

CONSTITUTION AND BY-LAWS OF DISTRICT 4-L5  
OF MULTIPLE DISTRICT 4 OF THE  
INTERNATIONAL ASSOCIATION OF LIONS CLUBS

REVISED MAY 2015

CONSTITUTION

ARTICLE 1: NAME

SECTION 1: This organization shall be known as District 4-L5 of Multiple District Four of the International Association of Lions Clubs.

ARTICLE II: PURPOSE

SECTION 1: The purpose of this District is the advancement and betterment of the District and to spread the principles of Lionism throughout the district in full conformity with all the rules and regulations prescribed by the International Association of Lions Clubs, and by the Lions Clubs of Multiple District Four.

SECTION 2: District 4-L5 is organized as a nonprofit public benefit organization and is not organized for the private gain of any person.

SECTION 3: Any property of District 4-L5 is irrevocably dedicated to social welfare purposes and no part of the net income or assets of the District shall ever inure to the benefit of any director, officer, or private person.

SECTION 4: Upon the dissolution, or winding up the District, its assets remaining after payment or provision for payment, of all debts and liabilities of the District, shall be distributed to a nonprofit fund, which has established its tax exempt status under IRC Section 501c4.

### ARTICLE III TERRITORY

Section 1: The territory embraced by District 4-L5 on the International Association of Lions Clubs shall be all of Riverside County, all of San Bernardino County, except the west end (area west of Milliken Ave.), Needles, Trona, and Johnnesburg. The western boundary shall be the Riverside County Line, extending north along Milliken Avenue, to the east boundary line of the Cucamonga Wildlife Area.

### ARTICLE IV: MEMBERSHIP

SECTION 1: All lions clubs in good standing within the territory embraced by District 4-L5 have a membership in this District, and shall hold such membership subject to the Constitution and By-Laws of the International Association of Lions Clubs and Multiple District Four.

### ARTICLE V: OFFICERS

#### SECTION 1: DISTRICT AND VICE DISTRICT GOVERNORS

There shall be a District Governor, a First Vice District Governor, and a Second Vice DISTRICT Governor, who shall be elected at the Annual District Convention by secret ballot, who must be an active member in good standing of a chartered club in good standing in the District and, shall serve for the term of office prescribed in the Constitution of the International Association of Lions Clubs.

#### SECTION 2: CANDIDACY REQUIREMENTS FOR DISTRICT GOVERNOR

A candidate for the office of District Governor shall:

- a. Be an active member in good standing of a chartered club in good standing in his/her single or sub-district.
- b. Currently be serving as the First Vice District Governor in his district.
- c. Announce his/her candidacy by means of a letter signed by the President of his/her club with the approval of the Board of Directors of the club, or a majority of the clubs in the district, and sent to each club in the district, and each member of the Nominations, Elections, and Credentials Committee, not before December 1<sup>st</sup>, but prior to march 1<sup>st</sup>.

- d. Only in the event the incumbent 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 By-Laws or Constitution and is currently serving or has served one (1) additional year as a member of the District Cabinet shall fulfill the requirements of subsection (c ) of this section.

### SECTION 3: DISTRICT GOVERNOR ELECTION

- a. The District Governor election shall be conducted by a secret written ballot , with the District Governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected for the 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.
- b. The results of each District Governor election shall be reported to the International office by the respective current District Governor and/or the International Staff Representative. The results so reported shall be presented to the International Board of Directors. All District Governor election results shall be adopted by the International Board of Directors.

### SECTION 4: DUTIES OF THE DISTRICT GOVERNOR

The District Governor, as an International Officer of this association, and under the 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 Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary and cabinet Treasurer (or Secretary-Treasurer), and such other cabinet members as may be provided for in the District's Constitution and By-Laws.

SECTION 4a: HIS/HER SPECIFIC RESPONSIBILITIES SHALL BE TO:

1. Further the purposes of this association
2. Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization
3. Actively participate and inspire other district's officers to administer and promote leadership development at the club and district levels
4. Support and promote the LIONS CLUBS INTERNATIONAL FOUNDATION
5. Preside, when present, over the District Convention and Cabinet and other District meetings
6. Perform such other functions as required by the International Board of Directors
7. Appoint a Cabinet Secretary and a Cabinet Treasurer, or Secretary-Treasurer, all Region Chairpersons, all Zone Chairpersons, and all committee members, excepting as herein otherwise prescribed prior to entering office. Each committee shall consist of a minimum of four (4) members plus a chairperson. All committee members and each chairperson of committees, except as herein otherwise provided for, shall be appointed yearly by the incoming District Governor and shall be of his/her own choosing. The Chairperson of any committee may serve on more than one committee, but may not act as chairperson of more than committee.
8. Call and hold at least four (4) Cabinet Meetings during his/her term
9. Visit each club in District 4-L5 at least once during his/her term in office
10. Plan for, and preside at the Annual District Convention
11. Represent District 4-L5 at all regular and special meetings of the Multiple District Four Council of Governors
12. Keep accurate records, financial and other necessary records, and turn these records over to the Incoming District Governor no later than July 30<sup>th</sup> following the close of his/her term of office
13. Issue ten to twelve District 4-L5 bulletins per year. A copy of the bulletin shall be sent to Lions Clubs International, Multiple District Four, District 4-L5 Cabinet Members, Presidents and Secretaries of each club,

14. District 4-L5 Committee Chairpersons, and all Past District Governors of District 4-L5.
15. He/she shall be ex-officio member of all District Committees, but shall no vote excepting in case of a tie
16. The District Governor shall make provision on a Zone, Region or District-level for a school, or schools of instruction, for incoming club officers, of which school or schools shall be held each year prior to the International Convention.
17. Perform all other duties necessary to comply with provisions of the Constitution and By-Laws of the International Association of Lions Clubs, and of Multiple District Four, and all duties necessary to fulfill the purposes of the office of District Governor
18. The District Governor shall prepare and give a written report to the Budget and Finance Committee within 30 days of the close of his/her fiscal year
19. The District Governor shall prepare and distribute a complete year-end financial and budget report to each club in the district within 60 days of the close of his/her fiscal year.

