

PURPOSE

It is understood that all policies must conform to the International, the Multiple District 14 and District 14-P Constitution and By-Laws. The purpose of the Policy Manual is to put in an easily readable and understanding form the pertinent procedures to be followed by Officers, Cabinet Members and Committees of District 14-P so appointed by said Cabinet.

This Manual may be amended from time to time as deemed necessary in the following manner. Any resolutions specifically intended to change any portions or portion of the Policy Manual shall be submitted to the District Cabinet at least 14 days prior to the District Cabinet Meeting. The resolution will be considered and posted at the Cabinet Meeting with the understanding that it will be voted on at the next regular scheduled District Cabinet Meeting. The District Secretary shall forward a copy (via the District Web Site) of said resolution to all clubs in the District 30 days prior to the next regular scheduled Cabinet Meeting.

All policies shall be amended at a District Cabinet Meeting, by resolution reported by the Constitution and By-Laws Committee and adopted by a majority of the votes cast. Any Policy voted on and approved will be in effect immediately upon completion of the vote by the District Cabinet.

DISTRICT GOVERNOR DUTIES

PURPOSE: The purpose of this policy is to set forth the duties and responsibilities outlined by Lions Clubs International, Multiple District 14, the District Constitution and by-laws and Policy Manual.

GENERAL:

1. The District Governor is under the general supervision of the International Board of Directors; he/she shall represent the association in his/her district. In addition he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:
 - a. Further the purposes of this association.
 - b. Oversee the Global Membership Team at the district level and inspire other district officers to actively support membership growth and new club organization.
 - c. Oversee the Global Leadership Team at the district level and inspire other district officers to actively support leadership development at the club and district levels.
 - d. Promote the Lions Club International Foundation and all services activities of the association.
 - e. Preside, when present, over cabinet, convention and other district meetings. during any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
 - f. Promote harmony among the chartered Lions clubs
 - g. Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution;
 - h. Ensure that each Lions club in the district is visited by district governor or other district officer once every year to facilitate successful administration of the club and that the visiting officer submits a visitation report to the International Headquarters for each visit.
 - i. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
 - j. Report to Lions Clubs International all known violations of the use of the Association's name and emblem;
 - k. Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's manual and other directives.

2. The District Governor, after his/her election and before July 1, shall appoint a Cabinet secretary, Treasurer, Region Chairperson for each region, (if utilized during his/her term), Zone Chairperson for each zone, District Chaplain, Parliamentarian and a Chairperson or Coordinator for each District Committee or Coordinator position.
 - a. The District Governor shall provide each cabinet member with a copy of the policy outlining his/her job description on the cabinet, District Constitution and by-laws, Policy Manual, and any other information necessary for the district cabinet member to perform his/her duties.
3. The District Governor shall maintain a line of communications by e-mail or USPS with the First and Second Vice District Governors, Secretary, Treasurer, Region Chairpersons (if the position is utilized), Zone Chairpersons and as such shall keep the cabinet fully aware of information that is received from Lions Clubs International, Multiple District 14 and the District.
4. The District Governor shall be required to conduct a minimum of four (4) Cabinet Meetings (August, November, February and following the state convention), District Rally and Caucus at the district convention or multiple convention.

The District Governor may call a special or emergency meeting of the cabinet at such date time and place, as he/she shall determine. The meeting notice shall state the reason for the meeting by written request (including letters, electronic mail, and facsimile transmission).

- a. At the first cabinet meeting the District Governor shall submit a balanced administrative budget for the approval of the voting members of the cabinet.
 - b. All per-capita funds received from the multiple district shall be forward to the district treasurer. All funds received from Lions Clubs International shall be used by the district governor for expenses incurred during his/her year as District Governor.
5. The District Governor shall issue the call for the district cabinet meetings, special meetings to fill a vacancy for the office of First or Second Vice District Governor and any other meetings required during his/her term of office.
6. The District Governor shall prepare a written agenda for each cabinet meeting or special meeting conducted in the district.
 - a. *The Cabinet Secretary shall publish by mail or e-mail the agenda and the minutes from the previous cabinet meeting to each voting cabinet member 10 day after current the cabinet meeting or special meeting of the cabinet.*

- 7.** The District Governor, with the assistance of a committee appointed by him/her shall produce a district directory by August first. The directories shall be distributed to Lions Clubs International (2), MD 14 state office (3), each seated District Governors (1), State Committees or Coordinators (if requested), members of the Pa. International Family, all cabinet members, Lions Club presidents and secretaries in the district.
- 8.** The District Governor shall publish a monthly district newsletter which shall be mailed (USPS) or e-mailed to each cabinet member, president and secretary in each Lions, Lioness and Leo Club, Past District Governors, seated state council members, state office and all present and past International Officers in Multiple District 14.
- 9.** The District Governor shall visit each Lions club in the district once every year to promote the International and district programs. In the event the district governor is unable to visit the club, he/she shall ask the First or Second Vice District Governors or another district officer to visit the club. The visiting district officer must submit a District Governor's Meeting/Club Visitation Report for each visit.
- 10.** The District Governor shall follow the multiple district dress code (outlined in the multiple district policy manual) when chairing all district meetings and club visitations.
- 11.** In the event the office District Governor is vacant or he/she is unable to complete his/her term in office, the Immediate Past District Governor or if not available, the most recent past district, who is available, shall follow the procedure outlined by Lion Clubs International (Exhibit B in the District By-Laws) to fill the office of District Governor.

FIRST VICE DISTRICT GOVERNOR DUTIES

PURPOSE: The purpose of this policy is to set forth the duties and responsible outlined by Lions Clubs International, Multiple District 14, the District Constitution, By-laws and policy Manual.

GENERAL:

1. The First Vice District Governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:
 - a. Further the purposes of this association;
 - b. Perform such administrative duties assigned by the district governor;
 - c. Perform such other functions and acts required by the International Board of Directors;
 - d. Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
 - e. Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, and establishing plans to strengthen them;
 - f. Conduct club visitation as the representative of the district governor when requested by the district governor;
 - g. Serve as the key District Governor Team Liaison to the Global Membership Team and take an active role in membership growth, extension of new clubs, and ensuring existing club success within the district.
 - h. Work with District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.
 - i. Service as Chairperson of District Convention and Appreciation Day/Night Committees.
 - j. At the request of the District Governor, supervise other district committees;
 - k. Participate in the planning of the next year including the district budget;
 - l. 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.
2. The First Vice District Governor shall assist the Distinct Governor in publishing a district newsletter monthly. He/she shall write a message on a different topic every month.

3. In event the District Governor is unable to make his/her official visit to a Lions clubs, the First Vice District Governor shall represent the District Governor and present he District Governors program. He/she must submit a District Governors Meeting/Club Visitation Report for each visit.
4. The First Vice District Governor shall be a member of the Budget, Finance, and Audit Committees.
5. The First Vice District Governor shall follow the multiple district code (as outlined in the multiple district policy manual) when visiting a Lions club or chairing a district meeting.
6. The First District Governor shall attend three (3) state council meetings, First Vice District Governors Seminar and the state convention.
 - a. The district may reimburse the First Vice District Governor for attending three (3) state council meetings by Pa. Lions Rules of Audit for one (1) days meals up to \$20.00, one (1) nights lodging \$75.00 and mileage to and from the meeting at .50 cents a mile.
 - b. The Vice District Governors Seminar', which is mandatory and conducted at the state office shall be a personal expense.
8. In the event the office First Vice District Governor is vacant or he/she is unable to complete term in office, the District Governor shall follow the procedure outlined by Lion Clubs International. (Exhibit C in the District By-Laws) to fill the office of First Vice District Governor.

FIRST VICE DISTRICT GOVERNOR QUALIFICATIONS

PURPOSE: The purpose of this policy is to set forth the qualifications for the office of First Vice District Governor as outlined in the International By-Laws.

GENERAL:

- a. A Lion interested in serving as a first vice district governor shall review the qualifications as outlined in Article IX section 6 sub-section (b) of the International By-Laws.

A candidate for the office of first vice district governor:

1. Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
 2. Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
 3. Currently be serving as the second vice district governor within the district from which he/she is to be elected.
 4. Only 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, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these by-laws or constitution shall fulfill the requirements of subsection (3) of this section.
- b. In the event the current first vice district governor does not stand for election as outlined in Article IX section 4 sub-section (d) the long Range Planning Committee Chairperson shall convene a special meeting of the committee for the purpose of reviewing the credentials of the Lion, who is seeking the office of district governor.

SECOND VICE DISTRICT GOVERNOR DUTIES

PURPOSE: The purpose of this policy is to set forth the duties and responsible outlined by Lions Clubs International, Multiple District 14, the District Constitution, By-laws and Policy Manual.

GENERAL:

1. The Second Vice District Governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:
 - a. Further the purposes of this association.
 - b. Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
 - c. Serve as the key District Governor Team liaison to the Global Leadership Team and actively participate and inspire other district officers to administer and promote effective leadership development.
 - d. Work with the District Governor, First Vice District Governor and the Global membership Team to develop and implement a district-wide plan for membership growth.
 - e. Perform such duties as assigned by the district governor.
 - f. Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
 - g. Conduct club visitation as the representative of the district governor when requested by the district governor;
 - h. Participate in the preparation of the district budget.
 - i. Actively engage in all matters to be continued during the following year.
 - j. At the request of the district governor, supervise other district committees;
 - k. At the request of the district governor supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

The Second Vice District Governor shall assist the District Governor in publishing a district newsletter monthly. He/she shall write a message on a different topic every month.

