



# **Policy Manual**

## **Lions of Ohio District 13 OH1**

**Effective: March 1, 2017**

Nothing in this policy manual shall be in conflict with the Constitution and/or By-Laws of Lions International or the Lions of Ohio MD 13. Any sections conflicting with the before mentioned shall be null and void and all other provisions of the Policy Manual shall continue in force.

### **Section I**

- A. The purpose of this Policy Manual shall be to give direction and assistance to the District Governor and his or her cabinet in their efforts to effectively administer the Lions, Lioness, and Leos of District 13 OH1.
- B. The District Policy Manual can only be revised by a two-thirds vote of the District Cabinet including Past District Governors that are present at a regularly scheduled cabinet meeting where amendments posted no less than thirty (30) days prior to the District Cabinet Meeting to the District Cabinet Members.

### **Section II**

#### **Responsibilities of District Governor Elect**

- A. The District Governor Elect, hereinafter referred to as the DGE, shall be chairman of the District Finance Committee. This committee shall be comprised of the DGE, Cabinet Treasurer or Cabinet Secretary/Treasurer for the DGE, and if possible the presiding District Governor along with the DGE appointed advisory committee. It shall be their responsibility to prepare the proposed annual budget for this district to be presented at the first cabinet meeting of the new Lions Year.
- B. The DGE shall set personal and district goals for the upcoming Lions year and shall work toward achieving said goals.
- C. The DGE shall appoint a Cabinet Secretary and Cabinet Treasurer or Cabinet Secretary/Treasurer, and appoint Zone Chairpersons for all zones in District 13 OH1. The DGE shall inform them of the responsibilities of their positions prior to them taking office. The DGE shall also advise each of the incoming Zone Chairpersons to attend the training given by the State Global Leadership Team.
- D. The DGE shall appoint a chairperson for all the state committees and such other committees as needed. He or she shall be sure that each understands the job responsibilities, as well as, that each are required to attend the State Committee Meetings and report back to the District at each cabinet meeting. All committee chairpersons that collect funds from District 13 OH1 clubs shall receive and accurately record these donations and forward said funds to the state office and/or appropriate Foundations in a timely manner.
- E. The DGE shall prepare a District Directory or have one prepared on their behalf and seek a source for having the directory printed at the best price available.

- F. The DGE may design and obtain a District trading pin. Only authorized pin makers can be used.
- G. The DGE may establish a District Governors Contest and are responsible for the rules of said contest to be published in the district directory.

**Section III**  
**District Governor's Responsibilities**

- A. The District budget shall include anticipated income and expenses for the District officers and for the District office expense. This budget must be approved at the first regular cabinet meeting of this district.
- B. The District Governor's expenses shall be in accordance with the Lions Clubs International rules. The District Governor shall submit to Lions Clubs International monthly expense claims in the appropriate time frame as required by Lions Clubs International. Failure of a District Governor to submit said reports does not allow said District Governor to be reimbursed by this District for those expenses.
- C. The District Governor shall set a selling price for the District trading pins that will result in at least a break-even point. The District Governor shall have his or her appointed pin chairperson, if one is appointed, distribute said pins for sale in the district.
- D. If the District Governor wishes to have a personal pin, it will be at his or her own expense. The District shall not pay for any part of these costs.
- E. The District Governor is encouraged to visit each Lions, Lioness, and Leos Club in the District at least once during his or her year as Governor. If for some reason, such as health or job limitations, he or she cannot make some of the visitations, the 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor may be appointed to perform these visitations. If either Vice District Governor performs these visitations on the Governor's behalf, then the District Governor must file the appropriate expense form for the Vice Governor's travel for visitation.
- F. The District Governor shall keep his or her clubs informed of district activities by publishing a monthly newsletter article. A copy of this newsletter shall be sent to each Lions, Lioness, and Leos Clubs electronically, and published on the District website. If a club does not have means of electronic communications, then the newsletter shall be mailed to each of those clubs.
- G. The District Governor shall schedule and hold four cabinet meetings per year. These shall be scheduled as soon after the State Council meetings as possible with the exception of the fourth/final cabinet meeting. He or she shall direct the Cabinet Secretary to send a notice of these regular meetings in a timely manner to all cabinet members, committee chairpersons, and all Past District Governors. A fourth/final cabinet meeting may be held as a cabinet breakfast or dinner at the District Convention. It is at the discretion of the District Governor to have this by invitation only with member spouses included, or open to all Lions, Lioness, and Leos. The District Governor will recommend the time(s) and place(s) of all cabinet meetings.
- H. In the event that a non-elected chairperson is not performing the duties of the position, he or she may be removed from office by a letter from the District Governor

stating the purpose and why. The District Governor can then appoint another qualified Lion to fulfill the duties of the office.

