

# **POLICY MANUAL**



**LIONS OF INDIANA, INC.**

**MULTIPLE DISTRICT 25**

Revised-April 29, 2017

# Lions of Indiana, Inc.

## Policy Manual

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# **LIONS OF INDIANA POLICY MANUAL**

## **PURPOSE**

This Policy Manual covers policies pertaining to the operations of the Council of Governors, personnel policy for the State Office and policies for performing tasks assigned to the Council of Governors by the Lions of Indiana, Inc./Multiple District 25 Constitution and By-laws. Nothing in this manual shall supersede any provision of the Lions of Indiana, Inc. Multiple District 25 Constitution and By-laws.

## **ARTICLE I – GENDER AND DEFINITIONS**

### Section 1. GENDER

Wherever the male gender or pronoun presently appears in this Lions of Indiana, Inc. Policy Manual, it shall be interpreted to mean either male or female persons without distinction.

### Section 2. DEFINITION – COUNCIL OF GOVERNORS

The “Council of Governors” as referred herein is comprised of the State Council Chair and the District Governors.

### Section 3. DEFINITION – COUNCIL

The “Council” as referenced herein is comprised of the Council of Governors, as defined above, the Comptroller and Administrative Secretary, plus other groups from among the First Vice District Governors, or the Second Vice District Governors, each respectively with or without observer only status as may be decided by the Council of Governors at any time by simple majority vote.

## **ARTICLE II – STATE COUNCIL CHAIR**

### Section 1. SELECTION

The selection and purpose(s) of the State Council Chair shall be governed by the Lions of Indiana/Multiple District 25 Constitution and By-laws.

### Section 2. ELECTION

The selection of the State Council Chair shall be conducted as follows

- 1) Election will be by secret ballot of the incoming District Governors during an executive session meeting to be held immediately after the State Convention.
  - 2) The current State Council Chair will preside at this election but will not vote.
  - 3) Each candidate for State Council Chair will be allowed to address a closed session of the incoming Council of Governors for no more than five minutes. Incoming Council members may question the candidate as needed after his address before voting. Additional questions may be asked between votes should more than one ballot be necessary.
  - 4) Should the position of State Council Chair become vacant for any reason, an election will be held to elect a replacement at the next scheduled Council of Governors meeting. The Vice State Council Chair will preside until a new State Council Chair is elected.
- DUTIES**

The duties of current State Council Chair are:

- 1) Preside over all Council meetings.

- 2) Provide an agenda to each member at least ten (10) days prior to each Council meeting. The agenda may be distributed by mail or electronic transmission as requested by each of the District Governors, First, and Second Vice District Governors.
- 3) Promote harmony within the Council.
- 4) Obtain, prior to the first Council meeting, all information available from the Host Club regarding the upcoming State Convention.
- 5) Provide all candidates for a state elective office a copy of the most recent Lions of Indiana Policy Manual and a current copy of the Lions of Indiana/Multiple District 25 Constitution and By-laws.
- 6) Responsibility for the front page of the Hoosier Lion newspaper and all other articles, except for those, which are submitted by the District Governors, or the State Constitution and By-laws Committee.
- 7) Notify all Past District Governors in the State of Indiana that the Council of Governors has opened nominations for a Multiple District and/or International Office prior to December 1st.
- 8) As Immediate Past Council Chair, preside at the Long Range Planning Committee meeting held prior to each State Council meeting, and then serve two additional years as a member of the Committee.
- 9) Schedule and hold an orientation meeting with the State Comptroller-Elect, the State Comptroller and the State Council Chair-Elect and such other persons as needed, prior to the International Convention.
- 10) Advise District Governors-Elect and spouses by letter of the mode of dress for all functions they are required to attend. They must be advised at least two (2) weeks prior to departure for the International Convention.
- 11) The Council Chair will not serve as chair of any other State committee, but may serve as an ex-officio member of any of them.
- 12) Preside at meetings of the Indiana Caucus held at International Conventions.
- 13) Serve as a member of the International Convention Committee.
- 14) Serve as the informational liaison between the State Administrative Secretary and District Governors in the months between Council Meetings.

### **ARTICLE III – VICE COUNCIL CHAIR**

#### Section 1. SELECTION

The Vice Council Chair will be selected by the incoming Council of Governors (District Governors Elect) at the pre-year planning meeting.

#### Section 2. REMOVAL

The Vice Council Chair may be removed from that office, but not from the Council, by a majority vote of the Council of Governors.

#### Section 3. RESPONSIBILITIES

The position of Vice Council Chair is an administrative one, established for the purpose of operational continuity in conducting the authorized business of the Council of Governors. Duties of the Vice Council Chair are:

- 1) Approve and sign appropriate travel expense vouchers pertaining to Council meetings.
- 2) Chair the Saturday Night Banquet at the State Convention.
- 3) Chair any Council meeting in the absence of the Council Chair.

#### **ARTICLE IV – DISTRICT GOVERNORS AS COUNCIL MEMBERS**

##### Section 1. DUTIES

Duties of the District Governor are defined in The International Association of Lions Clubs Constitution By-laws. In addition to those duties, District Governors, as Council Members, will:

- 1) Together with his/her Cabinet Treasurer and District Audit Chair, attend training on District bookkeeping and audit procedures as established by the State Audit Chair.
- 2) Conduct an investigation of any discrepancy revealed by District audits and report the discrepancy and results of the investigation to the State Audit Chair within 30 days of the discovery of any such discrepancy.
- 3) Forward a copy of all District audits to the State Audit Chair within 30 days of the completion of such audit.
- 4) Advise the 1<sup>st</sup> and 2<sup>nd</sup> VDG's, Region and Zone Chairs, upon their appointment and/or election, of the availability of this Policy Manual on the MD 25 website.

##### Section 2. JEWELLED PIN REQUIREMENTS

- (a) A Jeweled "Past District Governor" pin will be presented to a District Governor, on behalf of the Lions of Indiana, provided the Governor has met the following requirements:
  - 1) Has performed all the duties and responsibilities of the District Governor as listed in The International Association of Lions Clubs Constitution By-laws.
  - 2) All monies owed by the District Governor and due to the Lions of Indiana are paid no later than July 31st following the expiration dates of the District Governor's term of office.
  - 3) All necessary information regarding the state directory requested by the State Administrative Secretary must have reached the State Office by May 30th, following their election.
  - 4) Has attended all Council meetings.
  - 5) All District Governor's articles for the Lions State Newspaper were submitted by the deadline date established by the publisher.
  - 6) Has published and distributed a newsletter each month.
  - 7) All PU-101 reports were turned over to the District Governor-Elect.
  - 8) Has published and distributed a District Directory by August 31.
- (b) The Council of Governors, the State Comptroller and the Administrative Secretary will act as a review board for the recipients of the Jeweled Pin presented by the Lions of Indiana. The report of the review board must be finalized by the January Council Meeting and the pins will be presented at the following State Convention.
- (c) Notification will be made to all Immediate Past District Governors following the January Council Meeting by the Council Chair.

## **ARTICLE V – FIRST AND SECOND VICE DISTRICT GOVERNORS AS OBSERVERS**

### **Section 1. FIRST VICE DISTRICT GOVERNORS STATUS AND DUTIES**

First Vice District Governors have observer status with regard to the Council of Governors and are not voting members except when special privilege to vote is granted by a majority vote of the Council of Governors. Duties of the First Vice District Governor are defined in The International Association of Lions Clubs By-laws. In addition to those duties, First Vice District Governors, as Council observers, will:

- 1) Perform duties as requested by the District Governor.
- 2) Prepare themselves for their year as Governor.
- 3) Attend all training as provided by the Multiple District 25 Global Leadership Team Chair and as prescribed by the Leadership Development Department of Lions Clubs International and the chair of the District Governor School and the Lions of Indiana Multiple District 25 Constitution and By-laws, and as may be requested by the District Governor.
- 4) Attend their District cabinet meetings and their District Convention(s).
- 5) Attend all MD25 State Conventions.
- 6) Attend the Mid-Winter Conference.
- 7) Actively assist the District Global Membership Team, and be the District Governor's Team liaison to the Global Membership Team.

### **Section 2. FIRST VICE DISTRICT GOVERNOR RECOMMENDED DUTIES**

It is highly recommended that the First Vice District Governor:

- 1) Work at the state fund raising projects of the Indiana Lions Foundation, including, but not limited to, the Indianapolis Motor Speedway projects and the Indiana State Fair.
- 2) Attend District Officer training and leadership skills workshops.
- 3) Actively assist the District Global Membership Team, and be the District Governor's Team liaison to the Global Membership Team.
- 4) Attend as many Council of Governors Meetings as possible.
- 5) Attend as many zone and region meetings as possible.
- 6) Attend at least one (1) meeting of each State Project and attend any State Project presentations for their visiting International Directors.
- 7) Attend USA/CANADA Forum.

### **Section 3. FIRST VICE DISTRICT GOVERNOR UNIFORM**

By the first Council meeting of their year as First Vice District Governor, the First Vice District Governors shall have their uniforms and shall thereafter adhere to the same dress code as the Council of Governors.

