

District
20-E1
Policy
Manual

Last revised August 30

2020

Policy Manual

Lions Clubs International - District 20-E1

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Last Revised August 30, 2020

PS001

Purpose: It is understood that all policies must conform to the District 20-E1 Constitution and By-Laws, Multiple District 20 Constitution and By-Laws, and the Lions Clubs International Constitution and By-Laws. The purpose of the policy manual is to put in an easily readable and understandable form the pertinent procedures to be followed by the District 20-E1 Cabinet and the Committees so appointed by the District Governor. It will also outline policy for District Activities and District Funds and Finance.

This document is intended to be gender neutral. Any reference to the contrary will be interpreted as gender neutral.

Amendment Procedures

Amendments to policies adopted by District 20-E1 may be made by an affirmative vote of a majority of those duly constituted to vote at duly constituted meetings of the District 20-E1 Cabinet. All amendments to adopted policies shall be required to follow the procedures established for the adoption of new policies or the amendment of an existing adopted policy District 20-E1 as listed in Policy Statement PS202, Policy Manual Committee.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

PS101
District Governor

Purpose: The purpose of this policy is to set forth guidelines to assist the District Governor in the administration of his/her activities and duties as District Governor of District 20-E1.

General

1. The primary function of the District Governor is to coordinate the promotion of leadership and harmony among the members of District 20-E1 and to conduct the affairs of the District in accordance with the Constitutions of the District, Multiple District and Lions Clubs International.
2. The District Governor, after his/her election and before July 1 will appoint a Cabinet Secretary and Treasurer or Secretary-Treasurer, a Region Chairperson for each Region, a Zone Chairperson for each Zone and a Chairperson for each District Committee. The District Governor shall inform all appointees of their responsibilities.
3. The District Governor shall issue the call for District Cabinet Meetings through the office of the Cabinet Secretary or Secretary-Treasurer.
4. Through the District Governor's efforts, the Cabinet Secretary or Secretary-Treasurer shall prepare an agenda for each District Cabinet Meeting.
5. The District Governor shall preside at all District Cabinet Meetings with the assistance of the First Vice District Governor to accept the reports of the District Committees.
6. The District Governor shall be knowledgeable of all duties of the District Cabinet and appoint committees, and be responsible for their functions being properly accomplished.
7. The District Governor shall maintain a close relationship with the Vice District Governors, the Cabinet Secretary and Treasurer or Secretary-Treasurer, Region Chairpersons and Zone Chairpersons and as such shall keep the Cabinet fully aware of the happenings in the District and Lionism in general within District 20-E1, the MD 20 Council of Governors and Lions Clubs International.
8. The District Governor will be required to report to Lions Clubs International and MD 20 Council relative to the affairs of the Lions of District 20-E1.
9. Should the District Governor need assistance and advice before finalizing decisions, he may seek the advice of the Vice District Governors and the Past District Governors of Lions Clubs International who make up the District Honorary Committee.
10. The District Governor will be required to hold a minimum of three (3) Cabinet Meetings, a Sub-District Convention and a District Leadership Conference. At the discretion of the District Governor a fourth Cabinet Meeting may be called at a time and location to be announced. The District leadership Conference may be held regionally.
11. The District Governor, at his/her first Cabinet Meeting, will submit for approval by the Cabinet, the goals, projects and administrative budget

12. The District Governor will publish a District Newsletter which will be made available on the District website for download. This newsletter should be provided on a monthly schedule.
13. The District Governor shall meet with the District Governor Elect as soon as possible after the election to discuss all pertinent affairs of the District for a smooth transition of the office. Items to be discussed could be transfer of administrative responsibilities, dress codes, gifts, and functions to attend etc.
14. As soon as possible after the nomination of a candidate for District Governor, the District Governor shall send to the Multiple District Secretary-Treasurer "Official Notice" of the nomination to include the full name and address of the District 20-E1 candidate.
15. The District Governor shall attempt to visit every Lions Club within the District during his/her term in office.
16. The District Governor with the assistance of his/her Secretary or Secretary-Treasurer and/or committee appointed by him/her, shall publish a District 20-E1 Directory on the District 20-E1 website and shall be available for download.
17. Only expenses for the 20-E1 District Governor are reimbursable by District 20-E1 and only in accordance with the Rules of Audit as established by Lions Clubs International.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 28, 2015

PS102

First Vice District Governor

Purpose: The purpose of this policy is to set forth guidelines to assist the First Vice District Governor in the administration of his/her activities and duties as First Vice District Governor of District 20-E1.

General

1. The First Vice District Governor shall attend all regular and special meetings of the District Cabinet.
2. He/she shall prepare and submit at each Cabinet Meeting a required written report of his activities.
3. Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
4. He/she shall familiarize himself with the duties of District Governor so that he/she is capable of discharging the duties of this office if called upon by the District Governor to do so.
5. He/she shall assist in such administrative duties as may be assigned him/her by the District Governor.
6. He/she shall perform such assignments as shall be given him/her from time to time by the District Governor.
7. He/she shall work closely with the District Governor on special projects as may be requested by the District Governor.
8. He/she shall work closely with the Extension Chairperson and help in the formation of new clubs.
9. He/she shall represent the District Governor whenever asked to do so at various District functions.
10. He/she shall administer the annual District 20-E1 Leadership Raffle. His/her responsibilities shall include, but not limited to, distributing the tickets with a letter to the clubs which indicates the purpose of the raffle, the benefit(s) to the clubs and the deadline for returning the raffle tickets and money. The name and address of the First Vice District Governor shall be provided in the letter of instructions to return ALL tickets (sold or not) and a check directly to the First Vice District Governor. He/she, in turn, shall then forward the checks to the CS/T or CT.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet March 2, 2002
Amended by the Cabinet August 24, 2002
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 28, 2015

PS103

Second Vice District Governor

Purpose: The purpose of this policy is to set forth guidelines to assist the Second Vice District Governor in the administration of his/her activities and duties as Second Vice District Governor of District 20-E1.

General

1. The Second Vice District Governor shall attend all regular and special meetings of the District Cabinet and conduct such meetings in the absence of the District Governor, and the First Vice District Governor
2. He/she shall assist in such administrative duties as may be assigned him/her by the District Governor.
3. Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the offices of District Governor and First Vice District Governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting District Governor or acting Vice District Governor until the vacancies are filled according to the by-laws and rules of procedure adopted by the International Board of Directors.
4. He/she shall assist in such administrative duties as may be assigned him/her by the District Governor.
5. He/she shall perform such assignments as shall be given him/her from time to time by the District Governor.
6. He/she shall work closely with the District Governor on special projects as may be requested by the District Governor.
7. He/she shall work closely with the Extension Chairperson and help in the formation of new clubs.
8. He/she shall represent the District Governor whenever asked to do so at various District functions.

*****NOTHING FOLLOWS*****

Approved by the Cabinet August 19, 2012

PS104
Cabinet Secretary

Purpose: The purpose of this policy is to set forth guidelines to assist the Cabinet Secretary with the duties and responsibilities of this office as required by the Constitution and By-Laws of District 20-E1.

He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

1. Perform such duties as are implied by the title of said office, including but not be limited to the following duties,
2. Prepare and mail notice of all District Cabinet meetings two or three weeks prior to the date of the next Cabinet meeting.
3. Provide a printed agenda at Cabinet meetings to assist the District Governor with his/her efforts to maintain an orderly meeting.
4. Keep an accurate record of proceedings of all meetings of the Cabinet, and within 30 days forward copies of the same to all members of the Cabinet, the office of the MD 20 Secretary-Treasurer, and the office of Lions Clubs International.
5. Make reports to the Cabinet as the District Governor or Cabinet may request.
6. Keep minutes of all Cabinet and District 20-E1 meetings and permit inspection of the same by District Governor, any Cabinet member and any Club (or any authorized agent of any of them) at any reasonable time for any proper purpose.
7. Aid and assist in the preparation of the District Directory, District Annual Reports and District Newsletters, as directed by the District Governor.
8. Place in the hands of his/her successor all records which pertain to the office of Cabinet Secretary immediately following the end of the fiscal year.

