



District 11-B1
Manual of
Operational Rules,
Procedures &
Policies

(Also known as the Policy Manual)

2023-2024

DISTRICT 11-B1
LIONS OF MICHIGAN

Approved on July 22, 2023

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The purpose of this policy manual is to provide definitive guidelines and policies of operation within the scope and aegis of the Constitution and By-laws of Lions District 11-B1.

A distinction should be made between this policy manual and the 11-B1 Constitution and By-Laws. This policy manual is not a substitute for the 11-B1 Constitution or By-Laws but is instead a set of guidelines designed to cover the practical application of the rules therein and those not covered elsewhere. Policy manual additions, changes and deletions will be made by a majority vote of the 11-B1 cabinet.

INTRODUCTION

- A. The purpose of the Policy Manual shall be to give direction and assistance to the District Governor and his/her Cabinet in their efforts to effectively serve the Lions and Leos of District 11-B1.
- B. The District Policy Manual shall be adopted by the District Cabinet at the first Cabinet meeting and shall be the first order of business.
- C. The District Policy manual can be revised only by the District Cabinet at a regularly scheduled meeting.
- D. All Cabinet members and all members of the Honorary Committee shall be provided with a copy of the Policy Manual electronically. In addition, an electronic copy shall be provided to any Lions Club President or Leo Club President who requests one, and the Policy Manual shall be posted on the District's website and be made available to any Lion desiring a copy.

The District Cabinet

The Cabinet of District 11-B1 consists of the District Governor (DG), First Vice District Governor (1VDG), Second Vice District Governor (2nd VDG), Cabinet Secretary-Treasurer, Region Chairperson (optional), Immediate Past District Governor (IPDG), Zone Chairpersons (ZC), Global Leadership District Coordinator, Global Membership District Coordinator, Global Service District Coordinator and LCIF District Coordinator. The Cabinet meets four (4) times a year. Preferred dates are July, October, February, and April.

Voting Members of the Cabinet

The following are considered valid voting members of the Cabinet: District Governor; 1st Vice District Governor; 2nd Vice District Governor; Immediate Past District Governor; Cabinet Secretary, Cabinet Treasurer; and Zone Chairs.

District 11-B1 Executive Committee

The District 11-B1 Executive Committee is authorized to meet and make decisions for the Cabinet for emergency purposes that arise between scheduled Cabinet Meetings; ratification of the full Cabinet is required at the next general meeting. The Committee meets at the call of the DG, or when two-thirds of the Executive Committee ask for a call. The Executive Committee is composed of:

- District Governor
- First Vice District Governor
- Second Vice District Governor
- Cabinet Secretary
- Cabinet Treasurer
- Region Chairperson/Zone Chairpersons
- Immediate Past District Governor

Business Transacted By Mail. The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district.

District 11-B1 Virtual Meeting Guidelines

The District Governor may convene cabinet meetings on a virtual (e.g., Zoom) basis, required in-person basis or a hybrid basis. Cabinet members who are attending virtually or in person may vote.

The following are guidelines for conducting virtual meetings.

- Set an agenda - Circulate an agenda and any supporting materials at least 24 hours in advance to allow attendees time to prepare and contribute. The agenda should outline the main topics, subtopics, and time limits to help clarify meeting purpose and attendee roles.
- Set a time. Set a specific start and end time for the meeting and stick to it.
- Mute yourself when other participants are talking
- Turn your camera on during the meeting – Your facial presence helps you and others stay engaged.
- Use the chat room to ask questions and comments
- Conclude with clear action items. Be disciplined about ending meetings at their designated stop times, reserving five minutes for wrap-up and next steps. All attendees should ensure they understand any assigned action items and delivery timelines.
- Share meeting notes. Once the virtual meeting concludes, share a concise recap of the discussion to all attendees. Make sure it includes meeting notes and a summary of any action items.

District Governor's Responsibilities

- A. The District Governor (DG) shall appoint the Finance Committee, which shall be comprised of the chairperson of the Finance Committee, the First and Second Vice-District Governors, the Cabinet Treasurer (if not the chairperson of the Finance Committee), the Immediate Past District Governor (IPDG), if possible, and other District Lions knowledgeable about District financial matters. The Committee shall be responsible for preparing a proposed annual budget for the Cabinet before the first Cabinet meeting, for district business planning, and for being a resource for the District Treasurer in the creation of appropriate financial reports.
- B. The District Governor shall ensure that the proposed District Budget will be presented for approval at the first District Cabinet meeting.
- C. The District Governor's expenses shall be in accordance with Lions International's Rules of Audit.
- D. The District Governor shall receive from the District Pin Chairperson, forty (40) District Trading Pins at District expense.
- E. The District Governor shall be reimbursed for expenses for registration and expenses while attending the USA/Canada Forum. The total reimbursement shall not be greater than the district budget for said event, and the District Governor is responsible to know, in advance of traveling of the budget limit and must keep receipts for all expenses.
- F. The District Governor or designee (First Vice District Governor and Second Vice District Governor) shall endeavor to visit each District Lions Club and Leo Club at least once during his/her year as Governor.
- G. The District Governor shall schedule a Fall Conference for the District Lions and Leos to be held in the month of October. The First Vice District Governor (1st VDG), at the direction of the District Governor, shall plan and chair the Fall Conference.
- H. The District Governor shall ensure that a Spring Leadership Forum is scheduled to be presided over by the First Vice District Governor. Overall coordination will be done by the Global Leadership Chair and committee. It is preferred that the training occur on the fourth Thursday of April as most clubs do not meet on the fourth Thursday of the month.
- I. The District Governor shall, with the assistance of the Cabinet, establish a District Governor's Contest, and shall be responsible for the rules of the

Contest which shall be included in the District Roster and posted on the District website.

