

LIONS OF MICHIGAN DISTRICT 11-C2



POLICY MANUAL

**affiliated with
and under the jurisdiction of
The International Association of Lions Clubs**

Policy Manual

Article I: Purpose

Section 1. It is understood that all policy must conform with the International and the Multiple District 11 Constitutions and By-Laws and the District 11-C-2 Constitution and By-Laws.

The Purpose of the Policy Manual is to put in easily readable and understandable form the pertinent procedures to be followed by the Governor in the performance of his/her duties.

Article II: Adoption and Amendment

Section 1. Publication and distribution of this Policy Manual will be the responsibility of the District Governor. The District Governor shall present a proposed Policy Manual to the Mini-Cabinet at their first organizational meeting prior to the first official District Cabinet meeting. After the consideration by the Mini-Cabinet, the Policy Manual shall be presented to, considered by, and adopted by a majority vote of the District Officers at the first official District Cabinet meeting each year.

Section 2. This Policy Manual, as previously adopted pursuant to Paragraph 1, may be amended from time to time as deemed necessary by the Cabinet. The following procedures shall be followed in amending the Policy Manual:

- A. The District Governor may at his/her discretion propose any amendment(s) at any officially convened District Cabinet meeting. Any other person(s) wishing to change the Policy Manual shall submit the proposed amendment(s) in writing to the District Governor at least two (2) weeks prior to the official Cabinet Meeting at which the proposed amendment(s) is/are to be considered.
- B. Any amendment(s) properly presented at a District Cabinet meeting shall be considered adopted upon the affirmative vote of a majority of the District Officers in attendance at such meeting.
- C. The above procedures may be altered by the District Cabinet by suspending this rule by a 2/3-majority vote during any official District Cabinet meeting.

Section 3. This District 11-C2 Policy Manual shall be maintained by the Cabinet Secretary using the computer provided by the District.

Article III: Policies of District 11-C2

Section 1. Awards

- A. The Ralph A. Lynam Award shall be presented to the most outstanding Club President of the preceding year and shall be selected by the Governor, the Vice District Governor, and the Immediate Past District Governor. Nominations may be solicited through the District Governor's Newsletter (preferably in the month of November).
- B. The Past District Governor's pin and plaque shall be awarded at the Governor's Appreciation Banquet. It is the responsibility of his Cabinet Secretary during the year in which he is Governor to order pin & plaque by May 1st of that year. This will allow eight weeks for engraving, and shipping and will be paid for out of his year's budget. The pin will be item #B-7-J (10K with two diamonds & 6 pearls). The District Governor's plaque will be G-435.
 - 1. The out-going District Governor will be presented, at his/ her discretion, with a burgundy blazer to identify his position in the District as Past District Governor. The District shall be responsible for its purchase during the Governor's year. The blazer is to be presented at the Governor's Appreciation Banquet.
- C. The Vice-District Governor's plaque shall be awarded at the annual District Convention and a Past Vice-District Governor's pin will be awarded at the District's Fall Conference if the Vice-District Governor does not become the District Governor. These are the responsibility of the District Cabinet Secretary and are to be purchased during the year the Past Vice-District Governor is Vice-District Governor.
- D. The District may annually award a Melvin Jones Fellowship to a deserving and qualified Lion in accordance with the following:
 - 1. The District Governor who meets the following criteria:
 - a. Ensure that all club Membership and Annual Activities reports and PU-101 forms relating to his/her term as District Governor are submitted to Lions Clubs International within 15 days following the expiration of his/her term of office.
 - b. Ensure that all Cabinet and District records and files relating to his/her term of office are given to the in-coming Governor within 15 days following the expiration of his/her term of office.
 - c. Appoint all Cabinet Officers and committee persons prior to the first official District Cabinet meeting, and prepare and distribute the District Roster prior to or at the first official District Cabinet meeting.

2. Lions who meet the following criteria:
 - a. A member in good standing of a Lions club of the District.
 - b. Actively served in Lionism for ten (10) years, and at the District level for five (5) years.
 - c. Served with distinction on one or more District committees and made significant contributions to their successes.

