

# **POLICY MANUAL**



**LIONS OF INDIANA, INC.**

**MULTIPLE DISTRICT 25**

Revised April 26, 2024

**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 Chairperson and the District Governors.

### **Section 3. DEFINITION – COUNCIL**

The “Council” as referenced herein is comprised of the Council of Governors, as defined above, the State Comptroller and State 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 CHAIRPERSON**

### **Section 1. SELECTION**

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

### **Section 2. ELECTION**

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

- (a) Election will be by secret ballot of the incoming District Governors during a closed executive session meeting to be held immediately after the State Convention.
- (b) The current State Council Chairperson will preside at this election but will not vote.
- (c) Each candidate for State Council Chairperson 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 their address before voting. Additional questions may be asked between votes should more than one ballot be necessary.

- (d) Should the position of State Council Chairperson 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 Chairperson will preside until a new State Council Chairperson is elected.

### Section 3. DUTIES

The duties of current State Council Chairperson are:

- (a) Preside over all Council meetings.
- (b) 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 Vice District Governors, and Second Vice District Governors.
- (c) Promote harmony within the Council.
- (d) Obtain, prior to the first Council meeting, all information available from the Host Club regarding the upcoming State Convention.
- (e) 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.
- (f) Responsibility for the front page of the *Hoosier Lion* publication and all other articles, except for those which are submitted by the District Governors or the State Constitution and By-laws Committee.
- (g) 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 January 1st.
- (h) As Immediate Past Council Chairperson, 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.
- (i) Schedule and hold an orientation meeting with the State Comptroller-Elect, the State Comptroller and the State Council Chairperson-Elect and such other persons as needed, prior to the International Convention.
- (j) 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) months prior to departure for the International Convention.
- (k) The Council Chairperson will not serve as Chairperson of any other State committee, but may serve as an ex-officio member of any of them.
- (l) Preside at meetings of the Indiana Caucus held at International Conventions.
- (m) Serve as a member of the International Convention Committee.

- (n) Serve as the informational liaison between the State Administrative Secretary and District Governors in the months between Council Meetings.
- (o) Serve as the Global Action Team Multiple District Chairperson to administer and promote membership growth, leadership development and humanitarian service. The Global Action Team shall consist of the Global Leadership Team (GLT) multiple district coordinator, Global Membership Team (GMT) multiple district coordinator, Global Extension Team (GET) multiple district coordinator and the Global Service Team (GST) multiple district coordinator.

### **ARTICLE III – VICE COUNCIL CHAIRPERSON**

#### Section 1. SELECTION

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

#### Section 2. REMOVAL

The Vice Council Chairperson 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 Chairperson 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 Chairperson are:

- (a) Approve and sign appropriate travel expense vouchers pertaining to Council meetings.
- (b) Chair the Saturday Night Banquet at the State Convention.
- (c) Chair any Council meeting in the absence of the Council Chairperson.

### **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 and By-laws. In addition to those duties, District Governors, as Council Members, will:

- (a) Together with his/her Cabinet Treasurer and District Audit Chairperson, attend training on District bookkeeping and audit procedures as established by the State Audit Chairperson.
- (b) Investigate any discrepancy revealed by District audits and report the discrepancy and results of the investigation to the State Audit Chairperson within 30 days of the discovery of any such discrepancy.
- (c) Forward a copy of all District audits to the State Audit Chairperson within 30 days of the completion of such audit.



- (d) Advise the First and Second Vice District Governors, Region and Zone Chairpersons, upon their appointment and/or election, of the availability of this Policy Manual on the MD 25 website.

## Section 2. JEWELED 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 and 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 no later than 10 days prior to the Pre-Council meeting for their year.
  - 4) Has attended all Council meetings.
  - 5) All District Governor articles for the *Hoosier Lion* were submitted by the deadline date established by the publisher.
  - 6) Has published and distributed a newsletter each month.
  - 7) Has published and distributed a District Directory to all club presidents, secretaries, trustees, district chairpersons, and others as dictated by each district as well as the state's distribution list provided by the State Administrative Secretary by August 31.
- (b) The Council of Governors, the State Comptroller and the State 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 Chairperson.

