



# **The International Association of Lions Clubs District 4-L1**

## **CONSTITUTION AND BY-LAWS**

Updated Using LA-4 Lions Clubs International Standard District Constitution and By-Laws as Revised June 28, 2018 and per Amendments pass at 2017 District 4-L1 Convention.

Effective July 1, 2019

# Lions Clubs International

## PURPOSES

**TO ORGANIZE** *charter and supervise service clubs to be known as Lions clubs.*

**TO COORDINATE** *the activities and standardize the administration of Lions clubs.*

**TO CREATE** *and foster a spirit of understanding among the peoples of the world.*

**TO PROMOTE** *the principles of good government and good citizenship.*

**TO TAKE** *an active interest in the civic, cultural, social and moral welfare of the community.*

**TO UNITE** *the clubs in the bonds of friendship, good fellowship and mutual understanding.*

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

**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.*

## VISION STATEMENT

**TO BE** the global leader in community and humanitarian service.

## MISSION STATEMENT

**TO EMPOWER** volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

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# **CONSTITUTION**

## **Article I Name**

This organization shall be known as Lions District 4-L1 hereinafter referred to as “District.”

## **Article II Purposes**

The purposes of this District shall be:

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

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

To promote the principles of good government and good citizenship.

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

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

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

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 this District chartered by Lions Clubs International.

The boundary lines of this District shall be that portion of Multiple District Four designated as District 4-LI by the Council of Governors of Multiple District Four and/or the International Board of Directors.

## **Article IV Emblem, Colors, Slogan and Motto**

### **Section 1 Emblem**

The emblem of this association and each chartered club shall be of a design as follows:



### **Section 2 Use of Name and Emblem**

Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the By-Laws.

### **Section 3 Colors**

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

### **Section 4 Slogan**

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

### **Section 5 Motto**

Its Motto shall be: We Serve.

## **Article V Supremacy**

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

# **Article VI 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 Governors, the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone Chairpersons 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.

## **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 Governors, the Region Chairpersons (if the position is utilized during the District Governor's term), the Zone Chairpersons, Global Membership Team District Coordinator, Global Leadership Team District Coordinator, Global Service Team District Coordinator, LCIF District Coordinator, 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. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the District.

## **Section 3 Election/Appointment of District Cabinet**

The District Governor and First and Second Vice District Governors shall be elected at the annual convention of the District, by secret ballot. The District Governor shall appoint or the District shall elect by the time he/she takes office, the Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer, one Region Chairperson for each region (if the position is utilized during the District Governor's term), and one Zone Chairperson for each zone, in the District, sergeant at arms and such other club members as may be included in the District cabinet.

## **Section 4 Removal**

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

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.

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



# **Article VII District Convention**

## **Section 1 Time and Place**

An annual convention of the District shall be held in each year to conclude no less than thirty (30) days prior to the convening of the International Convention 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. District 4-LI shall hold an annual convention during April or May of the fiscal year at a time and place selected in the following manner:

## **Section 2 Club Delegate Formula**

Each chartered club in good standing in Lions Clubs International and its District (single or sub- and multiple) shall be entitled in each annual convention of its District (single or sub- and 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 major fraction thereof, of said club as shown by the records of the International office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this District. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Pursuant to Article IX Section III of the International By-Laws, full delegate status is granted to each Past District Governor who is a member in good standing of a club in the District, independent of the club delegates.

## **Section 3 Quorum**

The attendance in person of a majority of the delegates registered 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 Procedure**

## **Section 1 Disputes Subject to Procedure**

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the District (single or sub-) 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 settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the District Governor, or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

## **Section 2 Complaints and Filing Fee**

Any Lions Club in good standing within the association (the “complainant”) may file a written request with the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor (a “complaint”), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the District (single or sub-) which shall be submitted to the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the District (single or sub-) as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the District (single or sub-) as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the District (single or sub-) as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the District (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the District (single or sub-), unless established District (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

### **Section 3 Response to Complaint**

The respondent(s) to the complaint may file a written response to the complaint with the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

### **Section 4 Confidentiality**

Once a complaint has been filed, communications between the complainant(s), respondent(s), District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor and conciliators should be kept confidential to the extent possible.

### **Section 5 Selection of Conciliators**

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as Chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably Past District Governors, who are currently members in good standing of clubs in good standing in the District (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the District (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective District (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the District (single or sub-) in which the dispute arises, then the Past International director who most recently served on the International Board of Directors from within the District (single or sub-) in which the dispute arises or from an adjacent District (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section E may not be shortened or extended by the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District, governor, or the conciliators.

