

District A-3 Policy Manual



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Policy #:	Title:	Effective Date:
1.000	District Committees	02/10/06

PURPOSE

To name the standing and appointed committees and outline their structure and terms of reference

REFERENCE

District A3 Constitution and By-laws Article IV and By Law III

POLICY

There are three District Committees that are Constitutionally defined, namely: The District Governor's Advisory Committee, The Honorary Committee and the Budget Committee. The structure of other standing committees is described and delineated in the Constitution, By-Law III. All other Committees shall be appointed by the District Governor

COMMITTEE STRUCTURE

A.) Terms of Office

All committees conform to the Standard Lions Year with the exception of the Youth Exchange Committee which shall serve a term from October 1st to September 30th.

B.) Committee Finances

All funds handled by committees shall be part of the accounts handled by the Treasurer of District A3 and the Committees shall not operate independent accounts

C.) Job Descriptions

The job descriptions for the committees are included in this Policy Manual (see Appendix A)

D.) Cabinet Oversight

Each Region Chair shall oversee approximately one-third of the District Committee. The Vice District Governor shall chair and oversee the MERL Committee and the Opportunities for Youth Committees. A report shall be presented to Cabinet by each Committee Chair at each regular Cabinet meeting. Said report shall outline plans and activities of the committee

E.) Types of Committees

DISTRICT GOVERNOR'S ADVISORY COMMITTEE: In each Zone, the Zone Chair, the President, the First Vice President, and the Secretary of each Club within the Zone shall compose a District Governor's Advisory Committee with the Zone Chair as Chair.

DISTRICT GOVERNOR'S HONORARY COMMITTEE:

This Committee shall be composed of all Interested Past International Officers in good standing from any Club in District A-3. This Committee shall meet when and as called upon by the District Governor.

BUDGET COMMITTEE: The Budget Committee shall be comprised of the current District Governor, current Cabinet Treasurer, the District Governor Elect, the new Cabinet Treasurer, and the Vice District Governor Elect. The District Governor elect shall convene a meeting of the Committee as early as convenient to assist in preparing the District's budget for the succeeding year, for presentation at the first Cabinet Meeting of that year.

OTHER COMMITTEES: The District Governor may appoint such District Chairs of Committees as may be necessary to fulfill the obligations of District A-3 and Lions Clubs International.

SUGGESTED COMMITTEES

See Appendix A Committee Chair Job Descriptions Revised 2006

DATE ISSUED/SUNSET DATE

Issue Date: October 1, 2006

Sunset Date:

Policy	Title:	Effective Date:
2.000	District A-3 Annual Convention Dates	02/10/06

PURPOSE

To establish the dates of future A3 Annual Conventions

REFERENCE

District A3 Constitution Article VI, Section 1

POLICY

The dates for the District Conventions shall be established at least 2 years in advance and announced at each Convention.

RESPONSIBLE DEPARTMENT

District A3 Convention Committee

DATE ISSUED/SUNSET DATE

Issue Date: October 1, 2006

Sunset Date:

Policy #:	Title:	Effective Date:
3.000	Governor's Newsletter Distribution	02/10/06

PURPOSE

To establish a distribution list for the Governor's Newsletter

POLICY

The Governor shall determine the number of issues of the newsletter which shall be distributed as follows:

- A. – All members of the MD "A" Governors Council
- B. – Lions Clubs International
- C. – Secretary and Treasurer of MD"A"
- D. – All District A-3 Cabinet Officers
- E. – All District A-3 Committee Chairs
- F. – All District A-3 Past District Governors
- G. – 3 copies to each Lions, Lioness and Leos Club or the number of copies requested by the individual clubs.

RESPONSIBLE DEPARTMENT

Governor's Newsletter Committee and Editor

DATE ISSUED/SUNSET DATE

Issue Date: October 2006

Sunset Date:

Policy #:	Title:	Effective Date:
4.000	District Directory Distribution	02/10/06

PURPOSE

To establish a distribution list for the District Directory.

