

INTERNATIONAL
DISTRICT 11 E-2

POLICY MANUAL

Section A

Purpose

It is understood that all policies must conform to the International and the Multiple District 11 Constitutions and By-Laws and the District 11 E-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 District Governor and the District Cabinet Officers in the performance of their duties.

Wherever the male gender or pronoun appears in this Policy Manual, it shall be interpreted to mean both male and female persons.

SECTION B

Adoption and Amendment

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 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.
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 adopted in amending the Policy Manual:
 - a. The District Governor may at his 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 C

Policies of District 11 E-2

1. General Policies

- a. If the District Governor is temporarily disabled, the Vice District Governor shall serve as Acting District Governor for the duration of the disability. In case the Vice District Governor cannot or will not accept, the Immediate Past District Governor shall serve.
- b. The District Governor may, at his discretion and at any time, replace any appointed member of the District Cabinet that in his opinion is not adequately performing the duties of his position. –
- c. The incoming District Governor shall provide each elected or appointed officer with a current District Constitution and By-laws, and a District Policy Manual prior to July 1st.
- 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 M & A's to the appropriate individuals within the District (i.e. District Governor, Zone Chairman, and Region Chairman) for the year. (M & A's = Membership and Activity Reports)
- e. The compilation and printing of the District Roster shall be the responsibility of the District Governor and done at District expense. It should be ready for distribution at the first Cabinet Meeting.
- f. The Immediate Past District Governor's Appreciation Night is a function and responsibility of the Governor's home club. Clubs should contact previous years' chair-persons for advice and counsel. The date should be established as soon as possible to avoid conflict with other events. The IPDG, after consultation with other Governors on his council, should indicate to this club the date most appropriate for all concerned.
- g. The Immediate Past-District Governor's Plaque is the responsibility of the District and should be presented at the Governor's Appreciation Night. This item should be ordered by the Cabinet Secretary at the appropriate time. The past District Governor's Pin is the responsibility of his club, and the Governor's input should be solicited for pin selection. This is to be ordered by the Club secretary.

- h. Region Chairpersons and Zone Chairpersons are expected to visit all of their respective clubs, hold their required meetings, attend all Cabinet meetings, and attend the District Convention.

2. Financial Policies

- a. The annual District budget shall be prepared by the District Governor, Immediate Past District Governor, and the incoming District Cabinet Secretary/Treasurer. The budget is to be submitted for approval at the first Cabinet meeting of the new Lion Year (July).
- b. The Governor, Cabinet Secretary/Treasurer shall be bonded, at District expense and approval of the bond submitted at the first Cabinet Meeting (July).
- c. Leadership Training Seminars/Workshops for current and/or incoming Club Presidents, Secretaries, Treasurers: and –other Club Officers, and for Zone and Regional Chairpersons shall be conducted each year at a time that is most useful to the roles being assumed by the district officers.
- d. At the discretion of the Governor, the District will pay for meals of official guests and speakers invited by the District to a District function.
- e. The District Governor shall submit a financial report of total receipts and expenditures in printed form to all delegates at the Annual District Convention, and prepare and submit a yearly financial report at the end of his/her term. The Cabinet Treasurer will assist in preparation of these reports.
- f. District administrative and financial records for each fiscal year (including copies of all bank statements, Cabinet meeting minutes, convention proceedings, annual committee reports, and other documents 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/Treasurer, and shall be forwarded to the succeeding Cabinet Secretary/Treasurer by the Immediate Past District Governor.
- g. All checks drawn on the District account shall be signed by the District Governor and co-signed by the Cabinet Secretary/Treasurer (or) Secretary (or) Treasurer.
- h. The outgoing Cabinet Treasurer shall prepare an annual financial report and transfer all records and funds to the incoming Cabinet (District) Treasurer prior to August 15, following his/her term of office.

- i. On or about July of each year, the outgoing Cabinet Treasurer shall provide the incoming Cabinet Treasurer a cash advance sufficient to cover District expenses until such time as the entire account can be transferred.

