

# **The International Association of Lions Clubs**

## **DISTRICT A4 Constitution and By-laws**

### **Constitution**

#### **ARTICLE 1: Name**

- 1.1 This organization shall be known as District A4 of the International Association of Lions Clubs hereinafter referred to as Lions Clubs International.
- 1.2 In this Constitution and By-Laws, Multiple District "A" shall be referred to as District A and this District shall be referred to as District A4. Wherever the male gender or pronoun appears in this Constitution and By-Laws, it shall be interpreted to mean both male and female persons.

#### **ARTICLE 2: Purpose**

- 2.1 To provide authority for an efficient administrative structure in which to advance the Purposes and Objects of Lions Clubs International in District A4.

#### **ARTICLE 3: Member Clubs**

- 3.1 The member clubs of this organization shall be all Lions clubs in district A4 duly chartered by Lions Clubs International. The boundary lines of district A4 shall be as specified by the board of directors of Lions Clubs International.

#### **ARTICLE 4: District Organization**

##### **4.1 District Officers**

- 4.1.1 District A4 shall have a district cabinet composed of the district governor, who shall be the presiding officer, the vice district governor, the immediate past district governor, the region chairpersons, the zone chairpersons, and a cabinet secretary and a cabinet treasurer (or cabinet secretary-treasurer) and all committee chairpersons.
- 4.1.2 The officers of this district shall be the district governor, the vice district governor, the immediate past district governor, the region chairpersons and the zone chairpersons. each such officer shall be a member in good standing of a lions club in good standing within district a4.
- 4.1.3 The district governor, the vice district governor, the region chairpersons and the zone chairpersons shall be elected at the district A4 convention.
- 4.1.4 The district governor shall appoint by the time he/she takes office a cabinet secretary and a cabinet treasurer (or a cabinet secretary-treasurer). In this constitution, reference to cabinet secretary or cabinet treasurer applies equally to cabinet secretary-treasurer.

- 4.1.5 In the event of a vacancy in the office of Vice District Governor, Region Chairpersons or Zone Chairpersons, the District Governor shall have the power to fill the vacancy for the unexpired portion of the term. Provided however, each respective District Governor shall have the authority to determine whether the position of Region Chairpersons will be utilized during his/her term. If not so utilized, that position of Region Chairpersons shall remain vacant during said District Governor's term.
- 4.1.6 If any Cabinet member shall cease to reside within the District, Region or Zone, as the case may be, to which he/she was elected or appointed, his/her term of office shall thereupon cease and the District Governor shall appoint a successor to fill the said office unless the District Governor is of the opinion that the officer can continue to perform his/her duties satisfactorily.
- 4.1.7 No salary shall be paid to any officer of District A4.

#### **4.2 District Cabinet Meetings.**

- 4.2.1 Regular: A regular meeting of the District A4 Cabinet shall be held in each quarter of the Lions fiscal year, with the first to be held within 60 days after the adjournment of the preceding International Convention. At least ten days written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member of the Cabinet by the Cabinet Secretary.
- 4.2.2 Special: Special meetings of the Cabinet may be called by the District Governor at his/her discretion, and shall be called upon written notice made to the District Governor or the Cabinet Secretary by a majority of members of the Cabinet. No fewer than five days notice of special meetings, setting forth the purposes thereof and a date, time and place determined by the District Governor, shall be given to each member of the Cabinet by the Cabinet Secretary.
- 4.2.3 Quorum: The presence in person of a majority of the voting members of the Cabinet shall constitute a quorum for any meeting thereof.
- 4.2.4 Voting Members: The voting members of the Cabinet are: the District Governor, the Vice District Governor, the Immediate Past District Governor, the Secretary, the Treasurer (or the Secretary-Treasurer), the Region Chairpersons and the Zone Chairpersons. Unless a majority of the aforementioned officers decide to the contrary at their first meeting of the year, Cabinet members appointed to other Cabinet offices shall also have voting status.
- 4.2.5 Chairperson: The District Governor shall be the Chairperson of Cabinet meetings. He/she shall appoint an officer of District A4 to act in his/her absence.

#### **4.3 Regions and Zones**

- 4.3.1 District A4 shall be divided into Regions, and each Region into Zones, in conformity with the Constitution and By-Laws of District A.