POLICY

The District Directory shall be prepared annually and distributed as follows:

- A. - All members of the MD "A" Governors Council
- B. - Lions Clubs International
- C. - Secretary and Treasurer of MD "A"
- D. - All District A-3 Cabinet Officers
- E. - All District A-3 Committee Chairs
- F. - All District A-3 Past District Governors
- G. - Presidents of A-3 Lions, Lioness and Leos Clubs
- H. - Secretaries of Lions and Lioness Clubs

RESPONSIBLE DEPARTMENT

The District Governor and Directory Committee

DATE ISSUED/SUNSET DATE

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Policy #:	Title:	Effective Date:
5.000	New Club Regalia	02/10/06

PURPOSE

To outline what regalia is necessary for a newly chartered club and who will provide said regalia

POLICY

A. The following shall be provided by the District to a newly chartered club through an assessment of all clubs except the Sponsoring Club:

- (i) Banner
- (ii) Three Officer Pins (President, Secretary, Treasurer)
- (iii) Dinner Badges
- (iv) Lions Flags
- (v) Flag Poles and Stands
- (vi) Code of Ethics and International Objects
- (vii) Frames for Charter
- (viii) Speaker Stand
- (ix) Two Highway Signs

B. Other Regalia:

- (i) Gavel and Gong- provided by Sponsoring Club
- (ii) Fine Box- provided by District Governor
- (iii) Canadian Flag - provided by Member of Parliament
- (iv) Queen's Portrait – provided by Member of Provincial Parliament

RESPONSIBLE DEPARTMENT

The sponsoring club and Guiding Lions in conjunction with the Extension Subcommittee of the MERL Committee

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Policy #:	Title:	Effective Date:
6.000	Wearing of White Jackets and Official District Dress	02/10/06

PURPOSE

To establish a protocol for proper dress at Lions Functions.

POLICY

A. The Governor and Past District Governors shall wear white jackets at:

- Charter Nights
- Charter Anniversaries in multiples of 5 years
- District Governor's Ball at the A-3 Convention

B. Official District Dress as determined by the incoming Governor shall be worn at all District Functions.

RESPONSIBLE DEPARTMENT

The District Governor, Cabinet and Honorary Committee

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Policy #:	Title:	Effective Date:
7.000	District A-3 Hospitality Room at MD "A" Conventions	02/10/06

PURPOSE

To increase the exposure of Lionism in District A3 and to provide for fun and hospitality at the MD "A" Convention

POLICY

The District Governor may arrange for a District A-3 Hospitality Room at the MD "A" Convention. Funds for this Hospitality Room shall be raised by Special Fund-Raising Projects and not taken from the District A-3 dues.

RESPONSIBLE DEPARTMENT

The Hospitality and Lions Fellowship Committee

DATE ISSUED/SUNSET DATE

Issue Date: October 2006

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Policy #:	Title:	Effective Date:
8.000	Fun and Talent Night	02/10/06

PURPOSE

To provide an annual evening of fun and fellowship for the Lions of District A3 and to raise funds for the hosting of the A3 Hospitality Room at the MDA Convention

REFERENCE

District A3 Policy 7.000

POLICY

100% of the proceeds from the Fun and Talent Night shall be turned over to the District Treasurer to be used as approved by the District Cabinet for the promotion of District A-3.

RESPONSIBLE DEPARTMENT

The Hospitality and Lions Fellowship Committee

DATE ISSUED/SUNSET DATE

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Policy #:	Title:	Effective Date:
9.000	Pre-Cabinet Meetings	02/10/06

PURPOSE

To allow for in camera meeting of the Cabinet for organizational purposes and issues involving personnel or other sensitive issues

POLICY

The Cabinet shall meet in an informal session prior to each Cabinet Meeting.

REFERENCE

District A3 Constitution and By-Laws Article IV, Section II

RESPONSIBLE DEPARTMENT

District Governor

DATE ISSUED/SUNSET DATE

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Policy #:	Title:	Effective Date:
10.000	Past Officers' Experience	02/10/06

PURPOSE

To take advantage of Past Officers' Experience in assisting District Committees

POLICY

To take advantage of the experience of Past Cabinet Officers, they shall be recruited as advisors to committees, although not necessarily as chairs.

RESPONSIBLE DEPARTMENT

District Governor and Honorary Committee

DATE ISSUED/SUNSET DATE

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Policy #:	Title:	Effective Date:
11.000	Fund Raising	02/10/06

PURPOSE

To ensure that all Committee Fundraising meets District Financial Criteria

REFERENCE

Article V, Section II A3 Constitution and By-Law

POLICY

Copies of all letters from committees, regarding fund raising activities and information, shall be sent to all Cabinet Members.