#### SECTION 5: CANDIDACY REQUIREMENTS FOR FIRST VICE DISTRICT GOVERNOR

A candidate for office of First Vice District Governor shall:

- a. Be an active member in good standing of a chartered Lions Club in good standing in this District.
- b. Currently be serving as a Second Vice District Governor within this District.
- c. Announce his/her candidacy by means of a letter signed by the President of his/her Club with the approval of the Board of Directors of the Club, or a majority of the clubs in the district, and sent to each club in the District, and each member of the Nominations, Elections and Credentials Committee, not before December 1<sup>st</sup>, but prior to March 1<sup>st</sup>.
- d. No First Vice District Governor may succeed himself or herself in office.

- e. 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 By-Laws or Constitution shall fulfill the requirements of subsection (a) of this section.

#### SECTION 6: FIRST VICE DISTRICT GOVERNOR ELECTION

- a. The First Vice District Governor election shall be conducted by a secret written ballot, with the First Vice District Governor candidate required to secure a majority of the votes cast by the delegates present and voting, in order to be declared elected. For the 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.
- b. The First Vice District Governor shall serve a term of office of one year, which shall begin with the close of the association's convention held in the year of their election and end at the close of the next convention of the association.
- c. The result of each First Vice District Governor's election shall be reported to the International Office by the current District Governor and/or International Staff Representative.

#### SECTION 7: DUTIES OF THE FIRST DISTRICT GOVERNOR

The First Vice District Governor, subject to the supervision and direction of the of the District Governor, shall be the Chief Administrative Assistant to the District Governor.

#### SECTION 7 (a): HIS/HER SPECIFIC RESPONSIBILITIES SHALL BE:

1. Further the purposes and objects of this association.

2. Play an active role in membership development including extension of new clubs and leadership development within the District.
3. Become familiar with the duties of the District Governor so as in the event of a vacancy in the office of the District Governor, he/she will be better prepared to assume the duties and responsibilities of said office.
4. Perform such administrative duties as may be assigned to him/her by the District Governor; and,
5. Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor's Manuel and Directives.
6. Actively participate in all Cabinet Meetings and conduct all meetings in the absence of the District Governor.
7. Participate in Council of Governors meeting as appropriate.
8. Participate in the preparation of the District Budget.
9. Engage actively in all matters to be continued during the next year.
10. At the request of the District Governor, supervise appropriate District Committees and participate in the review of strengths and weaknesses of the district.
11. He/she shall be an ex-officio member of all District committees, but shall have no vote , excepting only in case of a tie.
12. In the event a vacancy occurs in the office of District Governor, under Article V-SECTION 12 of this Constitution, the First Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as the District Governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term.
13. The First Vice District Governor shall have the right to continue the checking account of the out-going District the first day of JULY following the completion of audit by the District's Budget And Finance Committee and the removal of the out-going District Governor and the out-going District Governor's Cabinet authorization on this checking account. This checking account shall be limited as a holding

checking account, subject to Article VI SECTION ( C ), and no funds can be withdrawn from this holding checking account for any purpose earlier than the first day after the end of the proceeding District 4-L5 CONVENTION. The transfer amount shall be no more than the minimum required to sustain the checking account.

SECTION 8 CANDIDACY REQUIREMENTS FOR SECOND VICE DISTRICT GOVERNOR.

A candidate for the office of Second Vice District Governor shall:

- a. Be an active member in good standing of a chartered Lions Club in good standing in this District.
- b. Have served or will have served at the time he/she takes office as Second Vice District Governor:
  1. As President of a Lions Club for a full term or portion thereof, and a member of the Board of Directors of a Lions Club for no less than two (2) additional years, and
  2. As a Zone Chairperson or Region Chairperson, or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
  3. With none of the above accomplished concurrently.
- c. Announce his/her candidacy by means of a letter, signed by the President of his/her club with the approval of the Board of Directors of the club, or the majority of the clubs in the district, and sent to each club in the district, and, each member of the Nominations, Elections and Credentials Committee, not before December 1<sup>st</sup>, but prior to March 1<sup>st</sup>.
- d. No Second Vice District Governor may succeed himself or herself.

SECTION 9: SECOND VICE DISTRICT GOVERNOR ELECTION

- a. The Second Vice District Governor election shall be conducted by a secret, with the Second Vice District Governor required to secure a majority of votes cast by the delegates present and voting in order to be declared elected. For the purpose of such election, a majority is defined as a number more than one-half of the total valid votes excluding blanks and abstentions.



- b. The Second Vice District Governor shall serve a term of office for one year, which term shall begin with the close of the associations convention held in the year of their election and end at the close of the next convention of the association.
- c. No Second Vice District Governor may succeed him or herself in office.
- d. The result of each Second Vice District Governor election shall be reported to the International office by the respective current District Governor and/or International Staff Representative.

SECTION 10: DUTIES OF THE SECOND VICE DISTRICT GOVERNOR

- a. The Second Vice District Governor is subject to the supervision and direction of the District Governor.

