

District 4-A2

# Bylaws

*Amended December 1, 2018  
Fresno, California*

## ARTICLE I

### **Nominations and Endorsement Second 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 second vice-president shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor and if this is a sub-district of a multiple district to the multiple district council secretary treasurer no less than 30 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 Inter-national Constitution and Bylaws.

#### **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 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 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 at the time through the duration of their appointment hold any district cabinet or international office either by election or appointment. This committee shall consist of one member from each region. The Chairman to be designated by the District Governor.

**Section 2**                    **Nominations Procedures.** Any qualified member of a club in the district seeking the office of district governor, or First or Second Vice District Governor, or Budget and Finance Committee Member shall file his/her intention to run in writing with the Nominating Committee, at least thirty (30) days prior to the election along with evidence of his/her compliance with the qualifications for said office as set out in paragraphs A, B, C, or D of this section.

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 nominations for any 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.

**A. CANDIDACY REQUIREMENTS FOR DISTRICT GOVERNOR.** A candidate for the office of district governor shall:

- (1) Be an active member in good standing of a chartered Lions club in good standing in the district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Currently be serving as the first vice district governor within the district from which he/she is to be elected.
- (4) Only in the event the current 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 at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these bylaws or constitution and who is currently serving or who has served one (1) additional year as a member of the district cabinet, shall fulfill the requirements of subsection (3) of this section.

**B. CANDIDACY REQUIREMENTS FOR FIRST VICE DISTRICT GOVERNOR.** A candidate for the office of first vice district governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in the district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Currently be serving as the second vice district governor within the district from which he/she is to be elected.
- (4) Only in the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district

governor as set forth in these bylaws or constitution shall fulfill the requirements of subsection (3) of this section.

- (5) No District Governor, elected or appointed, may stand for election to succeed himself/herself except with the approval of the International Board of Directors.

**C. CANDIDACY REQUIREMENTS FOR SECOND VICE DISTRICT GOVERNOR.** A candidate for the office of second vice district governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in the district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Have served or will have served at the time he/she takes office as second vice district governor:
  - (a) 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; and
  - (b) As zone chairperson or region chairperson or a cabinet secretary and/or treasurer for a full term or major portion thereof.
  - (c) With none of the above being accomplished concurrently.

**D. CANDIDACY REQUIREMENTS FOR BUDGET AND FINANCE COMMITTEE MEMBER.** A candidate for the office of Budget and Finance Committee Member shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in the district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Have served or will have served at the time he/she takes office as first or second vice district governor:
  - As officer of a Lions club for a full term or major

portion thereof; and

- As a member of the district cabinet for a full term or major portion thereof.
- With none of the above being accomplished concurrently.

### **Section 3**

**BALLOT.** 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 4**

**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 District Governor's Honorary Committee 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.

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:
  - (i) As officer of a Lions club for a full term or major

- portion thereof; and
- (ii) As a member of the district cabinet for two (2) full terms or major portion thereof.
- (iii) 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 5**

**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 who 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 the district.
- (b) Have served or will have served at the time he/she takes office as first or second vice district governor:
  - (i) As officer of a Lions club for a full term or major portion thereof; and
  - (ii) As a member of the district cabinet for a full term or major portion thereof.
  - (iii) With none of the above being accomplished

concurrently.

## Section 6

**COMPOSITION OF DISTRICT CABINET.** The District Cabinet shall be composed of the District Governor, the 1st Vice District Governor, the 2nd Vice District Governor, the Immediate Past District Governor, the District Governor Advisor, the District Cabinet Secretary the District Cabinet Treasurer, or the District Cabinet Secretary-Treasurer, Region Chairs, Zone Chairs, the District Lion Tamer, and the District Tail-Twister.

The District Governor Advisor, the District Cabinet Secretary, the District Cabinet Treasurer, or the District Cabinet Secretary-Treasurer, Region Chairs, Zone Chairs, the District Lion Tamer, and the District Tail-Twister shall be appointed by the District Governor, and shall serve only during that District Governor's term of office.

The District Governor shall have the authority to determine whether the positions of region chairman and District Governor Advisor will be utilized during his/her term. If not so utilized, the position of region chairman and District Governor Advisor shall remain vacant during said district governor's term.

