



**District Policy Manual
District 16 L
Approved June 9, 2024**

**Section 1
Statement of Purpose**

Section 1.1.1 This Policy Manual is adopted by the voting members of the District 16L Cabinet (hereafter referred to as “the Cabinet”) to serve as a clear and understandable guide to some of the operations and practices of Lions District 16L. This manual shall contain all policies established by the Cabinet and shall not take precedence over those listed in the Lions International Board Policy, or the Constitution and By-Laws of Lions International, Multiple District 16 and District 16L. Any Changes in any of the aforementioned Board Policy or, Constitutions or By-Laws could result in adjustments or amendments to this Manual.

Section 1.1.2 A distinction should be made between this Policy Manual and the District Constitution and By-Laws. The District Constitution and By-Laws can only be revised or changed by a majority vote of the delegates at the District convention. The Policy Manual has been created by the District Cabinet that is empowered to make additions, changes, and revisions at any time. The Policy Manual is not a substitute for the District Constitution and By-Laws but acts instead as a referenced guide designed to cover those specific issues and applications not addressed within the Constitution and By-Laws.

Section 1.2.1 The District Constitution and By-Laws Committee will maintain this Manual. It will review any changes made to the International, District and Multiple District documents referenced in Section 1.1.1 to identify any areas of the manual that may require revision.

Section 1.3.1 A copy of this Manual shall be available online on the District 16L e-district website and shall be posted there within two weeks of the approval of any amendments.

Section 1.3.2 The Cabinet Secretary shall have the responsibility for distribution of this Policy Manual to all Clubs within District 16L on an annual basis each July by regular post or electronic means.

**Section 2
Amendment**

Section 2.1.1 **Proposal.** Any proposed amendment - to the existing policy, or to add a new policy - must be submitted in writing to the District Governor. Proposals may be submitted by any District 16L Club in good standing, or any Lions member of a District 16L club in good standing who maintains an active, discounted or life membership status.

Section 2.1.2 **Review.** The District Governor shall refer all proposed amendments to the District’s Constitution and By-Laws Committee to review, check for conflicts with overriding documents, and make format and language recommendations as needed.

Section 2.1.3 **Recommendation.** After review, the Constitution and By-Laws Committee shall submit the committee's recommendations to the District Governor and the Cabinet. No amendment to the manual shall be considered by the Cabinet without first being reviewed in accordance with Section 2.1.2.

Section 2.1.3 **Vote.** Amendments or adjustments to this manual shall be made at any Cabinet Meeting with a majority of the voting Cabinet Officers in attendance providing such changes are distributed to each Cabinet member no later than 7 days prior to said cabinet meeting. The proposed changes shall be distributed by the Cabinet Secretary.

Section 2.1.4 **Effective date.** Any approved change in policy, or new policy, shall become effective immediately, upon approval by majority vote of the Cabinet members eligible to vote.

Section 3 Inclusions

Section 3.1.1 This policy manual shall include the following chapters and any other chapter that may be adopted according to Section 2 above.

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| Chapter 1. | District Approved Projects |
| Chapter 2. | District Governor/VDG Election Procedures |
| Chapter 3. | Interclub Courtesies |
| Chapter 4. | Leo Club Sponsorship |
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Chapter 1. District Approved Projects:

- A. Benefits of Designating District Approved Projects
 - a. A non-profit can benefit from becoming a Lions District 16L project, by receiving assistance from the district members and clubs, and by gaining the prestige of being authorized to promote itself as endorsed and supported by the local Lions organization.
 - b. Designating an organization as a District Approved Project signifies to District clubs that it has been vetted by the District to be sure it is fiscally responsible and provides a service to the community that is in line with the Lions mission to meet humanitarian needs. Lions can feel confident that their donation of funds or manpower is going to a reputable and well-run organization.
 - i. All District Approved Projects, and their contact information, will be listed on the District e-district website and/or contained in the District Directory.
 - c. To become a Multiple District (a.k.a. "State") approved project, a project must be a District project for three years. If the District believes a project that it supports should be supported state-wide it needs to demonstrate that it has been officially adopted by the District and reflected in the minutes.
- B. Composition of the District Approved Projects Review Committee
 - a. The District Approved Projects Review Committee (DAP-RC) will consist of the District 16L representative on the Multiple District 16 Approved Projects Review Committee, who will serve as the committee chair, and two other Lions who are members in good standing in District Clubs in good standing who shall be appointed by the District Governor.
- C. Qualifications for Becoming a District Approved Project
 - a. The project must be an approved 501(c)(3) Public Charity
 - b. The project needs to demonstrate that it services a significant portion of the District 16L geographic area. A project that is limited to a service within a single municipality would not be eligible.
 - c. The project needs to be endorsed by a District Lions Club in good standing, that has worked with and/or supported the project for a period of at least one year.

