# POLICY

**MANUAL**

**2018-2019**

## DISTRICT 11-B1

**LIONS OF MICHIGAN**

###### ADOPTED ON *July 28, 2018*

Nothing in the Policy Manual shall be in conflict with the Constitution and/or Bylaws of District 11-B1. Any sections conflicting with these documents shall by themselves be null and void, and all other provisions of the Policy Manual shall continue in force.

## Section I

## Introduction

1. 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, Lioness, and Leos of District 11-B1.
2. The District Policy Manual shall be adopted by the District Cabinet at the first Cabinet meeting and shall be the first order of business.
3. The District Policy Manual can be revised only by the District Cabinet at a regularly scheduled meeting.
4. All Cabinet members and all members of the Honorary Committee shall be provided with a copy of the Policy Manual electronically or, by request, as a written copy. In addition, a copy shall be provided to any Lions Club President, Lioness Club President, or Leo Club President who requests one, and the Policy Manual shall be posted on the District’s website and made available to any Lion desiring a copy.

#### Section II

### District Governor’s Responsibilities

1. 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 at the first Cabinet meeting, for financial planning, and for being a resource for the District Treasurer in the creation of appropriate financial reports.
2. The District Governor shall ensure that the proposed District Budget will be presented for approval at the first District Cabinet meeting.
3. The District Governor’s expenses shall be in accordance with Lions International’s Rules of Audit.
4. The District Governor shall receive from the District Pin Chairperson, twenty-five (25) District Trading Pins at District expense.
5. The District Governor shall be reimbursed for International Convention expenses incurred by attending the convention at the end of his/her term of office equivalent to the expenses provided by Lions International to the incoming District Governor. The reimbursement shall cover air fares at the cost available for the authorized Lions of Michigan travel agency (or actual cost, if less) or mileage, a maximum of five nights hotel expenses at the Lions of Michigan convention hotel standard rates (or actual cost, if less) and meals and other miscellaneous costs at what is reimbursed to the incoming governor by Lions International’s Rules of Audit. The total reimbursement shall be no more than specified in the District budget with a cap of $1000. (July 2018)
6. 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.
7. The District Governor or designee (1st VDG and 2nd VDG) shall endeavor to visit each District Lions Club, Lioness Club, and Leo Club at least once during his/her year as Governor.
8. The District Governor shall schedule a Fall Conference for the District Lions, Leo, and Lioness Clubs to be held in the month of October or November. The First Vice District Governor, at the discretion of the District Governor, shall plan and chair the Fall Conference.
9. 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.
10. The District Governor shall, with 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.
11. 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 five (5) days following each meeting and by having said minutes posted on the District Website.
12. 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, Lioness Clubs members, and Leo Clubs’ advisors who have email addresses. The newsletter shall be posted on the District web site.
13. The District Governor Elect, working with the District Governor, shall schedule training for the incoming Cabinet as soon as the Cabinet positions are filled. Training materials used will be supplied to each Cabinet member following the event.
14. The District Governor shall appoint a District Roster Editor whose responsibility shall be to prepare and have published at the District’s expense a District Roster, which shall be distributed to the Presidents, Secretaries, Treasurers, and Membership/Retention Chairs of all the District Lions Clubs, Lioness Clubs, and Leo 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. 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.
15. The District Governor and District Secretary shall maintain a list of District owned equipment and materials and the storage arrangements of such articles and ensure this list is kept current. At the first Cabinet meeting this list shall be approved by the Cabinet and attached to this Policy Manual.
16. The District Governor shall present the District Sight Mobile Policy and Procedures to the Cabinet at the first meeting for approval and attachment to this Policy Manual. He/She shall further ensure these Policies and Procedures are followed and the Sight Mobile is maintained in accordance with these Policies, including proper insurance, maintenance performed, Insurance Policy requirements adhered to, and any other requirements as may occur in order for the Sight Mobile to function lawfully and safely.
17. 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.
18. 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.
19. 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 properly stored. Financial records shall be retained for at least a period of five (5) 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.

### Section III

#### First Vice-District Governor’s Responsibilities

1. The First Vice District Governor shall receive from the District Pin Chairperson twenty-five (25) District Trading Pins at District expense.
2. The First Vice District Governor shall be reimbursed the cost of his\her Governor’s Patch only if it is not otherwise provided for by the State Office.
3. The First Vice District Governor shall set personal and District goals for his\her year of office and shall work toward achieving said goals.
4. 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.
5. 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 central location in the District.
6. The First Vice District Governor shall schedule a Spring Leadership Forum for the training and development of incoming officers of the Lions, Leos, and Lioness Clubs in the District.
7. The First Vice District governor shall be reimbursed for expenses for registration and expenses incurred while attending the USA/Canada Forum. The total reimbursement shall not be greater than the district budget.

