

LIONS OF COLORADO

District 6SE



POLICY MANUAL

Adopted ???

District 6SE Policy Manual

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MANUAL UPDATE AND READINESS

Changes in the Policy Manual can be made during a regularly convened cabinet meeting with a 2/3 vote of approval from the Cabinet.

Approved action to change the manual shall be made and presented at the Cabinet meeting following the meeting where such a vote was taken. The full manual will be revised and provided on the 6SE web site. Maintaining currency of any hardcopy or softcopy print of the manual will be the responsibility of the individual holding copy (i.e., the current document is always on the governance web site (<https://www.colions6se.org/>)).

PURPOSE

The primary purpose of the 6SE Policy Manual is to set forth the present policies and requirements of the District 6SE Cabinet, by defining its operation. The duties of the District Governor, 1st Vice District Governor, 2nd Vice District Governor, Secretary and Treasurer are documented in the District 6SE Constitution and By-Laws. Additional duties and the duties of the appointed committee positions will be documented in this policy manual.

This manual will provide the list of committees and groups that from time to time may be organized and appointed by the 6E District Governor, to carry out the necessary functions of the District.

This manual will set forth time schedules and deadlines to meet by providing the necessary information that includes all preliminary and follow-up information to the District Convention Committee and others as may be appropriate.

It will be the duty of subsequent Policy Manual Committees to review the Manual at least once a year, and recommend to the 6SE Cabinet necessary revisions, and update according to conditions at that time.

It is expected that the District 6SE Cabinet communicate between the Cabinet members and the district club leaders in order to maintain healthy relationship between District and Clubs. This communication will be done through whatever means are available to those involved.

DISTRICT 6SE CABINET AND CABINET MEETINGS

It is the responsibility of the cabinet members to participate and help run the 6SE District. The Cabinet and Officers of the district are identified in the Constitution, Article VI, Section 1. Their duties are described in Article III Sections 1 – 15. The District Governor is responsible for ensuring the ability of the cabinet members to participate in meetings. The District Cabinet meetings are described in the By-Laws, Article V, Section 1, along with the alternative meeting formats in Article V, Section 2. These articles allow the District Governor some latitude in ensuring cabinet members are able to participate.

Per Article V, Section 1.C. of the District 6SE Bylaws, a quorum is the attendance of the majority of the members of the Cabinet and voting privileges extend to the District Cabinet as defined in Article VI, Section I.B of the 6SE District Constitution. When available, any person attending a Cabinet meeting via online or electronic means will be counted as attending for quorum purposes.

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DISTRICT CABINET MEETING SPONSORS AND DATES

The District 6SE Cabinet Meeting dates will be selected by the DGE after they have returned from St. Charles 1st Vice District Governor/DGE training in February/March and before the MD6 State Directory is to be sent to print. This normally occurs in early June. Hence the dates and locations need to be selected early. Communication with district clubs is mandatory for selecting a location for cabinet meetings. A club that sponsors a cabinet meeting is NOT required to provide a meal. The club will provide a location for the meeting. If a meal is provided, the District Budget must have line items to help the club. The club may request donations to defray the costs.

DISTRICT CONVENTION DATES

The District Convention dates will be selected by the 1st Vice District Governor/ DGE early enough that the club/clubs that have been approved by previous District Convention election or that are considering sponsoring a district convention has time to plan.

There are time requirements in the LCI Constitution and Bylaws and in the MD6 Constitution and Bylaws that affect the date of the 6SE District Convention. These requirements have to do with the endorsement of International Directors and 3rd Vice Presidents. (See Article II, International Board Elections, Section 4, item (a) of the LCI By-Laws [up to 90 days] and Article I, Nominations and Endorsement Third Vice President and International Director Nominees, Section 1.(a). [30 days].)

Given that LCI holds the LCI Conventions in June or July, the MD6 State convention, in order to endorse a 3rd Vice President, must occur prior to March 15th. In order for the district to endorse a candidate up to the state ballot, the district convention must occur prior to February 13th.

DISTRICT BUDGET

The District 6SE Budget will be put together in anticipation of the 1st Vice District Governor/District Governor Elect's (DGEs) term to begin in July of each year. The Budget development process will begin in April of the 1st Vice District Governor's year and end with the adoption of the Budget at the 1st Cabinet meeting. The Rules of Audit will be used to help identify budget targets. The intent of starting early is to anticipate early training and budget needs of the Global Leadership Team and Global Membership Team coordinators. The location of the next Lion Clubs International (LCI) Convention may also warrant discussion if there are scholarships made available through the administration dollars. (Note: The 1st Vice District Governor/DGE's travel and accommodations are paid for by LCI; their companion's travel is not paid for as District 6SE is a provisional district and has been for over 20 years. There is a possibility of the companion's travel being paid if at the end of the DGE's year, there is net membership gain in the district, LCI may consider reimbursing the companion's travel. See LCI Board Policy Manual, Chapter IX, Section C.3. & 4. for details.)

Good financial practice shall be used by District 6SE. Fundraising dollars shall be maintained separate than the administration dollars in order to ensure 100% fundraising dollars go to the causes supported and endorsed by Lions International.

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The District 6SE Budget may be addressed/adjusted at any regular Cabinet meeting by being placed on the agenda. Working meetings will be arranged when discussion is necessary to determine appropriate dollar figures.

RULES OF AUDIT

This will define the Rules of Audit used to put together the District 6SE Budget and hold accountable individuals requesting reimbursement from the district. Documentation supporting the Rules of Audit will be required for payout not to exceed budgeted amounts. All District personnel to utilize the District 6SE Expense Report to request reimbursement (Attachment A).

Reimbursement Rates:

Meals	None
Hotel	\$50.00 per night: Maximum 1 night (unless adjusted by vote)
Mileage	\$0.50 per mile (If one-way mileage is over 200 miles)
USA/Canada Fees and Travel Expenses	Not to exceed budgeted amount
Training Fees and expenses	Not to exceed budgeted amount
Scholarships	Not to exceed budgeted amount

Application of Rules of Audit:

District Governors: All District Cabinet, State Council, District and State Convention expenses should be covered by Lions Clubs International and the MD6 Budget. In the event these items are not covered, complete Rules of Audit apply. For the USA/Canada Forum or Regional Trainings, complete Rules of Audit apply, not to exceed budget line item, when attending and when reporting training highlights to Cabinet meeting.

1st and 2nd Vice District Governors: Complete Rules of Audit apply when attending Club visits not covered by Lion Clubs International. For the USA/Canada Forum or Regional Trainings, complete Rules of Audit apply, not to exceed budget line item, when attending and when reporting training highlights to Cabinet meeting.

GAT members: Complete Rules of Audit apply when providing reports and when attending USA/Canada Leadership Forum, not to exceed budget line item, when attending.

Scholarship awardee: Complete Rules of Audit apply when attending events.

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Attachment A

DISTRICT 6SE EXPENSE REPORT



Name _____ Office _____

Mailing Address _____

Travel to _____ Date of Travel _____

Reason for Travel _____

Car Miles Traveled _____ X \$.50 per mile = \$ _____

Hotel Room days _____ X \$50.00 per night = \$ _____
(See Rules of Audit)

Event Registration fees _____ = \$ _____

Other Expenses (explain) _____

_____ = \$ _____

Total = \$ _____

Signature _____

For Office Use Only:

Authorizing Signature _____

Date Authorized _____ Date Paid _____ Amount Paid _____