

District 11-D1 Policy Manual

2018/19

Section A

Purpose

It is understood that all policy must conform to the International and Multiple District 11 Constitutions and By-Laws and the district 11-D1 Constitution and By-Laws.

The purpose of the Policy Manual is to put in easily readable and understandable for the pertinent procedures to be followed by the District Governor and the District Cabinet Officers in the performance of their duties.

Section B

Adoption and Amendment

1. Publication and distribution of this Policy Manual will be the responsibility of the District Governor. The District Governor shall distribute a proposed Policy Manual to the voting cabinet members prior to the first mini-cabinet meeting. After consideration at that meeting, the Policy Manual shall be adopted by a majority vote of those members present.
2. This Policy Manual may be amended from time to time as deemed necessary by the Cabinet. The following procedures shall be followed in amending the Policy Manual.
 - a) The District Governor may at his/her discretion propose any amendment(s) at any officially convened District Cabinet meeting. Any other person(s) wishing to change the Policy Manual shall submit the proposed amendment(s) in writing to the District Governor at least two (2) weeks prior to the official Cabinet meeting at which the proposed amendment(s) is/are to be considered.
 - b) Any amendment(s) properly presented at a District Cabinet meeting shall be considered adopted upon the affirmative vote of a majority of the District Officers in attendance at such meeting.
 - c) The above procedures may be altered by the District cabinet by suspending this rule by a 2/3 majority vote during any official District Cabinet meeting.

Section C

Policies of District 11-D1

General Policies

1. The District Governor will schedule regular workshop meetings throughout the year with the voting cabinet members and the Global Action Team Coordinators to facilitate the orderly and consistent sharing of overall policy and long range planning of District 11D1.
2. Within 30 days after the election of the new District Governor-elect, the seated District Governor shall schedule one or more workshop meetings between the incoming District Governor and his/her appointed Cabinet Secretary and Treasurer and the outgoing District Governor, Cabinet Secretary and Treasurer to facilitate an orderly transfer.
3. The District governor may, at his/her discretion and at any time, replace any appointed member of the District Cabinet that in his/her opinion is not adequately performing the duties of his/her position.
4. The incoming District governor shall provide each elected or appointed district officer with a current district Constitution and By-Laws and a Policy Manual at the Mini-Cabinet meeting.
5. The compilation and printing of the district roster book shall be the responsibility of the District Governor and done at the District's expense. It should be ready for distribution at the first Cabinet Meeting.
6. Region Chairs and Zone Chairs are expected to visit all of their respective clubs, hold their required meetings, attend all Cabinet Meetings and attend the District Convention.
7. The District governor shall be responsible to distribute a monthly District Newsletter and shall or will designate who shall proof said newsletter for content.
8. The District Cabinet may transact business by mail (including letters, email, fax or other electronic means) provided that no such action shall be effective until approved

in writing (including letter, email, fax or other electronic means) by two thirds (2/3) of the voting members of the District Cabinet. The Cabinet Secretary shall be required to administer the process and record the votes. Such action may be initiated by the District Governor or, if incapacitated, the 1st Vice District Governor or any three (3) elected or appointed officers of the district.

9. The District 11D-1 Constitution and By-laws and the District Policy Manual shall be entered and maintained on the District 11D-1 web site.

2. Committees

- a) The District governor shall appoint, designate the chairs of and fill any vacancies occurring in the District Committees including those required by Multiple District 11:
- b) The Chairs of each of the District Committees shall serve as the District Representative on the corresponding Multiple District 11 standing committee.
- c). The Chairs of the following district committees shall be appointed for two (2) year terms:
 1. Constitution and By-Laws
 2. Hearing
 3. International Convention
 4. Eversight, Michigan
 5. Publication Advisory
 6. Public Relations
 7. Vision Services
 8. White Cane
 9. Youth Exchange
- d). The Chairs of the following District Committees shall be appointed for three (3) year terms:
 1. Global Membership Team (GMT) District Coordinator
 2. Global Leadership Team (GLT) District Coordinator
 3. Global Service Team (GST) District Coordinator
 3. Leader Dog
 4. Leo clubs
- e).The District Governor shall be an ex-officio member of all committees.

3. Financial Policies

- a) The annual District budget shall be prepared by the District Governor, the Immediate Past District Governor and the District Cabinet Treasurer using all the line items from the outgoing District Governor's budget and include other items as deemed necessary by the incoming District Governor. The budget is to be submitted at the first Cabinet for approval.
- b) The Cabinet secretary and Treasurer shall be bonded at the expense of the District.
- c) Leadership training seminars for the current and/or incoming club presidents, secretaries and treasurers, current and/or incoming zone chairs and region chairs shall be conducted in the District each year.
- d) At the Governor's discretion, the District will pay for meals of official guest and speakers invited by the District to a District Function.
- e) District administrative and financial records for each fiscal year (including copies of all bank statements, Cabinet minutes, convention proceedings shall be maintained by the Cabinet Secretary and Cabinet Treasurer and forwarded to the succeeding Cabinet Secretary and Treasurer.
- f) All checks drawn on the District checking account shall be signed by the District Governor and District Treasurer. In the event the Governor or Treasurer is not available the District Secretary may also sign checks. Each of these officers will have access to a bank debit card to pay expenses of the District.
- g) The outgoing Cabinet Treasurer shall prepare an annual financial report and transfer all records to the incoming District Treasurer as soon as possible after his/her term expires.
- h) The financial statements presented at each Cabinet Meeting will show "Budgeted" and "Actual" amounts for each line item shown on the approved budget.

