

DISTRICT 1-D LIONS



POLICY MANUAL



January 2013

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POLICY MANUAL

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Section 1 – Purpose

It is understood that all policies must conform to the International Association of Lions Clubs Constitution and By-Laws and the Lions of Illinois (MD-1) Constitution and By-Laws. The purpose of this Policy Manual is to present pertinent procedures to be followed by the District 1-D Cabinet and the Lions of District 1-D in the performance of the duties pertaining to this body.

This Policy Manual upon its adoption may from time to time be amended by the procedure set forth in Section 5 – Amendments.

Section 2 – Finance

Accounts / Signature Approvals

If established banks are changed, at least three individual accounts shall be established between those banks for the upcoming Lions year as follows: District 1D Lions General Fund Acct and District 1D Calendar Fund Acct. Signature approval on checks for Lions Acct and Calendar Acct shall require one of the following: the District Treasurer or Secretary/Treasurer, District Governor or 1st Vice-District Governor.

This does not include the Disaster Fund Account, refer back to Section 7 of the District Constitution and Bylaws.

Budget Committee

The Budget committee shall prepare the District 1D budget, which will then be submitted, to the District 1D Cabinet for their approval at the first cabinet meeting of the new Lions year. (Article 5, Section 5) (District 1D Constitution)

During the Budget process, any item that is in excess of \$1,000.00 must be submitted to the District Budget committee with at least 2 bids/quotes. This does not include any item that is a

refundable deposit. It will be the responsibility of the 1st Vice-District Governor to coordinate and assemble any prepared proposals from District Budget Committee and appointed Committee Chairpersons brought in for specific Budget Line Items for the upcoming Lions Year. Multi-year bids may be accepted, however no more than 3 years may be approved.

The District Budget committee shall approve all expenditures in excess of \$200.00 that are not included in the budget. A period of up to two (2) weeks from the time the purchase is requested and its approval will allow for additional investigation by the committee. A simple majority vote of the Budget Committee is needed for the purchase.

District Treasurer

The District 1D Treasurer in addition to duties stated in District By-Laws, Article II, Section 4, shall provide a copy of the check registry of checks written since the previous cabinet meeting, to the cabinet at each meeting of the District 1D cabinet.

Purchases

The District Governor and/or the 1st Vice-District Governor, each for their respective years, shall be responsible for and be authorized to purchase all merchandise supplies subject to Budget Committee guidelines.

Peace Poster

The award to the district winner of the annual Peace Poster Contest shall be a monetary gift of \$50; the winner's artwork framed; and a plaque with the winner's name, the contest name, and the year.

Memorials

District 1-D recognizes the important leadership that the members of the cabinet, Past District Governors, and spouses have provided with their various years of service. In recognition of this service, it is the policy of District 1-D to provide flowers for the funeral services of any current or past cabinet member. A maximum of \$30 will be spent on flowers for Cabinet members, Governor's Spouses and past Cabinet members. A maximum of \$50 will be spent on flowers for Past International Officers in the District, Past District Governors, current Governors and current Vice-Governors. The current Cabinet Chaplain and Immediate Past District Governor will be responsible for arranging flowers for these members that pass and will be reimbursed by the Cabinet Treasurer when necessary.

The family of the deceased member can select a Lions charity of their choice and Lions can choose to donate to that charity in the deceased's name.

Section 3 – Fund Raising

Fund Raising Projects - District 1-D Cabinet

All fund raising proposals must be submitted to and approved by the Executive Committee.

The District Governor along with the Executive Committee shall recommend to the District 1D Cabinet any fund raising project that is to be used. Funds raised must be used to promote Lionism throughout District 1D as set forth by the current cabinet, and not for the benefit of one particular Lions Club. Expenditures for the fundraiser must follow budget guidelines established under Section 2 of the District Policy Manual.

Section 4 – Grants

Obtaining Grants

All Lions Clubs in District 1D as well as the District 1D Cabinet should be encouraged to obtain Grants for activities involving Lions projects.

Individual Lions Clubs may obtain non-LCIF grants for specific projects in their communities without authorization from the District 1D Cabinet.

District 1D Cabinet may obtain grants but these grants must be used to promote Lionism in the District as set forth by the current cabinet. All grants obtained by District 1D cabinet, must be available to all clubs in the District. Specific goals and objectives must be written in the application. The District Executive committee along with the appropriate District Cabinet Committee chairperson will then confirm the club selection process, distribution procedures and uses of these grant monies. Grant applications, if necessary, must also follow Budget guidelines as established in the Policy Manual, Section 2.

Section 5 – Amendment of Policy Manual

Amendment procedure

Any proposed amendment to the District 1D Policy Manual must be introduced to the District 1D Cabinet in writing at least two (2) weeks prior to the next scheduled cabinet meeting. The District Cabinet while in session with required adoption approval may make changes / revisions to amendment proposals. Adoption of an amendment to the Policy Manual will be by simple majority of a quorum of the District 1D Cabinet. Amendments will become effective immediately, which automatically updates Policy Manual revision to latest approval date.

Editorial Changes

With the approval of the District 1D Cabinet, the Cabinet Secretary is authorized to make minor editorial changes in the Policy Manual, which in no way affect District 1D Policy, but which may contribute to accuracy, clarity and better understanding. These "minor" editorial changes mean grammatical and spelling changes as long as it does not change the content of the policy. All such changes will be noted at the next cabinet meeting.