*****NOTHING FOLLOWS*****

Approved by the Cabinet August 19, 2012

PS105
Cabinet Treasurer

Purpose: The purpose of this policy is to set forth guidelines to assist the Cabinet Treasurer with the duties and responsibilities of this office as required by the Constitution and By-Laws of District 20-E1.

He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

1. Perform such duties as are implied by the title of said office, including but not be limited to the following duties,
2. Assist the District Governor in the preparation of the District Administration Budget, serving as a member of the District Budget Committee.
3. Arrange facilities for banking and disbursement of all District Administration Funds.
4. Receive all monies from the District Cabinet, Club Officers and/or District Committee Chairperson, and deposit these monies in the appropriate account.
5. Maintain a proper and accurate set of records on District Depository, Leadership Fund and District Investments.
6. Assist the District Governor to operate within the approved District Administration Budget.
7. Prepare a financial report for each District Cabinet meeting and a final report at the end of his/her year summarizing income and disbursements of all District Accounts.
8. Present financial records to the Financial Committee for audit within sixty (60) days of the end of the fiscal year, and upon completion of the audit release all records which pertain to the office of Secretary-Treasurer to his/her successor.
9. He/she shall pay all bills and obligations of District 20-E1. Checks must have two (2) signatures, including the District Governor and the Cabinet Secretary-Treasurer or Treasurer.

*****NOTHING FOLLOWS*****

Approved by the Cabinet August 19, 2012

PS106

Cabinet Secretary-Treasurer

Purpose: The purpose of this policy is to set forth guidelines to assist the Cabinet Secretary-Treasurer with the duties and responsibilities of this office as required by the Constitution and By-Laws of District 20-E1.

He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

1. Perform such duties as are implied by the title of said office, including but not be limited to the following duties,
2. All duties as prescribed in Policy Statements 104 and 105 which refer to the Cabinet Secretary and Cabinet Treasurer respectively.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet March 15, 2003

Amended by the Cabinet August 19, 2012

PS107

Immediate Past District Governor

Purpose: This policy is written to give guidelines in executing this office in the hope that any assistance or experience can be shared with the current District Governor and his/her Cabinet

General

1. This office carries with it voting rights on the District Governor's Cabinet.
2. The Immediate Past District Governor would be expected to serve on whatever committee the District Governor would request.
3. He/she will assume the Chair of the PDG's Advisory Committee made up of Past District Governors within the District.
4. He/she is expected to attend all Cabinet meetings called by the District Governor.
5. He/she shall disseminate any knowledge or information that would be helpful in carrying out a smooth transition from one administration to another.
6. He/she shall call a special meeting of the Past District Governors of District 20-E1 and candidates for the office of Vice District Governor at the time of the Sub-District Convention.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

PS108
Region Chairperson

Purpose: To set forth the duties and to provide guidelines to fully carry out the responsibilities as a Region Chairperson in his/her respective Region within District 20-E1

Requirements:

He/she has been a Past President of a Lions Club and has served at least two (2) additional years on a Lions Club Board of Directors. He/she must be a member of a club within his/her Region and preferably have served as a Zone Chairperson.

He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

1. Attend all regular and special meetings of the District Cabinet.
2. Prepare and submit a written report at the Cabinet meetings and as the District Governor may request.
3. Assist the District Governor in promoting Lionism in his/her Region.
4. Attend a regular meeting of each club in his Region at least once during the year in addition to accompanying the District Governor on his/her official visit to each club.
5. Supervise and assist the Zone Chairperson of his/her Region in the performance of their duties and cooperate with them in arranging and in holding Advisory Committee Meetings.
6. Attend the-Advisory Committee Meetings of his/her Zone Chairpersons in an advisory capacity.
7. Make every effort to attend District Sub-District Convention, Multiple District Convention, and the Lions Clubs International Convention.
8. Be prepared to induct new members and/or install officers when requested to do so by Lions Clubs in his/her Region.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS109
Zone Chairperson

Purpose: To set forth the duties and provide guidelines to fully carry out the responsibilities as a Zone Chairperson in his/her respective Zone within District 20-E1.

Requirements:

He/she will have been a Past President of a Lions Club and one who has served at least two (2) additional years on a Lions Club Board of Directors. He/she must be a member of a club within his Zone.

He/she shall act under the supervision of the Region Chairperson of his/her region and the District Governor. His/her specific responsibilities shall be to:

1. Attend all regular and special meetings of the District Cabinet.
2. Prepare and submit a written report at the Cabinet meetings and as the District Governor may request.
3. Serve as Chairperson of the Zone's District Governor's Advisory Committee and hold at least three (3) meetings of this committee annually. It is preferred these meetings be held within four (4) weeks of each Cabinet Meeting
4. Meet with the Region Chairpersons of his/her region as required to review the progress of clubs within the zone.
5. Attend a regular meeting of each club in his/her zone at least twice during the year in addition to accompanying the District Governor on his/her official visit to each club.
6. Meet with and assist problem clubs and aid in the formation of new clubs.
7. Encourage all clubs to understand and become active in programs of the District, Multiple District and Lions Clubs International. This should be accomplished by using District Committee Chairpersons.
8. Be available to the District Governor or any club with his/her zone for any purpose which furthers the cause of Lionism.
9. Make every effort to attend the District 20-E1 Sub District Convention and encourage each club within his/her zone to have a full delegation attend this conference.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS110
District Chaplain

Purpose: To set forth the duties and provide guidelines to fully carry out his/her responsibilities as District Chaplain for District 20-E1.

He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

1. Provide an invocation and/or benediction at all District Cabinet meetings and/or District functions.
2. Provide blessings at any or all District dinner meetings at the request of the District Governor.
3. Provide the above service, when present at any club, zone, or regional meeting if requested by presiding officer.
4. Originate or assist in any necrology program at any District 20-E1 function.
5. Be mindful of spiritual requirements of all Lions, Lioness, and Leos regardless of denomination and/or their religious affiliation.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS111
District Parliamentarian

Purpose: To set forth the duties and provide guidelines to fully carry out his/her responsibilities as District Parliamentarian for District 20-E1.

He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

1. Provide a source for the parliamentary procedures for the District Governor at Cabinet meetings and/or District functions.
2. Have knowledge of parliamentary procedures including order of precedence for motions (privileged, subsidiary, or main) and their legitimacy.
3. Be prepared to interpret the following incidental motions; appeal; division of question; division of assembly; objection to consideration; parliamentary inquiry; point of order; suspension of rules; and withdrawal of motion.
4. Have knowledge of District 20-E1, Multiple District 20 and Lions Clubs International Constitution and By-Laws.
5. Have knowledge of the District 20-E1 Policy Manual.
6. Attend all District Cabinet meetings or District functions where policy or amendments may be voted upon to affect the action of Cabinet or Clubs or Lions within the District.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS201

Policy Manual, Constitution and By-Laws Committee

Purpose: This committee shall monitor the activities of the Lions within District 20-E1 to be sure that they conform to the policy manual and constitution and by-laws of the District, Multiple District and Lions Clubs International.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. A PDG should be appointed to chair this committee.
3. With the advice of the Chairperson, the District Governor shall appoint committee members.
4. The committee shall provide a copy of the Policy Manual and District 20-E1 Constitution and By-Laws to each new voting member of the District Cabinet annually.
5. The Chairperson shall advise the District Governor, any committee and/or any individual of action in violation of the Policy Manual or Constitution and By-Laws of Lions Clubs International, MD 20, and/or District 20-E1.
6. The committee will present to the District Cabinet any potential changes in the Policy Manual or District Constitution and By-Laws brought to their attention at least ten (10) days prior to a Cabinet meeting.
7. The committee shall formulate the wording for changes in the District Constitution and By-Laws and cause promotion of such changes within the District before voting.
8. New policies adopted by the District Cabinet should be duplicated and available for distribution at the following meeting.
9. The committee Chairperson should send any budget request to the Budget Committee Chairperson at least ten (10) days prior to the first Cabinet meeting.
10. District 20-E1 has adopted the standard form constitution as provided by Lions Club International.
11. The policy manual shall be available on the District website.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014

PS202
Long Range Planning Committee

Purpose: The committee should consider and promote changes in our District.

