

# **POLICY AND PROCEDURE MANUAL**



## **DISTRICT 25A**

Revised-October 25, 2020

# District 25A Policy and Procedure Manual

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# District 25A Policy and Procedure Manual

## PURPOSE

This District Policy and Procedure manual is put forth as an instrument of guidance. It covers policies pertaining to the operations of the district. It is not meant to change the direction of the District activities but merely clarify what should be the norm. Nothing in this manual shall supersede any provision of District 25A, Multiple District 25, or Lions Clubs International Constitutions and By-Laws.

The District Policy Manual was initiated as a result of the District Need Assessments conducted at Zone Meetings, and other concerns expressed by the membership of this District. The District Long Range Committee appointed a sub-committee, at the direction of Governor James Swalek, in April 1993 to review these needs and concerns.

All appointments for committees and/or positions are made by the District Governor.

## DISTRICT CABINET

### SECTION ONE

#### District Governor (DG) (Elected)

1. The District Governor is the chief administrator in the District and is a member of the State Council of Governors.
2. He/She shall have direct supervision/control of the Vice Governor(s), Cabinet Secretary, Cabinet Treasurer, Region Chairman, Zone Chairman and other such Cabinet Officers as may be provided in the District Constitution and By Laws.
3. He/She shall be responsible for the formation of the District Cabinet.
4. He/She shall perform duties as prescribed by Lions Clubs International.
5. He/She shall initiate meetings as deemed necessary

### SECTION TWO

#### A. First Vice Governor (Elected)

The First Vice District Governor shall be familiar with all duties of the District Governor and shall be prepared to act in the Governor's position as the need should arise. The duties are defined in the Lions Clubs International By-Laws. Additional duties include:

1. He/She should attend all Zone Meetings held within the District, representing the District Governor. Meeting attendance may be shared with the Second Vice District Governor at the direction of the District Governor.
2. He/She will attend all cabinet meetings called by the District Governor.
3. He/She will attend the District and State Conventions as well as the Indiana Lions Conference.
4. He/She will be a member of the District Convention committee.

5. He/She will attend all trainings as provided by the District, Multiple District, and Lions Clubs International.
6. The First Vice District Governor is a member of the District Advisory Committee and a member of the District Cabinet with voting rights
7. He/She shall perform other duties as requested by the District Governor.

#### B. Second Vice District Governor

The duties are defined in the Lions Clubs International By-Laws. Additional duties include:

1. He/She should attend all Zone Meetings held within the District, representing the District Governor. Meeting attendance may be shared with the First Vice District Governor at the direction of the District Governor.
2. He/She will attend all cabinet meetings called by the District Governor.
3. He/She will attend the District and State Conventions as well as the Indiana Lions Conference.
4. He/She will be a member of the District Convention committee.
5. He/She will attend all trainings as provided by the District, Multiple District, and Lions Clubs International.
6. The Second Vice District Governor is a member of the District Advisory Committee and a member of the District Cabinet with voting rights
7. He/She shall perform other duties as requested by the District Governor.

## SECTION THREE

### Cabinet Secretary (CS) (Appointed)

1. He/She shall attend all District meetings and convention required by the Governor.
2. He/She shall keep minutes of all Cabinet meetings.
3. He/She shall be a member of the district convention committee. Duties will include:
  - i. Keep minutes of all meetings, business session, and banquet of the District convention.
  - ii. Register attendees and certify delegates
  - iii. Perform other duties as deemed necessary by the committee
4. He/She shall make timely verbal and written reports at Cabinet meetings
5. The Cabinet Secretary is a member of the District Advisory Committee and a member of the District Cabinet with voting rights
6. He/She is a member of the State Credential committee and will attend necessary meetings/trainings, as well as attended the State Convention and work at the registration booth.

### Cabinet Treasurer (CT) (Appointed)

1. The CT is responsible for the collection, safekeeping and disbursement of all District Funds.
2. He/She will cause a joint checking account, requiring dual signatures (CT and CS or DG) to be opened for the use of all District Funds.

