

**DISTRICT CONSTITUTION**  
**District 4-C4**  
**The International Association of Lions Clubs**  
**(As revised July1, 2023)**

**Article 1 - Name**

**Section 1.** This organization of Lions Clubs shall be known as the District of 4-C4 of Multiple District 4, Lions International, Inc.

**Article 2 - Purpose**

**Section 1.** The purpose of this organization 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.

**Section 1a.** Colors: Purple and Gold.

**Section 1b.** Motto: "WE SERVE"

**Article 3 - Membership**

**Section 1.** All clubs in good standing within District4-C4 shall have membership in this organization and shall hold same, subject to the Constitution and By-Laws of the International Association of Lions Clubs and of this District.

**Article 4 - Territory**

**Section 1.** All territory embraced by the Association of Lions Clubs, District4-C4, Lions Clubs International, shall be as follows: all Lions Clubs now existing and to hereafter exist in the counties of San Francisco and San Mateo, and the city of Palo Alto in Santa Clara County.

**Article 5 - Officers**

**Section 1.** There shall be a District Governor elected by a secret written ballot at the annual convention. Candidates for District Governor must be a member of a chartered club in good standing in the District and shall be further qualified as required by the Constitution of the International Association of Lions Clubs. The District Governor shall serve for the term of office prescribed by Article 5, Section 4e of the Constitution of the International Association of Lions Clubs.

**Section 1a.** There shall be a First and Second Vice District Governor who shall be elected at the annual convention by a secret written ballot. The First and Second Vice District Governors must be a member of a chartered club in good standing in the District and shall be further qualified as required by the Constitution of the International Association of Lions Clubs. The First and Second Vice District Governors shall serve for the term of office prescribed by Article 5, Section 4e of the Constitution of the International Association of Lions Clubs. The First and Second Vice District Governors shall not automatically ascend to the office of District Governor. The duties of the First and Second Vice District Governor shall be defined by the District Governor who shall provide guidelines for those duties and functions in accordance with and to conform to the Constitution and By-Laws of the International Association of Lions Clubs.

**Section 2.** In the event the District fails to elect a qualified District Governor at its annual convention, or if the District Governor-elect shall die or refuse to take such office prior to the day of his/her term would otherwise begin, or in the event of the disability or resignation of the District Governor, or inability or failure of the District Governor to perform the duties of his/her office for a period of sixty (60) days, the Immediate Past District Governor shall by written invitation call a meeting at a place and time of his/her choosing of all members of the existing Cabinet and all Past International Presidents, Past International Directors and Past District Governors who are members in good standing of a chartered Lions club in good standing in the District within fifteen (15) days of notification by the International Board of Directors for the purpose of recommending a District Governor to Lions International 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 chairman of said meeting. It is the duty of the chairman 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 recommender for the appointment to the office of District Governor.

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 shall have the same authority as, the District Governor until such time as said vacancy is filled.

**Section 2a.** The procedure described in section 2, paragraphs 1 and 2 above, shall also apply, as applicable, to the position of First and Second Vice District Governor.

**Section 3.** There shall be a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer who shall be appointed by the District Governor prior to taking office.

**Section 3a.** The Cabinet Secretary shall act as custodian of records for District 4-C4 and shall turn over copies of all such records of the office to the successor. Following each district cabinet meeting and annual convention, the Cabinet Secretary shall make an official written report of the proceeding of said meeting. Within thirty (30) days of each meeting a copy of said report shall be mailed to Lions Club International, the District Governor, each member of the cabinet, the Secretary of each club and each Past District Governor of the district.

**Section 3b.** The Cabinet Treasurer shall be responsible for all fiscal matters in the Administrative, Designated any Special Funds. The Cabinet Treasurer shall also be accountable for the receipts and disbursements of any and all financial activities of District 4-C4 which are undertaken or sponsored by the District Governor or the cabinet of District 4-C4. A complete and updated written report of all District funds shall be made available at each District Cabinet meeting and annual convention.

The Cabinet Treasurer shall provide the Budget and Finance Committee and the district's Financial Accountant with monthly reconciled bank statements, and a monthly income and disbursement spreadsheet.

**Section 3c.** The Financial Administrator of District 4-C4 shall be responsible for billing the clubs for our District 4-C4 & Multiple District 4 dues on a semi-annually (Feb 1<sup>st</sup> & Aug 1<sup>st</sup>). The collected funds shall be kept in a separate account and dispersed regularly to the District Treasurer and Multiple District 4 office. The appointment of this position should be for 2 years.

