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# DISTRICT 4L2

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## Policy and Procedures

2024-2025

Amended May 19, 2024

District 4-L2  
Policy and Procedures  
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# **DISTRICT 4-L2 Policy and Procedures**

**(Amended May 19, 2024)**

## **Section 1.**

### **Annual International President's Visit for Rose Parade**

- a. Establish Roles for the visit.
  - i. Define District versus Lions Float Inc.
  - ii. Define Budgets
- b. Communicate a schedule for Lions Float Inc.
  - i. Define timelines.
    1. Arrival and Departure
    2. Scheduled Events and create guest list.
    3. Greetings and chaperone during visit
    4. Establish Hotel and thoroughly review contract.
    5. Phoenix Float
- c. Budget the event
  - i. Budget includes obligations per LCI for the President
  - ii. Budget the IP Reception
  - iii. Budget the District Governor's Dinner with IP
  - iv. Budget required meetings with IP.
    1. Governors
    2. Club President
    3. Leos
    4. Projects
  - v. Budget Transportation
    1. Non-scheduled event that are not reimbursed by LCI.
  - vi. Budget special meals with IP
    1. Host a Breakfast, Lunch or Dinner with the IP
  - vii. Budget gift basket and hospitality.
  - viii. LCIF Donation to International President
- d. Agendas
  - i. Master Agenda for reception and Governor's Dinner
  - ii. Agenda or Introduction for meeting

## DISTRICT 4-L2 Policy and Procedures

### Section 2.

#### Annual Melvin Jones Luncheon

- a. Work closely with LCIF District Coordinator.
  - iii. Set date.
  - iv. Acquire Guest Speaker
  - v. Define budget.
    1. Establish Cost
      - a. Location
      - b. Meals
      - c. Printing
      - d. Certificates
      - e. Center Pieces
      - f. Raffles
  - vi. Approve location of event and Time
  - vii. Review meals options.
  - viii. Approve agenda.

### Section 3.

#### Constitution and by-laws

- a. Proofreading and approving final draft before printing in directory
  - I. The Constitution and bylaws committee must proofread the final copy of the constitution and bylaws. The Committee must provide via current modern technology the approved draft to the District Governor Elect, incoming Cabinet Secretary and incoming Committee Chair.
  - II. Master copy to be kept in WORD format and archived. (Via current portable technology.)

### Section 4.

#### District Governor, 1st VDG and 2<sup>nd</sup> VDG Review of responsibilities at the Council of Governors

- a. Review duties per LCI
- b. Review timelines.
- c. District Duties versus Multiple District Duties
- d. Review Cost

### Section 5.

#### RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

**Rule 1.** In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the immediate past district governor, first and second vice district governors, and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in good standing within the district for the purpose of recommending a club endorsed Lion for appointment by the International Board of Directors.

## DISTRICT 4-L2 Policy and Procedures

### Section 5. cont.

#### RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

**Rule 2.** Written invitations to this meeting should be sent not less than fifteen (15) days in advance of the meeting. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, they shall use their best efforts to select a centrally located meeting venue.

**Rule 3.** The chairperson shall maintain a written attendance roster.

**Rule 4.** Each Lion who is entitled to attend the meeting may make one nomination of their choice from the floor.

**Rule 5.** Each such nominee shall be entitled to one seconding speech, only, in their behalf of not more than three (3) minutes in duration and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present their remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

**Rule 6.** Voting. (a) Voting will occur immediately after the close of nominations. (b) Voting will be by written ballot. (c) The member shall indicate their vote by writing the name of their choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid. (d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

**Rule 7.** At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

**Rule 8.** The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any club member as district governor for the (remainder of the) term.

### Section 6.

#### Second Vice District Governor Candidates' Orientation.

- a. Orientation will be conducted by the Immediate Past District Governor and the current chairperson of the Constitution and Bylaws Committee will co-chair the Orientation.
- b. Immediate Past District Governor and current Constitution and By-Laws Committee Chair will co-chair the orientation. They will also jointly send out a notice of Orientation.

## DISTRICT 4-L2 Policy and Procedures

### Section 7.

#### RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR

**Rule 1.** In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members as defined in Article II, Section 6 of these By-laws who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club endorsed member as first or second vice district governor for the remainder of the term.