#### **4.4 District Governor's Advisory Committee**

- 4.4.1 There shall be a District Governor's Advisory Committee in each zone, composed of the Presidents and Secretaries of the Clubs in the Zone, and chaired by the Zone Chairperson, who shall convene at least three meetings of the Committee during his/her term of office.
- 4.4.2 A permanent minute's book shall be kept to record proceedings. Copies of the minutes of each meeting shall be forwarded to the District Governor, Region Chairpersons and each member club.

#### **4.5 District Committees**

4.5.1 The District Governor shall, immediately after the commencement of his term of office, appoint such District Chairpersons of Committees as may be necessary to fulfill the obligations of District A4, District A and Lions Clubs International.

#### **ARTICLE 5: Club Visitation**

5.1 Under the supervision of the district governor, each Lions club in the district may be visited by district governor or other district officer once every year to facilitate successful administration of the club. The visiting district officer shall submit a Visitation Report for each visit.

#### **ARTICLE 6: District Administration Fund**

##### **6.1 Revenue**

6.1.1 The District Administration Fund shall be established to provide revenue to defray non-convention administrative expenses of District A4.

6.1.2 All Clubs in District A4 shall be billed their annual District Administrative Fund Per Capita Assessment in September, based on the number of members in the Club on July 1 (June MMR), in an amount recommended by the District Governor and approved by a majority vote at the District A4 Convention.

6.1.3 New Clubs shall be exempt from the Per Capita Assessment in the fiscal year in which they are formed.

##### **6.2 Disbursement of funds**

6.2.1 Funds shall be disbursed by the District Governor and the Cabinet Treasurer by cheque under the authority of the District A4 Cabinet.

6.2.2 Any two of the District Governor, the Immediate Past District Governor and the Cabinet Treasurer shall be signing officers. The Cabinet may designate an additional signing officer.

6.2.3 The Cabinet Treasurer shall be bonded in such amount and with such Surety Company as may be approved by the Cabinet.

6.2.4 The Cabinet Treasurer shall provide a financial statement at each cabinet meeting and at the District A4 Convention, and an audited statement following the close of the fiscal year.

6.2.5 Accounts and cancelled cheques shall be turned over to the incoming Governor each year.

#### **ARTICLE 7: Solicitation of Funds**

7.1 In accordance with District A4 By-Laws, no District A4 club shall, within the boundaries of any other Lions Club, solicit funds for any purpose whatsoever, without first obtaining approval in writing from the club within those boundaries such solicitation is made.

- 7.2 A script shall be approved by Cabinet for all telephone solicitations, that it be included in any contract with fund raising solicitors, and the script shall be irrevocable without prior approval of the approving committee (Cabinet). The first line of the script must contain the statement "I am representing the Lions Club(s) of .....", and the last line shall be: "If you have any questions please contact Lion..... at telephone number ....." Prior to seeking the above approval, documentary evidence must be presented indicating compliance with sub-article 6.1.

## **ARTICLE 8: District A4 Convention**

### **8.1 Annual Convention**

- 8.1.1 An annual Convention of District A4 shall be held each year no later than thirty days prior to the date set for the District A Convention, at a place selected by the delegates at the District A4 Convention two years prior, and at a date and time fixed by the District Cabinet.
- 8.1.2 A Lions Club wishing to host the annual District A4 Convention shall submit a proposal in writing to the District Governor at least ninety days in advance of the Convention at which the vote will be taken.
- 8.1.3 The District Governor shall appoint a District Convention Chairperson who will have responsibility for all activities of the convention and for carrying out the policies and directives of the Cabinet at the District A4 Convention.
- 8.1.4 The Chairperson of the Host Club Convention Committee shall be a member of the District A4 Cabinet as an assistant to the District Convention Chairperson.
- 8.1.5 Within sixty days after the close of the District A4 Convention, the official minutes of the Convention proceedings shall be provided to Lions Clubs International, District A and each club in District A4.