**Section 4.** There shall be a Region Chairman for each region and Zone Chairman for each zone appointed by the District Governor prior to taking office.

**Section 4a.** 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. (c) Have not previously served a full term or a major portion thereof as District Governor (d) Zone and Region Chairpersons may serve no more than three (3) cumulative years in said position. (See LCI Standard District Constitution and By-Laws, Article 2 of By-laws, section 7). A member shall be appointed as a Region or Zone Chairperson only over the region or zone in which his/her Club is located. (See LCI Standard District Constitution Article 8, Section 7).

**Section 4b.** Removal of a District Cabinet Member (see LCI Standard District constitution and By-Laws, Article 6, Section 4).

**Section 5.** A Quorum at a cabinet meeting shall consist of a majority of the members of the District Governor's Cabinet.

During open Cabinet meetings, floor privileges shall be extended to Past International Directors and Past District Governors who are present and their club is in District 4-C4. The floor privileges entitle the named persons to voice, motion and voting privileges but shall not be counted for quorum purposes. Provided that their Club charter has not been cancelled.

Any vote taken by the District Cabinet concerning the district, shall be done at a quarterly Cabinet/District Meeting. This includes (District funds, Constitution & By-Laws, Policy Manual and anything else that impacts the district). Pre-Cabinet Meetings are for information and organizational purposes only.

**Section 6.** Each Region Chairman shall hold at least one regional meeting during the year and shall visit each club in his/her Region at least once during the year. He/she shall be prepared to install officers of the clubs and induct new members into the clubs when called upon by the President of the club. He/she shall be subject to the orders of the District Governor.

**Section 7.** The Zone Chairman shall hold at least four (4) meetings of the District Governor's advisory committee annually. It shall be the purpose of these meetings to exchange views and discuss the common problems of the clubs in the zone and to instruct

members of the committee in the ways and means of better functioning as Lions Clubs. The Zone Chairman shall visit each club in his/her zone at least twice during the year to assist the officers of the clubs in any manner that he/she may desire. The District Governor's visitation to a club shall not count as a Zone Chairman's visit to such club.

**Section 8.** The acts of the Region Chairman and the Zone Chairman shall be recommendatory only.

**Section 9.** It shall be the duty of the District Governor, within thirty (30) days following the end of his/her term of office, to provide his/her successor with the following:

A copy of the budget under which the Governor operated, a financial statement showing the condition of the District, all documents which are pertinent to the welfare of the District, all equipment and supplies belonging to the District, such other information as to the Governor may seem pertinent in assisting the successor Governor in planning his/her year of office.

**Section 10.** District Officers consist of the District Governor, Immediate Past District Governor, first and second Vice District Governors the Region and Zone Chairs the Cabinet Secretary and Treasurer. (Voting members of the Cabinet)

**Section 11.** District Cabinet consists of the District Officers, GMT, GLT, GST, LCIF District Coordinator. Non-voting Members of the Cabinet, (see Article VI, Sec 2 of the LCI Standard District Constitution and By-Laws). **The District Financial Administrator is not a voting member of the Cabinet.**

#### **Article 6 - Conventions**

**Section 1.** District 4-C4 shall hold an annual convention in the spring of each year. The convention delegates shall choose the convention site. Bids for the convention site shall be presented sufficiently of each convention to enable all persons interested to fully prepare, present, investigate and analyze the proposed convention site and arrangements. The convention site maybe chosen at each convention for the next convention or such subsequent conventions as the delegates shall determine.

**Section 2.** Should no place be designated for the holding of such convention or in case of emergency; the District Governor's cabinet shall have full power to act in selecting the place and date.

**Section 3.** Each chartered club in good standing shall be entitled to one (1) voting delegate and one (1) alternate for each ten (10) members, or major fraction thereof, [five (5) or more] of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. Full delegate status shall be granted to each Past District Governor and Past International Director who is a member of a club within the district independent of his/her clubs delegate quotas. **Provided their club's charter has not been cancelled.**

**Section 3a.** Each club in District 4-C4 shall submit to the Chairman of the Credentials Committee a list of its accredited delegates and alternates to each District 4-C4 convention or conference no later than 5:00 pm the day before the opening (normally Thursday). The committee will acknowledge receipt of the list of delegates by e-mail. Failure on the part of the club to submit said list of accredited delegates or alternates by opening day (normally Friday) shall preclude these delegates and alternates from voting except that the District Governor may, with the consent of the delegates of the club's present, certify such delegates or alternates, if in the Governor's opinion there are conditions warranting the same.