- J. The District Governor shall, with the aid of the Cabinet Secretary, distribute the minutes of all Cabinet meetings to all Cabinet Members and Committee Chairs by email, when possible, within ten (10) days following each meeting and by having said minutes posted on the District Website.
- K. The District Governor shall appoint a District News Editor(s) whose responsibility shall be to publish a monthly newsletter, which shall be distributed to all the District Lions Clubs members, and Leo Clubs' advisors who have email addresses. The newsletter shall be posted on the District web site.
- L. The District Governor-Elect, working with the District Governor, shall schedule training for the incoming Cabinet as soon as the Cabinet positions are filled or when feasible based on schedules. Training materials used will be supplied to each Cabinet member following the event.
- M. The incoming District Governor shall appoint a District Roster Editor whose responsibility shall be to prepare and to have published at the District's expense a District Roster, which shall be distributed to the Presidents of all the District Lions Clubs, to each Cabinet Officer, and to the chairpersons of all District Committees. In addition, either printed or electronic versions of the roster will be sent to all the Projects to which the District or its Clubs make contributions, to the Lions of Michigan State Office, to the current Council of Governors, to all PDGs, and to other organizations which the District Governor selects. The roster is to be completed and distributed by the time of the Banner Exchange. Electronic versions of the roster will be made available to the Clubs as requested. The District Governor and Roster Chair may determine to make available (at a price determined by the Cabinet) additional hard copies of the roster or a read only version of the Roster. No changes may be made to the District Roster without the consent and approval of the District Governor and the Roster Chairperson.
- N. Updates to the district roster should be posted online and included in the District 11 B1 newsletter.
- O. The District Governor shall ensure that the District Committee Chair Responsibilities documents and the General Responsibilities document are updated and maintained as an attachment to this Policy and Procedures Manual.
- P. The District Governor shall ensure that a list of all the various training programs developed by the District Leadership Chair and other District Officers are documented and included as an attachment to this Policy and

Procedures Manual. This list shall indicate where the materials of the training programs are stored, whether they are written or electronic files (including the type of electronic file), and when the material was last updated.

- Q. The District Governor shall ensure that written copies of the minutes of all Cabinet meetings and District Conventions, as well as the IRS-appropriate attached financial reports of these meetings, shall be maintained and safely stored. Financial records shall be retained for at least a period of seven (7) years, and minutes of said meetings shall be retained for as long as this District exists. The location of these stored documents shall be attached to this Policy and Procedures Manual.
- R. If the District has been credited with sufficient contributions to qualify for a fellowship, a sitting District Governor may, at his/her discretion, award up to eight (8) fellowships during their year as District Governor. The fellowships can be chosen from the following organizations: Lions Clubs International Foundation, Eversight, Michigan Lions Foundation, and Bear Lake Camp. Up to two (2) Wendall Doty Awards may be presented each year.

District Governor's First Cabinet Meeting

The DG is required to have his/her first Cabinet Meeting within sixty (60) days of the end of the International Convention at which he/she was installed as DG. To prepare for the first Cabinet Meeting, the DG should complete the following:

- A. Secure a location, date, and time for the Cabinet Meeting.
- B. Prepare an agenda for the meeting.
- C. Determine how long the meeting should last.
- D. Direct the Cabinet Secretary to notify the cabinet members and committee chairs of the upcoming meeting and request written reports. Oral reports can also be given at the cabinet meeting.
- E. Have Policy Manual ready for review and approval.
- F. Meet with Financial Committee and have budget ready for review and approval
- G. Secure electronic options if the meeting will be a hybrid meeting.

Vice District Governors (VDG)

The First Vice District Governor (1st VDG) and Second Vice District Governor (2nd VDG) are elected at the District Convention in the spring before they assume office on July 1st (or whatever date the District Governor is installed at the Lions International Convention).

The duties of the 1st VDG and 2nd VDG are as follows:

- A. The DG may delegate to the VDGs some of his/her responsibilities.
- B. Conduct Cabinet meetings in the absence of the DG

- C. Attend as many Zone meetings as possible
- D. Assist the DG by meeting with weak clubs and recommending remedial actions.

Weak clubs may be defined as clubs that meet any of the following criteria:

- A. Clubs with fifteen members or less
- B. Clubs losing 10% of their membership in a three (3) month period
- C. Clubs with financial obligations owed over 90 days to Lions International, State or District
- D. Clubs that fail to submit required reports
- E. Clubs reporting poor attendance (under 50% per meeting)

Duties of the First Vice District Governor

The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the Chief Administration assistant and representative of the District Governor.

First Vice-District Governor's Responsibilities

- A. The First Vice District Governor shall receive from the District Pin Chairperson twenty District Trading Pins at District expense.
- B. The First Vice District Governor shall set personal and District goals for his/her year of office and shall work toward achieving said goals.
- C. The First Vice District Governor shall take an active role in the training of officers of the District for the year in which he/she will be the District Governor, and, working with the DG, shall schedule training for the incoming cabinet as soon as possible after the cabinet positions are filled.
- D. The First Vice District Governor shall, under the supervision of the District Governor, organize a Fall Conference to be held ordinarily in the month October at a convenient location in the District.
- E. The First Vice District Governor shall schedule a Spring Leadership Forum for the training and development of incoming officers of the Lions and Leos Clubs in the District.

Policy to Verify Qualifications of Candidate for First Vice District Governor

Under the International Constitution and By-laws, if the 2nd VDG elects to go forward to the position of 1st VDG, he/she is qualified by the fact of being elected to the position of 2nd VDG.

Duties of the Second Vice District Governor

The First Vice District Governor, subject to the supervision and direction of the District Governor shall be a representative of the District Governor.

- A. The Second Vice-District Governor shall receive from the District Pin Chairman twenty (20) District Trading Pins at District expense.
- B. The Second Vice-District Governor shall set personal and District Goals for his/her year of office and shall work toward achieving said goals.
- C. The Second Vice-District Governor shall work with the District Retention Committee and assist the Committee in working to prevent the loss of Clubs and membership.
- D. The Second Vice-District Governor shall work with the District Public Relations & social media and the Newsletter to make sure that current information is presented to all members in a timely fashion and that the District website and Facebook page are current and online.

Policy to Verify Qualifications of Candidate for Second Vice District Governor

It will be the responsibility of the Nominating Committee to ascertain that the candidate presented by the appropriate region for the office of Second Vice District Governor has fulfilled all the requirements as set forth in the International Constitution and Bylaws and this policy.