1. The Chairperson of the committee shall be appointed for a three year term and serve at the discretion of the District Governor.
2. A PDG should be appointed to chair this committee.
3. The Vice District Governors shall serve as members of this committee.
4. With the advice of the Chairperson, the District Governor shall appoint committee members.
5. The committee may consider, but not be limited to the areas of membership, District organization and committees, District finances, District activities, District projects, and organizations to support.
6. The committee should meet between Cabinet meetings and a report of the meeting should be presented to the Cabinet.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014

PS203
Leadership Committee

Purpose: To motivate the District toward a common goal.

1. The First Vice District Governor shall be the Chairperson of this committee.
2. This committee shall consist of all Past International Directors, Past District Governors, District GMT and GLT representatives, current Cabinet members, District Chairpersons, and all Lions Leadership Institute graduates. The leadership committee meetings are open to all Lions in good standing.
3. The committee should assist in the planning with the District Governor and Vice District Governors for the next two (2) District Conferences.
 - a. The locations should be selected at least one (1) year in advance.
 - b. Seminars and programs should be planned at least six (6) months in advance.
 - c. The committee should take an active role in promoting attendance at each conference.
 - d. The committee should take an active role facilitating the conference.
4. The committee members should be available to make presentations to clubs as requested.
5. The committee should be available to assist in hosting Lion dignitaries as they visit within our District.
6. The committee shall meet regularly to discuss pertinent topics of the District and reports of the GMT and GLT.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet June 7, 2003
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014
Amended by the Cabinet August 23, 2015

PS204
Health Committee

Purpose: The committee will promote the international goals of diabetes detection, hearing conservation, speech improvement and sight and life conservation practices, the importance of live donors and eye and anatomical donations.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. With the advice of the Chairperson, the District Governor shall appoint committee members.
3. The committee will use various media to keep diabetes detection, hearing conservation, speech improvement and sight and life conservation practices and the importance of live donors and eye and anatomical donations before the District membership and population at large.
4. Committee members should be available to make presentations to clubs as requested.
5. The committee may collect used eye equipment and should seek first to recycle this through a Lion program. Gold may be sold.
6. The committee will actively solicit used hearing equipment for the Finger Lakes Hearing Foundation.
7. A committee member may seek to represent the District on the Board of Directors of the Finger Lakes Hearing Foundation.
8. With the Dog Guide Committee, this committee will promote information about, and support of, hearing dog programs.
9. The committee will coordinate the use of any District owned diabetes equipment and/or supplies.
10. Committee members may promote participation in activities organized by the diabetes associations including membership, fund raising and seminars.
11. The committee may solicit and collect funds for any of these programs. Monies should be mailed directly to the agency (or agencies) by the Clubs.
12. The committee Chairperson should send any budget request for funds the Budget Committee at least ten (10) days prior to the first Cabinet meeting.
13. The committee should meet between Cabinet meetings and a report of the meeting should be presented to the Cabinet.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014
Amended by the Cabinet August 30, 2020

PS205
Youth Committee

Purpose: The committee will seek to support existing Leo Clubs and form new ones and promote the Lions Clubs International goal of youth outreach / substance abuse. Additionally, the committee will secure homes for international youth wishing to visit our area, promote opportunity for our youth to travel to other countries and promote the Lions Clubs International peace poster program.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. With the advice of the Chairperson, the District Governor shall appoint committee members.
3. The committee will promote a District Peace Poster competition, set deadlines, judge a District winner and send our entry to the Multiple District for judging.
4. Peace poster prizes may be awarded at the discretion of the District Cabinet.
5. The committee will use various media to keep Leo clubs and Youth outreach before the District membership and population at large.
6. Committee members should be available to make presentations to clubs as requested.
7. Committee members should be available to speak to school personnel on Leo Clubs, Lions Quest and other youth topics as requested.
8. During the first half of the year, the committee will promote the opportunity for local youth to travel abroad and assist local club committees in filing applications.
9. During the second half of the year, the committee will seek homes for youth wishing to visit New York State and maintain a file of potential placement sites and also promote the applications of specific youth available.
10. The committee should oversee the specific placement of each visiting youth and intervene on behalf of the District, with the local club and visiting youth, only when needed.
11. The committee should meet between Cabinet meetings and a report of the meeting should be presented to the Cabinet.
12. The committee Chairperson should send any budget requests to the Budget Committee Chairperson at least ten (10) days prior to the first Cabinet meeting.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014

PS206
Guide Dog Committee

Purpose: The committee shall promote education about guide dog programs, encourage financial support of guide dog programs and coordinate speakers within our District on dog guide programs.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. With the advice of the Chairperson, the District Governor shall appoint committee members.
3. The committee will use various media to keep dog guide use before the District membership and the population at large. The means may include, but not limited to slides and movies, brochures, computer internet, speeches and demonstrations by people related to a program and clients programs.
4. The programs promoted may include, but shall not be limited to;
Guiding Eyes Yorktown Heights, NY
Guide Dog Foundation for the Blind Smithtown, NY
Leader Dog Rochester, Michigan
Canine Helpers Lockport, NY
5. Committee members should be available to make presentations to clubs as requested.
6. The committee may solicit participation in open house, recognition, and/or work party types of activities by the members of District 20-E1.
7. The committee may solicit and collect funds for any of these programs. Monies should be mailed directly to the agency by the Clubs.
8. The committee should meet between Cabinet meetings and a report of the meeting should be presented to the Cabinet.
9. The committee Chairperson should send any budget request to the Budget Committee Chairperson at least ten (10) days prior to the first Cabinet meeting.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014

PS208

Blind Student Activities Fund Committee

Purpose: The committee will collect and expend funds on behalf of the students associated with the New York State School for the Blind at Batavia, New York

1. The Chairman of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. With the advice of the Chairman, the District Governor shall appoint committee members.
3. The members of the committee shall consist of the Sight Chairmen from District 20-E1 and District 20-E2, the District Governors from District 20-E1 and District 20-E2 and three (3) members from Batavia Lions Club with one Batavia Lion serving as Chairman.
4. The committee will work with the State School and decide which activities and projects to finance.
5. The committee will solicit funds from clubs and deposit them in the Blind Student Activities Fund.
6. The committee will coordinate club visitations and Lion volunteer efforts.
7. The committee members should be available to make presentations to clubs as requested.
8. The committee should meet between Cabinet meetings and a report of the meeting should be presented to the Cabinet.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

Amended by the Cabinet March 16, 2014

PS209

Empire State Special Needs Experience, Inc. at Lions Camp Badger

Purpose: The committee will recruit students, solicit financial support and request Lion involvement in the maintenance of the physical facilities.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. With the advice of the Chairperson, the District Governor shall appoint committee members.
3. Two Lions from District 20-E1 shall serve on the Board of Lions Camp Badger on a rotating basis. One Lion elected to serve a two year term at the MD-20 Convention and the second Lion serving the remaining one year of his/her term.
4. The committee members should be available to make presentations to clubs as requested.
5. The needs and accomplishments of the corporation should be promoted.
6. Committee members should work with the executive director to recruit students appropriate for the program.
7. Committee members should solicit funding for students, specific activities and/or projects and general donations to the ESSNE, Inc.
8. Donations to Lions Camp Badger should be sent by Clubs directly to the corporate office, located at 725 Larue Road, Spencer, NY 14883 for deposit. Committee members should solicit participation in the District work weekends.
9. The committee should hold a meeting of corporate members within the District annually to coordinate involvement.
10. The committee should meet between Cabinet meetings and a report of the meeting should be presented to the Cabinet.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