**Rule 2.** In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recently serving past district governor who is available, to send out written invitations no less than fifteen (15) days in advance of the meeting, to attend said meeting and it shall also be their responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, they shall use their best efforts to select a centrally located meeting venue and schedule the meeting at a convenient date and time.

**Rule 3.** The district governor shall maintain a written attendance roster.

**Rule 4.** Each Lion who is entitled to attend the meeting may make one nomination of their choice from the floor.

**Rule 5.** Each such nominee shall be entitled to one seconding speech, only, in their behalf of not more than three (3) minutes in duration and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present their remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations. Rule 6. Voting. (a) Voting will occur immediately after the close of nominations. (b) Voting will be by written ballot. (c) The member shall indicate their vote by writing the name of their choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid. (d) A majority vote shall be necessary to recommend a member for appointment as first or second vice district governor. In the event any one candidate fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in these procedures.

**Rule 6** until such time as one candidate secures a simple majority vote.

**Rule 7.** At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

## DISTRICT 4-L2 Policy and Procedures

### Section 8.

#### District 4L2 Convention

**Rule 1.** The district governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

**Rule 2.** Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District \_\_\_ Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

#### Rule 3

**(a)** The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify the club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

**(b)** The registration and certification of delegates shall occur on the day(s) of \_\_\_ between the hours of \_\_\_ and \_\_\_.

**(c)** The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

#### Rule 4.

**(a)** 60 days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.

**(b)** Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee. 14 These are the minimum requirements. The district may add additional rules so long as they are not in

**Rule 5.** Replacement of delegates and alternate delegates. {a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate. {b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting their copy of their alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.



## DISTRICT 4-L2 Policy and Procedures

### Section 8.

#### District 4L2 Convention cont.

**Rule 6.** Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/ seconding speeches not to exceed \_\_\_ minute(s) for each nominee.

#### **Rule 7.**

**(a)** Prior to the convention, the district governor shall appoint, and designate the chairperson of an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through their club. The observers may oversee election procedures only but may not participate directly in the committee's decision making.

**(b)** The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.

**(c)** The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

#### **Rule 8. Voting.**

**(a)** Voting will take place at a predetermined location and time.

**(b)** To secure a ballot card, the delegate shall present their credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

**(c)** The voter shall indicate their vote by placing a mark in the appropriate location by the name of the candidate of their choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section. **(d)** A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number of more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second LA-4 Revised July 11, 2023, Page 42 vice district governor, a vacancy shall occur and Article IX, Section 6

**(d)** of the International By-Laws shall apply.

**(e)** A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

## DISTRICT 4-L2 Policy and Procedures

### Section 9.

#### ELECTION PROCESS.

- a. The election of district governor and first and second vice district governor shall be by written secret ballot unless there is only one candidate for the office, in which event the election of that candidate may be conducted by voice vote. The candidate for each office receiving the simple majority a vote shall be declared elected. The poles shall be open during the day of the last scheduled business session of the convention at a time to be announced at the fourth (4) district meeting. Each candidate may have one poll watcher present at all times during the voting and counting of the ballots. There shall be no campaigning within one hundred (100) feet of the polling place. In the event there is more than one candidate for any office, the election committee chairperson shall write the name of each candidate onto paper of equal size and, in the presence of the candidates, place the names into a hat or the like of, then blindly draw each name one by one and until the ballot order is set. The first name pulled is the first name on the ballot, the second name pulled is the second name on the ballot, and so on. (Revised May 2015)
- b. The election committee shall have charge of the balloting and conduction of the election and shall report the winner of each office and the results of the balloting on each proposition on the ballot, to the convention when called upon by the presiding officer prior to the close of the convention.
- c. In the event of a tie vote for the candidates of the offices of district governor or first or second vice district governor, the tie shall be announced at the earliest possible time and thereupon, the delegate (or if he or she not be then present at the convention, the alternate to that delegate) designated on the delegate certification form as a delegate or alternate to act on behalf of his or her club for the purposes of this section, shall be entitled to cast one vote for his or her club for the office. The vote shall be by written secret ballot. The voting polls shall be open at a time specified by the district governor and shall remain open for two hours after opening on the last day of the business sessions of the convention. If after such a vote, a tie shall exist, the candidates shall draw lots to determine the winner.