Such accredited delegates and alternates shall be issued credentials (certified) by the Credentials Committee and only such accredited delegates or alternates that are entitled to vote on any matter coming before said convention or conference. Certification of delegates will end at 10:00pm of the opening day (normally Friday) of the convention or conference. The number of certified delegates eligible to vote will be announced to membership at that time.

**Section 4.** A voice vote, or showing of hands, or a standing vote may be taken at any convention or conference and the ruling in such showing by the Presiding Officer shall be deemed conclusive unless such ruling is challenged by an accredited delegate or alternate immediately 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 such voting. A majority vote of the present and voting accredited delegates or alternates shall be sufficient to pass and approve any matter coming before the annual convention or conference, except that in amending the Constitution and By-Laws, when a two thirds vote is required of the present and accredited delegates or alternates is required.

**Section 5.** Within fifteen (15) days after the close of each District convention, the Cabinet Secretary shall make a report, in writing which said report shall be a summary of the preceding of such convention and shall transmit one copy of such report to the Secretary of Lions International, one copy to the District Governor, and one copy to the Secretary of each club in the district.

**Section 6.** The Convention Committee shall consist of the three (3) immediate Past District Governors. The senior member of the committee shall be the convention chairman. The junior member, the registration chairman. The remaining member shall be the housing chairman. These three (3) Past District Governors shall hold a position on the convention committee for a period of not more than three (3) consecutive years. The Convention Chair may appoint any other Lions to said committee that he/she believes necessary to operate the convention. Once a convention site is selected for a designated year or years with the selected hotel or venue, all finalized contracts between the vendor and District shall be signed by the seated Governor.

**Section 7.** In accordance with the provisions of Article V, Section 3b of this Constitution and By-Laws all financial transactions of the Convention Committee shall be carried on through the accounts of District 4-C4 and under the control of the Budget and Finance Committee. Said financial transactions shall be maintained in a separate account for the Convention Committee. The Convention Committee shall have control of and responsibility for its fund balance, receipts and disbursements. The Convention Committee Chairman shall submit to the Budget and Finance Committee a written report which shall include a detailed and verified accounting of all fund receipts and disbursements, including and reconciled with the beginning and ending fund balances, and an inventory of all supplies as of the ending date of the accounting. Said report shall be submitted no later than June 30th in the year in which the convention is held. A financial report shall be submitted to the committee for review at their meetings. The Convention Chair shall submit to the District Governor or their appointee all records needed for the filing of the District taxes by October 1st. (article 8. Section 10)

**Section 8.** All committee's related to the convention shall be part of the District Convention Committee and shall follow the rules of procedure associated in the Standard District Constitution and By-Laws.

#### **Article 7 - Regions and Zones**

**Section 1.** The area of District 4-C4 shall be divided into regions in such a manner that will best facilitate the servicing of the clubs within said area. The District Governor shall have the authority to create or change the Regions and Zones with the approval of the District Cabinet in the best interest of the clubs, district and association.

**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 contiguous.

**Section 3.** The District Governor's Advisory Committee shall be composed of the Zone Chairmen and the Presidents, Vice Presidents and Secretaries of the clubs within the Zones.

#### **Article 8 - Committees**

**Section 1.** The District Governor shall appoint all standing committees before his year is started, without disrupting or interfering with the then present administration. Each appointee shall be a member in good standing in a Club in good standing in the District. The District Governor shall also appoint to such standing committees such Region Chairmen as the District Governor shall deem advisable.

The standing committees of the District 4-C4 are as follows: account, Blood Bank, Budget and Finance, Bulletin Contest, Burt Children's Center, Club Contest, Constitution and By-Laws and Resolution, Convention Committee (elections and credentials), Diabetes Detection, District Historian, District Flag Day, Drug Awareness and Education, Governor's Newsletter, Hearing Conservation, Inter-Club Visitations, International Relations and Twinning, Invite-A-Guest, Leo Clubs and Youth Activities, Lions Club International Foundation, Lions Information, Local Emergency Relief, Long Range Planning, Parliamentarian, Protocol, Public Relations, Senior Citizen, Sight Conservation, Special Projects (Health Fair, Care, Dollar-And-A-Prayer, Medic Alert and CPR), Student Speakers Contest, Veterans Charities, Inc., White Cane Days and Youth Exchange. In addition, the District Governor may appoint such other committees as the Governor deems appropriate; further, the District Governor may delete such committees as shall be obsolete or serving no useful purpose.