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

### Section 1. FIRST VICE DISTRICT GOVERNOR STATUS AND DUTIES

First Vice District Governors have observer status regarding 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:

- (a) Perform duties as requested by the District Governor.
- (b) Prepare themselves for their year as Governor.

- (c) Attend all training as provided by the Multiple District 25 Global Leadership Team Chairperson and as prescribed by the Leadership Development Department of Lions Clubs International and the Chairperson 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.
- (d) Attend their District cabinet meetings and their District Convention(s).
- (e) Attend any MD25 State Conventions.
- (f) Attend the Indiana Lions Mid-Winter Conference.
- (g) Actively assist the District Global Membership Team and District Global Extension Team, and be the District Governor's Team liaison to the Global Membership Team and Global Extension Team.
- (h) In the absence of their district governor at a Council of Governors meeting, serve as an acting district governor with all speaking and voting rights.

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

It is highly recommended that the First Vice District Governor:

- (a) Work at the state fund raising projects of the Indiana Lions Foundation, including, but not limited to, the Indiana State Fair.
- (b) Attend District Officer training and leadership skills workshops.
- (c) Attend as many Council of Governors Meetings as possible.
- (d) Attend as many zone and region meetings as possible.
- (e) Attend at least one (1) meeting of each State Project and attend any State Project presentations for their visiting International Directors.
- (f) Attend USA/Canada Lions Leadership 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 GOVERNOR STATUS AND DUTIES

Second Vice District Governors have observer status regarding 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:

- (a) Perform duties as requested by the District Governor.
- (b) Prepare themselves for their year as First Vice District Governor.
- (c) Attend all training as provided by the Multiple District 25 Global Leadership Team Chairperson 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.

- (d) Attend District cabinet meetings and their District Convention(s).
- (e) Attend any MD25 State Conventions.
- (f) Attend the Indiana Lions Mid-Winter Conference.
- (g) Actively assist the District Global Leadership Team, and be the District Governor's Team liaison to the Global Leadership Team Chairperson.

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

It is highly recommended that the Second Vice District Governor:

- (a) Work at the state fund raising projects of the Indiana Lions Foundation, including, but not limited to, the Indiana State Fair.
- (b) Attend District Officer training and leadership skills workshops.
- (c) Attend as many Council of Governors Meetings as possible.
- (d) Attend as many zone and region meetings as possible.
- (e) Attend at least one (1) meeting of each State Project and attend any State project presentations for their visiting International Directors.
- (f) Attend USA/Canada Lions Leadership Forum.

#### Section 6. SECOND VICE DISTRICT GOVERNOR UNIFORM

The uniform decision is to be made by the second Council meeting of their year as Second Vice District Governor. By the third Council meeting of their year as Second Vice District Governor, the Second Vice District Governors should have their uniforms and should thereafter adhere to the same dress code as the Council of Governors. If no uniform decision has been made, then business dress is required.

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

#### Section 1. REGULAR COUNCIL MEETING

##### (a) SCHEDULE

The following regular meetings will be held as are referenced elsewhere in this policy manual: first meeting in July following the International Convention, second meeting in October, third meeting in January following the Indiana Lions Mid-Winter Conference, and fourth meeting on the weekend of the Indiana Lions State Convention. All other meetings shall be considered special meetings under sections 4, 5 and/or 8 below.

- (b) All non-closed executive session meetings of the Council of Governors may be attended 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 Chairperson with the advice of the State Comptroller. Attendees may speak only when recognized by the Council Chairperson.

## 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 in attendance. A closed executive session must be motioned out of and approved at a session in progress of a regularly called meeting of the Council. The motion for a closed executive session must state the purpose and time of the closed session.
- (b) Closed sessions are held for discussion purposes only. No formal vote may be taken during a closed session.
- (c) First and Second Vice District Governors may be invited to attend on a case-by-case basis.

