

# District 11-D1 Policy Manual

## 2022/23 Rev 7/17/2022

### Section A Purpose

It is understood that all policies 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 make it 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 1D1.

- a. a. District Administrator – The District Governor shall appoint a District Administrator whose duty it will be to help administrate the clubs on MyLCI and MyLion and any other functions as directed by the District Governor.
  - b. The District Administrator will act solely under the direction of the District Governor.
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.

Within 60 days after the election of the 2nd Vice District Governor a training session shall be held with him/her. Topics to be discussed are District Administration, review of the policy manual and Constitution and By-laws.

A committee of the GLT chair and 3 (three) Past District Governors shall provide the training.

The Honorary Committee will select the 3 PDG's to conduct the training.

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 for distributing a monthly District Newsletter and shall or will designate who shall proof said newsletter for content.
8. The District Cabinet may transact business by electronic video conferencing using Zoom or other suitable electronic program which allows interaction of the participants. Such action may be initiated by the District Governor or, if incapacitated, the 1<sup>st</sup> Vice District Governor or any three (3) elected or appointed officers of the District.

9. When determined by the District Governor or three members of the District Cabinet at an electronic meeting VOTING BY E-MAIL will use the following procedure.
  - a. The Cabinet Secretary shall prepare an electronic ballot stating the Motion or items under consideration. Voting shall be electronically using a program like Election Runner which allows confidentiality of a person's vote.
  - b. The chair (District Governor or committee chairman) shall develop the time frame for the e- vote.
  - c. A minimum of 72 hours or 3 days' notice shall be provided to all participants via e-mail by the (Secretary or chair) to have the voting closed.

#### SECRETARY'S RECORDS AND MINUTES

- a. The Secretary shall prepare minutes of the vote and shall send the minutes marked "draft" to all the members.
- b. These minutes shall be approved at the next regular meeting.

#### SAMPLE MINUTES OF AN E-VOTE

On (month /day/year) at (time), (who) and (title), e-mailed to all members of the District 11D1 voting cabinet.

Motion 1: (State the motion). The chairman put the question to an e-vote at (time) (month/day/year). The vote closed at(time) (month/day/year). By a vote of \_\_ in favor and \_\_ opposed, the motion was (approved or failed).

Lion \_\_\_\_\_  
Cabinet Secretary

10. 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.

#### 11. 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 term:
  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 3 year
  - 1. Leader Dog
  - 2. LEO clubs
- e. The Chairs of the following District Committees shall be appointed for one (1) term:
  - 1. Global Membership Team (GMT) District Coordinator
  - 2. Global Leadership Team (GLT) District Coordinator
  - 3. Global Service Team (GST) District Coordinator
- f. The District Governor shall be an ex-officio member of all committees

## 12. 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.

## 13. 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 1<sup>st</sup> of the current year

#### 14. 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.

#### 15. 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 and 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.

#### 16. 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.

17. 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governors' Reimbursement for expenses

In addition to mileage expenses, the 1<sup>st</sup> and 2<sup>nd</sup> 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.

18. 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.

19. 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.

## 20. 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-district) 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.

## 21. 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).

## 22. 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.

## 23. 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.

#### 24. 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.

### **SECTION D SOCIAL MEDIA POLICY STATEMENT**

**Reason for Statement** – This policy is intended to provide Lions of District 11D-1 volunteers, and members with clarity on the use of social media platforms.

**Scope of Policy Statement** – Social media is an online media that allows for interaction and/or participation. Examples include:

- Social networking and micro-blogging sites like Facebook, Twitter, Tumblr, LinkedIn, Pinterest, and Instagram
- Video and photo sharing sites like Snapchat, Flickr, and YouTube
- Online forums and discussion blogs, including comments on online news articles

**Persons Concerned** – This social media policy applies to all people who volunteer or represent the Lions District 11 D-1

**Background** – The Lions of District 11 D-1 has a well-established presence across a range of social media platforms. These platforms are used as additional communication and promotion tools to complement our existing communication and marketing avenues. Social media is primarily used to provide Lions members and the general public with community. Interaction and an opportunity for the public to support Lions while learning about the organization, our services, resources, and campaigns.