### **Section 4. SECOND VICE DISTRICT GOVERNORS STATUS AND DUTIES**

Second Vice District Governors have observer status with regard to the Council of Governors and are not voting members except when special privilege to vote is granted by a majority vote of the Council of Governors. Duties of the Second Vice District Governor are defined in The International Association of Lions Clubs By- laws. In addition to those duties, Second Vice District Governors, as Council observers, will:

- 1) Perform duties as requested by the District Governor.

- 2) Prepare themselves for their year as First Vice District Governor.
- 3) Attend all training as provided by the Multiple District 25 Global Leadership Team Chair and as prescribed by the Leadership Development Department of Lions Clubs International and as may be recommended by any of them, and as may be requested by the district Governor.
- 4) Attend District cabinet meetings and their District Convention(s).
- 5) Attend all MD25 State Conventions.
- 6) Attend the Mid-Winter Conference.
- 7) Actively assist the District Global Leadership Team, and be the District Governor's Team liaison to the Global Leadership Team Chair.

#### Section 5. SECOND VICE DISTRICT GOVERNOR RECOMMENDED DUTIES

It is highly recommended that the Second Vice District Governor:

- 1) Work at the state fund raising projects of the Indiana Lions Foundation, including, but not limited to, the Indianapolis Motor Speedway projects and the Indiana State Fair.
- 2) Attend District Officer training and leadership skills workshops.
- 3) Actively assist the District Global Leadership Team, and be the District Governor's Team liaison to the Global Leadership Team Chairs.
- 4) Attend as many Council of Governors Meetings as possible.
- 5) Attend as many zone and region meetings as possible.
- 6) Attend at least one (1) meeting of each State Project and attend any State project presentations for their visiting International Directors.
- 7) Attend USA/CANADA Forum.

### **ARTICLE VI – COUNCIL OF GOVERNORS MEETINGS**

#### Section 1. COUNCIL MEETING ACCESS

All non-closed executive session meetings of the Council of Governors will be open to any Lion who is a member in good standing of any Lions Club of Multiple District 25 and providing such club is in good standing as determined by the Council Chair with the advice of the State Comptroller.

#### Section 2. CLOSED EXECUTIVE SESSIONS

- (a) When a quorum of the Council of Governors is present a closed executive session of the Council may be convened after approval by a majority vote of the Council of Governors members present. 1st and 2nd VDG's may be invited to attend these closed sessions on a case by case basis.
- (b) Closed sessions are held for discussion purposes only. No formal vote may be taken during a closed session.

#### Section 3. RULES OF ORDER

Roberts Rules of Order will govern all meetings of the Council.

#### Section 4. MEETING NOTIFICATION



Council meetings may be called at any time by the Council Chair. At least ten days written or electronic mail notice will be provided to all of the following:

- 1) District Governors
- 2) First Vice District Governors
- 3) Second Vice District Governors
- 4) State Comptroller
- 5) State Administrative Secretary
- 6) State Committee Chairs
- 7) Past International Directors
- 8) Current International Officers

#### Section 5. NOTIFICATION AND LOCATION OF SPECIAL COUNCIL MEETINGS BY THE DISTRICT GOVERNOR

District Governors will be responsible for notifying all Past District Governors in their Districts of any special Council meeting and the location within three days of their notification of such meetings.

#### Section 6. MEETING LOCATIONS

Council meetings will be rotated among the sub-districts of Multiple District 25. The Council Chair will decide which sub-district will be responsible for each planned meeting and designate those District Governors no later than the first Council meeting following the State Convention. Responsibility for the first Council meeting of the new Council will be assigned by the outgoing Council Chair. First Vice District Governors will set dates and locations for the Council meetings to be held during their year as District Governor. This will be done at the 1st Council meeting in the year they serve as First Vice District Governors.

#### Section 7. MEETING ARRANGEMENTS

The District Governor responsible for the Council meeting will:

- 1) Select an appropriate site for the meeting.
- 2) Coordinate arrangements with the State Administrative Secretary.
- 3) Make all arrangements necessary for hotel space, meeting rooms and other required support as defined by the Council Chair.
- 4) Secure approval of the Council Chair for all meeting arrangements no later than thirty days prior to the meeting date.

### **ARTICLE VII – SPECIFIC DUTIES ASSIGNED TO THE COUNCIL OF GOVERNORS**

#### Section 1. STATE FUNDS

The Council will administer and authorize all expenditures of the funds of the Lions of Indiana, in compliance with the current Lions of Indiana/Multiple District 25 Constitution and By-laws and in accordance with the approved budget.

#### Section 2. COUNCIL VICE-CHAIR

The Council will elect from its members a Council of Governors Vice-Chair. This is to be done at the Pre Council Meeting.

#### Section 3. ADMINISTRATIVE SECRETARY

Hire a Multiple District Administrative Secretary. Said position to be reviewed periodically.

#### Section 4. GIFTS TO INTERNATIONAL DIGNITARIES

- (a) All gifts for International dignitaries will be approved by a majority vote of the Council.
- (b) Monetary value of gifts for International dignitaries will be limited to the amount contained in the budget except that the Council may vote to provide additional monies from their personal funds or funds donated by outside agencies.
- (c) One-of-a-kind gifts to International dignitaries will be approved by a majority vote of the Council.

#### Section 5. STATE COMMITTEE CHAIRS

Appoint a State Chair for each State Committee as authorized in the Lions of Indiana/Multiple District 25 Constitution By-laws. Such Chair must serve as the District Chair of that committee, with the exception of the Global Leadership Team and Global Membership Team. Selection of the Chairs is to be made at the Council Pre-organization meeting, and confirmed by vote taken immediately after District Governors are installed at the International Convention. No Lion shall serve as Chair of more than one (1) state committee, and shall have a good record of attendance and participation on that committee. State Chairs must each agree to attend the State Convention and Council Meetings as requested in order to perform the duties of the committees. If not able to attend, a written report must be submitted to the State Administrative Secretary at least ten days before the meeting.

#### Section 6. SURETY BONDS

- (a) The Council will review the status, amounts and cost of required surety bonds annually at the first meeting of the Council.
- (b) Should the Council determine that new bonding is needed; the Council will select the lowest bid from at least two independent quotes.

### ARTICLE VIII – STATE CONVENTION

#### Section 1. SITE SELECTION

- (a) The Council will be responsible for selecting the site of the State Convention to be held three years following the year in which the Council takes office, in accordance with the rotation system outlined in the MD 25 By-Laws.
- (b) Each club wishing to host the convention will make a presentation to the Council at its third scheduled meeting.
- (c) The Council will select the winning site, and the dates to be held, at the Council Meeting held during the State Convention during their term of office. Selection will be by majority vote of the Council.
- (d) The Council Chair may appoint Council members to perform any investigative work required to determine the suitability of any proposed site.
- (e) Any change to approved convention facilities, operations or dates and times pertaining to the State Convention must be approved by a majority vote of the Council.

#### Section 2. CONVENTION FINANCES

- (a) The Council will approve the budget for the State convention to be held during their term of office.
- (b) The Council will approve the disbursement of all funds relating to the State Convention including the reserve fund established by Article X, Section 4 of the Lions of Indiana Multiple District 25 Constitution.

- (c) The Lions State Administrative Secretary will sign all Convention contracts which are binding to the State Lions, i.e. convention center, hotels, and caterer. The Host Club will sign contracts for souvenirs, speakers, entertainment and any special events unless specifically requested by the Council.

### Section 3. CONVENTION MANAGEMENT

The Council Chair will appoint a member of the Council to chair each plenary session of the State Convention.

### Section 4. PARLIAMENTARIAN COMMITTEE

- (a) The State Parliamentarian Chair shall see that there is a minimum of one (1) Parliamentarian (selected from the District Parliamentarians) in attendance at each business session of the Convention.
- (b) The State Parliamentarian Chair shall assign and get verification of the Parliamentarians (with list of same in the hands of the Chair of the State Council and a copy to State Convention Chair) ten (10) days prior to the opening business of the Convention.
- (c) The State Parliamentarian Chair will not be required to be at all business sessions but must be available within fifteen (15) minutes.
- (d) The State Parliamentarian Chair shall require that the Rules of Order adopted by the Delegates of the Convention be abided by.
- (e) The State Parliamentarian Chair shall request the appointment of a new Parliamentarian from the District Governor of any District that has no Parliamentarian present at the State Convention.