## DISTRICT 4-L2 Policy and Procedures

### Section 10,

#### Election Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Election

**Sample 1:** Ballot where there are two candidates.

Instructions: Clearly indicate your vote by placing an appropriate symbol 15 in the box next to the name of the candidate you are casting your vote for. Position Name Vote First Vice District Governor Candidate A Candidate B

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

**Sample 2:** Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing an appropriate symbol 16 in the box indicating a yes or a no vote for the candidate. Position Name Yes, No District Governor Candidate A

Position		Yes	No
District Governor			
	Candidate A		

**Sample #3:** Ballot where there are three or more candidates:

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest amount of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot): Instructions. Indicate your preference by clearly marking next to each candidate's name a number ( 1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 - next preference, etc.).

Position	Name	Preference Rank
Second Vice District Governor		
	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

#### **Rules for Preferential Voting:**

**1.** On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.

**2.** In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences - one pile for each candidate.

## DISTRICT 4-L2 Policy and Procedures

### Section 10. cont.

#### Election Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Election

##### Rules for Preferential Voting cont.

3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.

4. If more than half of the ballots show one candidate indicated as first choice, that choice has a *majority* in the ordinary sense and the candidate *is* elected. But *if* there is no such *majority*, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:

a. The ballots in the thinnest pile - that is, those containing the name designated as first choice by the fewest number of voters - are redistributed into the other piles according to the names marked as second choice on these ballots.

b. The number of ballots in each remaining pile after this distribution is again recorded.

c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.

d. Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated - by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated - until one pile contains more than half of the ballots, the result being thereby determined.

e. The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution. LA-4 Revised July 11, 2023, Page 51

5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.

6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.

7. In the event of a tie in the winning position -which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles - the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).

## District 4-L2 Policy and Procedures

### Section 11. RESPONSIBILITY OF GOVERNOR.

The governor is fiscally responsible for all financial transactions during his/her transition as governor elect to governor and during his/her term as governor, including management of the budget and enforcement of the fiscal policies of the district as proposed by the district financial oversight committee and approved by his/her predecessor.

The governor shall conduct all of the fiscal affairs of the district in accordance with the adopted budget, the constitution and by-laws, the policies and procedures of the district.

Except the Special Funds, the budget shall include line items for every reasonable anticipated source of income of the district and every reasonable anticipated expense of the district for the fiscal year whether income is received, or expense incurred in the administration of the district.

- a) The Governor may appoint a chairperson to set up and conduct the annual district convention upon such terms as the governor may deem appropriate to enable the district convention to be conducted within the budget.
- b) The governor and cabinet secretary-treasurer or treasurer shall be responsible for the administration of the Melvin Jones Fund and any other special funds which may be established from time to time and shall separately report the status of each such fund and all reports to the district and financial oversight committee.
- c) The Governor may appoint a chairperson of any special fund which may be established by the district to set up and conduct such activity. The special fund chairperson and district cabinet secretary-treasurer or treasurer shall keep the governor informed with monthly written reports.
- d) The convention chairperson, Melvin Jones chairperson and chairpersons of any other special fund shall be responsible to the district governor for the conduct of their activity or fund. The district governor will inform the FOC of any activity of special funds.

### Section 12. RECOMMENDATION

It is recommended that First/Second Vice District Governors be a graduate of an LCI or MD-4 Leadership Institute, by the time they take office.

### Section 13. FINANCIAL RESPONSIBILITY OF DISTRICT OFFICERS.

District officers are held to the highest level of accountability in the use of district funds. District officers shall receive no benefit from the use of district funds and shall remain vigilant to the improper use of district funds by any other officers and Lions. District officers are aware that there are potential conflicts of interest regarding the use of district funds and will immediately report to the district governor and financial oversight committee directly the promise of any direct or indirect benefit from third persons (such as hotel, food and beverage vendors, and the like) in exchange for payment of district funds or any other improper use of district funds resulting in the benefit to a district officer or member of his/her family.

## District 4-L2 Policy and Procedures

### Section 14. DUTIES OF CABINET SECRETARY-TREASURER OR TREASURER.

Subject to the direction of the governor, the cabinet secretary-treasurer or treasurer shall be responsible for the management of the budget, collection of all revenue and disbursement of all funds described in line items in the budget and payment of expenses. He/she shall be responsible for the management of all the Melvin Jones fund and all special funds not a part of the budget.