## Section 3. RULES OF ORDER

Robert's Rules of Order will govern all meetings of the Council.

## Section 4. MEETING NOTIFICATION

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

- District Governors
- First Vice District Governors
- Second Vice District Governors
- State Comptroller
- State Administrative Secretary
- State Committee Chairpersons
- Past International Directors
- Current International Officers

## Section 5. NOTIFICATION AND LOCATION OF SPECIAL COUNCIL MEETINGS

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 Chairperson 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 Chairperson. 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 first 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:

- (a) Select an appropriate site for the meeting and coordinate arrangements with the State Administrative Secretary.
- (b) Make all arrangements necessary for hotel space, meeting rooms and other required support as defined by the Council Chairperson.
- (c) Secure approval of the Council Chairperson for all meeting arrangements no later than thirty days prior to the meeting date.

**Section 8. ALTERNATIVE MEETING FORMATS**

Special meetings of the council may be held using alternative meeting formats, such as teleconference and/or web conference. Such action may be initiated by the Council Chairperson only with the approval of the majority vote of the Council of Governors.

**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-CHAIRPERSON**

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

**Section 3. STATE ADMINISTRATIVE SECRETARY**

Hire a State 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 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 CHAIRPERSONS**

Appoint a State Chairperson for each State Committee as authorized in the Lions of Indiana/Multiple District 25 Constitution By-laws. Such Chairperson must serve as the District Chairperson of that committee, except for the Global Leadership Team, Global Membership Team, Global Extension Team, and Global Service Team. Selection of the Chairpersons is to be made at the Pre-Council meeting, and confirmed by vote taken immediately after District Governors are installed at the International Convention. No Lion shall serve as Chairperson of more than one (1) state committee, and shall have a good record of attendance and participation on that committee. State Chairpersons 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.

#### Section 7. SALE OF INTERNATIONAL CONVENTION PINS

At the second Council Meeting of the Lions' fiscal year, Second Vice District Governors should determine if there should be an International Convention pin during their District Governor year. If there is a majority agreement among Second Vice District Governors to have a pin, then each Second Vice District Governor should appoint an International Pin Chairperson for his district to develop a design. A State International Pin Chairperson should be chosen from that group. If the decision to have a pin is approved the pricing for the pin shall be established at the Second Council Meeting.

Pricing for unsold state pins during years where pins are made available is:

- Year 2 – The state pin price will remain the same as the pin's original price.
- Year 3 – The price of the pin will be one-half (1/2) of the pin's original price.
- Year 4 – The pin will be sold for \$.50
- Year 5+ – The current Council of Governors will determine the disposition of the remaining lot including making excess pins available to Lions' mission teams at no charge.

### **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 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 Chairperson 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 Convention Committee will sign contracts for souvenirs, speakers, entertainment and any special events unless specifically requested by the Council.

## Section 3. CONVENTION MANAGEMENT

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

## Section 4. PARLIAMENTARIAN COMMITTEE

- (a) The State Parliamentarian Chairperson 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 Chairperson shall assign and get verification of the Parliamentarians (with list of same in the hands of the Chairperson of the State Council and a copy to State Convention Chairperson) ten (10) days prior to the opening business of the Convention.
- (c) The State Parliamentarian Chairperson will not be required to be at all business sessions but must be available within fifteen (15) minutes.
- (d) The State Parliamentarian Chairperson shall require that the Rules of Order adopted by the Delegates of the Convention be abided by.
- (e) The State Parliamentarian Chairperson 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 Chairperson of the Rules Committee, when called upon for their report, reads the Rules, which the Rules Committee proposes to be adopted for governing the convention. He then makes the following motion: "Lion Chairperson, 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 Chairperson 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 Chairperson. 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 their club for such convention.
- 6) Nominations for Candidates - Nominations for State and International Office Candidates shall be made by the Nominations and Elections Committee Chairperson 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 Chairperson 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 Chairperson 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 Chairperson if requested by the session Chairperson 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 other 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 Chairperson 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 their 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 Chairperson 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) First 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 Chairperson - then Council Chairperson will appoint another Past District Governor)
  - 6) Past State Convention Chairperson (to be named by Council Chairperson)
  - 7) State Council Chairperson will appoint one member to serve as committee Chairperson.
- (b) 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 Chairperson 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 Chairperson, and all District Cabinet Secretaries. The Chairperson may appoint a Co-Chairperson 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 Chairperson 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 credentials 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 Chairperson 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 Chairperson 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 Chairperson 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 Chairperson-Elect, the District Cabinet Secretary-Treasurers, and any other such Persons that the Council Chairperson 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) The State Administrative Secretary shall be hired by the State Council and shall report directly and only to the Council Chairperson. This position shall be considered a salaried employee exempt from overtime, based on the conclusion that the position does not fall under the Fair Labor and Standards Act of 1938 from Fact Sheet #14A. 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:

Possess leadership and supervisory experience to carry out the duties assigned.

### Section 3. DUTIES

- (a) Maintain liaison with the Lions of Indiana 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 during established days and work hours as agreed to by the Council of Governors, with at least two (2) days in the state office.
- (d) Ensure that the state office is accessible in conjunction with the Lions of Indiana State Office Holding Corporation during the hours listed in Article XII, Section 4, "Hours of Work," excluding holidays which are listed in Article XII, Section 11 "Holidays."
- (e) 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.
- (f) 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 Chairperson 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.
- (g) 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.
  - (h) 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 their duly authorized agent.
  - (i) 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.
  - (j) Develop and reproduce the Lions of Indiana State Directory prior to the first council meeting.
  - (k) 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, 1<sup>st</sup> Vice District Governors and 2<sup>nd</sup> Vice District Governors at the first Council meeting.
  - (l) Distribute, via e-mail when possible, the State Convention minutes to the Council within twenty-five (25) working days following the Convention.
  - (m) Notify Lions Clubs International of the names, addresses and phone numbers of all District and State Committee Chairpersons.
  - (n) Notify all State Chairpersons, 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 Chairpersons and State Projects, a copy of the Price Sheet for figuring the cost of using State Office supplies.
  - (o) Maintain a current mailing list of all Lions Club Presidents and Secretaries within the State and provide the publisher of the Hoosier Lion with an updated list of contact information for all Indiana Lions members prior to each publication.
  - (p) Secure any printing resources needed that are beyond the capabilities of the Lions of Indiana State Office.
  - (q) Inventory and distribute the state pins.
  - (r) 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.

- (s) Maintain an "up-to-date" calendar on the MD25 website with the dates of events throughout the Multiple District.
- (t) 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.
- (u) 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).
- (v) Perform International Convention duties as follows:
  - 1) Reproduce any information requested by the International Convention Committee Chairperson 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.
- (w) Serve as secretary for the International Convention Committee.
- (x) Perform all other duties as assigned by the Council Chairperson.

## **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.

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 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 State 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 a closed 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 an 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 their own replacement.
- (c) Position openings will be posted by notice in the *Hoosier Lion* or other publications as determined by the Council of Governors. The State 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 State 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 *State Administrative Secretary*. The State Administrative Secretary shall be responsible to locate and recommend candidates for the remaining office/clerical positions that report to the *State 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 their direction and shall duly advise the Council of Governors of their decision.
- (f) The Council of Governors shall interview and hire the State 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. The office is 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 accrued Paid Time Off (PTO) 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 Chairperson or ultimately, to the Council of Governors about a specific problem. Recourse to the Council Chairperson 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 a closed executive session meeting with the Council of Governors at their next Council Meeting. If either is requested, it shall be through the Council Chairperson.

## 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 *State Administrative Secretary* for approval before submitting to the State Comptroller.
- (e) Salaried employees and other compensated "non-employees" shall be paid compensation based on the pay periods established in their offer of employment. "Non-employees" are contract, temporary, or other third parties whose income is not reported on a W-2, but will be reported on IRS Form 1099 if earnings exceed \$600.
- (f) Compensation for State Office staff and the State 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 be 1.5 times their established pay rate.