3. Reimbursement of Expenses for Cabinet Officers and Committee Chairpersons

- A There will be no financial reimbursement to committee chairpersons for normal committee expenses, except as provided by the annual budget or as approved by the District Cabinet.
- b. Region and Zone Chairpersons will be reimbursed seventy-five (\$75.00) dollars each, providing they (1) visit all of their clubs during the year, (2) hold the required meetings, and (3) attend the District Convention. Any exception must be with due cause and have the approval of the District Governor.
- c. No reimbursement will be provided to the Immediate Past District Governor.

4. Governor's Reimbursement for Expenses

- a. The District Governor and District Treasurer are responsible for obtaining reimbursement from Lions Clubs International for reimbursable District and/or District Governor expenses.
- b. The incoming District Governor's International Convention expenses are paid by Lions Clubs International.
- c. The outgoing District Governor's International Convention (expenses are not a District expense. However, the Governor or Vice District Governor may elect to use the funds allocated by the District as reimbursement for expenses throughout the year (\$1,200.00) for Governor.
- d. The outgoing District Governor shall be reimbursed up to \$1,000.00 to attend the International Convention following his/her term for the purpose of installing the new District Governor. Outgoing governors not attending the International Convention will not be eligible for the \$1,000 of expense reimbursement.
- e. District II-E2 will pay a \$550 honorarium to the outgoing District Governor at the first District II-E2 Cabinet meeting following his/her term.
- f. The District Governor shall be reimbursed for District administrative expenses that are not otherwise reimbursed by Lions International such as telephone, postage, and office expenses by submitting itemized statements to the District Treasurer. International Rules of audit will apply.

- g. The District Governor is also entitled to District reimbursement for mileage and actual expenses for attending official Lions functions that are not reimbursed by Lions International. Such reimbursements shall not exceed the amount allowed by rules of audit of Lions International, twelve hundred (\$1,200) dollars.

5. Vice-District Governor's Duties and Responsibilities

In addition to the duties indicated in the District By-Laws, the Vice District Governor shall also:

- a. Attend all cabinet meetings.
- b. Supervise and assist Region Chairpersons, and coordinate the activities between regions.
- c. Attend region and zone meetings as requested by Region and Zone Chairpersons.
- d. Serve as Vice-Chairperson of the District Convention Committee and be responsible for developing the program for the convention. A committee may be set up by the Vice District: Governor for the program aspects of the District Convention. This can be through the host club if they are prepared to handle this function.
- e. Become a Leadership Trainer by participating in the District Leadership Training Program.
- f. Represent the Governor at Lions functions when requested to do so.
- g. Attend both the District and Multiple District Conventions while in office.
- h. Attend Vice District: Governor Multiple District training sessions.
- i. Chair the District II-E2 M-E-R-L Committee.

6. Vice-District Governor's Reimbursement for Expenses

The Vice District Governor shall be reimbursed from District Administrative Funds for expenses incurred in carrying out his/her official duties. An appropriate voucher with receipts must be submitted to the District Treasurer. Reimbursement shall not exceed the amount allowed by Lions Clubs International Rules of Audit and shall not exceed the maximum amount authorized by the annual district budget, seven hundred and fifty (\$750) dollars. District II-E2 will purchase the official uniform jacket for the Vice-District Governor. The district will provide up to \$500 toward expenses for the Vice-District Governor to attend the USA-Canada Forum.

7. Club Dues and Delinquent Balances

- a. The Cabinet Secretary is responsible for collecting Multiple District and District dues (taxes) from clubs in the District. Such are to be paid in advance by each club in semi-annual payments as follows: One half (1/2) on August 15 of each year, to cover the semi-annual period of July 1 to December 31; and one half (1/2) on January 15 each year to cover the semi-annual period of January 1 to June 30 with billings or the same to be based on its Membership Report submitted for the months of June and December respectively, or the last available Membership Report.
- b. The newly appointed Cabinet Secretary shall prepare and submit to the clubs the August billing for the semi-annual dues.
- c. The District Governor shall advise any club with a delinquent balance(s) from Lions Clubs International, the District, and/or Multiple District (account balances of fifty {50} dollars or more which are ninety (90) days or more past due). Status of delinquent balances shall be reported to the District Cabinet at each meeting.