SECTION 10a: His/her SPECIFIC RESPONSIBILITIES SHALL BE:

- 1. Further the purposes of the association,
- 2. Actively participate and inspire other district officers to and promote effective membership growth and new club organization,
- 3. Perform such duties as assigned by the District Governor, including assisting the District Retention Chairperson,
- 4. Perform such other functions and act a required by policy of the association,
- 5. Actively participate in all Cabinet Meetings and conduct all meetings in the absence of the District Governor and the First Vice District Governor,
- 6. Participate in the preparation of the District Budget,
- 7. Actively engage in all matters to be continued during the following year.
- 8. At the request of the District Governor, supervise appropriate District committees and participate in the review of strengths and weaknesses of the District.

#### SECTION 11: DISTRICT GOVERNOR VACANCY

In the event a vacancy occurs in the office of District Governor, the first Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as the District Governor, until such time as said vacancy is filled by the International Board of Directors for the remainder of the term.

#### SECTION 12: DISTRICT GOVERNOR VACANCY FILLING PROCEDURE

The Immediate Past District Governor shall call a meeting of the voting members of the District Cabinet, First and Second Vice District Governors, and all Past International Presidents, Past International Directors, and Past District Governors who are members in good standing of a Lions Club in the District within fifteen (15) days after the vacancy and at a time and place of his/her choosing, for the purpose of recommending a District Governor to the International Association of Lions Clubs for certification and approval. It shall be the duty of the Immediate Past District Governor, or, if he/she is not available, the most recent Past District Governor who is available, to send out invitations to attend said meeting. It shall also be his/her responsibility to preside as Chairperson at said meeting. It is the duty of the Chairperson to convey the results to the International Board of Directors within seven (7) days, together with evidence of invitations sent and attendance at said meeting. Each Lion who is entitled to receive an invitation to attend and is present at said meeting, shall be entitled to cast one (1) vote for the Lion of his/her choice as the recommendee for the appointment to the office of District Governor.

SECTION 13: FIRST OR SECOND VICE DISTRICT GOVERNOR VACANCY FILLING PROCEDURE.

- a. In the event a vacancy occurs in the office of First Vice District Governor, the Second Vice District Governor shall advance in office.
- b. In the event a vacancy occurs in the office of Second Vice District Governor, the District Governor shall call a meeting of the voting members of the District Cabinet, First Vice District Governor, and all International Presidents, Past International Directors and past District Governors who are members in good standing of a Lions club in the district within thirty (30) days after the vacancy and at a time and place of his/her choosing, for the purpose of electing a Second Vice District Governor.
- c. The District Governor shall convey the changes in officers to the International Association of Lions Clubs for certification within seven (7) days of the above action.

SECTION 14: There shall be a Cabinet Secretary or Secretary-Treasurer, who shall be appointed by the District Governor prior to taking his/her office; and, the duties of the Cabinet Secretary shall be as follows:

- a. Act as Secretary at all Cabinet Meetings and at the District Convention and to keep the minutes of said meetings.
- b. Receive and collect all dues payable to the district and deposit such funds with the Cabinet Treasurer.
- c. To perform all other duties and services required of him/her by the District Governor, and to assist the District Governor in all ways possible.
- d. Transfer annual records and receipts of monies and expenditures of the District to the District Budget and Finance Committee within sixty (60) days of the end of the fiscal year. These annual records and receipts, together with the prior yearly annual records, shall be maintained for a period of at least ten (10) years.
- e. The Cabinet Secretary or Secretary-Treasurer, shall be a member of the Budget and Finance Committee. As such, he/she shall not be Chairperson or Secretary, nor shall he/she have a right to vote on any issue before the committee.

SECTION 15: There shall be a Cabinet Treasurer or Secretary-Treasurer who shall be appointed by the District Governor prior to his/her taking office; and, the duties of the Cabinet Treasurer shall be as follows:

- a. Receive all monies from the Cabinet Secretary, District Governor, the Vice District Governors and all other funds accruing to the District and deposit such funds in a commercial bank account in a solvent bank, which bank shall be a member of the Federal Deposit Insurance Corporation, or National Credit Union Share Insurance Fund (NCUSIF).
- b. And, Shall disburse funds by check signed by any two (2) of the following persons: District Governor, the First Vice District Governor, the Second Vice District Governor, The Cabinet Treasurer, or Secretary-Treasurer, or the Budget and Finance Committee Chairperson.
- c. Said bank for the deposit of such funds shall be designated by the Budget and Finance Committee.
- d. Keep records of the receipts of monies and expenditures thereof of the District and to make such current information available to the District Governor and to the Budget and Finance Committee within ten (10) days after the close of each three (3) month period during the year.
- e. To perform all other duties and services required of him/her by the District Governor and to assist the District Governor in all ways possible.
- f. Transfer annual records and receipts of monies and expenditures of the District to the District Budget and Finance Committee within sixty (60) days of the fiscal year. These annual records and receipts, together with the prior yearly annual records, shall be maintained for a period of at least ten (10) years.
- g. The Cabinet Treasurer or Secretary-Treasurer shall be a member of the Budget and Finance Committee. As such, he/she shall not be Chairperson or Secretary, nor shall he/she have a right to vote on any issue before the Committee.
- h. The Cabinet Treasurer or Secretary-Treasurer, shall in cooperation with the Budget and Finance Committee be required to sign and file all tax returns and/or tax related correspondence as required from any government agency as they become due. Copies of any such documents shall be kept as part of the Treasurers records.

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SECTION 16: There shall be a Region Chairperson for each Region and a Zone Chairperson for each Zone in the Region.

SECTION 16a: A Region Chairperson shall have served as a Club Officer as required for Zone Chairperson, and have served as a Zone Chairperson, Cabinet Secretary, Cabinet Treasurer, or, Cabinet Secretary-Treasurer of a district for a full term or major portion thereof to be eligible for appointment by the District Governor elect.