- a) No fund shall be expended, or revenue disbursed without the signature of the cabinet secretary-treasurer or treasurer and only after he/she has been provided with the bills, invoices or other documents justifying such expenditures or distribution of revenue from the budget, Melvin Jones Fund or other special funds;
- b) The cabinet secretary-treasurer or treasurer shall report at each meeting of the cabinet and the district the status of income and expenses their comparison with the budget, and the status of the Melvin Jones fund and all other special funds.

### Section 15. BUDGET AND SPECIAL FUNDS.

- a) **Definition of Budget:** The budget shall be composed of income received by the district related to the administration and activities of the district including the annual convention and all expenses relating to the administration of the district and annual convention during the fiscal year and the income and expenses related to or after the end of fiscal year or relating to the administration of the governor for the year.
- b) **Special Funds:** In addition to the district budget, the district may hold additional monies and incur additional expenses with special proposes not within the district budget. The district may receive any income related to a special fund project and may incur expenses related to such projects. The district shall maintain separate records in which the income and expenses of the project shall be reported.
- c) **Melvin Jones:** All income and expenses of the Melvin Jones fundraising project shall be treated as a special fund. Any surplus in excess of \$500 shall be transferred to LCIF in the district name. Any deficiency in the project maybe charged against the Melvin Jones fund reserve or if there is no reserve against the next year's project's income.

### Section 16. MEETING BETWEEN GOVERNOR, CABINET SECRETARY TREASURER OR TREASURER AND FINANCIAL OVERSIGHT COMMITTEE.

The financial oversight committee shall meet with the governor and cabinet secretary-treasurer, or treasurer quarterly or more often as may be required by the financial oversight committee to enable the Committee to fulfill its duties.

The cabinet secretary-treasurer or treasurer shall answer all questions of the financial oversight committee and provide all documents to the committee as need be by the committee.

- a) If the governor or convention chairperson desires to incur any expense not within the approved budget, the cabinet secretary-treasurer or treasurer shall not issue a check or comply with such requests without the approval of the financial oversight committee.
- b) No fund shall be withdrawn from the reserve without informing the financial oversight committee. ff the governor or convention chairperson desire to incur any expense not within the approved budget, the cabinet secretary-treasurer or treasurer shall not issue a check or comply with such requests without notifying the financial oversight committee.
- c) No fund shall be withdrawn from the reserve without informing the financial oversight committee.

## **District 4-L2 Policy and Procedures**

### **Section 17. EXPENSES OF ANNUAL DISTRICT CONVENTION.**

Housing and registration packet meals provided during the days in which the convention is in session shall be limited to the district governor, cabinet secretary and Lions International guest and the Multiple District 4 district governor guest selected by the district governor of this district and their spouses or significant others shall be without charge to set persons.

### **Section 18. IMPROPER EXPENSE ORF AILURE TO COMPLY WITH CONSTITUTION AND BY-LAWS AND POLICIES AND PROCEDURES.**

Should any district officer, committee chairperson, or other Lion cause, permit or incur any debt, bill or expense on behalf of, or in the name of this district, not budgeted for by the district, such liability and the facts surrounding it shall be reported to the governor, vice district governors, cabinet secretary-treasurer or treasurer, active past district governors and financial oversight committee and may be reported to the clubs.

Upon receipt of a report of an improper expense, the cabinet shall investigate the facts surrounding the expense, and if convinced that the expense was improper may, upon a two-thirds vote, censure and/or remove the district officer, committee chairperson, or other Lion who incurred the improper expense.  
(Added May 2015)