- d. A resolution proposing the project, two most recent financial statements and mission statement must be sent to the District 16L Approved Projects Review Committee for their review and recommendation to the District Governor no later than two (2) months prior to the District 16L meeting at the MD 16 Convention. This recommendation will also be presented to the District 16L delegates assembled at Convention.
- e. There must be written notification, in the form of a resolution, sent by regular post or electronic means, to each club in District 16L no later than thirty (30) days prior to the Convention informing them that the project will be up for approval. The resolution must be approved by a vote of 2/3 of the delegates present and eligible to vote.

D. Criteria to Remain a District Approved Project

- a. Each District Approved Project must submit an Annual Financial Statement from their immediate past fiscal year, and a completed financial report questionnaire to the DAP-RC each year by February 1.
 - i. The DAP-RC will send the questionnaire and a request for the financial statement to the project by regular post or electronic means no later than December 1. The Annual Financial Statement must contain a breakdown of funding from each Lions Club and all other funding for that fiscal year.
- b. The DAP-RC will review the submitted documentation and will advise the District Governor of their recommendations no later than March 15. The recommendations will also be presented to the delegates assembled at the District 16 L meeting at the next MD 16 Convention.

E. Procedure for removing a District Approved Project

- a. The DAP-RC may recommend to the District Governor that a project be placed on Status Quo for one year for any of the following reasons:
 - i. Failure to submit an annual financial statement and a response to a financial report questionnaire
 - ii. Unresolved issues between the Lions of District 16L regarding funding or administrative practices which could jeopardize the viability of the project.
 - iii. Relationship between the Lions of District 16L and the project that could cause or threaten damage to the reputation of the Lions of District 16 L or
 - iv. When litigation has been brought against a project for fraud, misconduct, theft by deception, misappropriation of funds or any other legal actions.
 - v. No longer serves a significant portion of the geographic area of District 16L.
- b. Prior to being placed on Status Quo, a District Approved Project must be notified by Certified Mail of the committee's intentions and be given thirty (30) days to appear before the DAP-RC to appeal said decision. After all appeals have been heard, the District Governor will decide if a District Approved Project will be placed on Status Quo.
- c. The committee will review each project listed as Status Quo by March 1 of each year and report its findings to the District Governor.
- d. Upon review, if there has been no change regarding this project, said project could be removed from the District Approved Projects list at the next MD 16 Convention following the fiscal year the project was placed on Status Quo by a vote of 50%+1 of the delegates assembled and voting.
- e. The District Cabinet Secretary will be charged with notifying all clubs within the District of a project's loss of Approved status within two weeks of the date of removal. The project will be removed from any list of approved projects that may be contained on the district website and future editions of the district directory.
- f. Once a project is removed as a District Approved Project, said project may not be sponsored or proposed again for a period of three (3) years from the date of removal.

F. District Projects that are also designated as Multiple District 16 Approved Projects

- a. The DAP-RC will not review District Approved Projects each year if they are also designated as a Multiple District Project and will defer to the review conducted by the MD 16 Approved Projects Review Committee.

- b. In the event that a District Approved Project which is also a Multiple District 16 Approved Project is placed on Status Quo, the DAP-RC will review the project to determine if it should also be placed on Status Quo as a District Project.

G. List of Current Projects

- a. All district approved projects of the former District 16C and former District 16B, were automatically continued as projects of District 16L when redistricting occurred in 2014. No criteria for becoming a district approved project was established at that time. Going forward, all continued projects will be subject to the review process as set forth in herein.
- b. The Current District Approved Projects are as follows
 - i. Challenged Children’s Charity Corporation (Helen Diller Vacation Home) - also an approved MD-16 Project
 - ii. Altru-Vision (formerly known as LEBDV) - also an approved MD-16 Project
 - iii. Greater Philadelphia Chapter of the Juvenile Diabetes Research Foundation (JDFR) - also an approved MD-16 Project
 - iv. John D. Young Memorial Lions Blind Center - also an approved MD-16 Project
 - v. Bestwork Industries For The Blind, Inc.

