

**CONSTITUTION AND BY-LAWS  
INTERNATIONAL ASSOCIATION OF LIONS CLUBS  
DISTRICT 4-L6**

*Last Revised at the May 3, 2019 (4<sup>th</sup> District Meeting)*

**Article I.**

**Name**

**Section 1.** This organization shall be known as District 4-L6 of the International Association of Lions Clubs hereafter referred to as District.

**Article II.**

**Purpose**

**Section 1.** The purpose of this organization is the advancement and betterment of the District in full conformity with all the rules and regulations prescribed by the International Association of Lions Clubs.

**Article III.**

**Membership**

**Section 1.** All Lions Clubs, now existing or hereafter organized, in the Counties of San Diego and Imperial, State of California, shall have membership in this organization and shall hold the same subject to the Constitution and Bylaws of the International Association of Lions Clubs, of Multiple District Four and of this District.

**Article IV.**

**Officers**

**Section 1.** There shall be a District Governor who shall be elected at the annual District Convention by receiving a simple majority of the affirmative votes cast by secret written ballot by the delegates present and voting in order to be declared elected. Candidates must be serving as the 1<sup>st</sup> Vice District Governor within the District from which he/she is to be elected, be a member in a chartered club in good standing in the District, secure the endorsement of his/her club or a majority of the clubs in his/her district. Only in the event the current 1<sup>st</sup> Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of 2<sup>nd</sup> Vice District Governor exists at the time of the District Convention, can any club member who fulfills the qualifications for the office of Vice District Governor as set forth in Article IV, Section 2 and who is currently serving or who has served one (1) additional year as a member of the District Cabinet shall fulfill the requirement of serving as the Vice District Governor (4<sup>th</sup> District Meeting, 30 April, 2010)

(a) If the office of District Governor becomes vacant arising by death, resignation, or disability rendering the District Governor unable to perform the duties of the office, or by any other reason whatsoever, the 1<sup>st</sup> Vice District Governor shall perform the duties of, and have the same authority as the District Governor until such time as the vacancy is filled as prescribed by the Constitution of the International Association of Lions Clubs. (4<sup>th</sup> District Meeting, 30 April 2010)

(b) During a period of temporary disability preventing a District Governor from performing the duties of the office after ten (10) days, such duties shall be performed by the 1<sup>st</sup> Vice District Governor. Should the period of disability exceed sixty (60) days, the office shall become vacant. (4<sup>th</sup> District Meeting, 30 April 2010)

**Section 2.** There shall be a 1<sup>st</sup> Vice District Governor and a 2<sup>nd</sup> Vice District Governor who shall be elected at the annual District Convention by receiving a simple majority of the affirmative votes cast by secret written ballot by the delegates present and voting in order to be declared elected. Candidates must be members of a chartered club in good standing in the District, be certified by the Nominating Committee as being qualified under the requirements prescribed by the Constitution of the International Association of Lions Clubs. (4<sup>th</sup> District Meeting, 30 April 2010)

(a) In event of a vacancy arising in the office of 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor, the District Governor shall convene a meeting of the members of the existing Cabinet as provided for in the International Constitution and By-Laws and all Past International Officers (PIP, PID and PDG) who are members in good standing of a chartered Lions Club in good standing in the District. It shall be the duty of the

attendees at this meeting to appoint a qualified Club member as 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor for the remainder of the term. In filling said vacancy, it shall be the duty of the District Governor, or if not available, the most recent Past District Governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as Chairperson of the meeting. The chairperson shall convey the results to the International Office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

(b) In order for a Lion to be eligible and qualified to be selected to fill a vacancy for the office of 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor, he/she must:

(i) Be an active member in good standing of a chartered Lions Club in good standing in his/her District.