### Section 5. RULES COMMITTEE

- (a) This Committee outlines the Rules of Procedure, which shall govern the Lions of Indiana State Convention. These rules must be approved by the Convention at the opening session. In the absence of a ruling by the Committee, Robert's Rules of Order shall govern.
- (b) The Chair of the Rules Committee, when called upon for his report, reads the Rules, which the Rules Committee proposes to be adopted for governing the convention. He then makes the following motion: "Lion Chair, I move the adoption of these Rules of Procedures." (c) The following rules of procedure are suggested as a guide for the Committee:
  - 1) Order of Business - the regular Order of Business on the program will be strictly adhered to, and new business will be in order at each session only at the conclusion of the regular program.
  - 2) Registration (Certification) - The Delegates and Alternates Registration (Certification) Booth will be open as advertised during the convention, except during the lunch period.
  - 3) Resolutions - Resolutions are not to be read from the floor. All resolutions must be typewritten on one side of the page and delivered to the Chair of the Resolutions Committee.
  - 4) Speakers - No person, exclusive of those who have been assigned such speeches and discussion, shall be allowed to speak more than twice nor shall be permitted to speak more than three (3) minutes each time on any subject without the consent of the Chair. No delegate shall be allowed to use the floor for the purpose of public lecture or debate with another delegate.
  - 5) Voting - On all matters presented, each chartered club in good standing in the state shall be entitled at this convention to one voting delegate and one alternate, who must be present in person, for each ten (10) members or major fraction thereof, of said club, who have been enrolled for at least one year and one day in the club, as shown by the records of the International office on the first day of the month last preceding that month during

which the Convention is held. The major fraction referred to in this section shall be five (5) or more members. All current and Past District Governors, when properly registered and certified, shall be an accredited delegate to the State Convention but shall not be included in the delegate quota of his club for such convention.

- 6) Nominations for Candidates - Nominations for State and International office Candidates shall be made by the Nominations and Elections Committee Chair with one seconding speech of not over three (3) minutes duration for each candidate.
- 7) Parliamentary Procedure - Robert's Rules of Order, Newly Revised - For Parliamentary Procedure if not otherwise specifically covered.
- 8) No business session shall be properly convened without the State Parliamentarian or a member of the Parliamentarian Committee and a member of the Rules Committee or a duly appointed representative being present.
- 9) The Rules Committee shall be responsible for reporting to the Chair of the business session any breach or violation of the rules here prescribed. The Rules of Procedure shall not be suspended or added to except with the consent of two-thirds vote of the delegates present.
- 10) The Chair of any State Committee making a report to a State Convention session shall submit the report in written form. Oral explanations may be made by the Committee Chair if requested by the session Chair and may be made if there are copies of the report available to distribute to the delegates during the oral explanation.

#### Section 6. SERGEANT-AT-ARMS COMMITTEE

- (a) Inspects the Convention hall and sees that everything is in readiness for the session.
- (b) Assists the presiding District Governor by maintaining order and performing such others duties as requested by the presiding District Governor.
- (c) Cooperates with the Elections Committee by maintaining order while the balloting is taking place.
- (d) The Sergeant-at-Arms and Assistant Sergeant-at-Arms are stationed at the doors to the convention hall to receive and relay messages.
- (e) It is the duty of the Sergeant-at-Arms Chair to see that all assistant Sergeants-at-arms receive proper instructions and perform the duties assigned to them (such as properly seating all delegates, distributing printed materials, copies of reports, etc.).
- (f) At any Evening banquet or activity it is the duty of the Sergeant-at-Arms and his assistants to maintain proper order and to receive and relay messages and inquiries when needed.

#### Section 7. STATE CONVENTION ADVISORY COMMITTEE

- (a) A State Convention Advisory Committee will be appointed by Council Chair and will consist of the following:
  - 1) State Administrative Secretary
  - 2) State Comptroller
  - 3) District Governor (of District in which the Convention is to be held)
  - 4) Vice District Governor (of District where Convention will be held next year)
  - 5) Immediate Past District Governor (who served on committee the year before, unless Council Chair - then Council Chair will appoint another Past District Governor)
  - 6) Past State Convention Chair (to be named by Council Chair)
  - 7) State Council Chair will appoint one member to serve as committee chair.
- (a) State Convention Advisory Committee shall function as a liaison between the Council and the host committee.

- 1) Review bids and making recommendations to Council.
- 2) Assist Council with onsite inspections.
- 3) Develop standardized requirements for registration forms.
- 4) Annually review and update bid packets.
- 5) Assist in the review of contracts for convention centers and hotels.
- 6) Meet with chair of convention committee at least twice in year prior to the convention to assist and advise in preparing for convention.
- 7) Meet quarterly with host convention committee during year of convention.
- 8) Submit reports to Council on visits outlining any areas of concern.

#### Section 8. CREDENTIALS COMMITTEE (VOTING MANAGEMENT)

- (a) The Indiana State Convention Credentials Committee is composed of the State Comptroller as Chair, and all District Cabinet Secretaries. The Chair may appoint a Co-Chair whose duty it is to compile the credential statistics and report to the Convention. The credentials report will include:
  - 1) Total number of delegates registered and certified.
  - 2) Number of delegates registered and certified from each District in the State.
  - 3) Number of alternates registered and certified from each District in the State.
- (b) A credentials booth should be set up in the headquarters hotel lobby or other place designated for registering. This booth should contain tables sufficient to seat one member of the Credentials Committee from each District in the State on one side of the table and give them room to work. The section of the table for each District should be plainly marked with the District identification on a large placard.
  - 1) The Chair of the Credentials Committee will arrange with the Cabinet Secretary of each District to have, at the Credentials booth, a record sheet for each club in the District which will show the authorized number of delegates and alternates and on which the delegates and alternates will sign as they have their credential cards certified.
  - 2) Either the Cabinet Secretary, Cabinet Treasurer, or a Lion who has been appointed by the Cabinet Secretary or the District Governor, should be at the credentials booth of the District at the times during the hours specified for registering.

#### Section 9. NOMINATIONS AND ELECTION COMMITTEE

- (a) The duty of this committee is to take complete charge of the balloting at the State Convention (counting the votes and announcing the results of the voting).
- (b) Whenever there is a contested office to be elected or a contested International Candidate race, the Chair of the Nominations and Elections Committee shall hold a drawing to determine the position of the candidates' names on the official ballot. The drawing shall be held at the Lions of Indiana State Office 15 to 45 days prior to the opening of the State Convention. All candidates will be notified by the Chair as to the date and time of the drawing and that the candidate or representative may be present for the drawing.
- (c) Procedure - An appraisal of and check of availability of all necessary voting equipment should be made before the start of the State Convention. On the day of voting the Committee must be at the location designated for voting and check to see that all necessary equipment (including ballots, ballot boxes, pencils, tablets, etc.) is on hand and in readiness before the hour set for the voting to begin. Only delegates, properly certified by the Credentials Committee, are entitled to vote. An Election Committee checks to see that the delegate is properly registered. The delegate signs the

district record of certified delegates, is then handed a ballot(s), and directed to the voting tables. After marking the ballot(s), the delegate places it/them in the proper box and exits the voting room.

- (d) At the time specified for the voting to cease, the Elections Committee immediately counts the ballots, after which it proceeds to the Convention session. When called upon by the presiding officer, the Committee makes its report on the results of the voting.
- (e) The polls must open and close at the specified hours. The ballots must be closely guarded and no person issued a ballot except delegates who have been properly certified.
- (f) The Nominations and Elections Committee Chair shall notify each candidate of the election results in each candidate's race before reporting the results to the Convention session.
- (g) Each candidate shall be allowed one observer of their choosing during the casting of ballots and during the counting of the ballots. The observer must be a member in good standing in a club of good standing within Multiple District 25.

## **ARTICLE IX – STATE COMPTROLLER**

### Section 1. COMMUNICATION

All communications to the Council should be electronic, whenever possible. Section

### 2. ANNUAL AUDIT

- (a) In addition to the annual audit provided by the Lions of Indiana Multiple District 25 Constitution and By-laws, the Council may call for a special examination of the state's books and accounts. Such examination must be approved by a majority vote of the Council.
- (b) Members of any special audit or examination team will be appointed by the Council with one member appointed by each District Governor. A minimum of three appointees shall participate in the special audit or examination.

### Section 3. ATTENDANCE

Attend all meetings of the Council of Governors and the state Budget and Finance Committees.

### Section 4. ORIENTATION MEETING

Hold an orientation meeting with the State Comptroller-Elect, the Council Chair-Elect, the District Cabinet Secretary-Treasurers, and any other such Persons that the Council Chair may direct, at least 30 days prior to the International Convention.

### Section 5. RELATIONSHIP TO COUNCIL MEMBERS

The State Comptroller may not be directly related to any member of the Council. Section

### 6. SURETY BONDS

- (a) The Comptroller shall present the status, amounts and cost of required surety bonds annually at the first meeting of the Council.
- (b) Should the Council determine that new bonding is needed; the Council will select the lowest bid from at least two independent quotes.

## **ARTICLE X – STATE ADMINISTRATIVE SECRETARY**

### Section 1. COMMUNICATIONS

All communications to the Council should be electronic wherever possible.

### Section 2. HIRING

- (a) An Administrative Secretary shall be hired by the State Council and shall report directly and only to the Council Chair. This position shall be considered a salaried employee. The position shall be

offered to all Lions in good standing with their Club and they shall have time to respond before the position is offered to the public. Qualifications for the State Administrative Secretary are:

- (b) Possess leadership and supervisory experience to carry out the duties assigned.

