

Policy Manual
District 2-X2
Lions Clubs International

I. General

- A. Purpose: To elaborate on and clarify policies not covered by the constitution and By-Laws of Lions Clubs International, the constitution and By-Laws and policy manual of Multiple District, the constitution and By-Laws of District 2-X2 and the constitution and By-Laws of the North East Texas Eye and Tissue Bank of District 2-X2. This manual is not to conflict in any way with the previously mentioned constitutions, By-Laws and policy manuals to which it is subservient.
- B. The manual may be amended as deemed necessary in the following manner: Any resolutions specifically intended to change any portion of the policy manual shall be submitted to the Cabinet Secretary at least fourteen days prior to the next cabinet meeting. The resolution must be read at two cabinet meetings before voting. One of these readings may be the meeting at which the voting takes place.
- C. The policy manual will be adopted for the year at the first cabinet meeting and will be the guideline for the fiscal year unless amended.
- D. The policy manual will be distributed to each cabinet member at the expense of the district. Any Lion may obtain a copy at his own expense.
- E. Throughout this manual where such words as he, him, his, or similar terms of male gender are used, it is to be interpreted as referring to either the male or female gender.
- F. Throughout this manual, International refers to Lions Clubs International, State of Texas or MD-2 refers to Multiple District 2 of Lions Clubs International, and District refers to District 2-X2 of Lions Clubs International.

II. Governor - It is obvious that the duties of the Governor as listed in this manual will require at least several months of advance planning.

- A. Before taking office, the Governor should thoroughly familiarize himself with the International constitution and By-Laws, constitution and By-Laws of MD-2, constitution and By-Laws of 2-X2, this policy manual and Robert's Rules of Order.
- B. On election he should make personal contact with qualified Lions of the District to fill cabinet positions for the coming year.
- C. As soon as the cabinet members are confirmed, lay out the district directory. Discuss the time schedule and make sure the directory will be ready by the first cabinet meeting.
- D. Plan a monthly newsletter that includes a "catchy" title and brief format. Sell advertising to subsidize printing costs. Select a printer, lay out the newsletter and have ready to mail or electronically mail by the first of July. Since this is the Governor's main form of communication with clubs, it should be easy to

read, informative and optimistic about all programs in the district. It should be sent monthly to International, all members of the Council of Governors, MD-2 International family, clubs in the district, as a soon as the name of the outside speakers for the Mid-Winter Conference and/or District Convention are known, to the speaker.

- E. Select locations and dates for cabinet meetings, Mid-Winter Conference and District Convention. Meeting notices should be sent out at least ten days prior to the cabinet meetings. This can be done in the newsletter or by personal letter. There are four cabinet meetings required. The Mid-Winter Conference is generally a fun time; however, the Governor has the prerogative to call an additional cabinet meeting if needed.
- F. Order nametags for Cabinet members in time to present them at the first cabinet meeting.
- G. Design and order district pins in time to have them at the first cabinet meeting.
- H. Care in the number of pins ordered should be taken to avoid an excess of unsold pins, both district and state. Keep in mind that pins will be needed to give to the queens, diabetic essay contestants and drug speech contestants at the State Convention as well as to present to visitors to the District.
- I. Be familiar with the reporting process to International as outlined in the District Governor's Manual. Reporting is made easier by a daily diary keeping mileage, club meeting comments, office expenditures, etc.
- J. Plan club meeting itinerary and start visits as soon as possible. Advise clubs by letter or electronic mail at least three weeks in advance when you are coming to allow them to change their programs and to get news release in the local news media. Enclose a copy of the required protocol for district governors.
- K. Have the Governor's contest and membership contest planned and sent to the clubs in a timely manner. Keep up enthusiasm through the newsletter and other necessary communications.
- L. Work through the Region and Zone Chairmen for better communication with the local clubs.
- M. Regularly remind clubs of deadlines such as newsletter information, contests, MMR's, Activity reports, PU101's, resolutions, local officer elections, filing of IRS form 990, etc.
- N. Order all awards, gifts, etc, in time to have them for presentation at the District Convention or Mid-Winter Conference if applicable.
- O. Through personal contact, encourage qualified lions of the District to consider funning for District office, also develop leadership within the District.
- P. Keep the 1st and 2nd Vice District Governors appraised of plans and changes in plans to facilitate a smooth and non-conflicting relationship.
- Q. The Governor at the beginning of each cabinet meeting shall appoint a parliamentarian and sergeant-at-arms for the meeting.
- R. In consult with the Texas Lions Camp Directors of the District make arrangements for slots for campers from the District.