Selection Committee: The committee shall be composed of the Vice District Governor and the L.C.I.F. Chairperson and four (4) selected Zone Chairpersons. The Vice District Governor shall serve as Chairperson of the selection committee.

Funding of Melvin Jones Fellow Award(s): Unless otherwise specified by individual clubs, the funding of the award will be donations made to the District L.C.I.F. Reserve Fund.

Section 2 - Clubs

- A. The Past District Governor Appreciation Night is a club function and responsibility. Clubs should contact previous years' chairpersons for advice and counsel. The date should be established as soon as possible to avoid conflict with other events and appreciation nights.

Section 3 - District Committees

- A. The Governor shall direct the Credentials Committee to provide each Club with credential forms 60 days prior to convention. The District Newsletter may be utilized for distribution.
- B. The District Rules Committee shall submit District Convention Rules to the Cabinet at least sixty (60) days prior to convention.
- C. Leadership Training Seminars for current and/or incoming Club Presidents, Secretaries, and Treasurers, and current and/or incoming Zone Chairpersons and Region Chairpersons shall be conducted in the District once a year.
- D. The incoming District Governor shall make available at the first official Cabinet meeting the Panasonic TV-VCRs and copies of the TV-VCR (asset loan) agreement form to the chairpersons of the following District committees:
 1. Michigan Eye-Bank
 2. Diabetes Awareness
 3. Leader Dogs for the Blind
 4. Welcome Homes Residential Services

The Chairpersons and District Cabinet Secretary will each keep a copy on file. All committee Chairpersons shall return said TV/VCR's to the last official Cabinet meeting and transfer them to the sitting VDG.

- E. The incoming District Governor shall make available as soon as possible after the start of the new Lion year the computers, printers, and accessories, as well as copies of the asset loan agreement form, to the Cabinet Secretary and Cabinet Treasurer for the purpose of maintaining consistent and centralized records for the District.
- F. The Governor shall appoint each year a Long Range Planning Committee pursuant to Article IV, Section 4 of the Lions of Michigan, District 11-C2 Constitution. Said committee will be composed of the Governor (as Chair), VDG, one (1) PDG, and two (2) Lions members. Said committee will meet bi-annually to establish goals, follow directives of the Cabinet, recommend to the Cabinet appropriate action for long range planning for the District, and will report to the Cabinet bi-annually at the Governor's discretion.

Section 4 - District Convention

- A. District Convention dates shall be officially set three (3) years in advance by Cabinet vote at its second official meeting and as reported and recommended by the Vice District Governor, and District Convention sites shall be set two (2) years in advance by Cabinet vote at its second official meeting and as reported and recommended by the Vice District Governor.
- B. All expenses incurred at the District Convention are to be paid from income from that event, and/or any Per Capita tax levied under provisions of the District Constitution which has been designated for the Convention. Budget considerations must be given to entertainment cost, speaker cost including gifts and housing, if necessary, and all other costs. The convention budget must be presented to the Cabinet for approval. The choice of host for the International guest shall be at the discretion of the District Governor, and the host expenses may be paid by the convention funds.
- C. When the books for the 2004 District Convention are closed, that checking account will be closed and future District Convention transactions will be handled by the District Treasurer.

Section 5 - District Governor

- A. The District Convention Saturday Night Banquet is formal for the District Governor and all Past District Governors.
- B. The District Governor shall advise any club with a delinquent balance(s) from Lions Clubs International, the District, and/or the Multiple District (account balances of fifty dollars (\$50.00) or more which are ninety (90) days or more past due). Status of delinquent balances shall be reported to the Cabinet at each meeting.
- C. The incoming District Governor shall provide each elected or appointed District officer with an updated District Constitution and By-Laws, and an updated District Policy Manual within sixty (60) days after the close of the International Convention.
- D. The incoming District Governor shall make available for distribution, by the first official Cabinet Meeting, a sufficient amount of pre-addressed labels for each club to send their Membership and Annual Activity reports to the appropriate individuals (i.e. District Governor, Lions Clubs International, Zone Chairperson, Vice District Governor, District Editor and Region Chairperson) for the year.