## Section 7

**DISTRICT GOVERNOR'S STAFF.** The District Governor's staff members shall be appointed by the District Governor, and shall serve only during that District Governor's term of office. The District Governor may appoint as many staff members and he/she deems necessary for the effective operation of the district. The following list of staff members are to be considered mandatory appointments:

1. District Auditor
2. District Chaplain(s)
3. District Song Leader(s)
4. District Newsletter Editor
5. District Photographer(s)
6. District Historian(s)

## 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. 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.

**Section 11**

**DISTRICT GOVERNOR ADVISOR.** The District Governor Advisor shall be an active member in good standing in the district; and have served as a District Governor in District 4-A2.

**ARTICLE III**

**Duties of 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) Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth.
- (h) Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.
- (i) 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.
- (j) At the request of the district governor, supervise other district committees.
- (k) Participate in the 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 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.
- (m) 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) Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership development plan.
- (i) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- (j) 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.
- (k) 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.
- (l) At the request of the district governor, supervise other district committees.
- (m) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- (n) 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:
  - (i) 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.
  - (ii) 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.
  - (iii) Make reports to the cabinet as the district governor or cabinet may require.
  - (iv) Collect and receipt for 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.
  - (v) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the district, and secure a proper receipt.
  - (vi) 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.
  - (vii) Secure a bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
  - (viii) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial

accounts, funds and records of the district to his/her successor in office.

- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (d) If separate offices of 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. 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) Work 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 coordinator 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) insure 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 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 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, and 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.

Promote the Club Quality Initiative to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the region.

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

## **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) Endeavor to include the GMT district coordinator, 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 and leadership development and service and how these teams

and the District Governor Team may assist the clubs with membership and leadership development within the zone.

- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. Copies should also be sent to the GMT district coordinator, GLT district coordinator and the GST district coordinator and region chairperson when appropriate..
- (e) Promote the Club Quality Initiative Club Excellence Process to the clubs within the zone and work in concert with the GMT district coordinator, the District GLT Coordinator and the District Governor Team to implement the program within the zone.
- (f) In coordination with the GMT district coordinator, play an active role in organizing new clubs and keep informed on 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) Represents 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 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 sub-district.
- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
- (c) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said 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 8**

**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  
District Committees**

**Section 1**

**POWER TO CREATE COMMITTEES.** The District Governor shall be empowered to appoint committees, as he or she shall deem necessary. Such committees appointed by the District Governor shall serve at his or her pleasure, but in no event beyond the District Governor's term of office.

**Section 2**

**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 and 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**

**PAST DISTRICT GOVERNOR COMMITTEE.** The Past District Governor Committee is composed of Past District Governors who are members in good standing of clubs within the district. This committee shall meet during each District Cabinet meeting, the District convention and 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**            **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. Such committee chairpersons shall be deemed nonvoting members of the district cabinet.

**Section 5**            **APPOINTMENT AND TERM OF SERVICE.** All district committees shall be appointed by the District Governor and shall serve from July 1 to June 30, except the International Understanding and Youth Exchange Committee. This committee shall serve from October 1 to September 30 of each year and shall give their first report at the first cabinet meeting each year.

**Section 6**            **REMOVAL OF COMMITTEE MEMBERS.** Upon the recommendation of the District Governor and he concurrence of a two-thirds (2/3) vote of the cabinet, members of committees may be removed and their term of office declared vacant. In such an event, such vacancy shall be filled by the District Governor. This section shall pertain to all committees in District 4-A2, elected or appointed.

**Section 7**            **DISTRICT COMMITTEE STRUCTURE.** With the exception of the Budget and Advisory Committee, composition and duties of which are outlined in Article VIII, the committee structure of District 4-A2 shall be divided as follows:

- A. Administrative Committees. --- Committees with duties that are a necessary function of the operation of the district.
- B. Activities Committees. --- Committees charged with the duties of carrying on the regular activities of the district.
- C. Special Committees. --- Committees appointed annually by the District Governor, to assist him or her in special functions.

**Section 8**            **ADMINISTRATIVE COMMITTEES.**

- A. **Constitution and Bylaws.** This committee shall have the duties of maintaining and enforcing the provisions outlined in the district constitution and bylaws. It shall accept

proposals for additions, deletions or revisions of any Article or Section of the constitution or bylaws, as provided for in Article XII of the constitution or Article VII of the bylaws. The committee shall decide all questions of interpretation of provisions in this constitution and the bylaws. One Lion from each Region shall be selected by the District Governor to serve on the committee for one year. A lion may be reappointed at the discretion of the new District Governor.