### Section IV

#### Second Vice-District Governor’s Responsibilities

1. The Second Vice-District Governor shall receive from the District Pin Chairman twenty (20) District Trading Pins at District expense.
2. The Second Vice-District Governor shall set personal and District Goals for his/her year of office and shall work toward achieving said goals.
3. 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.
4. 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.

## Section V

### District Convention

1. A District convention shall be scheduled and held in the second half of the Lion’s year. Convention bids should be received two years in advance, if possible.
2. Convention bids should include the dates of the convention, the proposed site, and a description of the accommodations for District convention activities.
3. Each of the District’s Lions, Lioness, and Leo Clubs shall receive an invitation, with registration materials, to the District convention at least 60 days prior to the convening of the convention. In addition, registration and lodging materials shall be posted on the District Website. ~~Included in each invitation shall be a reminder that at least seventy-five (75%) of the Lions Clubs in the District must register and attend the convention in order for Lions International to reimburse the District for the expenses of the visiting International Officer.~~
4. The District and the Convention Host Club(s) shall share 50/50 the income above the expenses of the convention until said Host Club(s) have received five hundred dollars ($500) as payment for their efforts toward a successful convention. In the event of multiple host clubs the five hundred dollar payment will be prorated among the clubs.
5. Expenses of the District Governor and his/her spouse for accommodations, registration fees, and scheduled events shall be a convention expense.
6. The convention speaker’s gift shall be a convention expense.
7. 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.
8. District awards given at the District Convention shall not be a convention expense, but shall be a budgeted item in the District Administrative Fund.

#### Section VI

**Fall Conference**

1. 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 (this section has been called in the past a “Parade of Checks”).
2. The Parade of Checks form used at the Fall Conference shall provide instructions as to which donations shall be made by means of a check made out to the District and which donations shall be made by means of checks made out to individual projects/activities.  Prior to the Fall Parade of Checks, the District Governor or the District Treasurer or their designee will provide each club with guidelines identifying the individual projects/activities monetary needs.
3. 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 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.

**Section VII**

**Spring Leadership Forum**

1. The District Governor shall ensure that the District hold 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.
2. The Spring Leadership Forum shall be scheduled in the fourth week of April, and notice shall be sent to all incoming Presidents, Vice-Presidents, Secretaries, Treasurers, Tail Twisters, Membership Chairpersons and other newly elected officers. Such notice shall be sent electronically or in writing to each current Club Secretary and President and posted on the District website. General notice shall be made to the Clubs to include any other interested Lion in this training to further develop the leadership skills of this District.

**Section VIII**

### Honorary Committee

1. The Honorary Committee, when constituted, shall be created in accordance with the District Bylaws, Article IV, Section 3.
2. The Honorary Committee shall meet as least annually and shall work toward achieving the goals of the District Governor.

**Section IX**

**District Officers’ and Chairpersons’ Expenses**

The Cabinet Officers and the GLT, GMT and 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 and obligations forthwith up to and including the amounts budgeted by the District Cabinet. Mileage expenses for chairpersons of district committees of Kid Sight, Diabetes Awareness and Sight Mobile, must be submitted to the Cabinet and are subject to approval by the Cabinet prior to any payment.

**Section X**

**Project/Activity Accounts Duties of the Treasurer**

1. 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.
2. 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.
3. 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.