### **Section 19. BANKING AND ACCOUNTS.**

- a) The district shall maintain all its accounts at a bank which maintains branches throughout the district. All revenue received from any source be deposited into an active account and all expenses to be paid from the same bank.
- b) In addition to the Melvin Jones and other special funds which the district may have, the district shall maintain all revenue received by the governor and cabinet secretary-treasurer or treasurer and disbursements made by him/her during his/her year or prior thereto in an account to be known as the active account. All transactions made prior to or during said year shall be recorded in said account.
- c) After election of the incoming governor, the account which has been the dormant account during that year, shall become the active account during the incoming governor's year and the account which has been active account for the outgoing governor shall become the dormant account.
- d) The incoming governor, cabinet secretary-treasurer or treasurer, and first vice district governor shall become the signatories on the District 4-L2 accounts (active, dormant and Hero Awards). The outgoing governor and each of his/her officers' powers to sign upon said account shall cease on June 30th at the end of his/her year.
- e) In the event an outgoing governor shall not have paid all expenses attributed to his/her governorship prior to June 30th of his/her governorship, the incoming governor and cabinet secretary-treasurer or treasurer shall have the right to charge search expenses to the dormant account.

## **DISTRICT 4-L2 Policy and Procedures**

### **Section 20.**

#### **Financial Policy and Procedures (FOS Committee)**

In to provide a common understanding of the bookkeeping, accounting and other fiscal practices of Lions District 4-L2 during the transition from one fiscal year to the next, for the administration of the fiscal affairs during the year and to supplement the provisions of the District Constitution and By-Laws the following policies and procedures are adopted:

1. (a) The nomination committee is encouraged to inquire of every candidate for the office of district governor respecting his or her knowledge of these policies and fiscal operations of the district. (Revised May 2022)
- (b) The financial oversight committee recommends the use of model chart of accounts for every item of expense and revenue which the budget committee a reasonably anticipate for the fiscal year. Attached as Exhibit A is a proposed model chart of accounts.
- (c) The budget for the ensuing fiscal year shall be proposed by the incoming governor in cooperation with the first vice district governor and the budget committee and shall be adopted at the annual district convention.
- (d) The governor shall not incur any expense or obligation not already authorized in the budget without considering its impact up on the budget the district.

#### **2. Period May 15th through June 30th of each fiscal year:**

- (a) As soon as possible after the close of the annual district convention in May, the chairperson of the financial oversight committee shall provide a copy of these policies, including the Chart of Accounts to the incoming governor and treasurer and discuss their provisions with them.
- (b) Two bank accounts will be maintained - one active and one dormant. The active account will be used as the business account for the current year. The dormant account is the prior year's business account and will be used for next year's business account. Any reserves will be held in the dormant account.
- (c) In order to segregate income attributable to the next year such as advertising for the directory for the ensuing year and tickets for the installation dinner, the incoming governor and his/her treasurer shall as soon as possible in May be authorized to sign on the district accounts, shall deposit all receipts received by them for advertising, installation dinner and other sources to his/her year in said dormant account and pay any expense attributable to said matters from said account. The incoming district governor, treasurer, and convention chairperson shall use the Chart of Accounts established by the budget committee and enter their income and expenses for their year on such a



chart.

## **DISTRICT 4-L2 Policy and Procedures**

### **Section 20. Financial Policy and Procedures (FOS Committee) continued**

#### **2. Period May 15th through June 30th of each fiscal year: continued**

(d) To facilitate execution of the foregoing policies, the outgoing governor, his/her treasurer, and his/her convention chairperson shall pay as soon as possible all expense of the respective accounts not later than June 30th of the fiscal year. At such time, they shall prepare and deliver to the incoming governor, his/her treasurer, and the chairperson of the financial oversight committee a statement of assets and liabilities, revenue and expense statement as of June 30th and comparison of revenue and expenses to the budget for his/her fiscal year. They shall deliver all contracts, correspondence, receipts, paid invoices, issued checks, bank books, deposit slips and bank statements, a list of any unpaid bills and other documents to the chairperson of the financial oversight committee by July 31<sup>st</sup>.

#### **3. Period July pt through June 30th of the fiscal year:**

(a) If arrangements for the location of the upcoming annual district convention have not been completed by the time of the current annual district convention, an amended budget reflecting revised convention revenue and expenses shall be submitted at the earliest district meeting for approval.

(b) At each district meeting, the treasurer shall submit a statement of revenue and expenses and changes in revenue and expenses compared to the budget. Each quarter, the treasurer shall meet and submit to the financial oversight committee all records which it may require to determine compliance with these policies and regular accounting practices.

(c) The financial oversight committee shall submit to the current governor a report of its findings of the income and expense of the presiding year. The financial oversight committee may submit a new report of compliance by the current governor and treasurer. All report shall be given to the Governor, 1<sup>st</sup> VDG, 2<sup>nd</sup> VDG, all active PDG's and all Clubs.