- E. The current serving District Governor shall receive a complimentary quantity of fifty (50) District pins upon their arrival.

Section 6 - Finance

- A. The Governor's and Vice District Governor's International Patches, training costs for training the District Governor and Vice District Governor as provided by the Multiple District Trainer shall be paid by the District.
- B. The annual District budget shall be prepared by the District Governor, Immediate Past District Governor, Vice District Governor, and the District Cabinet Treasurer or District Cabinet Secretary/Treasurer. The budget is to be submitted at the first Cabinet meeting for approval.
 - 1. The proposed District Budget shall be presented as a line item budget.
 - 2. Any expenditures causing a line item to be over the adopted budget amount by twenty five dollars (\$25.00) or 10% (whichever is greater), requires Cabinet approval.
- C. The Governor, Vice District Governor, Cabinet Secretary, and Cabinet Treasurer or Cabinet Secretary/Treasurer, and the Chairperson of the District Convention Committee shall be bonded, at District expense, and approval of said bond shall be submitted at the first Cabinet meeting.
 - 1. The bonding agency shall be the Holt Dimondale Agency at 2129 North Aurelius Road, Holt, Michigan 48842, phone 517-694-0149. The bond is a three-year position bond. The premium is paid, in full, once every three years. One-third of the estimated renewal premium will be budgeted and transferred from the district operating account to the district restricted account, each year (sinking fund). The limits of the bond should be reviewed periodically. Beginning July, 2006, and every three years thereafter, the Cabinet Treasurer or District Governor will notify the agency where to send the next invoice. To estimate the three-year renewal premium, use one hundred ten percent (110%) of the current three-year premium.
- D. There will be no financial reimbursement for normal committee expenses, except as approved by the annual budget or as approved in advance by the District Cabinet.
- E. All voting members of the District Cabinet shall have an accounting for all pins and pin-money at the second official Cabinet Meeting with final settlement of all pins and pin-money at the District Convention.
- F. At the Governor's discretion, the District will pay for meals of all official guests invited by the District to a District function.
- G. The compilation and printing of the District Roster book and mailing of two roster books (one each to every club President and Secretary) shall be the responsibility of the District Governor and a District expense, provided the budget will allow for mailing.

