

Item I. Whereas Cabinet Committees are detailed in District N-1 By-Laws Article IV, District Cabinet Committees, Section 4 regarding the creation of Committees, the following Motion will outline the duties, responsibilities and limitations of the District Directory Committee.

Ballot #1 By-Laws - Article IV: District Committees

MOTION: Section 4, District Cabinet Committee. The District Governor may establish and appoint such committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the District. Such Committee Chairpersons shall be deemed non-voting members of the District Cabinet. **These committees may include but are not limited to the (a) Directory Committee.**

(a) A Directory Committee shall be formed consisting of a Chair, and, at a minimum two (2) additional members under the direction of the District Governor and the Cabinet Secretary and/or the Cabinet Secretary-Treasurer who will provide the updated information from the confidential personal information system, and approve the final document prior to publication, with duties and authority as per District N-1 Policy, Article 3, Section 13

Item II. Whereas the District's Officers are detailed throughout the District N-1 Constitution, the following Motion will merge the roles of Cabinet Secretary and Cabinet Treasurer into the role of Cabinet Secretary-Treasurer.

Ballot #2 Constitution - Article VI Section 1, Article VI Section 3

MOTION: District N-1 will merge the currently separate roles of Cabinet Secretary and Cabinet Treasurer into the single role of Cabinet Secretary-Treasurer. In all applicable Articles in the N-1 Constitution where either the Cabinet Secretary or Cabinet Treasurer or both are listed, the Cabinet Secretary-Treasurer shall also be listed and duties outlined.

Article VI, Section 1. OFFICERS. The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the first Vice-District Governor, the second Vice-District Governor, the Region Chairs (if utilized by the District Governor), the Zone Chairs, the Cabinet Secretary, and the Cabinet Treasurer, **or the Cabinet Secretary-Treasurer** who shall be the officers of the District.^[1]

Article VI, Section 3. ELECTION/APPOINTMENT OF DISTRICT CABINET. The District Governor shall be elected at the Annual Convention of the District. The District Governor shall appoint by the time he/she takes office, the District Cabinet Secretary **or the District Cabinet Secretary-Treasurer**, Sergeant-at-Arms, and the District Committee Chairs and such other club members as may be included in the District Cabinet.

b) The District Cabinet Treasurer, **if utilized**, shall be elected for a one (1) year term at the Annual Convention of the District from a pool of qualified candidates or appointed if no candidate comes forward.

c) Neither the District Governor or the Cabinet Secretary or the Cabinet Treasurer **or the Cabinet Secretary - Treasurer** shall come from the same household or Club.

Item III. Whereas the District's Officers are mentioned throughout the District N-1 By-Laws, should the Motion for Item II, Ballot #2 be passed, the following Motion will add the role of Cabinet Secretary-Treasurer to all applicable Articles where either the Cabinet Secretary or Cabinet Treasurer or both are currently listed.

Ballot #3 By-Laws - Article 3, Section 4; Article 3, Section 11 (c); Article 6, Section 9 (e); Article 7, Section 1; Article 8, Section 1; Article 9, Sections 3, 4, 5, 6 and 8

MOTION: District N-1 will merge the currently separate roles of Cabinet Secretary and Cabinet Treasurer into the single role of Cabinet Secretary-Treasurer. In all applicable Articles in the N-1 By-Laws where either the Cabinet Secretary or Cabinet Treasurer or both are listed, the Cabinet Secretary-Treasurer shall also be listed.

Article 3, Section 4 (c). CABINET SECRETARY-TREASURER. He/ she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - (1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
 - (2) Take and keep minutes of the Sub-District Convention and furnish copies of the same to Lions Clubs International, the District Governor and the Secretary of each Club in the Sub-District.
 - (3) Make reports to the Cabinet as the District Governor or Cabinet may require.
 - (4) Collect and receipt for all dues and taxes levied on members and Clubs in the Sub-District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor.
 - (5) Remit and pay over to the Multiple District Council Secretary-Treasurer the Multiple District dues and taxes, if any, collected in the Sub-District, and secure a proper receipt.
 - (6) Keep accurate books and records of account, and minutes of all Cabinet and Sub-District meetings, and permit inspection of the same by the District Governor, any Cabinet member and any Club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor.
 - (7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
 - (8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the District to his/her successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (d) If separate offices of Cabinet Secretary and Cabinet Treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

Article 3, Section 11 (c). DISTRICT GOVERNOR'S CABINET. Supervise the collection of all dues and taxes by the Cabinet Treasurer **or Cabinet Secretary-Treasurer**, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the District.