(ii) Have served or will have served at the time he/she takes office as 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor:

(a) As Officer of a Lions Club for a full term or major portion thereof; and

(b) As a member of the District Cabinet for a full term or a major portion thereof,

(c) With none of the above being accomplished concurrently. (4<sup>th</sup> District Meeting, 30 April 2010)

(c) During a period of temporary disability preventing the 1<sup>st</sup> Vice District Governor from performing the duties of that office after ten (10) days such duties shall be performed by the Immediate Past District Governor. Should the period of disability exceed sixty (60) days the office shall become vacant (4<sup>th</sup> District Meeting, 30 April 2010)

**Section 3.** Before taking office, a District Governor shall appoint a Cabinet Secretary, a Cabinet Treasurer, who shall be bonded, a Region Chair from each region (if the position is utilized during the district governor's term) and a Zone Chairman from each zone. Each appointee shall be a member in good standing and shall meet such qualifications for office as may be established by Lions International.

**Section 4.** The term of office for officers of the District shall be one (1) year commencing on the 1<sup>st</sup> of July.

**Section 5.** The District Governor's Executive Board shall consist of the District Governor, Immediate Past District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor, Global Membership Team district coordinator, Global Leadership district coordinator, Global Service Team district coordinator, LCIF district coordinator, Cabinet Secretary, Cabinet Treasurer, and such ex-officio members as may be designated by the Governor. (4<sup>th</sup> District Meeting, 30 April 2010)

**Section 6.** The District Governor's Cabinet shall consist of the Executive Board, Region Chairs and Zone Chairs within the District.

**Section 7.** The District Governor shall appoint a District Public Information Officer who shall serve as an ex-officio member of the District Cabinet (5/05)

(a) The duties of the District Public Information Officer shall be to timely advise the public through the news media of District activities and charitable works and to serve as the District's liaison with the media.

(b) The District Public Information Officer shall, upon request, advise individual clubs on public relation.

## Article V.

### District Meetings

**Section 1.** The District Governor, or in the event of the death or disability of the District Governor, the 1<sup>st</sup> Vice District Governor, may call a special District Cabinet meeting upon written or telephone notification to all Cabinet members. A majority of the voting members of the District Cabinet shall constitute a quorum of the purpose of such special District Membership Meetings. (4<sup>th</sup> District Meeting, 30 April 2010) (5/2018)

**Section 2.** The District Governor shall convene four (4) District Membership Meetings per year. The first District Membership Meeting shall be held during the first quarter of the District Governor's term and the last meeting may be held at the location of and immediately preceding the annual convention of the

District. A majority of the voting members of the District Membership shall constitute a quorum for these regular District Membership Meetings. (5/99) (5/2018)

**Section 3.** The Region Chairs (if the position is utilized during the district governor's term) shall hold at least two (2) meetings annually with the Zone Chairs of his/her region. The purpose of the meetings is to exchange views and discuss common problems of the clubs along with formulating actions in ways and means of improving the functioning of the clubs.

**Section 4.** The Zone Chairs shall hold at least three (3) Zone Advisory meetings annually with the Presidents and Secretaries of the clubs within their zone. The purpose of the meetings is to exchange views and discuss common problems of the clubs along with formulating actions in ways and means of improving the functioning of the clubs. (5/99)

**Section 5.** In any matter not otherwise ordered by the Constitution and By-Laws, Robert's Rules of Order, newly revised, as revised from time to time shall constitute the rules governing the conventions and all District meetings.

#### **Article VI.**

#### **Conventions**

**Section 1.** The District shall hold an annual Convention in March, April or May, to be concluded no later than thirty (30) days prior to the Lions International Convention.

**Section 2.** The delegates shall vote on convention sites approved by the Convention Management Committee. Convention sites shall be designated by votes of the Delegates at least three (3) years in advance. Should no place be designated for the holding of such convention or in the case of an emergency, i.e. failure to fulfill contractual agreements such as inadequate housing, excessive rise in prices, date changes to satisfy the convention site without notification to the Convention Management Committee, the District Governor shall have full power to act in selecting the place and time.

