

# **DISTRICT 24-D LIONS**

**POLICY  
AND  
PROCEDURES  
MANUAL**

**ADOPTED: 14 JUNE 2006 ---- EFFECTIVE 1 JULY 2006**

## ***INTRODUCTION***

*The District 24-D Policy and Procedures Manual was established to provide guidance and direction to the District Governor, Vice District Governor, Cabinet Committee Chairperson, and any individual who needs to know how the District operates.*

*It is the responsibility of the District Governor Elect to ensure that every member of the Cabinet and each Committee Chairperson is familiar with, and in possession of, a copy of these policies and procedures. It is incumbent upon the District Governor to utilize and make sure there is adherence to the guidance provided in this manual*

*Individual Lions Clubs in the District should also retain a copy of this Policy and Procedures Manual for reference and guidance concerning District matters. A new copy will be supplied to each Lions Club when revisions are made to the manual.*

*Except as otherwise specifically provided in this manual, all questions of order or procedure with respect to any meeting or action of the district and its committees shall be determined in accordance with Robert's Rules of Order Newly Revised, as revised from time to time.*

*Any questions or proposals for revision to this manual should be through the Cabinet Secretary. Proposed additions or deletions must be written and submitted at a District meeting. Multi-District or International policies and procedures can cause a conflict with those contained in this document. Should this occur the District Governor will submit proposed revisions for approval at the next District Meeting to assure that our policies and procedures are not in conflict with those of Multi-District or Lions International.*

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# **I. ADMINISTRATIVE POLICY AND PROCEDURES**

## **1. EXTENDING CABINET VOTE TO DISTRICT COMMITTEE CHAIRPERSONS:**

At the first full Cabinet meeting, the District Governor should entertain a motion to extend District Committee Chairpersons the right to vote on District motions and issues.

## **2. NO SMOKING POLICY:**

A No Smoking Policy is in effect for all District, Zone, and other meetings as designated by the District Governor.

## **3. COMMITTEE APPOINTMENTS:**

It is the responsibility of the District Governor to appoint District Chairpersons for committees in effect during the Governor's term of office. These committees may include, but are not limited to, the Bland, Journey for Sight, Governor's newsletter, Diabetes, Parades & Floats, Youth Exchange Camp and Youth Outreach.

## **4. COMMITTEE BUDGETS AND ANNUAL PLANS:**

The appointed District Chairpersons and their committees are to submit a budget and operation plan to the District Governor for endorsement at the first full Cabinet meeting and no later than prior to the second full Cabinet meeting of the Lions Year. The District Cabinet should review and approve, modify or disapprove the submitted budget on, or before, the second full Cabinet meeting. All submitted plans must include strategies for raising funds and personnel support required for a successful program.

## **5. DISTRICT GOVERNOR'S ACHIEVEMENT PROGRAM:**

A District Governor's Achievement Program should be conducted each Lions year. The District Governor has the sole responsibility and authority to specify the rules of the program. The rules of the contest will be issued in the June newsletter or by the last day of June. The contest will run from July 1<sup>st</sup> through June 30<sup>th</sup>. The first, second, and third place winners will be announced at the District meeting held at the Fall Conference. Appropriate recognition will be presented by the District Governor to the winning clubs.

## **6. TRAVELING LEO CONTEST:**

A Traveling Leo Contest should be conducted each Lions year to foster good fellowship through club to club visitation. The District Governor and District Traveling Leo Chairperson has sole responsibility and authority to specify the rules of the contest. The rules of the contest will be issued in the June newsletter or by the last day of June. The contest will run from July 1<sup>st</sup> through June 30<sup>th</sup>. The winner will be announced at the District meeting held at the Fall Conference.

## **7. PROUD LION/SPONSOR PROGRAM:**

The Proud Lion/Sponsor Program should be conducted within the District as a membership retention incentive program. The criteria for the program will be developed by the District Governor and District Membership Chairperson and distributed to all Lions Clubs early in the Lions Year. The Cabinet Secretary will provide, upon receipt of a request from the Club Secretary, a certificate and Proud Lion /Sponsor Patch to each Lion who meets the criteria.

8. FALL CONFERENCE:

A District Fall Conference should be held at a location and on a date selected by the District Governor. It will include a District Cabinet meeting, District meeting, workshops, seminars and other activities as specified by the District Governor. District funds shall not be expended to defray the cost of the Fall Conference. Refer to Section II.A.6.