RESPONSIBLE DEPARTMENT

Committee Chairs and Cabinet

DATE ISSUED/SUNSET DATE

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Policy #:	Title:	Effective Date:
12.000	Procedures for the Endorsement of A-3 Candidates for International Director	02/10/06

PURPOSE

To ensure that proper procedures are understood and carried out for the endorsement of A3 Candidates for International Director in accordance with the Constitution of Lions International

POLICY

A. At the Club Level:

- A candidate must be qualified in accordance with the Lions Clubs International Constitution.
- A notice of motion for endorsement needs to be made
- A date and time for a vote shall be set
- The vote shall be by secret ballot
- Endorsement shall be by a majority vote of the Club members in attendance.
- By endorsing a candidate for International Director, the Club involved takes on a long term of support, both locally and through to the International Convention where the fourth and final election will take place. Therefore all Lions of the Club must be informed in advance of the nomination, so that when the endorsed candidate is assured of major support from the Club.
- The candidate should be prepared to pay all personal expenses involved in the campaign, although the Club may wish to assist the candidate with such expenses.
- The Club will be expected to assist financially with the traveling expenses of the Lions who will accompany the candidate while seeking support of the clubs in the District, as well as with expenses for the necessary promotional material that the campaign committee suggests.

B. At the District Level:

- All the Clubs in the District shall be notified of the candidate=s nomination as per the procedures set down by the District's Constitution, By-Laws and Policies with regards to other District Office Candidates, e.g. deadlines, etc.

- Voting for District endorsement will take place at the A-3 Convention by secret ballot.
- If the candidate is endorsed, a Promotion Committee will be set up, chosen by the candidate and the candidate's Club, and approved by the District Cabinet

The Promotion Committee will assist the candidate to seek the endorsement of the clubs in MD "A"

- The Committee will be charged with the added responsibility of raising funds at the District level for the campaign. Response to the appeal for funds from the clubs of the District will be on a voluntary basis. The clubs should be reminded, however, that the candidate was duly endorsed in a democratic manner by all clubs in the District, and that they therefore have an obligation to fund the campaign.

- The candidate is again reminded of the responsibility for most of the personal expenses during the campaign, and that the funds raised are mainly for Promotion Committee expenses and for promotional material.

- If successful at the MD "A" level, the candidate will be subject to the MD "A" Rules of Audit, which would apply to the campaign at the International level.

RESPONSIBLE DEPARTMENT

Nominating Club, Cabinet, Promotion Committee, Constitution, By-Laws and Policy Committee

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Policy #:	Title:	Effective Date:
13.000	District A-3's Attendance Expectations For District Officers	02/10/06

PURPOSE

To outline the expectation of District Officers Attendance at District Functions

POLICY

A. District Officers are expected to attend the following:

- Officer Training Seminar
- Governor's Barbeque and Get-together
- Club Officer's Training School
- All regular and special Meetings of the Cabinet
- District A-3 Convention and Governor's Ball
- Relevant Committee Meetings

B. District Officers shall attempt to attend the following:

- Memorial visitations and Lions Services
- Charter Nights
- Anniversaries (multiples of 5 years)
- Any other significant District or Multiple District or International event

RESPONSIBLE DEPARTMENT

All District Officers

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Policy #:	Title:	Effective Date:
14.000	Region and Zone Printing Costs	02/10/06

PURPOSE

To allow for the reimbursement of printing costs to Zone and Region Chairs

REFERENCE

District A3 Constitution Article V, Section II, paragraph M

POLICY

Zone and Region Chairs shall be reimbursed for necessary printing costs in conjunction with Zone and Regional Meetings not covered by Rules of Audit upon presentation of requests with proper receipts for approval by Cabinet.

RESPONSIBLE DEPARTMENT

District A3 Cabinet

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Policy #:	Title:	Effective Date:
15.000	Governor's Advisory (Zone) Meetings	02/10/06

PURPOSE

To establish a timeline for the holding of Zone Meetings and to establish the number of meetings to be held

REFERENCE

Multiple District A Constitution By-Law II Section 9 and A3 Constitution, Article IV, Section III, Para C

POLICY

The first meeting of the Governor's Advisory Committee for each Zone shall be held within 90 days following the adjournment of the preceding International Convention, the second meeting during the month of November, and the third meeting not less than 30 days before the start of the Annual District A-3 Convention. When required, and after receiving approval from the District Governor, other meetings of the Zone may be held.

RESPONSIBLE DEPARTMENT

Zone and Region Chairs

DATE ISSUED/SUNSET DATE

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