As stated in the International Constitution and Bylaws, a candidate for the office of Second Vice District Governor shall:

- A. Be an active member in good standing of a chartered Lions Club in good standing in a single or sub-district.
- B. Secure the endorsement of their Club or a majority of their clubs in their sub-district.
- C. Have served or will have served by the time they take office as Second Vice District Governor 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 for no less than two (2) additional years and as Zone or Region Chairperson, Cabinet Secretary or Cabinet Treasurer for a full term or major portion thereof with none of the above being accomplished concurrently.

- D. The now qualified candidate for Second Vice District Governor shall be nominated and seconded at the 11-B1 District Convention. The process is shown in the District 11-B1 Constitution and Bylaws.
- E. As stated in the International Constitution and Bylaws, the sitting 1st VDG and the sitting 2nd VDG cannot be challenged if they decide to go forward to the positions of District Governor and 1st VDG, respectively.
- F. A written ballot must be available to the voting delegates with the option of no endorsement

Cabinet Secretary

Official actions of the Cabinet Secretary are under the supervision of the District Governor. The specific duties are to:

- A. Keep an accurate and complete record of the proceedings of all meetings of the DG's Cabinet.
- B. Forward copies of minutes promptly after each meeting to all members of the Cabinet and to Lions Clubs International (LCI).
- C. During the Cabinet meetings, the Secretary will take minutes and distribute certain reports, as well as answer queries from Cabinet members. The DG presides at the meetings. The Secretary should prepare the minutes of each cabinet meeting, including the pre-convention cabinet meeting as well as the Annual Convention. The completed minutes will be emailed to the District Governor for edit/approval. After the minutes are edited and approved by the District Governor, they are emailed to the entire cabinet and all Lions present at the meeting, with the notice that any needed corrections must be emailed to the Cabinet Secretary by a specific date in a week. If there are no corrections to be made, the minutes will stand as approved and posted on the District Website. Copies of the approved minutes will be emailed to the Lions of Michigan Executive Director and Lions International within 10 days of each meeting.
- D. Cabinet members and committee chairs may be asked to submit electronic reports to the cabinet. The secretary may assist by forwarding the reports to cabinet members. Oral reports should be concise, factual and to the point.
- E. Perform such duties as ordinarily pertain to the office of Secretary and as are delegated from time to time by the District Governor and the Cabinet.

Additional Duties of the Cabinet Secretary:

- A. Maintain a library of the Constitution and Bylaws of Lions International and District 11-B1, the Policy Manual and such other reference materials as requested by the District Governor and/or Cabinet.
- B. Prepare and mail/e-mail meeting notices to all Cabinet members two (2) weeks prior to the meeting. Said notice will include the meeting date, time, and location,
- C. Distribute a sign-in sheet to attending Cabinet members.
- D. Assist the District Governor and Cabinet in the conduct of the District's business. The Cabinet Secretary may perform additional duties as assigned by the District Governor and/or the Cabinet.

Cabinet Treasurer

Official actions of the Cabinet Treasurer are under the supervision of the District Governor. The specific duties are to:

- A. Collect the stipulated per capita dues from the clubs in the District. Deposit funds in such bank or banks as are designated by the Cabinet. Disburse those funds only on authorization of the Cabinet.
- B. Obtain bond for the faithful discharge of the duties as prescribed on page 13 of the Bylaws, Article IV, Sec. 3(7). Submit a financial report prior to each cabinet meeting and such other special reports to the Cabinet. Submit all the books and accounts for audit whenever required by the Cabinet. Follow audit guidelines as provided for on page 13 of the Bylaws, Article IV, Sec. 3(6).
- C. Place in the hands of the successor all monies and records, financial and otherwise, that pertain to the office of Cabinet Treasurer immediately following the end of the fiscal year.
- D. Prepare a District budget for presentation at the first Cabinet meeting in conjunction with the financial committee. A financial statement covering the period just ended should be presented at each regular Cabinet meeting so that the entire Cabinet is aware of its financial state. This culminates in an end-of-the-year financial statement.
- E. At each subsequent Cabinet meeting, a report on the current expenses and income compared to the budget should be presented in addition to the usual financial report. Perform such other duties as ordinarily pertain to

the office of Treasurer and are as delegated from time to time by the DG and the Cabinet.

- F. To ensure stability and continuity of accounting from year-to-year, the Cabinet Treasurer will use QuickBooks software, or a district cabinet approved acceptable alternative, to keep account of District fund transactions.

Additional Duties of the Cabinet Treasurer:

- A. Submit a proposed District budget at the final Cabinet meeting and at the Business session of the Annual Convention. The budget shall contain a recommendation for dues increase, if needed, for consideration and approval. Notification of any proposed dues increase must be sent by the Cabinet Treasurer to all clubs no later than thirty (30) days prior to the Annual Convention.
- B. Maintain District savings and checking accounts. The checking account balance should be equal to the minimum balance necessary to avoid service charges plus monies to cover any amounts disbursed. All other monies should remain in the savings account. The Cabinet may approve other savings methods, such as short-term notes, to gain higher revenue on savings.
- C. Prepare a cash journal, or equivalent, for all cash receipts and approved disbursements. Each checking account entry must contain a check number, and each canceled check must be accompanied by a receipt or invoice. The journal must be reconciled monthly with the financial institution's statements.
- D. Prepare semi-annual dues statements for each club in the District in July and January.
- E. Pay Lions of Michigan dues upon receipt of semi-annual invoices.
- G. Provide expense sheets for all Cabinet members. All expense sheets and checks must be signed by the Treasurer and District Governor prior to payment.
- H. Monitor the inventory and accounting, with the Trading Pin Chair, of the trading pins purchased and sold.
- I. Assist the District Governor and Cabinet in conducting the business of the District and perform other duties as assigned by them.

