

# **Policy Manual**

**District 2-T2  
Lions Clubs International**

**JANUARY 23, 2010**



# **Policy Manual for District 2-T2 Lions Clubs International**

## **Introduction and Purpose**

The purpose of this policy manual is to assist incoming District Governors and Vice District Governors with the operation of District 2-T2.

This manual is for guidance purposes only and is intended to provide continuity and stability between the administrations of one District Governor to another.

It is not intended to contradict the Lions Clubs International Constitution and By-Laws or the District 2-T2 Constitution and By-Laws, which remains the governing document of District 2-T2, nor is it intended to usurp the District Governor and his/her prerogatives.

This policy manual may be amended from time to time as deemed necessary by majority vote of the District 2-T2 Cabinet.

This document was adopted by the District 2-T2 Cabinet, July 22, 2006, at Lubbock, Texas and first revised January 23, 2010.

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## **1. DISTRICT 2-T2 EXECUTIVE OFFICERS**

### **a. DISTRICT GOVERNOR:**

The District Governor is an officer of Lions Clubs International. As a result, he or she shall preside at all meetings of the District Cabinet. Duties of the District Governor are well outlined in the District Governor's Manual and have been explained during the District Governor-Elect Seminar at the Lions Clubs International Convention. The District Governor represents the District at the annual State Convention. If the District Governor cannot be present, he or she shall see that the Vice District Governor or other representative is in attendance and that the Council Chairman is duly notified of the absence. The District Governor has a responsibility to set goals for the year. Such goals should follow those of the International President and strengthen the district in both membership and humanitarian service.

### **HUMANITARIAN SERVICE PROJECTS:**

The District Governor and Vice District Governor should inform clubs about these humanitarian projects and the need for clubs to support them. Contributions to these projects/programs shall be tracked by the Cabinet Treasurer. Club contributions should be recognized and clubs should receive appropriate recognition. At the discretion of the District Governor, more emphasis may be placed on state and district programs over others.

1. Lions Clubs International Foundation.
2. Texas Lions Camp at Kerrville.
3. Texas Lions Foundation.
4. Texas Lions Eyeglass Recycling Center.
5. Great Plains Lions Eye Bank.
6. District 2-T2 Hearing Bank.
7. Lions World Services for the Blind.
8. Leader Dogs for the Blind.
9. District Governor's Humanitarian Projects (*District Contest entities*).
10. Any special projects established by Lions Clubs International (*i.e. Campaign SightFirst II*).

## **APPOINTMENTS:**

The District Governor makes appointments to the following state committees:

Texas Lions Foundation: The District Governor appoints a trustee from this district to serve on the Texas Lions Foundation board of directors. Trustees serve a two-year term and may be reappointed one time only to serve another two-year term. District 2-T2 makes appointments in 2006, 2008, 2010, 2012, 2014, and 2016.

Texas Lions Eyeglass Recycling Center: The District Governor appoints two persons to serve a two-year term as members of the Texas Lions Eyeglass Recycling Center Oversight Committee.

State Long-Range Planning Commission: The District Governor appoints a Past District Governor from this district to serve on the State Long-Range Planning Commission. These members serve three-year terms and may be reappointed one time only to another three-year term. District 2-T2 makes appointments in 2006, 2009, 2012, 2015, 2018, and 2021.

District LCIF Chairperson: According to Lions Clubs International, each sub-district should appoint the Immediate Past District Governor as the District Lions Clubs International Foundation Chairperson.

### **b. VICE DISTRICT GOVERNOR:**

The office of Vice & 2<sup>nd</sup> Vice District Governor is elective. The Vice District Governor cannot automatically succeed the District Governor.

The Vice & 2<sup>nd</sup> Vice District Governor's official responsibilities include assisting the District Governor in the performance of his/her duties, subject to the supervision and direction of the District Governor. Specifically, the Vice & 2<sup>nd</sup> Vice District Governor shall:

1. Familiarize himself/herself with the duties of District Governor so that he or she is capable of performing the duties of the office, if called upon by the District Governor.
2. Assist in administrative duties as may be assigned by the District Governor.
3. Work closely with the District Governor on special projects.