Article 6, Section 9 (e). District Convention Committees. The Convention Chair shall present a statement of revenues and expenditures, together with all records, source documents, registration data, bank statements, and District Convention surplus to the Cabinet Secretary and Cabinet Treasurer **or the Cabinet Secretary-Treasurer** no later than forty-five (45) days after the close of the District Convention. A full District Convention report, including a financial summary, Should be submitted to the District Cabinet.

Article 7, Section 1, Paragraph 2. Convention Fund Fee. The fee shall be collected from the Clubs by, and be remitted to, the Cabinet Treasurer **or the Cabinet Secretary-Treasurer**, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the District Governor.

Article 8, Section 1. District Revenue. To provide revenue for approved district projects and to defray the administrative expenses of the district, an annual district administrative fund per capita fee is hereby levied upon each member of each club in the district. It shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: One-half (1/2) of the established fee per Club member on September tenth (10th) of each year to cover the semi-annual period July 1 to December 31; One-half (1/2) of the established fee per Club member on March tenth (10th) of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively. Said fee shall be paid to the Cabinet Treasurer **or Cabinet Secretary-Treasurer** by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet. Disbursement therefrom shall be by checks drawn and signed by the signing authority as approved by the District.

Article 9, Sections 2. Cabinet Treasurer or Cabinet Secretary-Treasurer Bond. The Cabinet Treasurer **or Cabinet Secretary-Treasurer** and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the District Governor's Cabinet and the cost of the same shall be an administrative expense.

Article 9, Sections 3. FINANCE COMMITTEE. There shall be a Finance Committee composed of the District Governor, Cabinet Secretary and Cabinet Treasurer **or Cabinet Secretary Treasurer**, Outgoing District Governor, Outgoing Cabinet Secretary and Outgoing Cabinet Treasurer, and the Vice- District Governors. The Incoming District Governor shall be the Committee's Chair.

Article 9, Sections 4. DISTRICT BUDGET. The Incoming District Governor, in conjunction with the Finance Committee, shall prepare a District Budget for presentation and approval at the annual Convention previous to his/her year as District Governor. This budget is to be published at the Convention in which it is to be considered for approval. The budget should include, but not limit itself to the District Governor's operating expenses and part of the travel costs to his/her outgoing International Convention, the first Vice-District Governor's expenses, the second-Vice District Governor to his/her attending the USA/Canada Forum, the Zone Chairs expenses, the

District Committees' expenses, the Cabinet Secretary's expenses, and Cabinet Treasurer's or Cabinet Secretary-Treasurer's expenses, District Convention, District Awards, and the day to day operating expenses. Expenses for the Governor, first and second Vice-District Governors would only be those not covered by Lions Clubs International General Reimbursement Policy and as detailed in the N-1 Policy Manual under FINANCES.

Article 9, Sections 5. FINANCIAL STATEMENTS. The Cabinet Treasurer or Cabinet Secretary-Treasurer shall present financial statements at each Cabinet Meeting and a complete financial report to be completed and distributed to current and immediate past officers prior to the succeeding District Governor's Organizational meeting.

Article 9, Sections 6. SIGNING AUTHORITY. All disbursements from the District Administration Fund shall be by cheque drawn and signed by any two of three Cabinet approved signing officers. A Bank Resolution, duly motioned and approved at the Annual Meeting will establish authorized signatories, Electronic access and effective term of authority. No two signing officers shall reside in the same household nor be from the same Club. The signing officers shall include the District Governor, Cabinet Treasurer or Cabinet Secretary-Treasurer and a third Lion recommended by the Executive.