Project/Activity Accounts Duties of the Treasurer

- A. The Cabinet Treasurer of District 11-B1 is authorized to receive funds from the District Clubs designated to State and District Projects/Activities and to disburse those funds to the State and District Projects/Activities.
- B. In the event that the Cabinet Treasurer receives checks from the Clubs made out to the various Lions State/Multiple District Projects or to other independent projects supported by the District, the checks shall be forwarded on to the appropriate project along with an accumulated list of the Clubs who donated to the same project during the current fiscal year with the accumulated amounts donated by each Club indicated.
- C. Funds in the Activity accounts of the District's own Committees shall be dispersed by means of checks written by the Cabinet Treasurer only upon written request by the appropriate District Committee Chairperson, with the purpose of the expenditure given in writing with proper documentation. All requests from a Committee Chairperson for a disbursement of \$500 or more or for a disbursement that amounts to more than 30% of the remaining balance in the Committee's Activity account shall be referred by the Cabinet Treasurer to the Cabinet for approval. The Cabinet Treasurer will insure also that no funds are dispersed from a specific Committee activity account that exceeds the amount currently contained in the account, except in the case of an emergency approved by the District Governor. The Cabinet Treasurer shall present the emergency expenditure to the Cabinet for approval at the next regular Cabinet meeting. The Cabinet Treasurer shall make sure that copies of receipts of the expenditures will be added to the Cabinet Treasurer's files.

Zone Chairperson

The official actions of the Zone Chair are under the direct supervision of the DG. It is recommended that a Zone Chairperson be a Past President of a Club in good standing or have served at least three (3) years on its Board of Directors. They should be a member of a Club within the Region in which they are asked to serve.

The specific duties of the Zone Chair are to:

- A. Attend regular and special meetings of the District Cabinet.
- B. Prepare and submit, as required, electronic reports at each Cabinet meeting
- C. Hold separately or jointly with the other Zone Chairperson, at least two (2) Zone meetings. These meetings shall be attended by the Presidents and

Secretaries of all the clubs in that Zone, and any other Lions that may be interested. Video Conferencing (Zoom or a comparable platform) is encouraged for those who cannot attend in person.

D. Attend a regular meeting of each Club in the Zone at least twice during the year. Zone Chairs should not attend a club meeting at the same time as the District Governor unless requested by the District Governor.

E. Meet with and assist problem clubs and aid with the formation of new clubs.

F. Encourage all clubs to understand and become active in programs of the District and Lions Clubs International. This could be helped by using District Committee Chairpersons.

G. Be available to the District or any Club for any purpose which furthers the cause of Lionism.

H. Attend the District Convention and encourage each club within the Zone to have a full delegation attending.

Immediate Past District Governor

The Immediate Past District Governor serves as an advisor to the District Governor and the Cabinet.

A. This office carries with it voting rights on the District Governor's cabinet.

B. The Immediate Past District Governor would be expected to serve on whatever committee the District Governor would request.

C. Attend all cabinet meetings.

D. Disseminate any knowledge or information that would help carry out a smooth transition from one administration to another.

E. Serve as the chair of the honorary committee of Past District Governors. It is recommended that the honorary committee meet in July/August and in December.

District Convention

A. A District convention shall be scheduled and held in the second half of the Lion's year. Convention bids should be received two (2) years in advance, if possible.

- B. Convention bids should include the dates of the convention, the proposed site, and a description of the accommodations for District convention activities.
- C. Each of the District's Lions and Leo Clubs shall receive an invitation, with registration materials, to the District Convention at least sixty (60) days prior to the convening of the convention. In addition, registration and lodging materials shall be posted on the District Website
- D. Any proceeds from the District Convention will be carried over to the next year's convention.
- E. Expenses of the District Governor and his/her spouse for accommodations, registration fees, and scheduled events shall be a convention expense.
- F. The convention speaker's gift shall be a convention expense.
- G. All expenses for the visiting International Officer and his/her spouse shall be a convention expense if Lions International does not reimburse the District for these expenses.
- H. District awards given at the District Convention shall not be a convention expense but shall be a budgeted item in the District Administrative Fund.

Fall Conference

- A. The Fall Conference shall be organized by the First Vice District Governor to include a section in which a guest speaker shall talk for 15 to 20 minutes on a topic of interest to all Lions and a section in which the Clubs may hand over their checks to the various State Projects and District Activities.
- B. The Parade of Checks form used at the Fall Conference shall provide instructions as to which donations shall be made using a check made out to the District and which donations shall be made using checks made out to individual projects/activities. Before the Fall Parade of Checks, the District Governor the District Treasurer or their designee will provide each club with guidelines identifying the individual projects/activities monetary needs.
- C. Checks received from the Clubs during the Fall Conference intended for projects/activities shall be distributed to the individual projects/activities no later than three (3) weeks after the Fall Conference. Any additional checks received for projects after the Fall Conference shall be distributed

as quickly as possible to ensure appropriate fiscal year recognition by the Clubs and the District and, if possible, no later than May 31.

- D. Invitation to all district and state projects shall be sent out in August or September. They attend at their own expense.

Spring Leadership Forum

- A. The District Governor shall ensure that the District holds a Spring Leadership Forum. The District Global Leadership Chair and Committee shall be responsible for planning and overseeing the Forum, under the direction of the First Vice District Governor.
- B. The Spring Leadership Forum shall be scheduled in the fourth week of April, and notice shall be sent to all club members. Such notification shall be communicated electronically or in writing to each current Club Secretary and President and posted on the District website. A general announcement shall be made to the Clubs to include any other interested Lion in this training to further develop the leadership skills of this District.

District Honorary Committee

The District Honorary Committee shall be composed of Past International Officers and Past District Governors who are members in good standing of clubs within the District. This committee shall meet a minimum of two (2) times a year, as well as when the DG calls a special meeting. It shall work to promote harmony throughout the District. The Immediate Past District Governor shall be the chairperson.

District Officers' and Chairpersons' Expenses

The Cabinet Officers and the Global Leadership Team (GLT), Global Membership Team (GMT), and Global Service Team (GST) Chairpersons, the District Newsletter Editor, the Webmaster, and the Roster Editor shall be reimbursed for documented personal expenses in the performance of their duties in accordance with the designated budget. Mileage—shall be at the IRS nonprofit suggested reimbursement rate then in effect.