SECTION 16b: A Zone Chairperson shall have served as a Club 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. The major referred to is six (6) months or longer to be eligible for appointment by the District Governor elect.

SECTION 16c: The qualifications for Region Chairperson and Zone Chairpersons must be met prior to taking office for the ensuing fiscal year.

SECTION 16d: All efforts shall be made for the Region and Zone Chairpersons to be a member of the Region or Zone which they represent.

SECTION 16e: If any Region Chairperson or Zone Chairperson shall cease to be a member in good standing of a club in good standing or for any reason becomes unable to perform the duties of such office, as the case may be, 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 fill the position for the remainder of the term.

SECTION 17: The Region Chairperson shall:

- a. Hold at least three (3) Regional Meetings during the year and shall visit each club in his/her region at least once during the year.
- b. Shall perform such other duties as the District Governor shall require and be subject to the order of the District Governor.

- c. The Region Chairperson shall accompany the District Governor on his/her official visitation to each club in his/her region.
- d. The Region Chairperson shall conduct a Student Speaker Contest of all Zone winners in his/her region.

SECTION 18: The Zone Chairperson shall:

- 1. Hold at least three (3) meetings of the District Governor's Advisory Committee annually. It shall be for the purpose of these meetings to exchange views and discuss the common problems of the clubs and instruct members of the committee in the ways and means, of better functioning of their Lions Clubs.
- 2. The Zone Chairperson shall visit each club in his/her at least once, and as often as shall be necessary during the year to assist the officers of the clubs.
- 3. The Zone Chairperson shall accompany the District Governor on his/her official visitation to each club in his/her Zone.
- 4. The Zone Chairperson shall conduct a Student Speaker Contest for all club winners in his/her Zone.

SECTION 19: The acts of the Region Chairpersons and the Zone Chairpersons shall be recommendatory to the District Governor.

SECTION 20: DISTRICT CABINET

- a. The District Governor's Cabinet shall consist of the District Governor, the 1<sup>st</sup> Vice District Governor, the 2<sup>nd</sup> Vice District Governor, the Immediate Past District Governor, the Region Chairpersons, the Zone Chairpersons, Cabinet Secretary or Secretary-Treasurer, Cabinet Treasurer or Secretary-Treasurer, Public Relations Chairperson, Global Membership Team Coordinator, Global Leadership Coordinator, Constitution and By-Laws Chairperson, Convention Chairperson, Budget and Finance Chairperson, and the district Bulletin Editor.
- b. A quorum at the Cabinet Meeting shall consist of a majority of the Governor's Cabinet for the purpose of conducting business.

- c. In all such Cabinet Meetings, the voting privileges shall extend only to District Governor, Immediate Past District Governor, First Vice District Governor, Second Vice District Governor, Region Chairpersons, Zone Chairpersons, Cabinet Secretary or Secretary-Treasurer, Cabinet treasurer or Secretary-Treasurer, Budget and Finance Chairperson, Constitution and By-Laws Chairperson, and the Convention Committee Chairperson.
- d. To meet the requirements under Article V, SECTION 2(a) and 2(b) shall extend only to these members of the District Governor's Cabinet with voting privileges.

#### ARTICLE VI: FINANCE

SECTION 1: There shall be a Budget and Finance Committee consisting of two (2) members from each Region within District 4-L5 together with the cabinet Secretary and Cabinet Treasurer, or Secretary-Treasurer, making a committee of a maximum of ten (10) members.

SECTION 1A: The Cabinet Secretary and Cabinet Treasurer, or Secretary-Treasurer shall not hold the off of Chairperson or Secretary, nor have a right to vote on such committee.

SECTION 2: Members of the Budget and Finance Committee shall be elected as hereinafter provided:

- a. One member of the Budget and Finance Committee for each Region shall be elected each year for two (2) years.
- b. This election to be held at the last Regional Meeting of the club year.
- c. In the case any member of the Budget and Finance Committee resigns or is unable to serve out his/her term of office, a member must be elected at the next Regional Meeting after the vacancy occurs.
- d. Regularly elected members shall take office on July 1<sup>st</sup>, and members elected to fill a vacancy shall take office immediately after election.
- e. A majority of the committee shall constitute a quorum for the transaction of business.

SECTION 2(a): The Chairperson of the Budget and Finance Committee shall be elected each year by the Committee composed of the carry-over members and the newly elected members of the Budget and Finance Committee prior to the District 4-L5 Convention.

- (1). The Chairperson shall have served one (1) year on the Committee prior to the current election. The Chairperson shall call all meetings, preserve all accounts and abide by all articles and by-laws of this district.
- (2). All members and ex-officio members of the committee shall be Notified of the time and place of each meeting two (2) weeks prior To said meeting.

SECTION 3: The duties of said committee are such as herein set forth in the Following sub-paragraphs:

- a. The Budget and Finance Committee, in cooperation with the District Governor, First Vice District Governor, Second Vice District Governor, shall prepare a proposed budget to include all estimated income from all sources and all estimated expenditures of District 4-L5 for the ensuing year.
- b. The purposed budget must be prepared between February 15 and April 15 of each year and in all events, no later than thirty (30) days prior to the District 4-L5 Convention.
- c. A copy of the proposed budget shall be sent to the District Governor and to each candidate for District Governor, First Vice District Governor, second Vice District Governor for the subsequent year, and to each Lions Club thirty (30) days prior to the District Convention.
- d. The proposed budget shall be submitted by the Chairperson to the delegates of the Annual District Convention and shall be subject to their approval. Failing to receive approval, the budget shall be returned to the Budget and Finance Committee for reconsideration and restructuring. A new budget will be presented, prior to July 1, to be voted on by the Cabinet. The new proposed budget then shall be sent to the actual voting convention delegates as soon as it is approved by



the District Cabinet. Said delegates shall be sent a written ballot to be returned within fifteen (15) days.

