

POLICY

MANUAL

2010-2011

**DISTRICT 11-B1
LIONS OF MICHIGAN**

ADOPTED ON July 17, 2010

Nothing in the Policy Manual shall be in conflict with the Constitution and/or Bylaws of District 11-B1. Any sections conflicting with these documents shall by themselves be null and void, and all other provisions of the Policy Manual shall continue in force.

Section I

Introduction

- A. The purpose of the Policy Manual shall be to give direction and assistance to the District Governor and his/her Cabinet in their efforts to effectively serve the Lions, Lioness, and Leos of District 11-B1.
- B. The District Policy Manual shall be adopted by the District Cabinet at the first Cabinet meeting and shall be the first order of business.
- C. The District Policy Manual can be revised only by the District Cabinet at a regularly scheduled meeting.
- D. All Cabinet members and all members of the Honorary Committee shall be provided with a copy of the Policy Manual electronically or, by request, as a written copy. In addition, a copy shall be provided to any Lions Club President, Lioness Club President, or Leo Club President who requests one, and the Policy Manual shall be posted on the District's website and made available to any Lion desiring a copy.

Section II

District Governor's Responsibilities

- A. The District Governor (DG) shall appoint the Finance Committee, which shall be comprised of the chairperson of the Finance Committee, the First and Second Vice-District Governors, the Cabinet Treasurer (if not the chairperson of the Finance Committee), the Immediate Past District Governor (IPDG), if possible, and other District Lions knowledgeable about District financial matters. The Committee shall be responsible for preparing a proposed annual budget for the Cabinet at the first Cabinet meeting, for financial planning, and for being a resource for the District Treasurer in the creation of appropriate financial reports.
- B. The District Governor shall ensure that the proposed District Budget will be presented for approval at the first District Cabinet meeting.
- C. The District Governor's expenses shall be in accordance with Lions International's Rules of Audit.
- D. The District Governor shall receive from the District Pin Chairman twenty-five (25) District Trading Pins at District expense.

- E. The District Governor shall be reimbursed for International Convention expenses incurred by attending the convention at the end of his/her term of office equivalent to the expenses provided by Lions International to the incoming District Governor. The reimbursement shall cover air fares at the cost available for the authorized Lions of Michigan travel agency (or actual cost, if less) or mileage, a maximum of five nights hotel expenses at the Lions of Michigan convention hotel standard rates (or actual cost, if less) and meals and other miscellaneous costs at what is reimbursed to the incoming governor by Lions International's Rules of Audit. The total reimbursement shall be no more than specified in the District budget.
- F. The District Governor shall endeavor to visit each District Lions Club, Lioness Club, and Leo Club at least once during his/her year as Governor.
- G. The District Governor shall schedule a Fall Conference for the District Lions, Leo, and Lioness Clubs to be held in the month of October or November. The Vice District Governor, at the discretion of the District Governor, shall plan and chair the Fall Conference.
- H. The District Governor shall ensure that a Spring Leadership Forum is scheduled to be presided over by the District Governor-Elect.
- I. The District Governor shall, with assistance of the Cabinet, establish a District Governor's Contest, and shall be responsible for the rules of the Contest which shall be included in the District Roster and posted on the District website.
- J. The District Governor shall, with the aid of the Cabinet Secretary, distribute the minutes of all Cabinet meetings to all Cabinet Members and Committee Chairs by email, when possible, within five (5) days following each meeting and by having said minutes posted on the District Website.
- K. The District Governor shall appoint a District News Editor(s) whose responsibility shall be to publish a monthly newsletter, which shall be distributed to all the District Lions Clubs, Lioness Clubs, and Leo Clubs, first through posting the newsletter on the District web site, second by email to all Club presidents and secretaries who use email (or to another Lion in the Club whose president and secretary do not have email), and third by postal mail to those Club presidents who have no one in their Club who uses email.
- L. The DGE, working with the District Governor, shall schedule training for the incoming Cabinet as soon as the Cabinet positions are filled. Training booklets will be supplied to each Cabinet member and must be returned to the incoming District Governor at the end of their terms of office, so that the incoming Cabinet officers may use them.