4. Perform assignments as given from time to time by the District Governor. These can include substituting for the District Governor, when asked, at District functions; assisting with conventions; assisting in membership development and retention; providing assistance to weak clubs; and supporting/strengthening goals and projects, when asked by the District Governor.
5. Conduct Cabinet Meetings in the absence of the District Governor, if asked.
6. Attend as many Zone Meetings as possible.
7. Assist the District Governor in recognizing weak Lions Clubs and recommend remedial actions. Symptoms of a weak club include: losing 10 percent of membership in a three-month period, having a financial obligation owed to Lions Clubs International, MD-2 Texas Lions, or District 2-T2; failing to file required reports; and clubs with poor attendance at meetings.

It is recommended that the Vice & 2<sup>nd</sup> Vice District Governor receive copies of monthly club MMR reports and club activities reports.

**c. CABINET SECRETARY:**

The Cabinet Secretary handles correspondence of the district and takes minutes of each District Cabinet Meeting. The Cabinet Secretary also assists the District Governor with notification of all District Cabinet meetings. All members of the District Cabinet shall be notified in writing at least 30 days prior to any District meeting. If the agenda is not established by that time, the notice should at least include starting time and approximate adjournment time. Cabinet members should be strongly encouraged to attend the District meetings.

Club MMRs are to be submitted either by mail or e-mail to the Cabinet Secretary each month.

**d. CABINET TREASURER:**

The Cabinet Treasurer keeps the accounts, receives all monies paid to the District, and makes an annual report to the District Cabinet.

The Cabinet Secretary and Cabinet Treasurer shall keep their accounts,

books, and records available at all times for inspection by the District Governor, the District Cabinet, and other interested parties, such as auditors.

### **3. THE DISTRICT CABINET & COMMITTEE CHAIRS:**

A Constitutional Amendment revising the District 2-T2 Cabinet structure was approved by delegates at the May 2006 Lions Family Reunion (District Convention) in Plainview.

As a result, the District Governor, Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Immediate Past District Governor, Region Chairs, and Zone Chairs now make up the District Cabinet. This is the decision making (voting) body of the district, similar to the MD-2 Council of Governors.

The District Governor appoints the following committee chairs: Club Activities, Club Membership, Club Retention, Club Extension, Leadership Development, Constitution and By-Laws, and Publicity (including internet). These committees answer and report to the District Cabinet at their meetings.

Other District assignments to be appointed by the District Governor include: District Contest Chairperson, Leo Club Chair, Sight Conservation Chair, Youth Exchange Chair, Long-Range Planning, Diabetes Chair, Chaplain, computer labels, newsletter editor, Guiding Lion, scrapbook, Sergeant-At-Arms, Song Leader, Tail Twister(s), Pin Committee, and Drug Awareness Chair. The District Governor and Cabinet may make additional assignments as needed to carry out the work of Lionism in the District.

When selecting Cabinet Members, it is recommended that the District Governor use Immediate Past Club Presidents whenever possible. It is important to develop new leadership within the district—rather than using the same people in the same jobs year after year.

When making the appointment for Region Chairs, the District Governor should watch for potential District Governor candidates to fill the position. This is similar to what happened with Deputy District Governors in the past.

The fiscal year of Lions Clubs International is from July 1 to June 30<sup>th</sup>, inclusive, of each year.

### **4. CABINET MEETINGS:**

The District 2-T2 Constitution and By-Laws address specifics relating to District Cabinet meetings, Region meetings, and Zone meetings. The District

Governor sets the date and location of District Cabinet meetings, the Midwinter Conference, and the District Convention. The District Governor is required to have his/her first Cabinet Meeting within thirty (30) days of the end of the International Convention at which he or she was sworn into office.

It is strongly recommended that the following occur by the first Cabinet Meeting:

1. All Cabinet Officers appointed and District Directory published.
2. First issue of District Newsletter published and mailed.
3. Transfer of funds from previous administration.
4. Budget prepared for presentation at first Cabinet Meeting.
5. District goals are established for the year.
6. Outstanding bills from the previous administration need to be accounted for. A cutoff date for final payment of said bills should be established.