1. The Second Vice District Governor shall assist the District Governor in publishing a district newsletter monthly. He/she shall write a message on a different topic every month.
2. In event the District Governor or the First Vice District Governor is unable to make his/her official visit to a Lions clubs, the Second Vice District Governor shall represent the District Governor and present he District Governors program. He/she must submit a District Governors Meeting/Club Visitation Report for each visit.
3. The Second Vice District Governor shall be a member of the Budget, Finance, and Audit Committees.
4. The Second Vice District Governor shall follow the multiple district code (as outlined in the multiple district policy manual) when visiting a Lions club or chairing a district meeting.
5. The Second District Governor shall attend three (3) state council meetings, Second Vice District Governors Seminar and the state convention.
 - a. The district may reimburse the First Vice District Governor for attending three (3) state council meetings by Pa. Lions Rules of Audit for one (1) days meals up to \$20.00, one (1) nights lodging \$75.00 and mileage to and from the meeting at .50 cents a mile.
 - b. The Vice District Governors Seminar', which is mandatory and conducted at the state office shall be a personal expense.
8. In the event the office Second Vice District Governor is vacant or he/she is unable to complete term in office, the District Governor shall follow the procedure outlined by Lion Clubs International. (Exhibit C in the District By-Laws) to fill the office of First Vice District Governor.

SECOND VICE DISTRICT GOVERNOR QUALIFICATIONS

PURPOSE: The purpose of this policy is to set forth the qualifications for the office of Second Vice District Governor as outlined in the International By-Laws.

GENERAL:

- a. A Lion interested in serving as a second vice district governor shall review the qualifications as outlined in Article IX Section 6 sub-section (c) of the International By-Laws.

A candidate for the office of second vice district governor shall:

1. Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
2. Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
3. Have served or will have served at the time he/she takes office as second vice district governor :
 - (a) As president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club no less than two (2) years; and
 - (b) As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
 - (c) With none of the above being accomplished concurrently.
- b. In the event there is no candidate for the office of second vice district governor, the district governor shall follow the procedure as outlined in the district by-laws Article III section 6.

SECTION SECOND VICE DISTRICT GOVERNOR

PURPOSE: To establish procedures in selecting a candidate for Second Vice District Governor for District 14-P and to ensure access to the office by both counties on an alternating basis.

GENERAL:

1. Candidates for the office of Second Vice District Governor shall alternate a two-year cycle. Candidates for the office from Berks County shall be on odd-numbered years and candidates from Chester County on even even-numbered years.
2. The Lion seeking the office of Second Vice District Governor shall submit a written resume and declaration letter to the nominating committee on or before the 15th day of January of the calendar year prior to the election. **NOTE:** all candidates must meet the requirements set forth in policy 103A ("Second Vice District Governor's Qualifications).
3. In the event a letter of declaration (from the designated County rotation) has not been received by the nominating committee on or before the 15th day of January of the year prior to the election; the nomination is opened to any Lion in District 14-P that meet the qualifications set forth in policy 103A.
4. The cabinet secretary shall inform all clubs in the District via email and District Newsletter in the event the candidacy for Second Vice District Governor is open to all qualified members from both counties.

EXCEPTION TO RULE:

When the candidate for Second Vice District Governor of the district is scheduled at the end of their term as District Governor to assume the position of State Council Chairman of the Multiple District, State of Pennsylvania.

1. When the above situation occurs, the rotation policy will be suspended. The rotation policy shall resume the following year.

2. The candidacy will be open to all Lions from District 14-P that meet the qualifications set forth in policy 103 A.
3. In the event that two or more candidates submit a resume and a letter of decoration the current District Governor shall direct the Nominating and Long-Range Planning Committees to review all resumes and letters of declaration and select an Endorsed Candidate for the office for the office of Second Vice District Governor. **Note:** *an endorsed candidate is only a recommendation from the committee who they feel is the best candidate and is not binding and election must be held to determine the office.*
4. When two or more candidates are vying for the office an election will be held at the annual District Convention following Exhibit A of the Constitution and Bylaws District 14-P.

DISTRICT SECRETARY DUTIES

PURPOSE: The purpose of this policy is to set forth duties and responsibilities of the cabinet secretary as outlined by Lions Clubs International, Multiple District 14, District 14-B Constitutions and By-Laws and Policy manual.

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

1. Further the Purposes of this association;
2. Perform such other functions and acts as may be required of the secretary by directives of the International Board of Directors
3. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - a. Prepare an e-mail or USPS mail notices of all cabinet meeting 3 weeks prior to the next cabinet meeting.
 - b. Meet with the District Governor and prepare a printed agenda, any correspondence pertained to the cabinet members and copies of the minutes of the previous cabinet meeting
 - c. Keep an accurate record of the proceedings of all meetings of the cabinet, and within 10 days after current cabinet meeting forward copies of the minutes and any other correspondence via USPS or e-mail to the voting members of the cabinet, and Lions Club International;
 - d. Keep accurate books minutes of all cabinet and Sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose.
 - e. He/she shall invoice each Lions Club in the district, June 1st and January 1st for the district per-capita.
 - f. Take and keep minutes of the District 14-B Caucus conducted at the Multiple District Convention and furnish copies of the same lions Clubs International, District Governor and each Lions Club secretary in the district.

- g. Assist the budget committee with the preparing of the district budget.
- h. Assist the District Governor if requested to help prepare a district directory and help publish a district newsletter.
- l. Perform such additional assignments as directed by the District Governor the District Governor's cabinet.
- j. Place in the hands of his/her successor all records, and any other pertinent correspondence related to current Lions year immediately following the close of the fiscal year and prior to July 15th of the next Lions year.

DISTRICT TREASURER DUTIES

PURPOSE: The purpose of this policy is to set forth the duties and responsibilities of the Cabinet Treasurer as outlined by Lions Clubs International, Multiple District 14; District 14-B Constitution and ByLaws and Policy Manual.

GENERAL:

He/she shall act under the direct supervision of the District Governor.

His/her specific responsibilities shall be to:

1. Further the Purposes of this association;
2. Perform such other functions and acts as may be required of the treasurer by directives of the International Board of Directors
3. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - a. Assist the District Governor in consultation with the First and Second Vice District Governors in preparing a district administrative budget.
 - b. Arrange facilities for banking and disbursement of all district funds.
 - c. Secure bond for the District Governor, Cabinet Secretary, Treasurer and any cabinet officers who handle money. The cost of the Surety Bond shall be paid annually.
 - d. Receive all funds from the District Governor, Cabinet officers, Club Officers and deposit said funds in the appropriate accounts.
 - e. Maintain proper and accurate records of the Administrative and Charity Accounts.
 - f. Review the income and expenses incurred for the District Fall Rally, District Spring Party and Cabinet meetings.
 - g. Assist the District Governor to operate within the approved District Administrative budget.

- h. Prepare a financial report for each district cabinet meeting and a final report at the end of the year, summarizing the income and disbursement of all district accounts.
- i. Present the books to the Audit Committee for audit within 30 days of the end of the fiscal year and upon completion of the audit, release all records, which are, pertain to the office of the Treasurer to his/her successor.
- j. Make recommendations for improving the control of income and expenditures that may result in more efficient operation of the district
- K Checks from the Administration Account shall require only the District Treasurer signature for expenditures of less than \$2500.00. For Check of \$2500.00 a second signature of either the District Governor or District Secretary is required. Charity Funds checks shall require the District Treasurer signature only.

IMMEDIATE PAST DISTRICT GOVERNOR DUTIES

PURPOSE: This policy is to set forth guidelines and responsibilities of the Immediate Past District Governor in hope that any assistance or experience can be shared with the current district governor and the cabinet.

GENERAL:

His/her specific responsibilities shall be;

- a. The office carries with it voting rights on the District Governor's Cabinet.
- b. Serve as the Chairperson of Honorary Committee, made up of Past District Governors within the district.
- c. Attend all cabinet meeting called by the district governor;
- d. Disseminate any knowledge or information, which may be helpful in carrying out a smooth transition from one administration to another.

REGION CHAIRPERSON

PURPOSE:

The purpose of this policy is to set forth the duties and responsibilities outlined by Lions Clubs International, Multiple District 14, District 14-P Constitution and By-Laws.

GENERAL:

The region chairperson is subject to the supervision and direction of the district governor and shall be the chief administrative officer in the region, when the position is utilized during the district governor's term. Specific responsibilities of the region chairperson include:

1. Further the purposes of this association.
2. Supervise the activities of the zone chairpersons in his/her region and any District Committee chairpersons as assigned by the district governor.
3. In coordination with the District GMT Coordinator, play an active role in organizing new clubs and strengthening weak clubs in the district.
4. Visit a regular meeting of each club in the region at least once while in office and report findings to the district governor and to the district GMT and GLT coordinators.
5. Visit a regular board of directors meeting of each club in the region at least once while in office and report findings to the district governor and to the district GMT and GLT coordinators.
6. Endeavor to have every club in the region operating under a duly adopted club constitution and by-laws.

7. Promote the Club Excellence Process and work with the District Governor Team and the district GMT and GLT coordinators to implement the program
8. In coordination with the District GLT Coordinator, play an active role in supporting leadership development opportunities.
9. Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in the region are entitled.
10. Carry out such official visitations to club meetings and charter nights as assigned by the District Governor.
11. Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairperson Manual and other directives or by the District Governor.

ZONE CHAIRPERSON DUTIES

PURPOSE: The purpose of this policy is to set forth the duties and responsibilities outlined by Lions Clubs International, Multiple District 14, District 14-P Constitution and By-Laws.

GENERAL: The zone chairperson, subject to the supervision and direction of the district governor, and/or the first and second vice district governors, shall be the chief administrative officer in his/her zone. His /her specific responsibilities shall be:

- a. Further the Purposes of this association;
- b. Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call (2) two regular meetings of the clubs in the zone. The meeting shall be conducted within (4) weeks after the cabinet meeting;
- c. Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to the district governor and region chairperson;
- d. Attend all district cabinet meetings, prepare and submit written reports on the activities of the Lions clubs in the zone;
- e. Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone;
- f. Represent each club in his/her zone in any problems with district, multiple district, or Lions Clubs International;
- g. Supervise the progress of district, multiple district, and Lions Club International projects in his/her zone;
- h. Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws;
- i. Promote representation at international and district (sub-and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled;
- j. Visit a regular meeting of each club in his/her zone twice (2) or more during his/her term of office, reporting his/her findings to the District Governor or the Vice District Governors particularly with respect to weaknesses he/she may have discovered (copy to district governor);
- k. Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors;
- l. Attend membership and leadership seminars conduct in the district.
- m. Be familiar with the district constitution, by-laws and policy manual.