## **Section 6 Conciliation Meeting & Decision of Conciliators**

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the District Governor or, in the event the complaint is directed against the District Governor, the Immediate Past District Governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

## **Article IX Amendments**

### **Section 1 Amending Procedure**

Amendments to this Constitution and By-Laws may be proposed by any Lion in good standing in District 4-L1, providing it has been written endorsement of his or her Club, or amendments may be proposed by the District Constitution and By-Laws Committee. Such amendments may be adopted at the annual Convention by a two thirds vote of the delegates, or alternates, present and voting; provided, however, that a copy of the proposed amendments shall have been place in the hands of the Constitution and By-Laws Committee 70 days prior to the annual convention for a ruling on the constitutionality of such proposal. If ruled constitutional, the committee shall submit same to each club in the District via electronic means and/or mail, with its recommendation at least 40 days prior to the opening session of said 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 so reported or voted upon unless a copy of the proposed amendments shall have been place in the hands of the Constitution and Bylaws Committee 70 days prior to the annual convention for a ruling on the constitutionality of such proposal. If ruled constitutional, the committee shall submit same to each club in the District, with its recommendation at least 40 days prior to the opening session of said Convention with notice that the same will be voted upon at said convention.

### **Section 4 Effective Date**

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

## **Article X District Governor School of Instruction**

Prior to the first District Governor's Cabinet Meeting at the beginning of each fiscal year, there shall be held a school of instruction of the District Governor's Cabinet, Club Presidents and Club Secretaries. At the first District Governor's Cabinet Meeting there shall be held meetings of the District Committees as designated by the District Governor.

# **BY-LAWS**

## **Article I Nominations and Endorsement Third Vice President and International Director 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 Third Vice-President shall:

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 30 days prior to the convening date of the District convention at which such question of endorsement is to be voted upon;

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

### **Section 2 Nomination**

Each notice of intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the respective convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at 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 have been met.

# **Article II District Nominations, Elections and Appointments**

## **Section 1 Nominating Committee**

Each District Governor shall appoint by written notification received at least sixty (60) days prior to the sub-District convention, a Nominating 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 a different Lions club 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.

The Nominating Committee's duty will be to receive nominations for the offices of District Governor and First and Second Vice District Governors. The Nominating Committee shall meet at their discretion for the purpose of interviewing the candidates, but in no event later than one day following the conclusion of the third cabinet meeting.

The Nominating Committee shall have the duties with respect to elections provided in the District By-laws, and shall interview and educate eligible District Lions on the benefits and demands of service as Vice District Governor and District Committees as designated by the District Governor.

At no time shall any member of the Nominating Committee or the committee as a whole endorse or campaign for any candidate for District office.

## **Section 2 District Governor Election Procedures**

Each club in the District, with the approval of the majority of the members, is entitled to present to the Nominating Committee the name of an active member in good standing, as a candidate for the office of District Governor. To be eligible for election, each candidate must submit to the Nominating Committee a letter showing endorsement of his or her club, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. These shall be provided, at least, by the conclusion of the third cabinet meeting; provided, however, that if no candidate has been certified by such date and only in such event, the Nominating Committee shall extend the period for filing such endorsement to 30 days prior to the opening session of the convention.

The Nominating Committee shall place in nomination at the District convention the name(s) of all

candidate(s) so qualified. If none are so 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.

Candidates for District Governor shall not commence campaigning prior to the MD-4 Convention or the first weekend in February whichever comes first.

### **Section 3 First and Second Vice District Governor Election Procedures**

Each club in the District, with the approval of the majority of the members, is entitled to present to the Nominating Committee the name of an active member in good standing, as a candidate for the offices of First or Second Vice District Governor. To be eligible for election, each candidate must submit to the Nominating Committee a letter showing endorsement of his or her club, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. These shall be provided, at least, by the conclusion of the third Cabinet Meeting; provided, however, that if no candidate has been certified by such date and only in such event, the Nominating Committee shall extend the period for filing such endorsement to 30 days prior to the opening session of the convention.

The Nominating Committee shall place in nomination at the District convention the name(s) of all candidate(s) so qualified. If none are so 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.

Candidates for First or Second Vice District Governor shall not commence campaigning prior to the MD-4 Convention or the first weekend in February whichever comes first.

### **Section 4 Ballot**

The Nominating Committee shall place the names of the candidates in alphabetical order on a printed ballot to be delivered to the Credentials Committee before election time.

The polls shall be open on the final full day of the convention from 8:00 to 11:00 A.M.

The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.