## Section 8. PAYROLL DEDUCTIONS

- (a) Regulations of the Internal Revenue Service and the Indiana Department of Revenue require 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 Chairperson or designee for the State 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 their 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. PAID TIME OFF (PTO)

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

<u>Length of Service</u>	<u>Accrual rate</u>	<u>Total PTO</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) PTO is earned or accrued on a month by month basis, but no PTO may be taken during the first six months of employment.

- (d) Part-time hourly employees, (less than 40 hours per week) may accrue PTO 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 PTO time from the previous year into the next year, to a maximum of 240 hours.
- (f) PTO can be used in hourly increments. Time that is not covered by PTO policy, and for which separate guidelines and policies exist, include company paid holidays and jury duty. All use of PTO requires the approval of employee's supervisor.
- (a) PTO requires following notice to supervisor

Amount of PTO to be used	Notice Required
Less than 16 hours	2 days
17 to 40 hours	7 days
41 or more hours	14 days

Legitimate, unexpected illness or emergency use of PTO do not require prior notice and only approval by supervisor.

#### Section 11. HOLIDAYS

- (a) The following observed holidays are recognized as paid holidays for exempt employees
  - 1) New Year's Day
  - 2) 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 employee's 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 their supervisor. These approved days shall be considered unpaid time off work.

## Section 12. JURY DUTY

- (a) The Lions of Indiana, Inc. recognize that jury duty is a civic responsibility. If employee receives summons for jury duty, they need to provide a copy of the summons to their supervisor.
- (b) Occasionally, the summons to jury duty will occur during a time of the year when there is a significant impact from the loss of the employee to jury duty. The Council Chairperson, on behalf of the Lions of Indiana, Inc., may write a letter to the courts requesting postponement of the employee's jury duty.
- (c) Lions of Indiana provide paid leave when an employee must serve on a jury. Employee will be paid normal salary or hourly compensation while on jury duty for up to 5 days or 40 hours during the calendar year. No overtime, if employee is subject to overtime policy, will be paid during jury duty.
- (d) At the end of 5 days, employee may use their accumulated paid time to be paid while on jury duty. Employee may also take an unpaid leave of absence.
- (e) In no case will employee's employment will be affected if they perform jury duty. Employee will not be harassed, threatened, or cajoled into getting out of jury duty and their same job will be available to them upon their return.
- (f) If employee reports for jury duty and are dismissed, they are expected to return to work for the balance of the day. If they are told to not to report to the court for any day during jury duty, they are also expected to report for work.
- (g) Employee is expected to sign over, to the Lions of Indiana, Inc., any checks received from the courts during jury duty provided that the employee is being paid by Lions of Indiana, Inc.

## 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 and attendance at the Convention.
- (b) To perform such duties as assigned by the Convention Committee Chairperson.
- (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 International Convention Committee members should arrive at the Convention site prior to the start of their duties at the International Convention and shall be expected to attend all major functions at the International Convention such as all plenary sessions, international show and the parade.

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

- (a) To present to the State Convention a report on the forthcoming International Convention.
- (b) In the last issue of the *Hoosier Lion* 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 the activities in which the Lions of Indiana will take part at the Convention.
- (d) Coordinate delegation seating section at the International Convention Plenary and Business Sessions.
- (e) To remind all clubs to promote the International Convention to their membership.
- (f) To present information on parade uniforms to the Council for approval.
- (g) To provide advance information on parade uniforms, parade equipment and other materials needed by the second Council meeting of the fiscal year that the International Convention shall occur.
- (h) 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.
- (i) To assign duties and responsibilities to the International Convention Committee.
- (j) The Indiana International Convention Committee Chairperson will provide their 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 the active Past International Directors in consultation with members of Lions International Executive Officers.