- I. The District Governor shall appoint an advisory committee of Lions of his or her choice to help him or her make decisions that will affect the operations of District 13 OH1. The advisory committee may meet at the discretion of the District Governor.
- J. In case of death of a member of the district cabinet, including 13 OH1 Past District Governors, a donation to LCIF in the amount of up to seventy-five dollars (\$75.00) shall be made in their honor by the District Governor. This shall be at the District's expense.

#### **Section IV District Convention**

- A. The District Governor shall appoint a District Convention Committee. The District Governor shall chair this committee. They shall negotiate a contract with a hotel, motel, school, or an approved site that can accommodate the convention. This district convention shall be held on a weekend in March, April or May. Rooms, meals, etc. shall be at a price to make the convention affordable to all Lions, Lioness and Leos of District 13 OH1.
- B. All Lions, Lioness, and Leo clubs shall receive an invitation to the District Convention along with registration materials at least two (2) months prior to the convening of the convention.
- C. Convention registration expenses for the District Governor and his or her immediate family, 1<sup>st</sup> Vice District Governor and spouse, Cabinet Secretary and/or Treasurer and spouse, International Speaker and spouse, and Convention Chairperson and spouse shall be waived.
- D. Rooms shall be assigned to the following: District Governor, International speaker, Host for the International speaker, Cabinet Secretary and/or Treasurer, and Convention Chairman. If sufficient number of complimentary rooms cannot be obtained these rooms shall be at District expense and charged to the convention.
- E. The gifts for the International speaker and spouse shall be at District expense and charged to the convention.
- F. Any extra meals for the International speaker, District officers, hosts and convention chairpersons required at the convention shall be at district expense and charged to the convention.
- G. A Contract shall be secured and signed with the hotel convention site at least three (3) months before the convention is to convene. It shall contain dates, times, cost of rooms, meals, and any other expenses to be accrued by the district.
- H. Funds to cover the cost of the District Convention shall be raised by the District under the direction of the District Governor. Such funds shall be raised through convention registrations, a district raffle, and door prize raffle with all clubs donating at least two gifts with at least a ten dollar value (\$10.00), donations, or other fund raisers as approved by the district cabinet.
- I. The District Governor and/or convention committee may hold informational forums on Saturday at the convention. These forums shall be conducted by District, State,

and International or outside leadership people. All expenses for these forums shall be charged to the convention.

- J. All awards given at the convention such as winners of the District Governor's Contest, awards to Lions, Lioness, or Leos for outstanding performance of District or Club duties shall be at District expense, but not charged to District 13 OH1 Convention. Peace Poster winners can be included in this group. If the District Governor and/or spouse wish to give gifts of appreciation to members of the cabinet or others, this will be at the expense of the Governor and spouse.
- K. Meal tickets for all meals served shall be issued and collected to assure proper payment of all meal expenses.
- L. All hotel/motel rooms are to be reserved through the convention site establishment except club hospitality rooms. Hospitality rooms must be requested through a convention chairperson with first preference to the club of the District Governor. The cost for rooms will be paid for by those reserving them and paid directly to the hotel/motel.
- M. The District Governor and/or convention chairperson must approve any and all persons or organizations that wish to set up a display at the district convention.
- N. No one other than those who have assigned hospitality rooms may hold fund raising at a district convention unless pre-approved by the District Governor and/or convention committee.
- O. The District Governor shall hold an election at the District convention business session for the following: District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor, and any elected State Committee chairperson or Foundation Trustee that is due for election. Only delegates certified by the Cabinet Secretary can vote. These delegates must be from District 13 OH1 clubs in good standing. The District Governor shall open the floor of said convention for any old or new business that needs to be conducted by the delegates. The District Governor shall appoint a qualified parliamentarian to oversee the elections and business sessions of the convention. The ruling of said parliamentarian is final unless it is contrary to the Constitution and/or By-laws of Lions of Ohio or Lions Clubs International.
- P. A financial report of the District Convention shall be presented at the first regular cabinet meeting of the following Lions year.
- Q. The 1<sup>st</sup> Vice District Governor will plan, gather biographical information, and conduct a non-denominational Necrology Service during the convention to honor all District Lions, Lioness, and Leos who have died since the last District Convention. Should the 1<sup>st</sup> Vice District Governor be unable to perform this service, the District Governor shall appoint a replacement.