DISTRICT CHAPLAIN

PURPOSE: To set forth the duties and provide guidelines to fully carry out the duties of the district chaplain.

GENERAL: The chaplain's duties are as follows;

- a. Provide an invocation and benediction for all district cabinet meetings, district dinners and all other district functions such as Zone or Region meetings when he/she appears on the program.
- b. Prepare a Memorial Service to be conducted at the District Convention with names of the deceased Lions and Lioness which are provided by the District Governor. The names of the deceased Lions and Lioness will be spoken at the memorial service followed with the toll of a bell.
- c. Upon the death of any Lion or Lioness in District 14 P, the District Chaplain shall direct the District Secretary to send a sympathy card and a nondenominational religious bookmark to his or her family.

PARLIAMENTARIAN DUTIES

PURPOSE: Appoint a Lion who has as knowledge of the Constitution and By-Laws of Lions Clubs International, Multiple District 14, District 14-P, the district policy manual and Robert's Rules of Order.

GENERAL:

He/she shall be a Past District Governor and act under the supervision of the District Governor

His/her specific responsibilities shall be to:

- a. Have knowledge of parliamentary procedures including but not limited to, order of precedence for motions (Privileged, Subsidiary and Main) and the interruption.
- b. Have a good knowledge of the District 14-P Constitution and BY-Laws and policy manual;
- c. Have the authority to request the District Governor or the presiding officer to allow interpretation of any ruling or question concerning a Constitutional and By-laws, policy question;
- d. Attend all district cabinet meetings where a policy or amendments may be voted upon to affect the action of the cabinet or Lions clubs within the district.

PROTOCOL CHAIRPERSON

PURPOSE: The purpose of this policy is to describe the duties of the District Protocol Chairperson.

GENERAL:

1. The Protocol Chairperson shall be a Past District Governor and a member of a Lions Club in good standing in District 14-P
2. The Protocol Chairperson's qualifications shall be as follows:
 - a. Versed in all the procedures set forth by Lions Clubs International when an International Officer is attending a District Council Meeting or Convention.
 - b. Knowledgeable of Lions Clubs International Protocol.
3. The Protocol Chairperson under the supervision and direction of the District Governors Team shall:
 - a. Provide advice to the District Governor Team in the matters of protocol.
 - b. Attend all events and meal functions attended by visiting dignitaries, provide seating charts in keeping with the Association's protocol, and insure that spoken introductions are based on the same. Insure that dress requirements are clear for all events **when requested by the District Governor Team.**
 - c. Arrange for proper airport (or other arrival mode) greetings, transportation to hotel or other lodging, inspect hotel room in advance to insure its suitability and provide appropriate amenities (flowers/fruit/beverage etc.) **when requested by the District Governor Team.**
 - d. Arrange for the proper escort of visitors to each function on the schedule when **requested by the District Governor Team.**
 - e. Coordinate departure from hotel and transportation to airport (or other departure venue) **when requested by the District Governor Team.**

DISTRICT CHAIRPERSONS DUTIES

PURPOSE: The purpose of this policy is to provide a general outline of the duties of the district chairpersons and/or district committees.

GENERAL: All district chairpersons shall follow the guidelines listed below. Some chairpersons have specific duties which are outlined in their policy.

The responsibilities of all committee chairpersons and coordinators are as follows;

- a. Further the purposes of the district and association.
- b. Perform such duties as outlined in his/her job description as outlined in the district policy or directed by Lions Clubs International.
- c. Subject to the direct supervision of the District Governor.
- d. Attend all district cabinet meetings and prepare a written report on all activity and any information pertinent to the committee or coordinator's position
 1. If a chairperson is unable to attend a cabinet he/she shall submit a written report to the cabinet secretary by the USPS or e-mail.
- e. Submit a budget for any expenses that may be incurred in the performance of his/her duties. The budget shall be submitted prior to the meeting in July of the current Lions year.
- f. Communicate with all the Lions, Lioness and Leo Clubs in the district by USPS, e-mail or phone with information or programs pertain to their position.
- g. Attempt to visit the Lion, Lioness and Leo Clubs in the district to present a program about your project.

LONG RANGE PLANING COMMITTEE

PURPOSE:

To determine, by thought and systematic studies, long-range issues affecting district operations and to make recommendations for District Cabinet actions to further the growth Lionism in District 14 P.

GENERAL:

1. Long-range planning committee shall consist of the following members appointed by the District Governor to a two-year term.
 - a. Two (2) Past District Governors from Berks County (alternating terms)
 - b. Two (2) Past District Governors from Chester County (alternating terms)
 - c. One (1) Lion from Berks County
 - d. One (1) Lion from Chester County
2. The Past District Governors shall serve a two (2) year term; the Lion members shall serve a one (1) year term.
3. Members may be reappointed.
4. On the event of a vacancy the sitting District Governor shall appoint a replacement PDG to fill out the term.
5. The District Governor and the First and Second Vice District Governors, District Secretary and Parliamentarian shall be ex officio members of the committee.
6. The most Senior Past District Governor's shall serve as chairman of the committee.

DUTIES:

1. Study long-range issues referred to the committee by the District Governor and/or the District Cabinet.
2. Based on their own studies and experience determined within the committee any long-range problems that affect the Clubs of District 14-P.
3. Provide advice to the First and Second Vice District Governors and future Vice District Governor candidates.
4. Prepare general recommendations for studies by specific District Committees.
5. Meetings for a long-range planning committee shall be called by the Committee Chairperson as needed or by the request of the District Governor or the District Cabinet.
6. The committee shall prepare a long-range planning report to be presented at the April Cabinet Meeting
7. Committee meeting are open the any District Lion in good standing; only committee member have the right to vote.

CONSTITUTION & By-LAWS COMMITTEE

PURPOSE: To be responsible for maintaining the District Constitution and By-Laws and Policy Manual and act as a research body to study changes necessary to the above documents.

GENERAL:

- a. The committee shall set forth, in easy readable language, policy procedures and descriptive responsibilities of each cabinet appointment and district activity.
- b. The committee shall review all resolutions or recommendations submitted by the Lions Clubs, District Governor and District Cabinet and make recommendations to the cabinet within a reasonable time
- c. The committee shall draft all District Constitution, Bylaws and Policy Manual changes to adhere to the Constitution, By-Laws and Policy Manual of Lions Clubs International and prepare the constitution and by-laws changes to be voted upon at the district or multiple district convention.

DIABETES AWARENESS CHAIRPERSON

PURPOSE: To provide information to the Lions, Lioness and Leos of the district with information about diabetes and provide resources to the clubs for programs which will help educate the community about this disease.

GENERAL: The chairperson's general duties are outlined in the District Chairperson's policy the specific duties are but not limited to:

1. Become familiar with the Information for Diabetes Chairpersons section on the association's website;
2. Connect with Lions diabetes chairs worldwide via the LCI Google Group for diabetes chairpersons;
3. Consider the opportunities to utilize LCIF Core 4 grant funding for a qualifying district diabetes project;
4. Encourage organization of club-level or a district-level *Strides: Lions for Diabetes Awareness* event to help educate the public about diabetes, receive the Strides banner patch award and raise funds for a community diabetes project;
5. Participate in the Lions Eye Health Program (LEHP) to promote awareness of diabetic eye disease;
6. Utilize current resources from official diabetes associations to become knowledgeable about diabetes and diabetic retinopathy;
7. Visit clubs. Encourage them to appoint a club diabetes awareness chairperson;
8. Promote club awareness of the opportunity to earn the annual "New Horizons: In Diabetes Education" award;
9. Partner with local diabetes associations and health care professionals;
10. Take the lead in planning and facilitating diabetes awareness presentations for forums, zone meetings, district and multiple district conventions;
11. Stress to clubs the importance of helping educate the public about diabetic retinopathy and action steps needed to reduce the new cases of blindness caused by diabetic retinopathy;
12. Encourage clubs to carry out joint diabetes screening projects with other health care organizations;
13. Encourage clubs to participate in the following diabetes-related events: Diabetes Awareness Month (November), World Diabetes Day (November 14) and World Sight Day (second Thursday in October);
14. Keep the district governor informed of district activities; encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI;
15. Provide a summary report to successor.

NOMINATING COMMITTEE

PURPOSE:

The purpose of this policy is to provide a general outline of the duties of the district nominating committee.

GENERAL:

1. The District Governor shall appoint a Past District Governor to chair Nominating Committee and additional Past District Governors to the committee as needed, but not exceed five (5) members.
2. The Nominating Committee will work with the Global Leadership Team Coordinator to seek out qualified candidates for the office District Governor.
3. The committee shall be familiar with Exhibit A, Rules and Procedures of District 14 P Convention.
4. The committee shall be familiar with policies 102A, 103A and 103B of District 14 P.
5. The committee will review the candidate resume and club endorsement letter and ensure the candidate meets all requirements set forth by Lions International.

DISTRICT CONVENTION COMMITTEE

PURPOSE: To provide coordination and promotion of the district conventions.