Such presentation, nominations and certifications of candidacy shall be in accordance of the Constitution and By-Laws of the Lions of Indiana, Inc. and of the International Association of Lion Clubs.

## Section 2. CAMPAIGNS FOR INTERNATIONAL OFFICE

- (a) The Candidate will appoint the campaign committee and Chairperson. 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 *Candidate* 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-Chairperson. 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.

- (a) 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.
- (b) Meals - A per diem meal allowance is to be established by the Budget and Finance Committee and approved by the Council of Governors.

- (c) 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.
- (d) 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 Chairperson or State Officer must be approved by the appropriate Chairperson or Officer.
- (c) Restricted Funds held for a specific committee or activity must have the approval of the Chairperson 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 Chairperson, 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. 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 or other accepted electronic means.
- (c) All matters pertaining to reimbursement of expenses will conform to the Rules of Audit established by the International Association of Lions Clubs.
- (d) VICE DISTRICT GOVERNORS First Vice District Governors shall be allowed mileage expenses with the per mile rate equal to the mileage rate established by Lions Clubs International. Mileage will be paid for the round-trip mileage for the Official Council of Governors meetings and for the State Convention. First and Second Vice District Governors will receive a stipend for each of three (3) Council Meetings, if the Vice District Governor attended the meeting, based on the amount in the approved budget for the year.

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

The Chairperson 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 CHAIRPERSON

- (a) To see that every district Chairperson 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 Chairperson may be replaced.
- (c) Meetings can be held as physical meeting or via teleconference or other electronic means. If the meeting is a physical meeting, attendance by committee member via electronic means is also permitted.
- (d) A physical meeting must have the Chairperson or other designated member in attendance to chair the meeting
- (e) 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.
- (f) Prior to disbursement of donations, the State Committee Chairperson shall report to the Council Liaison, or to the Council Chairperson for approval. The person contacted is to notify the State Comptroller to disburse the monies approved.
- (g) To be available to give a report to the State Council whenever called upon for such a report.
- (h) To present reports to the State Convention following this procedure:
  - 1) 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:
  - 2) Prior to the meeting submit a copy of the report to the Governor chairing the meeting and the State Administrative Secretary.
- (i) To advise liaison members of the State Council (in writing) of called committee meetings at least two (2) weeks prior to the meeting.
- (j) To forward copies of the minutes of all State Committee Meetings to the members of the State Council.
- (k) 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.
- (l) State Committee Chair can be replaced by the Council if not functioning.
- (m) Provide a summary report to their successor.

## Section 2. EMERGENCY PREPAREDNESS & DISASTER ASSISTANCE COMMITTEE

- (a) The District Governor shall appoint a Lion to the position of district Lions Emergency Preparedness and Disaster Assistance (EPDA) chairperson.
- (b) The district Lions EPDA Chairperson should have the following:
  - 1) A willingness to organize a Lions EPDA plan in the event of a local emergency.
  - 2) An understanding of program parameters.
  - 3) Knowledge of Lions resources.
  - 4) An ability to cooperate with local emergency assistance resources.

- 5) An ability to mobilize a Lions team after an emergency has occurred.
  - 6) An understanding of Lions Clubs International Foundation (LCIF) resources.
- (c) VOAD: In 2023 the Lions of Indiana MD25 joined the Indiana Volunteer Organizations Active in Disaster (VOAD.) Indiana VOAD is an affiliate of the National Voluntary Organizations Active in Disaster (NVOAD). NVOAD, an association of organizations that mitigate and alleviate the impact of disasters, provides a forum promoting cooperation, communication, coordination and collaboration; and fosters more effective delivery of services to communities affected by disaster. The Council of Governors will approve payment of VOAD dues annually as recommended by the budget committee.