The Role of Committees within the District

Multiple District 11 Bylaws sets up Standing Committees for all the State and Multiple District 11 Projects and requires each sub-district to provide a committee member for these Multiple District 11 Committees. (Section 2-A. Each standing committee shall consist of one member from each district, appointed by the Governor of each district of Multiple District 11.)

Multiple District 11 Standing Committees:

- Childhood Cancer
- Constitution and By-Laws/Rules
- Diabetes Awareness
- Eversight
- Global Leadership Team (GLT)
- Global Membership Team (GMT)
- Global Service Team (GST)
- Hearing
- Information Technology
- International Convention
- LCIF
- Leader Dog
- Leos
- Liaison
- Lions of Michigan All-State Band
- Lions Quest
- Lions Visually Impaired Youth Camp (Bear Lake Camp)
- Michigan Forum
- Multiple District 11 Convention
- New Voices
- Public Relations/Social Media
- Publication Advisory /District Editors
- Reading Action Program
- Sight Conservation
- White Cane
- Youth Exchange

Guidance for Committees: The following information refers to all committees within the District.

- A. As the representative of both the Governor and the District, committees consider and make recommendations to the Governor/District on issues, project requests, and fiscal activities.
- B. The Committee serves as the liaison between the Service Project and the District and is responsible for all communications between the District and the Service Project administration.
- C. As the representative of the Service Project within District 11-B1, the committee deliberates all requests, concerns, and issues the Service Agency presents and reports these issues, concerns, or requests directly to the Governor and the cabinet. It serves as the coordinating group for all financial requests and distributions for the Service Project.

- D. The Committee Chairperson is responsible for recommending appointments to positions on the committee as directed by the District and the District Governor.
- E. Geographic representation is an essential aspect of seeking committee members to serve.
- F. The chair is responsible to orient committee members and assure that such members understand the function of the committee and the service duties assigned to the committee.
- G. The chair arranges for regular meetings either by phone, email, or face to face in a jointly agreed meeting place.
- H. The chair also reports directly to the service project board or executive director regarding fiscal contributions or service activities involving the service project.

Appointments to Committees

All appointees must be a Lion in good standing in District 11-B1.

All terms are for one (1) year unless otherwise indicated in the following specified committee descriptions.

The seated Governor of District 11-B1 makes all appointments to committees for the appointment year.

The seated Governor of District 11-B1 determines the number of members on a committee.

The seated Governor of District 11-B1 appoints all committee chairs for a one-year term unless otherwise directed by LCI.

Committees

All State Band

This committee works to ensure that the youth of District 11-B1 have the opportunity to participate in the Band. The committee also coordinates fundraising and other activities to assure the success of District 11-B1 participants in the Band.

Constitution, Bylaws. And Rules of Procedure

This committee receives all recommendations submitted for possible changes to the present Constitution and Bylaws of District 11-B1.

All recommendations must be in resolution form and submitted by either the Cabinet or a Lions Club. Committee members will review the resolution, write in proper form, and make a recommendation to the Cabinet.

The committee shall be responsible for editing and presenting the Policy Manual to the Cabinet for distribution.

The Chair serves as the Parliamentarian to the Annual Convention and presents the Rules of Order to the Annual Convention.

Convention

This committee ensures the participation of District members and delegates to the annual District Convention.

The club host committee proposes a chair and alternative to the seated governor for appointment as Convention Chair. The District Governor may appoint additional members

The club host committee plans, prepares for, and implements all convention activities as needed.

Protocol And Parliamentarian

Parliamentarian - Responsible for the proper conduct of District meetings according to Robert's Rules of Order Newly Revised. He/she will mediate questions on International, State and District Constitution and Bylaws and rules of order. Monitor District meetings for proper procedure

Protocol - Provide information on the proper protocol at District functions and club meetings based on International, Multiple District 11 and accepted protocol procedures. Monitor District meetings and activities for proper protocol. Work to promote participation by helping teach meeting protocol where needed.

Rules Committee Report

Order of Business: Except as herein otherwise provided, the “Order of Business” shall be in the order given in the Business Session Agenda, a copy of which has been furnished each certified delegate and alternate.

- A. Deviation from the “Order of Business”: Deviation from the “Order of Business” as adopted by the convention shall occur only when authorized by proper motion approved by a majority of the delegates duly assembled.
- B. First “Order of Business”: The first “Order of Business” shall be the report of the Credentials Committee. No other business shall be transacted until the Credentials Committee shall have certified the number of delegates and alternates registered at the convention.
- C. Second “Order of Business”: The second “Order of Business” shall be the report of the Rules Committee. No other business shall be transacted until the Rules shall have been adopted.
- D. Parliamentary Procedure: Except where otherwise herein provided, the “Newly Revised Edition of “Robert’s Rules of Order” shall govern matters of Parliamentary Procedure.
- E. Quorum” A quorum for any duly scheduled meeting shall consist of one more than half of the registered delegates certified to the Convention by the Credentials Committee and present at such meetings.
- F. Resolutions: All proposed resolutions, except amendments to the Constitution and By-Laws, shall be presented to the Convention by the Chair of the Constitution and By-Laws under the conditions prescribed by the Constitution and By-Laws Committee.
- G. Amendments to the Constitution and By-Laws:
 - 1. Amendments: Amendments to the Constitution and By-Laws shall be presented to the Convention by the Chair of the Constitution and By-Laws under the conditions prescribed by the Constitution and By-Laws Committee.
 - 2. Discussion: Except as authorized by the Chair, discussion shall be limited to one principal speaker for and one principal speaker against, and three additional speakers each, pro and con. All discussion on any one amendment shall be limited to fourteen (14) minutes.
 - 3. Voting: Any vote pertaining to amendments to the Constitution and By-Laws, or resolutions requiring a vote, shall be by show of hands, except where otherwise required by the Constitution and By-Laws of District 11-B1 and Lions International.
- H. Limitations on Speakers:

1. Subjects before the Convention: Each speaker discussing any matter, including proposed amendments or resolutions requiring a vote, shall be limited to three (3) minutes. An additional three (3) minutes shall be granted by the Chair without objection from the delegates.