- B. **Public Relations and Lions Information.** This committee shall have the duties of correlating and disseminating of information of and about Lions Clubs, club members, the district, and international organizations, to all lions. It shall solicit publicity of a positive nature and work toward publication in all media, always showing Lionism in the best light. The chair, appointed by the District Governor, shall select one lion from each region to serve on the committee during the year.
- C. **Official 4-A2 Directory.** This committee shall be chaired by the 1<sup>st</sup> Vice District Governor and shall have the duties of correlating all information to be included in the annual District Directory. The 1<sup>st</sup> Vice District Governor shall select members of this committee.
- D. **Long Range Planning and Research.** By the second cabinet meeting of each year, this committee shall propose goals for the district and make recommendations to the district cabinet for future district plans and activities.
- E. **Convention Management.** This committee shall be chaired by the 1<sup>st</sup> Vice District Governor who with the District Governor shall appoint four additional members, including a Past District Governor. One of the members appointed shall serve as the Convention Manager for the Lions' year in which he or she is appointed. It shall be the duties of this committee to manage the affairs of the current convention and seek, and approve of, a location for the convention for the following year. The District Governor shall also appoint , as sub-committees to the convention management committee, the following:
  - 1. **Nominations and Elections.** This sub-committee shall receive nominations for the elective positions as set forth in the bylaws. The committee shall also conduct the annual election in accordance with the rules outlined in

the bylaws.

2. **Credentials.** This sub-committee shall receive, from clubs, requests for credentials to be made available to voting delegates to the conventions, presenting them only to those delegates who have been nominated by their clubs, or certified by the District Governor.
3. **Resolutions.** This sub-committee shall prepare and submit any resolutions at the annual convention as may be deemed necessary and proper.
4. **Humanitarianism.** This committee shall select the District 4-A2 Humanitarianism of the year who will be appropriately recognized at the annual convention.
5. **Bulletin and Yearbook.** This committee shall promote and assist in the publication of bulletins and the preparation of yearbooks by all clubs. Yearbooks and bulletins shall be received by the committee and judged for presentation of awards at the annual convention.

## Section 9

### ACTIVITIES COMMITTEES

- A. **International Understanding and Youth Exchange Committee.** This committee shall promote understanding among clubs in other countries. The committee shall also promote and operate the annual Youth Exchange Program. The Chair, appointed by the District Governor, shall select one lion from each region to serve on the committee during the year.
- B. **Student Speaker Committee.** This committee shall promote the annual MD4 Student Speaker contest and solicit participation by all clubs in the district.

## Section 10

### SPECIAL COMMITTEES

- A. **Cabinet Installation.** This committee shall be formed immediately following the annual elections and chaired by the 1<sup>st</sup> Vice District Governor-Elect. The District Governor-Elect and the 1<sup>st</sup> Vice District Governor-Elect shall select members of the committee jointly. The duties of the committee shall be to plan and operate the annual event.
- B. **New Member Recognition Event.** The duties of this



committee shall be to plan and operate the event.

**C. City of Hope.** It shall be the duties of this committee to promote a program of contributions to the City of Hope for cancer research.

**D. Blood Bank.** It shall be the duties of the committee to promote a program of giving and distribution of blood for lion members and their families.

**E. Kases for Kids.** This committee shall promote and encourage the collection and distribution of suitcases for the benefit of children that have been removed from their homes by Child Protective Services.

**F. Sight Conservation, White Cane and Work with the Blind.** This committee shall assist clubs with information on fundraising which may be used eye care in their areas; promote membership by clubs and lions in Lions Eye Foundation, and promote information on the various plans for assistance to the blind.

**G. Hearing Conservation, work with the Deaf.** This committee shall provide information to clubs on fundraising and methods of alleviating hearing problems and work with the deaf.

**H. Inter-Club Activities. (aka Visitation Committee).** This committee shall promote visitations among clubs of the district. The committee shall establish rules annually for the earning of visitation awards. The following "Good-Faith" visitation rules shall be observed.

1. No District property or equipment may be taken at any time.
2. Items of club equipment may be "borrowed" only during a regular club meeting, and not before it has been call to order, nor after its adjournment.
3. No physical force may be used in the taking of equipment.
4. Items may not be traded to other clubs or taken outside the district. It shall be the responsibility of the borrowing club to keep safe and protect all items

borrowed while in their possession.