- e. The Budget and Finance Committee shall audit, or review, or appoint a District Auditor to audit the books of District 4-L5 within forty-five (45) days after the close of the fiscal year.
- f. Upon completion of the Annual Audit, all documents, related reports, and other such materials, shall be submitted to the Cabinet Secretary in accordance with Article V, Sections 14(d) and Section 15 (f).

SECTION 4: The Financial Report for the year end shall be prepared by the Outgoing District Governor, Cabinet Secretary, and Cabinet Treasurer, Or Cabinet Secretary-Treasurer and shall be distributed to each club in the District within sixty (60) days after the end of the fiscal year.

- a. All accounts held by the outgoing administration must be **reconciled with all checks and deposits cleared** not later than thirty (30) days after the close of the fiscal year.
- b. The outgoing District Governor shall prepare and submit a written report including all materials necessary for auditing to the Budget and Finance Committee within thirty (30) days of the close of the fiscal year.

SECTION 5: DUES (ANNUAL PER CAPITA TAX)

- a. The annual per-capita tax payable by each club in District 4-L5 shall be collected by Multiple District Four. It shall be payable semi-annually on August 1<sup>st</sup>, based on the Club membership as of June 30<sup>th</sup> same year, and on February 1<sup>st</sup> of the following year based on the Club membership as of December 31<sup>st</sup> of the previous year.
- b. The per-capita tax payable to the District shall be fifteen dollars (\$15.00) per club member of which twelve dollars (\$12.00) shall be allocated to District 4-L5 , of which three dollars (\$3.00) shall be allocated to the District Convention Committee.
- c. Unused District Dues and Unrestricted Income shall be transferred to the District Reserved Fund at the end of the fiscal year.
- d. All District CONVENTION Dues shall be calculated based on the District Membership of November 30<sup>th</sup> of the current year.

SECTION 6: FINANCIAL POLICIES

- a. The financial policy of District 4-L5 shall require maintaining a Reserve Fund of not less than three thousand (\$3000.00) dollars in an interest bearing account.
  - (1) For the purpose of this section, the monies held in the Convention Fund or any special District Reserve Fund shall not be considered.
- b. Monies may be withdrawn from the Reserve Fund referred to in Article VI, Section 6,
  - (1). With written consent of the Budget and Finance Committee and by two-thirds (2/3) vote of approval by the District Cabinet.
- c. Signatures for withdrawal of funds will be by any two (2) of the following officers, all of whom shall be bonded to an amount designated by the Budget and Finance Committee: District Governor, First Vice District Governor, Second Vice District Governor, District Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary-Treasurer, and District Budget and Finance Committee Chairperson.
- d. The District shall transfer to the incoming Governor of District 4-L5 the amount of three thousand (\$3000.00) dollars within ten (10) days after the District 4-L5 Convention. These funds are to be referred to as "District transfer Funds" and are not available for any other type of disbursement or considered as part of the District Reserve Fund shown in Article VI Section 6 (a).
- e. The District shall transfer to the Convention Committee three (\$3.00) dollars per District member. (membership status is determined by the club's MMR Report of November 30<sup>th</sup>)
- f. All proceeds accruing from the District 4-L5 Convention shall be maintained separately from the other funds of the District and may be expended for conducting of the District Convention only.
- g. All DISTRICT Funds of any type or purpose shall be deposited in a commercial bank account in a solvent bank, which said bank shall be a

member of the Federal Deposit Insurance Corporation (FDIC), or a National Credit Union Share Insurance Fund (NCUSIF). Said bank for the deposit of such funds shall be designated by the Budget and Finance Committee.

- h. No District funds shall be disbursed to or at the request of a Region Chairperson, a Zone Chairperson, or to a committee chairperson, without a proper voucher, bill, or receipt being first presented to the Cabinet Secretary or Secretary-Treasurer and approved by the District Governor.
- i. The District governor, each Region Chairperson, Zone Chairperson, and each Committee Chairperson shall prepare and provide to the Cabinet Secretary, or Secretary-Treasurer, at least ten (10) days before each Cabinet Meeting and the District Convention, a written report of the receipt of funds in his/her official capacity and the expenditures thereof.
- j. The Cabinet Secretary or Secretary-Treasurer shall immediately furnish a copy thereof to the Budget and Finance Committee and report thereon to the District Cabinet.
- k. When "Surplus Monies" exist in District Financial Accounts, excluding the Reserve Funds described in Article VI, Section 6(d), and Convention Accounts, or unforeseen emergency need(s) arise, the District Cabinet may, by a two-thirds (2/3) vote to approve expenditures of Surplus Monies.
  - (1). The phrase "SURPLUS MONIES" is defined as those monies in District 4-L5 financial accounts in excess of those monies required to comply with the Annual Budget.
  - (2). These funds may be expended only for District 4-L5 efforts directly related to the spirit and principals of Lionism.
- l. At the discretion of the In-coming District Governor, any bank accounts may be left open as established, subject to the same terms, and restrictions then on the accounts.

SECTION 7: Any and all contracts entered into for and on behalf of District 4-L5, excluding the purchase orders prepared in the ordinary course of business, shall be in writing and signed by the District Governor. In the

event that said contract is the direct result of an appointed or elected District Committee effort, the Chairperson of the District Committee Shall also sign said contract.