## **Section 5 District Governor Vacancy**

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 and Second Vice District Governors, the Region Chairpersons, Zone Chairpersons, the Cabinet Secretary and Cabinet Treasurer (or Cabinet Secretary/Treasurer) and Past District Governors, Past International Directors and Past International Presidents 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 recommendation to the International Board of Directors.

The First Vice District Governor shall act as District Governor until a District Governor shall be appointed in accordance with the provisions of the Constitution and By-laws of the International Association of Lions Clubs.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of District Governor, he/she must:

- a. Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-District.
- b. Have served or will have served at the time he/she takes office as District Governor:
  1. As officer of a Lions club for a full term or major portion thereof; and
  2. As a member of the District cabinet for two (2) full terms or major portion thereof.
  3. With none of the above being accomplished concurrently.

It is encouraged that the First Vice District Governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of District Governor.

## **Section 6 First and Second Vice District Governors and Other Vacancies**

Any vacancy in office except that of District Governor and First and Second Vice District Governors shall be filled by appointment from the District Governor for the unexpired term. In event of a vacancy arising in the office of First or Second Vice District Governor, the District Governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all Past International officers who are members in good standing of a chartered Lions 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 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.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of First or Second Vice District Governor, he/she must:

- a. Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-District.

- b. Have served or will have served at the time he/she takes office as First or Second Vice District Governor:
  - 1. As officer of a Lions club for a full term or major portion thereof; and
  - 2. As a member of the District cabinet for a full term or major portion thereof.
  - 3. With none of the above being accomplished concurrently.

## **Section 7 Cabinet Secretary and Treasurer**

The District Governor shall appoint, by the time he/she takes office, a Cabinet Secretary and a Cabinet Treasurer. In lieu of appointing separately a Cabinet Secretary and a Cabinet Treasurer, the District Governor shall have the right to appoint one individual as Cabinet Secretary-Treasurer to perform the duties of Cabinet Secretary and Cabinet Treasurer.

## **Section 8 Region/Zone Chairperson Qualifications**

Each Region and Zone Chairperson shall:

- a. Be an active member in good standing in his/her respective region or zone; and
- b. Have served or will have served at the time of taking office as Region or Zone Chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.

## **Section 9 Appointment/Election of Region/Zone Chairperson**

The District Governor shall appoint, by the time he/she takes office, one Region Chairperson for each region (if the position is utilized during the District Governor's term), and one Zone Chairperson for each zone, in the District.

## **Section 10 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. 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 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 First and Second Vice District Governor, Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary-Treasurer and such other cabinet members as may be provided for in this District constitution and By-Laws. His/her specific responsibilities shall be to:

- a. Serve as the Global Action Team District Chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the District.
  1. Ensure the selection of a qualified Lion leader for the positions of GST District coordinator, GMT District coordinator and GLT District coordinator.
  2. Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
  3. Collaborate with the Multiple District's Global Action Team
- b. Promote the Lions Clubs International Foundation and all service activities of the association.
- c. Preside, when present, over cabinet, convention and other District meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the First or Second Vice District Governor, but if he/she is not available, the District officer chosen by the attending members shall preside.
- d. Promote harmony among the chartered Lions clubs.
- e. Exercise such supervision and authority over cabinet officers and District committee appointees as is provided in this District constitution.
- f. Ensure that each Lions club in the District be visited by District Governor or other District officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- g. 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.
- h. 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.
- i. Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- j. 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 the chief administrative assistant and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

- a. Further the purposes of this association.
- b. Perform such administrative duties assigned by the District Governor.
- c. Perform such other functions and acts required by the International Board of Directors.
- d. Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor, and participate in council meetings as appropriate.
- e. Assist the District Governor in the review of the strengths and weaknesses of the clubs in the District, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- f. Conduct club visitation as the representative of the District Governor when requested by the District Governor.
- g. Work with the District Convention Committee and assist the committee to plan and conduct the annual District convention and assist the District Governor to organize and promote other events within the District.
- h. At the request of the District Governor, supervise other District committees.
- i. Participate in the planning of the next year including the District budget.
- j. Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the office of the District Governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting District Governor until the vacancy is filled according to these By-Laws and rules of procedure adopted by the International Board of Directors.
- k. Conduct a District quality assessment and collaborate with the District officers, specifically members of the District's Global Action Team, and other committee chairpersons, during his/her term as First Vice District Governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the District cabinet during his/her term as District Governor.

