



DISTRICT 49B POLICY MANUAL

EFFECTIVE DATE March 1, 2020

Amended February 2020, at 3rd Cabinet Mtg, Tok, AK

PREAMBLE

The Policy Manual is an administrative guideline that provides the District with outlines of operational procedures. In the event there is a conflict with the current District 49B Constitution and By-Laws, Multiple District 49 Constitution and By-Laws and/or the International Association of Lions Clubs Constitution and By-Laws then those documents will take precedent over this Policy Manual.

I. ADMINISTRATION:

A. Policy Manual Updating or Revisions:

1. This policy manual may be updated at each regularly called meeting of the District 49B Cabinet. Policy manual Updating or Revisions can only be made by members of the cabinet. Such revisions must be in accordance with the current Constitution and By-Laws of District 49B, and further comply with the added constraints in the following sub-paragraph {2.}.

2. The policy manual updating procedure is as follows. A written revision must be presented to the Cabinet Secretary/Treasurer at least thirty (60) days prior to the next Cabinet meeting. The proposed written revision will be forwarded to the District Governor and Vice District Governors to be reviewed and discussed. If sufficient information necessary to make a decision is not present, the proposed revision shall be referred back to the submitting authority for the information required and requested. Otherwise, the District Governor and Vice District Governors will refer the revision to the Cabinet Secretary/Treasurer with the following recommendation(s) 1). Do accept as proposed, or 2). Do accept with the following revisions or 3). Do not accept.

3. The Cabinet Secretary/Treasurer will forward the proposed revisions to all International Directors, Past International Directors, Past Council Chairmen, Past District Governors and each Lions Club throughout the District. The proposed revisions will be sent to the President of each Lions club within the District, this will be considered as being sent to each respective Lions club within the District.

4. The proposed change will be included on the agenda, under new business, for the next regularly scheduled cabinet meeting; where the cabinet will accept or not accept the change by cabinet vote.

5. Revisions to the policy manual will become effective immediately upon approval of the Cabinet and will remain into effect until rescinded by the Cabinet.

D. Trading Pins:

1. Once the MD49 Council of Governors has established an official pin for the upcoming fiscal year, the district governor will ensure the district Pin chairperson is given an electronic copy of the pin design.

2. The district pin chairperson will develop a pre-order form, (see template in Appendix A) and take orders from each Lions Club and/or any other Lion in the district, with an order cut-off date of May 31st.

3. The district will not maintain an excessive inventory of MD49 pins. The district pin chairperson will limit its MD49 pin order to the total number of pre-ordered pins, plus an additional amount equal to 10-15% of the total number of pre-ordered pins.

4. Pins orders will be pre-paid at an estimated rate of \$2 (US) per pin. Once the district is given a final bill for its pin order, any cost in excess of the \$2 per pin rate will be billed and paid by the requesting Lions Club/Lion prior to delivery. Postage costs will be paid by the requesting Lions Club/Lion.

5. The district pin chairperson will submit the district pin order to the district governor no later than (NLT) June 1st. The district governor will submit the final district pin order to MD49 NLT June 15th, with an expectation to take delivery prior to the upcoming US-Canada Leadership Forum.

6. Funds billed and collected from any District 49B Lions Clubs will be reflected on each club's District account statements.

7. Resale of pins by Lions is strictly prohibited. The pins are to be used as trading material at the Multiple District, International Convention, and the USA-Canada Lions Forum.

II. FINANCES:

A. Auditing:

1. A ledger account for each active Lions Club in the District will be established/ maintained. The purpose of this account will be to record all income received from a club, as well as the debt they have incurred. A statement of each club's account will be mailed to the club president by the Cabinet Secretary-Treasurer, on a quarterly basis. The onus for ensuring statement accuracy is borne by each Lions club. More frequent reports are strongly encouraged, however delivery is limited to an electronic report being sent to an e-mail address designated by each club and the district web page.

C. Disbursements:

2. The rules of audit governing reimbursement of expenses for district officers shall apply. Such rules of audit are:

(a). DISTRICT OFFICERS: District Officers are defined in the International Constitution as: District Governor, Immediate Past District Governor, Vice District Governors, Region Chairs, Zone Chairs, and Cabinet Secretary-Treasurer.

(c). TRANSPORTATION: No payments made for trips outside the district. Transportation will always be by the most economical means unless prior approval has been granted by the district governor.

1. Auto – may be used on 50 cents (US) per mile or 31 cents (US) per kilometer basis, while traveling to clubs in the US or Canada.

2. Rail – first class railroad fare will be reimbursed. Cancelled transportation ticket required.
3. Plane – reimbursement will be made on the basis of economy fares. If private plane is used, reimbursement will be made on the basis of regular air-fare or 50 cents (US) per mile or 31 cents (US) per kilometer if cost of regular plane is not available. Cancelled transportation ticket required.

(e). HOTEL: Maximum allowance is \$75 (US) per day. Higher rates for more costly rural areas may be preapproved by the district governor. Itemized receipt required.

(f). MEALS: Maximum allowance is \$25 (US) per meal, up to 3 meals. Meals must be listed on the form provided; receipts are required. (Fall Festival or annual convention registration fees are considered a part of meal expenses. Fees in excess of the daily meals rate are not reimbursable.)

(j). CABINET MEETING/DISTRICT CONVENTION: Reimbursement will be made to the voting district cabinet members for attendance at four cabinet meetings (not to exceed one day for the first and third cabinet meetings; and three days for the Fall Festival and annual convention).

D. District 49B Disaster Relief Fund:

A fund will be maintained in a Canadian bank as a means to supporting emergency relief throughout District 49B.