3. He/She shall be responsible for the timely collection and disbursement of club dues, Assessments, and contributions:
  - i. Lions State Comptroller
  - ii. Lions International
  - iii. District/State Committees and Projects
4. He/She shall be a member of the district convention committee.
5. He/She shall attend all District meetings required by the Governor.
6. The Cabinet Treasurer is a member of the District Advisory Committee and a member of the District Cabinet with voting rights
7. He/She shall be the custodian of all past District Audit reports.
8. He/She shall be responsible to ensure that all monetary gifts are credited to Lions projects or committees for which funds were intended and send necessary thank you notes.
9. He/She shall make timely verbal and written reports at Cabinet meetings

## SECTION FOUR

### Region Chairman (Appointed, if utilized)

1. Committed to informing, communicating and passing along concerns of the Club's membership and District Governor.
2. To be aware of potential club problems.
3. To make Club visitations during his/her term.
4. Attend RC/ZC training provided.
5. Attend zone meetings in Region.
6. Contact those clubs as advised by the District Governor or CT regarding outstanding indebtedness to District, State and international.
7. Be knowledgeable of District, State and International resources.
8. Attend Cabinet meetings and District Convention and give oral and written reports as required.
9. Accept any other task given by District Governor.
10. The Region Chair is a member of the District Advisory Committee and a member of the District Cabinet with voting rights.
11. Identify potential leaders in the Region, encourage them to pursue leadership opportunities and provide the Lion's name to the District Governor.

### Zone Chairman (Appointed)

1. Attend ZC training provided
2. To be aware of potential club problems.
3. Visit each club in the Zone at least twice during his/her term. After each visit, promptly complete the Zone Chair Club Visit report and send copies to proper parties.
4. Promote District, State and International goals, seminars, training, conventions and projects.
5. Conduct three (3) Zone Meetings (suggest September, January, and April) during his/her term. The Zone Chairman is responsible for scheduling, acquiring suitable location, agenda and sending invitations to the Zone Meeting. He/She is the presiding officer. Invitations

should be sent to each club president and secretary in the zone as well as notifying the District Governor, Vice Governor, Regional Chairman. Invitations should include date, time, location, meal vs. no meal, cost, if any, brief agenda and directions. After each Zone Meeting, promptly complete a Zone Meeting Report and send copies to the appropriate parties. Template can be found on LCI's website.

6. Attend Cabinet meetings and District Convention and give oral and written reports as required.
7. Accept any other task given by District Governor.
8. The Zone Chair is a member of the District Advisory Committee and a member of the District Cabinet with voting rights.
9. Identify potential leaders in the Zone, encourage them to pursue leadership opportunities and provide the Lion's name to the District Governor.

## SECTION FIVE

### PAST DISTRICT GOVERNORS

All Past District Governors shall promote Lionism on the District and Multiple District level. They shall serve on Honorary, Advisory and/or other committees as requested by their District Governor.

The PDGs should meet at least two (2) times each fiscal year to discuss the district operations, identify problems and develop options to present to the District leaders for future growth. The Immediate Past District Governor will Chair such meetings.

## SECTION SIX

### DISTRICT COMMITTEES AND POSITIONS

#### AUDIT COMMITTEE (APPOINTED)

1. District Audit Committee shall consist of at least two Lions with a background in fiscal affairs, if possible.
2. Will conduct an audit on the district's prior fiscal year by August 1, complete an Audit Report, and submit the written report to the State Audit Chair and the current District Governor.
3. The Chair is a member of the State Audit Committee and will attend any meetings called by the State Chair.

#### BUDGET AND FINANCE COMMITTEE

1. This committee will consist of the District Governor and the Cabinet Treasurer
2. They shall have the responsibility of preparing a budget for the District Governor to manage the financial business of the district. The budget shall reflect an estimate of the amount of income available and the money required to operate the district. The budget shall be

balanced, i.e. shall not (or never) exceed the annual revenue from dues and the reserves in the general fund.

3. The budget will be presented to the Cabinet at the first Cabinet meeting for approval.

### CHAPLAIN (APPOINTED)

1. The District Chaplain shall lead all such activities as the District Governor shall direct; i.e.: prayer and memorial services throughout the District, as requested by the Governor.
2. The District Chaplain shall attend all cabinet meetings and conventions,
3. The District Chaplain shall prepare and present the Memorial Services for the District Convention.