Amended by the Cabinet March 16, 2014

PS210

Vision Screening

Purpose: This policy provides District 20-E1 with a vision screening committee that will assure compliance with both MD-20 Lion SEE and LCI Kids Sight USA program goals. The committee coordinates, solicits financial support and involves Lions and Lions Clubs of 20-E1 to provide free vision screening of preschoolers (6 months to 6 years of age) across the District.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor and serve as a Lion SEE Board member.
2. With the advice of the Chairperson, the District Governor shall appoint at least 3 committee members that will represent the Regions of the District.
3. Committee members will be responsible for all vision screening training and equipment coordination this includes researching the latest innovations in vision technology available and the ongoing replacing, purchasing and allotting of Vision Screening devices and supplies to ensure uniform quality and availability for all 20E1 Lions Clubs.
4. The committee members should be available to make presentations to clubs as requested.
5. The Chairperson and 3 SEE Committee members should work with the executive director and board members of the New York Lion SEE Board.
6. Committee members will create and maintain District-wide policies for vision screening and screening equipment owners (both clubs and the District). Equipment maintenance, insurance, and borrowing agreements will be the same across the District regardless of ownership. Borrowers of the newest vision screeners (SPOT/Optic Plus) will be required to sign a responsibility agreement for any damages while in their position, with the committee providing this document. Equipment owners shall be responsible for keeping and maintaining records of these borrowings.
7. The committee will be responsible for establishing and sharing screening resources, both people and equipment across the District. An annual donation of \$100 per club will be requested by the committee to support vision screening throughout the District, to be maintained in the Vision Screening line item of the District's annual budget. In conjunction with the District Treasurer, the committee will be accountable for this maintenance fund and its use for insurance, screening supplies, repairs, warranties and upgrades to screening equipment and related equipment.
8. Vision screening equipment owners (both District and club) have the right to refuse borrowers if it is felt proper training or other issues exist with the proposed borrowers. Equipment owners are responsible for all repairs, maintenance, upgrades and warranty issues of their equipment.
9. All screeners are required to use the latest consent and data collection forms as provided by the committee. The club doing the screening shall forward the data to the committee chair within one (1) week after the completion of the screening. The committee chairperson will be responsible to upload the screening data to the Lions

SEE database for District 20-E1 until training and advances in the SEE database are made to accommodate individual clubs and screeners inputting data.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014
Amended by the Cabinet May 22, 2016

PS211

Lions Clubs International Foundation Committee

Purpose: The committee will promote the activities of LCIF and solicit donations.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. With the advice of the Chairperson, the District Governor shall appoint committee members.
3. The committee members should be available to make presentations to clubs as requested.
4. The committee shall solicit funds for LCIF and send them to Lions Clubs International Foundation for deposit.
5. The committee may advise individual clubs when they qualify for a Melvin Jones Fellowship and assist them with the application as needed.
6. The committee will promote the Melvin Jones luncheon at the Multiple District convention.
7. The committee shall promote all Melvin Jones Fellows within our District.
8. Use reports provided by LCIF to educate Lions about the giving and grant history of the district
9. The committee should meet between Cabinet meetings and a report of the meeting should be presented to the Cabinet.
10. The committee Chairperson should send any budget request to the Budget Committee Chairperson at least ten (10) days prior to the first Cabinet meeting.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

Amended by the Cabinet March 16, 2014

PS212

Publication/PR/Technology Committee

Purpose- The committee will promote activities and programs of the clubs and District through the publication of the *Roaring Twent - E1* newsletter, maintain an online presence in the form of a district website and promote Lionism within our District by promoting the District Governor's official club visits.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. With the advice of the Chairperson, the District Governor shall appoint committee members.
3. The website shall contain contact information for all voting officers on the Cabinet. In addition the website will have a calendar listing district and club events that have been submitted to the webmaster. Also all district committee chairs will be listed as well.
4. The website shall contain the District Directory. In addition, an electronic copy of the District Directory will be sent to each Cabinet member, committee chairperson, PDG, club president, and club secretary, and club treasurer. It will also be provided to the MD20 Office, International family of MD20, the New York State and Bermuda Lions Foundation office, the Empire State Speech and Hearing Clinic office, the Finger Lakes Hearing Foundation office, and the State School for the Blind in Batavia.
5. The committee will photograph and/or film appropriate activities.
6. The committee will promote Lionism in the District through radio, television, computer programs, telephone access and/or window displays.
7. The committee members should be available to make presentations to clubs as requested.
8. The committee will promote the District Governor's visits.
9. The committee will produce the *Roaring Twent-E1* magazine and send a copy for the *Multiple District 20 Lion*.
10. The committee will publish the *Roaring Twent-E1* magazine on the District's website. A notice that the publication is ready for viewing and download shall be sent to every Lion in the District with an email address.
5. The committee should report accomplishments of our clubs and individual members.
6. The committee should meet between Cabinet meetings and a report of the meeting should be presented to the Cabinet.
7. The committee Chairperson should send any budget request to the Budget Committee Chairman at least ten (10) days prior to the first Cabinet meeting.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014

PS213

Convention and Forum Committee

Purpose: This committee shall publicize information about conventions and forums.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. With the advice of the Chairperson, the District Governor shall appoint committee members.
3. The committee should promote the Sub-District Convention, MD-20 Convention, USA/Canada Lions Leadership Forum and the International Convention. The committee should promote attendance by District members.
4. The committee members should be available to make presentations to clubs as requested.
5. A report of activities should be presented to the Cabinet at each meeting.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

Amended by the Cabinet March 16, 2014

PS214
Trading Pins Committee

Purpose: The committee will promote Lion fellowship through friendship trading pins.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. With the advice of the Chairperson, the District Governor shall appoint committee members.
3. The committee will promote entries for the Multiple District pin design.
4. The committee will promote the activities of the Pin Traders Club of New York and Bermuda.
5. The committee will assist individuals and Clubs in the procurement of pins.
6. The committee will arrange for the manufacture and distribution of District pins.
7. Funds solicited for the purchase of pins will be deposited with the District Treasurer or Secretary-Treasurer. The Treasurer or Secretary-Treasurer will pay bills for pins as approved by the voting Cabinet.
8. A report of activities should be presented to the Cabinet at each meeting.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014

PS215
Budget Committee

Purpose: This committee shall prepare, review and monitor the District Budget, recommend a depository for District funds, and advise the District Governor and Cabinet on financial matters.

1. The District Governor shall serve as Chairperson of this committee.
2. The committee shall be composed of five (5) members including the District Governor, the Cabinet Treasurer or Secretary-Treasurer, the Immediate Past District Governor, the Immediate Past Cabinet Treasurer or Secretary-Treasurer and a fifth member appointed by the District Governor.
3. The District Governor shall, at the first regular meeting of the Cabinet as defined in Article 4, Section 2A of the Constitution and By-Laws of District 20-E1, present the budget for approval for the fiscal year.
4. A standardized budget report shall incorporate all planned items of income and expenses together with all current assets held in cash or depository instruments as recommended by the Budget Committee.
5. Budgeted income shall include but not be limited to; (1) MD-20 District Administration funds (Dues), (2) Leadership raffle income, (3) State pin income, (4) District pin income, (5) Interest and/or dividends, (6) Reimbursement income from Lions Clubs International, (7) Sub-District Convention registration fees, (8) Sub-District Convention dinner income, (9) Governor's Testimonial Dinner income, (10) Cabinet dinner income, (11) Miscellaneous income.
6. Budgeted expense items shall include but not be limited to; (1) Cabinet badges, (2) Cabinet meetings, (3) Cabinet meeting meals, (4) Committee expenses, (5) District Directory, (6) USA/Canada Leadership Forum expenses, (7) Sub-District Convention, (8) Sub-District Convention banquet, (9) Leadership Raffle expenses, (10) Leadership Raffle awards, (11) MD 20 pins, (12) District 20-E1 pins, (13) District Governor's gifts, (14) Office supplies, (15) Peace Poster Award, (16) Cabinet Secretary or Secretary-Treasurer MD 20 Convention, (17) Insurance bond, (18) Bank charges, (19) Miscellaneous expenses, (20) Contingency expenses.
7. The Cabinet Treasurer or Secretary-Treasurer shall report on the budget, income, expense and budget variation (+,-), at each Cabinet meeting as current as practical and at the end of the fiscal year within 30 days thereafter and prior to the meeting of the next fiscal year budget committee meeting.
8. An assets balance sheet shall be maintained by the Cabinet Treasurer or Secretary-Treasurer and submitted together with the budget accounts and their variances at each Cabinet meeting and within thirty (30) days after the close of the fiscal year.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014

PS216
Finance Committee

Purpose: This committee shall provide for the oversight of the financial health of the District, provide for the monitoring of the financial statements of the District Treasurer or Secretary-Treasurer and shall assist in the establishment of a standardized accounting system for the District finances.