4. Reimbursement of Expenses for Cabinet Officers and Committee Chairpersons.

- a) There will be no financial reimbursement to Committee Chairpersons for normal Committee expenses unless approved by the District Cabinet

- b) Cabinet Officers, including Region and Zone Chairs, will be reimbursed for mileage according to the IRS allowance rate, not to exceed the amount budgeted for their position.

Beginning on Jan. 1, 2017, the standard mileage rates for the use of a car will be:
53.5 cents per mile for business miles driven, down from 54 cents for 2016
17 cents per mile driven for medical or moving purposes, down from 19 cents for 2016
14 cents per mile driven in service of charitable organizations

- c) Expense forms are to be submitted with the request for reimbursement and presented by June 1st of the current year

5. Governor's Reimbursement for Expenses

- a) Obtaining reimbursement from Lions Clubs International for reimbursable District and/or District Governor expenses is the responsibility of the District Governor and the District Cabinet Treasurer.
- b) The incoming Governor's International Convention expenses are paid by Lions Clubs International.
- c) The outgoing Governor's International Convention expenses are a District expense. Reimbursement for such expenses, for travel and for the days of actual attendance, shall be made on a basis not to exceed the amount provided in the approved line item of the District Budget.
- d) The District Governor may apply expenses of attendance at the USA/Canada forum toward the total amount of reimbursement authorized by the District Budget.

6. 1st Vice District Governor's Duties and Responsibilities

In addition to the duties indicated in the District By-laws, the 1st Vice District Governor shall also:

- a) Attend all cabinet meetings.
- b) Supervise and assist the 2nd Vice District Governor, Regions Chairs and coordinate activities between regions.
- c) Attend Region and Zone meetings

- d) Become a qualified Leadership Trainer by participating in the District Leadership Training program.
- e) Represent the District Governor at official Lions functions when requested to do so.
- f) Attend both District 11D-1 and Multiple District 11 Conventions.

7. 2nd Vice District Governor's Duties and Responsibilities

In addition to the duties indicated in the District By-laws, the 2nd Vice District Governor Shall also:

- a) Attend all cabinet meetings
- b) Assist the 1st Vice District Governor
- c) Attend Region and Zone meetings
- d) Participate in the District Leadership Training Program
- e) Represent the District Governor at official Lions functions when requested to do so.

8. 1st & 2nd Vice District Governors' Reimbursement for expenses

In addition to mileage expenses, the 1st and 2nd Vice District Governors shall be reimbursed from the District Administrative Account for expenses not covered by Lions International and incurred while carrying out their official duties. Reimbursement will be obtained by submitting an appropriate voucher with receipts to the district Treasurer. Reimbursements shall not exceed the maximum amount authorized by the annual District Budget.

9. Club dues and Delinquent Balances

- a) The Cabinet Treasurer is responsible for collecting Multiple District and District per capita taxes from clubs in the District. When the cabinet treasurer receives the invoice from the state office detailing the membership breakdowns of the clubs, the treasurer will use that information to invoice the clubs. This should be done within a week of receiving the invoice/information from the state office.
- b) Such taxes are to be paid in advance by each club in two (2) semi-annual payments, which shall be due on August 1 to cover the period from July 1 - December 31 and February 1 to cover the period from January 1 - June 30. If not paid they will be declared delinquent October 1 and April 1 respectively. The District Administrative tax beginning July 2016 shall be \$8.50.
- c) The outgoing Cabinet Treasurer shall prepare and submit to the Clubs the July billing for the semi-annual period immediately following the end of his/her term of office. Payments from the clubs will be directed to the incoming Treasurer.

- d) The District Governor shall be advised any club with a delinquent balance(s) from Lions Clubs International, the District, and/or the Multiple District in the amount of \$50.00 or more which are ninety days or more past due. Status of delinquent balances shall be reported to the Cabinet at each meeting, revealing the number of clubs delinquent and a total of money due, but not specifying each club and how much it owes.

10. Disputes Subject to Procedure

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district (single or sub-) constitution and by-laws, or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be settled by the following dispute resolution procedure. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor, or, in the event the complaint is directed against the district governor, the immediate past district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

11. Complaints and Filing Fee

Any Lions club in good standing within the association (the "complainant") may file a written request with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor (a "complaint"), with a copy to the Legal Division, asking that dispute resolution take place under this procedure. The complaint must be filed within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s).

A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-) which shall be submitted to the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, at

the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

12. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, with a copy to the Legal Division, within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

13. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and conciliators should be kept confidential to the extent possible.

14. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be

Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within the time frame noted above, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators (“the second team of selected conciliators”) who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson. The time limits in this Section E may not be shortened or extended by the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, or the conciliators.

15. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor or, in the event the complaint is directed against the district governor, the immediate past district governor, and, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent

with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee.

Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.