The District Governor shall also appoint to serve at the District Governor's pleasure the following: Ambassador-At-Large, Chaplain, Historian, Photographer, and such other functionaries as shall be suitable and proper to fill aims of Lions International.

The District Governor may replace any member of any standing committee for non-attendance or non-participation. The GAT, GMT, GST, & GLT may also be replaced for non-attendance or non-participation by the Governor. The Governor shall notify MD4 GAT team of the replacement. The Governor may also replace the LCIF Coordinator for non-attendance or non-participation with the approval of the MD4 LCIF Coordinator first.

**Section 2.** There shall be two (2) coordinating council committees of Lions Clubs. One such coordinating council of Lions Clubs shall be known as the San Francisco Coordinating Council of Lions Clubs, which shall consist of all Lions Club in the city of San Francisco. The other such coordinating council of Lions Clubs shall be known as the Peninsula Coordinating Council of Lions Clubs, which shall consist of all the Lions Clubs in San Mateo County and Lions Clubs in the city of Palo Alto and such other Lions Clubs which may be established in the Palo Alto area within District 4-C4.

Each of said Committees shall have as its purpose the coordination of the activities of the several member Lions Clubs in carrying on the service campaigns and projects that the committees determine by vote, of its members to undertake. Each Lions Club, as a member of the committee, shall be entitled to one vote in the activities of the Coordination Council Committee. Each Coordinating Council Committee shall have a presiding officer, namely a President, a First Vice President, a Second Vice President, a Secretary and a Treasurer, all to be elected by the member clubs of each respective council.

In accordance with the provisions of Article 5, Section 3b and Article 8, Section 4 of this Constitution and By-Laws, all financial transactions of the Council Committees shall be carried on through the accounts of District 4-C4 and under the control of the Budget and Finance Committee but said financial transactions shall be maintained in separate accounts for each coordinating council committee. The District and each coordinating council committee shall have sole control of and responsibilities for its fund balances, receipts and disbursements. A financial report shall be submitted to the committee for review at their meetings. The Council Presidents shall submit to the District Governor or their appointee all records needed for the filing of the District taxes by October 1st. (article 8. Section 10)

Each Coordinating Council Committee shall determine its year of operation, either calendar year or fiscal year and its officers shall be elected to a one-year term. The activities of each respective coordinating council committee shall in no way infringe on or conflict with officers, plans, programs, or activities of District 4-C4.

The two coordinating councils can only raise money for their Police, Firefighters and Sheriffs awards Dinner. All left over money should be used to offset future cost to the Police, Firefighters and Sheriffs awards.

**Section 3.** YCA Committee section was removed, maybe reinstalled if needed.

**Section 4.** The Budget and Finance Committee shall be comprised 9 members. Four members representing the District membership. Two from San Francisco and two from the Peninsula. These four members should not be from the same club and Peninsula should be north and south. The Immediate Past District Governor, First and Second Vice District Governors. The Treasurer and Financial Advisor are only advisory members. The District Governor is a member of all Committees. The four members representing the District Break down: The senior member (4<sup>th</sup> year on the committee) is the Chair, 3<sup>rd</sup> year member on the committee, 2<sup>nd</sup> year member on the committee and 1<sup>st</sup> year member on the committee. The incoming Governor will select the new member to replace the outgoing 4<sup>th</sup> year member. The new member moves into the 1<sup>st</sup> year members spot and serves a 4year term, everyone else moves up. If an existing member has to be replaced during the year, the replacement member will serve out the remainder of that member's term. Voting members of the Budget and Finance Committee are: The four members representing the District membership both VDG'S and the IPDG. The District Governor only votes in a case of a tie. The Treasurer and Financial Advisor are nonvoting members. The Budget and Finance Committee shall meet prior to each District Cabinet meeting to review the Administrative and Designated Financial reports and ongoing expenditures so they do not exceed the approved budget. They shall also review the financial reports of the two Councils, Convention Committee, **Leo District and the Financial Administrator**. If necessary, the budget maybe adjusted by a vote of those who may have a vote at the cabinet meeting. Yearly the Budget and Finance Committee shall review the financial reports of the two Councils, Convention Committee, **Leo District and the Financial Administrator** in October.

