
Section A

Purpose

It is understood that all policy must conform to the International and Multiple District 11 Constitutions and By-Laws and the District 11-E 1 Constitution and By-Laws.

The purpose of the Policy Manual is to put in easily readable and understandable for 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 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 C

Policies of District 11-E 1

1. General Policies

- a) Within 30 days after the election of the new District Governor-elect, the seated district Governor shall schedule one or more workshop meetings between the incoming District Governor and his/her appointed Cabinet Secretary and Treasurer and the outgoing District Governor, Cabinet Secretary and Treasurer to facilitate the orderly and consistent sharing of overall policy and long range planning of District 11-E 1.
- b) The District Governor may, at his/her discretion and at any time, replace any appointed member of the District Cabinet that in is/her opinion is not adequately performing the duties of his/her position.
- c) The incoming District Governor shall provide each elected or appointed District officer with a current district Constitution and By-Laws and a District Policy Manual at the Mini-Cabinet Meeting.
- d) The Club Secretary is responsible to send M report to International.
- 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 the responsibility of the District. The date should be established as soon as possible to avoid conflicts with other events. The IPDG, after consultation with other Governors on his/her council, should indicate to the District a date most appropriate for all concerned.
- g) The Immediate Past District Governor's Pin and Plaque are the responsibility of the District, and should be presented at the Governor's Appreciation Night. These items should be ordered by the Cabinet Secretary at the appropriate time.
- h) Region Chairperson and Zone Chairperson are expected to visit all of their respective clubs, hold their required meetings, attend all Cabinet Meetings, and attend District Convention.
- i) *The District Governor shall be responsible to distribute a Monthly District Newsletter and shall proof said newsletter for content.*

2. Committees

a) The District Governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following District Committees including those required by Multiple District 11:

1. All-State Band
2. Constitution and By-Laws
3. Credentials
4. Diabetes Education
5. District Convention
6. District Editor
7. District Pin
8. Elections
9. Extension
10. Hearing
11. Honorary
12. International Convention
13. International Understanding
14. L.C.I.F.
15. Leader Dogs for the Blind
16. Leadership
17. LEO
18. Liaison
19. Lioness
20. Membership
21. Michigan Eye-Bank
22. Multiple 11 District
Convention
23. Nominations
24. Orientation
25. Public Relations
26. Publication Advisory
27. Retention
28. Rules and Resolutions
29. Sergeant-at-Arms
30. Sight Conservation and Work
with the Blind
31. Welcome Homes
32. White Cane

33. Youth Activities
34. Youth Exchange

The Chairperson of each of the above listed District Committees shall serve as District Representative on the corresponding Multiple District 11 Standing Committee, except the L.C.I.F. appointee. The L.C.I.F. chairperson shall be appointed for a three (3) year term. 1st year as new member, 2nd year as Vice-Chair and 3rd year as Chair.

Section 3. The Chairperson of the following District Committees shall be appointed for two (2) year terms.

1. Constitution and By-Laws
2. Hearing
3. International Convention
4. Leader Dog for the Blind
5. Michigan Eye-Bank
6. Publication Advisory
7. Public Relations
8. Sight Conservation and Work
with the Blind
9. Welcome Homes
10. White Cane
11. Youth Exchange

Section 4. The Chairperson of the following District Committees shall be appointed for three (3) year terms:

1. Membership
2. Extension
3. Retention
4. Leadership
5. Women and Family Membership

Section 5: The District Governor shall be an ex-officio member of all Committees.