### **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, but not limited, to:

- a. Further the purposes of this association.
- b. Perform such administrative duties assigned by the District Governor.
- c. Perform such other functions and acts required by the International Board of Directors.
- d. Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor and First Vice District Governor, and participate in council meetings as appropriate.
- e. Familiarize himself/herself with the health and status of the clubs in the District, review the monthly financial report and assist the District Governor and the First Vice District Governor in identifying and strengthening the existing and potential weak clubs.
- f. Conduct club visitation, as the representative of the District Governor, when requested by the District Governor.
- g. Assist the District Governor and First Vice District Governor in planning and conducting the annual District convention.
- h. Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
- i. Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
- j. At the request of the District Governor, supervise other District committees.
- k. Assist the District Governor, First Vice District Governor, and the cabinet in planning of the next year, including the District budget.
- l. Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the offices of District Governor and First Vice District Governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting District Governor or acting vice District Governor until the vacancies are filled according to these By-Laws and rules of procedure adopted by the International Board of Directors.

## 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. Handle the finances of this District except as stated in Article VIII deposit all moneys and disburse same; where so authorized and with the signature of the District Governor and/or the Chair of the Budget and Finance Committee, any two of three signatures to be required on all disbursements, except that no two required signatures shall be of members who are related by blood, marriage or domestic partnership as defined by the laws of the State of California. (T)
  2. 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. (S)
  3. Take and keep minutes of the sub-District convention and furnish copies of the same to Lions Clubs International, the District Governor and the secretary of each club in the sub-District.(S)
  4. Make reports to the cabinet as the District Governor or cabinet may require.
  5. Collect and receipt, from MD-4, all dues and taxes levied on members and clubs in the District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor. (T)
  6. Remit and pay over to the Multiple District Council Secretary-Treasurer the Multiple District dues and taxes, if any, collected in the sub-District, and secure a proper receipt. (T)
  7. Keep accurate books and records of account, and minutes of all cabinet and sub-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. (S)
  8. At the second and fourth Cabinet Meetings, file a report with the District Governor and Chair of the Budget and Finance Committee showing in detail receipts and disbursements for the preceding period of the fiscal year. (T)
  9. 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. (T)
  10. 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. (T)
  11. Perform such other functions and acts as may be required of each by directives of the International Board of Directors. (T)
- c. If separate offices of Cabinet Secretary and Cabinet Treasurer are adopted, the duties listed in 'b' above, are to be attributed to each of the offices according to the nature of such duties. *Note: Duties specific to the secretary are indicated with an (S) behind the text, and duties specific to the treasurer*

*are indicated with a (T) after the text. If both secretary and treasurer are combined into one position, both apply. If no S or T appears, the duties apply to both positions.*

## **Section 5 Global Service Team (GST) District Coordinator**

The GST District coordinator is a member of the District Global Action Team. His/her responsibilities include:

- a. Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- b. Work with clubs to raise the visibility of Lions service impact in local communities.
- c. Collaborate with GMT and GLT District coordinators and the Global Action Team District Chairperson (District Governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- d. Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- e. Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the District.
- f. Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- g. In collaboration with the LCIF District coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the District.
- h. Gather club and District feedback related to service challenges, opportunities, and successes and share information gathered with Multiple District coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

## **Section 6 Global Membership Team (GMT) District Coordinator**

The GMT District coordinator is a member of the District Global Action Team. His/her responsibilities include:

- a. Collaborate with the GLT and GST District coordinators and the Global Action Team District Chairperson (District Governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- b. Develop and execute an annual District membership development plan.
- c. Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- d. Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- e. Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.

- f. Works with clubs in danger of cancellation by ensuring payments are submitted on time.
- g. Include diverse populations to participate in Global Action Team Initiatives.
- h. Respond promptly to prospective member leads provided by the GMT Multiple District coordinators or LCI, track recruitment and provide status report of the lead.
- i. Complete requirements and submit applications to receive District funding from LCI for membership development activities.
- j. Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT District coordinator and the club officers.
- k. Provide retention strategies to clubs in collaboration with GLT and GST District coordinators.

## **Section 7 Global Leadership Team (GLT) District Coordinator**

The GLT District coordinator is a member of the District Global Action Team. His/her responsibilities include:

- a. Collaborate with your GMT and GST District coordinators and Global Action Team District Chairperson (District Governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- b. Develop and execute an annual District leadership development plan.
- c. Communicate regularly with Region/Zone Chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- d. Provide ongoing motivation to Region/Zone Chairpersons and club vice presidents to achieve leadership development goals.
- e. Promote leadership development opportunities that encourages participation all levels of the association.
- f. Collaborate with GMT and GST District coordinators to provide retention strategies to clubs.
- g. Include diverse populations to participate in Global Action Team initiatives.
- h. Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- i. Organize and facilitate instructor-led and web-based training in coordination with LCI.
- j. Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT District coordinator and club officers.
- k. Complete requirements and submit applications to receive District funding from LCI for leadership development activities.