5. The borrowing club shall notify the losing club of its possession of equipment within a 14-day period. The losing club shall have thirty (30) days within which to regain its property. If not regained within that period the borrowing club must return the property within ninety (90) days, of the date it was borrowed.

6. Although the borrowed equipment is of great value, the redemption value shall be limited to modest fines.

**I. Patriotism.** This committee shall promote and publicize programs, such as Flag Day, and other methods of instilling patriotism, particularly among the youth.

**J. Drug Awareness and Lions Quest.** This committee promotes and assists clubs in the development of programs designed to stop the drug problem by increasing awareness.

**K. L.C.I.F. – Sight First.** This committee promotes and informs the lions of the district on the LCIF Mission: "To support the efforts of Lions clubs and partners in serving communities locally and globally, giving hope and impacting lives through humanitarian service projects and grants."

## **Section 11**

**COMMITTEE EXPENSES.** Only the committees expressly listed herein shall be allowed an expense account in an amount determined by the Budget and Finance Committee and set forth in the annual approved budget of the district. Nothing in this section shall be deemed to limit the District Cabinet from approving expenses actually incurred by any committee on behalf of the District.

A. Student Speaker Committee.

B. Public Relations and Lions Information Committee.  
International Understanding and Youth Exchange Committee.

C. Official 4-A2 Directory Committee.

## **ARTICLE V**

## Meetings

### Section 1            **DISTRICT CABINET MEETINGS.**

- (a) Regular. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.
- (b) Special. Special meetings of the cabinet may be called by the district governor at 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.
- (c) Quorum. The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.
- (d) Vote. The voting privilege 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.**

- (a) 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.

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

(c) **Zone Meetings.** Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held during the fiscal year at times and places fixed by the zone chairperson.

## **ARTICLE VI**

### **District Convention**

#### **Section 1**

**CONVENTION SITE SELECTION.** The district governor shall receive invitations in writing from places desiring to entertain the succeeding year(s) annual convention. All invitations shall set forth such information as the district governor shall from time to time require and shall be delivered to 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.

#### **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 sixty (60) 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 PROCEDURE 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 COMMITTEES.** The district governor shall appoint, the chairperson, and fill any vacancies occurring in the following district convention committees: Resolutions, Elections, Constitution and By-Laws, Rules and International Convention. Each region, if any, shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

## **ARTICLE VII**

### **Convention Fund**

**Section 1**                    **CONVENTION REGISTRATION FEE.** At the convention, lion delegates and alternate delegates may be certified, and all other persons may be permitted to attend or participate in any session or proceedings only after registering and paying such registration fee as may be fixed by the Convention Management Committee, as approved by the Cabinet.

**Section 2**                    **FEE COLLECTION.** Additional fees as the district governor shall set may be collected, under procedures set by the district governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment.

**ARTICLE VIII**  
**District Administration Fund**

**Section 1**                    **DISTRICT REVENUE.** To provide revenue for approved district projects and to defray the administrative expenses of the district, an annual district administrative fund tax of \$15.00 shall be levied upon each member of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: \$7.50 per club member no later than October 1 of each year to cover the semi-annual period July 1 to December 31; and \$7.50 per club member no later than March 1 of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Said tax shall be paid to the cabinet secretary or cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet. For student membership in chartered Campus Lions Clubs, student members of regular Lions Clubs as defined by Lions Clubs International, and/or participants in the LEOs to Lions program of Lions Clubs International, eligible student members shall be exempt from paying the annual tax provided above.(Revised April 2018 Convention. Lemoore)

Disbursement therefrom shall be by checks drawn and signed by the cabinet treasurer and countersigned by the district governor.

**Section 2**                    **RESTRICTIONS ON OBLIGATIONS.** The District Governor and his/her Cabinet shall not incur obligations in any fiscal year which

will affect an unbalanced budget or deficit in the fiscal year.

**Section 3**

**AUDIT.** The District Governor shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Treasurer or Cabinet Secretary-Treasurer, and a statement of the financial condition of the District shall be sent to Lions Clubs International and each club in the District within thirty (30) days after the close of the fiscal year by the District Governor then in office. The compensation for the audit shall be an administrative expense. The audit report shall be presented to the district cabinet at the first cabinet meeting.