All District Funds are to be reported at the Cabinet Meetings. The District Treasure shall report all administrative funds, designated funds and special reserve funds. The Convention Committee, San Francisco and Peninsula Coordinating Council, **Leo District and the Financial Administrator** shall each give a financial report at each Cabinet Meeting.

The Budget and Finance Committee shall be responsible with the incoming District Governor to develop the district's upcoming annual budget. The proposed Budget will be presented at the District Convention's Cabinet meeting for approval.

The yearly Administrative Budget is based on dues payments for that budgeted year. All monies left over from the budget of the previous year will go into Administrative Reserve or Designated Account. ~~All funds in the~~ **Any expenditures from the** administrative reserve account need approval of the Budget & Finance Committee and a 2/3 vote of the Cabinet ~~to be used.~~ **Officers, at a Quarterly Cabinet/District Meeting to be used.**

There shall be an Administrative Emergency Reserve account kept in Designated Funds. It shall be a minimum of \$5,000. 00. This reserve fund shall be used only in case of administrative emergency that District 4-C4 may incur.

No person shall have the right or authority to create or incur any financial obligations for the district in excess of the budgeted amounts.

**Section 5.** The District Governor will serve as the Global Action Team district chairperson (GAT) to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district. The Governor shall select a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator. Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team. Collaborate with the multiple district's Global Action Team.

Duties of the District GAT, GMT, GLT, GST and LCIF Coordinator see LCI Stander District Constitution and By-Laws. (Section 1, 5-8 of the By-Laws)

The GMT, GLT & GST will serve a 1year term. May serve multiple terms. The LCIF District Coordinator is appointed by the District Governor and approved by LCIF Multiple District Coordinator and LCIF Chairperson. Serves a 3year term.

**Section 6.** All standing committees shall submit a written report at the District4-C4Convention.

**Section 7.** No committee in the district shall receive any compensation for services rendered.

**Section 8.** Within thirty (30) days after the close of each district convention, the Convention Committee Chairman shall submit a written report to his/her successor pertaining to the convention activities and such other information as may assist his/her successor.

**Section 9.** The District Governor shall annually appoint a professional accountant who will be charged with reviewing the district budget funds and expenditures of all financial accounts of the district including but not limited to general funds, special reserve funds, convention funds, youth and community activity sale funds, all funds in the treasuries of both San Francisco and Peninsula Council of Lions Clubs. The professional accountant shall submit a report of his/her findings to the Budget and Finance Committee thirty (30) days prior the second cabinet meeting.

**Section 10:** The District Governor shall annually appoint a Professional (non-Lion) Accountant who will be charged with filling the District's Tax returns no later than November 15<sup>th</sup> for that year's taxes. The District Governor or their appointee shall gather all information needed by the CPA to file the taxes. The district taxes include all District Administrative and Designated Accounts, Convention Funds and both San Francisco & Peninsula Councils accounts.

#### **Article 9- Pro-Rated Funds in the event of Redistricting**

**Section 1.** In the event Multiple District Four (MD4) shall decide on redistricting which would affect District 4-C4 by reducing the number of clubs or members, or in any other way change its present status, the funds in possession of District 4-C4 shall be distributed on a prorate basis, based on membership count in Multiple District 4-C4 records as reported on the month preceding the effective date.

#### **Article 10 - Amendments**

**Section 1.** Amendments to this Constitution or its By-Laws may be proposed, in writing, by any Lion in good standing of District4-C4 upon official approval of an endorsement by his/her club, or amendments may be proposed by the Constitution and By-Laws Committee of District 4-C4. These proposed amendments shall state clearly by purposes thereof and shall be submitted to the Governor's cabinet for editing and approval prior to being placed before the annual District4-C4 Convention.

**Section 2.** The Constitution may be amended at any District4-C4 Convention by a two-third (2/3) affirmative vote of the accredited delegates or alternates present and voting, provided, however, that the Cabinet Secretary shall send a copy of the proposed amendment to each Club in the District thirty (30) days to the Convention.

**Section 3.** Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

**Section 4.** Automatic update. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have effect on this District Constitution and By-Laws shall automatically be updated in this District Constitution and By-Laws at the close of the LCI convention.