## **Section 8 LCIF 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. His/her responsibilities include:

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

## **Section 9 Region Chairperson.**

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

- a. Further the Purposes of this association.
- b. Supervise the activities of the Zone Chairpersons in his/her region and such District committee chairpersons as may be assigned to him/her by the District Governor.
- c. In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- d. Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the District Governor and the GMT District coordinator, the GLT District coordinator and the GST District coordinator, as appropriate.
- e. Visit a regular board of directors meeting of each club in his/her region at least once during his/her

term of office, reporting his/her findings to the District Governor and the GMT District coordinator, the GLT District coordinator and the GST District coordinator as appropriate.

- f. Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- g. Promote the Club Quality Initiative to the clubs within the region.
- h. In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, District or Multiple District.
- i. In coordination with the GST District coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, District or Multiple District.
- j. Promote representation at International and District (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- k. Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the District Governor.
- l. Perform such additional assignments as shall be given to him/her from time to time by the District Governor.
- m. 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.

## **Section 10 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. Endeavor to include the GMT District coordinator, the GLT District coordinator and the GST District coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.
- d. Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor. Copies should also be sent to the GMT District coordinator, the GLT District coordinator, the GST District coordinator and Region Chairperson when appropriate.
- e. Promote the Club Quality Initiative to the clubs within the zone.
- f. In coordination with the GMT District Coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.

- g. In coordination with the GLT District coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, District or Multiple District.
- h. In coordination with the GST District coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, District or Multiple District.
- i. Represent each club in his/her zone in any problems with District, Multiple District council chairperson or Lions Clubs International.
- j. Supervise the progress of District, Multiple District, and Lions Clubs International projects in his/her zone.
- k. Endeavor to have every club within his/her zone operating under a duly adopted club constitution and By-Laws.
- l. Promote representation at International and District (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- m. 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).
- n. Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

## **Section 11 District Governor's Cabinet.**

The District Governor's Cabinet shall consist of the District Governor as Chair, the First Vice District Governor as Vice Chair, the second Vice District Governor, the Immediate Past District Governor, the Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary and the Cabinet Treasurer. The Cabinet Secretary shall give to all members of the Cabinet reasonable notification of the time and place of all meetings. A majority of the Cabinet in attendance at a properly called meeting shall constitute a quorum for the transaction of business. 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 sub-District.
- b. Receive, from the Region Chairpersons or other assigned District cabinet members, reports and recommendations which concern the clubs and zones.
- c. Designate a depository(s) for District funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the District.
- d. Secure, set the amount of and approve the surety company issuing, the surety bond for the Cabinet Secretary-Treasurer.
- e. Secure, semi-annually or more frequently, sub-District financial reports from the Cabinet Secretary and Cabinet Treasurer (or Secretary-Treasurer).
- f. 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 definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

## **Section 12 Sergeant-At-Arms**

The Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED.

# **Article IV Finances**

## **Section 1 Budget and Finance Committee**

There shall be a Budget and Finance Committee consisting of three members whose terms of office shall be three years. District Governor-Elect shall appoint one member for a term of three years, giving consideration to the financial or accounting experience of the appointee. Vacancies on this Committee shall be filled through appointment by the District Governor. A majority of the Budget and Finance Committee shall constitute a quorum for the transaction of business.

The Budget and Finance Committee shall:

- a. At the second and fourth Cabinet Meetings, as provided in the District Governors Organization Brochure, it shall be the duty of the Budget and Finance Committee to obtain from the Cabinet Treasurer an itemized account of all receipts and expenditures of District funds during the preceding period of the fiscal year and to make a survey of the same.
- b. The committee, in consultation with the First Vice District Governor, shall prepare a budget for the ensuing fiscal year and present such budget at the annual convention of the District for approval and adoption. A copy of the proposed budget for the ensuing fiscal year shall be mailed to the President of each Club within the District at least 40 days prior to the opening business session of said convention.
- c. See that a permanent set of accounting records are kept for the District. These shall be presented to the Cabinet Treasurer at the beginning of the fiscal year and shall be taken from him or her at the termination of his or her appointment for the purpose of audit. The records shall become the property of District 4-LI.
- d. Ensure no financial obligations are created or incurred during any fiscal year in excess of the amount of cash revenues received during such year. Such revenues shall include amounts of administrative funds transferred from the prior fiscal year but shall not include any charity funds.