(d) All checks issued on the district business Account must contain two (2) signatures, one.

(1) of whom is the treasurer. All requests for checks should be accompanied by documentation (receipts, invoices) justifying issuance of each check. At list once every month of the year the governor and treasurer shall confer regarding the status of the budget.

(e) Not send twice monthly, the treasurer shall deposit all funds received into the active account with the bank in which the district deposits its funds and shall promptly pay all bills and expenses of the district from the active account. Monthly the treasurer shall reconcile bank statements.

(f) With approval of the governor, transfers may be made between line items within the budget. No money may be expended in excess of the amount specified in the budget without the approval of the governor and treasurer. No new sub-account of expenses may be established in either account without the approval of the financial oversight committee.

## DISTRICT 4-L2 Policy and Procedures

### Section 20. Financial Policy and Procedures (FOS Committee) continued

#### 3. Period July pt through June 30th of the fiscal year:

- (g) All expenditures from excess money at the end of the district governor term must be approved by the district cabinet
- (h) The signatures of the outgoing district governor, treasurer and convention chairperson should be removed from the bank accounts as soon as possible at the end of the fiscal year.
- (i) The governor and treasurer shall cooperate with the financial oversight committee and the person who prepares the federal and state income tax returns in responding to their request for information. Federal and State Tax returns should be filed by November 15<sup>th</sup>.
- (j) By August 29<sup>th</sup> the treasurer must file IRS Form 8822-B showing the change of responsible party and address.

#### 4. Records and Documents

- (a) When invoices are paid, the amount of the check, it's number, date and other pertinent information shall be endorsed on the copy of the invoice/receipt by the treasurer.
- (b) Receipts for miscellaneous income shall be issued in sequential order. Receipt shall contain all necessary information to identify the transaction upon which the receipt is issued.
- (c) Bank statement issued and returned checks shall be maintained by the treasurer and delivered to the financial oversight committee at the end of the fiscal year.
- (d) Records of separate checking, savings, certificate of deposits and other accounts shall be separately maintained and shown on the balance sheet of the district.
- (e) The treasurer's annual report to the financial oversight committee shall contain a summary of the budgeted account, actual amount and totals for each category, fund, and overall totals according to the Chart of Accounts.
- (f) Any net revenues or expenses of the Melvin Jones activity should not be included in the district revenue and expenses.
- (g) Reserves if the District:
  - 1. The reserve shall be the balance of funds remaining in the active account at the end of each fiscal year plus the reserve funds held in the dormant account.
  - 2. At the end of each fiscal year the reserve will be combined into the dormant account.
  - 3. Prudent management requires that a reserve of 25% of the annual revenue of the district be maintained in the dormant account.
- (h) The treasurer shall provide all information and records necessary to the budget committee for it to prepare a budget for the upcoming fiscal year.

## DISTRICT 4-L2 Policy and Procedures

### Section 20 . Financial Policy and Procedures (FOS Committee) continued

- (i) When invoices are paid, the amount of the check, it's number, date and other pertinent information shall be endorsed on the copy of the invoice/receipt by the treasurer.
  
- G) Receipts for miscellaneous income shall be issued in sequential order. Receipt shall contain all necessary information to identify the transaction upon which the receipt is issued.
  
- (k) Bank statement issued and returned checks shall be maintained by the treasurer and delivered to the financial oversight committee at the end of the fiscal year.
  
- (l) Records of separate checking, savings, certificate of deposits and other accounts shall be separately maintained and shown on the balance sheet of the district.
  
- (m) The treasurer's annual report to the financial oversight committee shall contain a summary of the budgeted account, actual amount and totals for each category, fund, and overall totals according to the Chart of Accounts.
  
- (n) Any net revenues or expenses of the Melvin Jones activity should not be included in the district revenue and expenses.
  
- (o) Reserves if the District:
  - 1. The reserve shall be the balance of funds remaining in the active account at the end of each fiscal year plus the reserve funds held in the dormant account.
  
  - 2. At the end of each fiscal year the reserve will be combined into the dormant account.
  
  - 3. Prudent management requires that a reserve of 25% of the annual revenue of the district be maintained in the dormant account.
  