1. The Finance Committee shall consist of the First Vice District Governor, a Region Chairperson and a Past District Governor, none of whom are serving on the Budget Committee. The Region Chairperson and the Past District Governor of this committee shall be appointed by the District Governor.
2. The Finance Committee shall provide for an annual, or more frequent, audit of the books and accounts of the District.
3. The Finance Committee shall monitor the quarterly financial reports of the District Treasurer or Secretary-Treasurer to determine that budget allocations are not exceeded.
4. Expense items, not in the annual budget or that otherwise alter budget allocation, shall be referred to the Finance Committee for review and advice before Cabinet action.
5. A statement of the financial condition of the District shall be sent to Lions Clubs International, to the Multiple District Office, and to the Cabinet within sixty (60) days after the close of the fiscal year by the Immediate Past District Governor.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014

PS217
PDG's Advisory Committee

Purpose: The committee will serve in an advisory capacity to the District Governor

1. The Chairperson of the committee shall be the Immediate Past District Governor.
2. All Past District Governors residing in District 20-E1 shall be committee members.
3. Meetings may be called by the Chairperson or the District Governor.
4. Any issue of concern to the District may be addressed.
5. The committee will annually meet with candidates for the office of vice district governor, prior to the second Cabinet meeting of the year they plan to run, to review their qualifications and assist where possible.
6. The committee along with the District Governor shall meet with the nominee for District Governor, no earlier than the second Cabinet meeting no later than sixty (60) days prior to the Multiple District convention, to review their plans and to assist where possible.
7. The Chairperson of this committee shall be responsible for establishing lines of communication to all Past District Governors currently residing within the District.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Revised by the Cabinet August 7, 1999
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 16, 2014

PS218

District Governor's Advisory Committee

Purpose: The committee will facilitate communications between the District administration and Club administration and among Clubs in the Zone

1. The Zone Chairpersons shall chair this committee in their respective zones.
2. Each Club in the Zone will be represented by their President and Secretary. All Club members should be encouraged to attend.
3. All District Chairpersons and Past District Governors within a Zone should be invited to participate.
4. The Zones within a Region may choose to hold joint meetings.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

Amended by the Cabinet March 16, 2014

PS219

Global Membership Team

Purpose: To serve as a driving force to ensure our district is strong, stable and focused on increasing membership.

1. The GMT is responsible for membership development through new members, new clubs and encouraging club success to improve retention.
2. Collaborates with club membership chairpersons to identify communities without a club or where niche or specialty clubs can be started
3. Motivates clubs to invite new members, inspire positive membership experiences and ensures clubs are aware of available membership programs.
4. Develop and promote a district membership, extension and retention plan that includes recognition for the district and individual Lions who make significant contributions to membership, extension and retention program goals.
5. Motivate club leaders to set goals and develop club programs that improve membership, extension and retention skills.
6. Communicate goals and implementation procedures to GMT MD-20 Coordinator.
7. Communicate with District Governor, district GLT and GST leaders frequently to ensure exchange of information and ideas, to avoid duplication of efforts and to develop plans that will enhance the overall impact of the GMT, GLT and GST efforts.
8. Keep district updated on new membership, extension and retention development programs and resources.
9. Publish membership, extension and retention development initiatives in the district newsletter, district website and other social media outlets.
10. The District GMT coordinator shall be a member of the District Cabinet.

*****NOTHING FOLLOWS*****

Approved by the Cabinet August 19, 2012

Amended by the Cabinet March 16, 2014

Amended by the Cabinet March 18, 2018

Amended by the Cabinet August 30, 2020

PS220

Global Leadership Team

Purpose: To serve as the driving force to ensure our district is strong, stable and focused on developing and inspiring quality leadership.

1. Assesses training and leadership needs in the district and establishes appropriate programs to meet these needs.
2. Collaborates with the District Governor, GMT and GST counterparts to identify needs and ensure suitability of training opportunities.
3. Educates Lions in district on, and encourages use of LCI leadership development programs, tools and resources.
4. Organize Region Chairperson, Zone Chairperson and club officer training opportunities.
5. Promotes effective new member orientation.
6. Identifies potential and new leaders to participate in service, membership and leadership development opportunities.
7. Enhance awareness and understanding of the need for quality leadership at all levels of the district.
8. Completes requirements and submits applications to receive district funding from LCI for leadership development activities.
9. Encourage participation in MD-20 Leadership Institute, Advanced Lions Leadership Institute and Guiding Lion training.
10. The District GLT coordinator shall be a member of the District Cabinet.

*****NOTHING FOLLOWS*****

Approved by the Cabinet August 19, 2012

Amended by the Cabinet March 16, 2014

Amended by the Cabinet March 18, 2018

Amended by the Cabinet August 30, 2020

PS221

Global Service Team

Purpose: To provide strategic service program resources to meet the needs of our District.

1. Collaborates with GLT and GMT District leaders to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
2. Works with region, zone and club service chairpersons to ensures regular reporting to MyLCI of service projects.
3. Supports local community service projects that create a sense of belonging and pride in Lions and Leos in the district.
4. Communicates with and seeks feedback from GST Multiple District coordinator.
5. Maximizes LCIF resource utilization and fundraising engagement through LCIF coordinators.
6. Monitors LCIF Grants given to the district in cooperation with LCIF Coordinator.
7. Encourages clubs to plan and executes at least one diabetes related project.
8. Encourage Lions to create service projects that attract multi-generational participants prioritizing those aligned with LCI Service Framework initiatives.
9. Encourages LCIF coordinator collaboration at all levels to maximize LCIF resource utilization and fundraising engagement.
10. Works with LCIF Coordinator to identify at least one service initiative that can be strengthened by LCIF and New York State and Bermuda Lions Foundation resource utilization.
11. Works with Global Action Team leaders to develop at least one service related seminar and at least one hands-on service opportunity that is aligned with the LCI Service Framework.
12. The District GST coordinator shall be a member of the District Cabinet.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 18, 2018

Amended by the Cabinet August 30, 2020

PS222

Lions Camps for Youth: Camp Abilities, Camp Smile, and Diabetes Camp

Purpose: The committee will work to aid and support the various New York State

Camp experience programs whose purposes are:

- A. To empower children to be physically active and productive members of their schools, communities and society in general.
 - B. To train undergraduate and graduate students how to teach sports and recreational activities to children with sensory impairments.
 - C. To continue research in the areas of instructional techniques, health-related physical fitness, biotechnical kinematic analysis, and the effect of parental involvement.
1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
 2. The size of the committee shall not be limited.
 3. The committee will work with the Directors and Assistant Directors of the various New York State Camping programs.
 4. The committee may coordinate fund raising activities and solicit club donations. Money collected will be deposited in the specific Camp fund.
 5. Committee members should be available to make presentations to clubs and at District and Multiple District activities as requested.
 6. The committee will help coordinate the involvement of Lion, Lioness and Leos during the Camp Abilities program.
 7. The committee should meet between Cabinet meetings and a report of their activity should be presented to the Cabinet.

*****NOTHING FOLLOWS*****

Approved by the Cabinet August 19, 2012

Amended by the Cabinet March 16, 2014

PS301
District Audit

Purpose: The purpose of this policy is to set up guidelines for the audit of the District accounts, income, expenses, depositories and assets.

1. The audit shall be conducted by the Finance Committee (Reference PS037 of this policy manual).
2. The audit shall be performed within sixty (60) days after the close of the fiscal year and prior to the first regular meeting of the following year's cabinet.
3. The results of this audit shall be submitted by the District Governor to Lions Clubs International, MD-20 Office and to the Cabinet.
4. The Cabinet Treasurer or Secretary-Treasurer shall assist the Finance Committee with the audit.
5. The District audit shall be reported in the first edition of the Roaring 20-E1 publication.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS302
Sub-District Convention

Purpose: The purpose of this policy is to provide guidelines for the District Governor and the Sub-District Convention and Leadership Committees to organize and conduct the annual Sub-District Convention of District 20-E1.