9. GOVERNOR'S BALL:

A Governor's Ball may be held at a location and on a date selected by the District Governor. This will be a social event to honor Past District Governors and the District Governor. A District Cabinet meeting may be held in conjunction with the Governor's Ball. District funds shall not be expended to defray the cost of the Governor's Ball, except that money from the District Governor's Discretionary Account may be temporarily borrowed for start-up/deposits required prior to receipt of funds from reservations. Refer to Section II.A.7.

10. ANNUAL DISTRICT MEETING:

An Annual District Meeting should be held the second Wednesday in June at a location approved by the District Governor. The purpose of this meeting is to give the outgoing District Governor an opportunity to thank the Cabinet and the attending clubs. It also provides the incoming District Governor an opportunity to introduce the new cabinet and brief the District on goals and objectives for the coming Lions year. District funds shall not be expended to defray the cost of this meeting. Refer to Section II.A.8.

11. REGION/ZONE MEETINGS:

Three rounds of Region/Zone meetings should be conducted each Lions year. Normally the first meeting will be in August or September; the second in November; and the third in March. The dates and locations will be selected by the Region/Zone Chairperson with approval of the District Governor. A Presidents and Secretaries Advisory Meeting will be held in conjunction with each Region/Zone meeting. District funds shall not be expended to defray the cost of the Region/Zone meetings. Region/Zone Chairperson should maintain records on meeting place, cost of meals, number in attendance, and should provide an end-of-year report to the District Governor. Refer to Section II.A.9.

12. CLUB BOUNDARIES:

Disputes arising from Lions Club's boundaries must be submitted to the District Governor for arbitration. The Governor may appoint a committee to investigate these disputes and seek mutual resolution. Changes to club boundaries will be processed in mutual resolution. Changes to club boundaries will be processed in accordance with Lions International policy, as follows:

- a. Letter of approval from Lions Club Board of Directors recommending the new boundaries to Lions International.
- b. An expression of opinion letter from the District Governor regarding the boundary changes.
- c. A map showing boundary lines of all Lions Clubs in the respective municipality or area of which the requesting club is a part.
- d. A letter, signed by an authorized officer of each of the clubs that abut the Lions Club requesting the boundary change, that states that their club consents to the boundary change.

13. ZONE BOUNDARIES:

The District Governor has sole authority within the District to establish zone boundaries and determine which clubs are assigned to each zone.

14. AMENDMENTS:

Proposed changes to this manual may be adopted by a majority of delegates from the District Lions Clubs present at any District Meeting. Changes may be proposed by any Lions Club, District Cabinet member, or the District Governor. Proposed changes must be distributed to all District Lions Clubs at least thirty (30) days prior to the date of the District Meeting.

**II. FISCAL POLICY AND PROCEDURES.**

The District Treasurer shall administer District funds under the direction of the Governor. No line items may be added or deleted without the approval of the District Cabinet.

**A. ADMINISTRATIVE ACCOUNT:**

1. TELEPHONE ANSWERING SERVICES:

The Southside and Peninsula clubs will each share their costs of this service. The billings for the costs will be coordinated by a Region or Zone Chairperson, and checks shall be forwarded to the District Treasurer by the clubs.

2. 100 PERCENT SECRETARY AWARD:

Club Presidents deciding to provide this award must submit the required form and funds to the District Governor by the fifteenth of July.

3. PROJECT ADVERTISING:

Clubs participating in the annual Blind Made Products Sale will not be assessed for any District advertising unless approved at a District meeting. The assessment would be an established percentage based on the dollar value of the order and the District Chairperson would provide a list of billed amounts.

4. DISTRICT GOVERNOR'S NEWSLETTER:

Subscriptions and advertising may be sold to assist in covering the cost of printing and postage. Reimbursement to the District Governor from Lions International for the District newsletter expenses shall be deposited by the Treasurer in the appropriate line item. Funds from the District 24-D State Administrative Account may also be used to defray the cost of publishing the District Governor's newsletter.

5. DISTRICT TRADING PINS:

District Trading Pins may be sold to the Lions Clubs in the District for the cost of manufacture and postage only. The District Pin Chairperson will provide accounting of the years activities to the District Governor at the end of each Lions year. The outgoing Pin Chairperson shall transfer excess pins to the incoming District Pin Chairperson and will provide a list of the assets to the new District Governor. The disposition of the official State Lions Pins handled by the District Pin Chairperson will be accounted for as set forth in the directives issued by the State Secretary-Treasurer.