- (p) The treasurer shall provide all information and records necessary to the budget committee for it to prepare a budget for the upcoming fiscal year.

# DISTRICT 4-L2 Policy and Procedures

## FINANCIAL POLICY AND PROCEDURES

### EXHIBIT A

#### MODEL CHART OF ACCOUNTS

#### BUSINESS ADMINISTRATION BUDGET

#### REVENUE

4-L2 Dues from MD4  
\*Installation Dinner  
\* 4-L2 Directory Advertising  
\*District Cabinet Meeting  
\*International President VIP Dinner  
Training & Seminars  
\*District Fundraiser  
\*District Convention  
Miscellaneous Revenue  
\*Melvin Jones Dinner  
Total Revenue

#### EXPENSES

District governor  
1<sup>st</sup> Vice District governor  
2<sup>nd</sup> Vice District governor  
Administration Supplies/Postage  
Awards/Badges/District Officer Crests  
Honorari urns  
\*District Cabinet Meeting  
Administrative Fund Transfer to Convention  
\*4-L2 Directory  
Installation Dinner Advance  
\*Installation Dinner  
International President Visit  
\*International President VIP Dinner  
Leos  
\*Melvin Jones Dinner  
New Clubs  
Student Speaker Contest  
Training/Workshops  
Electronic Communications & Newsletter  
\*District Fundraiser  
Printing  
Miscellaneous Expense  
\*District Convention  
Total Expenses

Note:\* Each major event should have its own budget with the appropriate revenue and expense.

\*\*Any dollars raised by the Melvin Jones activity in excess of its expenses will be distributed to

LCIF  
only.  
These  
momes  
are not to  
be  
included  
in the  
District  
finances.

## **DISTRICT 4-L2 Policy and Procedures**

### **Section 21.**

#### **Hero Awards (Youth Cancer Survivors)- Special Account**

- a. Design narrative of the project
  - i. Medals to be awarded to Young Cancer Survivors
  - ii. Create a budget for the District.
    1. Funds are ear marked.
    2. Funds are used only to replenish supplies of the following.
      - a. Medals
      - b. Ribbons for Medals
      - c. Certificate
      - d. Certificate Holders
- b. Committees' duties include.
  - i. Creating and maintaining subcommittees
    1. Admin
    2. Outreach & Communications
    3. Inventory Control
    4. Fundraising

### **Section 22.**

#### **Nominating Committee Checklist**

- |                                  |                    |
|----------------------------------|--------------------|
| 1. District Governor             | Refer to Exhibit D |
| 2. First Vice District Governor  | Refer to Exhibit E |
| 3. Second Vice District Governor | Refer to Exhibit F |

### **Section 23.**

#### **Non-Disclosure and Confidential Agreements**

- a. Identification of the parties.
- b. Definition of what is deemed to be confidential.
- c. The scope of the confidentiality obligation by the receiving party.
- d. The exclusions from confidential treatment.
- e. The term of the agreement.

### **Section 24.**

#### **Standing Committee (3-year)**

##### **OC Committee**

1. 3 members, appointed for staggard terms for a 3-year ,period. District Governor will make appointments for any vacancy. District Governor will designate Chairman annual. The Cabinet Treasurer and Assistant Cabinet Treasurer are ex-officio members, non-voting members of the committee.

##### **Constitution-By laws Committee**

- I. 3-members, appointed for staggard terms for a 3-year ,period. District Governor will make appointments for any vacancy. District Governor will designate Chairman annual.

#### **Removal of Standing Committee Member**

- 1 If a committee member doesn't attend 50% + 1 of the meetings and the standing committee. members of the committee have majority vote to remove such member, then the chairperson must make a recommendation to the district governor for removal. It is at the discretion of the district governor to remove said member. The standing committees are Convention, Constitution & By-Laws, Financial Oversight.

## DISTRICT 4-L2 Policy and Procedures

### Section 25.

#### **Disaster Relief Committee**

- I. Coordinate with the City, County, and State emergency disaster relief programs.
2. Be prepared with a local disaster management program.
3. Develop a program for volunteer activities.
4. Investigate LCIF disaster preparedness grant program.