Article 9, Sections 8. AUDIT OR REVIEW OF BOOKS. The District Governor's Cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the Cabinet Secretary and Cabinet Treasurer, or Cabinet Secretary-Treasurer, prior to the first Cabinet Meeting.

Item IV. Whereas the District's Officers are mentioned throughout the District N-1 Policy Manual, should the Motion for Item II, Ballot #2 be passed, the following Motion will add the role of Cabinet Secretary-Treasurer to all applicable Articles where either the Cabinet Secretary or Cabinet Treasurer or both are currently listed.

Ballot #4 Policy – Item 1(D), Item 2, Item 6(D), Appendix E

MOTION: District N-1 will merge the currently separate roles of Cabinet Secretary and Cabinet Treasurer into the single role of Cabinet Secretary-Treasurer. In all applicable Items and Appendixes in the N-1 Policy Manual where either the Cabinet Secretary or Cabinet Treasurer or both are listed, the Cabinet Secretary-Treasurer shall also be listed.

Item 1, Finances D) PERMISSIBLE EXPENSES FOR CABINET SECRETARY AND CABINET TREASURER. The following expenses, up to the amount included in the budget, will be considered allowable expenses to be paid by District N-1 to the serving Cabinet Secretary and Cabinet Treasurer or Cabinet Secretary Treasurer, unless Lions Clubs International covers them.

Item 2, EXPENSE CLAIM FORM. All expenses claimed must be submitted on the form titled "District N-1 Expense Claim Form", signed by the claimant and counter signed by the Cabinet Treasurer or Cabinet Secretary Treasurer and the District Governor and audited by the District N-1 auditors, when the books are audited at the end of the term to make sure that the policy was followed.

Item 6 (D), Amendments. It shall be the duty of the District Cabinet Secretary or Cabinet Secretary-Treasurer to forward approved amendments to all the Lions Clubs, within thirty (30) days.

Appendix E, Other Awards (2) All invoices for Awards will be paid by the sitting Cabinet Treasurer or **Cabinet Secretary-Treasurer** once authorized by Immediate Past District Governor and the sitting District Governor, providing the total does not exceed maximum allowable for the IPDG Awards as shown in the Financial Statements.

Appendix E, Humanitarian Award, Selection Committee. At his/her discretion, the District Governor, in making a decision, may further consult with the Cabinet Secretary, Cabinet Treasurer **or Cabinet Secretary-Treasurer** and Vice-Governors.

Appendix E, Most Improved Club. This award is to be chosen by the District Governor, with the help of the Cabinet Secretary and the Cabinet Treasurer **or the Cabinet Secretary-Treasurer.**

Item V. Whereas Expense Reimbursement allowable items are detailed in District N-1 Policy Manual Item 2, Expense Claim Form, Section 4 regarding the mileage reimbursement, the following Motion will set the rate.

Ballot #5 Policy - Item 2: Expense Claim Form

MOTION: Expense Claim Form 4. Mileage will be reimbursed at ~~30¢~~ **\$0.31** per kilometer.

Item VI. Whereas the selection and presentation of awards by the Immediate Past District Governor is detailed in the District N-1 Policy Manual Appendix E, District N-1 List of Awards with Criteria regarding Perpetual Plaques, the following Motion will stipulate retention of said plaque.

Ballot #6 Policy - Appendix E:

MOTION: District N-1 List of Awards with Criteria, General.

- Awards in both category "A" and "B" will follow the Lionistic year of July 1 to June 30 and will be presented at an Awards Banquet chaired by the IPDG held the Saturday evening immediately preceding the Fall Cabinet Meeting.

- All award nominations must be submitted to the District Governor, as directed in this policy, and where applicable, the prescribed forms or copies must be used.

- All award recipients will be selected as detailed in this Policy.

- As much as feasible, the District Governor should not give more than one major award to any Lion or Club, except LCIF, LFC and visitations, which are strictly awarded on numbers.

- **Where a Perpetual Plaque exists for an award, the award recipient will receive a keeper plaque. The Perpetual Plaque will be updated with the recipient's information and retained by the District.**