### CONSTITUTION AND BY-LAWS COMMITTEE (APPOINTED)

The function of this committee is to receive and analyze all proposed amendments to the District's Constitution and By-laws. This committee will consist of at least three (3) Lions, who have served at the district level. The District Governor will appoint the Chairman. Duties to include:

1. The Committee will review the District Constitution and By-laws and submit recommendations as amendments, which will keep the District in line with the State and International Association of Lions Clubs Constitution and By-laws.
2. If there are no changes to be recommended in a given year, the Chair of the Committee, when called upon for a report of the Committee, will report that the Committee has held a meeting with the members and they do not recommend any changes to be made at this convention.

### CONVENTION COMMITTEE

This committee is responsible for planning all activities of the District Convention(s). Duties include: convention site selection, seminars, displays, special arrangements, housing, and any other arrangements to make the convention a success.

1. District Governor and Vice Governor(s) will be active participants in all convention planning.
2. This committee shall hold such meetings as are deemed necessary by the District Governor and the committee Chair.
3. This committee rules apply to special District Conventions as well as the regular yearly convention.
4. The District Convention Chair shall submit a proposed budget for the District Convention.
5. The District Convention Chair or a representative shall provide a written or oral report at all Zone or Cabinet meetings.
6. The Cabinet Treasurer shall prepare a detailed written financial report to the District Cabinet.
7. The Convention Committee Chair shall hold a meeting to critique the convention within 21 days of the conclusion of the District Convention.



## DIABETES AWARENESS (APPOINTED)

1. The Chair or a representative shall provide oral or written reports at all District Cabinet Meetings.
2. Perform the duties and promote the programs as may be set forth by Lions Clubs International. The main area of focus of the committee's activities shall be diabetes awareness, education, screening (where possible) and support of diabetes camp activities
3. Activities in partnership with other diabetes related organizations (e.g. American Diabetes Association, Diabetes Youth Foundation, Indiana State Department of Health, etc.) are encouraged to extend the reach of Lions work and access to technical resources.

## DISASTER RELIEF PROGRAM AND FELLOWSHIP

This program is a financial fund set up to provide emergency funds for needed aid due to a natural disaster in District 25A. A Fellowship may be earned by a donation of \$100, which includes a pin and certificate. More detailed information is outline in the District Constitution and By-Laws.

## ED PAINE CARE AND HELPING HAND (ELECTED)

This project is designed to provide financial aid to a club to help assist an individual or club's cause/project within District 25A. Funds are generated by donations. Requests for funds can be made by contacting a committee member and an application process.

## EMERGENCY PREPAREDNESS & DISASTER PLANNING (APPOINTED)

Provide clubs ideas on how to prepare for an emergency and/or disaster. Also, encourage and promote the Lions ALERT plan.

## ENVIRONMENTAL COMMITTEE (APPOINTED)

The Environmental Committee shall encourage implementation of projects such as: community clean-up, tree planting, recycling, and environmental education.

The duties of the committee are:

1. Become familiar with the information for Environment section on LCI's website.
2. Utilize current resources from official environmental agencies/organization to become knowledgeable about the environmental priorities in their region.
3. Develop partnerships with relevant organizations and professionals to leverage resources.
4. Encourage district participation in LCI environmental contest and programs.

## EYEGLOSS RECYCLING AND VISION SERVICES INC.

The objectives of the corporation are to be involved in, but not limited to, eyeglass recycling, eyeglass missions, sight conservation, low and impaired vision assistance, and the Fishin' for Life Program for the Blind and Visually impaired. This objective also encompasses involvement financially and/or by volunteerism.

The corporation shall also solicit, collect and otherwise raise money for charitable purposes: to expand, contribute, disburse and otherwise handle and dispose of the same for such purposes relating to the aims and goals of the Indiana Lions 25A Eyeglass Recycling and Vision Service Inc and the International Association of Lions Clubs

The corporation shall consist of a Board of Directors defined by the corporation's current Constitution and By-Laws. There shall be at least one director from each region of the District 25A Lions. A director shall be a Lion in good standing within the By-Laws of the International Association of Lions Clubs. The corporation shall maintain current By-Laws and abide by such. They will be governed by their own Board of Directors.

## GLOBAL ACTION TEAM

### GLOBAL LEADERSHIP COORDINATOR (APPOINTED)

The Global Leadership Coordinator will coordinate and conduct leadership development training in the District with the direction and approval of the District Governor. Additionally, this position will be a part of the State Global Leadership Team and attend meetings as scheduled.