**DISTRICT BY-LAWS**  
**BY-LAWS**  
**District 4-C4**  
**The International Association of Lions Clubs**  
**(As revised July 1, 2023)**

**Article 1 – ELECTIONS**

**Section 1.** Nominating Committee, the District Governor shall appoint by written notification a Nominating Committee. See Article 2, Section 1 of the Standard District Constitution and By-Laws.

**Section 1a.** The Nominating Committees appointment shall begin on December 1 of the year preceding the District Convention and end upon convention closing.

**Section 2.** Any member in good standing of a Chartered Lions Club in good standing who qualifies under the provisions of the Standard District Constitution and By-Laws may be elected District Governor or 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor. The Lion seeking the office of District Governor or 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor must first file his/her intention to run in writing [nominating committee check list] to the nominating committee beginning December 1st [year preceding the district convention] and by March 1<sup>st</sup> (year of the convention) and be ruled qualified by the Nominating Committee to run for his/her selected district office. The Committee should complete the application review and inform the applicant within 7 Days of receipt.

**Section 2a.** Once the Nominating Committee has approved their application. The Candidate must announce, through the President of his/her club, his/her candidacy to all clubs within District 4-C4 by March 1st, but not before January 1st of the year of his/her term of office would commence. All campaigning may begin after approval of application and the letter has gone out, but not before January 2<sup>nd</sup>.

**Section 3.** The Nominating Committee shall place the names of all candidates for District Governor, First and Second Vice District Governor, at the 3<sup>rd</sup> Cabinet Meeting. Each Candidate will be allowed 3 minutes for a nominating speech and 5 minutes for an acceptance speech. No demonstration at Cabinet Meeting. The Nominating Committee shall place the names of all candidates for District Governor and First and Second Vice District Governor at the Convention. Each Candidate will be allowed 3 minutes for a seconding speech, 5 minutes for an acceptance speech and 5 minutes for a demonstration. A Candidate that turns in their application after the 3<sup>rd</sup> Cabinet meeting and before March 1<sup>st</sup> will have 3 minutes for nominating speech, 3 minutes for 2<sup>nd</sup> speech, 5 minutes for acceptance speech and 5 minutes for demonstration.

**Section 3a.** The Number of certified delegates shall be announced to the convention upon close of certification and prior to commencing of voting. (See Article 6 Convention, Section 3a)

**Section 4.** All elections held in District 4-C4 shall be by printed ballot and the nominee receiving the majority shall be declared elected. The polls shall be open for such hours as the Election Committee shall designate, with the approval of the District Governor. Once established, voting hours may be extended only by the Election Committee and with the prior written approval of the District Governor.

When there are more than TWO (2) candidates for one position, the voting for that position will be by Preferential Voting (see Exhibit G page 4 3 in the Standard Constitution & By-Laws).

**Section 5.** The Election Committee shall have charge of the balloting and conduct of the election and shall report the results thereof to the convention at the final tabulation of votes. The Election Committee shall consist of Convention Election Officer and the Constitution and By-Laws Committee. A member may be replaced by the Governor and Convention Chair if ~~they are a~~ **more than one candidate is running for a specific office and only for that vote and the member of the is from** the candidate's club, spouse or family member.



A recount maybe requested the day of the election. Ballots will be put in a sealed envelope, and only open if there is a call for a recount. LCI allows 5 days to file a formal protest to them (Board Policy Manual Chapter XXV). If no protest is filled the results of the election will be accepted as reported by the district.

The polling location is to be isolated to all persons except the voting delegates and the Election Committee.

Each duly nominated candidate shall also be entitled to designate one (1) observer.

## **Article 2**

**Section 1.** The 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 3**

**Section 1.** No resolution giving endorsement to any movement shall be considered at any meeting unless said movement is in full accord with the principles and purposes of the International Association of Lions Clubs.

## **Article 4**

**Section 1.** No officer or member of this organization or its members shall use it 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 purposes and objectives of the International Association of Lions Clubs.

## **Article 5**

**Section 1.** No money can be raised at any convention by any person, club or organization for any purposes, except that which may be necessary to assist in financing the convention and then only by the supervision of the District Convention Committee.

## **Article 6**

**Section 1.** “Robert’s Rules of Order Revised” shall constitute the rules governing the Convention of the District and all meetings of the District Conference and the District Cabinet Meetings, unless provided for in a different manner by resolution of the District Convention.