#### 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.

- (a) The State Comptroller and the Audit Committee Chairperson should jointly set the location and date for the Audit meeting.
- (b) The newly appointed Audit Committee Chairperson must notify each member of the Audit Committee, in writing, by July 15th, of the location and the date of the Audit Committee meeting.
- (c) The Audit Chairperson will request confirmations from all District Governors that audits have been completed at the district level and provide a statement to that effect in the Audit Report.
- (d) The Audit Report should be presented to the Council Chairperson no later than 30 days before the second regular scheduled Council meeting.
- (e) The Audit Chairperson should retain copies of audit work papers for five (5) years.
- (f) Completed Audit Records should be put in a permanent file at the Lions of Indiana State Office.

#### 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 review all proposed changes to the Constitution and By-laws in effect in the State to ensure they comply with the requirements of Article XIV, Sections 2 and 3 of the Constitution and By-laws of the Lions of Indiana Multiple District 25. The committee submits its recommendations to the State Council of Governors for publication in the February issue of the *Hoosier Lion*.
- (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 Chairperson of the Committee, when called upon for a report of the Committee, will report that the Committee has held a meeting with the members and they do 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 Chairpersons and committees.
- (c) Coordinate the activities of the District Chairpersons and committees to achieve the desired state objectives in a timely fashion.
- (d) The main area of focus of the committee's activities shall be diabetes awareness, education, screening (where possible) and support of diabetes camp activities.
- (e) Committee activities should be directed towards both Type 1 and Type 2 diabetes.
- (f) Activities in partnership with other diabetes related organizations (e.g. American Diabetes Association, Diabetes Youth Foundation, Indiana State Department of Health, etc.) are encouraged to extend the reach of Lions work and access to technical resources.

#### Section 8. ENVIRONMENTAL COMMITTEE

The Environmental Committee shall encourage implementation of projects such as: community clean-up, tree planting, recycling, and environmental education.

The duties of the committee are:

- (a) Become familiar with the information for Environment section on Lions Clubs International's website.
- (b) Utilize current resources from official environmental agencies/organization to become knowledgeable about the environmental priorities in their region.
- (c) Develop partnerships with relevant organizations and professionals to leverage resources.
- (d) Encourage district participation in Lions Clubs International's environmental contest and programs.

#### Section 9. INTERNATIONAL RELATIONS COMMITTEE

While serving as liaison between the Lions of Indiana and Lions International, the International Relations Committee shall promote the following:

- (a) Programs of youth exchange, peace poster and essay contests, twinning with clubs outside the United States and the use of variety of methods of communication with other clubs around the world.
- (b) Promote and conduct programs of greater understanding within local clubs on how they are part of a bigger picture that makes them an important part of the world community
- (c) Promote the understanding that while cultures are different, our desired goals are the same.
- (d) Promote and conduct programs that champion the idea that through the acceptance of our cultural differences, we make Lions an even more effective and stronger organization.

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 Chairperson shall attend meetings called by the Indiana State Police regarding camps.
- (d) Council Chairperson will notify the Indiana State Police, Youth Services Division by letter, when a change occurs with the State Chairperson or the appointed District Chairperson.

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 Chairpersons 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
- (d) May provide spouse/companion training with help of either a Past International Director’s or Past District Governor’s spouse/companion.
- (e) The Multiple District Global Leadership Team and other interested Lions shall serve as the Planning Committee for the annual Indiana Lions Mid-Winter Conference.

Section 12. 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 13. MULTIPLE DISTRICT GLOBAL EXTENSION TEAM (GET)

- (a) The Multiple District Global Extension Team shall serve as resources for district extension activities. Committee members network with other members for ideas to promote new club formation and new club development.

#### Section 14. MULTIPLE DISTRICT GLOBAL SERVICE TEAM (GST)

The GST multiple district coordinator, will be the service program expert ensuring districts achieve the distinct goals of their area. They will educate, coach and mentor district coordinators while removing barriers that impede progress. Their drive and determination will inspire and empower districts to be successful in maximizing beneficiaries served.