## ARTICLE VII: CONVENTIONS

SECTION 1: The District Convention Committee shall consist of one (1) elected member from each District Region.

- a. Annually one (1) new member shall be elected for a four (4) year term at the last Region Meeting of, in sequence: The Valley, North Citrus, South Citrus, and the Desert Regions.
- b. In the event that any member is unable to serve a complete four (4) year term, or is appointed by the District Governor as a Committee Chairperson, a new member shall be elected at the next Region Meeting of the member's Region.
- c. If no new member is elected at said Region Meeting, the District Governor forthwith appoint a new member from the Region to serve the remainder of the term.
- d. Regularly elected members shall take office July 1<sup>st</sup> and, members elected or appointed to fill a vacancy, shall take office immediately after their election or appointment.
- e. The Convention Committee shall select its own Chairperson.

SECTION 2: The Convention Committee Shall Charge Of All Arrangements, Housing and Finances of the District Convention, and Shall:

- a. Prepare a tentative budget not later than thirty (30) days prior to the Convention and submit the same to the Budget and Finance Committee for its approval.
- b. Deposit all funds in a commercial bank account in a solvent bank, which bank shall be a member of the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF).
- c. Expenditure of funds of the Convention Committee shall be by check only, and signed by any two (2) of the following: Cabinet Treasurer

or Secretary-Treasurer, Convention Committee Chairperson, one (1) other Convention Committee Member, Budget and Finance Chairperson, District Governor, First Vice District Governor, or Second Vice District Governor.

- d. Within thirty (30) days of the end of the fiscal year, the Convention Committee shall furnish a complete written report to the Budget and Finance Committee and the expenditures made by said committee.
- e. All books shall be reviewed and audited by the Budget and Finance Committee, or a District Auditor appointed by the Budget and Finance Committee, within forty-five (45) days of the close of the fiscal year.

**SECTION 3: DISTRICT 4-L5 SHALL HOLD A CONVENTION NOT LATER THAN THIRTY (30) DAYS PRIOR TO THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS ANNUAL CONVENTION EACH YEAR.**

- a. The Convention City and Hotel shall be selected two (2) years in advance by a majority vote of the delegates present and voting
- b. All cities and hotels wishing to host 4-L5 Convention must submit, in writing, to the Convention Committee a bid for such Convention, giving complete details on the number of rooms available, banquet and meeting facilities and close approximate cost of rooms and meals by February 28<sup>th</sup> of the year in which a vote will be taken for the Convention to be held two (2) years hence.
- c. Said bids shall be gone over carefully by the Convention Committee who shall then decide which two, or more, shall be placed on the ballot.

(1). At the Cabinet Meeting held nearest to March 1<sup>st</sup> of each year and again at the morning business session, before the vote is taken at the District Convention, the Convention Chairperson is to advise which cities and hotels have been approved to go on the ballot.

(2). Should no place be designated for the holding of such Convention, or in the case of emergency, the District Governor's Cabinet shall have full power to act in selecting the place and date.

SECTION 5: To insure representation by participation, each Club in the District is encouraged to have at least one (1) delegate at the District 4-L5 Convention.

- a. To insure that all essential cost of conducting the Annual Convention are shared equitably by all clubs in the District, there shall be a “ per-capital tax” imposed wherein each club pay three (3) dollars per member. (membership status determined by the MMR Report of November 30.)
- b. Such TAX shall be billed to each club by MD4.

SECTION 6: The Convention Committee shall provide a time and place at the Convention site for a District Caucus to be held in advance of Balloting.

- a. The caucus shall be an open forum for all members to question any ballot item.
- b. Said caucus shall be moderated by the Constitution and By-Laws Committee Chairperson, or other member of that committee.
- c. The Chairperson or other member of the Budget and Finance Committee shall be in attendance to answer any financial questions.

## ARTICLE VIII: ELECTIONS

SECTION 1: DELEGATE FORMULA

- a. Each Chartered Club in good standing in the District shall be entitled in each annual convention of the district to one (1) voting delegate and one (1) alternate for each ten (10) members of said club who have been enrolled for at least one (1) year and a day in the club, or major fraction thereof, 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.

- (1). The major fraction referred to in this section shall be five (5) or more members, provided however, that each club shall be entitled to at least one (1) delegate and one (1) Alternate.
- b. The District Governor, each Past District Governor, who are members of a club in good standing in District 4-L5, shall have one (1) vote over and above the voting quota of their club.
- c. Proxy voting is prohibited in Club, District, and Association affairs.

#### SECTION 2: DELEGATE ACREDITATION

Each Club in District 4-L5 shall submit to the Chairperson of the Nominations, Elections and Credentials Committee a list of its Accredited delegates and alternates for each District 4-L5 Convention or Conference.

- a. Such accredited delegates and alternates shall be issued credentials by the Nominations, Elections and Credentials Committee, and only such accredited delegates, or alternates, shall be entitled to vote on any matter coming before said convention or conference.
- b. Failure on the part of a club to submit said list of accredited delegates and alternates by 6:00 PM of the day preceding the opening day of the convention or conference shall preclude these delegates and alternates from voting, except that:
- c. The District Governor may, with the consent of the delegates and alternates of the club present, certify such delegates or alternates, if in his/her opinion, there are conditions warranting the same.

#### SECTION 3: NON-BALLOT VOTING

A voice vote, or a showing of hands or a standing vote may be taken at any convention or conference, and the ruling on such showing by the presiding officer shall be deemed conclusive, unless said ruling is challenged by an accredited delegate or

alternate after said ruling is made, in which event the presiding officer shall cause a further vote to be taken, and only those accredited delegates or alternates present and holding proper credentials shall participate in said voting.