## **Section V**

### **District Reimbursements**

- A. The 1<sup>st</sup> Vice District Governor shall receive not to exceed five hundred dollars (\$500.00) to cover travel expenses providing he or she has performed the duties of this office to the satisfaction of the District Governor. It is required that the 1<sup>st</sup> Vice District Governor submit a District 13 OH1 Expense Claim to the District Governor for approval to receive reimbursement.

- B. The 2<sup>nd</sup> Vice District Governor shall receive not to exceed five hundred dollars (\$500.00) to cover travel expenses providing he or she has performed the duties of this office to the satisfaction of the District Governor. It is required that the 2<sup>nd</sup> Vice District Governor submit a District 13 OH1 Expense Claim to the District Governor for approval to receive reimbursement.
- C. Each Zone Chairpersons shall receive not to exceed one hundred-fifty dollars (\$150.00) to cover travel expenses providing they have performed the duties of this office to the satisfaction of the District Governor. This includes attendance at the state sponsored training, advisory meetings, and cabinet meetings. It is required that the Zone Chairpersons submit a District 13 OH1 Expense Claim to the District Governor for approval to receive reimbursement.
- D. In the event that the 1<sup>st</sup> and/or 2<sup>nd</sup> Vice District Governor holds the position of a Zone Chairperson in the same Lions year, the fore mentioned Vice District Governor will only be eligible for the above mentioned reimbursement as Vice District Governor.
- E. Any district officer or committee chairperson who anticipates requiring expense money should submit that request with amount and details to the District Governor Elect when the district budget is being formed. The District Governor, after the budget has been approved, can approve expense requests. These decisions then must be recorded by the Cabinet Secretary and read at next cabinet meeting.
- F. Any District Officer or Committee Chairperson requesting reimbursement for mileage will be done at a District Rate of \$0.25 per mile round trip, and are required to submit a District 13 OH1 Expense Claim to the District Governor for approval to receive reimbursement.

### **Section VI District Leadership Training**

- A. The incoming Club Officer's Training shall be held at an appropriate time(s) and location(s) before these officers take office. This shall include all incoming Lions and Lioness club officers. This training shall be conducted under the direction of the District 13 OH1 District Governor Elect and District Global Leadership Team. This training is a district expense.

### **Section VII Cabinet Secretary, Cabinet Treasurer, or Cabinet Secretary/Treasurer**

- A. The Cabinet Secretary (CS), Treasurer (CT), or Cabinet Secretary/Treasurer (CST) shall attend the training that is provided by the State Global Leadership Team. The district shall reimburse the CS and CT, or CST for mileage at a District Rate of \$0.25 per mile round trip.
- B. The Cabinet Treasurer shall send out semi-annual billings to all clubs, collect all incoming dues, forward the appropriate portion to the state, maintain records of such and send past due statements to clubs with unpaid balances. The Cabinet Treasurer shall inform the District Governor of any clubs not in good standing at convention time because of unpaid debts.

- C. The Cabinet Secretary shall be present at all cabinet meetings and shall record and report the minutes of such meetings. In the event the Cabinet Secretary is unable to be in attendance, the District Governor shall appoint a Cabinet Secretary pro tem who will take minutes.
- D. The Cabinet Secretary shall call and maintain roll of those members on the cabinet.
- E. The Cabinet Treasurer shall prepare and present at each cabinet meeting the financial statement of this district.
- F. The Cabinet Secretary and Treasurer shall obtain, store, maintain and pass on to the next Cabinet Secretary and Treasurer all records of minutes and financial records of the past years' including the ones he or she prepares for their year. Records over seven (7) years may be destroyed including secretary minutes and treasurer reports for the district.
- G. The Cabinet Secretary and Treasurer is required to attend the State Convention and is required to maintain and issue voting credentials and convention packets at this convention.

### **Section VIII District Funding**

- A. The money to run District 13 OH1 will come from the following sources:
  - 1. District portion of membership dues.
  - 2. Any excess funds over expenses from the District Convention will be returned to the general fund. This will include proceeds from the district raffle. These funds are to be used for District 13 OH1 operation and projects within District 13 OH1.
  - 3. Donations
  - 4. Any other fund raising projects as approved by District Officers and the Governor's Advisory Committee or Cabinet.