- M. The District Governor shall insure that the District Newsletter is produced each month, that a printed copy is sent to Lions Clubs International monthly, and that the District has received the appropriate reimbursement for each edition from Lions Clubs International.
- N. The District Governor shall appoint a District Roster Editor whose responsibility shall be to prepare and have published at the District's expense a District Roster, which shall be distributed to the Presidents, Secretaries, Treasurers, and Membership/Retention Chairs of all the District Lions Clubs, Lioness Clubs, and Leo Clubs, to each Cabinet Officer, and to the chairpersons of all District Committees. In addition either printed or electronic versions of the roster will be sent to all the Projects to which the District or its Clubs make contributions, to the Lions of Michigan State office, to the current Council of Governors, to all PDGs, and to other organizations which the District Governor selects. The roster is to be completed and distributed by the time of the Banner Exchange. The District Governor and Roster Chair may determine to make available (at a price determined by the Cabinet) a read only version of the Roster on CD. No changes may be made to the District Roster without the consent and approval of the District Governor and the Roster Chairman.
- O. The District Governor and District Secretary shall maintain a list of District owned equipment and materials and the storage arrangements of such articles and ensure this list is kept current. At the first Cabinet meeting this list shall be approved by the Cabinet and attached to this Policy Manual.
- P. The District Governor shall present the District SightMobile Policy and Procedures to the Cabinet at the first meeting for approval and attachment to this Policy Manual. He/She shall further ensure these Policies and Procedures are followed and the SightMobile is maintained in accordance with these Policies, including proper insurance, maintenance performed, Insurance Policy requirements adhered to, and any other requirements as may occur in order for the SightMobile to function lawfully and safely.
- Q. The District Governor shall ensure that the District Committee Chair Responsibilities documents and the General Responsibilities document are updated and maintained as an attachment to this Policy and Procedures Manual.
- R. The District Governor shall ensure that a list of all the various training programs developed by the District Leadership Chair and other District Officers are documented and included as an attachment to this Policy and Procedures Manual. This list shall indicate where the materials of the training programs are stored, whether they are written or electronic files (including the type of electronic file), and when the material was last updated.
- S. The District Governor shall ensure that written copies of the minutes of all Cabinet meetings and District Conventions, as well as the IRS-appropriate attached financial reports of these meetings, shall be maintained and properly stored. Financial records shall be retained for at least a period of five (5) years, and minutes of said meetings shall be retained for as long as this District exists. The location of these stored documents shall be attached to this Policy and Procedures Manual.

Section III

First Vice-District Governor's/District Governor-Elect's Responsibilities

- A. The District Governor-Elect (DGE) shall receive from the District Pin Chairman twenty-five (25) District Trading Pins at District expense.
- B. The DGE shall be reimbursed the cost of his\her Governor's Patch only if it is not otherwise provided for by the State Office.
- C. The DGE shall set personal and District goals for his\her year of office and shall work toward achieving said goals.
- D. The VDG/DGE will take an active role in the training of officers of the district for the year in which he/she will be the District Governor, and, working with the DG, shall schedule training for the incoming cabinet as soon as the cabinet positions are filled.
- E. The District Governor-Elect shall schedule a Spring Leadership Forum for the training and development of incoming officers of the Lions, Leos, and Lioness Clubs in the District. The Forum shall be scheduled in the month of May, preferably on a Thursday of second or fourth week of the month, and notice shall be sent to all incoming Presidents, Vice-Presidents, Secretaries, Treasurers, Tail Twisters, Membership Chairpersons and other newly elected officers. Such notice shall be sent in writing to each current Club Secretary and President and posted on the District website. Every attempt shall be made to include any other interested Lion in this training to further develop the leadership skills of this District. The District Leadership Chair and Committee shall be responsible for planning and overseeing the Forum, under the direction of the District Governor and District Governor Elect.

Section IV

Second Vice-District Governor's Responsibilities

- A. The Second Vice-District Governor shall receive from the District Pin Chairman twenty (20) District Trading Pins at District expense.
- B. The Second Vice-District Governor shall set personal and District Goals for his/her year of office and shall work toward achieving said goals.
- C. The Second Vice-District Governor shall work with the District Retention Committee and assist the Committee in working to prevent the loss of Clubs and members.
- D. The Second Vice-District Governor shall work with the District Information and Technology Committees to make sure that current information is presented to all members in a timely fashion and that the District website is current and online.