It is recommended that only Cabinet members be in attendance at the first two meetings. For the first meeting (Saturday 9 a.m.-12 noon or 1-4 p.m.), tables in the meeting room should be arranged similar to those for the MD-2 Texas Lions Council of Governors meetings. For example, the Cabinet may sit in a U-shaped table arrangement. The front table includes the District Governor, Vice-District Governor, Immediate Past District Governor, Cabinet Secretary, and Cabinet Treasurer. The side tables include Zone Chairs seated together. The Region Chairs should sit opposite the Zone Chairs inside the arrangement. Committee chairs should be seated on the front rows facing the Cabinet. At the Midwinter Conference and District Conventions, other Lions shall fill in the chairs facing the Cabinet.

At the first Cabinet Meeting, a Past International Director or Past District Governor shall be asked to formally install the Cabinet and give them their charge of office. The District Governor reviews his/her goals for the year, and the Immediate Past District Governor discusses weak clubs, finances, and other problems encountered during the previous year. Zone chairs are given their assignments and suggested dates for their first Zone Meeting.

At the second Cabinet Meeting, Zone Chairs discuss the results of their first Zone Meeting and their visits to their clubs. If needed, roundtable discussion occurs about problem clubs and what needs to be done to strengthen them. Zone Chairs plan for their second meeting.

The Midwinter Conference is open to all. District Committee Chairs and other district reports can be made at this meeting. It is suggested that two

sessions be held: one for the District Cabinet to hear reports and a shorter session for the District Cabinet to take any necessary action resulting from the reports. A noon luncheon with an inspirational speaker can be held, followed by a business session.

Representatives from Texas Lions Camp, Texas Lions Foundation, Texas Lions Eyeglass Recycling Center, Great Plains Lions Eye Bank, District 2-T2 Lions Hearing Bank, Texas Boys Ranch, and any special projects on the international/state/district level are all invited to report to the cabinet at the Midwinter Conference. This is at the Governor's discretion.

Past District Governors are welcome to attend all cabinet meetings but are especially encouraged to attend the Midwinter Conference and the District Convention meetings and should be recognized at all meetings.

All Lions are invited to attend the District Convention. Final reports shall be given at the District Governor's discretion. It is recommended that business be kept to a minimum and fun be kept at a maximum. Zone Chairs should provide written reports on their clubs' activities at this meeting. It is important for the District Governor to see that the Zone Chairs receive plenty of recognition at this meeting.

## **5. OTHER MEETINGS:**

### **a. MD-2 TEXAS LIONS COUNCIL OF GOVERNORS MEETINGS:**

Both the District Governor and Vice District Governors are expected to attend the MD-2 Texas Lions Council of Governors meetings held at Kerrville during the first weekends of February and August. In addition, the District Governor and Vice District Governor are expected to attend the fall Council Meeting to be held the first weekend of November at a site to be chosen by the Council.

All three officers are also expected to attend the MD-2 Texas Lions State Convention. (These conventions are held in the home district of the MD-2 Council Chairman.)

### **b. TEXAS LIONS CAMP MEETINGS:**

The District Governor and Vice District Governor are encouraged to attend the bi-annual Texas Lions Camp board meetings at Kerrville on the first Saturday in February and August.

Vice District Governors are invited to attend an orientation session at the Texas Lions Camp at Kerrville each July. They may also attend the same session as the District Governor, should they miss the first one.

**c. LIONS CLUBS INTERNATIONAL CONVENTION:**

The District Governor-Elect is expected to attend the Lions Clubs International Convention. Also, the Governor-Elect is expected to attend the District Governor-Elect Training School which precedes the start of the International Convention. All convention expenses for the Governor-Elect are paid by Lions Clubs International.

The outgoing District Governor may opt to attend the International Convention. Funds are budgeted by the District to help pay a portion of this expense.

**6. DISTRICT FUNDS:**

Following the close of the annual District Convention and before May 15<sup>th</sup>, it is recommended that \$1,500 be transferred from the district funds of the current District Governor to the District Governor-Elect in order for him/her to meet early expenses of their administrative year. This often includes printing of the district directory, printing of the first issue of the district newsletter, and other items needed for the first Cabinet Meeting.

In accordance with Article VI, Section C of the District 2-T2 Constitution and By-Laws, the expenses of the District Governor in connection with attending the International Convention shall be considered a District Administrative expense. Such expenses shall not exceed the amount set forth in the approved budget adopted at the first Cabinet Meeting.