#### Appendix A

#### District 11-B1 Equipment and Storage

Equipment Storage Location/Possession

Pediavision             Model        Plusoptix 09 Vision Screener Lion Tom Tyson

                               Serial         0901S-02A-42101785

Monitor                  Model        LG FLATRON L7134S-BN

               Serial         003UMXTOE323

Printer                    Model        HP Officejet 6000 Wireless Series C9295A

 E609N

 Serial        CN1811FOD4

Pediavision Model Plusoptix 09 Vision Screener Lion Barry Allen

 Serial 0901S-01C-13122840

Monitor Model Del No. P170-Sb

 Serial CN-OTJKG1-74261-22J-2ATU

Printer Model HP Officejet 6000

 Model E609a

 Serial CN1931FOBS

Spare Printer HP Officejet 6000 Wireless Series C9295A Lion Tom Tyson

 Model E609N

 Serial No. CN1981F00Y

Sight mobile Trailer - 1996 Lion Al Lairson

Optic Model 5000P Vision Tester

Serial Number 1124109399

Optic Model 2000 (In Sight Mobile) Lion Al Lairson

Serial Number 120-1788

Optic Model 2000 (4 screeners used for parts) Lion Barry Allen

120-1775, 120-1776, 120-17789, 120-4610

Slide Kit 2222 PBA Lion Barry Allen

District Banner District Governor

Podium (PDG Tom Williams made and donated) District Governor

Raffle Cage (donated by Marshall Lions Club) District Governor

SPOT Camera Systems Lion Barry Allen

HP Printer HP-Printer-7B-ENVY 5530 (B4567B) #1

#### Welch Allyn, VS100, 901029 Vision Screener

#### Serial Number 17380

#### Serial Number 17329

#### Serial Number 17328 Lion Pat Stiff

#### HP Printer HP-Printer-FF-ENVY 5530 (B234FF) #2

#### Laptop Serial # SYS-HP 070516-1 ZC Alan Lairson

#### Model # HP Pavilion 20002-2boo

#### Notebook ASUSX551C Serial # D9NQBC136343382 ZC Roger Bosse

Model # X551CA-HCL1201L

HP Laptop Model G60t-200 Serial # 2CE9151Y9S Cabinet Treasurer

####  Appendix B

District 11-B1 Sight Mobile Use Policy

Updated for 2017 - 2018

1. The sight mobile trailer can be used by the Clubs of District 11 B1 for Eye screening, KidSight and /or Diabetes testing **only**.

2. Any Lions Clubs, wanting to use the trailer for eye screening and/or diabetes testing must contact the District 11-B1 Sight Mobile scheduler/ Chairman to seek permission to use the sight mobile.

3. The sight mobile will have a calendar posted on the 11 B1 website with available dates.

4. The request to use the sight mobile will need to be 7 to 10 days prior to use, in order to schedule, set a date and to schedule a driver for the requested time. The Sight Mobile Chairman will also need time to send by mail or e-mail the sight mobile users guide.

5. The sight mobile trailer may be used by District 11-B1 Lions Clubs in a parade to advertise Lions only.

6. The cost for insurance for each year is currently paid in full to the Farm Bureau Insurance, but is being changed over to the Lions of Michigan Service Foundation KidSight program.

7. District 11-B1 has assigned drivers to the sight mobile that have the knowledge and correct transportation to haul the trailer.

8. The Insurance policy will remove and add drivers as deemed necessary upon renewal.

9. Drivers will receive fifty cents per mile (.50) to haul the trailer from start point in Napoleon to set up at ending point and returning back to Napoleon. Drivers will need to fill out a Travel Voucher and send to the District Treasurer Lion Walt Treichel for reimbursement (9100 Dew Rd, Horton, MI 49246).

10. The sight mobile has inspection/inventory sheets **to be completed** by the requestor or driver (and/or responsible clubs personnel) **before departing** the start point at Napoleon. This sheet will be in with your user guide or you can find it on the District website.

11. The inspection/inventory sheet will be signed prior to taking responsibility.

12. This signed sheet will go with the sight mobile and return with it in order to verify return inspection/inventory are complete.

13. The sight mobile will be kept clean (NO FOOD or DRINK INSIDE) and in good working order.

14. If damages are deemed to be a result of “negligence,” **repair bills** will be charged to the requesting club for payment.

15. The inspection/inventory sheet will be signed off by the Sight Mobile Chairman or Driver upon site pick-up or the user drivers return to Napoleon.

16. District 11-B1 Users Guide will include the following:

Date of use

Inspection/Inventory Sheet

Sight Mobile eye scanner machines

Sight Mobile eye screening report

Blank sheet for Eye Screening referrals

List of Emergency Numbers

Sight Mobile Haulers

District 11-B1

2017-2018

Region I

Manchester Lions Club

Lion Barry Allen

19230 Sharon Valley Road

Manchester MI 48158

H: 734-428-7034

E: BarryRAllen@aol.com

A450 081 744 608

DOB: 08/03/1946

1997 Ford Heavy Duty F-250

Clinton Lions Club

Lion Ron Kohmescher

21675 Willow Rd

Manchester, MI 48158

C: 734-775-9854

E: Rjk955@gmail.com

2015 Ford F-250

Lions of MI Foundation

 Policy Holder

Chad McCann, Exec. Administrator

5730 Executive Drive

Lansing, MI 48911

517-887-6640 X:14

E: cmccann@lmsf.net

Region II

Vandercook Lake Lions Club

Alan Lairson – Chairman/Driver

115 McCuen Drive

Jackson, MI 49203

H: 517-990-7525

E: alanandstorm@hotmail.com

Vandercook Lake Lions Club

Bob Zieleniewski- Driver

7233 Hague Avenue

Jackson, MI 49201.

H: 517-612-2926

E: bzieleniewski@yahoo.com

Lion Peggy Allen, Secretary/PR/Information

Sight Mobile Committee 2017-2018