### GLOBAL MEMBERSHIP COORDINATOR (APPOINTED)

The Global Membership Coordinator will serve as a resource for club membership development by providing ideas for membership retention and growth. He/She will present programs at clubs and give training when called upon. Additionally, this position will be a part of the State Global Membership Team and attend meetings as scheduled.

### GLOBAL SERVICE COORDINATOR (APPOINTED)

The Global Service Coordinator will serve as a resource for expanding humanitarian service. He/She will promote service projects that expand our causes as well as present programs at clubs when called upon. Additionally, this position will be a part of the State Global Service Team and attend meetings as scheduled.

### INFORMATION & TECHNOLOGY (APPOINTED)

This position is responsible to maintain the District's website and assist with any technology needs within the district.

### INTERNATIONAL RELATIONS (APPOINTED)

While serving as liaison between the Lions of Indiana and Lions International, the International Relations Committee shall promote the following:

1. Programs of youth exchange, peace poster and essay contests, twinning with clubs outside the United States and the use of variety of methods of communication with other clubs around the world.
2. Promote and conduct programs of greater understanding within local clubs on how they are part of a bigger picture that makes them an important part of the world community
3. Promote the understanding that while cultures are different, our desired goals are the same.
4. Promote and conduct programs that champion the idea that through the acceptance of our cultural differences, we make Lions an even more effective and stronger organization.

### LIONS LAW CAMP (APPOINTED)

This position will provide information to clubs and promote participation in the Indiana Lions Law camps. He/She will also attend all State Law Camps meetings as well as provide an oral and/or written report at all District 25A Cabinet meetings.

### LEO CLUBS' DISTRICT ADVISOR (APPOINTED)

The Leo Clubs District Advisor shall serve as a resource to promote and coordinate the formation of Leo Clubs and assist in the recruitment of Leo Club leaders. This position shall attend all State Leo Club meetings as well as provide oral and/or written reports at all District 25A Cabinet meetings.

### LIONS CLUB INTERNATIONAL FOUNDATION (LCIF) COORDINATOR (APPOINTED)

The LCIF coordinator will serve as a resource for all clubs and districts with information about donations, grants, grant applications, etc. He/She will educate Lions about the mission and success of LCIF and its importance to Lions Clubs International. This is a three -year appointment.

Additionally, the coordinator will:

1. Encourage clubs to donate funds to the Lions Clubs International Foundation.
2. Encourage gifts through such programs as Melvin Jones Fellows, 100% Clubs, etc.
3. Provide presentations at club/ zone meetings.
4. Give a verbal or written report at Cabinet meeting when called upon.
5. Attend LCIF Coordinator training when provided.

### LIBERTY DAY (APPOINTED)

The Liberty Day Committee shall serve as a resource to clubs wishing to hold Liberty Day Convocations in their local schools or communities.

### LION TAMER (APPOINTED)

The District Lion Tamer shall be charged with the responsibility of the District's equipment. He/She will:

1. Keep a record of the location of all district equipment and paraphernalia.
2. Store District flags, sound system, etc.

3. Set-up and take down District Flags, bell, sound systems, etc. at all District Cabinet meetings and District Convention.
4. Provide a list of all equipment to the next year's Lion Tamer.

### LONG-RANGE PLANNING COMMITTEE (APPOINTED)

The District 25-A Long Range Planning Committee shall be a standing committee. The committee will be charged with reviewing the ideas of the Lions of District 25-A and continually update a long-range plan to expand the growth of Lionism in District 25-A. Said committee to base their plan on a two to five-year frame.

1. The Committee should hold at least two (2) meetings per year or as often as needed.
2. Make and receive recommendations for changes to the Policy and Procedures Manual to or from the proper District Committee.
3. Present Policy and Procedures Manual amendments to the District Cabinet for approval and update the manual for distribution.
4. The committee will forward all minutes, documents, etc. to the next LRP committee so ongoing plans can be expanded upon.

### NEWSLETTER EDITOR (APPOINTED)

The Newsletter Editor is responsible to obtain, publish and distribute the monthly Lions news. Contents of the newsletter will be at the direction of the District Governor. Distribution of said newsletter should include Club Presidents and Secretaries as well as Past District Governors, Past International Directors and others as specified by the District Governor.