**Section 4**

**BOND.** The Cabinet Treasurer or Cabinet Secretary-Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense.

**Section 5**

**CONTROL.** The Cabinet Treasurer or Cabinet Secretary-Treasurer shall handle all finances for the district, when so authorized, in accordance with the specific budget set up for the various activities as approved by the delegates at the annual convention. The Cabinet Treasurer or Cabinet Secretary-Treasurer shall receive and deposit all monies and disburse the same. All disbursements shall be made by check and the Cabinet Treasurer, or Cabinet Secretary-Treasurer and the District Governor shall sign each. As an alternate signature, the chairman of the Budget and Finance Committee shall act only if either the Cabinet treasurer (or Cabinet Secretary-Treasurer), or the District Governor are unavailable or unable to perform the duties of their office. The District's books shall be maintained on the QuickBooks accounting program in order to have a comprehensive history of the District's income and expenditures. This will make the preparation of the Districts informational return for the Internal Revenue Service simpler as the balance sheet will be carried forward from year to year. .(Revised April 2018 Convention. Lemoore)

**Section 6**

**RESERVE FUND.** The District shall maintain, at all times a reserve fund of ten percent (10%) of the operating budget, or \$2,000 whichever is greater. This reserve fund shall be held separate from all other accounts for use in closing out the books, in the unlikely event that the district should cease to exist. Any interest from this account shall be placed in the general fund.

**Section 7**

**CAMPAIGN FUND.** The District shall maintain a Campaign Fund separate from any other fund, in the amount of five thousand

dollars (\$5,000). Any interest from this account shall be placed in the general fund. Such funds shall be used to assist in the campaign expenses of an eligible candidate, as eligibility is defined in the Multiple District Four Constitution and Bylaws, from District 4-A2, for an office in Lions International. Withdrawals from this fund shall be made only upon the written approval of two-thirds (2/3) of the District Governor's Cabinet.

#### **Section 8**

**START-UP FUNDS.** There shall be a "start-up" fund of \$4,500. The money will be placed in a separate checking account and made available to the new district cabinet following the District Convention, of each year. The fund is to be used for the initial expenses in starting the new district cabinet. All funds used are to be replenished to the original amount of \$4,500, on or before the end of the calendar year (i.e., December 31<sup>st</sup>). Any interest from the fund shall be directed into the general fund prior to the end of the fiscal year.

#### **Section 9**

**BUDGET ADVISORY COMMITTEE.** There shall be a budget advisory committee consisting of the current District Treasurer (Secretary-Treasurer), the incoming Treasurer (Secretary-Treasurer), the 2<sup>nd</sup> Vice District Governor and two (2) Past District Governors, with knowledge of the district budgets, and two (2) at large members which shall meet with the 2<sup>nd</sup> Vice District Governor and prepare the budget for the following year. (2 members at large elected by the delegates)

- A. The committee shall present a proposed budget, for the following year to the District Cabinet for its approval, at the third cabinet meeting of the current year. The committee shall, at the district convention, present the approved budget for adoption by the delegates without changes.
- B. In the event the proposed budget for the following year is not adopted by the delegates at the district convention, then the immediate prior budget shall be adopted.

#### **Section 10**

**Budget Expenditures.** The District 4-A2 budget shall be a line item budget. The District Treasurer (Secretary-Treasurer) shall report to the budget advisory committee prior to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> cabinet meeting as to the expenditures of the district. At no time, may any money be spent over and/or above the approved line items without first requesting and receiving a two thirds (2/3) affirmative vote of the cabinet.



## **ARTICLE IX Miscellaneous**

- Section 1**            **POLITICS, RELIGION AND ENDORSEMENTS.** This district or its member clubs, at no time shall endorse or recommend any candidate for political office, nor endorse any movement contrary to the principles and purposes of the International Association of Lions Clubs, nor shall partisan politics or sectarian religion be debated at any meeting.
- Section 2**            **USE RESTRICTIONS.** No officer or member of this organization shall use the organization as a means of furthering any personal, political or other aspirations nor shall any member take part in any movement not in keeping with the real purpose and objects of the International Association of Lions Clubs.
- Section 3**            **FUND RAISING AT MEETINGS.** The District Governor, at each cabinet meeting, and annual convention, shall designate a time to allow member clubs to announce their coming events and sell tickets. Said solicitation shall not conflict with the District fundraisers and/or convention.
- Section 4**            **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 X Amendments**

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

**Section 3**

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

Signatures:

F. Dean Church \_\_\_\_\_, Date: December 20, 2018

District Constitution and Bylaws Chair

\_\_\_\_\_, Date: \_\_\_\_\_

Constitution and Bylaws Committee Member