III. First Vice District Governor

- A. Familiarize himself with the duties of the District Governor for two purposes - to serve for the Governor in temporary necessity and to prepare for assuming that position when elected as Governor. It is obvious that the duties of the Governor as listed in this manual will require at least months of advance planning.
- B. Perform such administrative duties as may be assigned to him by the District Governor such as chairing committees
- C. Be supportive and enthusiastic of the District Governor's goals.
- D. Be prepared to attend the USA/CANADA Lions Leadership Forum as part of his Leadership training. It is the policy of this District that funds, if available, are budgeted for the VDG's attendance at the Forum.

IV. Second Vice District Governor

- A. Familiarize himself with the duties of the District Governor for two purposes: to serve for the Governor in the event the Governor and 1st Vice District Governor are absent and to acquaint himself of the responsibilities of the office of Governor.
- B. Perform such administrative duties as may be assigned to him by the District Governor such as chairing committees.
- C. Be supportive and enthusiastic of the District Governor's goals.
- D. Attend training sessions offered by MD-2.

V. Cabinet Secretary and Cabinet Treasurer (Cabinet Secretary-Treasurer)

- A. This may be one person or two at the discretion of the District Governor.
- B. The Treasurer shall be a member of the cabinet.
 - 1. The Cabinet Treasurer shall be the custodian of all District funds unless otherwise directed by the Cabinet and he shall report directly; to the Cabinet.
 - 2. The Treasurer shall establish and maintain the accounting system of internal accounting controls in accordance with generally accepted accounting principles. He shall see that the following are accomplished:
 - a. Proper books of accounts are maintained on the accrual basis of each of the separate administrative and any other funds that may be set up in the future.
 - b. Prepare or cause to be prepared interim accrual basic financial statements in accordance with generally accepted accounting principles for the various funds to be presented to the Cabinet and to be reviewed by the Cabinet at each Cabinet meeting.
 - c. Open a bank account to handle the year's banking.

- d. See that the budget is reviewed at each Cabinet meeting to compare actual revenues received and dispersed on an interim basis to allow for budgetary revision.
- e. Insure that there is an annual audit or review of the financial condition of the district completed by an independent source.
- f. Insure that timely submission of required Federal and/or State tax returns are completed by their respective due dates.
- g. Maintain and adhere to all accounting procedures established and approved by the Cabinet from time to time including the accounting policies set forth as follows:
 - (1) See that assessments records of each club are maintained and appropriate controls are established and maintained over billing.
 - (2) Nor allow any funds to be move from one fund to another fund without prior approval by the Cabinet.
 - (3) See that all bills are paid from invoice and/or statements. No disbursements shall be made that are approved by the Cabinet when not covered by the approved budget. All payments from the funds shall be made by check and signed by the Treasurer and countersigned by another authorized signatory. In all cases at least two signatures are required.
 - (4) See that all monies received by the District are deposited in a bank or banks as designated by the Cabinet. Designation of the bank may be accomplished by motion from the floor and approval by the Cabinet at the first cabinet meeting.
 - (5) See that all bank accounts are reconciled to the books of the account on a monthly basis
- h. Provide for a gift to the Governor to be presented at the District Convention

- C. The Cabinet Secretary shall be a member of the Cabinet.
 - 1. The Cabinet Secretary shall work closely with the District Governor and Treasurer under the direction of the Cabinet.
 - 2. The Cabinet Secretary shall insure that correct minutes are recorded for all cabinet meetings and that these are properly reported to International, MD-2, and District 2-X2 in accordance with each of their respective constitutions and by-Laws.
 - 3. The Cabinet Secretary shall present the minutes of the previous cabinet meeting so that the Governor may include these in his newsletter and to present to the next cabinet meeting for approval.

4. In the event the Secretary through illness or other unavoidable circumstance is unable to be present for a cabinet meeting, the Governor may appoint a temporary Secretary to serve in this capacity.
5. In addition to familiarizing himself with the constitutions of the documents mentioned in paragraph I.A. on page one of this manual, he should also be familiar with and follow the guidelines of the International Secretary's Manual.
6. The Cabinet Secretary shall aid the District Governor in any way possible.
7. The Cabinet Secretary shall make as many visits as possible with the District Governor.
8. The Cabinet Secretary shall serve as the District's protocol advisor. He will assure all District meetings are adhering to proper protocol.