6. DISTRICT FALL CONFERENCE:

This should be a self-supporting line item. The sponsoring club will establish a bank account line item for the purpose of receiving and expending funds associated with the Fall Conference. Any profit to the sponsoring club must come from activities, raffles, or special events provided by those in attendance. The cost of motel/hotel rooms and planned group meals, including tax and gratuity, may not be marked over cost, except as necessary to pay legitimate expenses and to accommodate the cost of invited International guests. Should any funds remain from housing or meals, they must be used as start-up funds for the Fall Conference in the following Lions year. The Fall Conference Chairperson, upon receipt of full financial accounting from the sponsoring club, will provide a complete financial accounting to the District Cabinet at the next District Cabinet meeting following the Fall Conference.

7. DISTRICT GOVERNOR'S BALL:

This should be a self-supporting line item. All receipts and expenses associated with conducting a Governor's Ball should be deposited and expended from a special account. The cost of motel/hotel rooms and Ball Banquet, including tax and gratuity, should not be marked over cost. The Governor's Ball Chairperson will provide a complete financial accounting to the District Cabinet at the next District Cabinet meeting following the Governor's Ball.

8. ANNUAL DISTRICT MEETING:

The sponsoring club will establish a bank account line item for the purpose of receiving and expending funds associated with the Annual District. The cost of the meal, including tax and gratuity, should not be marked over cost, except as necessary to pay District Governor approved expenses. Any profit to the sponsoring club must come from raffles, 50/50 sales, refreshment sales, or door prizes. The sponsoring club will submit a complete financial accounting to the District Governor upon request.

9. REGION/ZONE MEETINGS:

The sponsoring club will establish a bank account line item for the purpose of receiving and expending funds associated with the Region/Zone meeting. The cost of the meal, including tax and gratuity, should not be marked over cost, except as necessary to pay District Governor-approved expenses. Any profit to the sponsoring club must come from raffles, 50/50 sales, refreshment sales, or door prizes. The sponsoring club will submit a complete financial accounting to the District Governor upon request.

10. DISTRICT HISTORY:

A line item should be established for the purposes of receiving and expending funds for printing, distribution and updating of the District History.

11. DISTRICT GOVERNOR'S DISCRETIONARY FUND:

This line item is funded by interest earned on all District Administrative accounts. It may be used at the discretion of the District Governor in all established line items of the District Administrative account.

NOTE: Line item funds except the Governor's Discretionary Fund, may only be transferred from one line item to another on the recommendation of the respective District Chairperson and with the approval of both the District Governor and the District Cabinet.

## **B. ACTIVITIES ACCOUNTS:**

Funds intended for several incorporated activities should be forwarded directly to that organization's treasurer, per Contribution Information listed in the District Directory. Funds received from Lion Clubs and individuals for specific purpose of line items designated and approved by the District Governor and Cabinet, such as those recommended below, are to be deposited and dispensed for that purpose only.

### 1. BLAND:

Funds received are to be used to administer the District Bland Contest at the Zone, Region, and District levels. Monies remaining after the Annual State Convention Contest will be forwarded to the Lions State Treasurer for future Bland Contest expenditures.

### 2. DIABETES:

#### a. General Diabetes Fund

Supports all diabetes programs authorized by the District Chairperson.

#### b. Diabetes Camp

Supports the camp held to help youngsters learn how to deal with diabetes.

### 3. HEARING AID/HEARING CONSERVATION:

Supports all District Hearing Conservation projects and assists clubs with purchasing new or refurbished hearing aids.

### 4. JOURNEY FOR SIGHT:

Supports all Journey for Sight program and athletic activities involving visual and handicapped persons.

### 5. LIONS CLUB INTERNATIONAL FOUNDATION (LCIF):

Should funds be received for this line item they will be forwarded to Lions International with a listing of clubs donating. If sufficient funds are received the District Governor may appoint a committee to select individuals(s) to be honored with a Melvin Jones Fellowship.

\* Individual clubs should normally contribute directly to LCIF.

### 6. LIONS OF VIRGINIA FOUNDATION (LOVF):

Funds received for this line item they will be forwarded to Lions of Virginia Foundation with a list of clubs and individuals donations at the conclusion of the Lions year.

\* Individual clubs should normally contribute directly to LOVF.

### 7. LEADER DOG:

Funds received support the Leader Dog School(s). The monies collected will be forwarded quarterly to the Leader Dog School(s) with a listing of clubs and individuals contributing

8. DISTRICT YOUTH EXCHANGE AND JOHN M. WHITE YOUTH CAMP:

Funds received support the program

\* Individual clubs should normally contribute to this activity through the 24-D Charity Foundation.

9. SIGHT CONSERVATION:

- a. Undirected Sight Conservation funds received support District sight conservation projects and programs.
- b. Funds designated for Multi-district projects will be used for projects as designated.
- c. Funds designated for International Programs will be forwarded to Lions International with a list of those contributing and their donation.

