

POLICY MANUAL

LIONS DISTRICT 19H

Lions Clubs International

The LIONS District 19-H Policies set forth in this Policy Manual augment the LIONS International, Multiple District 19 (MD-19), & District 19-H (19-H) Constitution and By-Laws.

1. DISTRICT CABINET

- 1.1 The 19-H District Governor (DG), or in the DG's absence, the District 19-H First, or Second Vice District Governor (VDG) or District 19-H Cabinet Secretary will call a meeting of the Cabinet, if requested by two-thirds of the Zone Chairperson (ZC).
- 1.2 The DG may obtain a vote by Electronic means (Zoom, WebEx, Email, Fax) and in an emergency by phone, or with a special meeting of the majority of the Officers of the District.
- 1.3 Cabinet Chairpersons will submit written committee reports to the DG and Cabinet Secretary prior to the District Cabinet Meeting.
- 1.4 The DG may, at his/her discretion, replace any appointed representatives and chairpersons who fail to perform their duties, or if the position becomes vacant for any reason.
- 1.5 The District Governor Elect (DGE) will select the District Cabinet Committee Chairpersons prior to July 1, of his/her term of office.
- 1.6 The suggested Term Limit for ZC shall be for One (1) year, in accordance with the District Constitution and By-Laws.

2. ANNUAL CONFERENCE

- 2.1 The 19-H Conference will be held on the second weekend of March, if possible. If a site cannot be booked for March, the Conference will be held at a later date.
- 2.2 Traditional attire for the head table at the 19-H Conference Governor's Banquet is White Dinner Jackets and appropriate formal attire for their guests. The wearing of District Team Blazers, Business Attire or Casual may be authorized at the joint decision of the DG, 1st, 2nd VDG and ZC's. The decision should be finalized by the first DG Cabinet Meeting.
- 2.3 It is highly recommended that bands and other amplified entertainment performing at the 19-H Conference or other meetings be requested to keep the sound level between "80 and 85 decibels". This is to be discussed and agreed upon with the entertainers by the Conference Chairperson and or the District Governor at the time the contract is signed.

3. Protocol & Courtesies

(Ref. See MD19 Policy Manual Chapter XI for United States/Canadian Courtesies, the National Anthems and Flag Ceremony)

3.1 In order to standardize and eliminate repetition, the convening authority (i.e. DG, or in the Governor's absence, the appointed Chairperson) shall have the option of deciding if the Flag Ceremonies, singing of the National Anthems and Introductions will be conducted at the Opening Sessions only, or also at events such as the Luncheon, Evening Banquet, and/or at the Closing Session.

3.2 The preferred songs for the Anthems are: "America – My Country T'is of Thee" and "O Canada". In the case of a visiting seated or past International Dignitary, his/her National Anthem should be played first. For introductions of those seated at the head table, include the spouses and/or guests: Non-Lion Dignitaries should also be introduced with their special Categories. If in the audience; Past International Officers should be named, and visiting District Governors (with their Districts mentioned). Other introductions of dignitaries in the audience should be made in groups without naming each individual, such as all Past Council Chairpersons stand; all Past District Governors stand; all Past Zone Chairpersons stand. And if the occasion calls for it; all Club Presidents Past and Present stand. Club Secretaries Past and Present stand. And finally, all First Time Attendees should stand. Any Dignitaries arriving after the first introduction should be introduced at the next major event.

4. 19-H Endorsement for office beyond Club level

4.1 Endorsement by any Club for a candidate for an office beyond Club level shall be limited to one candidate for each office in any election. A written endorsement from the candidates' Club will be presented to the DG prior to the announcement of candidacy for that office. Accordingly, support from the Zone, and District is encouraged.

4.2 Additional procedures or requirements as set forth in LIONS International, MD-19, and District 19-H Constitutions and By-Laws for officers beyond Club level shall be followed for endorsement of candidacy.

4.3 The election results for the 19-H DGE, 1VDGE and 2VDGE will be announced at the 19-H Conference by the DG. The newly elected officers will be presented to the general membership in attendance.

5. AWARDS

5.1 Awards for the 19-H Conference contests winners will be announced during the latter part of the Conference. The winners or the runners-up, will continue in the MD-19 Contests as set forth in the MD-19 Contest, Awards and Recognition Rules.

5.2 The DG's annual awards and service recognitions shall be made, if possible, at the Annual Conference event. Winners of the Secretary, Treasurer, President and Membership Director Excellence Awards will be presented at the MD-19 Annual Convention.