GENERAL:

1. The First Vice District Governor shall serve as Chairperson of the District Convention and manage and coordinate district conventions as directed by the District Governor. He/she preside at all district convention meetings.
2. Committee shall consist of District Governor Team, Zone Chairpersons, Cabinet Chairpersons and any interested District Lion.
3. Chairpersons shall be appointed for the following Convention committees:
 - a. Basket Raffle
 - b. Catering/Meals
 - c. Certification/Credentials
 - d. Voting
 - e. Pins
 - f. Reservations
 - g. Displays
 - h. Resolutions/C&BL
 - i. Seminars
 - j. Necrology
 - k. Location Nominations
 - l. Leos
 - m. Lioness
 - n. Merchandise
 - o. Program/Schedule Booklet
4. Communicate with clubs using all available sources such as district governor's newsletter, visitations to clubs, zone and district meetings, special mailings, the District New Letter, and Districts web site.
5. Inform clubs of the arrangements, programs and costs.
6. Host the International Representative to the District Convention

DISTRICT ANNUAL CAUCUS

PURPOSE: To conduct the business of the District.

GENERAL: First Vice District Governor/District Governor Elect shall be the Caucus Chairperson.

1. Opening Session
 - a. Committee Reports
 - i. Registration Report
 - ii. Certification/Credentials Preliminary Report
 - iii. Resolutions and Constitution & By-Law Report
 - iv. Election Preliminary (rule and procedures) Report
 - v. Nominations Report
 - b. Nominating and Seconding Speeches
2. Closing Section
 - a. Certification/Credentials Final report
 - b. Election Results
 - c. Acceptance Speeches

DISTRICT ENVIRONMENTAL CHAIRPERSON

PURPOSE:

The district environment chairperson encourages clubs in the district to implement Lions Green Team projects such as: community clean-up, tree planting, recycling, and environmental education. The chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.

GENERAL:

1. Become familiar with the Information for Chairpersons section on the association's web site
2. Identify appropriate Lions Green Team projects for the district
3. Meet with Lion leaders to develop a coordinated Lions Green Team plan for the year
4. Encourage clubs to participate in the annual Lions Environmental Photo Contest. Ensure that the selected district photo is submitted to the council chairperson by January 15
5. Visit clubs to explain the importance of protecting our natural resources, provide information about activity planning resources, and solicit feedback and suggestions
6. Encourage clubs to appoint an environment chairperson
7. Keep the governor and the international office informed of district activities
8. Provide a summary report to successor

GLOBAL LEADERSHIP TEAM COORDINATOR

PURPOSE: This policy sets forth the general responsibilities of the Global Leadership Team Coordinator as outlined by Lions Clubs International.

GENERAL: The GLT Coordinator shall have:

1. In-depth knowledge of LCI, district and local needs of the district.
2. Ability to mentor future leaders and identify leaders.
3. Extensive knowledge of membership, extension, retention and the Club Excellence Program and field position.
4. Previous experience organizing training at the district level.
5. Ability to effectively deliver training and education.
6. Ability to commit to a three-year term as GLT District Coordinator, accepting no other position(s) within the district that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position.
7. Ability to travel within the district.
8. Ability to participate in leadership training and development opportunities sponsored by LCI
9. Ability to effectively collaborate with GMT-MD Coordinator to address district needs.
10. Be subject to an annual performance review conducted by the District Governor, First and Second Vice District Governors.

The GLT Coordinator Job Description/Responsibilities are listed in the following three categories:

1. **GOAL SETTING:**

- a. Set leadership development goals and implement an action plan incorporating the goals and objectives of the district. Communicate goals and plan to the Multiple District GLT and Leadership Administration Department of LCI.

- b. Provide guidance to clubs as it establishes leadership development goals and objectives.
- c. Develop and promote a district leadership development plan that includes recognition for district and individual Lions who make significant contributions to leadership development goals.
- d. Motivate Lions Clubs to set goals and develop club programs that enhance leadership skills.

2. COMMUNICATION:

- a. Communicate goals and implementation procedures to all Lions Club leaders.
- b. Communicate with GMT District Coordinator at least once a month to exchange information and ideas, to avoid duplication of efforts, and develop plans to enhance the overall effectiveness of the GMT/GLT efforts.
- c. Keep the district updated of new leadership development programs and resources.
- d. Publish leadership development initiatives in the District Newsletter, with articles on various leadership programs available to the Lions, on the Lions Club International web site and in other publications.
- e. Establish a monthly reporting system to foster open communication and to monitor the district's progress, provide monthly feedback to District Governor and First and Second Vice District Governors.
- f. Submit a monthly report to the Multiple District GLT Leader and on the status of leadership development in the district.
- g. Advise the Multiple District GLT Leader, Leadership Administration Department at LCI of leadership development needs to support the clubs.
- h. Report to the District Cabinet on leadership development initiatives from LCI.

3. TRAINING

- a. Collaborate with GMT Coordinator in planning and conducting workshops and seminars.
 - b. Share leadership development techniques, curriculum, motivation and support using the Leadership Development Manual and other resources available from LCI.
 - c. Motivate the lions to develop and improve their leadership skills.
 - d. Advise the Multiple District GLT and the Leadership Administration Department of any new innovative training techniques that have been successful in leadership development.
4. The GLT Coordinator shall report at the four district cabinet meetings.

GLOBAL MEMBERSHIP TEAM COORDINATOR

PURPOSE: The GMT Coordinator shall possess the abilities and skills to identify, expand and present membership, extension and retention development programs that meet the needs of the district.

GENERAL: The GMT Coordinator shall have:

1. In-depth knowledge of LCI, district and local needs of the clubs.
2. Ability to mentor future leaders and to identify leaders.
3. Extensive knowledge of membership, extension and retention programs and field positions.
4. Previous experience organizing training at the district level.
5. Ability to effectively deliver training and education.
6. Ability to commit to a three-year term as GMT Coordinator, accepting no other position(s) within the district that would potentially conflict with the time and energy necessary to carry out duties and responsibilities of this position.
7. Ability to travel within the district.
8. Ability to participate in membership, extension and retention training and development opportunities sponsored by LCI.
9. Ability to effectively collaborate with the GLT counterpart to address district needs.
10. Be subject to an annual performance review conducted by the District Governor and the First and second Vice District Governors

The GMT Coordinator Job Description/Responsibilities are listed in the following three categories:

1. GOAL SETTING:

- a. Set membership, extension and retention development goals and implement an action plan incorporating the goals and objectives of the district. Communicate goals and plans to the Multiple District GMT leader on or before September 1st of each Lions year.

- b. Develop and promote a district membership, extension and retention development plan that includes recognition for district and individual Lions who make significant contributions to membership, extension and retention development program goals.
- c. Motivate Lions Clubs to set goals and develop district and club programs that improve membership, extension and retention skills.
- d. Present a budget to the District Cabinet in order to fund a membership, extension and retention plan.

2. COMMUNICATIONS:

- a. Communicate goals and implement procedures to all Lions Clubs in the District.
- b. Communicate with the GLT Coordinator at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and develop plans that will enhance the overall effectiveness of GMT/GLT efforts.
- c. Keep the district updated on new membership, extension and retention development programs and resources.
- d. Publish membership, extension and retention development initiatives in the District Newsletter and on the district web site and in other publications.
- e. Establish a monthly reporting system to foster open communications and monitor each club's progress and provide monthly feedback to the Multiple District GMT Coordinator.
- f. Submit a quarterly report to the GMT Multiple District Coordinator on the status of membership, extension and retention development in the district.
- g. Advise the Multiple District GMT Coordinator of membership development needs to support the district, and clubs.

3. TRAINING:

- a. Collaborate with the GLT district coordinator in planning and conducting workshops and seminars.
 - b. Share membership, extension and retention development techniques, curriculum, motivation and support using resources available from LCI.
 - c. Motivate lions Club members to develop and improve their membership, extension and retention skills.
 - d. Advise the Multiple District GMT Coordinator of any new and innovative training techniques that have been successful as a result of their membership, extension and retention development efforts.
4. The GMT Coordinator shall report at the four district cabinet meetings.

HONORARY COMMITTEE

PURPOSE: To serve the district as advisory body to the District Governor and any cabinet member who may ask for assistance.

GENERAL:

- a. The committee shall be composed of all Past District Governors within the district who are members in good standing in a Lions Club.
- b. The Immediate Past District Governor shall be the chairperson. If Immediate Past District Governor is unable to chair the committee, the Past District Governors shall elect a chairman from within the committee for the balance of the year.
- c. The committee may assist the District Governor with any problems which may arise during the year.
- d. Members in attendance at the meeting shall constitute a quorum.

INTERNATIONAL RELATIONS CHAIRPERSON

PURPOSE:

The International Relations Chairpersons role is to encourage clubs participate in activities in support of the third Purpose of Lions Club International: "to create and foster a spirit of understanding among peoples of the world."

GENERAL:

1. To become familiar with information from a chairperson section of the Association's website.
2. Identified appropriate project for the district.
3. Facilitate participation in:
 - a. International club twining
 - b. Lions day with the United Nations
 - c. International relations month (October)
4. Meet with Lions leaders to develop a coordinated plan for the year. Work with LCI F and the youth and camp exchange chairpersons, whenever requested.
5. Visit clubs and explain the importance of international programs
6. Keep the governor and the international office informed of district activities
7. Provide a summary of report for success.

LEO ADVISOR

PURPOSE: Provide guidelines which will assist Leo Clubs to provide community service.

GENERAL: The general duties are outlined in the District Chairperson's policy. The specific duties are as follows but not limited to;

- a. Promote the Leo Club program through Club Visitations and articles published in the district newsletter.
- b. Maintain a List of the chartered Leo Clubs in the district
- c. Obtain a list of the clubs current officers from the sponsoring Lions Club annually and forward the information to the District Officers and Multiple District State Administrator.
- c. Visit each Leo Club in the district during the year and provide the Leos with information about Leo information posted on the LCI web site and social web sites.
- d. Encourage the Leo clubs to submit articles for publication in the district newsletter and the pride magazine.
- e. Provide written reports at the cabinet meeting on the status of each Leo Club in the district.