VI. Texas Lions Camp Directors

- A. There shall be two Texas Lions Camp Directors elected from the District, each serving two-year terms. These Directors shall be elected on alternate years so that there will be only one Director elected each year. If a replacement is necessary because of death, resignation or removal for cause, the District Governor will appoint a Lion in good standing in the District to serve the remaining of the unexpired term.
- B. The Camp Directors shall keep the various clubs in the District and the Cabinet appraised of activities and responsibilities to the Texas Lions Camp.
- D. The Governor and immediate past District Governor shall also serve as Directors in accordance with the constitution and By-Laws of the Texas Lions Camp.
- E. The Camp Directors will provide informative programs to the clubs as requested.
- F. Upon appointment by the District Governor, one Camp Director will serve as Camp Walk Chairperson and one will serve a Camp Bus Chairperson.

VII. Region and Zone Chairmen

- A. These members of the Cabinet shall be selected as set forth in Article V, Section 1 of the District Constitution and By-Laws. They are to act as liaison between the clubs and the District Governor and should stay in communication with both to insure a smooth and productive term of office.
- B. They should familiarize themselves with the constitution and By-Laws and the policy manuals of International, MD-2, 2-X2 and the manuals of their respective offices provided by International.

VIII. Global Leadership Coordinator

- A. The GLC works under the direction of District Governor and the Global Leadership Area Coordinator.
- B. The GLC identifies potential lion leaders and insures the delivery of quality leadership training and development programs.

- C. The GLC should familiarize himself with the leadership training and development support tools available online on the LCI website.
- D. The GLC needs to collaborate with the GMC in regards to District needs.

IX. Global Membership Coordinator

- A. The GMC should be knowledgeable of the membership programs of LCI.
- B. The GMC should be ready to assist in the development of district and club service opportunities.
- C. The GMC should be ready to assist in the development and achievement of membership goals.
- D. The GMC should identify and assist with struggling clubs.
- E. The GMC needs to collaborate with the GLC in regards to District needs.

X. Committee Chairmen – The Committee Chairmen are selected by the District Governor for a one-year term and should perform their duties as outlined in their respective manuals furnished by International. However, there are a number of District Committee Chairmen positions that are unique to our District or to the State of Texas and may not be described by International.

- A. Leader Dogs for the Blind – This chairman should be familiar with basic workings of the Leader Dog program and be able to promote the program, help to coordinate the recruitment of students for the Leader Dog school and to do fund raising work for the program. Visitation to the school is a helpful attribute for the District Chairman. He should present programs upon request to clubs.
- B. World Services for the Blind. This Chairman should be familiar with the basic working of World Services, to be able to promote the program, help recruit individuals to attend the school and to do fund raising work for the program. Visitation to World Services is encouraged. He should present programs upon request to clubs.
- C. Texas Lions Foundation. The appointed trustee to the Foundation from this District should be familiar with the mission of the Foundation, be able to assist in obtaining grants from the Foundation if needed and to help raise donations to the Foundation. The District trustee serves a two-year term and may serve 2 terms. District 2-X2 appoints a trustee in even numbered years. He should present programs upon request to clubs.
- D. USA/CANADA Lions Leadership Forum. The chairman for the promotion of the Forum should have attended a previous Forum, should be familiar with what is offered by the Forum and be able to actively promote and encourage attendance to the Forum. He should present programs upon request to clubs

- E. Texas Eyeglass Recycling. The chairman for Texas Eyeglass Recycling should be familiar with what is offered by this charity and be able to actively promote eyeglass collections. He should present programs upon request to clubs.
- XI. Budget – An annual budget shall be prepared by the standing Governor-Elect, Governor, standing Cabinet Secretary, standing Cabinet Treasurer (Cabinet Secretary-Treasurer), the Cabinet Secretary Appointee, the Cabinet Treasurer (Cabinet Secretary-Treasurer) Appointee, and the standing budget committee advisors. The 1st and 2nd Vice District Governors should be in attendance as a part of their training only. Such budget shall be prepared after the District Convention and be ready for presentation at the first cabinet meeting for approval.
- XII. North East Texas Lions Eye and Tissue Bank – This committee shall follow their own constitution and By-Laws. It should hold regular meetings before each cabinet meeting, unless, after consultation with the District Governor there is no business to be conducted in which case a meeting is not required. In either case the members should be notified by mail or electronic mail as to whether there is to be a meeting at least ten days in advance.
- XIII. Long Range Planning Committee – This committee shall meet before each cabinet meeting unless after consultation between the chairman and the District Governor there is no business to be conducted. In either case the members shall be notified by mail or electronic mail as to whether there is to be a meeting at least ten days in advance.
- XIV. Archivist – The duties of the District Archivist shall be part of the duties of the Cabinet Secretary. He shall preserve records of previous years to include, but not limited to District Directory, minutes of cabinet meetings, organ Bank meetings, and Long Range Planning Committee meetings and newsletters, filed by year. This is to allow retrieval of information on which there was official action, particularly in the event of disagreements as to what action was previously taken.
- XV. Bus to Texas Lions Camp – The District will charter a bus for the purpose of providing transportation for campers to the handicapped session of the Texas Lions Camp. Each club sponsoring a camper riding the bus is obligated to make payment to the Camp Bus Fund upon receipt of a statement. The total amount paid will be assessed on a prorated basis. A balance of \$1500.00 will be maintained in the Camp Bus Fund account. It shall be the responsibility of the sponsoring club to notify the District Bus Coordinator or Camp Directors if the camper they are sending to camp will be using alternative transportation to camp.