### Section 3. DUTIES

- a. Maintain liaison with the State Office Holding Corporation.
- b. The State Administrative Secretary shall be responsible for the state office administrative personnel authorized by this Policy Manual; including, but not limited to hiring, supervising, reviewing individual's performance, and recommending wage increases that are to be brought to the Council for approval.
- c. To work in the office during established days and work hours as agreed to by the Council of Governors. Plan to work on days when there is no other employee present.
- d. Insure that the state office is open and attended during the hours listed in Article XII, Section 4, "Hours of Work", excluding holidays which are listed in Article XII, Section 11 "Holidays".
  - 1) Make arrangements for opening the office building for the conduct of meetings authorized by the Council of Governors at hours other than those noted above.
- e. Serve as a resource person for special projects such as assisting:
  - 1) New Club chartering and Charter Nights and Leo Clubs
  - 2) The host club with State Convention preparations
  - 3) The International Convention Committee Chair with convention details
  - 4) The Council with International Officer election campaigns
  - 5) The Council Members in making arrangements for Council meetings
  - 6) In training the Vice District Governors
  - 7) In general; the State Administrative Secretary is the resource Lion for special projects and events.
- f. Attend all council meetings as administrative advisor and recording secretary. Minutes are to be completed and sent, electronically, when possible, to the Council within twenty (20) working days following the Council Meeting.
- g. Keep accurate records of accounts and minutes of all State Council and Multiple District Meetings and permit inspections of the same by any member of the Council or his duly authorized agent.
- h. Advise the State Council and the State Comptroller of the expiration dates of all surety bonds or insurance and the amounts thereof and assist the State Comptroller in the purchase or renewal thereof as needed and as determined by the Council.
- i. Develop and reproduce the Lions of Indiana State Directory prior to the first council meeting.
  - j. Maintain the Lions of Indiana/Multiple District 25 Constitution and By-laws and Lions of Indiana Policy Manual, by ensuring that all approved revisions or other changes are incorporated. Reproduce and distribute copies of the MD25 Constitution and By-laws and Policy Manual to the District Governors and 1st Vice District Governors at the first Council meeting.
- k. Distribute, via e-mail when possible, the State Convention minutes to the Council within twenty-five (25) working days following the Convention.
- l. Notify Lions Clubs International of the names, addresses and phone numbers of all District and State Committee Chairs.
- m. Notify all State Chairs, electronically if possible, that they have been elected or appointed, and supply them with a copy of the current State Policy Manual. At the same time, provide to all State

Chairs and State Projects, a copy of the Price Sheet for figuring the cost of using State Office supplies.

- n. Maintain a current mailing list of all Lions Club Presidents and Secretaries within the State.
- o. Secure any printing resources needed that are beyond the capabilities of the Lions of Indiana State Office.
- p. Inventory and distribute the state pins.
- q. Inform, via-email when possible, the Lions of Indiana of the visit to the state by any member of the International Family giving the time, place and details of their arrival and the meeting where they will appear.
- r. Maintain an "up-to-date" calendar on the MD25 website with the dates of events throughout the Multiple District.
- s. Provide the District Governors-Elect with a list of dates for all functions, Project Committee meetings, and/or other dates which could cause a conflict with the scheduling of Banner Nights, Council Meetings, Cabinet meetings or Sub-District Conventions.
- t. Perform duties in support of the Indiana State Convention according to the following guidelines:
  - 1) Prepare all material in advance - such as project and committee reports and the Lions of Indiana/Multiple District 25 Constitution and By-laws changes.
  - 2) Print ballots and sample ballots for the State Convention.
  - 3) Design seating arrangements for all of the head tables including the place cards and mail copies of the instructions to all persons involved.
  - 4) Print agendas for the District Governors for each Business Session.
  - 5) Furnish the Host Club with information requested.
  - 6) Be certain all equipment arrives at the Convention site (i.e. ballot boxes, Constitution and By-laws proposals, flags, banners, supplies to be sold by the State Office and any further information requested).
- u. Perform International Convention duties as follows:
  - 1) Reproduce any information requested by the International Convention Committee Chair and distribute to all persons concerned.
  - 2) Be certain all supplies sold by the Lions of Indiana State Office are shipped to the Convention site.
  - 3) Prepare and ship Lions of Indiana equipment to be used at the International Convention.
  - 4) Print thank you notes and mail as needed.
  - 5) Print Hospitality function tickets as needed.
  - 6) Prepare whatever mailings are necessary if Indiana has a candidate for International office.
  - 7) Perform any other duties required for successful participation by Indiana delegates at the International Convention.
- v. Serve as secretary for the International Convention Committee.

#### **ARTICLE XI – ADDITIONAL ADMINISTRATIVE PERSONNEL**

All in-house positions offered by Lions of Indiana, Inc. shall first be offered to all Lions in good standing with their Clubs, and they shall have fourteen (14) days to respond from the date of posting before the position is offered to the public.



All positions, including salary/wages, are to be approved by the State Administrative Secretary and the Council of Governors.

### Section 1. ADDITIONAL ADMINISTRATIVE PERSONNEL

#### (a) Office Administrative Assistant (part time) for the State Office - Duties

- 1) Be responsible for the daily operation of the State Office under the direction of the State Administrative Secretary
- 2) Be present at the office during regular business hours except when otherwise directed by the Administrative Secretary.
- 3) Maintain a checklist of all of the functions of the State Office, the proper timing of such and to see that they are carried out.
- 4) Be prepared to assume the duties of the Administrative Secretary when needed.

## **ARTICLE XII – EMPLOYMENT POLICIES**

### Section 1. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

- (a) The Lions of Indiana, Inc. is dedicated to equal employment and advancement opportunities. It is our policy to provide equal employment opportunities to all individuals based on job-related qualifications and the ability to perform a job, without regard to age, sex, race, religion, national origin, physical or mental handicap, marital status, familial status, veteran's status or citizenship status, in full compliance with the Federal Equal Employment Opportunity Act.
- (b) This policy applies to all terms and conditions of employment including hiring, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and retirement.
- (c) The Lions of Indiana, Inc. will accept applications for employment when an opening exists or the Lions of Indiana anticipate an open position.

### Section 2. "AT-WILL" EMPLOYMENT

- (a) All employees of the Lions of Indiana, Inc., including the Administrative Secretary, are and shall be employees "at-will". No employment contract may be given or implied unless the specific contract is reviewed and approved by the Council of Governors sitting at a regular or special meeting thereof.
- (b) At the first Council of Governors meeting each year the Council shall hold an executive session with the State Administrative Secretary to discuss revisions to the duties and responsibilities called for in this Policy Manual.

### Section 3. HIRING PROCEDURES

- (a) It is the policy of the Lions of Indiana, Inc. to hire individuals, with special consideration given to Lions, who are qualified or trainable for employment as determined by standards for education, experience, aptitude, and character. All decisions regarding the recruitment, selection, and placement of employees are to be made solely on the basis of job-related criteria. Every effort will be made to hire employees for positions that best utilize their abilities and in which they will be able to achieve both personal satisfaction and the opportunity for growth.
- (b) Job openings will be filled by promoting from within the Lions organization whenever possible. The State Administrative Secretary may hire Office Administrative Assistant. The Indiana Lions Council of Governors has sole responsibility for hiring the State Administrative Secretary. The State Administrative Secretary may not hire his own replacement.
- (c) Position openings will be posted by notice in the "Hoosier Lion", if time allows as determined by the Administrative Secretary, as well as notification to the District Governors. The Administrative

Secretary or the Council of Governors may appoint an "Acting" employee as appropriate without notice until the formal hiring procedures are concluded. Where no applications are received or where no qualified candidates have applied, the Administrative Secretary or the Council of Governors are authorized to advertise the position opening by any other appropriate means. The Council shall act only in the case of replacing the Administrative Secretary. The Administrative Secretary shall be responsible to locate and recommend candidates for the remaining office/clerical positions that report to the Administrative Secretary.

- (d) Employee compensation and work terms shall be established prior to the commencement of the hiring procedures including position advertisement. Once the employee is hired, merit and/or cost of living adjustment in compensation may be awarded based on the Salaries/Wages established by the Council.
- (e) The State Administrative Secretary shall interview and hire within the Equal Employment Opportunity guidelines, any office staff that shall serve under his direction and shall duly advise the Council of Governors of his decision.
- (f) The Council of Governors shall interview and hire the Administrative Secretary within the requirements of the current Lions of Indiana, Inc./Multiple District 25 Constitution and By-laws.