**Section 3.** Each Club in the District shall submit to the Chair of the Credentials Committee, a list of its accredited Delegates and Alternates to the District Convention. A standard form for the listing of Delegates and Alternates shall be supplied by the District office at least fifteen (15) days prior to the start of the Convention. Failure on the part of the Club to submit said list of accredited Delegates and Alternates by 6:00 p.m. on the day preceding the opening day of the Convention shall preclude these Delegates and Alternates from voting, except that the District Governor may accredit such delegates or alternates prior to 9:30 p.m. on the first day of the Convention if, in his/her opinion, there are conditions warranting the same. Accredited Delegates or Alternates shall be certified by the Credentials Committee and only certified Delegates shall be eligible to vote on any matter coming before the Convention. Each chartered Club, in good standing, in the District, Multiple District and Lions Clubs International, shall be entitled at each annual Convention to one (1) delegate and one (1) alternate. Members of Clubs who have been enrolled for at least one (1) year and a day in 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 will be able to submit one (1) delegate and one (1) alternate for each ten (10) members or major fraction thereof. The major fraction referred to in this section shall be five (5) or more members, provided however each such Club shall be entitled to at least one (1) delegate and one (1) alternate; and further provided that the District Governor and each Past District Governor who is a member in good standing of a Club in this District shall be granted full delegate status, independent of the Club delegate quotas herein above specified. Any Club which is newly chartered shall have its delegate quota determined on the basis of members shown on such record date in the records of the International Office. There shall be no proxy voting. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to the Convention. Unless otherwise specified herein, the affirmative vote of a majority of the Delegates voting on any question, shall be the act of the Convention. Delinquent dues may be paid, and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention. (4<sup>th</sup> Cabinet Meeting, May 4, 2007)

**Section 4.** A voice vote or a showing of hands or a standing vote shall be taken at any convention except where written ballots are otherwise required. The ruling of the Presiding Officer shall be deemed conclusive unless such ruling is challenged by a certified delegate immediately after said ruling is made, in which event the Presiding Officer shall cause further vote to be taken with only those Delegates present and holding proper credentials participating in said voting. A simple majority of the certified delegates shall be sufficient to pass and approve any matter coming before the convention except where a two-thirds vote is required. (5/99).

**Section 5.** Replacement of delegates and alternate delegates.

(a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate.

(b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

**Section 6.** The District shall conduct an open forum at the convention not to exceed one (1) hour.

**Section 7.** A majority of the certified delegates shall constitute a quorum at any session.

**Section 8.** No money shall be raised at any convention by any person, Club, or organization except for the District Lion Drawings, unless specifically authorized by the District Budget and Audit and Convention Management Committees to defray costs and to assist in financing the convention, should this become necessary.

**Section 9.** The following rules of procedure at District Conventions shall be printed in each official Convention Program.

(a) A copy of the Official Convention Program shall be furnished to each registered attendee and constitute the order of business of the Convention.

(b) Registration shall be required in order to participate in any Convention function.

(c) With the exception of resolutions of appreciation, no resolution shall be considered at a Convention unless a copy is delivered to the Constitution and Bylaws Committee no later than 6:00 p.m. on the Friday preceding the opening session.

(d) No resolution calling for expenditures not provided in the budget shall be submitted for a vote by the Convention unless first approved by the District Governor and the Budget and Audit Committee. Any such resolution shall specifically set forth the sources of funds to be expended.

(e) The ballot count shall be announced for all ballot propositions except for the election of officers.

(f) Prior to the close of the District Convention, a motion will be requested to destroy all casted ballots. Upon approval of said motion, all ballots will be destroyed after the District Convention's closing ceremonies. (5/14)

(g) Demonstrations for any candidate shall not exceed five minutes.

(h) Each candidate for District office shall be responsible for notifying the Election Chairman, in advance, of who will be their designated monitor within the polling area. (5/14)

(1) Said monitor will be a Lion in "good standing" and registered for the District Convention.