Lion clubs are also increasingly using social media to interact with their members and communities. As with State Office, social media is used in Clubs, Zones, and Districts as a complementary tool to other engagement and promotion activities.

The District Cabinet encourages the use of social media as an effective tool to reach our communities and promote the work we do. We are also able to provide assistance to any Individual or club needing guidance and advice on managing their social media profile. However, we cannot manage the pages for you.

**Definitions** – Social Media For the purpose of this policy, social media is defined as any conversation or activity that occurs online, where people can share information or data that might impact on the Lions of District 11 D-1

**Official use** – Official use is when a volunteer, or Lions member is using social media as a representative of Lions of District 11 D-1

**Personal use** – Personal use is when a volunteer or member is using social media as themselves, not officially representing Lions, but identifying themselves as affiliated with Lions in their online biographies, profiles or posts, or through other digital platforms. People who are volunteers or members who do not identify themselves as being affiliated to Lions District 11 D-1 are still counted as representing the organization, as the nature of the online world means they could be traced back to the organization through their online presence.

**Guiding Principles** – Volunteers and members of District 11 D-1 are encouraged to participate in social media as it is a powerful tool to complement our other activities. Whenever volunteers, or members of District 11 D-1 are interacting on social media in a capacity that represents the organization, the following guiding principles should be considered:

- Respond to comments and opinions respectfully and professionally.
- Acknowledge and correct mistakes as soon as possible. Everyone makes mistakes, but we should acknowledge or correct them when identified.
- Disclose conflicts of interest. E.g., any paid partnership or sponsorships should be clearly stated.
- Don't make statements on your Facebook or other social media pages that you

wouldn't make in any other type of advertising.

- Be polite, considerate, kind, and fair.
- Avoid making misleading or false claims. Use examples and evidence where possible.
- Be mindful that the Lions Clubs International Code of Ethics & Policies apply on social media too.
- Ensure images, videos or content do not infringe copyright – attribute photographers or owners of content where appropriate.

**Content:-** Ensure the content does not contain spam or viruses. Inappropriate use of social media includes (but is not limited to):

- Conducting a private business on District 11 D-1 social media presence
- Using discriminatory, defamatory, abusive or otherwise objectionable language
- Stalking, bullying, trolling or marginalizing any individual or group
- Accessing or uploading pornographic, gambling, or illegal content, including extreme images of graphic content or information regarding activity relating to firearms, bombs, terrorism, etc.
- Accessing sites that promote hatred or extreme/fundamental beliefs and values.
- Direct political affiliation, unless an individual is running for election (but only on a personal account)
- Excessive debate on public policy
- Hacking or attempting to infiltrate the systems of District 11 D-1, or other organizations, and volunteers or members.
- Criticizing or denigrating The Lions of District 11 D-1 or another organization
- Receiving or making a profit of any kind, including in-kind services or gifts
- Activity that interferes with work commitments social media and defamation law  
Lions should be aware that defamation laws apply to the online world, including social media.
- Defamation is defined as: “being subjected to slanderous, libelous or defamatory comments or publications that can tarnish a person’s reputation.”
- In general terms, defamation occurs when a person intentionally spreads information about another person, group of people, or small company that can damages their reputation, or can make others think less of them.
- Defamation is actionable regardless of the medium. A person can be defamed, for example, in print, through photos and on the internet.
- Defamation cases involving the internet and social media are relatively new, but the same principles apply.
- A person who did not create the defamatory material but only shares it (for instance, by “retweeting” a tweet) can also be held found liable guilty of defamation. There are several defenses to defamation, including that the statement was true, or that it was an expression of an honest opinion. Consequently, you may be liable for defamation if you spread Information that constitutes a hurtful and untrue statement of fact about another person.