#### Section 4. HOURS OF WORK

- (a) Normal working hours shall be 10:00 a.m. to 3:00 p.m. (Indianapolis Time) on Monday, Tuesday, Wednesday and Thursday. Closed on Friday. The meal period shall be unpaid if taken away from the office.
  - (b) Employees shall be given at least 48 hours notice of any change in working hours or required overtime.
  - (c) Employees may be required to work additional hours, whenever it is deemed necessary by their supervisor. (For overtime compensation, see the Employment Compensation Policy.)
- #### Section 5. TERMINATION OF EMPLOYMENT

- (a) The Lions of Indiana, Inc., through its designated agent, may terminate employment because of an employee's resignation, discharge, retirement, or as a reduction in the workforce.
- (b) Discharge may result from, but not be limited to, employee misconduct or unsatisfactory work performance.
- (c) All employees are expected to give at least two weeks notice of their intention to resign or retire.
- (d) Upon termination of employment with the Lions of Indiana, Inc., an employee will receive vacation pay for any accrued and unused vacation time determined for the calendar year in which termination occurs. This will be paid according to the regular pay schedule for the employee.
- (e) A termination or exit interview shall be conducted no later than the employee's last working day or earlier if a special effort is being made to persuade the employee to remain in the Lions' employ. The purpose of this interview is to:
  - 1) Attempt, if the termination is voluntary, to determine the real reason why the employee is leaving so that, where appropriate, action can be taken to correct any problems that are noted or discovered.
  - 2) Discuss, if the termination is involuntary, the circumstances leading to the termination so that misunderstandings and hard feelings can be minimized.
  - 3) Explain any conversion, or continued benefits as may be applicable.
  - 4) Establish a forwarding address.
- (f) Office keys, manuals, credit cards, or any other property belonging to the Lions of Indiana, Inc. or any subsidiary company or committee in the employee's possession or custody must be returned to the employee's supervisor no later than the employee's last day of employment.

- (g) When contacted for personal recommendations or references for former employees, it shall be the Lions of Indiana, Inc. policy to give only starting and termination dates.

#### Section 6. OPEN DOOR POLICY

- (a) The Lions of Indiana, Inc. shall encourage employees who may be experiencing a personal or job related problem to discuss it with their immediate supervisor.
- (b) As a common courtesy, employees must notify their supervisor if they prefer to speak to the Council Chair or ultimately, to the Council of Governors about a specific problem. Recourse to the Council Chair or the Council of Governors will not be denied by the employee's supervisor.
- (c) If the employee feels that a problem still exists after speaking to their supervisor, they may submit a formal complaint to the Council of Governors or request an executive session meeting with the Council of Governors at their next Council Meeting. If either is requested, it shall be through the Council Chair.

#### Section 7. COMPENSATION AND PAY PRACTICES

- (a) Matters relating to payroll and compensation will be treated as private matters except for those aspects that must be approved by the Council of Governors. All meetings of the Council of Governors are open to any Lion in good standing.
- (b) Employees who plan to be absent on a payday may designate a representative to pick up that employee's payroll or expense check. Such designation must be in writing to the appropriate supervisor. Employees may also have such checks mailed to the employee's address.
- (c) A pay period for hourly employees consists of Sunday through the second Saturday inclusive (two weeks). Pay for that period will be received by the following Friday.
- (d) Each hourly employee shall complete a Bi-weekly time sheet on a form furnished by the State Comptroller. Time is computed to the nearest quarter hour. Time sheets must be submitted to the Administrative Secretary for approval before submitting to the State Comptroller.
- (e) Salaried employees and other compensated "non-employees" (contract, temporary, or other third party whose income is not reported on a W-2, but will be reported on IRS Form 1099 if earnings exceed \$600) shall be paid compensation based on the pay periods established in their offer of employment.
- (f) Compensation for State Office staff and the Administrative Secretary shall be based on the funds appropriated and budgeted by the Council of Governors.
- (g) Salary and Wage Adjustments
  - 1) It is the policy of the Lions of Indiana, Inc. to compensate employees and to provide fair and competitive wages and wage increases as allowed in the annual budget established by the Council.
  - 2) Merit increases are intended to reward above average job performance and are not given on the basis of length of service alone.
  - 3) Salaries and wages shall be reviewed annually and recommendations for compensation changes may be initiated by the State Administrative Secretary for hourly employees, or the Council of Governors for matters relating to the State Administrative Secretary. Wages shall be adjusted as allowed by the budget established by the Council.
  - 4) Any compensation adjustment must have the approval, separately or as part of the budget approval, of the Council of Governors of the Lions year in which such adjustment is requested. Unless otherwise specified by the Council of Governors, increases shall take effect on September 1st.
- (h) The Lions of Indiana, Inc. will withhold all monies as required by law and Worker's Compensation on all of its employees.

- (i) Overtime compensation for full time employees exceeding 40 hours per week shall of 1.5 times their established pay rate. Part time employees working more than their established weekly hours may either be compensated at their normal pay rate up to 40 hours per week or may be given an equal number of hours off within the same period. Such determination shall be mutually agreed upon by the employee and the State Administrative Secretary on a case by case basis.

Section 8. PAYROLL DEDUCTIONS

- (a) Regulations of the Internal Revenue Service and the Indiana Department of Revenue required deductions from the employee's paycheck to cover federal, state, county, Social Security and Medicare taxes.
- (b) The State Comptroller, except for compensated "non-employees", automatically makes these deductions, based on employee's Federal and State form W-4 for that calendar year.

Section 9. PERFORMANCE APPRAISALS

- (a) Employees of Lions of Indiana, Inc. shall receive performance appraisals annually by their supervisor (the Council Chair or designee for the Administrative Secretary). Performance appraisals assist employees and supervisors with an evaluation of the employee's performance and progress, provide a basis for training and development and maintain a permanent record of the employee's performance.
- (b) Performance appraisals consist of a written evaluation of the employee's job performance and a personal discussion with the employee. As part of the formal appraisal each employee and his supervisor will discuss the employee's accomplishments and areas which need improvement so that positive aspects of the employee's performance are reinforced and specific areas are targeted for improvement. Employees are encouraged to discuss frankly their own appraisal of their performance, their role within the organization and their plans for advancement or career development. The written appraisal is copied for the employee and placed in their personal file.
- (c) The job performance of each employee shall be evaluated on the basis of the job description, and, productivity goals established by their supervisor and the experience and training of the employee. Factors to be considered in performance appraisals include knowledge of the job, quality and quantity of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment and acceptance of responsibility

. Section 10. VACATION TIME POLICY

- (a) It is the policy of the Lions of Indiana, Inc. to grant vacation time with pay to full-time, hourly and/or salaried employees. A Full-time employee, for purpose of this section, is defined as working 40 hours per week.
- (b) Employees accrue paid vacation according to the following schedule:
 

<u>Length of Service</u>	<u>Accrual rate</u>	<u>Total Paid Vacation</u>
0 through 5th year	7-hours/month	80 hours
6th through 10th year	10-hours/month	120 hours
11th year & beyond	14 hours/month	160 hours
- (c) Vacation time is earned or accrued on a month by month basis, but no vacation time may be taken during the first six months of employment.
- (d) Part-time hourly employees, (less than 40 hours per week) may accrue vacation on a pro-rated basis. The percentage of hours worked in a week compared to 40 hours is applied to the accrual table listed above.
- (e) Employees may carry up to one-half of their remaining unused vacation time from the previous year into the next year. Section 11. HOLIDAYS
- (a) The following observed holidays are recognized as paid holidays for full-time employees: Fulltime for purposes of this section is defined as working 40 hours per week.

- 1) New Year's Day
- 2) Great American's Day/President's Day
- 3) Memorial Day
- 4) Independence Day
- 5) Labor Day
- 6) Thanksgiving Day
- 7) Christmas Eve Day
- 8) Christmas Day
- 9) New Year's Eve Day
- 10) Two Floating holidays to be arranged with the employees Supervisor

- (b) Part-time hourly employees, (less than 40 hours per week) are compensated for holidays on a prorated basis. The percentage of hours worked in a week compared to 40 hours is paid for the holiday. If the holiday falls on day the part time employee normally works, the employee will be paid for the normal number of hours he would have worked that day.
- (c) The Lions of Indiana, Inc. recognize that an employee may wish to observe, as a period of worship or commemoration, certain days, which are not included in the paid holiday schedule. Accordingly, an employee desiring to take a day off for such reason should be permitted to do so upon making a reasonable and timely request to his supervisor. These approved days shall be considered unpaid time off work.

#### Section 12. PERSONAL TIME

- (a) The Lions of Indiana, Inc. has no provisions for paid personal time away from employment.
- (b) Employees needing such time may request the time without pay upon making a reasonable and timely request to the employee's supervisor.
- (c) Where such leave does not interfere with or impair the work expected from the Lions State Office, the supervisor may grant unpaid leave.

#### Section 13. OFFICE EXPENSES

- (a) It is the policy of the Lions of Indiana, Inc. that office expenses, personnel expenses, supply expenses, etc. for time and materials used or performed for committees, activities, and projects of the Lions of Indiana shall be paid from funds appropriated for those activities, committees and/or projects.
- (b) Similarly, expenses attributed to performing office work for District and/or club activities or functions shall be paid by the District or club.

### **ARTICLE XIII – INDIANA INTERNATIONAL CONVENTION COMMITTEE**

#### Section 1. DUTIES OF INDIANA INTERNATIONAL CONVENTION COMMITTEE

- (a) To promote interest & attendance at the Convention.
- (b) To perform such duties as assigned by the Convention Committee Chair.
- (c) To support and promote an International Candidate from Indiana.
- (d) To act as Host for the Indiana Delegation. To be available to answer questions and help with problems in the delegation.
- (e) Specific duties for each member of the committee are outlined in MD 25 By-Laws Article XII, Section 9(a).