(2) Monitors are to be requested only by the candidates up for election. (5/14)

(i) Polls will close when the last eligible delegate has voted or at the designated time, whichever comes first. (5/14)

(j) Participants wishing to attend a meal must have a meal ticket in their possession prior to entering the room.

(5/14)

(1) Any participant, having a paid registration, may enter the room after the meal is completed, to listen to the guest speaker or participate in any event. (5/14)

(2) No meal will be served to a meal ticket holder ½ hour after the start of the meal without prior notifying the Convention Chair that you will be late. (5/14)

(k) See the Lions Clubs International Constitution and By-Laws (latest revision) on how to contest any portion of the voting outcome. (5/14)

**Article VII.**  
**Regions and Zones**

**Section 1.** The District shall maintain Zones consisting of not more than eight (8), nor less than four (4) clubs whose territory is contiguous. The District Governor shall have the authority, after consultation with all affected Clubs and for good cause, to vary the number assignment of clubs to Zones or Regions.

**Section 2.** The District Governor shall have the authority, subject to the limitations of Section 1, to create new Zones and Regions (if the position is utilized during the district governor's term) within the District if, in his or her discretion, it is for the best interest of the District.

**Section 3.** A borderline Club may change from one Region (if the position is utilized during the district governor's term) or Zone to another in the following manner:

(a) By a resolution adopted by the Board of Directors of the Club seeking to make a change, approved by a two-thirds vote of the membership of said Club, passed after due notice is given, requesting permission to withdraw from one Region or Zone and affiliate with another.

(b) Said resolution shall be forwarded to the Cabinet Secretary who shall present the same to the District Cabinet for action at its next regular meeting.

(c) When said resolution is approved by the District Cabinet, said Club shall immediately become affiliated with the Region (if the position is utilized during the district governor's term) or Zone requested. (5/02)

**Article VIII.**  
**Finances**

**Section 1.** The General and Administrative (Operating) Fund expenses of the District shall be met by:

(a) That portion of Multiple District Four per capita tax allocated and paid to the District Governor of the District in accordance with the provisions of the Constitution of Multiple District Four.

(b) The per capita tax on the clubs within the District shall be thirteen dollars (\$13.00) per annum. (\$12.00 for the administrative fund and \$1.00 for the convention fund) The per capita tax shall be billed and collected semi-annually by the Secretary of Multiple District Four. (5/2018)

(c) The Cabinet Treasurer shall receive all monies of the District and keep an accurate accounting thereof.

(d) The expenses of the District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor and District Public Relations Officer shall be budgeted in single line items in the District budget. In no event shall any Lion be reimbursed for expenses in excess of the general reimbursement policy currently in effect at Multiple District Four for District Governors or committee members. (5/15)

(e) No Lion shall receive payment for services or reimbursement for materials in excess of actual cost from District funds for authorized work done on behalf of the District (5/99).

(f) No District Committee shall disburse funds from the District Budget without the written authorization of the District Governor and the Budget and Audit Committee. The Convention Committee is not affected as they have their own budget and accounts and thus does not affect the District's Budget. (5/2018)

(g) All monies raised for the District's Disaster Fund will only be used within District 4-L6. Any monies, Lions of this District want to send to another Lions District experiencing a disaster, must be raised by either an individual Lion, a Club, a Zone or a Region. These outside funds will not be co-mingled and will not be deposited within the District's accounts. (5/2018)

(h) The District will not spend budget line item expenses until monies have been received to pay for them. The Reserve Account will not be used without prior approval of the Budget and Audit Committee and will be paid back when new monies have been received into the District Admin Account during the same fiscal year. (5/2018)

**Article IX.**  
**Committees**

**Section 1.** This District shall have the following standing committees: (5/17)

Budget and Audit

Constitution and Bylaws

Long Range Planning and Research

District Endorsed Projects

Nominating

(a) Each Standing committee shall consist, of three (3) members, rotating each year to the Chairman's position, new member(s) to be appointed by the incoming District Governor. (5/17)

(b) Except as to members appointed to fill the remainder of terms created by death, disability, removal, or resignations, standing committee members shall be appointed to serve for a period of three (3) years. Term years to be added behind each member's name in the District Directory. (5/17)

(c) Standing Committee chairs shall report the names of non-participating committee members to the District Governor in order to provide for removal and replacement to improve committee functioning.