(2). Signatures: The District Governor, Vice District Governors, Cabinet Secretary-Treasurer, Immediate Past District Governor and the Appointed Canadian Representative will be co-signatures on the bank account. Each disbursement will require district governor and cabinet approval and two authorized signatures.

IV. DISTRICT LEADERSHIP AND MANAGEMENT

B. First Vice District Governor (VDG): It is presumed the sitting Vice District Governor will be the District Governor the following year, subject to the requirements of the constitution and by-laws of the District.

(1). Development: The primary focus of the 1VDG is to become well acquainted with the make-up of the district, its issues, needs, and members.

(2). Leadership: The 1VDG will lead the District MERL/P team [Replace: “MERL/P team” with “Global Action Team”. The 1VDG is strongly encouraged to participate in the International Convention, USA-Canada Leadership Forum, MD49 Council of Governors meetings, and District 49A’s Cabinet meetings and conferences.

(2). Planning: The 1VDG is authorized to seek out qualified Lions to fill the various cabinet level positions for the upcoming year. Ideally, the 1VDG will have identified a full complement of cabinet officers and chairpersons by the third cabinet meeting of the current year; and in turn the new cabinet can spend the last quarter planning for the next year.

V. SERVICE PROJECT PARTNERSHIPS:

A. Lions Clubs International has adopted the following eight categories of Lions programs

- (1). Vision**
- (2). Youth**
- (3). Disaster Relief**

- (4). Humanitarian**
- (5). Diabetes**
- (6). Hunger**
- (7). Environment**
- (8). Childhood cancer]**

C. In support of these service programs, District 49B has adopted a number of service projects.

- (1). *Leader Dogs for the Blind/Canadian National Institute for Blind*
- (2). *Life Alaska Donor Services*
- (3). *Aurora-Borealis Lions Eyeglass Recycling Center*
- (4). *SightFirst: Adult & Youth Eye Care*
- (5). Youth Exchange

VI. COMMUNICATIONS: A challenge for every Lions leader is to keep strong communications between district and club level leaders, individual lions, and those we serve. In order to best serve everyone the district supports use of the following medias:

A. Directory: Prior to the beginning of each governor's term, the district governor will form a directory committee to publish a District 49B Directory. Every effort should be taken by the committee to offset the publishing costs with sponsorships and/or advertisements.

B. News Letter: Prior to the beginning of each governor's term, the district governor may form a newsletter committee to publish a monthly district 49B newsletter.

C. Web-page: Prior to the beginning of each governor's term, the district governor may form a web-page committee to serve as web-master for the district web-page: www.49lions.org

VII. AWARDS:

E. District Governor's Recognition

(2). District Governor's Contest: Each governor may establish a set of District Governor's Contest rules prior to the beginning of their term. As a minimum, criteria should be established for determining Lion of the Year, Club of the Year, Zone Chair of the Year, Club President of the Year, Club Secretary of the Year. Awards will be presented at the annual awards banquet.

IX. GLOBAL ACTION TEAM:

A. The district shall establish a Global Action Team, as defined by Lions Club International.

B. Each GAT Chairperson shall:

- (1). Report the health of their program at cabinet meetings, conferences, and conventions.
- (2). Form a standing committee for their program element, and recruit committee members.
- (3). Develop and further a comprehensive program to meet all assigned district goals and objectives.

X. DISTRICT FALL FESTIVAL.

A. Each year the district governor will convene a Fall Festival at a location of their choice.

B. Conference Dates and location: Conference dates must be established at the earliest date to afford the necessary time to coordinate a fitting event, as well as, invite guests that are best suited for District 49B. The 1st Vice District Governor, prior to the beginning of their term as DG, will designate a Fall Festival date and location. In choosing a date and place, the following should be considered:

- (1). When/where District 49A's conference is
- (2). Travel costs: High costs will deter Lions from attending the conference.
- (3). Advocating a balance between Alaska and Canadian locations for all four cabinet meetings
- (4). Location of annual convention.
- (5). What/when special events are being sponsored by the various Lions Clubs
- (6). Confirmation of a club willing to host the Fall Festival.

APPENDIX A

DISTRICT 49 PIN ORDER FORM

In order to prevent the stock piling of excess MD49 pins, we are taking pin orders up through May 31st of each year. Our hope is to receive our pins just prior to the USA-Canada Leadership Forum in September. The district governor will order an additional 10% on top of the orders turned in, to be sold at cabinet or convention meetings.

Please complete the following and submit this form and your pre-payment check to the CST:

Estimated cost per pin: \$2.00

(Any excess funds above actual cost will be refunded to each club, upon delivery.)

Club: _____

Mailing Address: _____

Standard Pin	Qty ordered: _____	\$._____
Prestige Convention Pin	Qty ordered: _____	\$._____

TOTAL QTY: \$ _____

Check # _____ Amount Submitted: \$ _____

APPENDIX B

LIONS DISTRICT 49B EXPENSE CLAIM

NAME: _____ DATE: _____

DISTRICT POSITION/TITLE: _____

DATE	DESCRIPTION/EVENT	HOTEL (\$75)	MEALS (\$25 per meal)	TRAVEL (\$0.50/0.31)	PHONE	POSTAGE	OTHER
TOTALS							

SIGNATURE: _____ GRAND TOTAL: \$ _____

APPROVED BY DIST. GOV: _____ VERIFIED TOTAL: \$ _____

SUBMIT TO CABINET SECRETARY/TREASURER: _____ CHECK#: _____

ISSUED/MAILED: _____ DATE _____