### Section 26.

#### **Student Speaker Contest Committee**

1. The Committee may be composed of the Chairman and such other Lions as appointed by the district governor.
2. The committee is to conduct a training session in coordination with the GLT to educate the contest leaders respecting their duties in the conduct of the student speaker contest at their level.
3. The committee shall coordinate the date and timing of various contests. Scheduling should not conflict with other district authorized meetings.
4. The committee chairperson shall conduct the district student speaker contest.
5. The committee may assist in participating in the levels outside the district level.
6. It shall endeavor to promote participation in the contest.

### Section 27.

#### **Technology Committee**

- a. Formation of a technology committees
  - i. Digital Committee Coordinates online assets.
    1. Website
    2. Social Media
    3. District portals example, Constant Contact, agreed upon credit card service.
  - ii. Audio Visual Committee
    1. Inventory Control
    2. District Events
      - a. Transport
      - b. Setup
      - c. Operate
      - d. Post Event Storage
      - e. Maintains Equipment

### Section 28.

#### **Youth Protection**

- I. Associated volunteers are defined as the following:
2. The district officers as defined in constitution and bylaws, (section#) Parents and chaperones of youth activities.

**Section 29.**

**Request for Proposal (RFP)**

- I. Request for Proposal Process. All contracts and legal agreements recommended by a Committee or negotiated by a District Officer must be approved by a majority vote of the District Governor Cabinet Prior to the vote on a proposed contract or legal agreement, the recommending committee or District Officer must complete the Request for Proposal (RFP) Process. The recommending committee or District Officer must solicit a proposal from no less than four (4) parties and submit said proposal with the recommended contract or legal agreement signed by the District Governor and reviewed by the District Cabinet. The Request for Proposal (RFP) Process shall only be required for potential contracts or legal agreements that would require a transaction greater than \$1,000.00.



**DISTRICT 4-L2 Policy and Procedures**  
**Exhibits**

**EXHIBIT D**

**Nominating Committee Checklist**  
**District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate's lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that they have met the following Requirements:**

Y Candidate is an active member in good standing of a chartered Lions Club in Good Standing\* in their single or sub-district.

Y Candidate endorsed by their Lions Club or a majority of the Lions Clubs in the District.

Y Candidate is currently serving as the first vice district governor within this district.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications:

Y Club President:	Year Served _____
Y Club Board of Directors:	Two (2) Years Served _____
Y District Cabinet (check one)	
Y Zone or Region Chairperson	Year Served _____
y Cabinet Secretary and/or Treasurer)	Year Served _____
y One (1) additional year as a member of district cabinet	
Position held: _____	Year Served _____

Y With none of the above being accomplished concurrently.

***\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up to fifteen (15) days prior to the close of credential certification to ensure that their club pays outstanding dues.***

I have reviewed this checklist and certify that the candidate listed above has met the requirements for the District Governor in accordance with the International By-Laws, Article IX, Section 4.

\_\_\_\_\_  
Nominating Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominating Committee Member

\_\_\_\_\_  
Date

# DISTRICT 4-L2 Policy and Procedures

## EXHIBIT E

### Nominating Committee Checklist First Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: .....

Name of Candidate's Lions Club: .....

Date of Nominating Committee Meeting: \_ \_ \_ \_ \_

Date of Election: .....

#### **Candidate has submitted sufficient evidence showing that they have met the following Requirements:**

Y Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing\* in their single or sub-district.

Y Candidate endorsed by their Lions Club or a majority of the Lions Clubs in the District.

Y Candidate is currently serving as the second vice district governor within this district,

Y Has not completed a full term, or majority portion thereof, as district governor \*This amendment shall take effect on July 1, 2022

In the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

- Y Club President: Year Served \_\_\_\_\_
- Y Club Board of Directors Two (2) Years Served \_\_\_\_\_
- Y District Cabinet (check one)
- Y Zone or Region Chairperson Year Served \_\_\_\_\_
- Y Cabinet Secretary and/or Treasurer) Year Served \_\_\_\_\_
- Y With none of the above being accomplished concurrently.

***\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up to fifteen (15) days prior to the close of credential certification to ensure that their club pays outstanding dues.***

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

\_\_\_\_\_  
Nominating Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominating Committee Member

\_\_\_\_\_  
Date

## DISTRICT 4-L2 Policy and Procedures