### **8.2 Voting Procedures and Delegates**

- 8.2.1 Each chartered club in good standing with District A4, District A and Lions Clubs International shall be entitled to one voting delegate and one alternate delegate for each ten members or major fraction thereof (five or more members) who have been enrolled in the club for at least one year and a day 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.
- 8.2.2 Each present and past officer of Lions Clubs International who is a member in good standing in District A4 shall be a voting delegate and his/her vote shall not be counted against his/her club=s entitlement in Sec. 7.2.1 above. Any such officer exercising this right shall not also be a voting delegate from his/her own club B he/she may be a delegate in one capacity only. (AInternational Officers@ includes District Governors, International Directors and International Presidents, past and present from District A4.)
- 8.2.3 The District Governor shall appoint a delegate credentials Chairperson who, twenty-one days prior to the start of the convention, shall provide each club with the correct number of voting delegate and alternate delegate certificates. These certificates must be completed with the delegate's name and club and signed by the club President or Secretary. The Chairperson shall also provide each past and present International Officer with his/her delegate certificate, completed with his/her name and club, and signed by the Chairperson.
- 8.2.4 A delegate must present his/her delegate certificate when registering at the District A4 Convention, in order to receive his/her voting card, which must be shown when voting.

### **8.3 Elected Officers**

8.3.1 The offices to be filled by election at the annual District A4 convention shall be that of the District Governor, the Vice District Governor, a Region Chairperson for each Region, and a Zone Chairperson for each Zone.

### **8.4 Convention Registration Fee**

8.4.1 There shall be a District A4 Convention Registration fee, in an amount set by the District Cabinet, to help to cover some of the expense of the convention.

8.4.2 All delegates must register in order to vote.

## **ARTICLE 9: Adoption**

9.1 This Constitution and By-Laws shall become in full force and effect when it has been adopted at a District A4 Convention by a majority affirmative vote of the qualified delegates present in person and voting.

## **ARTICLE 10: Amendments**

10.1 This Constitution and By-laws may be amended only at a District A4 Convention by resolution of the Committee on Constitution and By-Laws, and adopted by the affirmative vote of two-thirds of the votes cast.

10.2 Proposed amendments to the Constitution and By-Laws must be approved by a majority vote of the required quorum of the District Governor's Advisory Committee in the Zone in which it originates, or by a majority vote of the District Cabinet. Approved amendment proposals must be submitted in writing to the Cabinet Secretary and to the Chairperson of the Constitution and By-Laws Committee not less than 60 days prior to the official opening date of the District A4 Convention.

10.3 The Cabinet Secretary shall furnish all proposed amendments in writing to each club not less than 30 days prior to the official opening of the District A4 Convention.

## BY-LAWS

### BYLAW B1: Nominations, Election, Vacancies, Removal

- B1.1 The District Governor shall appoint the Nomination Committee at least sixty (60) days prior to the district convention. The Nominating Committee should consist of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not at the time of their appointment hold any district or international office.
- B1.2 Any candidate for any of the offices of District Governor, Vice District Governor, Regional Chairperson or Zone Chairperson must be an Active member in good standing of a chartered Lions Club which is located within the area of authority of the office sought. In addition, his/her club must be in good standing with District A4, District A and Lions Clubs International. The candidate must secure the endorsement of his/her club or the majority of the clubs in the respective area of authority of the office sought. The following additional requirements apply:
- a) the qualifications for the office of District Governor shall be as provided in the Lions Clubs International Constitution and By-Laws;
  - b) a candidate for the office of Vice District Governor shall have served or will have served at the time they take office as the Vice District Governor:
    - 1) as president of a Lions Club for a full term or the major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two additional years; and
    - 2) as Zone Chairperson, Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof, with none of the above being accomplished concurrently.
  - c) a candidate for the office of Region Chairperson shall have served or will have served at the time they take office as the Region Chairperson:
    - 1) as president of a Lions Club for a full term or the major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two additional years; and
    - 2) as Zone Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof, with none of the above being accomplished concurrently.
  - d) a candidate for the office of Zone Chairperson shall have served or will have served at the time they take office as the Zone Chairperson:
    - 1) as President of a Club for a full term or the major portion thereof, and a member of the Board of Directors of a Lions Club for no less than two additional years.
- B1.3 Candidates for District office shall file their nomination papers with the Chairperson of the Nominations Committee and with the District Governor not less than 30 days prior to the official opening date of the annual District A4 Convention. In addition, candidates for the office of District Governor shall also file their nomination papers with District A. Nomination papers shall provide the candidate's name, the office for which he/she is a candidate, the name of his/her club, documentary evidence of his/her clubs support or the majority of the clubs in the respective area of authority of the office sought, a statement of his/her qualifications under Section B1.2 above, and a resume of his/her background in Lionism.
- B1.4 The Nominations Committee shall verify the qualifications of the applicants and place in nomination the name of each qualified candidate with the office for which he/she is a candidate. At the convention, each candidate shall be allowed a total of five minutes for his/her nomination speech: candidates for District Governor at a District meeting and candidates for Region Chairpersons and Zone Chairpersons at the respective Regional meetings.

