

# District 11-D1 Policy Manual

July 2016

## 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 a minimum of two weeks prior to the mini-cabinet meeting. After consideration by the mini-cabinet, the Policy Manual shall be presented to, considered by, and adopted by a majority vote of the District Officers at the mini-cabinet meeting each year.
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**

#### **1. General Policies**

- a) 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 the orderly and consistent sharing of overall policy and long range planning of District 11D1.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) The District governor shall be responsible to distribute a monthly District Newsletter and shall or will designate who shall proof said newsletter for content.
- g) 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, any three (3) elected or appointed officers of the district.

- h) 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. 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 becomes incapacitated the District Secretary may sign checks.
- 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) Zone and Region Chairs will be reimbursed up to the maximum amount budgeted for mileage according to IRS contribution rate. Expense forms are to be submitted with the request for reimbursement and presented by June 1<sup>st</sup> 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 is not responsible for expenses of the District Governor to attend the USA/Canada forum.

## **6. 1<sup>st</sup> Vice District Governor's Duties and Responsibilities**

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

- a) Attend all cabinet meetings.
- b) Supervise and assist the 2<sup>nd</sup> 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. 2<sup>nd</sup> Vice District Governor's Duties and Responsibilities**

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

- a) Attend all cabinet meetings
- b) Assist the 1<sup>st</sup> 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. 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governors' Reimbursement for expenses**

The 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors shall be reimbursed from the District Administrative Account for expenses incurred in 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 advise 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.