Chapter 2. District Governor Election Procedures

- A. In addition to completing the requirements in the 16L By-Laws, Article II, Section 2, it is customary for District Governor or Vice District Governor candidates’ clubs to write a resolution endorsing them for the office. This resolution is sent by regular post or electronic means to the Secretary of each District 16L Club, to the MD 16 office, and to the President of the District 16L Past District Governor’s Association for distribution to the members of the PDG Association.

Chapter 3. Interclub Courtesies

A. Purpose

- a. When Clubs disagree, it is often due to a lack of understanding of some of the unwritten rules and traditions practiced by clubs within the District that other clubs are unaware of; or due to a club’s lack of understanding of Lions International Board Policy. To minimize misunderstandings, the following guides lines regarding interactions with Lions from other clubs are established herein for clarity.

B. Visitation and Meals.

- a. All Lions, including visiting Region or Zone Chairpersons, District Governors, Vice District Governors, and Past District Governors, should be prepared to “pay their way” for a meal when attending another club’s dinner meeting or event, and not assume that they are a guest of the club unless the club specifically tells them in advance that their meal is complementary.
 - i. Any club, and especially small clubs, or clubs that are struggling financially should not feel obligated to pay for multiple “guest” dinners. The District Governor has an expense account with Lions International to pay for a club visitation meal for themselves **or** their Vice District Governor.
 - ii. It is considered polite for those on official club visitations, or, if applicable, their traveling companion, to discreetly speak to the club treasurer or other club officer at the dinner and offer to pay for their meals. Clubs should not take offense to this offer, and should politely decline if the club will be picking up the tab.
- b. When a **club invites** a Lion to be a featured guest speaker or induct club officers at a club dinner meeting, it is customary that the club pays for the guest’s meal as a token of appreciation for their time – just like they would for non-Lion guest speakers.
 - i. To avoid misunderstandings, when a club extends a personal invitation to another Lion to be a featured speaker it should be made clear at that time whether the meal will be complementary or not
 - ii. When sending printed invitations to events such as a Testimonial, Club Anniversary or Charity Ball, it is acceptable to write “complementary” on the response card to make it clear the invitee and their spouse/companion are not expected to pay their own way.

C. **Eyeglass/Hearing Aid Recycling Collection Boxes.**

- a. Any club is welcome to place a recycling box at a location in a municipality where there is no active Lions club, on a first come first served basis. If a new club forms in the area, the club that has the box should reach out to the new club to see if the new club wishes to monitor the box or would prefer that the box owner continue to collect the donated items.
- b. If a club decides to fold, they should remove all collection boxes that they maintain, or if possible, arrange for another club to take over the collection location.
- c. All collection boxes should be clearly labeled with the name of the club that placed the box, and the name and phone number of a member who can be called in the event that the box is overflowing. Without this information, well-meaning members of the public attempt to reach out to a club to let them know it is filled – and frequently contact the wrong club (usually one with a strong internet/social presence and easy to find online). Any misdirected calls about a collection box should be brought to the attention of the box owner, who should take care of the situation as soon as possible. It is a bad reflection on all District clubs if it remains unattended.

D. **Interactions with Schools.**

- a. Clubs should not approach schools about a service project, such as a Peace Poster Contest, LEO club formation, Eye Screenings, etc. in a community where there is another active Lions club without checking with that club first to be sure that they are not planning to conduct a project there themselves and to learn of any reason the school may not be receptive to a particular Lions project.
- b. Projects are not grandfathered. If a new club forms in the area where a club from another town was operating a school-related Lions project, the new club should have the opportunity to work with the school without objection from the club previously providing the service. The new club should be contacted by the club that has been providing the service to make them aware of the situation and to discuss continuation of the project in the future.
- c. Regional School districts, where students may attend school in a building outside the boundaries of the municipality where they live, may have several Lions clubs established within the regional territory of the school district. The Lions club that is in the municipality where the school is physically located should have the option of reaching out to the school first about a project. Sending and receiving school agreements between municipalities can change, so for practical purposes the closest club in proximity to the school would be the better choice to establish a relationship with the school.
- d. Multiple clubs should be able to offer scholarships to the same Regional school without rejection from another club. Each club should inform the others of their plans, so as not to confuse the school officials, who may not realize that multiple Lions clubs are offering separate scholarships.