1. The District Governor together with the Sub-District Convention and Leadership Committees shall arrange the order of business for the Sub-District Convention, and the same shall be the order of the day for all sessions.
2. The Convention Committee, as structured in Article 3, Section 3, of the District 20-E1 Constitution and By-Laws, shall be responsible for resolutions, elections and rules of the convention.
3. The District Governor shall invite a sitting International Director or other past or present officer of Lions Clubs International to be a guest and main speaker at all convention activities.
4. All social activities pre and post-convention shall be coordinated by the District Governor and the Sub-District Convention Committee.
5. An appropriate gift shall be presented to the guest speaker at the conclusion of the Convention banquet or at another suitable time and place.
6. The District Governor and his/her spouse should send letters of welcome and regional history to the speaker and his/her spouse respectively. The past several editions of the Roaring 20-E1 and District newsletters should be provided to the speaker.
7. The District Governor shall appoint a Sergeant-At-Arms for the Sub-District Convention.
8. Voting at the Sub-District Convention shall be by duly registered delegates, according the Standard Form District Constitution and By-laws, most recently revised.
9. A Sub-District Convention fee may be charged to all attendees at the convention, in order to offset District expenses greater than the budgeted item of expenses of the District. This fee must be approved at the first regular Cabinet meeting. All Clubs must be duly notified of this fee at least thirty (30) days prior to the Sub-District Convention.
10. Before the end of the fiscal year the First Vice District Governor, at a scheduled meeting of the Cabinet, shall obtain approval of the proposed facilities contract for the Sub-District Convention which will occur in the year he/she will be serving as District Governor. (Note: the contract should include the need for the deposit.)
11. The District Governor will arrange for beverages and snacks for the hospitality room with the aid of the leadership committee and/or the Cabinet, to seek volunteer contributions when needed.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 28, 2015

PS303
District Cabinet Meetings

Purpose: The District Cabinet Meetings are held throughout the year to transact business of the District, develop policy and share information.

1. The agenda will be prepared by the District Governor and be available in writing for the Cabinet members. The agenda should provide adequate time for officer reports, Committee reports, old business, new business, information and Club concerns.
2. Written financial reports, committee reports and officer reports should be available.
3. The host Club should provide a program or activities for cabinet members' spouses.
4. Programs or causes of interest to the District membership may be allowed time to make presentations
5. Members of the state foundation, the state project, the MD 20 PDG Association or candidates for International office may address the Cabinet at the discretion of the District Governor.
6. Appropriate dress will be determined by the District Governor and may include the summer uniform for the summer meeting.
7. Refreshments, if served, should include something for those people with diabetes.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS304
District Theme

Purpose: The District Theme will give our clubs direction.

1. The District Governor should develop a "Theme" to be presented to the Lions of District 20-E1.
2. Once adopted, the PDGs of District 20-E1 will be encouraged to promote and support the District Governor's "Theme" for his/her year of service.
3. It is suggested that the District Governor's "Theme" for his/her year of service have relevance to the International President's program for the year.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS305

Channels of Communication

Purpose: To set up guidelines to ensure information essential to each Lion and/or Lions Club is properly funneled from Lions Clubs International, Multiple District 20 and District 20-E1.

1. District Governor
 - a. The District Governor is the official liaison between Lions Clubs International, Multiple District 20 and District 20-E1. It is the responsibility of the District Governor for proper and clear channeling of communication.
 - b. The District Governor will be required to report to Lions Clubs International and the MD 20 Council relative to the affairs of the Lions Clubs of District 20-E1.
 - c. The District Governor will publish on the District website a District newsletter. A notice that the publication is ready for viewing and download shall be sent to every Lion in the District with an email address. This newsletter shall be provided on a regular monthly schedule.

2. Region Chairperson
 - a. Attend all Advisory Committee Meetings (ACMs) in an advisory capacity and assist Zone Chairmen in conveying pertinent information to attendees.
 - b. Attend (2) regular meetings of each club in his/her region in addition to accompanying the District Governor on his/her official visit. Pertinent information shall be conveyed to club members at this time.
 - c. The Region Chairperson shall file a written report to the District Governor following each club visitation.

3. Zone Chairperson
 - a. Hold four (4) Advisory Committee Meetings (ACMs) annually preferably within thirty days following a Cabinet meeting. Pertinent information shall be conveyed to club attendees at this time.
 - b. Attend four (4) regular meetings of each club in the Zone in addition to accompanying the District Governor on his/her official meeting. Pertinent information should be conveyed to club members at this time.
 - c. The Zone Chairperson shall file a written report to the District Governor following each club visitation.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS306
Club Officer Training Seminar

Purpose: To assist the District and Club Officers in District 20-E1 in the development of their leadership skills so as to provide for a stronger club and district organization for the purpose of serving our communities more effectively.

1. The GLT, along with the District Governor, shall be responsible for planning this event. They, in conjunction with the Region and Zone Chairs and the Past District Governors, should be requested, and expected, to promote the seminar(s), as well as encourage all incoming club officers to attend and participate in this annual event.
2. The GLT and District Governor shall select the date(s), time(s) and location(s) of the seminar at the 3rd cabinet meeting so as to allow for promotion at Region and Zone meetings throughout the remainder of the Lions year.
3. The date(s) for the Club Officer Training Seminar(s) should be no later than June 15th, but not to be in conflict with any national or religious holidays. The committee shall have the option of not adhering to this time frame if multiple (Regional) sessions are decided upon.
4. The agenda for the seminar shall be the sole responsibility of the committee and the District Governor. The committee should consider receiving suggestions for the agenda from the Region and Zone Chairs as well as the officers-elect, or any other interested Lion.
5. A seminar evaluation for should be developed, and used, at the conclusion of the annual Club Officer Training Seminar. This would allow the committee to address the concerns and desires of the seminar attendees, as well as provide the foundation for future seminars. These should be reviewed annually by the planning committee.
6. At the discretion of the District Governor, the Club Officer Training Seminar may be done as a regional or district event.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Approved by the Cabinet August 19, 2012

PS307
District Contests

Purpose: The District may conduct contests each year to encourage the participation of all Lions Clubs, their officers and chairpersons, in those activities that further the objectives of Lionism and create an atmosphere of fellowship among Lions and Lions Clubs of the District.

1. The District Governor shall at the beginning of his term of office, publish the rules of District contests such as, 100% Secretary award, Lion/Lioness/Leo of the Year award and Best Club Reporter award, etc.
2. The contest rules shall be published in the District Governor's Directory or monthly newsletter as soon as possible after the beginning of each Lionistic year.
3. Awards in the appropriate form may be presented to recipients at the annual District Governor's Testimonial Dinner.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS308
Awards

Purpose: Lions Clubs International is a service organization made up of clubs with individuals who donate their time, talent and energy in a voluntary manner without regard to personal gain. As a reward or recognition for outstanding service by individual Lions or Lions Clubs there are appropriate rewards which indicate the appreciation of the Lions and the public.

1. District 20-E1 Awards: Such District awards have been adopted by the District Governor to be presented at the Sub-District Convention, Club meetings or other appropriate Sub-District functions.
 - a. In the years that we are fortunate to receive incentive money back from the New York State and Bermuda Lions Foundation based on Club participation in the Foundation's annual fund raiser, this money will be used to purchase additional Robert J. Uplinger Distinguished Awards.
 - b. These awards will be presented as follows:
 1. One will be given to the PDG Leadership Award winner.
 2. One will be given to the Cabinet Secretary-Treasurer, or Cabinet Secretary or Cabinet Treasurer if these are separate.
 3. One will be given to the President of the Lions Club with the largest total membership increase.
 4. One will be given to a member selected personally by the District Governor.
2. Lions Clubs International Awards: Lions Clubs International has a number of awards for clubs and individuals. The names of the awards and criteria are listed in the Lions Clubs International Board of Directors' Policy Manual and in the District Governor's manual.
 - a. 100% Secretary Award is to be presented to recipients by the Immediate Past District Governor at the Sub-District Convention following the Lions year earned.
3. Club and other organization awards: Lions Clubs International furnishes a number of awards that can be presented at the club level.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet March 15, 2003
Amended by the Cabinet August 19, 2012

PS309

Multiple District Convention Appointments

Purpose: These MD-20 Convention appointments are necessary to provide equal representation of each District on all Convention Committees. These Committees are required in Section IV of the MD-20 Policy Manual for the operation of the Multiple District Convention.