## **Section 2 Solicitations and District Fund**

Fundraising and/or Registration Fees, at the Convention or any Cabinet Meeting, necessary to assist in financing the Convention or Cabinet Meeting may occur under the supervision of the Convention Committee or for a Cabinet Meeting, the Region Chair when approved by the District Governor. Fundraising activities at the District Convention or Cabinet Meetings in support of District endorsed charities or District Club Events must be approved by the District Governor prior to the event.

### **Section 3 District Annual Per Capita Tax**

The annual per capita tax for District 4-L1, to be collected by Multiple District Four, shall be \$20.00 per member, payable semiannually, half on August 1, based on the Club's membership as of the previous June 30, and half on February 1, based on the Club's membership as of the previous December 31. The District Treasurer shall apply to the Executive Secretary of Multiple District Four for the dues belonging to this District and collected by Multiple District Four under its Constitution. Such dues shall be paid to this District 30 days after they are collected by Multiple District Four. Of the annual per capita tax, \$6.00 shall be deposited in the Convention Fund, within 30 days of its receipt from Multiple District Four. Except for the moneys deposited in the Convention Fund the funds so collected shall be used as budgeted by the Budget and Finance Committee solely for the administration of District 4-L1 and for the partial reimbursement in the amounts specified below:

a. District Governor	\$500.00	annually
b. First Vice District Governor	\$450.00	annually
c. Second Vice District Governor	\$300.00	annually
d. Cabinet Secretary	\$250.00	annually
e. Cabinet Treasurer	\$250.00	annually
f. Region Chair	\$150.00	annually
g. Zone Chair	\$100.00	annually

Payment of these partial expenses shall be made at a time deemed appropriate by the District Governor. Written voucher from the recipient shall not be required. Additional reimbursements are authorized to District Officers and Committee Chairs to cover excessive expenditures in the discharge of their duties, as directed by the District Cabinet, provided unbudgeted funds are available.

## **Section 4 District Budget**

The budget shall be classified into general categories. These shall be: Printing, Officers Allowances & Honoraria, Telephone, District Activities, Postage, General Administrative Fund, Awards and Trophies.

- a. Under each category, except the General Administrative Fund, there shall be detailed budget items together with the amount budgeted for each item. The District Governor and the Cabinet shall endeavor in good faith not to expend an amount in any category in excess of the amount set forth in the detailed budget. The budgeted funds shall be administered by the District Governor and the Cabinet as prescribed by Lions Clubs International.
- b. In any fiscal year, any balance remaining in the District administrative fund after payment of all District administrative expenses in that year shall remain in said District administrative fund and become available for future District administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.
- c. The District shall assure that a \$1500.00 revolving fund shall be maintained and available at the close of each fiscal year. The Budget and Finance Committee of the year just concluded shall make an audit of the financial records of the District after June 30 of each year and shall prepare a statement which shall be submitted to the new District Governor, and to the Multiple District Four office, and shall mail an itemized account of all receipts and expenditures of District Funds during the preceding period of the fiscal year to the President of each club within the District, prior to July 30 of said year.
- d. All revenues and disbursements for each regional cabinet meeting shall be administered by the Cabinet Treasurer, utilizing a bank account in the name of the District. No region or club shall be entitled to a profit from any such meeting.

## **Article V District Committees**

### **Section 1 District Governor's Advisory Committee.**

In each zone, the Zone Chairperson and the Presidents, First 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; a third meeting in the month of February or March; and a fourth meeting approximately thirty days prior to the Multiple District convention. The club service chairpersons, club marketing communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. It shall assist the Zone Chairpersons 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 2 District Global Action Team**

Chaired by the District Governor and includes the GMT District coordinator, GST District coordinator and 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 Advisory Committee meeting and other zone, region, District or Multiple District meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

## **Section 3 District Governor's Honorary Committee**

The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers who are members in good standing of clubs within the sub-District. This 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 Past District Governor's Advisory Committee**

The Past District Governor's Advisory Committee, an informal committee, shall be composed of Past District Governors who are members in good standing of clubs within the District. The District Governor, First Vice District Governor and Second Vice District Governor may call upon this committee either as a group or individually. When called as a group the Chairperson shall be the Senior Past District Governor present when the meeting is held. When called upon this committee and its' members shall meet with the caller/callers in an advisory capacity only. As an informal committee, members shall strive to promote harmony throughout the District, and perform as consultants on committee appointment.

