

# CONSTITUTION

## District 4-C4

The International Association of lions Clubs

(As revised 05/19/2013)

### Article I - Name

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

### Article II - 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.

### Article III - Membership

**Section 1** All clubs in good standing within District 4-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 IV -Territory

**Section 1** All territory embraced by the Association of Lions Clubs, District 4-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 V – 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 members 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 IV, Section 4(b) 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 IV, Section 4(b) 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.

Each chartered club in good standing shall be entitled to one (1) voting delegate and one (1) alternative 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 who is a member of a club within the District independent of his/her clubs delegate quotas.

**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 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 proceedings of said meeting. Within thirty (30) days of each meeting a copy of said report shall be mailed to Lions Clubs 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 of District 4-C4. 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 of the cabinet of District 4-C4. A complete and up-dated 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 4** There shall be a Region Chairman for each region and a Zone Chairman for each zone appointed by the District Governor prior to taking office.

**Section 5** The District Governor's cabinet shall consist of the District Governor, Immediate Past District Governor, First and Second Vice District Governor, Region Chairman, Zone Chairman, Cabinet Secretary and Cabinet Treasurer.

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. The floor privileges entitle the named persons to voice, motion and voting privileges but shall not be counted for quorum purposes.

**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 in office.

## **Article VI - 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 may be 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 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. Such accredited delegates and alternates shall be issued credentials 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. Failure on the part of the club to submit said list of accredited delegates and alternates by 6:00 pm of the day preceding the opening day of the convention or conference shall preclude these delegates and alternates from voting except that the District Governor may, with the consent of the delegates of the clubs present, certify such delegates or alternates, if in the Governor's opinion there are conditions warranting the same.

**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 of the present and accredited delegates or alternates is required.

**Section 5** Within thirty (30) 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 proceedings 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 conventions 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 District Governor 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 3 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 District Treasurer. 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 District Treasurer 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 30<sup>TH</sup> in the year in which the convention is held. All bank statements, cancelled checks and other financial correspondence shall be mailed directly from the bank to the District Treasurer monthly.

## **Article VII - 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 such regions as in the Governor's discretion are to the best interest of the district.

**Section 2** There shall be maintained in such regions, zones made up of no less than four and no more than eight clubs whose territory is contiguous. Exceptions may be made if, in the opinion of the District Governor and with the consent of the clubs involved, some unusual conditions may make it desirable to deviate there from.

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

## **Article VIII – Committees**

**Section 1** The District Governor shall appoint all standing committees as soon after being elected as is practical without disrupting or interfering with the then present administration. The District Governor shall also appoint to such standing committees such Region Chairmen as the District Governor shall deem advisable.

The standing committees of District 4-C4 are as follows: Accountant, Blood Bank, Budget and Finance, Bulletin Contest, Burt Children's Center, Chaplin, Club Contest, Constitution and By-Laws and Resolutions, 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 & Twinning, Invite-A-Guest, Leo Clubs & Youth Activities, Lions Clubs International Foundation, Lions Information, Local Emergency Relief, Long Range Planning, MERLO (membership, extension, retention, leadership, orientation), MD-4 Convention Coordinator, Parliamentarian, Protocol, Public Relations, Senior Citizens, 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: Ambassadors-At-Large, Chaplain, Historian, Photographer, and such other functionaries as shall be suitable and proper to fill the aims of Lions International.

**Section 2** There shall be two 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 Clubs 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 V, Section 3 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 District Treasurer, 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.

Each Coordinating Council Committee shall determine its year of operation, either calendar year or fiscal year and its officers elected for a one year term accordingly. 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.

**Section 3a** A Youth and Community Activities Committee shall be comprised of a Chairman, First Vice-Chairman, Second Vice-Chairman and four (4) Area Chairmen. All have equal voting rights on committee matters. The Presidents of the two (2) Coordinating Council of Lions shall be ex-officio members of the Committees.

Annually, the First Vice-Chairman shall advance to the office of Chairman; the Second Vice-Chairman shall advance to the office of First Vice-Chairman. The new Second Vice-Chairman shall be appointed by the District Governor for such year.

If any Chairman, First Vice-Chairman or Second Vice-Chairman resigns or is unable to complete the term of office for any reason, the District Governor shall appoint a replacement to serve in such office.

Each year the Presidents of the San Francisco Coordinating Council of Lions and the Peninsula Coordinating Council of Lions shall each appoint two (2) Area Chairmen to serve on the Committee for a one year term. If any Area Chairman resigns or is unable to complete the term of office for any reason, the President of the respective Coordinating Council shall appoint another Area Chairman to complete the term. If the President of such Coordinating Council fails to appoint an Area Chairman or fill a vacancy within thirty (30) days of such vacancy, the then sitting District Governor shall appoint an Area Chairman for the balance of such term.

**Section 3b** The Youth and Community Activities Committee is authorized to plan, publicize, operate and manage the Youth and Community Activities Campaign. It shall encourage and assist the clubs in District 4-C4 and in other Districts in the State of

California in participating in the campaign to raise funds for their youth and community activities.

The Committee shall submit a budget to the Budget and Finance Committee. It shall deposit all checks with the Cabinet Treasurer and shall submit campaign bills to the Cabinet Treasurer for payment. The Committee shall keep account of all ticket books issued and cash received and ticket books, sold and unsold.

**Section 3c** The Committee shall establish guidelines and rules for the issuance of ticket books to participating clubs. The guidelines shall include limitations and restrictions on the sales by clubs of tickets directly or through non-profit organizations in communities outside their own. Such guidelines shall reflect an objective of encouraging the sale of tickets in the various communities in the spirit of cooperation and collaboration among all clubs.