##### Duties:

- (a) Develops and executes an annual multiple district action plan that will monitor progress towards service goals. Follows up with districts that are behind on their goals and offers motivation and support.
- (b) Collaborates with GLT, GET and GMT multiple district coordinators and the multiple district Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (c) Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
- (d) Collaborates with GMT and GLT to provide retention strategies to districts.
- (e) Communicates regularly with GST district coordinators. Ensures they are aware of available LCI and LCIF service programs, partnerships, and grants.
- (f) Encourages GST district coordinators to promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) Increases LCIF Coordinator collaboration at multiple district/district level in order to maximize LCIF resource utilization and fundraising engagement.
- (h) Monitors LCIF Grants given to multiple district.

#### Section 15. 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 16. 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 17. 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 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 to schedule club visits. A District Coordinator should attend at least one district zone meeting.
- 5) The Indiana Multiple District Coordinator should present an LCIF Indiana report during all State Council meetings and State convention / and District Coordinators should give an LCIF report during their district meetings.
- 6) To improve better communication, the Indiana Lions LCIF Video program developed by LCIF for the state website should be maintained. LCIF articles should appear regularly in both the *Hoosier Lion* and district newsletters.

#### Section 18. LONG RANGE PLANNING COMMITTEE

To propose plans to the Council for their consideration.

#### Section 19. PIN DESIGN COMMITTEE

- (a) The State Pin Design Committee shall meet prior to the third Council meeting to consider pin designs and ideas. The Committee shall then recommend a pin design for the next Lion's year at the *third* 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 Pin Design Chairperson 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 Chairperson.
- (c) Samples and prices are to be presented to the State Council at the fourth Council meeting and a final decision made on which company from which to order. Again, the Chairperson 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 Second Vice District 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 20. PROTOCOL COMMITTEE

- (a) Protocol Committee members are to serve in an advisory role on 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 21. PUBLIC RELATIONS COMMITTEE

- (a) Public Relations Committee members (District Public Relations Chairpersons) are to serve on 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 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 *Hoosier Lion*.
- (h) To inform clubs regarding advance publicity when a member of the International Family or the District Governor is coming.
- (i) Each committee member will work closely with their District in preparing the District page for the *Hoosier Lion*. The state public relations Chairperson will work closely with the Council Chairperson, the State Administrative Secretary, and the *Hoosier Lion* publisher in preparing the *Hoosier Lion* publication.

#### Section 22. READING ACTION PROGRAM (RAP) COMMITTEE

The role of the RAP Committee is to promote and coordinate local literacy activities, and to serve as the liaison between Lions Clubs International, the District Governor, Council Chairperson, and clubs regarding RAP activities.

Promote RAP through seminars, zone meetings, and club visits.

#### Section 23. 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 Chairperson of the State Lions Committee submitting the resolution.
  - 3) A member of the State Council.
- (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 Chairperson shall notify the State Council of any resolutions ten (10) days prior to the State Convention at which the resolution is to be presented.

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 24. SPECIAL OLYMPICS COMMITTEE

The duties of the Standing Committee on the Special Olympics are:

- (a) To encourage participation between the Lions of Indiana and Indiana Special Olympics, including financial support from the Indiana Lions to Indiana Special Olympics.
- (b) Indiana Special Olympics will present their level of need (budget) annually for their activities to the Lions Standing Committee on Special Olympics.
- (c) The level of annual financial support for the Indiana Special Olympics is set by the current Council of Governors. Consideration will be given to “regional support of Special Olympics Activities.”

#### Section 25. VISION SERVICES COMMITTEE

The Vision Services Committee promotes healthy vision in Indiana by:

- (a) Vision Screening: Coordination, promotion, development, and support of Lions Clubs Vision Screening programs, aka School sight and Operation KidSight: Retention of sound medical advice and professional expertise; Advice and counsel 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.
- (b) 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.

- (c) 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.
- (d) 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 26. WOMEN'S MEMBERSHIP DEVELOPMENT COMMITTEE

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

#### Section 27. 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 chairperson 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**

Any 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 Chairperson 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.

Additional amendments may be submitted to the Council of Governors at any time for approval provided that such amendments are submitted to the Council of Governors at least thirty (30) days prior to the next Council of Governors meeting.

APPROVED