- B1.5 Candidates for the offices of District Governor and Vice District Governor require a majority of the votes cast by secret written ballot, even if only one candidate is running for office. If only one qualified candidate is nominated for the office of Region chairperson or Zone chairperson, he/she shall be declared elected by acclamation.
- B1.6 In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, vice district governor, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and District Governor's Honorary Committee shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. (See Exhibit B at the end of this booklet.) In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:
- a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
  - b) Have served or will have served at the time he/she takes office as district governor:
    - I. As president of a Lions club for a full term or major portion thereof; and
    - II. As a member of the district cabinet for two (2) full terms or major portion thereof.
    - III. With none of the above being accomplished concurrently. It is encouraged that the vice district governor fulfill his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.
- B1.7. Any vacancy in office except that of district governor and vice district governor shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the international Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice. In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of vice district governor, he/she must:
- a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
  - b) Have served or will have served at the time he/she takes office as vice district governor:
    - II. As president of a Lions club for a full term or major portion thereof; and
    - III. As a member of the district cabinet for a full term or major portion thereof.
    - IV. With none of the above being accomplished concurrently.
- B1.8 The election shall be by secret written ballot. The Nominations Committee shall prepare official ballots for each office to be elected and shall allow two hours for voting. Times and places of voting shall be as specified by the Nominations Committee and published in the District A4 Convention agenda.
- B1.9 The election shall be by secret written ballot. When two or more candidates are placed in nomination, the candidate receiving the simple majority of the votes cast shall be elected. If on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected. A majority is defined as a number more than one-half of the total votes cast excluding blanks and abstentions.

B1.10 The District Governor shall have the authority to dismiss from office any Region Chairperson or Zone Chairperson in his/her District for good and sufficient cause.

## **BY-LAW B2: Duties**

**B2.1. DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and bylaws. His/her specific responsibilities shall be to:

- a) Administer and promote membership growth and new club development;
- b) Administer and promote leadership development at the club and district levels;
- c) Promote the Lions Clubs International Foundation and all service activities of the association;
- d) Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside;
- e) Promote harmony among the chartered Lions clubs;
- f) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution;
- g) Ensure that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- h) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention;
- i) Deliver, forthwith, at the termination of his/her term of office, all district accounts and records to his/her successor in office;
- j) Report to Lions Clubs International all known violations of the use of the association's name and emblem;
- k) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

**B2.2. VICE DISTRICT GOVERNOR.** The vice district governor, subject to the supervision and direction of the district governor shall be chief administrative assistant to the district governor. His/her specific responsibilities shall be to:

- a) Further the Purposes of this association;
- b) Familiarize himself/herself with the duties of the district governor so in the event of a vacancy in the office of district governor he/she will be better prepared to assume the duties and responsibilities of said office;
- c) Perform such administrative duties as may be assigned to him/her by the district governor;
- d) 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 manual and other directives;
- e) Actively participate in all cabinet and council meetings and conduct all meetings in the absence of the district governor;
- f) Participate in the preparation of the district budget;
- g) Be actively engaged in all matters to be continued during the next year;
- h) Participate in the review of the strengths and weaknesses of the clubs of the district particularly, identify existing and potential weak clubs within the district, establish plans to strengthen them, and submit the plans to the international headquarters by the end of the vice district governor's term; and
- i) At the request of the district governor supervise appropriate district committees.
- j) Will chair the district MERL team

**B2.3. CABINET SECRETARY-TREASURER.** He/she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- a) Further the Purposes of this association;
- b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - 1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International;
  - 2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district;
  - 3) Make reports to the cabinet as the district governor or cabinet may require;
  - 4) Collect and receipt for all per capita taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor;
  - 5) Remit and pay over to the multiple district council secretary-treasurer the multiple district per capita tax, if any, collected in the sub-district, and secure a proper receipt;
  - 6) Keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
  - 7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
  - 8) make all necessary administrative arrangements associated with cabinet meetings;
  - 9) compile, publish and distribute the annual District A4 Directory of Clubs;
- c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