E. **Club Area Names**

- a. When a new club is formed, The Lions International Board Policy requires that it be known by the actual name of the “municipality” or its equivalent governmental subdivision in which it is located. The term “municipality” is construed to mean the city, town, village, prefecture, county or similar officially named governmental unit. Some towns, per local tradition, are often referred to by residents by the name of one of the sections within a township, or by the name of the Post Office that serves them. (Due to the idiosyncrasies of the US Postal Service, not all municipalities have their own postal code). It can be a challenge for Lions to know what communities another club represents if they are not familiar with the area, or if a club has a hyphenated name, or a similar name to another club. Clubs and district leadership should consult this list to understand the community each club serves and to be sure they are referring inquiries from individuals for assistance or membership to the correct club. A club not on this list serves the New Jersey municipality for which it is named.
 - i. **Greater Wildwoods Lions** – Serves the City of Wildwood, the City of North Wildwood, the Borough of West Wildwood, and the Borough of Wildwood Crest.
 - ii. **Palmyra Riverton Cinnaminson Lions** – Serves Palmyra Borough, Riverton Borough and Cinnaminson Township
 - iii. **Turnersville - Washington Township Lions** – Turnersville is an unincorporated community that is located within the boundaries of Washington Township. The club serves all of Washington Township.
 - iv. **Ventnor - Margate** – Serves both Ventnor City and Margate City.

- v. **Voorhees - Gibbsboro Lions** – Serves both Voorhees Township and the Borough of Gibbsboro.
- vi. **Westmont Lions** – Westmont is an unincorporated community and census-designated place (CDP) located within Haddon Township in Camden County. The Club serves all of Haddon Township which includes the areas known as West Collingswood Heights and West Collingswood Extension.
- vii. **West Berlin Lions** – West Berlin is an unincorporated community and census-designated place (CDP) located within Berlin Township. The club serves Berlin Township which also includes the unincorporated communities of Crow Foot and Reed Crossing. All residents of Berlin Township use the common zip code of 08091 for West Berlin.
- viii. **Berlin Lions** – Serves Berlin Borough
- ix. **Williamstown Lions** - Williamstown is an unincorporated community and census-designated place (CDP) located in Monroe Township in Gloucester County. The club serves all of Monroe Township

F. Respecting Club Areas

- a. Fundraising and Service Projects.
 - i. Any Club in District 16L planning on holding a fundraising project in another Clubs' area, has the responsibility to notify that Club before planning of the proposed project. If the club located within the municipality is already planning a similar project at the same venue within a month of the proposed project's date, the outside club should choose a different date for their project. No club has exclusive territorial rights, and no one can deny any reasonable event. The key is communication between Clubs, common courtesy, and good Lionism
 - ii. When there is more than one club in the same town, or there exists a special interest or ethnic club that draws members from a large area across municipal lines, these clubs should be especially diligent about coordinating activities with nearby clubs so as to not compete for attendees at fundraisers or duplicate efforts, such as cleaning the same park or asking the same businesses for basket auction donations.
 - iii. Lions should be very clear about what club they represent when soliciting the donation of funds or services from businesses in an outside community where there is another club, so businesses do not incorrectly assume they are donating to their local club.
- b. Membership Recruiting
 - i. Clubs should not hold membership recruiting events, such as setting up a booth at a town festival, or mass mailing recruiting information to local businesses or a particular neighborhood, in an area already served by another Lions club.
 - 1. There is nothing improper about an individual Lion inviting a work colleague or friend who lives in another community that has a Lions club, to join their club; however, letting the prospective Lion know that there is a club in their hometown, and not saying anything disparaging about it, should be part of the conversation.
 - 2. If a club is holding a recruiting event at a public event, it is likely that not everyone attending will live in the community where the event is held. Clubs should have information available about other clubs in the area, such a district directory or link to the district website and refer anyone expressing interest in joining in another area to the proper clubs.
- c. Neighboring District Cooperation
 - i. If a Club in District 16L is doing a project in another District, or a District 16L Lion is working on establishing a club in a district other than their own, the District Governor of the neighboring district should be consulted as to who should be contacted in their district for coordinating purposes.
 - ii. District 16L Clubs and Leadership should be welcoming and cooperative to Lions from other Districts who wish to provide service in our area or wish to assist in membership recruiting efforts. The guidelines established herein for inter-club cooperation, should also apply to inter-district cooperation for events held within District 16L borders.