LIONS ALERT CORRINATOR

PURPOSE:

The Lions ALERT Program encourages Lions and Lioness Clubs of the District to cooperate with local authorities to develop a plan of action in the event of a natural, man-made, or healthcare emergency.

GENERAL:

1. Become familiar with the Information for Chairpersons section on the association's web site
2. Consider joint projects with the local chapter of the International Federation of Red Cross and Red Crescent Societies (IFRC)
3. Become familiar with the Lion-2-Lion: Resource Assistance Database, an online location for the exchange of volunteer services and materials for emergency and non-emergency Lions projects
4. Visit clubs. Encourage clubs to develop a Lions ALERT plan and receive the Lions ALERT banner patch award. Offer to provide assistance
5. Keep the district governor and the international office informed of district activities
6. Provide a summary report to successor

LIONS QUEST

PURPOSE: Lions Quest is a comprehensive, positive, youth development program, sponsored by Lions Clubs International and Lions Clubs International Foundation. It involves the home, school, and community to cultivate capable, healthy young people of strong character through life skills, character education, civic values, service-learning, tolerance, and substance abuse prevention.

GENERAL: The chairperson's general duties are outlined in the District Chairperson's policy the specific duties are but not limited to:

1. Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence, and Skills for Action) as described on the Lions Quest website **www.lions-quest.org**, and the Lions Quest program informational CD and DVD;
2. Speak at Lions Club meetings, district cabinet meetings and other Lions gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to lions clubs that request it;
3. Network with educational institutions and other organizations involved in education in the district;
4. Learn about the scope of Lions Quest activity currently occurring in the district/multiple district including the clubs that have sponsored the program in recent years and schools that utilize the program;
5. Encourage clubs in the district to promote the program to school officials in their communities;
6. Encourage clubs in the district to sponsor Lions Quest training or material purchases for local schools;
7. Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program;
8. Generate publicity about Lions Quest activity in the district;
9. Keep the district governor and the LCIF Lions Quest Department informed of the progress of Lions Quest activity in the district;
10. Assist with coordination of Lions Quest training workshops in the district and the drafting of Lions Quest Core 4 grant proposals as appropriate.

Peace Poster Coordinator

PURPOSE:

The District Peace Poster Contest Chairperson is responsible for coordinating the efforts of the district for this annual contest that challenges young people to think about peace and express what it means to them.

GENERAL:

1. Become familiar with the rules for participation in the Peace Poster Contest
2. Prepare a presentation about the contest for clubs in the district to encourage them to participate
3. Serve as a resource person for clubs that have questions about the contest
4. Promote participation in the contest at district conventions
5. Work with the district governor to conduct the district judging in accordance with the theme and rules set forth by LCI
6. District will award the following Certificates and Saving Bonds:
 - a. First Place \$100 Gift Card & Certificate
 - b. Second Place \$50 Gift Card & Certificate
 - c. Third Place \$25 Gift Card & Certificate
- 65
7. Follow up with the council chairperson to make sure the district's entry was received in time
8. Work with participating club chairpersons to properly publicize their winning entry on the local level
9. Serve as a liaison between the district and headquarters for different aspects of the contest

SERVICE TO CHILDREN CHAIRPERSON

PURPOSE:

Adopted in 2003, the mission of the Lions Services for Children Program is to improve the lives of children and young adolescents in adverse circumstances through health and education services, locally and internationally. The district Lions Services for Children chairperson assists clubs to provide aid to children.

GENERAL:

1. Become familiar with the Information for Chairpersons page on the association's web site.
2. Become familiar with the Lions Services for Children Symposium Program and the procedure to apply for children's symposium expense assistance from Lions Clubs International.
3. Become familiar with the Lions Children First Program which offers support and resources for hands-on service projects for children in need. Promote this program to the clubs.
4. Learn the nature and scope of the health and education needs of children within the district. Consider participating in the Lions Services for Children Symposium Program, which can help the district develop an understanding and a plan of action.
5. Network with educators, government agencies, health care organizations and other individuals involved with serving children in need.
6. Encourage clubs to conduct community assessments to identify children's health and education needs and partner with professional organizations and agencies to develop programs.
7. Encourage clubs to invite health and education specialists and community leaders as Lions meeting speakers.

8. Encourage clubs to involve community leaders in projects for children.
9. Work with the District Public Relations, Sight, Hearing, and Diabetes Chairpersons to generate publicity about Lions' services for children projects.
10. Along with your fellow district chairpersons, encourage clubs to participate in service projects during global service action campaigns, such as "Sharing the Vision" (October) and "Relieving the Hunger" (December/January).
11. Keep the governor and the international office informed of district activities.
12. Provide a summary report to successor.

YOUTH EXCHANGE CHAIRPERSON

PURPOSE: Administer the District 14-P International Youth Exchange Program.

GENERAL: The general duties are outlined in the District Chairperson's policy. The specific duties are as follows but not limited to

- a. Encourage the Lions, Lioness and Leo Clubs in be involved in the International Youth Exchange Program by submitting articles to the district newsletter.
- b. Promote the objectives of Youth Exchange program which are;
 1. To bring young people into contact youth and adults of other countries.
 2. To share family and community life of another culture.
 3. To promote international understanding and goodwill throughout the world of Lionism.
- c. Contact the Multiple District Coordinator for information about the winter and summer youth exchange program in Pennsylvania
- d. Provide a program to the Lions and Lioness Club, when requested explaining the program.

BEACON LODGE CHAIRPERSON

PURPOSE: To act as the Liaison between the District 14-P cabinet and the Board of Director of Beacon Lodge Camp.

GENERAL: The general duties are outlined in the District Chairperson's policy. The specific duties are as follows but not limited to;

The Liaison shall be one of the two District 14-P members of the Board of Directors.

- a. Promote a better understanding between Beacon Lodge and the Lions and Lioness Clubs of the district.
- b. Provide the district cabinet and the Lions Clubs with the needs, goals and programs of the camp and inform the cabinet of the dates of the work weekends conducted at the camp.
- c. Be available to present programs to the Lions and Leo Clubs of the district and provide any literature which will promote the camp.
- d. Present all regular and special projects conducted annually at the camp to the District Governor, cabinet and the Lions and Lioness Clubs.
- e. Give the cabinet a report of the dormitories in which the district or club maintains at the camp.
- f. Promote the camp to the visually and handicapped of the district, encourage and assist interested individuals to attend the camp as a camper.
- g. Promote attendance at the Lions Appreciation Day conducted annually in July.
- h. Provide a written report at the cabinet meeting to keep the cabinet members and Lions clubs of an overall view of the goals of the camp and any projects being conducted in the district for the camp.

VISION RESOURCE CENTER of BERKS COUNTY CHAIRPERSON

PURPOSE: The chairperson shall work in close Liaison between the Vision Resource Center of Berks County (VRC) and the Lions, Lioness and Leo Clubs of the district located in Berks County.

GENERAL: The specific duties are as follows but not limited to;

- a. Member of VRC Advisory Board or Board of Trustees.
- b. Promote the VRC program throughout the district.
- c. Provide programs for the Lions and Leo Clubs of Berks Country within the district
- d. Solicit all the Berks County Clubs in the district for an annually contribution to VRC.
- e. Provide a written report at each cabinet with information obtained from the VRC.

BERKS DEAF & HARD of HEARING SERVICES CHAIRPERSON

PURPOSE: The chairperson shall work in close Liaison between the Berks Deaf & Hard Hearing Services (BDHHS) and the Lions, Lioness and Leo Clubs of the district.

GENERAL: The specific duties are as follows but not limited to;

- a. Member of BDHHS Advisory Board or Board of Trustees.
- b. Promote the BDHHS program throughout the district.
- c. Provide programs for the Lions and Leo Clubs within the district
- d. Solicit all the Berks County Clubs in the district for an annually contribution to BDHHS.
- e. Provide a written report at each cabinet with information obtained from the BDHHS.

LION JAMES “BING” MILLER CHARITABLE FOUNDATION COORDINATOR

PURPOSE: The coordinator shall work in close Liaison between the Lion James “Bing” Miller Charitable Foundation (Bing Miller) and the Lions, Lioness and Leo Clubs of the District 14P.

GENERAL: The general duties are outlined in the District Chairperson’s policy. The specific duties are as follows but not limited to:

- a. Have a general knowledge of the Bing Miller Foundations services.
- b. Be Member of the Bing Miller Board of Trustees.
- c. Promote the Bing Miller program throughout the district.
- d. Provide programs for the Lions, Lioness and Leo Clubs within the district.
- e. Solicit all the clubs in the district for an annually contribution to Bind Miller Foundation.
- f. Provide a written report at each cabinet with information obtained from the Bing Miller Foundation.

CHESTER COUNTY ASSOCIATION OF THE BLIND CHAIRPERSON

PURPOSE: The chairperson shall work in close Liaison between the Chester County Association of the Blind (CCAB) and the Lions and Leo Clubs of the district located in Chester County.

GENERAL: The specific duties are as follows but not limited to;

- a. Member of CCAB Advisory Board or Board of Trustees.
- b. Promote the CCAB program throughout the district.
- c. Provide programs for the Lions and Leo Clubs of Chester County within the district.
- d. Solicit all the Chester County Clubs in the district for an annually contribution to CCAB.
- e. Provide a written report at each cabinet with information obtained from the CCAB.

DISTRICT 14-P KIDSHGHT PROGRAM INC COORDINATOR

PURPOSE: The coordinator shall work in close Liaison between the District 14P Lions KidSight Program, Inc. and the Lions, Lioness and Leo Clubs of the district.

GENERAL: The specific duties are as follows but not limited to;

- a. Member of KidSight Board of Trustees.
- b. Promote the KidSight program throughout the district.
- c. Solicit all the Clubs in the district for an annually contribution to KidSight.
- d. Provide a written report at each cabinet meeting with information obtained from the KidSight.