10. YOUTH OUTREACH:

Funds received support all approved Youth Outreach programs. These may include, but are not limited to, Drug Abuse Prevention; Community Service; Health Services; Environmental Services; seminars; and purchases of related materials.

11. DISTRICT GOVERNOR'S DISCRETIONARY FUND:

Funding for this line item is obtained through interest earned on all District Activity accounts. The funds may be dispensed in any line item(s) in the Activities account at the discretion of the District Governor.

**C. GENERAL FISCAL POLICY AND PROCEDURES:**

1. LIONS INTERNATIONAL DISTRICT 24-D ACCOUNT:

The District Cabinet Secretary is the only Lion authorized to order merchandise chargeable to the District account. The District Governor must approve all orders. A log shall be maintained by the District Cabinet Secretary documenting the individual who placed the order and the responsibility for payment.

2. DISTRICT AUDIT:

The District Governor-Elect shall appoint a committee of three (3) persons (preferably one (1) from each region) to audit the records of the outgoing District Cabinet Treasurer. This committee must be appointed no later than June. A report on the results of the audit will be given at the first Cabinet meeting of the new Lions year. The report must include any indebtedness incurred by the Outgoing District Governor; any member of the Outgoing Cabinet to the District; State or Lions International; and any unauthorized expenditures or transfers of District Funds that occurred during the Lions Year.

3. DISTRICT ACCOUNT STATEMENTS:

The District Treasurer must submit a copy of both the Administrative and Activities Account reports to the District Newsletter Chairperson for publication in the District Governor's Newsletter in the month following each District Cabinet Meeting.

#### 4. ANNUAL BUDGET:

The District Budget Chairperson must prepare two (2) separate District Administrative Budgets to be presented at the first District Cabinet meeting. One budget is to be administered by the State Treasurer, and the other is to be administered by the District Treasurer.

- a. The District Budget administered by the State Treasurer must be in accordance with the expected income from the member dues. These funds are used by the District Governor to administer the District and may include Cabinet and Committee member expenses; postage and stenographic expenses; District Stationary; District Directories; District supplies and District/State contest awards; and District Governor's expenses for: USA/Canada Forum, Fall Conferences, Cabinet meetings, Zone and special meetings, Council of Governors meetings, State and International Conventions, telephone and telegraphic, and other expenses as deemed necessary.
- b. The District Budget administered by the District Treasurer may contain: Telephone Answering Service; 100 percent Secretary Awards, Project Advertising; District Governor's Newsletter; District Pins; Fall Conference; Governor's Ball; District History; postage and stenographic expenses; and any other item necessary to properly administer the District.

These budgets must be approved by the District Cabinet at the first District Cabinet meetings of the Lions year. They may be amended or revised by the District Cabinet at any District Cabinet meeting. Between regularly scheduled Cabinet meetings, the Immediate Cabinet is authorized to approve emergency budget amendments requested by the District Governor subject to full Cabinet approval at the next District Cabinet meeting.

## DEFINITIONS

District Cabinet (DC): Consists of the District Governor, Immediate Past District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor, Cabinet Secretary, and Cabinet Treasurer.

District Executive Cabinet (DEC): Consists of the District Cabinet, Region Chairpersons, and Zone Chairpersons.

District Immediate Cabinet (DIC): Consists of the District Governor, Immediate Past District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor, Cabinet Secretary, and Cabinet Treasurer.

District Governor's Advisory Committee (DGAC): All living Past District Governors

District Committee Chairpersons (DCC): Those members so designated by the District Governor.

District Meeting: A meeting called by the District Governor and attended by members of the District Executive Cabinet, Past District Governors, Committee Chairpersons, and delegates from the District Lions Clubs.

1. Voting eligibility:
  - A. Each member of the DEC.
  - B. Each member of the DGAC.
  - C. Each President (or designated representative) of a District Lions Club in good standing. Branch clubs are represented by their sponsored club and not entitled to a separate vote.
  - D. Committee Chairpersons if such privilege has been extended IAW Section I1.
  - E. No person shall be entitled to more than one vote, regardless as to how many of the above categories a member shall fall into as listed in A, B, C or D above.
2. Quorum: The number equal to a majority of the District Lions Clubs in good standing. With 57 clubs in the District, that means that a quorum consists of 29 voting members present.

District Cabinet Meeting: A meeting called by the District Governor and attended by members of the District Cabinet.

District Executive Cabinet Meeting: A meeting called by the District Governor and attended by members of the District Executive Cabinet.