**B2.4. REGION CHAIRPERSON** (if the position is utilized during the district governor's term). The region chairperson subject to the supervision and direction of the district governor shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

- a) Further the Purposes of this association;
- b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor;
- c) Play an active role in organizing new clubs and in strengthening weak clubs;
- d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor;
- e) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor;
- f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws;
- g) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled;
- h) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor;
- i) Perform such additional assignments as shall be given to him/her from time to time by the district governor; In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives. In the event the region chairperson for any reason cannot or does not, in the judgment of the district governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

**B2.5. ZONE CHAIRPERSON.** The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- a) Further the Purposes of this association;
- b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee;
- c) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor and region chairperson;
- d) Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone;
- e) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International;
- f) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone;
- g) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws;
- h) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled;
- i) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting is/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor);
- j) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors. In the event the zone chairperson for any reason cannot or, in the judgment of the district governor, does not perform the duties of his/her office, or in the event the office is for any reason vacated, the district governor shall appoint a successor to serve for the unexpired term.

**B2.6. DISTRICT GOVERNOR'S CABINET.** The district governor's cabinet shall:

- a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district;
- b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones;
- c) Supervise the collection of all per capita taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district;
- d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer;
- e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).

**B2.7 The District Governor's Zone Advisory Committee** shall be governed by the Constitution Art. 4.4.1.

### **BY-LAW B3: Officers School**

**B3.1** There shall be an Officers School held in May or June of each year to provide incoming club officers with information about their duties.

**B3.2** The District Governor shall appoint a Chairperson, Officers School, who will be responsible for recommending the number, location and dates of the schools for the approval of the District Governor, and for administering the schools.

**BY-LAW B4: New Clubs**

B4.1 District A4 shall be responsible for providing newly chartered Lions Clubs with the basic necessary Lions club equipment, such as the club banner, gavel, gong, podium and the fine box. If the sponsoring club wishes to provide any or all of these items, it shall have that privilege, but the primary responsibility for the provision of this equipment rests with District A4.

**BY-LAW B5: General Provision**

B5.1 Questions concerning all matters not specifically covered in this Constitution and By-Laws shall be tendered by reference to the District A Constitution and By-Laws.

**BY-LAW B6: Association of Past District Governors**

B6.1 There shall be a District A4 Association of Past District Governors (hereinafter referred to as the Association) which shall comprise all Past District Governors who are members in good standing of Lions Clubs in good standing within District A4.

B6.2 The Chairperson of the Association shall be the Immediate Past District Governor. For purposes of liaison between the District A4 Cabinet and the Association, the District Governor shall appoint an Association member who shall act as Cabinet Liaison Officer. This appointment does not, in itself, confer Cabinet membership.

B6.3 The Association shall perform such duties as may be allotted to it by the District Governor, and all authority or responsibility associated with such duties shall automatically terminate at the end of each Lions Year.

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**DISTRICT A4  
CONSTITUTION AND BY-LAWS**

Pursuant to Article 8 herein, this District A4 Constitution and By-Laws was adopted by a majority affirmative vote of the qualified delegates present in person and voting at the District meeting during the annual District A4 Convention which was held at Cornwall, Ontario, on April 14, 1985.

Since that time, it was duly amended at the District meeting of the 1986 District A4 Convention in Ottawa, by adding By-Law B6: Association of Past District Governors.

It was further duly amended at a District meeting of the 1988 District A4 Convention in Ottawa by adding sub article 6.2 dealing with telephone solicitations of funds.

The text of this Constitution and By-Laws has been updated in:

- 1991 by replacing Deputy District Governor by Region Chairman, to reflect changes made by Lions Clubs International.
- 2002 with corrections to reflect changes made by Lions Clubs International and Multiple District A.
- 2005 with corrections to reflect changes made by Lions Clubs International and Multiple District A.

Date of last reprint July 22, 2005.

**NOTE**

This Constitution is to be kept by the Club SECRETARY and passed on to his/her successor at the end of the year.

**AMENDMENTS**

<b>Date</b>	<b>Article No.</b>
June 2006	7.2.1 and 7.2.3 – passed at district convention, April 23, 2006
June 2007	By-Laws B1.1, B1.5 and B1.9 – passed at district convention, Apr 15, 2007
June 2008	New Article 5. By-Laws B1.6, B1.7, and B2. Delete Appendix A. passed at district convention, Apr 13, 2008