DISTRICT LCIF COORDINATOR

PURPOSE: This position provides for a Lion to serve as an ambassador for Lions Club International Foundation (LCIF) in the District. He/she shall demonstrate leadership, commitment to philanthropic and humanitarian service ideals of LCIF enabling the foundation to advance work in our communities and around the world.

GENERAL: The general duties are outlined in the District Chairperson's policy. The specific duties are as follows but not limited to;

The LCIF District Coordinator is appointed for a four (4) year term by the LCIF Board of Trustees.

- a. The District Coordinator reports to the Multiple District LCIF Chairperson and the LCIF Development Advisory Committee.
- b. A Lion not performing the roles and responsibilities of the job description is subject to being replaced, if necessary, by the LCIF Board of Trustees

As the LCIF District Coordinator he/she shall carry out the following critical responsibilities:

- a. Educate Lions about the mission and success of LCIF and its importance to Lions Clubs International.
- b. Assist with all aspects of LCIF funding-raising in the district.

The District LCIF Coordinator shall educate and promote LCIF in the following manner:

- a. Arrange for and/or give LCIF presentations at Lions Clubs in the district. this would include using the educational materials available.
- b. Provide LCIF program, grant and fund-raising updates to the district cabinet.
- c. Promote LCIF in the district newsletter and web site.
- d. Provide grant application assistance (in conjunction with District Governor) as needed.
- e. Promote and encourage the fund-raising efforts of LCIF by encouraging all Lions to give to LCIF annually and all clubs to conduct one annual fund-raising event to support LCIF programs.
- f. Familiarize the lions Clubs with all aspects of the Melvin Jones Fellowship program and provide each club with the number of Melvin Jones Fellows presented in their club.

Report at each District Cabinet of the LCIF activities in the district.

LEADER DOGS FOR THE BLIND CHAIRPERSON

PURPOSE: The chairperson shall work in close Liaison between the Leader Dogs School and the Lions, Lioness and Leo Clubs of the district.

GENERAL: The general duties are outlined in the District Chairperson's policy. The specific duties are as follows but not limited to;

- a. Have a general knowledge of the Leader Dogs for the Blind program.
- b. Promote the Leader Dog program throughout the district.
- c. Be able to help a blind individual obtain a Leader Dog.
- d. Assist any blind individual who may have difficulty with their dog.
- e. Provide programs for the Lions and Leo Clubs within the district
- f. Solicit all the clubs in the district for an annually contribution to Leader Dogs for the Blind.
- g. Provide a written report at each cabinet with information obtained from the Leader Dogs for the Blind or the Multiple District Coordinator.

LIONS EYE BANK of DELWARE VALLEY CHAIRPERSON

PURPOSE: The chairperson shall work in close Liaison between the Lions Eye Bank of Delaware Valley and the Lions, Lioness and Leo Clubs of the District 14P.

GENERAL: The general duties are outlined in the District Chairperson's policy. The specific duties are as follows but not limited to:

- a. Have a general knowledge of the LEBDV services.
- b. Promote the LEBDV program throughout the district.
- c. Provide programs for the Lions, Lioness and Leo Clubs within the district.
- d. Solicit all the clubs in the district for an annually contribution to LEBDV.
- e. Provide a written report at each cabinet with information obtained from the LEBDV.

LIONS OF PA FOUNDATION

PURPOSE: The coordinator shall work in close Liaison between the Lions of PA Foundation and the Lions, Lioness and Leo Clubs of the district.

GENERAL: The specific duties are as follows but not limited to;

- a. Member of Lions of PA Foundation Board of Trustees.
- b. Promote the Lions of PA Foundation program throughout the district.
- c. Solicit all the Clubs in the district for an annually contribution to Lions of PA Foundation.
- d. Provide a written report at each cabinet meeting with information obtained from the Lions of PA Foundation.

PA LIONS EYE RESEARCH

PURPOSE: The coordinator shall work in close Liaison between the PA Lions Eye Research and the Lions, lioness and Leo Clubs of the district.

GENERAL: The specific duties are as follows but not limited to;

- a. Member of PA Lions Eye Research District Committee.
- b. Promote the PA Lions Eye Research program throughout the district.
- c. Solicit all the Clubs in the district for an annually contribution to PA Lions Eye Research.
- d. Provide a written report at each cabinet meeting with information obtained from the PA Lions Eye Research.

PA LIONS HEARING RESEARCH

PURPOSE: The coordinator shall work in close Liaison between PA Lions Hearing Research and the Lions, Lioness and Leo Clubs of the district.

GENERAL: The specific duties are as follows but not limited to;

- a. Member of PA Lions Hearing Research Committee.
- b. Promote the PA Lions Hearing Research program throughout the district.
- c. Solicit all the Clubs in the district for an annually contribution to PA Lions Hearing Research.
- d. Provide a written report at each cabinet meeting with information obtained from the PA Lions Hearing Research.

INFORMATIONS & TECHNOLOGY

PURPOSE: The purpose of this policy is to define the duties and responsibilities of the District Information & Technology.

GENERAL: The chairperson's general duties are outlined in the District Chairperson's policy the specific duties are but not limited to:

1. Create and maintain the district's home page;
2. Establish communication system through e-mail between members and other clubs;
3. Assist clubs in submitting their Monthly Membership Report, Service Activity Report and assigning current year and next year officers via MyLCI. Clubs that do not use MyLCI can submit their monthly membership report and their officer assignment by sending the paper forms to headquarters (MMR and PU101). **NOTE:** The MyLCI website does not apply to those multiple districts that are presently using their own database.
4. Show clubs how to obtain the association's official publications, newsletters, directories, and many other Lions information materials through the Internet;
5. Develop the district's record-keeping system on the computer;
6. Work on other innovative projects;
7. Monitor club websites and publications for use of official logos only;
8. Remind clubs with websites that only members should have access to member information. Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
9. Encourage and assist clubs with using the e-Clubhouse website;
10. Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

DISTRICT PIN CHAIRPERSON

PURPOSE: The purpose of this policy is to set forth the duties and responsibilities of the Pin Chairperson of Multiple District 14-P.

GENERAL: He/she shall promote pin trading at the district level and assist the District Governor in the design of the District Pins.

District Pin:

1. District pin design shall be determined by the District Governor, with the help of the Pin Chairperson.
2. Design is then sent to an approved pin manufacturer, who provides a sample. The pin is then ordered in the amount designated by the cabinet.
3. The Governor shall receive 50 pins to be given out at his discretion and the rest go to the Pin Chairperson who then sells them to the clubs by order form or at pin swaps and Conventions.
4. The cost of these pins comes from the Pin Account and the cost of 50 comes from the Admin account.
5. Proceeds of pins shall be credited to the Pin Account.
6. Pins should not be available till the Convention.

Alternate (Cabinet) Pin:

1. The Governor may order an alternate District Pin to be given to Cabinet members and fellow Governors at his discretion. The cost of these pins shall come from the Admin account.
2. Extras should be given to the Pin Chairperson for distribution these proceeds go to the Admin account.

Personal Pin:

1. District Governor may design and obtain a personal pin. This pin should reflect something of the occupation, hobbies or talent of the Governor.
2. This pin is usually given to the attendees of the Appreciation Night.
3. The cost of these pins is from the account of the Appreciation night (the number used) and the rest from the Admin account.
4. Left over pins are than given to the Pin Chairperson to sell. Proceeds are put in the admin account.
5. Spouse's pins are at the expense of the Governor and the Spouse.

PUBLIC RELATIONS CHAIRPERSON

PURPOSE: The chairperson shall provide public relations information to the district cabinet and Lions Clubs of District 14-P by promoting public awareness of the Lions and Lioness Club activities.

GENERAL: The general duties are outlined in the District Chairperson's policy. The specific duties for each project are as follows but not limited to:

- a. Aid the cabinet by providing public relations awareness of the Lion and Lioness and Leo Club activities within the district.
- b. Collect articles from Lions, Lioness and Leo Clubs to be published by the local media. The articles should be about the activities and projects of the district, Lions and Leo Clubs.
- c. Educate the clubs in procedures to have articles published in newspapers and aired on the radio and TV.
- d. Keep the district visible throughout the state by submitting relevant articles to the Pride (state magazine) and "The Lion" (International magazine).
- e. Inform clubs public-relations chairpersons that they are responsible for erecting and maintaining Lions highway signs and entrances to the communities.
- f. Encourage the use of websites and social media by clubs.

SERGEANT ARMS

PURPOSE: The purpose of this policy is to define the duties and responsibilities of the District Sergeant of Arms

GENERAL: The Sergeant of Arms, under the direction of the District Governor shall maintain order and decorum among alliance members and guests present at a district meeting. He/she is responsible for maintaining all district equipment, ensuring the district has enough supplies to conduct each meeting and organize the meeting space.

DUTIES:

1. Before District Meetings
 - a. Organize equipment and arrange room for meeting.
 - b. Greet Lions and guest
 - c. Ensure meeting start on time.
2. During District Meetings
 - a. Assist in preserving order and decorum at meeting
 - b. Remove uncooperative or unruly members.
 - c. Collect and count written ballots.
3. District Conventions
 - a. Assist the election committee in preparing voting location.
 - b. Insure registration and certification are closed prior to the commencing of voting.
 - c. During voting; inspect and verify all delegates have the correct credentials before voting.
 - d. Assist the election committee in counting the votes.
 - e. Appoint assistant Sergeant of Arms to help perform his duties.
 - f. Perform additional duties as directed by the District Governor.

WEBMASTER

PURPOSE:

The position of Webmaster is to obtain and post information to the District 14-P Website as directed by the District Governor and /or the District Cabinet.