#### Section 2. ATTENDANCE AT INTERNATIONAL CONVENTION

The Convention Committee members should arrive at the Convention prior to the start of their duties at the International Convention.

### Section 3. DUTIES OF THE INDIANA INTERNATIONAL CONVENTION COMMITTEE CHAIR

- (a) To present to the State Convention a report on the forthcoming International Convention.
- (b) In the last issue of the Lions State newspaper prior to the International Convention, advise all Lions of the program details for business sessions and entertainment features of the Convention as well as the city and community in which the Convention will be held. This may be done electronically for faster dissemination of changing information.
- (c) To inform the Lions of Indiana of all of the activities in which the Lions of Indiana will take part at the Convention.
- (d) To remind all clubs to promote the International Convention to their membership.
- (e) To present information on parade uniforms to the Council for approval.
- (f) To provide advance information on parade uniforms, parade equipment and other materials needed.
- (g) To prepare and present a budget for expenses anticipated for the International Convention to the International Convention Committee for their approval. Said budget to be presented to the State Council at the second Council meeting.
- (h) To assign duties and responsibilities to the International Convention Committee.
- (i) The Indiana International Convention Committee Chair will provide his successor with the necessary records and information needed for a smooth transition.

## **ARTICLE XIV – INTERNATIONAL CANDIDATE SELECTION**

### Section 1. PRESENTATION OF CANDIDATE FOR INTERNATIONAL OFFICE

The State Council of Governors will determine the appropriate time for Indiana to present a Candidate for International Office through the following means:

- 1) Notifications from Lions International Headquarters or from any member of the current International Board of Directors.
- 2) On the advice of any Past International Director after appropriate consultation with Lions International.

### Section 2. CAMPAIGNS FOR INTERNATIONAL OFFICE:

- (a) The Candidate will appoint the campaign committee and chair. The Candidate will keep the council informed at council meetings.
- (b) A clean campaign shall be conducted by all with no unfounded statements being published during the campaign by any candidate about another candidate
- (c) The Council shall be kept informed at all times as to the progress of the campaign. The Candidate or the Candidate's designee will make a presentation at each scheduled meeting of the State Council prior to the International Convention.
- (d) An International Reserve Fund will be established in accordance with Article X, Section 2(e) of the Lions of Indiana Multiple District 25 State Constitution for the purpose of supporting approved candidates for International office. This fund shall be administered as follows:
  - 1) A proposed budget shall be presented to the State Council for approval. The State Comptroller will not make any non-budgeted nor unapproved expenditures.

- 2) All expenditures, by the State Comptroller and/or the International Candidate shall be recorded in accordance with good accounting procedures. Records of expenditures will be subject to audit by persons appointed by the Council.
  - 3) Any expenditure of funds in excess of budgeted items must be approved by the Council prior to such expenditure.
- (e) A detailed report of all expenses shall be presented to the Council of Governors at the first Council meeting following the International Convention.

### **ARTICLE XV – PAST DISTRICT GOVERNORS’ RESPONSIBILITIES**

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

### **ARTICLE XVI – FINANCIAL POLICIES**

#### Section 1. RULES OF AUDIT

Council member expenses: Council Members, as defined in Article I, claims are to be approved by the Council Vice-Chair. The following items of expense for council members will be paid for attendance at meetings and the state convention. Amounts paid by Lions International will be deducted from these expenses before state payments are made.

- 1) Hotel - Hotel expenses are allowed based on the established double occupancy daily room rate. Any expense for suites, adjoining rooms, etc. will not be reimbursed except for the established daily rate for the first room.
- 2) Meals - A per diem meal allowance is to be established by the Budget and Finance Committee and approved by the Council of Governors.
- 3) Mileage - A per mile rate equal to the mileage rate established by the Lions Clubs International shall be paid for the round trip mileage for the official Council of Governors meetings and for the State Convention. The Council of Governors shall approve any other paid mileage.
- 4) Claims - Payment of claims made by the State Comptroller on behalf of the Lions of Indiana shall be made in accordance to the Rules of Audit established by the International Board of Directors.

#### Section 2. DISBURSEMENTS BY THE STATE COMPTROLLER:

- (a) Disbursements and payments made by the State Comptroller on behalf of the Lions of Indiana must be approved for payment by the Council of Governors prior to being disbursed. Such approval may take the form of:
  - 1) An approved budget line item.
  - 2) A specific resolution approved by the Council of Governors.
  - 3) A contractual agreement pursuant to an agreement entered into under the specific approval of Council of Governors.
- (b) Expenditures under budgeted funds managed by a specific committee chair or State Officer must be approved by the appropriate Chair or Officer.
- (c) Restricted Funds held for a specific committee or activity must have the approval of the chair of that committee or activity prior to being disbursed by the State Comptroller.
- (d) All budgeted funds shall be dispersed in accordance with the Rules of Audit established by the International Board of Directors.

### Section 3. STATE CONVENTION EQUIPMENT AND SUPPLY EXPENSES

- (a) Expenses for equipment, audio-visual needs, supplies, etc. that are directly requested by specific state projects, committees, districts, clubs or activities shall be considered an expense of the requesting group.
- (b) Payments may be made to the State Convention Committee or transferred by the State Comptroller if appropriate. Such expenses may be shared among various groups as arranged, if agreeable to the parties.

### Section 4. STATE CONVENTION FUNDS AND ADVANCEMENTS

- (a) Advanced disbursements to the host committee will be made in accordance with the provisions of the Lions of Indiana Multiple District 25 Constitution and By-laws. The host committee will present a schedule of expenses requiring advanced payment to the Council for approval prior to any such disbursement.
- (b) The host committee shall pay all invoices resulting from their convention activities promptly so that the Lions of Indiana credit shall not be jeopardized.
- (c) The host committee shall issue a final financial report in a format approved by the State Comptroller within 75 days of the close of the State Convention or by July 15th, whichever is earlier. The report shall be issued to the State Comptroller and be accompanied by a refund check closing the bank account of the host committee or by a statement of accounts payable in excess of the amount of the funds, which were advanced to the host committee.

### Section 5. RECORDS RETENTION

- (a) All financial records of the State Comptroller shall be archived at the Lions of Indiana State Office after being audited.
- (b) All records shall remain archived for a period of at least five years following the close of the Lions year.

### Section 6. EXPENDITURE APPROVAL LEVELS

Unless otherwise directed by the Council of Governors, the State Committee Chair, Activity Chairmen and State Officers shall be limited to approving expenditures of One Thousand dollars or less to any one vendor, up to the budgeted amount payable when invoice is presented.

### Section 7. EXTENSION OF CREDIT

The Lions of Indiana shall extend no credit for merchandise to anyone other than sitting District Governors.

### Section 8. VICE DISTRICT GOVERNORS

- (a) First Vice District Governors shall be allowed mileage expenses with the per mile rate equal to the mileage rate established by Lions Club International. Mileage will be paid for the round trip mileage for the Official Council of Governors meeting and for the State Convention, plus \$100 for each of three (3) Council meetings.
- (b) Second Vice District Governors shall not be reimbursed by the Lions of Indiana for any expenses. The Second Vice District Governors are encouraged to attend the Council Meetings where and when practical.

### Section 9. REIMBURSEMENT OF EXPENSES

- (a) Expenses authorized under the Lions of Indiana Multiple District 25 Constitution and By-laws must be submitted on the form prepared by the State Comptroller as approved by the Council.
- (b) Expenses will be paid by check in all cases.



- (c) All matters pertaining to reimbursement of expenses will conform to the Rules of Audit established by the International Association of Lions Clubs.

## **ARTICLE XVII – LIONS STATE COMMITTEES**

The Chair of a State Committee shall be selected by the State Council from committee members and shall become familiar and knowledgeable with all the duties and responsibilities of the committee.

### **Section 1. DUTIES OF THE STATE COMMITTEE CHAIRMEN**

- (a) To see that every district chair of each committee receives a copy of the duties and responsibilities of the committee.
- (b) To call a meeting of the committee at least once before the second Council meeting. If the meeting is not held, the Chair may be replaced.
- (c) If the members of the committee do not attend the meeting without submitting a good reason to the chair before the meeting, their District Governor may/shall replace them.
- (d) Prior to disbursement of donations, the State Committee Chair shall report to the Council Liaison, or to the Council Chair for approval. The person contacted is to notify the State Comptroller to disburse the monies approved.
- (e) To be available to give a report to the State Council whenever called upon for such a report.
- (f) To present reports to the State Convention following this procedure:
- (g) If a sizable report must be reproduced for the Convention delegates, provide a copy to the State office, for reproduction at least fourteen (14) days prior to the convention. If not, comply with the following:
  - 1) Prior to the meeting submit a typewritten copy of the report to the Governor chairing the meeting, the State Administrative Secretary and the professional recording secretary.
- (h) To advise members of the State Council (in writing) of called committee meetings at least two (2) weeks prior to the meeting.
- (i) To forward copies of the minutes of all State Committee Meetings to the members of the State Council.
- (j) To make written recommendations to the Council of Governors for changes in the State Council Policy Manual that will allow the committee to function better.
- (k) State Committee Chair can be replaced by the Council if not functioning.