XVI. Host Clubs – Host clubs for cabinet meetings and district conventions shall provide entertainment, programs, or brunches for the guests of cabinet members who do not wish to attend the business sessions.

XVII. District Hall of Fame – As detailed in District By-Laws, Article XI. Section 2, the District Governor shall call for nominations for the District Hall of Fame. Nominations should be made between January 1 and 5 days prior to the Mid-Winter Conference of that Lions Year. Cost of the Hall of Fame award will be billed to the nominating club and shall be \$25.00. Nominations by the club should be sent to the Zone Chairperson. Recommendation of inductees for the District Hall of Fame shall be made, when possible, by the Zone and Region Chairmen of each Region who should forward the recommendation to the First Vice District Governor for approval before final approval by the District Governor. An inductee into the Texas Lions Hall of Fame will automatically be a member of the District Hall of Fame. Proper presentation shall take place at the District Convention.

XVII. Contests – All District contests are held at the discretion of the District Governor and the District Cabinet, and are further determined by the availability of funding for said contests. The queen contest, diabetic essay contest, drug speech contest, and outstanding youth contest shall be coordinated by the appropriate District Chairman following the guidelines of the current MD-2 and 2-X2 constitutions, By-Laws, and policy manuals then in effect.

District contest scholarship funds shall be deposited in a money market or similar inactive fund as “dedicated funds” to remain and be used for no other purpose than to pay to the winner’s school after the winning contestant has matriculated.

When two years has passed, after the beginning of the next college year, if unclaimed, these funds may be released to the administrative fund for use for future youth events.

Clubs participating in the District contests, other than queen contest, will forward their assessment to the District Chairman with their applications. The District Chairman will forward the assessment received, less expense for trophies, plaques, certificates, ribbons and other costs, to the Cabinet Treasurer (Cabinet Secretary-Treasurer) for deposit to the administrative fund. Upon receipt, the Cabinet Treasurer (Cabinet Secretary-Treasurer) will transfer the fund from the administrative fund into the “designated fund”, the required funds for the scholarship awarded. The District Governor will provide in the District administrative budget adequate funds to cover all costs exceeding receipts, including any expenses incurred by the District’s entrant into the State event, within the limits stated with the state policy manual, except for the queen contest.

The District Convention Host Club will be responsible for receiving and expending all funds for the District Queen Contest, including the cost of all awards and event expenses. The Host Club will forward scholarship monies to the District Cabinet Treasurer (Cabinet Secretary-Treasurer) within three days following the close of the District Convention. The District Cabinet Treasurer (Cabinet Secretary-Treasurer) will transfer, from the administrative fund account into the “designated fund” account, these scholarship monies.

The District Queen Contest Chairman will work under the directions of the District Convention Chairman in staging this event. This includes all planning, scheduling, promotion, budgeting, staging, receipts and expenditures relating to the queen contest.

The District Governor, at the completion of the District Convention, will complete the following form that shall be retained by the Cabinet Treasurer (Cabinet Secretary-Treasurer) to allow ready access to the information as to contestants due to receive awards.

District 2-X2 Scholarships
List of Recipients Convention Year _____

District Queen Contest

District Queens _____

Address _____

City _____

Anticipated year/graduation from H.S. _____

Amount _____

Runner Up _____

Address _____

City _____

Anticipated year/graduation from H.S. _____

Amount _____

District Diabetic Essay Contest

First Place _____

Address _____

City _____

Year of graduation _____

Amount _____

1st Runner Up _____

Address _____

City _____

Year of graduation _____

Amount _____

District Drug Speech Contest

First Place _____

Address _____

City _____

Year of graduation _____

Amount _____

1st Runner Up _____

Address _____

City _____

Year of graduation _____

Amount _____

District Outstanding Youth Contest

First Place _____

Address _____

City _____

Year of graduation _____

Amount _____

1st Runner Up _____

Address _____

City _____

Year of graduation _____

Amount _____

**APPROVED ON APRIL 13, 2013, AT THE ANNUAL DISTRICT 2-x2
CONVENTION IN Longview, Texas**