GENERAL:

1. The Webmaster shall develop a website using e–districthouse; it will contain appropriate content and links as specified by the District Governor and the District Cabinet.
2. The Webmaster shall work closely with the District Governor, the Vice District Governors, Committee Chairpersons and Coordinators and the Clubs of the District to obtain articles, pictures and any other material that would be of interest to the Lions in District 14-P.
3. Any material to be posted on the website shall be reviewed by the District Governor Team.
4. The Webmaster shall update the District Web Site on a timely basis and note the date of update on website.

DISTRICT DRESS CODE

PURPOSE:

This dress code is to give guidance to the District Officers, District Cabinet Members and Past District Governors as to the appropriate dress for Lions functions within the jurisdiction of the District 14-P in order that the members of the District present themselves in the most favorable manner to the Lions of the world and to the public in general.

GENERAL:

1. The following is the recommended types of dress adopted by the State Council to meet the above criteria:
 - a. **FORMAL SUMMER GREENS** – consist of green blazer, White trousers/white skirt, four-in-hand green ties or green Scarf (with Lions heads or the international president tie or scarf) and white shoes.
 - b. **INFORMAL SUMMER GREENS** – consist of green golf shirt with the keystone logo on front and PA outline on the back, white trousers/white skirt and white shoes.
 - c. **FORMAL WINTER GREENS** – consist of green blazer, gray trousers/gray skirt, white shirt/blouse, four-in-hand green tie or green scarf (with Lions heads or the international president tie or scarf) and black shoes.
 - d. **FORMAL DRESS**
 - Male District Governor** - consists of white formal jacket in the summer, a black formal jacket in the winter, black trousers, formal shirt and black shoes.
 - Female District Governors**- consists of white dress jacket, appropriate black skirt or slacks, white blouse and black shoes in the summer, black dress jacket, appropriate black skirt or slacks, white blouse and black shoes in the winter. A Tuxedo is optional.

Adult companions of the District Governors shall wear appropriate dress when required to participate in any official Activities with the District Governor

2. The following is appropriate for District Functions:

a. **District Convention**

District Governor – Formal Winter Greens

Vice District Governors - Formal Winter Greens

Region & Zone Chairpersons - Formal Winter Greens

Cabinet Members - Formal Winter Greens or Business Attire

Past District Governors - Formal Winter Greens or Business Attire

b. **Club Officer Appreciation**

District Governor – Formal Dress

Vice District Governors - Formal Dress

Region & Zone Chairpersons – Formal Dress or Formal Summer
Greens

Cabinet Members - Formal Dress or Business Attire

Past District Governors - Formal Dress or Business Attire

c. **District Cabinet Meeting**

District Governor – Formal Summer/Winter Greens

Vice District Governors - Formal Summer/Winter Greens

Region & Zone Chairpersons - Formal Summer/Winter Greens

Cabinet Members - Optional

Past District Governors - Optional

d. **District Rally**

District Governor – Formal Summer/Winter Greens

Vice District Governors - Formal Summer/Winter Greens

Region & Zone Chairpersons - Formal Summer/Winter Greens

Cabinet Members - Formal Summer/Winter Greens or Business Attire

Past District Governors - Formal Summer/Winter Greens or Business
Attire

3. From time to time a special function such as picnic or field trip is held. For these occasions the dress code is at the discretion of the District Governor.

PRIVACY POLICY

PURPOSE: The purpose of this policy to provide guidelines for the distribution of names, addresses, email addresses, and telephone numbers of District Officers, Cabinet Members, Club Officers and Lions Club Members of District 14P.

GENERAL: District 14P recognizes the importance of protecting the private information of our members. District 14P collects personal information about Lions Club members and Leo Club members to facilitate communications with and between our members. This information is to be used solely to further its purposes including that “to unite the clubs in bonds of friendship good fellowship and mutual understanding” and to conduct its necessary operational activities including:

- a. Dues and other billings
- b. Distribution of news letter and membership/officer information and updates
- c. Compilation of membership profiles and trends to support membership growth, extension and retention programs
- d. Convention and meeting planning
- e. Contact information for Lion/Leo leaders, including past and present District Officers, District and Vice District Governors, and Club Officers
- f. Furtherance of Public Relations activities and Cooperative Alliances
- g. Support of Lions Clubs International Foundation and other adopted service programs:
 1. Lions Eye Bank Of Delaware Valley
 2. Lion James E. “Bing” Miller Charitable Foundation
 3. District 14-P Lions KidSight Program, Inc.
 4. Beacon Lodge
 5. Lions of Pennsylvania Foundation
 6. PA Eye Research Sight Conservation Foundation
 7. PA Hearing Research Foundation
 8. Other Lions affiliated program/project approved by the District 14P Cabinet or Multiple District 14
 9. Vision Resource Center
- h. Disclosure of information as required by law or that is pertinent to judicial or governmental investigations.

DISTRICT PROJECTS

PURPOSE:

This policy sets forth guidelines for becoming an approved project/charity to solicit fund for the clubs in District 14P.

GENERAL

1. The project must provide services for individuals, groups, humanitarian organizations or research projects.
2. The majority of the Board of Directors of a foundation or humanitarian organization shall be Lions in good standing in a Lions club in good standing.
3. The following foundations and groups have this approval by Multiple District 14:
 - a. PA Lions Sight Conservation and Eye Research Foundation
 - b. PA Lions Hearing Research Foundation
 - c. Lions of Pennsylvania Foundation
 - d. Leader Dogs for the Blind
 - e. Pennsylvania Lions Beacon Lodge Camp
 - f. District Governor's Project
4. The following foundations and groups have this approval by District 14-P:
 - a. Berks Deaf and Hard of Hearing
 - b. Canine Partners for Life
 - c. Chester County Blind Association
 - d. District 14P Lions KidSight Program, Inc.
 - e. Lions Clubs International Foundation (LCI)
 - f. Lions Eye Bank of Delaware Valley
 - g. Lion James "Bing" Miller Charitable Foundation
 - h. PA Lions Guide Dogs, Inc.
 - i. Vision Resource Center of Berks County
5. All Lions, non-Lions groups or charitable organizations not considered a district project who wish to solicit club in the district shall:
 - a. Contact the District Governor in writing for permission to solicit each Lions, Lioness and Leo club in the district.
 - b. The project must be approved by the District Cabinet and recorded in the district minutes. The District Governor shall then grant permission in writing to the organization.
6. All Lions, non-Lion groups or charitable organizations not following the above outline are not permitted to solicit contributions from Lions, Lioness and Leo clubs in District 14-P.

AUDIT COMMITTEE

PURPOSE: The purpose of this policy is to set forth guidelines for the audit committee. It is assumed that, a volunteer Treasurer (who is not a professional accountant) keeps the financial records of the district, and that the financial statements do not require services of a CPA.

GENERAL:

- a. The audit committee is appointed by the District Governor at the June Cabinet Meeting and shall consist of three or more members from within the district, at least one being a past District Governor.
- b. The audit committee shall make sure an ongoing system exists for keeping track of cash receipts and disbursements, using good sense. The system need not be complicated. Treasurer's report shall be made at each cabinet meeting and at a minimum of four times a year. These reports should be tractable back to the cash receipts and disbursements system.
- c. The Audit shall be performed at the close of the fiscal year with an update report presented to the District Cabinet at the first cabinet meeting after the International Convention and a final report no later than the second Cabinet Meeting. **See policy number 401A for audit guidelines.**
- d. The District Treasurer shall present the District Financial books to the Audit Committee upon completion of all entries at the close of the fiscal year. The Treasurer shall also assist the committee with the audit.
- e. The District Treasurer shall prepare an itemized statement of all receipt and disbursements by the District for the fiscal year to facilitate the audit, and shall forward a copy of said statement to Lions International into each club in the district (as part district 14 P bylaws, article 10, section 4). Publication of said statement in the Lions Eyes shall meet the requirements to mail a copy to each club in the district.

AUDIT

PURPOSE: The purpose of this policy is to set forth guidelines assist the committee as to what shall be checked in the course of the Audit. The Treasurer should also use this policy as a basic guide in setting up records to be maintained.

GENERAL: All records should be reasonable neat, readable, and "in good order". All questions raised in these guidelines should be answered **YES**. Any **NO** answer should be cause for correction(s).

- a. **Cash receipts:** all cash receipts should be listed by date received, name of payer and the reason for receipt. **Is such a record kept? Yes No**
- b. **Cash disbursements:** all disbursements should be listed by date paid, name of payee, and reason for being paid. **Is such a record kept? Yes No**
- c. **Pay invoices:** all disbursements should be supported by some type of document information, which should be filed by date paid for by vendor. The check number and the date paid should be written on the invoice. All payment of bills shall have Cabinet or District Governor approval. The Audit Committee should randomly trace from a few canceled checks to supporting invoice. **Do supporting invoices agree with checking written? Yes No**
- d. All bank accounts should be reconciled to the checkbook monthly. **Is this done? Yes No Have they been reconciled correctly? Yes No**
- e. All checks should be signed by authorized check signers and co-signers. Scan all checks for the year to be sure this has been followed. **Has this been done? Yes No**
- f. The financial statement should be traceable to the cash receipts and disbursements recorded either directly or through a general ledger or summary sheets. **Are they? Yes No**
- g. A federal court 999 and state Charitable Regulator reports (if any) should be completed and filed on time. **Were they? Yes No**

Reporting to the District Cabinet

After the audit committee has finished its review, a report shall be prepared for the district cabinet. (See policy 401 Audit Committee) these guidelines should be attached to the report, showing the answers to each question. As a minimum the report should state that the Audit Committee has "**audit the financial report and found it correct**".