2. Presentations: Presentations shall be limited to the time allowed by the presiding officer.

I. Duties of the Sergeants-At-Arms: The Sergeants-At-Arms are authorized to enforce the rules herein set forth.

J. Call for Nominations: The Call for Nominations shall be made three (3) times before a motion to close nominations is in order.

Suspension of the Rules: Suspension of the Rules may be made by a two-thirds majority vote of the delegates assembled.

Credentials Committee

Committee members are appointed by the seated District Governor prior to the convention. This committee is responsible for verifying that each Lions Club in District 11-B1 submits the names and the proper number of voting delegates. At the convention, the committee certifies that each delegate is duly registered at the convention and is eligible to vote.

Cultural and Community Activities

This committee encourages Lions to take an active interest in the civic, cultural, social, and moral welfare of their communities.

Diabetes Committee and Diabetes Awareness

Promote a consciousness among clubs in the District regarding the serious nature of diabetes and related problem areas.

Inform clubs of programs in existence in their areas, which may need assistance.

Support individuals in the District with diabetes to ensure prevention of blindness and glaucoma, which are leading complications of diabetes.

Be sensitive to the needs of the blind and visually impaired. Consult with them and the local institutions in planning projects, activities, or services for their use.

Be well informed and alert to new advances in research and treatment techniques and support same through the District Governor's related projects.

Promote the committee's work and activities through the Governor's newsletter, press, radio, and television.

Make available videos, audio tapes and presentations along with the names of persons willing and knowledgeable to speak to clubs or associations on information on medical equipment for research and aids or appliances.

Inform the clubs and the general public of those facilities, foundations and institutions that are available to those the committee will serve.

Support other programs that work for those same individuals that the committee does.

Prepare and present a report on all their activities at each District Cabinet meeting and to the International Association as required.

District Information Technology

This committee develops and maintains the district website.

The Information Technology Chairperson should have the knowledge of computers and the programs available to help all club secretaries and any other Lion to be able to find needed forms etc. and to file them through electronics with the district, state, and international agencies.

The Information Technology Chairperson should be able and available to help any Lion to install programs etc. to help their Club with its work in *Lionism*.

The Information Technology Chairperson should be available to give a program, when requested, to any club or district project.

It is recommended that the District Technology Chairperson also be appointed the District Webmaster.

District Newsletter

The District Governor shall have published a District Newsletter which will be mailed and/or e-mailed to each Cabinet Member, President and Secretary of each Lion Club and all PDG's. This newsletter will be published on a regular monthly schedule.

Newsletter is to contain dates of upcoming functions, applications, reports, and any other information sent to the editor on or before a date that is predetermined.

Newsletter may also contain letters from the District Governor, the Vice District Governors, and information from any other Lions.

Editor should work closely with the District Governor and other Lions to provide information to the lay Lion that will allow greater knowledge and participation in all District events. Further, the Editor should seek to present a diversified representation of all Lion members to the best of their ability.

Elections

This committee executes District Bylaws Article II Sections 2, 3, 4 to elect the District Governor and Vice District Governors and oversee the election of Trustees to the Lions of Michigan Foundation (LOMF) using their criteria for election.

The committee chair reports election results at the Business meeting of 11-B1 convention.

Environmental

This committee promotes clean air and water by creating and implementing public relations programs. Members encourage clean-up projects and recycling programs within district communities.

Global Leadership Team (GLT)

Serves as the driving force to ensure the District is strong, stable, and focused on developing and inspiring quality leadership.

Collaborates with your Global Membership Team (GMT) and Global Service Team (GST) District Coordinators and Global Action Team (GAT) Chairperson (District Governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service. Develops and executes an annual district leadership development plan.

Communicates regularly with zone chairpersons and club vice presidents. Ensures they are aware of leadership development programs and resources available.

Provides ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.

Promotes leadership development opportunities that encourage participation at all levels of the association.

Collaborates with GMT and GST District Coordinators to provide retention strategies to clubs.

Includes diverse populations to participate in Global Action Team initiatives.

Identifies potential and new leaders to participate in service, membership, and leadership development opportunities.

Organizes and facilitates instructor-led and web-based training in coordination with LCI.

Confirms new members are provided an effective member orientation at the club level, in collaboration with the GMT District Coordinator.

Completes requirements and submits applications to receive district funding from LCI for leadership development activities.

Global Membership Team (GMT)

Collaborates with your Global Leadership Team (GLT) and Global Service Team (GST) District Coordinators and the District Global Action Team Chairperson (District Governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

Develops and executes an annual district membership development plan.

Collaborates with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be started.

Motivates clubs to invite new members, inspires positive club membership experiences, and ensures clubs are aware of available membership programs and resources.

Monitors club membership reports. Recognizes clubs that are increasing membership and supports clubs that are losing members.

Works with clubs in danger of cancellation by ensuring payments are submitted on time.

Includes diverse populations to participate in Global Action Team Initiatives.

Quickly follows up on prospective member leads provided by the GMT multiple district coordinator or LCI and provides a status report on membership.

Completes requirements and submits application to receive district funding from LCI for membership development activities. Confirms new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator.

Provides retention strategies to clubs in collaboration with GLT and GST District Coordinators.

Global Service Team (GST)

Encourages clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.

Work with clubs to raise the visibility of Lions service impact in local communities.

Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.

Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools to increase engagement in service projects.

Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.

Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.

In collaboration with the LCIF district coordinator, maximize LCIF resource utilization, fundraising, and monitor grants given to the district.

Gather club and district feedback related to service challenges opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

Hearing, Speech and Working with the Deaf

This committee develops programs at the club level to address problems of this nature and encourages participation from District club members to define areas of concern and assist in program implementation.

International Convention

The individual convention chair serves on the international convention committee for the State of Michigan.

Leader Dog for the Blind

This committee identifies people in their community who could benefit from Leader Dog's services, offers assistance to Leader Dog clients, and widely communicates information about Leader Dog programs throughout their hometowns and Districts.