(d) All standing Committees shall submit a written report at the District Convention.

(e) A majority of standing committee members shall constitute a quorum for the transaction of business.

**Section 2.**

(a) The Cabinet Treasurer shall be an ex officio member of the Budget and Audit Committee and Convention Management Committee. (5/99).

(b) The Chair of the Constitution and Bylaws Committee shall act as District Parliamentarian and, when unavailable, the District Governor shall designate another member of this committee to act in this capacity.

**Section 3.** Standard Operating Procedures outlining the duties and obligations of standing committees are published in the Bylaws, Article IV (05/06).

**Section 4.** The District Governor may organize such other District Activity Committees and appoint Chairs for these committees as deemed appropriate. These committees shall expire at the end of the term of the District Governor who created them, unless they are specifically retained by the incoming District Governor. Chairs and members of these ad-hoc committees shall be listed in the official directory. (5/99)

**Section 5.** The District Governor may remove any committee member for cause. The District Governor shall make interim appointments to fill the remainder of terms of vacated committee positions. (5/99)

**Article X.**

**Elections**

**Section 1.** The Nominations Committee shall have the duty to receive nominations and certify the qualifications of candidates for the office of District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor. Each club is entitled to present to the Nominations Committee the name of an active member in good standing who as a candidate, must submit to the Nominations Committee a letter showing endorsement of his or her club, no later than January 10<sup>th</sup>. The Nominees must possess the qualifications prescribed by Lions Clubs International. Nominations for said officers shall not be submitted, nor shall candidates officially declare their candidacy, earlier than 1<sup>st</sup> December of the year preceding the convention, nor later than January 10<sup>th</sup> of the year in which the convention is held. (5/17)

**Section 2.** The Nominations Committee shall report all nominees at the opening session of the convention. The above procedure shall be the only method for nomination of a District Governor, 1<sup>st</sup> Vice District Governor or 2<sup>nd</sup> Vice District Governor. The presentation of the names of the candidates on the floor of the convention by the Nominations Committee shall constitute nominating speeches. There shall be but one (1) seconding speech of not more than three (3) minutes for each candidate. Demonstrations for any candidate shall not exceed five minutes. (4<sup>th</sup> District Meeting, 30 April 2010)

**Section 3.** Except as provided in Article IV of this constitution, all elections held in the District shall be by printed ballot and the nominee receiving the simple majority shall be declared elected. The polls shall be open from 7:30 a.m. to 10:00 a.m. on the last day of the convention. Certification of delegates shall be conducted until closing of certifications on the day prior to the last day of the convention (5/06).

(a) Should the election for District Governor, 1<sup>st</sup> Vice District Governor or 2<sup>nd</sup> Vice District Governor result in a tie vote, the two candidates receiving the most votes shall have a run-off within one (1) hour after the elections has been declared a tie. (4<sup>th</sup> District Meeting, 30 April 2010)

#### **Article XI.**

##### **Amendments and Restrictions**

**Section 1.** This constitution may be amended at any District convention by two-thirds (2/3) affirmative vote of the delegates present and voting, provided however:

(a) All proposed changes to the District Constitution must originate from the District Cabinet, a standing or District approved committee, or from a District Club. Those originating from within a District Club must have the endorsement of the Club's Board of Directors and the membership of the club. (5/07)

(b) That a copy of the proposed Constitutional amendment be provided to each Club in the District at least forty (40) days prior to the convention. (5/07)