3. Financial Policies

- a) The annual District budget shall be prepared by the District Governor, Immediate Past District Governor, and the District Cabinet Treasurer using all the line items from the outgoing District Governor's budget and include other items as deemed necessary by the incoming District Governor. The budget is to be submitted at the first Cabinet meeting for approval.
- b) The Cabinet Secretary and the Cabinet Treasurer shall be bonded, at District expense, and request approval of bonding submitted at the first Cabinet meeting. Additionally, the Chairperson of the District Convention Committee and the District Convention Committee Treasurer shall also be bonded, with such bonding cost being paid by the District Convention Fund.
- c) Leadership Training Seminars for the current and/or incoming Club Presidents, Secretaries and Treasurers, current and/or incoming Zone Chairpersons and Region Chairpersons shall be conducted in the District each year.
- d) At the Governor's discretion, 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 current itemized statement of total District receipts and expenditures in printed form to each delegate at the Annual District Convention, and prepare a yearly financial report at the end of his/her term. The Cabinet Treasurer will assist in the preparation of these reports.
- f) 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 and Treasurer, and shall be forwarded to the succeeding Cabinet Secretary and Treasurer by the Immediate Past District Governor, Treasurer and Secretary.
- g) All checks drawn on the District checking account shall be signed by either the District Cabinet Treasurer or the District Cabinet Secretary.
- h) The outgoing Cabinet Treasurer shall prepare an annual Financial Report and transfer all records to the incoming District Treasurer prior to August 15 following his/her term.
- i) On or about July 1 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.

- j) The financial statements presented at each Cabinet Meeting will show "Budgeted" and "Actual" amounts for each line item shown on the approved budget.

4. 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) Zone and Region Chairpersons will be reimbursed up to the maximum amount budgeted for mileage according to the IRS contribution rate. Expense forms are to be submitted with the request for reimbursement and presented by June 1st of the current year.

5. Governor's Reimbursement for Expenses

- a) Obtaining reimbursement from Lions Clubs International for reimbursable District and/or District Governor expenses is the responsibility of the District Governor and the District Cabinet Treasurer.
- b) The incoming Governor's International Convention expenses are paid by Lions Clubs International.
- c) The outgoing Governor's International Convention expenses are a District expense. Reimbursement for such expenses, for travel and for the days of actual attendance, shall be made on a basis not to exceed the amount provided in the approved Line item of the District's Budget. In the event of a distant convention, where the District is unable to fully finance such travel, a lump-sum allowance is permissible. If the District Governor is not going to the International Convention the budget will reflect a 0 (zero) amount for this line item on the budget.
- d) 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.
- e) 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 reimbursement shall not exceed the amount allowed by the Line Item of the approved annual District budget.
- f) The District is not responsible for expenses of the District Governor to attend the USA/Canada Forum.

- g) The District will purchase a Past District Governor's Jacket for the outgoing Governor starting in 2001-2002. Color will be Spruce Green.

6. 1st Vice District Governor's Duties and Responsibilities

In addition to the duties indicated in the district By-Laws, the 1st Vice District Governor shall also:

- a) Attend all cabinet meeting.
- b) Supervise and assist the 2nd Vice District Governor, Region Chairperson and coordinate activities between Regions.
- c) Attend Region and Zone Meetings.
- d) Become a qualified Leadership Trainer by participating in the District Leadership Training program.
- e) Represent the District Governor at official Lions functions when requested to do so.
- f) Attend both District 11-E1 and Multiple District 11 Conventions while in office.
- g) Attend the USA/CANADA forum.

7. 2nd Vice District Governor's Duties and Responsibilities

In addition to the duties indicated in the District By-Laws, the 2nd Vice District Governor shall also:

- a) Attend all cabinet meetings
- b) Assist the 1st Vice District Governor
- c) Attend Region and Zone meetings
- d) Participate in the District Leadership Training program
- e) Represent the District Governor at official Lions functions when requested to do so

8. 1st Vice District Governor's Reimbursement for Expenses

The 1st Vice District governor shall be reimbursed from the District Administrative Account for expenses incurred in carrying out his official duties including attending the USA/CANADA Forum. Reimbursement will be obtained by submitting an appropriate voucher with receipts to the District Treasurer. Reimbursement shall not exceed the maximum amount authorized by the Annual District Budget.

9. 2nd Vice District Governor's Reimbursement for Expenses

The 2nd Vice District Governor shall be reimbursed from the District Administrative Account for expenses incurred in carrying out his/her official duties. Reimbursement

will be obtained by submitting an appropriate voucher with receipts to the District Treasurer. Reimbursements shall not exceed the maximum amount authorized by the Annual District Budget.