Be willing and available to travel within the District to talk and present programs, describe, and aid any Lions Club or other organization relative to the Leader Dog program.

Be familiar with ways to help Leader Dog and encourage others to help.

Be willing and available to travel within the District to give assistance to individuals interested in obtaining a Leader Dog. Such assistance could include:

- a. Completing the application and forward it to Leader Dog School.
- b. If accepted as a student, make travel reservations.
- c. If needed, provide, or see that transportation is provided to point of departure and pick up when student returns home after training.
- d. If possible, stay connected with relatives or next of kin while student is at the school to see how he/she is progressing and to learn his/her arrival time when returning home. If possible, try to meet the individual when they arrive at the airport or bus terminal. Inform the District Governor of the time and place of arrival since he or she may also wish to welcome him/her home. If the Chairperson is not able to meet him/her, visit the home as soon as possible to follow up.

Liaison

This committee is a joint committee formed by SD-10 and MD-11 to represent the State of Michigan regarding international issues and political matters.

The committee members serve at the discretion of the Council of Governors and are represented by a Past International Director (PID) (if applicable) or Past District Governor (PDG).

Lions Clubs International Foundation (LCIF)

This committee tells the story of Lions Clubs International Foundation and the great humanitarian work, past and present, throughout the world. The clubs

within District 11-B1 are encouraged to support the work of LCIF. The term of Office is three (3) years.

GENERAL:

1. Make themselves knowledgeable of the LCIF program and be available to give information and or programs to Lions Clubs within the District.
2. Be aware of the District Governor's LCIF goals for the District.
3. Report to the District Cabinet the activities of the Foundation.
4. The Chairperson should familiarize the clubs and themselves with the awards available from the Foundation, the qualifications for same and how they should be presented.

Lions of Michigan Foundation (LMF)

LMF is a non-profit 501c3 entity that seeks to meet the needs of the citizens of the State of Michigan.

Trustees participate in decision-making and dissemination of information to District 11-B1 Lions Clubs.

Trustees serve District 11-B1 needs by processing applications for assistance and representing the applicants at LOMF meetings.

One District 11-B1 Lion in good standing is elected at the convention each year and serves a two (2) year term. (The two trustees are elected on an alternating year basis.) Can serve three consecutive two-year terms.

Candidates must be an active member in good standing in District 11-B1 and meet any other conditions for service as a trustee required in the LMF Bylaws.

Candidates must file a letter of intention to run with the Nomination Committee Chair prior to Nomination Committee Report at the District Convention.

Long Range Planning

The committee, in cooperation with other Cabinet Committees, as requested by the Governor, will examine the current condition of the District and, where problems of declining membership, financial status, or similar negative issues that affect the future of the District are present, make recommendations to the

Cabinet for consideration and possible action. The District Governor may also assign the committee additional specific tasks.

Nominations

Appointed by the seated District Governor prior to the convention, this committee reviews all candidates for office and assures that each candidate meets the respective criteria to hold that office.—Refer to Article II, Section 2 of District 11-B1 Constitution.

The Nominations Committee follows and executes Standard District Bylaws, Article II, Section 1. It is important that the committee provide all clubs notice of deadlines for nomination and appropriate mechanisms for making a timely nomination. In addition, the committee oversees nominations for the LOMF Trustee election under the Bylaws of the LMF.

Peace Poster

This committee encourages club participation in the International Peace Poster Contest, coordinates the District 11-B1 poster judging with the District Governor, provides for publicity, and arranges district awards. **This is time sensitive.**

Project KidSight

Michigan Project KidSight Program is designed to identify treatable and preventable causes of vision loss in preschool children (ages 6 months to 5 years). Any person can be screened, however. This committee is responsible to promote Kidsight screening, schedule the trailer and equipment, and train and assist those doing the screening.

Public Relations

This committee works to increase the publicity of Lionism at the District and Club level by providing educational packets for club members. This committee also submits public relations articles regarding Lionism at both club and district levels through a variety of media outlets.

Sergeant at Arms

This individual is appointed at the discretion of the seated Governor and enforces Robert's Rules of Order to maintain order and decorum. Please refer to District Bylaws Article VII Section 7.

Special District 11-B1 Projects Ad Hoc

At any time, a seated governor may appoint a special committee to make recommendations regarding issues or projects pertinent to District 11-B1.

The committee will make recommendations to the Governor and Cabinet for further action.

Trading Pins

The District Governor elect is responsible for designing a pin for their year.

The sale price of the pin is to be high enough to cover the cost of the pin from the manufacturer and cover the loss of revenue from the pins given free to the District Governor and Vice District Governors.

The Committee Chair is responsible for a mailing list of prospective purchasers in other districts and locations.

The chair shall oversee pin sales and maintenance of surplus pins within the District in coordination with the District 11-B1 Treasurer.

White Cane

This committee promotes the purpose, sale, and use of white cane materials at the District and club level. It also works to educate District 11-B1 members and the public about white cane laws.

Youth Outreach/Exchange/Leo Club

The committee is responsible for the promotion of programs in District 11-B1, which enhance the development of youth and prevention of inappropriate drug use.

Youth Exchange enhances the opportunity for youth to share the culture of District 11-B1 both internationally through supporting exchange students and programs that provide opportunities for youth development in District 11-B1.

Leo Clubs provide opportunities for service and leadership development.

Trademark/Copyright Protection

As a matter of legal protection to Lions Clubs International and its member clubs, the association's name, and emblem (and variations thereof) are registered trademarks. To protect these trademarks, the Association has established the following rules of policy:

- No item bearing the association's trademarks may be sold or distributed without express written permission of the association. Interested persons are directed to contact the association's general council or the Club Supplies and Distribution Division for information about securing a license.
- No Lions club may use the association emblem on any item sold for fundraising purposes.