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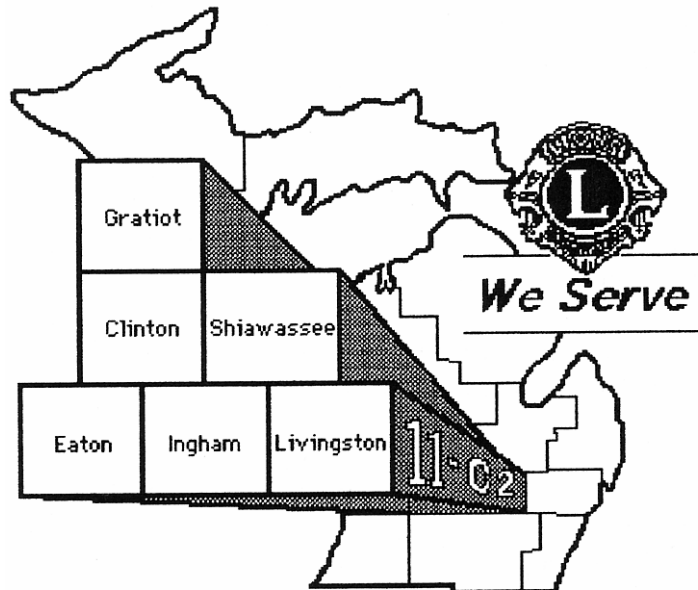
- H. District administrative and financial records for each fiscal year (including copies of all bank statements, Cabinet minutes, convention proceedings, annual committee reports, and any other documentation deemed necessary by the District Governor) shall be maintained for a minimum of seven (7) years. These historical records shall be held collectively by the current Cabinet Secretary or Cabinet Secretary/Treasurer, and shall be forwarded to the succeeding Cabinet Secretary or Cabinet Secretary/Treasurer by the Immediate Past District Governor, Treasurer, and Secretary.
- I. All checks drawn on the District checking account shall be signed by the District Governor and co-signed by either the Vice District Governor, District Cabinet Treasurer, or the District Cabinet Secretary. Printing of the checks for the District checking account shall be printed with the heading "Lions of Michigan District 11-C2" only and shall not include the Cabinet Treasurer's name and/or address.
- J. The District Treasurer, with the approval of the mini-cabinet, shall have the discretion to maintain the District Funds in any insured deposit account at any approved financial institution. Funds may be placed in short term investment vehicles not to exceed twelve months so long as the District Treasurer maintains sufficient funds in a liquid account to cover the ongoing expenses of the District. The Vice District Governor shall have the right to have final approval of any time deposits that would have a maturity date after the first day of their year as District Governor.
- K. The District shall pay out a stipend to the Zone Chairpersons, Cabinet Secretary, Cabinet Treasurer, Vice District Governor, and District Governor annually with the amount to be determined in the annual budget. When the District Governor's requirements are met payment will be made at the annual District Convention or upon completion of set requirements, as designated by the District Governor.
 - 1. Requirements for Region Chairperson and Zone Chairperson are: Three out of four Zone meetings must be completed; Give a brief, concise zone or region report at the district cabinet meeting; Must attend three out of four cabinet meetings; Report your club visitations on a timely basis; Must attend the District Convention to be paid stipend.
 - 2. Requirements for the Cabinet Treasurer and Cabinet Secretary are: Give a brief, concise report at the district cabinet meetings; Must attend three out of four district cabinet meetings; Must attend the District Convention to be paid stipend.
 - 3. Requirements for the Vice District Governor are: Make official club visits; Must attend three out of four district cabinet meetings; Must attend the District Convention to be paid stipend.
- L. All monies sent to the District Committee Chairperson for projects, be given to the District Treasurer for appropriate distribution of funds to that District Project.

Section 7 - Lioness

- A. The District Cabinet shall approve by motion at its first official Cabinet Meeting, the continuation and support of Lioness District 11-C2 provided Lioness District 11-C2 is adhering to all aspects of Article IV of the Lions of Michigan District 11-C2 By-Laws.
- B. The District Governor shall direct that an official resolution supporting our District's Lioness Clubs be prepared by the Constitution & By-Laws, Rules, and Resolutions Committee and present said resolution at the annual District Convention bearing in mind that no mention of "Lioness District" be made in the resolution.

Section 8 - Miscellaneous

- A. The official District 11-C2 logo will be as follows:



- B. District 11-C2 Privacy Policy: The District 11-C2 privacy policy is currently being reviewed (October, 2005). Following is the Lions Clubs International policy:

LIONS CLUBS INTERNATIONAL PRIVACY POLICY

Collection and Use of Personal Membership Data by Lions Clubs International

Lions Clubs International recognizes the importance of protecting the private information of our members. LCI collects personal information about Lions Club members to facilitate communications with and between our members. This information is to be used solely to further its Purposes including that "to unite the clubs in bonds of friendship good fellowship and mutual understanding" and to conduct its necessary operational activities including:

- Dues and other billings
- Distribution of The Lion magazine and membership/officer information and updates
- Compilation of membership profiles and trends to support membership growth, extension and retention programs
- Convention and meeting planning
- Contact information for Lion leaders, including past and present International Officers, Directors, and Board Appointees, Multiple District Council Chairpersons and Council of Governors, District and Vice District Governors, and Club Officers
- Furtherance of Public Relations activities and Cooperative Alliances
- Support of Lions Clubs International Foundation and other adopted service programs
- Special advertising, non-dues revenue programs or other purposes in accordance with the
- Purposes and Objects as determined by the International Board of Directors
- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

Lions Clubs International protects personal information by using password-protected areas and by restricting access to such information. It is important that you protect your password.

Any payment information collected is protected by software during transmission, which encrypts all of your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order.

The official directory is not available on the Internet without a password, but a club locator with club officer contact information is available. The club locator is designed so that it cannot be used as a commercial mailing list and Lions Club members should ensure it is not used for that purpose.