(c) Except in cases of emergency, all proposed changes to the District Constitution shall be submitted to the Constitution and Bylaws committee before February 1<sup>st</sup> of the voting year. (5/07)

**Section 2.** Amendments to this constitution which are mandated by a change to the Constitution of the International Association of Lions Clubs will be adopted by those District Cabinet members present at any District Cabinet meeting. (5/15)

(a) Text changes caused by amendments approved at a District Cabinet meeting in accordance with the preceding paragraph shall be followed by a date entry indicating the Cabinet Meeting date at which the amendment was passed, i.e. (5/99)

**Section 3.** No District or member Club shall endorse or recommend a candidate for political office nor debate partisan politics or sectarian religion at any meeting.

**Section 4.** No resolution endorsing any movement shall be considered at any meeting unless such movement is in

full accord with the principles and purposes of the International Association of Lions Clubs.

**Section 5.** Whenever in this constitution the context so requires, the masculine gender includes the feminine and neuter genders and the singular number includes the plural and vice versa.

**Section 6.** Concerns not addressed within this District's Constitution and By-Laws should be referred to the Lions Clubs International Constitution and By-Laws (latest revision) for guidance. (5/14)

#### **BY-LAWS**

##### **Article I.**

**Section I.** These Bylaws may be amended at any District convention by majority affirmative vote of the delegates present and voting provided, however:

(a) All proposed changes to the District Bylaws must originate from the District Cabinet, a Standing or District approved committee, or from a District Lions Club. Those originating from within a District Club must have the endorsement of the Club's Board of Directors and the membership of the Club. (5/06)

(b) That a copy of the proposed Bylaws amendment be provided to each Club in the District at least forty (40) days prior to the convention. (5/99)

(c) Except in cases of emergency, all proposed changes to the District Bylaws shall be submitted to the Constitution and Bylaws Committee before February 1<sup>st</sup> of the voting year. (5/06)

(d) Text changes caused by amendments approved at the District Convention shall be followed by a date entry indicating the date the amendment was passed.

##### **Article II.**

##### **Contests (5/99)**

**Section I.** Any contest, such as the Best Club, Best Bulletin, Visitations, Special Contests Awards, etc. must have the rules published in the District directory in the year in which the contest is to be conducted as prescribed by the previous year's committee.

**Section II.** All contests will start on August 1<sup>st</sup> and end April 1<sup>st</sup> of the following year.

**Section III.** All awards to contest winners shall be presented at the District's annual convention.

##### **Article III.**

### **Paraphernalia (5/99)**

Section I. To preserve harmony among the various clubs within the District, the District Governor shall outline what paraphernalia can be taken during club visitations and how the paraphernalia may be recovered by the losing club.

### **Article IV.**

#### **Standard Operating Procedures for Standing Committees (Per District Constitution Article IX, Sect. 3) (Amended 5/4/2014)**

##### **Section I. Budget and Audit Committee**

**Purpose:** The District Budget and Audit Committee exists to insure a viable annual budget is prepared, reviewed by the Cabinet Members and approved by the District Membership at the first District Cabinet Meeting.

##### **Committee Responsibilities**

**The primary function of the committee is to:**

1. Ensure an annual district budget is prepared primarily to govern the income and expenses of the:
  - a. A copy of the proposed District Budget shall be provided to each Club and PDG in the District at least 40 days prior to the 1<sup>st</sup> District Meeting for review. (5/2018)
  - b. District Administrative Account
  - c. District Convention Account
  - d. All other District Administrative Accounts
2. District Civic or Charity Accounts are governed by the Constitution of Lions Clubs International, District 4L6, in conformance with the rules and regulations of the Federal Internal Revenue Service.
3. After preparation and approval of district budgets, the Budget and Audit Committee has the authority and responsibility to:
  - a. Review expenditures as to complying with the approved budgets.
  - b. Approve changes in expenditures to the approved budgets.
  - c. Ensure proper business procedures are used for recording income and expenses.
  - d. Ensure that an annual audit of all accounts is performed.
  - e. Ensure that the proper taxes and reports are filed.

