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## Section A

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### 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.

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## Section B

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### **Adoption and Amendment**

1. Publication and distribution of this Policy Manual will be the responsibility of the District Governor. 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 a 2/3 majority vote during any official District Cabinet meeting.

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## Section C

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### 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 Club Secretary is responsible to send MMR report to International.
- d. 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.
- e. The Immediate Past District Governor's Appreciation Night is a function and the responsibility of the District. The Appreciation Dinner should be a 'break even' function that is reported through the Convention Committee Funds and any shortage will come out of the Convention fund raising activities. 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.
- f. 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.

- g. Region Chairperson and Zone Chairperson are expected to visit all of their respective clubs, hold their required meetings, submit written reports, attend all Cabinet Meetings and attend The District Convention.
  - h. The District Governor shall be responsible to distribute a Monthly District Newsletter and shall proof said newsletter for content.
2. The District Cabinet may transact business by mail (including letters, email, fax or other electronic means) provided that no such action shall be effective until approved in writing (including letter, email, fax or other electronic means) by two-thirds (2/3) of the voting members of the District Cabinet. The Cabinet Secretary shall be required to administer the process and record the votes. Such action may be initiated by the District Governor or, if incapacitated, any three (3) elected or appointed officers of the District.

### **3. 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. Bear Lake Camp
3. Constitution, By-Laws, Policy Manual, Rules
4. Credentials
5. Diabetes/Sight Conservation Awareness
6. District Convention
7. District Editor/Newsletter/Communicator
8. District Pin
9. Elections and Nominations
10. Family & Women Committee
11. Float Trailer
12. Hearing Committee
13. Honorary Committee
14. Information Technology/Webmaster/Social Media
15. International Convention
16. International Relations
17. Leader Dogs for the Blind
18. L.C.I.F.
19. LEO
20. International Liaison
21. Lion Alert
22. Lioness Liaison
23. Lions Quest
24. Michigan Eversight
25. Multiple 11 Convention
26. Peace Poster
27. Project Kidsight
28. Public Relations/Publication Advisory
29. Sergeant-at-arms
30. Strategic Planning
31. White Cane
32. Youth Exchange

b) The Chairperson of each of the listed District Committees shall serve as District Representative on the corresponding Multiple District 11 Standing Committee.

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

1. Constitution and By-Laws
2. Hearing and Speech
3. International Convention
4. Leader Dog for the Blind
5. Eversight
6. Publication Advisory/Public Relations
7. Sight Conservation and Work with the Blind
8. White Cane
9. Youth Exchange

d) The following District Coordinators shall be appointed for three (3) year terms:

- Global Membership Team (GMT) District Coordinator
- Global Leadership Team (GLT) District Coordinator
- Global Service Team (GST) District Coordinator

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 shirts of the Governor's choice for the Region, Zone, GMT, GLT and GST Chairs and the District will pay for meals of official guests and speakers invited by the District to a District function.

(4)

- 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 1<sup>st</sup> 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. 1<sup>st</sup> Vice District Governor's Duties and Responsibilities**

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

- a) Attend all cabinet meetings.
- b) Chair the District's Global Membership Team.
- c) Supervise and assist the 2<sup>nd</sup> Vice District Governor, Region Chairperson and coordinate activities between Regions.
- d) Attend Region and Zone Meetings.
- e) Become a qualified Leadership Trainer by participating in the District Leadership Training Program

- f) Represent the District Governor at official Lion functions when requested to do so.
- g) Attend both District 11-E1 and Multiple District 11 Conventions while in office.
- h) Attend the USA/CANADA forum.

## **7. 2<sup>nd</sup> Vice District Governor's Duties and Responsibilities**

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

- a) Attend all cabinet meetings
- b) Chair the District's Global Leadership Team.
- c) Assist the 1<sup>st</sup> Vice District Governor
- d) Attend Region and Zone meetings
- e) Participate in the District Leadership Training program
- f) Represent the District Governor at official Lions functions when requested to do so

## **8. 1<sup>st</sup> 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 2<sup>nd</sup> 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 cannot be raised or lowered except by a 2/3's vote of the District Convention Delegates. The Multiple 11 Family Plan will be 1/2 of the Multiple 11 per capita tax for the 2<sup>nd</sup> and additional family members.

District 11-E-1 Admin. Per capita tax	\$3.50 (1.75 for Campus Clubs)
District Convention per capita tax	\$ .50 (.25 for Campus Clubs)
Multiple District 11-E 1 per capita tax	\$5.00 for regular members <b>or</b> <i>(\$2.50 for family/student members)</i>
Michigan Lions Magazine	\$2.25

TOTAL PER PERSON BILLING: **\$11.25** for regular members  
**or \$8.75** for family/student members **or \$6.75** for campus club members

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

The application for Lions of Michigan Foundation hearing aids is available from District 11E1 Hearing Chairperson or our elected Foundation Trustees. The application must include:

1. Name of requesting Lions Club sponsoring the recipient..
2. Name, address, phone and email (if possible) of the Lion or other individual completing the application.
3. Name, age, address, phone and email (if possible) of the potential recipient.
4. Proof of income and proof of residency of potential recipient.
5. A copy of a recent (6 months old or less) hearing evaluation.

Audiology services must be provided by a licensed audiologist or a licensed hearing aid dealer.

The completed application must be sent to one of our Foundation Trustees for presentation to the Foundation.

## 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.
- b. The District Governor shall receive a complimentary quantity of twenty -five (25) pins upon their arrival. Any additional pins must be purchased. (8)



### **13. District Property**

- a) District Float in the care and custody of the Float Committee under the direction of the Cabinet.
  - 1. **Howard City Lions**, builder of the float, and **Luther Lions**, storage provider for the float, are able to schedule and use the float once every year, **without cost**, in perpetuity, Howard City Lions for the **3<sup>rd</sup> Sat. in Sept.** and the Luther Lions the **Sat. of Memorial Day weekend.**
- b) Projector and screen under the care and custody of the 1<sup>st</sup> Vice Governor under the direction of the Cabinet.
- c) Office equipment scanner and tape recorder under the care and custody of the District Secretary under the direction of the Cabinet.

### **14. District Projects**

- a) Project Kidsight, Michigan Lions Vision Screening Project, Inc. serving the entire state by recording statistics from the screenings and providing 'follow through' for the children that screened an eyesight irregularity, now under the direction of Lions of Michigan Foundation.
- b) Paws With A Cause, Headquarters, 4646 South Division, Wayland, MI 49349

### **15. 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 following the Convention.

- f) Hotel rooms will be complimentary only to the guest 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 11E1 Governor and spouse
  - 3) District 11E1 First Vice District Governor
  - 4) District 11E1 Second Vice District Governor
  - 5) Visiting District Governors and spouses
  - 6) 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.
- i) There is no charge for display tables but they must pay the convention registration fee.
- j) Our share of the money raised at scheduled Convention fundraisers, such as silent auctions, and 50/50 drawings, stays in the Convention fund. Funds raised from any other unscheduled or impromptu activity that raises funds from the convention attendees will be allocated, at the Governor's discretion, to a suitable account.

## **16. 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) 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 and the Immediate Past District Governor's Appreciation Night.
- 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.
- e) The amount of Convention Fund money allocated for District Convention expenses shall be indicated in the Annual District Convention Budget. 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

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## 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.

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## Section E

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### 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 Election 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.
- e) 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.

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## Section F

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### 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. Donations less than \$1,000 are still sent to International with the form to award the Melvin Jones later as money accumulates. Lions International keeps track and notifies the Clubs when they have enough in their fund balance to name the award person. (12)