- a. A majority vote of the present and voting delegates or alternates shall be sufficient to pass or approve any matter coming before the Annual Convention or Conference, except that in amending the Constitution and By-Laws, when two-thirds (2/3) vote of present and voting delegates or alternates is required.

#### SECTION 4: CONVENTION RULES OF PROCEDURE

- a. The Nominations, Elections and Credentials Committee shall be responsible for the preparation of election materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.
- b. The Nominations, Elections and Credentials Committee shall have charge of producing the Convention rules.
- c. Said rules shall be provided in writing to the delegates or alternates, in a manner approved by said Committee.
- d. Said rules shall be on the agenda for approval of the delegates, or alternates, at the first business session of the convention.
- e. No campaigning of any kind is allowed in the voting room or designated voting area during hours of voting.



## ARTICLE IX: REGION AND ZONES

SECTION 1: There shall be maintained in District 4-L5, four (4) Regions and known as North Citrus Region, South Citrus Region, Desert Region, and Valley Region. The territory of the District shall be divided into four (4) Regions with Zones in such a manner as will best facilitate the serving of clubs within said territory.

SECTION 2: There shall be maintained in such Regions, Zones made up of no less than four (4) and no more than eight (8) clubs whose territory is continuous. Exceptions may be made if, in the opinion of the District Governor and with the consent of the clubs involved, some unusual conditions may make it desirable to deviate there from.

SECTION 3: The District Governor's Advisory Committee for each Zone shall be composed of the Zone Chairperson, and Presidents and Secretaries of clubs within the Zone.

SECTION 4: The Region Chairperson shall, prior to February 15<sup>th</sup> of each year appoint a nominating committee consisting of one (1) member from each Zone and shall designate one appointed member as Chairperson. This committee shall:

- a. Receive nominations for elected District Committee positions.
- b. Determine the qualifications of each candidate, and constitute the election results of the Region election.
- c. All nominations shall be received by the Nominating Committee on or before March 15<sup>th</sup> of each year.

SECTION 5: At the last Region Meeting of the year there can be additional nominations from the floor before elections take place. In the event any such floor nominations are made, the Region Chairperson, or acting Region Chairperson, shall immediately determine the candidate's qualifications.

- a. Nominations will then be closed and election of all offices shall take place at once.
- b. The Chairperson, or member, of the Nominating Committee shall present the names nominated for any District Committee to the Region meeting, and each candidate shall be allowed

one (1) seconding speech of not more than 5 (5) minutes.

SECTION 6: ALL elections held in the Region shall be by written ballot, provided that , a candidate for the office who is unopposed may be elected by a standing acclamation of the delegates entitled to vote for the candidates election.

- a. Each club in the Region shall be entitled to two (2) voting delegates at each Region and Zone Meetings.
- b. The voting delegates shall be the Club President and Club Secretary or one alternate in attendance from those clubs in good standing within the respective Zones and Regions. Said alternate shall have written authorization to vote from his/her Club President.
- c. The respective Zone Chairperson and Region Chairperson shall also have voting privileges at all Zone and Region Meetings.
- d. NO proxy votes shall be permitted.

SECTION 7: All Region and Zones shall be solely bound by the Constitution and By-Laws of the International Association of Lions Clubs, Multiple District Four , and District 4-L5. No Zone or Region shall be permitted to assess, change dues or otherwise collect monies from its member clubs.

## ARTICLE X: COMMITTEES

SECTION 1: All Standing Committees shall submit a written report of its Activities at the 4-L5 Convention.

SECTION 2: At the last Region Meeting of each fiscal year, there shall be one or more qualified Lions recommended to the District Governor elect for the appointment to vacant committee positions as prescribed in Article V Section 4(a)7. All committee vacancies occurring during the District Governor's tenure of office will be filled by the District Governor after coordinating with the appropriate members of his/her Cabinet and the Chairperson of the committee having the vacancy.

SECTION 3: Any elected District Committee Member who has served a continuous four (4) years on the same elected committee, or withdrawn after serving two (2) years or more, shall be ineligible to serve on the same District Committee for two (2) years following said continuous four (4) years or withdrawal.

## ARTICLE XI: METHOD OF AMENDING

SECTION 1: Amendments to this Constitution and By-Laws may be proposed in writing by any Lion in good standing in District 4-L5 upon written endorsement by his/her club, or

- a. Suggestions may be purposed by the Constitution and By-Laws Committee of District 4-L5, or
- b. By the District Governor and his/her Cabinet, or by any Lion in good standing in District 4-L5.
- c. In reference to amendments proposed in writing by any Lion in good standing in District 4-L5 with endorsement by his/her club, they shall be submitted to the Constitution and By-Laws Committee for review and accuracy at least ninety (90) days prior to the District Convention.
- d. Suggestions can be made at any time so long as the Constitution and By-Laws Committee will have time to process them before sending out the thirty (30) day notice set forth in Section 3.

SECTION 2: The duties and obligations of the Constitution and By-Laws Committee Are as follows:

- a. Process amendments suggested by a Lion in good standing with the endorsement of his/her club, which includes finalization of any proposed changes with the Lion and his/her club before submitting to the Convention.
- b. Examination of District 4-L5 Constitution and By-Laws for conformance with the Constitution and By-Laws of the International Association of Lions Clubs and the Constitution

- and By-Laws of Multiple District 4.
- c. Consider suggestions made by any Lion in good standing in District 4-L5, together with suggestions of the District Governor, and/or his/her Cabinet, and the Constitution and By-Laws Committee.
  - d. The Committee shall issue opinions/interpretations of this Constitution and By-Laws upon written request of any Lion in good standing, Chartered Club, District Committee, or District Officer.