##### **Section II. Constitution and Bylaws Committee**

**Purpose:** The District Constitution and By-laws Committee exists to support the purpose of Lions Clubs International and the District Lions Clubs which is: the advancement and betterment of the District in full conformity with all the rules and regulations prescribed by the International Association of Lions Clubs.

##### **Committee Responsibilities**

**The primary function of the Committee is to:**

1. Ensure the District Constitution and Bylaws are in accordance with the International and the Multiple District Four directives.
  - a. This will be accomplished by annually reviewing the changes to said International and MD4 directives, comparing subjects that are specifically addressed in the District directives.
  - b. In the event a conflict arises between the District Directives and Lions Clubs International's Directives; the International rules shall prevail. Secondly MD4's directives shall govern; lastly allowing areas not covered by the aforementioned to be governed by an approved Constitution and/or Bylaws adopted by the local District. District 4-L6's documents will be revised as required to conform as stated herein.
  - c. The Chair of the Constitution and Bylaws Committee shall provide the District Governor (elect) with a corrected and amended copy of the District Constitution and Bylaws for insertion in the District Directory and shall verify the accuracy of the printed version.
2. Ensure the District Constitution and Bylaws meet the needs of the Lions of District 4-L6. This will be accomplished by periodic review of the changes in the needs of the Lions of said District, by review of wording to insure proper interpretation of intent, and input from the members of the district.



3. Necessary changes will require approval of the Lions attending the District Convention per Constitution Article XI.
4. Proper advanced notification will be provided to District Officials and individual Lions Clubs per Constitution Article XI.

**Section III. District Long Range Planning and Research Committee**

**Purpose:** The District Long Range Planning and Research Committee exists to review from whence the District has evolved. To research the future growth areas and make long range projections for needs within our service territory.

**Committee Responsibilities**

**The primary function of the committee is to** ensure the Lions of District 4-L6 continue to meet the needs of people within the San Diego and Imperial Counties.

1. Gather data on future population expansion plans by cities and counties.
2. Propose growth of existing Lions Clubs and requirements for new Lions Clubs to enhance and support the changing demographics of our District.
3. Identify new types of service projects at the district level by areas.
4. Make projections and recommendations by time frames going over five years or longer.

**Section IV. District Endorsed Projects Committee**

**Purpose:** The District Endorsed Projects Committee exists to ensure uniformity and constitutional compliance

for approved district endorsed projects.

**Committee responsibilities**

**The primary function of the committee is to:**

1. Examine the current District endorsed projects and propose adding or deleting projects suggested by other Lion members. With regard to the latter, the committee shall draft appropriate resolutions, and make specific recommendations for adoption or rejection. No District Endorsed Project shall be approved until it has been reviewed by this committee.
2. Each district endorsed project shall be created by resolution prepared by the District Endorsed Projects Committee, adopted and supported by at least fifteen percent (15%) of the district clubs, as evidenced by a letter to the District Endorsed Committee from the adopting/ supporting Clubs. The resolution shall contain the name of the project, committee goals, financial estimate, if applicable, list of the Lions Clubs adopting / supporting the project, the projected life of the committee, (not to exceed five (5) years, and the recommendations for accepting or rejecting the project. When a District Project expires, any funds allocated to it shall be referred to the Budget and Audit Committee, which shall recommend their disposition at the next Cabinet Meeting. District Endorsed Project Committee members shall be listed in the official Directory of the District.
3. The Chair of the District Endorsed Project Committee shall provide the District Governor (elect) with a complete and accurate list of all the District Endorsed Projects resolutions for insertion in the Official District Directory and shall verify the accuracy of the printed list.
4. Projects approved by Lions Clubs International and the Council of Governors of Multiple District Four will be listed under their respective headings and are endorsed for participation by District 4-L6 Lions Clubs and their members.