### NOMINATIONS AND ELECTIONS COMMITTEE (APPOINTED)

1. It shall be incumbent on this committee to be fully aware of all elected positions within the District.
2. This Committee will give oral or written reports to the District Governor and the Cabinet about upcoming vacancies within the District.
3. This Committee will work in close harmony with the Region and Zone Chairs on upcoming vacancies.
4. Roberts Rules of Order shall be the guide for this Committee.

### PARLIAMENTARIAN (APPOINTED)

1. Roberts Rules of Order shall be the guide for all meetings.
2. These rules shall not bind any Lions function in any manner. This subparagraph is included for the sole purpose of insuring that common sense shall be the guiding and predominant RULE.
3. The District, State and International Constitution and By-Laws will be used as a guide.
4. All Lions shall consult the District Parliamentarian as needs arise.
5. This position shall be advisor to the District Convention committee.

### PUBLIC RELATIONS (APPOINTED)

This position shall be responsible for promoting public awareness of Lionism.

## TAIL TWISTER (APPOINTED)

1. He/She shall perform the tail twister duties as He/She sees fit, or at the direction of the District Governor, to create fun and fellowship.
2. At no time shall He/She be a hindrance to District business sessions.
3. Tail Twister funds and fines raised by the District Tail Twister will be turned over to CT for proper accounting.
4. The District Governor may select a Lions project for these funds.

## WOMEN'S MEMBERSHIP & DEVELOPMENT (APPOINTED)

This position will promote the induction of quality women into Lions Clubs and encourage female Lions to become Lion leaders. The District Governor may assign additional tasks as needed.

## YOUTH CAMP AND EXCHANGE (APPOINTED)

Youth Camp and Exchange shall work with the clubs to promote and coordinate the exchange of youth between Indiana and other foreign countries. He/She may also sponsor other youth cultural exchange programs.

1. With guidance from Lions Clubs International, He/She will develop internal procedures to ensure the safety of participants, the compatibility of host family and youth, efficient travel planning and financial responsibility. He/She shall also work with host families in the exchange of information regarding the hosted and solving any problems that may arise.
2. If sponsoring a Youth Exchange Camp, He/She shall coordinate with the multiple district youth exchange chair on hosting arrangements.
3. This position shall make their address available on the Association's official Web site for the purpose of announcing and promoting camp programs.

## SECTION SEVEN

### STATE PROJECTS (ELECTED)

The State Projects of Indiana Lions MD25 are: Lions Cancer Control Fund of Indiana, Inc; Indiana Lions for Leader Dog, Inc; Indiana Lions Speech and Hearing, Inc and Indiana Lions for the Indiana School for the Blind and Visually Impaired, Inc.

1. This is a three (3) year position.
2. There are three (3) elected Trustees per project.
3. The duties of a Trustee are governed by each project, which includes making presentations regarding the project's causes.
4. The District Chairman will be the third year Trustee
5. The Chairman or other Trustee should be available to give a written or verbal report at District Cabinet meetings when called upon.

### INDIANA LIONS FOUNDATION (ELECTED)

There is hereby created a Board of Trustees for the Indian Lions Foundation, Inc and the Lions of Indiana State Office Holding Corporation, Inc. consisting of three (3) Trustees from each District in the Lions of Indiana Multiple District 25 to serve on the Board of each Corporation. The Trustees are to attend meetings as scheduled and be available to give presentations to clubs on the benefits of the Foundation. The District Chair or other Trustee may be called upon to give a written or verbal report at District Cabinet meetings.

### VISION FIRST (INDIANA LIONS EYE BANK) (ELECTED)

The Indiana Lions Eye Bank, Incorporated (ILEBI) was established by the Lions of Indiana in 1959, with the purpose, scope, and objectives being: The conservation and restoration of human sight, the prevention of blindness, the support of eye research, and the education about and promotion of human tissue for transplant.

1. This is a three (3) year position.
2. There are three (3) elected Trustees.
3. The duties of a Trustee are governed by Indiana Lions Eye Bank, Inc, which includes making presentations regarding the project's causes.
4. The District Chairman will be the third year Trustee.
5. Operation Kidsight is overseen by this corporation.
6. The Chairman or other Trustee should be available to give a written or verbal report at District Cabinet meetings when called upon.

## SECTION EIGHT

### AMENDMENTS

The Long-Range Planning Committee will review this Policy and Procedures Manual annually. Recommendations for amendments should be presented to the Long-Range Planning Committee for review and submission to the Cabinet for approval.