6. BANNER PASSING

6.1 A single Banner Passing event will be held to pass the Home Club Banners for the DG, VDG's and ZC's. The Banner Passing event will be held during July, if possible, and not later than September. When there is no longer room to include the incoming Zone Chairpersons' name, club and date, the Zone will obtain a new banner, and retire the old banner to MD-19 Office for storage. The expense of replacing the banner shall be shared by the clubs within the respective Zone. In the case of a new Banner, the first name to appear will be that of the "Incoming ZC." It is the responsibility of the home club of the outgoing Zone Chairperson to fund and provide the embroidery of the incoming Zone Chairpersons' name, Club and dates shall be embroidered directly to the banner, and a "patch" shall not be utilized. Replacements of the DG and VDG Banners may be funded by the District's Escrow Account and/or the District's Operations Account.

6.2 The 19-H LIONS Camp Horizon facility at Bay Horizon Park will be the site of the Banner Passing unless a Club desires to host it elsewhere. A Club wishing to host the Banner Passing at a different site will submit a bid with the site identified no later than 30 January. The DG will select the Host Club after consultation with the 19-H VDG's/DGE, Notices will be sent to all 19-H Clubs and others as appropriate, to advise the date, place, time, and cost of the Banner Passing.

7. FOUNDATIONS and SOCIETIES

7.1 The DG, 1VDG, 2VDG, IPDG are members of the Board of Directors of the 19-H Lions Camp Horizon Foundation and will attend regularly called board meeting.

7.2 The DGE will select District appointments to the Lions of B.C. Hearing Society, the Lions Quest Foundation (Canada) prior to July 1, while the Trustee of the Northwest Lions Foundation for Sight and Hearing is elected by the Lions of the District at the District Conference every three years.

7.3 The Board of the International LIONS Christmas Ship, also a District Project, will be comprised of Members of LCI in good standing, from District H. These positions are voted on at the Foundations' Annual General Meeting.

8. CLUB OFFICERS

8.1 The District 19-H Cabinet has an objective to limit the terms of officers of Club President, Secretary, and Treasurer to no more than three (3) consecutive years, with authorization to run again

after one year break in term. Clubs are cautioned against having the Club President, Secretary, and or Treasurer from the same household being elected to office in the same year(s).

8.2 Club Presidents and Secretaries are encouraged to utilize the Zone Chairpersons in matters requiring attention or assistance.

9. GLOBAL ACTION TEAM

9.1 The Global Action Team (GAT) is comprised of Leadership, Membership & Service. Appointments for District 19-H are to be a three (3) year staggered term. Members of the GAT to include: DG, 1VDG, 2VDG, 7 Zone Chairpersons, District Cabinet Secretary. The 1VDG to be the facilitator of the GAT. Attendance is recommended at all District H GAT meetings.

9.2 The purpose of the staggered term is to ensure that District 19-H has continuity on the cabinet and allow the chairpersons the appropriate amount of time for their programs to be rolled out. Many programs require more than one year to take hold and to become effective. The DGE needs to approve representative Chairpersons as noted in the rotation below. The current rotation of the three-year staggered are as follows:

Leadership - 7/1/2019 (Bob O'Dell)
Membership - 7/1/2020 (Joel Hagggen)
Service – 7/1/2020 (Ken Ball)(but for the purposes of adoption the Service position starts 7-1-2021)

10. REQUIRED REPORTS

10.01 Monthly, the Web Membership Report (WMMR/MMR – reported under My LCI) and the Service and Activities Reports (SAR – reported under MyLion) will be submitted to Lions Clubs International in accordance with LCI's Policy, and submitted electronically no later than the 25th of each month.

10.02 Membership Reports (MMR) may be obtained by the DG, 1VDG, 2VDG, the MD-19 Executive Director and the District Cabinet Secretary, from LCI or MD-19.

10.03 The Visitations are optional, and if reported shall be reported to MD-19 on a Monthly Visitation Report Form, and may be reported to LCI on the Monthly SAR. Secretaries will not be penalized for not reporting visitations.

11. LEOS

11.1 Leo's shall be between the ages of 12 and 30 years.

POLICY MANUAL

The 19-H Policy Manual is to be reviewed by the DGE, 1VDGE, 2VDGE & ZCE's prior to 1 July and, with any recommendations for changes to be presented at the first 19-H Cabinet Meeting for a vote of acceptance. Any subsequent changes to this Policy Manual must be approved by the 19-H Cabinet at a regular or special meeting. All Changes, Additions, Deletions will become effective at the conclusion of the Cabinet Meeting.

Adopted 29 July 1996

Revised January 7, 2021