G. LEO Clubs

- a. Each Lions year, any Lions Club that is sponsoring a LEO club, must provide the District LEO Chairperson and the District Governor the name and contact information of the club advisor, and the name and contact information of the member(s) of the Lions club acting as the Liaison to the LEO Club. Changes to these appointments during a Lions year should also be communicated.
 - i. It is the club's responsibility to enter the names of the advisors and liaisons in the Lions Portal.
- b. If a Lions club that is sponsoring a Leo club decides it is no longer in a position to continue sponsoring the LEO club, the District Governor should be consulted so that the possibility of finding another club to take over sponsorship can be explored.
 - i. Any transfer of sponsorship of a Leo Club from one Lions Club to another must be approved by a majority vote of the District Cabinet.
- c. To assist district leadership in understanding the communities served by a school with a LEO club and identify areas where a LEO club might be started, a list of Regional districts with high schools in areas served by District 16L clubs shall be maintained in this Policy Manual, and monitored for updates by the Constitution and By-Laws committee. This list only contains districts where there is a local Lions club in the area and does not include private and parochial high schools.
 - i. Regional High School Districts with LEO clubs:
 1. **Southern Regional School District** – Barnegat Light, Harvey Cedars, Long Beach Township, Ship Bottom, Surf City, Beach Haven, Ocean Township and Stafford Township. There is a LEO club at Southern Regional High School sponsored by the Stafford Township Lions.
 2. **Gateway Regional School District** – National Park, Wenonah, Westville and Woodbury Heights. There is a LEO club at Gateway Regional High School sponsored by the Westville Lions.
 3. **Black Horse Pike Regional School District** – Bellmawr Borough, Gloucester Township and Runnemede Borough. Students from Bellmawr and Runnemede attend Triton Regional High School, while students from Gloucester Township are split across the district's three high schools: Highland, Triton and Timber Creek. There is a LEO club at Timber Creek Regional High School sponsored by the Gloucester Twp Lions.
 4. **Cumberland Regional High School** - Deerfield Township, Fairfield Township, Greenwich Township, Hopewell Township, Shiloh Borough, Stow Creek Township and Upper Deerfield Township. There is a LEO Club at the high school (located in Seabrook section of Deerfield Twp) which is sponsored by the Bridgeton Lions.
 5. **Overbrook High School** – Located in Pine Hill, it serves as the high school for Pine Hill School district, and also serves the communities of Berlin Township and Clementon through sending/receiving relationships with their respective school districts. There was a LEO Club at the school sponsored by the former Greater Clementon Lions. When the Greater Clementon Lions closed, sponsorship was transferred to the Laurel Spring Lions.
 6. **Freehold Regional High School District** – The district consists of six high schools serving students from Colts Neck Township, Englishtown, Farmingdale, Freehold Borough, Freehold Township, Howell Township, Manalapan Township and Marlboro Township. Each of the six high schools is located in their respective communities: Howell High School in Howell Township, Manalapan High School in Manalapan Township, Marlboro High School in Marlboro Township, Colts Neck High School in Colts Neck Township, Freehold Township High School in Freehold Township & Freehold High School in Freehold Borough, although school boundaries do not match municipal boundaries. There is a LEO Club in Marlboro High School, sponsored by the Freehold Township Lions.
 7. **Upper Freehold Regional School District** – Allentown Borough, Upper Freehold Township and Millstone Township. There is a LEO club at Allentown High School sponsored by the Allentown Lions.
 - ii. Regional High School Districts in areas served by District 16L Lion Clubs without LEO clubs:
 1. **Red Bank Regional High School** – Little Silver, Red Bank, Interlaken, Deal and Shrewsbury
 2. **Shore Regional High School** – The school is located in West Long Branch and serves students from Monmouth Beach, Oceanport, Sea Bright and West Long Branch.

3. **Henry Hudson Regional High School** – Atlantic Highlands and Highlands.
4. **Sterling High School** – Magnolia, Somerdale, Stratford, Hi-Nella, and Laurel Springs
5. **Eastern Camden County Regional School District** – Berlin Borough, Gibbsboro and Voorhees Township all attend Eastern Regional High School located in Voorhees.
6. **Lenape Regional** - Evesham Township, Medford Lakes, Medford, Mount Laurel, Shamong Township, Southampton Township, Tabernacle Township and Woodland Township
7. **Middletown Township High School** – Stone Harbor, Avalon, Middle Township, Dennis Township, and Woodbine
8. **Wildwood High School** – Wildwood Crest, North Wildwood, Wildwood