8. District Convention

- a. District Convention dates shall be unofficially set (3) years in advance at the first Cabinet meeting. Dates will be communicated to the Lions of Michigan State Office by the Cabinet Secretary. The District Governor has the authority to change the date, time, and/or place of the Annual District Convention for good reason.
- b. All expenses incurred at the District Convention are to be paid from income from the convention or from any per capita Convention fee {tax} levied under provisions of the District Constitution and By-Laws. Proceeds from the District Convention Raffle will be added to the Convention Fund.
- c. The District Convention Chairperson shall submit a proposed convention budget for approval of the Cabinet no later than the second regular meeting of the year {October}.
- d. Advance payments for convention expenses may be made from the District Administrative Fund when necessary to prepare for and operate the convention.
- e. The District Convention Committee Chairperson shall submit a financial statement showing all convention receipts and expenditures to the District Governor and District Treasurer within thirty {30} days after the Convention.
- f. Hotel rooms will be complimentary only to (1) Guest Speaker from Lions International {2} District and Vice District Governors, {3} District Lioness

President, and {4) Lioness and Lions Secretary/Treasurers for the District, unless additional free rooms are provided by the convention hotel/motel. In the event the District Governor or District Lioness President appoints a separate Secretary and Treasurer, both will be entitled to complimentary rooms.

- g. Meals at official functions will be complimentary for the following persons only: {1) International Director/Representative and Spouse, {2) District and Vice District Governors and Spouses, {3) Lioness District President and Spouse, (4) Lioness and Lions District Secretary/Treasurer and Spouses, (5) Visiting Governors and Spouses (BANQUET ONLY), and (6) Other invited guests as approved by the District Governor. In the event the District Governor or Lioness District President appoints a separate Secretary and Treasurer, both will be entitled to complimentary meals.
- h. The District Convention Saturday Night Banquet is formal for the District Governor and Past District Governors; optional for others.

9. District Convention Fund

- a. The purpose of the District Convention Fund is to help defray District Convention expenses.
- b. A District Convention per capita tax of \$.50 will be collected semi-annually (\$1. total) from each District Lion and Lioness member for the "Convention Fund."
- c. The District Treasurer will identify the Fund and maintain a separate accounting of it.
- d. The amount of Convention Fund money allocated for District Convention expenses shall be indicated in the Annual Convention Budget, and must be approved by the District Cabinet.
- e. The District Governor shall provide for an annual or more frequent examination of the District Convention Fund, and shall give a financial report of said Fund to the District Cabinet at the first meeting after the Convention.

SECTION D

Certification of Delegates

Procedure for Certification of Delegates

- a. The hours for Registration and Certification of Delegates and Alternates shall be listed in the Official Convention Program.

- b. No club delegate and/or alternate shall be certified as a Convention delegate and/or alternate unless or until he has registered for the Convention and has received a Convention badge. Only certified delegates may vote at Convention.
- c. The District Credentials Committee Chairman will guide and supervise the entire certification procedure.
- d. The District Credentials Chairman will appoint and train four (4) committee members, one from each Region, to assist with the certification of delegates.
- e. The Credentials Committee) under the direction of its Chairman, shall meet with all credentials personnel at a designated time and place, prior to opening the Credentials desk, to provide adequate instructions to the Committee members.
- f. Delegate Certification Forms will be mailed to each Club during the month of February via the Governor's Newsletter. Completed forms should be returned to the Credentials Committee Chairman no later than two (2) weeks prior to the Convention.
- g. The number of delegates and/or alternates allowed for each club will be determined by the membership of each Club as reported on the MEMBERSHIP REPORT two (2) months prior to the District Convention.
- h. Delegates and/or alternates who are not pre-certified must (1) complete the Delegate and/or Alternate form at the Certification desk at the Convention, and (2) said form must then be signed by the Club President or Secretary. If no such officer is present at the Convention, the form must be signed by the District Governor. Signing must take place in the presence of the Credentials personnel.
- i. A certified Alternate may be changed to Certified Delegate by clearing same with Certification personnel.
- j. The Credentials Chairman shall make an oral report at the Convention Business Session, as indicated in the Convention Program.