Section V

District Convention

- A. A District convention shall be scheduled and held in the second half of the Lion's year. Convention bids should be received two years in advance, if possible.
- B. Convention bids should include the dates of the convention, the proposed site, and a description of the accommodations for District convention activities.
- C. Each of the District's Lions, Lioness, and Leo Clubs shall receive an invitation, with registration materials, to the District convention at least 60 days prior to the convening of the convention. In addition, registration and lodging materials shall be posted on the District Website. Included in each invitation shall be a reminder that at least seventy-five (75%) of the Lions Clubs in the District must register and attend the convention in order for Lions International to reimburse the District for the expenses of the visiting International Officer.
- D. The District and the Convention Host Club(s) shall share 50/50 the income above the expenses of the convention until said Host Club(s) have received five hundred dollars (\$500) as payment for their efforts toward a successful convention. In the event of multiple Host Clubs the five hundred dollar payment will be equally divided among the clubs.
- E. Expenses of the District Governor and his/her spouse for accommodations, registration fees, and scheduled events shall be a convention expense.
- F. The convention speaker's gift shall be a convention expense.
- G. All expenses for the visiting International Officer and his/her spouse shall be a convention expense, if Lions international does not reimburse the District for these expenses.
- H. District awards given at the District Convention are not a convention expense, but are a budgeted item from the District Administrative Fund.

Section VI

Honorary Committee

- A. The Honorary Committee, when constituted, shall be created in accordance with the District Constitution, Article IV, Section 4B.
- B. The Honorary Committee shall meet as least annually and shall work toward achieving the goals of the District Governor.

Section VII

District Officer's Expenses

The amounts set forth in this Section VI shall be paid at the discretion of the District Governor (providing said Cabinet Officers have fulfilled the responsibilities of the job) and as recommended by the Budget & Finance Committee.

- A. The District Governor shall receive an amount specified by the District budget for expenses incurred during his/her year in office that are not covered by Lions International or elsewhere in this Policy Manual.
- B. The First and Second Vice-District Governors shall receive an amount specified by the District budget for expenses incurred during his/her year in office.
- C. The Region and Zone Chairs shall each receive an amount specified by the District budget for expenses incurred during their year in office.
- D. The Newsletter Editor shall each receive an amount specified by the District budget for expenses incurred during his/her year in office.
- E. The Publication Advisor shall receive an amount specified by the District budget for expenses incurred during his/her work in submitting articles to the Lions Pride.
- F. The Roster Editor shall receive an amount specified by the District budget for expenses incurred during his/her work on the District Roster.
- G. The Webmaster for the District Website shall receive an amount specified by the District budget for expenses incurred during his/her work on the District Website.
- H. The District Chaplain shall receive an amount specified by the District budget for expenses incurred during his/her year in office.
- I. The Cabinet Secretary and Cabinet Treasurer shall each receive an amount specified by the District budget for expenses incurred during their year in office upon approval of the District Governor.
- J. In no case shall any of the aforementioned officers receive, for undocumented expenses, more than \$599, or the current maximum amount set by the IRS that does not require issuing a 1099 tax form.

Section VIII

Project/Activity Accounts

- A. The 11-B1 Cabinet Treasurer is authorized to receive funds from the District Clubs designated for State and District Projects/Activities and to disburse these funds to the State and District Projects/Activities.
- B. If the Cabinet Treasurer receives checks made out to the various State and District Projects/Activities the checks shall be forwarded on to the projects/activities along with an accumulated list of the Clubs who donated during the current fiscal year with accumulated amounts donated by each Club indicated.
- C. The Parade of Checks form used at the Fall Conference shall provide instructions as to which donations shall be made by means of a check made out to the District and which donations shall be made by means of checks made out to individual projects/activities.
- D. Checks received from the Clubs during the Fall Conference intended for projects/activities shall be distributed to the individual projects/activities no later than three weeks after the Fall Conference. Any additional checks received for projects after the Fall Conference shall be distributed as quickly as possible to ensure appropriate fiscal year recognition by the Clubs and the District and, if possible, no later than May 31.

Section IX

Fund Expenditures

- A. Funds in District Committee Activity accounts shall be dispersed by means of checks written by the Cabinet Treasurer only upon written request by a District Committee Chairperson, with the purpose of the expenditure given in writing with proper documentation. The Cabinet Treasurer shall insure that no funds are dispersed from a specific Committee account that exceeds the amount currently contained in the account, except in the case of an emergency approved by the District Governor. The Cabinet shall vote on the emergency expenditure at the next Cabinet meeting.
- B. The Cabinet Treasurer is authorized to write checks for administrative costs that have been included in the approved Budget. No checks may be written for funds that would exceed the amount (+10%) in the Budget line without explicit Cabinet order.