## **Section 5 District Cabinet Committees**

The District Governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the District; to promote the exchange of information; develop/maintain support for Lions Clubs International, Multiple District 4 and District projects or initiatives; and to promote harmony and interaction between clubs and membership of the District. Such committee chairpersons shall be deemed non-voting members of the District cabinet.



# **Article VI District 4-L1 Committees**

## **Section 1 Required 4-L1 Committees**

The following District committees are required: Budget and Finance; Constitution and By-Laws; District Convention; and District Directory. The Budget and Finance Committee shall be as defined in Article IV.

## **Section 2 District Convention Committee**

There shall be a Convention Committee consisting of three members, whose terms of office shall be for a period of three years. The Chair of the Convention Committee shall be that member of the Committee whose remaining term of office shall be a period of one year or less. Vacancies on this committee shall be filled through appointment by the District Governor. The District Governor-Elect shall appoint one member for a term of three years. All terms of office shall begin July 1st. Duties of the Convention Committee shall be as defined in Article VIII and Article I.

## **Section 3 Constitution and By-Laws Committee**

The Constitution and By-Laws Committee shall consist of three to five members appointed by the District Governor and insofar as possible appointed from the different geographic areas of District 4-L1. Duties and Responsibilities shall be as define elsewhere within this document.

## **Section 4 District Directory Committee**

The District Governor-Elect shall, during his or her term in office, appoint a three member committee for the purpose of setting up next year's District 4-LI Directory.

## **Section 5 Additional Committees**

Although not required, the District Governor should consider establishment of the following committees: Multiple District Four, International Convention and USA/Canada Forum; Interclub Activities; International Relations; Projects and Planning; Public Relations; Sight Conservation and Activities for the Blind; Student Speakers Program; Youth Activities; and Youth Exchange. The makeup of each established committee shall be as determined by the District Governor.

The District Governor may appoint any additional committees he or she may deem necessary to carry on the functions of the District.

Once established, vacancies on committees shall be filled by appointment for the unexpired term of the person being replaced.”

# Article VII Meetings

## Section 1 District Cabinet Meetings

**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.

**Special:** Special meetings of the cabinet may be called by the District Governor at his/her 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.

**Quorum:** The attendance of a majority of the officers of this District shall constitute a quorum for any cabinet meeting.

**Vote:** The voting privilege shall extend to all members of the District cabinet.

## 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

**Organizational:** Regions and zones shall be subject to change by the District Governor, when in his/her sole discretion; he/she shall deem the same necessary to the best interests of the District and the association. The District should be divided into regions of sixteen (16) to ten (10) Lions clubs. Each regions should be divided into zones of between eight (8) and four (4) Lions Clubs, giving due regard to the geographical locations of the clubs.

**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.

**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.

# **Article VIII 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 him/her 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.

- a. Any Lions Club wishing to propose a site or location for the District Convention may make such proposal in writing to the Convention Committee before January 5, two years prior to the year of said convention;
- b. Such proposed sites or locations shall be investigated by the Convention Committee prior to April 1st in the year in which such proposal is made;
- c. Upon finding facilities and services adequate and that prices for such facilities and services are acceptable, the Committee shall enter into a tentative contract with those furnishing such facilities and services covering prices of rooms, public facilities to be furnished, and the approximate cost of meal functions;
- d. Upon approval of said contracts by the Convention Committee and the District Governor, said Committee shall cause to be placed upon the ballot of the Convention of that year the names and sites, or locations so approved for the purpose of obtaining the recommendation of the delegates. If no proposals are received, or if none qualify as to facilities, services, correct dates, or the cost of the same, the Convention Committee and the District Governor shall set the time and place for such Convention to be held two years hence. The Convention Committee shall solicit more than one bid for its consideration in contracting for entertainment at the District Convention.

## **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 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 Sergeant-At-Arms**

A convention sergeant-at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the District Governor.

## **Section 6 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 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.

## **Section 9 District Convention Committee**

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 IX Convention Fund**

Convention funds shall be kept entirely separate and distinct from other funds of this District and shall be kept under direction and supervision of the Convention Committee; provided, however, that prior to August 31st of each year, the convention funds shall be audited, including all receipts and disbursements, by the Budget and Finance Committee of the District and a financial statement shall be filed with the District Governor, District Governor-Elect and each Club President. Members of the Convention Committee shall be authorized to make all collections for and disbursements from the convention fund. All disbursements from the convention fund shall require the signatures of any two of the three members of the Convention Committee. Members of this committee shall be required to furnish bond in such amount as required by the District Governor.