SECTION 3: The proposed amendment, coupled with any statement of the proponent and together with the recommendation of the Constitution and By-Laws Committee shall be sent to the President of every club in the District at least thirty (30) days prior to the Convention.

SECTION 4: This Constitution may be amended at any District 4-L5 Convention by two-thirds (2/3) affirmative vote of the accredited delegates or alternates present and voting.

## ARTICLE XII: EFFECTIVE DATE

SECTION 1: Changes to this Constitution and By-Laws shall go into effect on JULY 1 following the District Convention of which such changes were approved by two-thirds (2/3) of the voting delegates.

## ARTICLE XIII: FORM AND PROTECTION OF THIS CONSTITUTION

SECTION 1: This Constitution and its By-Laws shall be maintained in an official permanent written document, and shall be entrusted to the District Cabinet Secretary-Treasurer or District Cabinet Secretary for its preservation and protection upon the installation of each successive Cabinet. As amendments are added, they shall be permanently inserted as approved, in the document for perpetuity.

SECTION 2: 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's Constitution and By-Laws shall

automatically be updated in the District's Constitution and By-Laws at the close of the International Convention.

## BY-LAWS

SECTION 1: The District Governor shall, prior to December 1<sup>st</sup> of each year, appoint a Nominating Committee consisting of one (1) member of each Region, and shall designate one member as Chairperson. All members of this committee shall be members of clubs in good standing. The duties of this committee shall be:

1. To receive nominations for the office of District Governor, First Vice District Governor, Second Vice District Governor, and:
2. To determine the qualifications of each candidate for District Governor, First Vice District Governor, Second Vice District Governor, as provided in the District Constitution and By-Laws.

SECTION 2: The District Governor shall prior to December 1<sup>st</sup> each year, notify each club in the District of the names and addresses of each of the members of the Nominations, Elections, and Credentials Committee.

SECTION 3: The Chairperson of the Nominations, Election, and Credentials Committee, will present the names of all candidates who qualify for the office of District Governor, First Vice District Governor, and Second Vice District Governor to the District Convention, and, each candidate shall be allowed one (1) seconding speech of not more than five (5) minutes. In the event that no candidate qualifies under Article V, Section 2, of the Constitution, nominations may be accepted from the floor of the Convention.

SECTION 4: All elections held in District 4-L5 shall be by printed ballot, and the Nominee receiving the plurality vote, shall be declared elected, except as otherwise stated in the Constitution. The polls shall be open for such hours as the Nominations, Election, and Credentials Committee shall designate, with the approval of the District Governor.

SECTION 5: The Nominations, Election, and Credentials Committee shall have charge of the balloting and conduct of the Election at the Annual Convention, and shall report the results thereof to the Convention at the close of the final balloting hour.

SECTION 6: A candidate for election as District Governor, First Vice District Governor, and the Second Vice District Governor, or his/her representative, shall be accorded the privilege of observing the election proceedings.

## ARTICLE II

SECTION 1: This organization or its subordinate groups may provide a forum for the open discussion of all matters in the public interest, provided however, that partisan politics and sectarian religion shall not be debated by members.

SECTION 2: This District, or its member clubs, at no time shall endorse or recommend any candidate for political office, nor shall politics or religion be discussed at any meeting.

## ARTICLE III

SECTION 1: No resolution giving endorsement to any movement shall be Considered at any meeting, unless said principles and purposes are Of the International Association of Lions Clubs.

## ARTICLE IV

SECTION 1: No officer or member of this District or its members shall use it as a means of furthering any political, or other aspirations, nor shall any member take part in any movement not in keeping with the real purposes and objects of the International Association of Lions Clubs.

## ARTICLE V

SECTION 1: No money may be raised at any Convention by any person or organization for any purpose, except that which may be necessary to assist in financing the Convention, and then only under the supervision of the Convention Committee.

## ARTICLE VI

SECTION 1: Robert's Rules Of Order, newly revised, and as revised from time to time, shall constitute the rules governing the Convention and the District Cabinet Meetings, unless provided for in a different manner by resolution of a District Convention.

SECTION 2: If an issue is in question, refer to the District's Policy, Procedure, and Protocol Manual as a guide line.

- a. The District's Policy, Procedure, and Protocol (PPP) Manual may be approved by the District Governor's District Cabinet by a two-thirds (2/3) vote, or majority vote, with a thirty (30) day advance notice in the call of a District Cabinet Meeting.
- b. Any changes, inserts or deletions, will be submitted and presented to the District Governor's Cabinet for approval in order to be put into the PPP Manual. Changes can be submitted by any District Cabinet Member, or District Committee Chairperson.
- c. The current District Governor will place the completed PPP Manual in the hands of the Incoming District Governor, his/her Cabinet Members, and District Committee Chairpersons at the start of the Incoming District Governor's term.

## ARTICLE VII

SECTION 1: These By-Laws may be amended only at a District Convention by a resolution reported by the Constitution and By-Laws Committee and adopted by a Majority of votes cast.

## ARTICLE VIII

SECTION 1: There shall be a single Standard Uniform set of By-Laws to cover all Regions in District 4-L5 as provided herein.

APPROVED BY 2015 CONVENTION DELEGATES AT SOUTH POINT HOTEL, IN LAS VEGAS NEVADA, MAY 16, 2015.

CONSTITUTION AND BY-LAWS COMMITTEE

CHAIRPERSON: Wm "Bill" HOWARD PDG

MEMBERS:

LaRUE McNAMARA PRC,

JUNE DECKER PDG,

MIKE JONES PZC

JOANNA SPILLAR