1. The Convention Chairman, usually a Lion of the District in which the Convention is being held, is appointed by the Council of Governors and shall be responsible for coordination of the MD-20 Convention with the MD-20 Secretary-Treasurer and the Council of Governors.
2. The Committee Chairman shall be appointed at the second Council of Governors' meeting. A written resume of a proposed Chairman shall be submitted to the Council by the District Governor in whose District the proposed Chairman is an active Lion in good standing.
3. The Convention Operating Committee and their responsibilities are outlined in Section IV of the MD-20 Policy Manual.
4. The Committees as listed in the MD-20 Policy Manual for the operation of the Multiple District Convention are as follows:
 - a. Credentials Committee
 - b. Sergeant-At-Arms
 - c. Nominations Committee
 - d. Resolutions Committee
 - e. Flag Ceremony Committee
 - f. Elections Committee
5. When a Lion of a District is selected as a Committee Chairman, a name of another Lion must be submitted for appointment to said committee.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

PS310

Multiple District Committee Appointments

Purpose: Various committees are selected by the Council of Governors to assist in the governing of the Multiple District. These committees, with their various qualifications, responsibilities and term of office, are delineated in Section III, Committees, of the MD-20 Policy Manual.

1. Standing Committees: These committees are selected on an Area rotational basis. A chart of these committees shall be provided to each District Governor by the MD-20 Secretary-Treasurer at the MD-20 Seminar for the District Governors Elect. Written resumes for candidates for these standing committees must be submitted prior to the Council meeting at which the appointment is to be made.
 - a. Finance Committee consists of four (4) Past District Governors and two sitting 1st Vice District Governors appointed by the Council Chair with the approval of the Council. The committee shall be responsible for the fiscal soundness of MD-20.
 - b. Youth Band Committee shall supervise the activities of the MD-20 Convention Youth Band.
 - c. Health Services Committee
 - d. Health Activity Committee
 - e. Youth Services Committee
 - f. Youth Activities Committee
2. Activity Chairs/Coordinators shall be appointed for a one year term and whose duties and responsibilities are outlined in Section IIIc of the MD-20 Policy Manual. Written resumes are required for submission to the Council of Governors by the District Governor in whose District the applicant is an active Lion. These Committee Chairs as listed in the Policy Manual are as follows:
 - a. Hearing Conservation Chairperson is responsible for the coordination of all hearing conservation activities within the Multiple District.
 - b. Youth Exchange Chairperson is responsible for the coordination of all youth exchange projects within the Multiple District.
 - c. Leo Club Chairperson is responsible for the coordination of all Leo Club activities within the Multiple District.
 - d. Lions Clubs International Foundation Chairperson is responsible for the coordination of all LCIF activities within the Multiple District.
 - e. Diabetes Awareness Chairperson is responsible for all the coordination of all projects of diabetes awareness within the Multiple District.
 - f. USA/Canada Lions Leadership Forum Chairperson is responsible for the promotion of the forum to the Lions Clubs of MD-20.
3. At-Large Committees are selected in accordance with the provisions of the MD-20 Policy Manual. The term of office, the composition of the committees and the qualifications are set forth in the MD-20 Policy Manual.

- a. Constitution and By-Laws Committee is responsible for all changes of the Multiple District Constitution and By-Laws and for the review of all Sub-District Constitution and By-Laws for compliance.
- b. Long Range Planning Committee is composed of the last three Council Chairpersons and is responsible for the planning of future activities of the Multiple District.
- d. Policy Manual Committee is responsible for the maintenance of the MD-20 Policy Manual.
- e. The GLT Chairperson is appointed for a term of three years and is responsible for the improvement of individual Lion Clubs and District Officers through improved leadership development.
- f. The GMT Chairperson is responsible for training Club and District Membership Committee Chairpersons and to coordinate all membership activities within the Multiple District. The term of office shall be three years.
- g. The GMT Chairperson is responsible for the coordination of all Club Extension activities within the Multiple District. The term of office shall be three years.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS311

District Testimonial/Passing of Banners

Purpose: To establish a standardized procedure for the District Governor's Testimonial and the Transfer of the District Banner.

1. The District Testimonial shall be held at the convenience of the District Governor and his/her sponsoring club(s) on a date, and at a location, of their choice.
2. The purpose of the testimonial is to honor the District Governor for his/her year of service, and to recognize those Lions that assisted the District Governor during his/her year of service.
3. Consideration should be given to the location and timing of this event so as to encourage the best possible attendance.
4. The District banner, gavel and bell should be presented to the District Governor-elect at this event.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

PS312

Campaigning For District Offices

1. Lions seeking to serve as a District Committee Chairperson, a Zone Chairperson or a Region Chairperson should notify their club president or Zone Chairperson, or Region Chairperson, or 1st Vice District Governor after the second Cabinet meeting preceding the year they wish to serve.
2. Lions seeking to serve as 2nd Vice District Governor shall notify the Immediate Past District Governor of their availability so that a succession of District leadership may be assured.
3. Lions seeking the position of 2nd Vice District Governor, out of respect and courtesy to the sitting Vice District Governor, shall not publicly campaign before the second cabinet meeting. Lions seeking the position of District Governor, out of respect and courtesy to the sitting District Governor, shall not publicly campaign before the second cabinet meeting.
4. Lions seeking the position of director or officer of the MD-20 Foundation shall not campaign before the second Cabinet meeting of the District in accordance with rules and policies established by the Foundation.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 7, 1999
Amended by the Cabinet August 19, 2012

PS313
District Directory

Purpose: To establish a standardized useful District directory.

1. A District directory will be published on the District website and be available for download by the summer Cabinet meeting annually.
2. The directory will include the name, address, telephone number, spouse's name and email address (when available) for each of the following:
 - a. All Cabinet officers in 20-E1.
 - b. All committee chairpersons and committee members in 20-E1.
 - c. All Lions, Lioness and Leo club presidents and secretaries in 20-E1.
 - d. All PDGs who served or now reside in 20-E1.
 - e. All past and present International officers from MD20.
 - f. All MD20 District Governors.
 - g. All MD20 Vice District Governors.
 - h. The State Foundation members from 20-E1.
 - i. The State Foundation President and Secretary.
 - j. The MD20 committee chairpersons.
3. The directory will include the charter date, meeting days, times and locations, and mailing address for each Lions, Lioness and Leos Club in 20-E1.
4. The directory will include the dates and locations for each Cabinet meeting, the District conference/convention and the testimonial meeting of 20-E1.
5. The directory will include the dates and locations of the MD20 Conventions, USA/Canada Lions Leadership Forums and International Conventions that are scheduled.
6. The directory will include contact names, addresses and telephone numbers for the MD20 Office, the NYS Special Needs Experience at Lions Camp Badger and the New York State and Bermuda Foundation.
7. The directory will include a calendar.
8. The directory will be provided to each Cabinet member, committee chairperson, PDG, club president, club secretary, and club treasurer. It will also be provided to the MD20 Office, International family of MD20, the New York State and Bermuda Lions Foundation office, the Empire State Speech and Hearing Clinic office, the Finger Lakes Hearing Foundation office, and the State School for the Blind in Batavia.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 15, 2003
Amended by the Cabinet August 19, 2012

PS401
District Depository

The bank accounts of the District shall be maintained in a bank, within District 20-E1, and convenient to the Cabinet Treasurer or Secretary-Treasurer and District Governor. The bank or banks selected by the Cabinet Secretary-Treasurer and the District Governor shall be approved by the District Cabinet at the first regularly scheduled Cabinet meeting. Wherever possible and convenient, the same bank should be used from year to year.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS402