SECTION E

Election Procedures

1. Regional Election Procedures

- a. The Regional Elections Clerk is appointed by the District Governor.

- b. The tellers (one from each Zone) are appointed by the Regional Elections Clerk.
 - c. The Observers are selected by the candidates (one by each).
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The Region Chairman presides at the meeting and reads the delegate eligibility roll by Club. As each Club is called, the delegates go to the front of the room where tellers distribute a ballot to each delegate. **Proxy voting is strictly prohibited.** The Elections Clerk compiles the list of votes being cast by each Club. Once all of the ballots have been distributed, the voting takes place and the tellers collect the completed ballots. The Elections team then leaves the meeting to balance and tally the votes.

Balancing the Votes

Placing all of the ballots face down, a count is made of total ballots cast and this count is balanced to the Elections Clerk's distribution total. Actual tallying of the vote must not commence until this balance has been effected. Failure to balance means that the voting procedure must start over again from the point of the roll call by the Region Chairman.

Counting the Votes

Determine the winning majority number from the Elections Clerk's distribution total and then, turning the ballots face up, split the ballots by candidate, keeping track of the number of votes put in each pile as they accumulate. As soon as the accumulating count for one candidate reaches the majority number (and is verified), all tallying ceases. The ballots are then put in an envelope and sealed; the winner's name is written on the face of the envelope; and the total package is delivered to the Region Chairman.

District Election Procedure

- a. The Elections Chairman is appointed by the District Governor.
 - b. The Tellers (one from each Region) are appointed by the Elections Chairman.
 - c. The Observers are selected by the candidates (one by each).
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The District Governor presides at the meeting and reads the Delegate eligibility roll by Club. As each Club is called, the delegates go to the front of the room where tellers distribute a ballot to each Delegate. **Proxy voting is strictly prohibited.** One teller is assigned the clerical function of compiling the list of votes being cast by each club. Once all of the ballots have been distributed, the voting takes place, and the tellers collect the

completed ballots. The Elections team then leaves the meeting to rebalance and tally the votes.

Balancing the Votes

Placing all of the ballots face down, a count is made of the total ballots cast and this count is balanced to the Recording Teller's distribution total. Actual tallying of the vote must not commence until this balance has been effected. Failure to balance means that the voting procedure must start over again from the point of the roll call by the District Governor.

Counting the Votes

Determine the winning majority number from the Recording Teller's distribution total and then, turning the ballots face up, split the ballots by candidate, keeping track of the number of votes in each pile as they accumulate. As soon as the accumulating count for one candidate reaches the majority number (and is verified), all tallying ceases. The ballots are then put in an envelope and sealed; the winner's name is written on the face of the envelope; and the total package is delivered to the District Governor.

CRITERIA FOR 100% CLUB SECRETARIAL AWARD

1. Have 100% attendance at regularly scheduled meetings (does not include routine Secretarial duties at other than special or regularly scheduled meetings of the Board), or a make-up as defined by the International Association of Lions Clubs.
2. Send all MEMBERSHIP and ACTIVITY reports to the District Governor on or before the seventh (7th) day of the month.
3. Attend in person or be appropriately represented at all regularly scheduled Zone meetings. The elected Secretary shall arrange for a substitute if he will not be present. Should the Zone Chairman fail to have three (3) Zone Meetings, the Club Secretary shall not be penalized.
4. Respond to all special reports requested by the District Governor within ten (10) days of receipt, or, as otherwise directed.
5. Attend in person or be appropriately represented at all twelve (12) regularly scheduled meetings of the Club Board.
6. Attend the business session as a Delegate or Alternate at one (1) of the following:
 - a. Cabinet Meetings
 - b. Multiple District Convention
 - c. District Convention