### **Section 1 Convention Operating Reserve**

The Convention Committee is required to maintain at all times an operating fund reserve of not less than \$10,000. When calculating the operating reserve fund, deposits made to reserve convention facilities, entertainment etc. shall be considered part of the operating reserve. The operating fund reserve shall be readily available to the Convention Committee. Sixty days prior to each year's convention, the Convention Committee, with the concurrence of the District Governor, shall determine if a surplus in excess of \$10,000 exists in the Convention Committee's funds. Should total Convention funds then exceed the operating fund reserve plus amounts reasonably needed for the effective operation of the Convention Committee and its planning of the upcoming District Convention based upon the experience of profit or loss for the three immediately preceding District Conventions, the Convention Committee shall reduce the cost of hospitality books for the then upcoming District Convention so as to return said excess, as nearly as possible, to the members of the District attending said Convention.

### **Section 2 Complementary Convention Packages**

Housing, Convention meals and activities shall be provided without cost ("Convention Comps") to the District Governor's guest from Lions Clubs International, the District Governor and their respective spouses.

Taking into consideration cost for an individual lion to attend a convention, the Convention Committee and the District Governor, at their joint discretion, may provide Convention Comps to any or all of the following persons and their respective spouses, in the following priority: First Vice District Governor; Second Vice District Governor; Cabinet Secretary or the Cabinet Secretary-Treasurer; Convention Committee Chairperson.

If the above Convention Comps have been provided and if the paid attendance at the Convention is at least 12% of the District membership as of March 31st of the year of the convention, the Convention Committee and the District Governor may, at their joint discretion, provide Convention Comps to any or all of the following persons and their respective spouses, in the following priority: One District Governor from another MD-4 District selected by the District Governor; One first Vice District Governor from another MD-4 District selected by the first Vice District Governor; One second Vice District Governor from another MD-4 District selected by the second Vice District Governor; the Cabinet Treasurer; the Convention Committee's first and second year members.

### **Section 3 Passing of Convention Accounts and Records**

Within 30 days from and after the close of the District Convention, the Chair of the Convention Committee shall deliver to the new Chair account cards duly signed to allow the new Chair to take control of any and all funds and accounts, passbooks, certificates of deposit, checkbooks, and all Convention Committee accounts.

### **Section 4 Region Meeting Support**

The Convention Committee shall, in consultation with the District Governor and First Vice District Governor, select and reserve the venue for the ensuing Region Cabinet Meeting and Installation Dinner. The Convention Committee shall consult with any Region Chair with respect to the site selection and arrangements for the Region Cabinet Meeting for which such Region Chair is responsible, and shall be authorized to advance from the Convention Fund any necessary deposits to reserve those venues. Immediately upon conclusion of any such Cabinet Meeting, the District Governor shall repay from the General Fund to the Convention Fund the amount of any such deposit.

### **Section 5 Remaining Funds**

In any fiscal year, any balance remaining in the convention fund after payment of all convention administrative expenses in that year shall remain in said convention fund and become available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

## **Article X Rules**

Robert's Rules of Order, Newly Revised, as revised from time to time, shall constitute the rules governing the Convention and all meetings of this District, unless otherwise provided for in the Constitution and Bylaws, or by resolution. The Credential list certified by the Club President and Secretary and submitted to the Credentials and Elections Committee prior to the Convention shall constitute the authority of the delegates and/or alternates to conduct the business of the Annual Convention of the District.

# **Article XI Resolutions, Policies, Protocol**

## **Section 1 Resolutions**

All resolutions must be submitted to the Resolutions Committee in writing not later than 6:00 p.m. on the day preceding the first session of this District's Convention, and must indicate there on the sponsor of the resolution before being given consideration by the Committee. This Committee, with the approval of the District Governor, shall consider only those resolutions pertinent to and in the interest of this District.

## **Section 2 Policies and Procedures**

A Policies and Procedures Manual for District 4-L1 shall be prepared initially and thereafter reviewed annually by the District Governor, the Constitution and By-Laws Committee and the Cabinet Secretary. It will be provided to the District Governor- Elect prior to his/her assuming office and available to other candidates upon request.

## **Section 3 Protocol**

The Immediate Past District Governor shall be the Protocol Chairman at all District events attended by visiting dignitaries, and shall:

- a. Provide seating arrangements in accordance with the Association's official protocol, and ensure that introductions are based on the same;
- b. Ensure that requested dress requirements are clearly communicated for all events;
- c. Arrange for proper greetings, suitable transportation and lodgings with appropriate amenities;
- d. Arrange for proper escort of visiting dignitaries to each function on the schedule.
- e. Coordinate proper departure and arrange for suitable transportation if required.

# Lions Clubs International 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.