**Section V. Nominations Committee**

**Purpose:** The Nominations Committee exists to receive all applications for the position of District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor. The committee will review and verify each application for qualification with Lions Clubs International's minimum requirements.

**Committee Responsibilities**

**The primary function of the committee is to:**

1. Follow Article IV, Officers, Section 1 and 2 of the District's Constitution and Article I and II and Exhibits E, D and F from Lions Clubs International's District By-Laws (form LA-4).
2. Candidates will submit a letter of intent, as required by Article II, sections 1, 2 & 3 of the Lions Clubs International's District's By-Laws, for each elected position they are seeking.

3. Request Clubs, in good standing, to submit a letter of nomination for a member in good standing of their Club, requesting to be nominated for either District Governor, 1<sup>st</sup> Vice District Governor or 2<sup>nd</sup> Vice District Governor

per Article X Section 1 of the District's Constitution and By-Laws.

4. Review each application to determine if the Lion member qualifies for the position they seek.

5. This committee will notify all Clubs of who the candidates are and what position they seek.

6. Submit the names of all qualified Lions to the Constitution and By-Laws Committee Chair for listing on the next District Convention ballot.

7. This Committee will read the names for nomination at the opening session of the District Convention per Article X, Elections, Section 2 of the District's Constitution. It is the candidate's responsibility to solicit a fellow Lion to present a seconding speech.

#### **Section VI. Global Action Team (GAT) (not a standing committee)**

The District Governor will serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.

(a) Ensure the selection of a qualified Lion Leader for the positions of GST district coordinator, GMT district

Coordinator and GLT district coordinator.

(b) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.

(c) Collaborate with the multiple district's Global Action Team. (4<sup>th</sup> District Meeting, 3 May 2019)

1. **Global Leadership Team (GLT) District Coordinator.** His/her responsibilities include:  
(a) Collaborate with the GMT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

(b) Develop and execute an annual district leadership plan.

(c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.

(d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.

(e) Promote leadership development opportunities that encourage participation at all levels of the association.

(f) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.

(g) Include diverse populations to participate in Global Action Team Initiatives.

(h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.

(i) Organize and facilitate instructor-led and web-based training in coordination with LCI.

(j) Confirm new members are provided an effective member orientation at club level, in collaboration with the GMT district coordinator and club officers. (4<sup>th</sup> District Meeting, 3 May 2019)

2. **Global Membership Team (GMT) District Coordinator.** His/her responsibilities include:

(a) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

(b) Develop and execute an annual district membership plan.

(c) Collaborate with region, zone and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.

(d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.

- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) Work with clubs in danger of cancelation by ensuring payments are submitted on time.
- (g) Include diverse populations to participate in Global Action Team Initiatives.
- (h) Respond promptly to prospective member leads provided by the GMT Multiple district coordinator or LCI, track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- (j) Confirm new members are provided an effective membership orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators. (4<sup>th</sup> District Meeting, 3 May 2019)

### 3. **Global Services Team (GST) District Coordinator.**

His/her responsibilities include:

- (a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities.
- (c) Collaborate with the GLT and GMT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- (d) Work with region, zone and service club service chairpersons to help clubs reach their goals, ensure regular reporting in MyLCI and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- (h) Gather club and district feedback related to service challenges, opportunities and successes and share information gathered with the multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs. (4<sup>th</sup> District Meeting, 3 May 2019)

### 4. **LCIF District Coordinator.** The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF

chairperson to serve a three-year term. This position serves as an ambassador for the Lions Clubs International Foundation and reports directly to the LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF as needed.
- (b) promote foundation initiatives in district publications, during district events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- (e) Identify potential major gift donors, local foundations, corporations and business with the potential to support LCIF and, when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications and other donation information when necessary.

(g) Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past president). Host an annual training for the club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.

(h) In collaboration with the district governor and the multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges. (4<sup>th</sup> District Meeting, 3 May 2019)