USE OF FUNDS

PURPOSE:

To clarify the raising and distribution of monies collected or generated by the clubs in the district of 14 P

GENERAL:

1. Funds raised from the public must be used for the benefit of the public and community in which the Lions Clubs serve. The International Constitution and By-Laws and Articles of Incorporation (the “governing documents”) provide that chartered Lions clubs shall be not-for-profit of the individual club or its individual members. Consequently, no part of the net earnings of funds raised from the public shall benefit any individual Lions member, or other private individual or entity. These policies are intended to provide guidance for clubs to meet the purposes of the International Association of Lions Clubs. Key in determining the proper use of funds is considering transparency to the public and developing trust from the community in which the Lions operate. How Lions use funds must meet the legal and tax requirements for the local jurisdiction in which they operate.
 - a. **Definition of Public/Activity Funds.** Funds raised from the public are the net earnings of income raised from activities open to the public, public contributions, bequests and money accumulated from invested public funds.
 - b. **Definition of Administrative Funds.** Administrative funds are contributions from Lions through dues, fines, advertisement revenue, rental fees and other individual Lions contributions. These funds may be used for either public projects or for internal Lions use such as meeting and convention expenses, incorporation fees, audit fees, newsletters, bulletins and other club and/or district operating and administrative expenses.
2. Direct Expenses of a public fundraiser may be deducted from the proceeds of the fundraiser to replenish the administrative funds used to hold the fundraiser.

3. **Lions Property.** A percentage of the net proceeds from funds raised through the use of property owned by Lions clubs and districts may be used toward the operating and maintenance expenses of the property under the following guidelines.
 - a. **Property use for public purpose.** Expenses for operating and maintaining the property may be paid for with public funds to support use of the property for the public.
 - b. **Property use for administrative purposes.** Expenses for operating and maintaining property must be paid from administrative fund is used is for the benefit of the Lions.
 - c. **Mixed use of property.** when the lines property is used for both public and administrative purposes, then a pro rata percentage of expenses may be paid from public funds related to the percentage of use of the property for the public. For example, in a Lions Club house that is used 20% of the time for the public may use funds offset by 20% of expenses of maintaining and operating the property.
4. **Political Activity.** As a non-partisan charitable organization, Lions Clubs and Districts (single, sub- or multiple) cannot contribute public or administrative funds to support or endorse an elected official or candidate for local, state, federal or foreign office.

REV: 8/15/15

ADMINISTRATION FUND

PURPOSE: The purpose of this policy to set forth the distribution of funds received from the Clubs of District 14-P in the form of annual dues, reimbursements from Pennsylvania Multiple District 14, sales of district pins and funds raised for district functions.

GENERAL:

1. The District Treasurer shall maintain a checking account in the name of Lions International District 14 P to be used for the disbursements of monies in the Administration Fund.
2. The district treasurer shall maintain separate records for the following account of the administration fund:
 - a. **Administration Account** - Monies in this account will be used to pay administrative costs, district Governor expenses, First Vice District Governor expenses Second Vice District Governor expenses, meetings, office supplies and postage.
 - b. **Lion Eyes Account**
 - c. **Pin Trading Account**
 - d. **Leos Account**
 - e. **Rallies and Passing of Banner Account**
 - f. **District Convention Account**
 - g. **Appreciation Day Account**
 - h. **District Dues Account**
 - i. **MD14 (State) Account**
 - j. **Special Active Account**

CHARITY FUNDS

PURPOSE: The purpose of this policy is to clarify the collection use of money collected from the general public by the clubs of district 14 P.

GENERAL:

1. Funds raised from the public are the net earnings of income raised for activities open to the public, public contributions, bequests and money accumulated from interest of public funds.
2. 100% of public funds shall be used for charitable purposes; these funds cannot be used for administrative purposes.
3. The district treasure maintain proper and adequate records of public funds forwarded to the district by the clubs for distribution to the proper charities.
4. The following are approved charities by District 14 P:

Pennsylvania Lions Beacon Lodge

Pennsylvania Lions Beacon Lodge

Berks Deft & Hard of Hearing

Vision Resource Center of Berks Co.

James E "Bing" Miller Charitable Foundation

Chester County Blind Association

District 14 P Lions KidSight Program, Inc.

Leader Dogs for the Blind

Lions Clubs International Foundation - LCIF

Lions Pennsylvania Foundation - LOPF

Pennsylvania Lions for Guide Dogs, Inc.

Pennsylvania Lions Hearing and Research Foundation

Pennsylvania Lions Eye Conservation and Research Foundation

Canines Partner for Life

Lions Eye District Governor Project

Bank of Delaware Valley

District Governor's Project

LIONS DISTRICT 14-P CONTRIBUTION FORM

2014-2015

Policy Number 511A

CHARITY	AMOUNT
PA Lions Beacon Lodge Camp	
1 - Campership	
2 - Maintenance Fund	
3 - Operating Fund	
4 - Special Projects	
Vision Resources Center of Berks County (Berks Co Blind)	
Berks Deaf & Hard of Hearing	
PID James E (Bing) Miller Charitable Foundation	
(To order a Bing Miller Fellowship, send money & form directly to Foundation)	
Chester County Blind Association	
District 14P Lions KidSight Program, Inc.	
Leader Dog School for the Blind	
LCIF - Lions Clubs International Foundation	
(To order a Melvin Jones Fellowship, send money & form directly to International)	
Lions Eye Bank of Delaware Valley	
1 - General Fund	
2 - Gratis Tissue Fund	
3 Gene Polgar Fellowship	
(To order a Gene Polgar Fellowship, send money directly to LEBDV)	
LOPF - Lions of Pennsylvania Foundation	
(To order a LOPF Fellowship, send money & form directly to the Foundation)	
Pa. Lions for Guide Dogs, Inc.	
PA Lions Hearing Research Foundation	
PA Lions Sight Conservation & Research Foundation	
Canine Partners For Life	
Others:	
TOTAL	

ATTENTION CLUB SECRETARIES AND TREASURERS

This form is for your convenience and is effective July 1, 2014. List on this form the amount of each donation approved by your club. Write one check covering all the donations, payable to: **LIONS DISTRICT 14-P**

Mail check and form to:

District Treasurer PDG Richard Stump, 535 Elm Ave ., Hamburg, PA 19526

The list on this form represents all district charities.

Your club is not obligated to donate to all or any of the above charities.

Make contributions prior to June 1, 2015 in order to get them credited in the current fiscal year

REV: 8/15/15

FIRST & SECOND VICE DISTRICT GOVERNOR REIMBURSEMENT

PURPOSE: This policy outlines reimbursement for the First and Second Vice District Governors for attending State Council meetings and approved training seminars.

GENERAL: The District 14-P by-laws allocates moneys from the Administration Fund for the First and Second Vice District Governors to attend State Council meetings and other training mandated by Lions Clubs International. Anyone qualifying for and requesting reimbursement must stay at the hotel designated by MD14. MD14 form (Policy 204D) form must submitted with District 14P Expense Form (515A).

1. The reimbursement shall be made in accordance with Lions Clubs International Rules of Audit:
 - a. TRANSPORTATION: .50 cents per mile (the total round trip mileage distance from the residence to all approved state meeting locations). If the First and Second Vice District Governors are traveling in the same vehicle only one Lion is entitled to reimbursement.
 - b. MEALS: not exceed \$ 25.00 a day (receipts required)
 - c. HOTEL ROOM: \$ 75.00 per night (receipts required)
 - d. All expense claims shall be submitted to the within 30 days after the state Council meeting.
2. The First and Second Vice District Governors may be reimbursed for up to three State Council Meetings and the State Convention.
3. The First and Second Vice District Governor seminar conducted at the State office may be in part funded by Lions Clubs International. Only the mileage shall be reimbursed by the district.
4. Moneys received for MD14 Training Allowance will be deducted for District 14P Expense form 515A.

REV: 2/13/16

DISTRICT 14-P EXPENSE FORM

NAME _____ TITLE _____

ADDRESS _____ CITY&ZIP _____

EXPENSES ATTENDING _____

LOCATION _____ DATES _____

DATE _____ BREAKFAST \$ _____
LUNCH \$ _____
DINNER \$ _____

(\$25 Maximum a day, receipts required) TOTAL \$ _____
HOTEL (\$75 maximum, receipts required) TOTAL \$ _____

DATE _____ BREAKFAST \$ _____
LUNCH \$ _____
DINNER \$ _____

(\$25 Maximum a day, receipts required) TOTAL \$ _____
HOTEL (\$75 maximum, receipts required) TOTAL \$ _____

DATE _____ BREAKFAST \$ _____
LUNCH \$ _____
DINNER \$ _____

(\$20 Maximum a day, receipts required) TOTAL \$ _____
HOTEL (\$75 maximum, receipts required) TOTAL \$ _____

CAR MILEAGE _____ MILES AT .50 CENTS PER MILE \$ _____

MISCELLANEOUS EXPENSES \$ _____
(Receipts Required)
\$ _____ TOTAL \$ _____

Minus (-) MD14 Training Allowance \$ _____

GRAND TOTAL \$ _____

DATE _____ SIGNATURE _____

FINANCE & BUDGET COMMITTEE

PURPOSE:

The purpose of the Budget and Finance Committee is to maintain a sound financial structure of monies received and distributed by District Treasurer and District Cabinet.

GENERAL:

1. The Budget & Finance Committee shall consist of five (5) members:
 - a. Three (3) Past District Governors
 - b. District Treasurer
 - c. First Vice District Governor
2. The Past District Governor shall be appointed by the First Vice District Governor. The Senior PDG shall Committee Chairperson.
3. The Budget & Finance Committee shall meet after the third cabinet meeting and prepare a balanced budget for the next fiscal year for approval at the fourth cabinet meeting.

Duties:

1. Review current year's budget and formulate a balanced budget for upcoming fiscal year.
2. The Committee Chairperson shall prepare final committee report and balanced budget for presentation at the Fourth Cabinet Meeting.
3. The Committee shall see that all monies received and distributed are in accordance with the policies of District 14-P.
4. Bring all concerns of financial matter; with recommendations to District Cabinet.
5. Assist the Constitution and By-Law committee in the review and writing of all financial policies of the District.