### **Section 2. ACTIVITIES COMMITTEE**

- (a) The Activities Committee shall be a resource for clubs and districts to receive information and ideas as to suggested service projects clubs may use, fund raising ideas, supply vendors, club programs, etc. The committee may desire to compile a listing of the various activities in which clubs may participate.
- (b) The committee shall coordinate the selection of the Outstanding Club Activity Award.

### **Section 3. . ALERT/EMERGENCY PREPAREDNESS & DISASTER PLANNING COMMITTEE**

- (a) The District Governor shall appoint a Lion to the position of district Lions ALERT chairperson.
- (b) The district Lions ALERT Chairman should have the following:

- 1) A willingness to organize a Lions ALERT plan in the event of a local emergency.
- 2) An understanding of program parameters.
- 3) Knowledge of Lions ALERT Program resources.
- 4) An ability to cooperate with local emergency assistance resources.
- 5) An ability to mobilize a Lions ALERT team after an emergency has occurred.
- 6) An understanding of Lions Club International Foundation (LCIF) resources.

(c) Before an emergency a district ALERT chairperson responsibilities:

- 1) Develop a district Lions Alert Plan.
- 2) Share the plan with the multiple districts Lions ALERT chairperson.
- 3) Encourage and promote club Lions ALERT Plans.
- 4) Organize district training classes and seminars for club Lions ALERT chairpersons.
- 5) Remind all Lions ALERT chairpersons to complete an annual review of their Lions ALERT plan.

(d) Chairperson responsibilities AFTER an Emergency:

- 1) Serve as the central figure in implementing the district Lions ALERT plan. Communicate with district leaders as well as outside agencies with the situation and the capabilities of the Lions ALERT Team.
- 2) Assist clubs implementing a Lions ALERT plan.
- 3) Encourage clubs in the district to work together in the event of a natural, man-made, or healthcare emergency.
- 4) Remind Lions ALERT team members to comply with safety regulations.
- 5) Work with the public relations chairperson to submit Lions ALERT news and photos to local media.
- 6) Remind Lions to use Lions-logo signs and wear Lions-logo apparel when serving as members of a Lions Alert Team.
- 7) Provide assistance to the district governor when a LCIF grant is needed.

The district ALERT chairman should develop familiarization with Lions internal and external resources:

Internal Resources:

- i. Lions ALERT guide (1AD91 I)
- ii. How to develop a Lions ALERT Plan Checklist
- iii. Disaster Relief Opportunities Checklist
- iv. After a Disaster Occurs

Checklist 2) External Resources:

- i. WWW.READY.GOV
- ii. WWW.CITIZENCORP.GOV
- iii. WWW.IN.GOV/DHS/

#### **Section 4. AUDIT COMMITTEE**

The Committee is to perform the duties set forth in the Lions of Indiana/Multiple District 25 Constitution and By-laws.

- 1) The State Comptroller and the Audit Committee Chair should jointly set the location and date for the Audit meeting.
- 2) To notify each member of the Audit Committee, in writing, by July 1st, of the location and the date of the Audit Committee meeting.
- 3) The Audit Report should be presented no later than the second regular scheduled Council meeting.
- 4) Audit Chair should retain copies of audit work papers for five (5) years.
- 5) Completed Audit Records should be put in permanent file at the Lions of Indiana State Office.
- 6) The State Audit Committee will arrange for training for incoming District Governors, Cabinet Treasurers and District Audit Chairs between April 30th and September 30th of each year. This training shall cover District accounting procedures and audit requirements.

#### **Section 5. BUDGET AND FINANCE COMMITTEE**

- (a) The Budget and Finance Committee shall have the responsibility of preparing a budget for the Indiana Council of Governors to manage the financial business of the Lions of Indiana. The budget shall reflect an estimate of the amount of income available and the money required to operate the financial business of the Lions of Indiana. The budget shall be balanced, i.e. shall not (or never) exceed the annual revenue from dues and the reserves in the general fund.
- (b) The books of the State Comptroller shall be available at any reasonable time to the Committee. The State Comptroller should be requested to attend all meetings of the Committee.
- (c) Any adjustments in the dues structure of the Lions of Indiana shall be made as a recommendation by the Budget and Finance Committee to the State Council and the Constitution and By-laws Committee.
- (d) The State Budget and Finance Committee Chairperson will submit to the Council of Governors, via electronic mail, the budget as prepared by the committee ten (10) days or more prior to the first Council of Governors meeting.
- (e) The State Budget and Finance Committee shall recommend a dues increase at a time when the reserves will become critically low and/or exhausted within two/three years.

#### **Section 6. CONSTITUTION AND BY-LAWS COMMITTEE**

- (a) The function of this committee is to receive and analyze all proposed changes to the Constitution and By-laws in effect in the State. The committee submits its recommendations to the State Council of Governors for publication in the February issue of the state newspaper or official publication.
- (b) The Committee will have a written report ready for the Council of Governors at their third Council meeting.
- (c) Committee recommendations submitted to the State Council of Governors require approval of a majority of the Committee members. In case of great concern, a minority Committee report may also be submitted to the State Council.

- (d) The Committee will review the State Constitution and By-laws and submit recommendations, which will keep the State in line with the International Association of Lions Clubs By-laws.
- (e) Since dues structure is a part of the Constitution, the Committee shall consult with the Budget and Finance Committee and State Council to determine whether any changes in dues structure is called for. The members of this Committee shall keep in mind the fact that the purpose of all Lions dues is administrative. State dues are for the administrative functions currently established in the State Constitution.
- (f) If there are no changes to be recommended in a given year, the Chair of the Committee, when called upon for a report of the Committee, will report that the Committee has held a formal meeting and does not recommend any changes to be made at this convention.
- (g) Amendments presented to the Council of Governors and those presented for publication in the "Hoosier Lion" shall be formatted in the following standard style: Bold, Underlined and Italicized shall indicate changes to be added whereas Strike-through shall indicate changes to be deleted.

### **Section 7. DIABETES COMMITTEE**

- (a) Perform the duties and promote the programs as may be set forth by Lions Clubs International.
- (b) Prepare and execute short-range and long-range programs to guide District Diabetes Chairmen and committees.
- (c) At least-one long-range (3-5 year) program shall be in effect each year. Short-range (1-2 year) programs shall be sufficient in number to satisfy and effectively utilize the needs and resources of each District. Long-range plans shall be common to all Districts.
- (d) Coordinate the activities of the District Chairmen and committees to achieve the desired state objectives in a timely fashion.
- (e) The main focuses of the committee's activities shall be education, medical research, and offering opportunities for diabetic children to attend summer camp by financing camperships.
- (f) Education activities shall promote the public awareness of the following:
  - 1) Diabetes symptoms
  - 2) The insidious nature and prevalence of the disease
  - 3) Its treatment and control
- (g) Research should be supported financially by:
  - Granting funds for equipment and supplies to the Pediatric Diabetes Research Program at Riley Hospital through Riley Children's Foundation.

### **Section 8. ENVIRONMENTAL COMMITTEE**

The Environmental Committee shall serve as a resource for club activities that promote environmental awareness and management, club programs or speakers on environmental topics, and educational programs dealing with conservation, wildlife, natural resources, pollution, and regulatory issues.

### **Section 9. INTERNATIONAL UNDERSTANDING & COOPERATION COMMITTEE**

To serve as liaison between the Lions of Indiana and Lions International.

## **Section 10. LAW CAMP COMMITTEE**

- (a) The Lions Law Camp Committee will participate and collaborate with the Indiana State Police Youth Services in the sponsorship of the camp designated as “Lions Law Camp”.
- (b) The Committee will provide information to the clubs and districts as to how they can assist the camps.
- (c) The State Committee Chair shall attend meetings called by the Indiana State Police regarding camps.
- (d) Council Chair will notify the Indiana State Police, Youth Services Division by letter, when a change occurs with the State chair or the appointed District Chair.

## **Section 11. MULTIPLE DISTRICT GLOBAL LEADERSHIP TEAM (GLT)**

- (a) The Multiple District Global Leadership Team shall coordinate and conduct leadership development training at the state level for various programs as approved by the State Council of Governors. The Multiple District Coordinator may select additional faculty members as deemed necessary to assist in facilitating the training.
- (b) The committee shall assist the District Governors to coordinate the various District leadership training programs, such as New Club Officer Training and training for zone and region chairs at the district level and assist in providing training for district Lions performing such functions.
- (c) The committee shall provide District Governor-Elect training for the Vice District Governors and shall have a Past International Director’s spouse help with the Vice District Governors’ spouse training. If a Past International Director’s Spouse is unavailable, then the committee may use a spouse of a Past District Governor.
- (d) The Multiple District Global Leadership Team, along with the Public Relations Committee, shall serve as the planning committee of the annual Lions Mid-Winter Leadership Conference.

## **Section 12. LEO CLUBS COMMITTEE**

The Leo Clubs Committee shall serve as a resource committee to promote and coordinate the formation of Leo Clubs and assist in the recruitment of Leo activity leaders.

