chart of Accounts for every item of expense and revenue which the Budget Committee may reasonably anticipate for the fiscal year. Attached as Exhibit A, is a proposed Model Chart of Accounts.
- c. The Budget for the ensuing fiscal year shall be proposed by the incoming Governor in cooperation with the First Vice District Governor and the Budget Committee and shall be adopted at the annual District Convention.
- d. The Governor shall not incur any expense or obligation not already authorized in the budget without considering its impact upon the budget of the District.
- 2 Period from May 15th through June 30th of each fiscal year:
 - a. As soon as possible after the close of the annual District Convention in May, the Chairman of the Financial Oversight committee shall provide a copy of these policies, including the Chart of Accounts to the incoming Governor and Treasurer and discuss their provisions with them.
 - b. Two bank accounts will be maintained – one active and one dormant. The active account will be used as the Business Account for the current year. The Dormant Account is the prior year's Business Account and will be used for next year's Business Account. Any reserves will be held in the Dormant Account.

FINANCIAL POLICY AND PROCEDURES

- c. In order to segregate income attributable to the next year such as advertising for the directory for the ensuing year and tickets for the installation dinner, the incoming Governor and his/her Treasurer shall as soon as possible in May be authorized to sign on the District accounts, shall deposit all receipts received by them for advertising, installation dinner and other sources to his/her year in said dormant account and pay any expenses attributable to said matters from said account. The incoming District Governor, Treasurer, and Convention Chairman shall use the Chart of Accounts established by the Budget Committee and enter their income and expenses for their year on such a chart.
 - d. To facilitate execution of the foregoing policies, the outgoing Governor, his/her Treasurer and his/her Convention Chairman shall pay as soon as possible all expenses of the respective accounts not later than June 30th of the fiscal year. At such time, they shall prepare and deliver to the incoming Governor, his/her Treasurer and the chairman of the Financial Oversight Committee a statement of assets and liabilities, revenue and expense statement as of June 30th and comparison of revenue and expenses to the budget for his/her fiscal year. They shall deliver all contracts, correspondence, receipts, paid invoices, issued checks, bank books, deposit slips and bank statements, a list of any unpaid bills and other documents to the chairman of the Financial Oversight Committee by July 31st.
3. Period July 1st through June 30th of the fiscal year:
- a. If arrangements for the location of the upcoming annual District Convention have not been completed by the time of the current annual District Convention, an amended budget reflecting revised Convention revenue and expenses shall be submitted at the earliest District meeting for approval.
 - b. At each District meeting, the Treasurer shall submit a statement of revenue and expenses and changes in revenue and expenses compared to the budget. Each quarter, the treasurer shall meet with and submit to the Financial Oversight Committee all records which it may require to determine compliance with these policies and regular accounting practices.

FINANCIAL POLICY AND PROCEDURES

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

FINANCIAL POLICY AND PROCEDURES

4. Records and Documents

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

FINANCIAL POLICY AND PROCEDURES

EXHIBIT A MODEL CHART OF ACCOUNTS BUSINESS ADMINISTRATIVE BUDGET

REVENUE

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

EXPENSES

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

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

** Any dollars raised by the Melvin Jones activity in excess of its expenses will be distributed to LCIF only. These monies are not to be included in the District finances.