10. Club dues and Delinquent Balances

A. The Cabinet Secretary is responsible for collecting Multiple District and District per capita taxes from clubs in the District. Such taxes are to be paid in advance by each club in two (2) 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 of each year, to cover the semi-annual period of January 1 to June 30, with billings of the same to be based upon the membership of each club as reported on its M&A Report submitted for the months of June and December, respectively, or last available M&A. The current semi-annual per capita tax is as follows and can not be raised or lowered except by a 2/3's vote of the District Convention Delegates. The Multiple 11 Family Plan will be $\frac{1}{2}$ of the Multiple 11 per capita tax for the 2nd and additional family members.

District 11-E-1 Admin. Per capita tax	\$3.50
District Convention per capita tax	\$.50
Multiple District 11-E 1 per capita tax	\$5.00
Michigan Lions Magazine	<u>\$2.25</u>
TOTAL	\$11.25

- b. The outgoing Cabinet Secretary shall prepare and submit to the Clubs the July billing for the semi-annual period immediately following the end of his/her term of office. Payments will be made to the current Cabinet Secretary.
- c. 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 days or more past due). Status of delinquent balances shall be reported to the Cabinet at each meeting

11. HEARING and the Ear Lab.

- a. Funds received for hearing assistance and funds for the Ear Lab will be identified and kept in a separate account by the District Treasurer.
- b. Club contributions to the District Hearing Project, should be sent to the Cabinet Treasurer. Checks should be made payable to Lions District 11-E 1 and

designated for the Hearing Project. The Cabinet Treasurer will pay the District's commitment for the year to Munson Hospital at the appropriate time.

- c. First priority of the Hearing Fund is the District's commitment to Munson Hospital to support the District Ear Lab. Any funds available over and above the amount needed to support the Ear Lab may be used to help hearing impaired persons at the discretion of subject committee.
- d) Guidelines for the provision of District financial assistance for hearing impaired:

Prior to requesting financial assistance from the District, the requesting Lions Club will:

1. Consult with their local Department of Social Services and/or their County Health Department to obtain a written acknowledgment that the individual does not qualify for financial assistance through the State of Michigan.
2. The requesting Lions Club will make every effort to find funding sources within the community.

An application for District financial services will be mailed to the current Chairperson and contain the following information:

1. Name of requesting Lions Club.
2. Name and address of requesting Lion.
3. Name, age and address of the person to be served.

After receipt of the written request to the District Hearing Committee, the committee will then decide the course of action to be taken.

The District will pay up to half of the cost of the service, but no more than \$400.00 per year per family. Other funding must be provided by the sponsoring Lions Club or some other source.

Funding will not be provided for equipment or services previously purchased.

Funded audiology services must be provided by an audiologist certified by the American Speech and Hearing Association.

Prescriptions for appliances must be made in writing from a audiologist with documentation of estimated cost.

12. District Pins

- a. Overall distribution and accounting for district pins shall be the responsibility of the District Pin Chairperson.
- b. The District Pin Chairperson is responsible for choosing a vendor and obtaining the District Governor's approval for the design of the pin, ordering, and the sale

of the pins. The Chairperson should work closely with the District Treasurer to assure that all pins are accounted for.

- c. The District Governor shall receive a complimentary quantity of twenty-five (25) pins upon their arrival. Any additional pins must be purchased.

13. District Convention

- a. District Convention dates shall be unofficially set one (1) year in advance at the second Cabinet meeting. Dates will be communicated to the Lions of Michigan State Office by the Cabinet Secretary. Convention site accommodations and facilities must be easily accessible and comply with ADA regulations. 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 District convention are to be paid from income from that event or from any per capita convention tax levied under provisions of the District Constitution.
- c) The District Convention Committee Chairperson shall submit a proposed budget for approval by the Cabinet no later than the second meeting of the year.
- d) Advance payments for Convention expenses may be made from the District Administration Fund when necessary to prepare for and operate the Convention.
- e) The District Convention Committee Chairperson shall submit a financial statement showing all receipts and expenditures of the convention to the District Governor and the District Treasurer at the first Cabinet meeting.
- f) Hotel rooms will be complimentary only to the quest speaker representing Lions International and the District Governor, unless additional free rooms are provided by the hotel.
- g) Meals at official functions will be complimentary for the following persons only:
 - 1) International Director and spouse
 - 2) District Governor and spouse
 - 3) Vice District Governors and spouses
 - 4) Visiting District Governors and spouses
 - 5) Other invited guests as approved by the District Governor
- h) The District Convention Saturday Night Banquet is formal for the District Governor and past District Governors, optional for others.