Financial Records

1. The financial records of the district shall be maintained by the District Cabinet Treasurer or Secretary-Treasurer at a location convenient to him/her and the District Governor.
2. The fiscal year of District 20-E1 shall be July 1 through June 30.
3. The financial records shall be kept using accepted accounting principles.
4. The financial records of District 20-E1 shall be retained for a minimum period of seven (7) years and shall be turned over to the succeeding Cabinet Treasurer or Secretary-Treasurer within thirty (30) days of the close of the fiscal year.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

PS403
Restricted Funds

1. From time to time, funds may be designated by the District Cabinet for specific purposes or grant monies received from LCIF or the NYS and Bermuda Foundation
2. These funds shall be maintained in such a manner as to allow for a full accounting of the receipts and disbursements at each regular meeting of the District Cabinet.
3. Any funds so designated that are not distributed within the District's Fiscal Year shall be turned over to the succeeding District Governor within thirty (30) days after the end of the fiscal year and maintained in the same restricted fund.
4. These restricted funds may only be transferred to other accounts or eliminated following a majority vote of the voting cabinet at a regularly scheduled District Cabinet meeting.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet August 19, 2012

PS404
District Leadership Fund

Purpose: To provide funding to encourage Lions of District 20-E1 to attend, and actively participate in, the USA/Canada Lions Leadership Forum, the MD-20 Leadership Institute and the LCI Advanced Leadership Institute.

1. The District Leadership Fund shall be funded by the sale of raffle tickets to the clubs and Lions of District 20-E1. The 1st Vice District Governor shall be responsible for coordinating and promoting, with assistance of the District Cabinet and Past District officers, the sale of raffle tickets.
2. The voting District officers, in order of rank, shall be eligible for reimbursement of expenses, not to exceed \$400, to attend the USA/Canada Forum. Should more officers attend than for which the budgeted line item allows, the reimbursement shall be divided equally. In the event the line item has funding remaining, voting members of the Cabinet shall be given an opportunity to receive reimbursement to the extent of the overage.
3. Voting members of the Cabinet, as first time attendees, shall be eligible for reimbursement of expenses, not to exceed \$350, to attend the MD-20 Leadership Institute or the LCI Advanced Leadership Institute. Should more officers attend than for which the budgeted line item allows, the reimbursement shall be divided equally. In the event the line item has funding remaining, Lions from the District shall be given the opportunity to receive reimbursement to the extent of the overage. The selection of these Lions shall be made by the Cabinet with concurrence by the Global Leadership Team.
4. All reimbursements shall be made upon providing receipts to the Cabinet Treasurer for expenses incurred.
5. The amount of reimbursement money in both budgeted line items shall be determined annually through the adoption of the District budget by the Cabinet and provided the Leadership Raffle results in meeting the needed funding.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997
Amended by the Cabinet June 4, 2000
Amended by the Cabinet August 19, 2012
Amended by the Cabinet March 18, 2018

PS405

Contractual Commitments

Purpose: From time to time it becomes necessary, for advanced planning purposes, to enter into binding Contractual Agreements. In the event that this necessity should arise, the following policy shall be followed.

1. The District Governor, as the Chief Executive Office may have the authority to enter into, and sign Contractual agreements on behalf of the District. When possible prior approval of the current voting Cabinet Officers should be obtained.
2. In the event that Contractual Agreement needs to be entered into, and that event is scheduled to take place in the next fiscal year, the contract must be reviewed with, and approved by a 2/3 vote of the Voting Cabinet Officers present, at a regularly scheduled Cabinet meeting.
3. Under no circumstances, shall anyone have the authority to commit the District to a financial obligation without following these procedures.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 19, 2012

PS406

New York State and Bermuda Lions Foundation, Inc.

Purpose: To inform the Lions and Lioness of District 20-E1 of the purpose and organizational structure of the Foundation.

1. The New York State and Bermuda Lions Foundation, Inc. is the charitable arm of Lionism within MD-20, New York and Bermuda.
2. All Lions in good standing, in Lions clubs in good standing in MD-20 are voting members of the Foundation.
3. The Foundation's business is conducted by a Board of Directors consisting of three (3) elected directors from each of the twelve (12) sub-districts that currently make up MD-20.
4. Meetings of the Foundation are held quarterly. The annual meeting of the Foundation is held at the conclusion of the Multiple District Convention.
5. The functions and duties of the Board of Directors shall be to manage and transact the business and affairs of the Foundation.
6. The term of office for a Foundation trustee shall be three (3) years.
7. A candidate for the office of trustee must be nominated by five (5) Lions clubs from the district that he/she will represent on the Board of Directors. There may be more than one candidate from each sub-district. No club may nominate more than one (1) candidate. The nomination form provided by the Foundation must be submitted to the Chairperson of the Foundation Nomination Committee at least sixty (60) days prior to the first day of the Multiple District Convention, and must be mailed "certified, return receipt requested". A nomination form may be requested from any sitting director or officer of the Foundation or the District Governor of 20-E1.
8. There are no rules of audit for Foundation trustees. All expenses related to service as a trustee are borne by the trustee.
9. Foundation directors are expected to promote the Foundation and encourage clubs within their sub-district to provide financial support as well as assist clubs with grant applications.
10. In the years that we are fortunate to receive incentive money back from the New York State and Bermuda Foundation based on Club participation in the Foundation's annual fund raiser, this money will be placed in restricted funds for allocation by the District voting Cabinet.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 8, 1997

Amended by the Cabinet August 24, 2002

Amended by the Cabinet August 19, 2012

PS407

Grant Review Committee

Purpose: To review grant requests requiring Cabinet endorsement. The committee will look for clarity and completeness of the application.

1. The Chairperson of the Committee shall be appointed annually, and shall serve at the discretion of the District Governor. With the advice of the Committee Chair the District Governor shall appoint the committee members. The Committee shall include all current and Past International Directors.
2. The current forms of grants requiring Cabinet endorsement are standard New York State and Bermuda Lions Foundation grants and standard Lions Clubs International Foundation grants. Emergency grants are exempt from this process as they do not require Cabinet approval.
3. A completed application shall be submitted to the committee at least two (2) weeks prior to the Cabinet meeting at which approval will be requested. It is recommended that this committee be involved in the initial drafting of the grant request.
4. All grant applications originating from a Club or the District shall be reviewed prior to submission to the Cabinet for approval. All timely grant applications shall be presented at the next scheduled Cabinet meeting.
5. Grant applications from District 20-E1 may be submitted simultaneously to the appropriate funding sources at a given time based on rules of the funding sources.
6. It is the committee's responsibility to make an appropriate recommendation to the Cabinet for their consideration for each grant application.

*****NOTHING FOLLOWS*****

Approved by the Cabinet November 11, 2000

Amended by the Cabinet August 19, 2012

Amended by the Cabinet May 22, 2016

PS408
Rules of Audit

Purpose: To provide guidance in determining which rules of audit our district should follow.

1. All references to Rules of Audit shall be interpreted to mean as established and maintained by Lions Clubs International.

*****NOTHING FOLLOWS*****

Approved by the Cabinet March 28, 2015

Officer Visitation Report

Club _____ Date _____ Officer _____

Presiding Officer _____ Location _____

Club had Greeter/s _____ President had agenda _____

Opening

Start on time _____ Pledge _____ Prayer _____ Toast _____ Songs _____

President stands while speaking _____ Members stand while speaking _____

Number attending _____ Number of members in the club _____

Guests were introduced _____ Protocol followed _____

Did you wear the state uniform? _____ Dress of membership _____

Meal

Type _____ Cost _____

Raffles _____ 50-50 _____

Tailtwisting _____

Range of price _____ Variety of reasons _____

Minutes of previous meeting _____ Treasurer's report _____

Discussed fund raisers _____

Discussed service activities _____

Discussed retention and/or new membership _____

Were you asked to speak? _____ Topic _____

Inductions or ceremonies _____

Program _____

Length _____ Could other clubs use this? _____

Courtesy of members

Towards officers _____ Toward program _____ Toward you _____

Was the meeting fun? _____ Length of meeting _____

Ideas you can share with another club _____

Recommendations _____