Special Policy Rules for Lions Clubs:

- Lions clubs have permission and license to use the association's name, emblem and other trademarks printed on stationery, postcards, bulletins, and other printed material reasonably necessary to its operation.
- Permission is not granted for the club to print the association's trademarks on items that are available through the Club Supplies and Distribution Division.
- Lions clubs may use the name of their club along with the Lions emblem on their respective web pages. Only emblems downloaded from the official format emblems provided on the association's web site may be reproduced on web sites and other areas on the Internet.

Copyright

Copyright protects the expression of original works of authorship from copying. Copyrights exist when the works are fixed in a tangible medium of expression whether or not notice is given. Copyright protection lasts for the life of the author plus seventy (70) years. The copyright holder has the exclusive right to:

- Reproduce the work
- Prepare derivative works
- Distribute copies of the work
- Perform or display the work

Privacy Policy

Lions Clubs International recognizes the importance of protecting the private information of its members, donors, recipients of humanitarian assistance and other individuals obtained in the course of conducting activities. The following practices are performed at the international level and are recommended for club, district, and foundations:

- Personal information is protected by using password-protected areas.
- Payment information is encrypted and only a limited part of credit numbers is revealed when confirming an order.
- The official directory is not available on the Internet without a password.

- A club locator with club officer contact is available without a password, but it is designed so that it cannot be used as a commercial mailing list.

Social Media Policy Statement

This policy is intended to provide Lions Clubs of Michigan employees, volunteers, and members with clarity on the use of social media platforms.

Scope of Policy Statement

Social media is online media that allows for interaction and/or participation.

Examples include:

- Social networking and micro-blogging sites like Facebook, Twitter, Tumblr, LinkedIn, Pinterest, and Instagram
- Video and photo sharing sites like Snapchat, Flickr, and YouTube
- Online forums and discussion blogs, including comments on online news articles

Persons Concerned

This social media policy applies to all people who work, volunteer, or represent Lions Clubs of Michigan.

Background

The Lions Clubs of Michigan has a well-established presence across a range of social media platforms. These platforms are used as additional communication and promotion tools to complement our existing communication and marketing avenues. Social media is primarily used to provide Lion members and the general public with community interaction and an opportunity for the public to support Lions, while learning about the organization, our services, resources, and campaigns.

Lions Clubs are also increasingly using social media to interact with their members and communities. As with the State Office, social media is used in clubs, zones, and districts as a complementary tool to other engagement and promotion activities.

The State Office encourages the use of social media as an effective tool to reach our communities and promote the work we do. We are also able to provide assistance to any individual or club needing guidance and advice on managing their social media profile, however, we cannot manage the pages for you.

Definitions

Official use

Official use is when an employee, volunteer or Lion member is using social media as a representative of Lions Clubs of Michigan.

Personal Use

Personal use is when an employee, volunteer or member is using social media as themselves, not officially representing Lions, but identifying themselves as affiliated with Lions in their online biographies, profiles, or posts, or through other digital platforms. People who are employees, volunteers or members who do not identify themselves as being affiliated to Lions Clubs of Michigan are still counted as representing the organization, as the nature of the online world means they could be traced back to the organization through their online presence.

Social Media

For the purpose of this policy, social media is defined as any conversation or activity that occurs online, where people can share information or data that might impact on the Lions Clubs of Michigan.

Guiding Principles

Lions Clubs of Michigan employees, volunteers, and members are encouraged to participate in social media as it is a powerful tool to complement our other PR activities. Whenever Lions Clubs of Michigan employees, volunteers or members are interacting on social media in a capacity that clearly represents the organization, the following guiding principles should be considered:

- Respond to comments and opinions respectfully and professionally.
- Acknowledge and correct mistakes as soon as possible. Everyone makes mistakes, but we should acknowledge or correct them when identified.
- Disclose conflicts of interest. E.g., any paid partnerships or sponsorships should be clearly stated.
- Don't make statements on your Facebook or other social media pages that you would not make in any other type of advertising.
- Be polite, considerate, kind, and fair.
- Avoid making misleading or false claims. Use examples and evidence where possible.
- Be mindful that the Lions Clubs International Code of Ethics & Policies apply on social media too.
- Ensure images, videos or other content do not infringe copyright - attribute photographers or owners of content where appropriate.
- Ensure the content does not contain spam or viruses.
 - Never post or promote any individual elected official's positions or statements related to running for office, nor in any way imply a Club is supporting any candidate for public office

Inappropriate Use

Inappropriate use of social media includes (but is not limited to):

- Conducting a private business on Lions Clubs of Michigan's social media presence

- Using discriminatory, defamatory, abusive, or otherwise objectionable language
- Stalking, bullying, trolling, or marginalizing any individual or group
- Accessing or uploading pornographic, gambling, or illegal content including extreme images of graphic content or information regarding activity relating to firearms, bombs, terrorism etc.
- Accessing sites that promote hatred or extreme/fundamental beliefs and values
- Direct political affiliation
- Excessive debate on public policy
- Hacking or attempting to infiltrate the systems of Lions Clubs of Michigan or another organization
- Criticizing or denigrating Lions Clubs of Michigan, or other organizations, and our/their employees, volunteers, or members
- Paid endorsement of any kind, including in-kind services or gifts
- Activity that interferes with work commitments

Social Media and Defamation Law

Lions should be aware that defamation laws apply to the online world, including social media.

Defamation is defined as: "being subjected to slanderous, libelous or defamatory comments or publications that can tarnish a person's reputation."

- In general terms, defamation occurs when a person intentionally spreads information about another person, group of people, or small company that damages their reputation, or can make others think less of them.
- Defamation is actionable regardless of the medium. A person can be defamed, for example, in print, through photos and on the internet.
- Defamation cases involving the internet and social media are relatively new, but the same principles apply.
- A person who did not create the defamatory material, but only shares it (for instance, by "retweeting" a tweet), can also be held found liable guilty of defamation.
- There are several defenses to defamation, including that the statement was true, or that it was an expression of an honest opinion. Consequently, you may be liable for defamation if you spread information which constitutes a hurtful and untrue statement of fact about another person.

Addendum 1 – For the 2021-22 Lions year, \$1000 will be designated in the Administrative Budget for Leadership Training. Lions may apply to be reimbursed once training has been successfully completed.