14. District Convention Fund

- a) The purpose of the District Convention Fund is to help defray District Convention expenses and the District Governor's expenses to attend International Convention.

- b) A District convention per capita tax of \$1.00 is collected semi-annually for the Convention Fund.
 - c) The District Treasurer will identify the Fund and maintain a separate accounting of it.
 - d) The District Governor, with approval of the Cabinet, shall allocate the amount of Convention Funds to be spent during the year to defray expenses of District Convention and the amount to be used to send the Governor to International Convention. This decision should be made in conjunction with preparation of the District Budget. The amount of Convention Fund money allocated for District Convention expenses shall be indicated in the Annual District Convention Budget.
 - 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.
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Section D

Certification of Delegates

Procedures 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 he/she has registered for the Convention and has received a Convention badge. Only certified Delegates may vote at the Convention.
- c) The District Credentials Committee Chairperson will guide and supervise the entire certification procedure.
- d) The District Credentials Chairperson will appoint and train three (3) Committee members, one from each Region, to assist with the certification of delegates.
- e) The Credentials Committee, under the direction of its Chairperson 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 sent to each Club during the month of February via the Governor's Newsletter. Completed forms should be returned to the Credentials Committee Chairperson 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 M report the month preceding the convention minus all members less than a year.
- h) Delegates and/or Alternates who are not pre-certified:
 - 1) A Lion wishing to become certified must complete the Delegate and/or Alternate form at the Certification Desk at the Convention.
 - 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 Credential personnel.
- i) A certified Alternate may be changed to Certified Delegate by clearing same with Certification personnel.
- j) The Credentials Chairperson shall make an oral report at the Convention Business Session, as indicated in the Convention Program.

Section E

Election Procedure

1. Regional Election Procedure

- a) The Regional elections clerk is appointed by the District Chairperson.
- 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).

Proxy voting is strictly prohibited. However, should it be necessary for a delegate to be absent on official business, serving at the request of the District Governor, he/she may cast his/her ballot with the Elections Chairperson prior to the meeting.

Counting the votes

Count the votes cast to determine the winning majority number. 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 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 Chairperson.

2. District Election Procedure

- a) The Elections Chairperson is appointed by the District Governor.
- b) The Tellers (one from each Region) are appointed by the Elections Chairperson.
- c) The Observers are selected by the candidates (one by each).
They are to monitor the election and the counting of votes.
- d) Irregularities observed are to be reported to the Elections Chairperson or Credentials Chairperson immediately.

Proxy voting is strictly prohibited. However, should it be necessary for a delegate to be absent on official business, serving at the request of the District Governor, he/she may cast his/her ballot with the Elections Chairperson prior to the meeting.

Counting the votes

Count the votes cast to determine the winning majority number. 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 District Governor.

Section F

Melvin Jones Fellow Awards

For Melvin Jones Fellow Awards fully sponsored by an individual club, a check for \$1,000.00 or more payable to LCIF should be sent directly to Lions Clubs International with the name of the person to receive the award.

Club or individual contributions in amounts less than \$1,000.00 to LCIF should be sent to the Cabinet Treasurer. Checks should be made payable to Lions District 11-E 1, designated for LCIF. Such contributions shall be held in the District LCIF Fund until \$1,000.00 or more has been accumulated, at which time the funds will be forwarded to LCIF with the name of the District sponsored recipient.

Selection of District sponsored recipients will be made by a Committee consisting of the District Governor, the three Regions Chairpersons and the District LCIF Committee Chairperson.