## **Article 7**

**Section 1.** These By-Laws may be amended in the same manner as provided for the amending of the Constitution of this District.

## **Article 8**

**Section 1.** A copy of the Constitution and By-Laws shall be printed and made part of our annual District Roster of Cabinet and Club Officers.

## **Article 9**

**Section 1.** As of January 1, 2023 all Districts in MD4 are responsible for invoicing and collecting dues for MD4 and their own District.

**Section 1a.** The current MD4 dues are eighteen dollars (\$18.00) per member annually (except Campus, Student and Leo-Lions see MD4 Constitution Article VIII, Sec.3).

**Section 1b.** The current District 4-C4 dues are fourteen dollars and forty cents (\$14.40) per member annually. Our District Dues consist of eight dollars (\$8.00) per member annually to fund the district’s operating expenses. Forty cents (\$0.40) per member for the district web site and six dollars (\$6.00) per member annually for the District Convention.

**Section 1c.** Each charter club in District 4-C4 shall be invoiced semi-annually payable within 30 days of invoice date. Dues are based on the club membership as of June 30<sup>th</sup> of the same year and on the club membership as of December 31<sup>st</sup> of the previous year, as reported by Lions Club International. Said payment shall be made to Financial Administrator of district 4-C4.

**Section 1d.** The District Financial Administrator will forward to MD4 and our District, dues collected on a regular basis.

**Section 2.** Our District Dues consist of eight dollars (\$8.00) per member annually to fund the district’s operating expenses.



**Section 2a.** Forty cents (\$0.40) per member shall be maintained in a separate account and used exclusively for the annual operation and support of the district's website. Excess funds shall accumulate for future website expenses.

**Section 2b.** Each Charter club in District 4-C4 shall contribute six dollars (\$6.00) per member annually. This per capita charge shall be used in lieu of a registration fee at District Convention and shall help defray the cost of convention administration expenses. There shall be an additional cost to attend the Convention. After payment of all convention administration expenses in that year, the excess shall become available for future convention expenses and be treated as income and budgeted for expenses for the next District 4-C4 Convention. A complete written report of the receipts and disbursements of the last District 4-C4 Convention shall be made to the District Governor and the Budget and Finance within 30 days after the convention.

**Section 2c.** There shall be a District 4-C4 Convention Reserve Fund in the minimum amount of Five Thousand Dollars (\$5,000.00) maintained in the District Treasury. This reserve fund shall be used only in case of emergency for District 4-C4 purposes.

**Section 2d.** The dues and assessments as mentioned in Section 1, Section 1a and Section 2 of Article 9 shall be one half for all campus clubs, student members in a regular Lions Clubs and Leo Lions within the district.

**Section 2e.** There shall be a District 4-C4 Administrative Emergency Reserve in the minimum amount of Five Thousand Dollars (\$5000.00) maintained in the District Treasury. This emergency reserve fund shall be used only in case of emergency for District 4-C4 purposes.

**Section 3.** On May 31<sup>st</sup> of each year, the District shall have in its Administrative Fund the minimum amount of two Thousand Dollars (\$2,000.00) to turn over to the incoming District Governor to begin the new administration.

**Section 4.** The District Governor shall have the right to spend up to Fifty percent (50%) of the Local Emergency Relief Fund for any emergency within District 4-C4. None of the Local Emergency Relief Funds may be sent out of District 4-C4.

**Section 5.** The District Budget shall provide a \$1000.00 Honorarium to the District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor in its yearly Budget. This Honorarium is to offset their yearly expenses.

**Section 6.** The District Budget shall provide a \$300.00 Cabinet Meeting Guest Allowance to the District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor in its yearly Budget. The \$300.00 will be given out \$100.00 per Cabinet Meeting. The \$100.00 can be used to give a donation to their guest's favorite Lions charity or foundations. If the DG, 1st VDG & 2nd VDG doesn't have a guest for a Cabinet Meeting, the funds will not be given out and will remain in the Budget as unused monies.

## **Article 10**

**Section 1.** The District shall maintain a Policy Manual. The District Policy Manual shall be maintained by the Constitution and By-Laws Committee.

**Section 1a.** A copy of the District Policy Manual shall be printed and made part of our annual District Roster of Cabinet and Club Officers.