**Section 3d.** The net income derived by the committee from the sale of advertising and from ticket book sales to the participating clubs and the payment of the prizes and expenses of the campaign shall be allocated each year, as follows:

1. One half to District 4-C4 and one-fourth to each Coordinating Council.
2. The portion allocated to District 4-C4 shall be held as a campaign reserve fund.
3. Paragraph (1) shall apply until the campaign reserve totals or is restored to seven thousand five hundred dollars (\$7,500). Thereafter the net income of the campaign plus interest earned on the campaign reserve shall be allocated equally to the two Coordinating Councils.
4. The campaign resources shall be made available to assist the committee in the initial stages of the campaign, but any funds advanced shall be promptly repaid when the funds are available to the committee.
5. The committee shall make its final report at the 4th District Cabinet Meeting.

Duties and Responsibilities of Youth and Community Committee:

Conduct negotiations and arrive at a settlement with the 1<sup>ST</sup> place winner of every year's drawing no later than June 30 of the contest year.

Issue all checks to the winners and participating clubs no later than the annual District Convention.

**Section 4** The Budget and Finance Committee shall be comprised of five members, one each from each Region, plus the Immediate Past District Governor and the First and Second Vice District Governors. During the first year after approval of this section, the representative from Region One shall serve a three year term, the representative from Region Two shall serve a two year term and the representative from Region Three shall serve a one year term and shall be Chairman of the committee. Thereafter, the region representative serving his/her last year on the committee shall be Chairman. After the first year, the new member of the committee will be announced by the then sitting District Governor at the District Convention.

All District Funds are to be included in the District Budget, without limitation, including general funds, special reserve funds, convention funds, youth and community activity sale funds, all funds in the treasuries in both the San Francisco and Peninsula Council of Lions Clubs.

The Budget and Finance Committee shall be responsible to develop the district's annual budget, and review ongoing expenditures so they do not exceed the approved budget.

The budget for the next fiscal year shall be presented for approval at the District Convention cabinet meeting. No person shall have the right or authority to create or incur any financial obligations for the District in excess of the budgeted amounts.

The Budget and Finance Committee shall meet prior to each District Cabinet meeting. If necessary, the budget may be adjusted by a vote of those who may have a vote at the cabinet meeting.

**Section 5** A Global Membership Team (GMT) Committee and Global Leadership Team Committee shall be created. The Global Membership Team chairperson and Global Membership chairperson shall be appointed for a three year period by the seated District Governor.

All projects and related events for membership shall be assigned to the Global Membership Team (GMT) and all projects and related events for training shall be assigned to the Global Leadership Team (GLT).

**Section 6** All standing committees shall submit a written report at the District 4-C4 Convention.

**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 the 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 accountant who will be charged with filling the District's Tax Returns no later then November 1<sup>ST</sup> of his or her year of appointment.

## **Article IX - Pro-Rated Funds in the Event Of Redistricting**

**Section 1** In the event Multiple District Four shall decide on redistricting which would effect 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 prorated basis, based on membership count in Multiple District 4-C4 records as reported on the month preceding the effective date.

## **Article X - Amendments**

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

**Section 2** The Constitution may be amended at any District 4-C4 Convention by a two-thirds 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 prior 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.

# BY-LAWS

## District 4-C4

### The International Association of Lions Clubs

(As revised 05/19/2013)

#### Article I

**Section 1** Any member in good standing of the chartered club, who qualifies under the provisions of the International Constitution and By-Laws, may be elected District Governor or First and Second Vice District Governor. A person seeking the office of District Governor or First and Second Vice District Governor must announce his/her candidacy for the office as follows:

- (a) He/she must secure the endorsement of his/her own club,
- (b) he/she 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.

**Section 2** The Election Committee shall place the names of all candidates for District Governor and First and Second Vice District Governor on a printed ballot, following the presentation of the same, at the opening session of the convention. The presentation of the names of the candidates on the floor of the convention shall constitute nominating speeches, there shall be but one seconding speech of not more than three minutes for each candidate.

**Section 3** All elections held in District 4-C4 shall be by printed ballot and the nominee receiving the plurality 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.

If no candidate receives a plurality of votes, and there are more than two candidates, there shall be a run-off election between the two candidates receiving the largest number of votes. In the event that there are two candidates that are tied in number of votes, there shall be a re-ballot between two such candidates.

**Section 4** 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 close of the final balloting hour.

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

#### Article II

**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 III

**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 IV**

**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 V**

**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 VI**

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

#### **Article VII**

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

#### **Article VIII**

**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 IX**

**Section 1** Each charter club in District 4-C4 shall contribute eight dollars and forty cents (\$8.40) per member annually to fund the district's operating expenses, payable semi-annually within 30 days of invoice sent by MD-4. 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 Clubs International. Said payment shall be made to the Executive Secretary of Multiple District Four.

**Section 1a** Forty cents (.40C) per member shall be maintained in a separate account and used exclusively for the annual operation and support of the district's web site. Excess funds shall accumulate for future web site expenses.

**Section 2** Each Charter club in District 4-C4 shall contribute six dollars (\$6.00) per member annually, payable semi-annually within 30 days of invoice sent by MD-4. 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 Clubs International. This per capita 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 fee to cover the actual cost of convention meals and housing. 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 Committee within 30 days after the convention.

**Section 2a** There shall be a District 4-C4 Convention Reserve Fund in the minimum amount of Five Thousands Dollars (\$5,000) maintained in the District Treasury. This reserve fund shall be used only in case of emergency for District 4-C4 purposes.

**Section 2b** The dues and assessments as mentioned in Section 1, Section 1a and Section 2 of Article IX shall be one half for all campus clubs within the district.

**Section 3** On May 31<sup>ST</sup> of each year, the District shall have in its Administrative Fund the minimum net amount of Two Thousand Dollars (\$2,000) 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.

## **Article X**

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