## **Section 13. LIBERTY DAY COMMITTEE**

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

## **Section 14. LIONS CLUB INTERNATIONAL FOUNDATION (LCIF)**

- (a) The LCIF Committee consists of the following: the Indiana LCIF Multiple District Coordinator and District Coordinators for each district. The purpose for the LCIF committee is to encourage clubs and districts to donate funds to the Lions Clubs International Foundation. This LCIF committee will serve as a resource for all clubs and districts with information about donations, grants, grant applications, etc. It shall assist clubs and districts in obtaining grants for various charitable purposes.
- (b) The committee shall encourage gifts through such programs as Melvin Jones Fellows, 100% Clubs, etc.
- (c) Committee organization:
  - 1) Indiana Multiple District Coordinator must work with District Governors to select new district coordinators every three years (if possible, appoint two (2) coordinators per district in order to provide better service to all clubs).

- 2) Provide early Indiana LCIF Coordinators training during July or early August each year.
- 3) Districts must set yearly LCIF goals and encourage club participation. Reward districts the “Certificate of Leadership” when yearly goals are achieved.
- 4) District Coordinators should contact their Lions Clubs by an early phone call or introduction letter to schedule possible club visits. A District Coordinator should be encouraged to attend at least one district zone meeting.
- 5) The Indiana Multiple District Coordinator should present an LCIF Indiana report during all DG Council meetings and State convention / and District Coordinators should give an LCIF report during their district meetings.
- 6) In order to improve better communication the Indiana Lions LCIF Video program developed by LCIF for our state website should be maintained. LCIF articles should appear regularly in both the Hoosier Lion and district newsletters.

### **Section 15. LONG RANGE PLANNING COMMITTEE**

To propose future plans to the Council for their consideration.

### **Section 16. MULTIPLE DISTRICT GLOBAL MEMBERSHIP TEAM (GMT)**

- (a) The Multiple District Global Membership Team shall serve as resources for district and club membership activities. Committee members network with other members for ideas to promote retention, membership interest, personal growth of members, etc.
- (b) The Multiple District Global Membership Team shall work with the Multiple District Global Leadership Team to receive and give training to district and club level membership leaders.

### **Section 17. PIN DESIGN COMMITTEE**

- (a) The State Pin Design Committee shall meet prior to the second Council meeting to consider pin designs and ideas. The Committee shall then recommend a pin design for the next Lion's year at the second Council meeting. The Council of Governors shall consider the design presented and discuss the quantities to be ordered.
- (b) After the Council approves a design and quantity to be ordered, the Chair should request price quotes and sample pins from at least three (3) suppliers. Copies of this request should be sent to the State Office and Council Chair.
- (c) Samples and prices are to be presented to the State Council at the third Council meeting and a final decision made on which company from which to order. Again, the Chair should contact all suppliers that submitted samples and let them know the successful bidder. An order should be placed to have the pins delivered by June 1<sup>st</sup> of that year.
- (d) The First Vice Governors shall be active participants in the selection since it is their state pin that is being designed.
- (e) The above process will assure new pins being available by the first Council meeting for the new Governors.
- (f) At no time should a next year's pin be available before the close of the International Convention preceding the year for which the pin is designed.

### **Section 18. PROTOCOL COMMITTEE**

- (a) Protocol Committee members are to serve in an advisory role on both the Lions Leadership Conference Committee and the District Convention Committee.

- (b) To inform clubs regarding proper protocol when a member of the International Family or the District Governor is coming to the District or Multiple District.
- (c) To ensure that all flags are in proper position, and that any visiting dignitary's national anthem is readily available to be played in honor of their country.
- (d) That seating at the head table is appropriate according to Lions Clubs International protocols.
- (e) To collaborate actively throughout the year, as needed.

**Section 19. PUBLIC RELATIONS COMMITTEE**

- (a) Public Relations Committee members (District Public Relations Chairs) are to serve on the Lions Leadership Conference Committee and the District Convention Committee.
- (b) To promote better relationships between the club and community.
- (c) To promote better relationships between clubs.
- (d) To promote closer relationships between the club and Lions Clubs International Public Relations Department.
- (e) To promote interest in and attendance at all District, Multiple District and International functions.
- (f) To promote all of the State Projects.
- (g) To serve as a liaison for the distribution of information between the Council of Governors and the Lions of Indiana either by direct mailing, electronic mail, District Newsletters or through the State Newspaper.
- (h) To inform clubs regarding advance publicity when a member of the International Family or the District Governor is coming.
- (i) To work closely with the District Governor, the Council Chair and the Indiana Lions newspaper editor in preparing the District page for the Hoosier Lion.

**Section 20. RESOLUTIONS COMMITTEE**

- (a) The State Resolution Committee shall consider for presentation to the State Convention only those resolutions offered by the following:
  - 1) A duly chartered Lions Club of Indiana.
  - 2) A regularly appointed Lions State Committee.
  - 3) A member of the State Council.
- (b) All resolutions shall be double spaced and typewritten on plain white sheets of paper, size 8.5 X 11 inches, and signed by one of the following:
  - 1) The President of the Lions Club submitting the resolution.
  - 2) The Chair of the State Lions Committee submitting the resolution.
  - 3) A member of the State Council.
  - 4) A Sub-District
- (c) All resolutions shall be submitted to the State Resolutions Committee at least twenty-five (25) days prior to the State Convention.
  - 1) The State Resolutions Committee Chair shall notify the State Council of any resolutions ten (10) days prior to the State Convention at which the resolution is to be presented.
  - 2) The only resolutions that may be presented to the State Convention without prior presentation to the Resolutions Committee are those usual and normal resolutions, which thank the host club, the host city, etc. for their courtesies, help and cooperation.

## **Section 21. VISION SERVICES COMMITTEE (f/k/a Sight Conservation Committee)**

- (a) The Vision Services Committee promotes healthy vision in Indiana by:
- 1) Vision Screening: Coordination, promotion, development, and support of Lions Clubs Vision Screening programs, aka Schoolsight: Retention of sound medical advice and professional expertise; Advise and Council regarding screening protocols, equipment and methods to improve process and strengthen results; Provision of Assistance Programs for equipping and training clubs, zones, and districts; General duties as operationally appropriate or as directed by Council.
  - 2) Vision Support: The committee will be responsible for support of MD 25 Lions entities seeking assistance with the provision of non-surgical visual correction, professional eye examinations, low-vision needs, and other assistance to support healthy vision. The committee is empowered to form efforts for ongoing provider relations, outreach, promotion, and strengthening of capacity. The committee is also responsible for promotion of eyeglass and vision equipment recycling.
  - 3) Vision Education: The committee will be responsible for the extension and implementation of the Lions Eye Health program in Indiana, including public service announcements, educational programs, a speaker's bureau, and other support efforts to promote good vision health.
  - 4) General Duties: To serve at the direction of Council to any specific duties that it may be given in support of better vision, including but not limited to, research of vision matters of concern to Council, representation in negotiations approved by Council, fostering good relations with other entities with shared missions, task forces and special subcommittees, public testimony, expanded services, and any other duties deemed appropriate by Council,

## **Section 22. WOMEN'S MEMBERSHIP DEVELOPMENT & PARTICIPATION COMMITTEE**

- (a) To promote induction of quality women into Lions Clubs
- (b) To encourage women Lions to become Lion Leaders

## **Section 23. YOUTH CAMP AND EXCHANGE COMMITTEE**

- (a) The Youth Camp and Exchange Committee shall work with the districts, clubs and Lions to promote and coordinate the exchange of youth between Indiana and other foreign countries. The committee may also sponsor other youth cultural exchange programs.
- (b) The committee shall develop internal procedures to ensure the safety of participants, the compatibility of host family and youth, efficient travel planning and financial responsibility. The committee shall also work with host families in the exchange of information regarding the hosted and solving any problems that may arise.
- (c) A district sponsoring a Youth Exchange Camp shall coordinate with the district or multiple district youth exchange chair on hosting arrangements.
- (d) District and multiple district youth exchange chairmen shall make their address available on the association's official Web site and by the international office to chair of international youth camps for the purpose of announcing and promoting camp programs.



### **ARTICLE XVIII – PROCEDURES TO BECOME A STATE PROJECT**

State Committee wanting to become a State Project shall submit a Resolution to the Resolutions Committee for review and recommendations. The Resolutions Committee shall prepare a ballot for the next State Convention for voting on submitted Resolutions. The Resolution has to receive a majority of the votes of the registered delegates at the Convention for approval. After the resolution has been approved at the State Convention, it shall be submitted to the Constitution and By-laws Committee in amendment form to be put on the ballot at the next State Convention.

If the amendment is approved, the State Committee shall become a State Project at the beginning of the next Lions fiscal year.

### **ARTICLE XIX – AMENDMENTS**

The Council Chair shall appoint a committee at the first Council of Governors meeting each year to review the Policy Manual. Recommendations for amendments should be presented to the Council of Governors for approval at the second Council of Governors meeting each year, provided that the text of the amendments has been sent to the council members at least 30 days prior to the Council meeting.