It is recommended that the District Governor appoint a budget committee, consisting of the District Governor, Vice District Governor, Immediate Past Cabinet Treasurer, and two Past District Governors to develop a budget for presentation prior to the first Cabinet Meeting. It is essential that the District Cabinet not expend funds in excess of revenue each year.

All monies collected for the Texas Lions Camp, Texas Lions Foundation, and other Lions' humanitarian charities shall be forwarded to these entities no later than 30 days from the date they are received by the Cabinet Treasurer, if at all possible.

Monies collected for the Promote District 2-T2 Fund as collected through the regular District dues shall be paid to that fund no later than October 15 following the first semi-annual dues billing, and no later than April 15 following the second semi-annual dues billing.

The first semi-annual billing is to be paid by clubs no later than September 10, and the second semi-annual billing is to be paid by clubs no later than March 10.

**STATE OFFICE FUNDS FOR NEW LIONS CLUBS:**

Any funds received from the MD-2 Texas Lions State Office for organizing new Lions Clubs must be turned over to the Cabinet Treasurer upon receipt of said funds. The District Governor and District Extension Chair shall determine the distribution of said funds.

**BUDGET:**

A district budget shall be prepared and sent to the District Cabinet for review in advance of their first meeting. Typical budget items should include:

**REVENUE:** Administrative Dues based upon district membership; convention dues; District promotion dues; pin sales; newsletter advertising; transfer from previous administration; MD-2 dues; MD-2 promotion dues; & Texas Lions Camp dues.

**RESTRICTED FUNDS:** District promotion dues, District scholarship funds, MD-2 dues, MD-2 promotion dues, & Texas Lions Camp dues.

**EXPENSES:** Administration including mailing labels, name tags, office expenses, postage, telephone, and miscellaneous; awards; convention expense; directory printing; web hosting, flowers and memorials; guest speakers' expense; membership program; newsletter printing and postage; pin costs; a surety bond; audit of District finances; District Governor international and out of district travel expenses; and Vice District Governors out of district travel expenses, and youth-based contests.

A permanent oversight committee has been established to handle all funds collected for any purpose, except those designated in Section A (Administrative Funds) of the District Constitution and By-Laws. The committee shall always consist of three Past District Governors. The three original members of the Committee are Past District Governors Duane Howell, Charles Shannon, and Tut Tawwater. In the event of a vacancy on the committee, the procedure for selecting a successor is found in Article VI, Section B(2) of the District Constitution and By-Laws.

#### **AUDIT OF FINANCIAL RECORDS:**

An independent audit of the district's financial records shall be made each year. Results of the audit shall be presented no later than the second Cabinet meeting of the Lions' fiscal year. The cost of the audit is at district expense and is to be included in the annual budget.

#### **7. DISTRICT CONVENTIONS:**

The host city, or Lions Club(s) is determined by vote of convention delegates at the preceding District Convention as set out by the District Constitution and By-Laws. The host club for the district convention shall nominate a District Convention Chairman and the District Governor shall make said appointment.

Upon election of the convention site, the total responsibility of managing the convention falls upon the host club(s). They are to manage the funds in such a way to at least "break even" financially. Responsibility for any financial loss associated with the district convention rests with the host club(s), and not with the district. However, it is the responsibility of the district to promote attendance at the convention.

Dates should be set based upon availability of convention facilities. The convention dates should avoid conflicts with the District Governor's schedule, UIL activities, and activities within the host town. Also, be aware that the District Convention must be held no later than one week prior to the MD-2 Texas Lions' State Convention.

Pre-registration is important! The District should assist the host club(s) in getting Lions to pre-register for the convention. Registration forms should be mailed to clubs, published in the newsletter, and be posted on-line.

The host club(s) should work with caterers to keep meal prices reasonable because every meal cost has to have an “edge” on it to help pay for convention expenses. This is crucial to the income of the convention. The latest pre-registration figures should be used for the meal guarantee; although, most caterers can feed from 10 to 15 percent additional people than guaranteed, if necessary. When guaranteeing meals, don’t forget to include youth-based contestants, dignitaries, and other free meals you have to pay for. If you do fall short of the guarantee, talk to the caterer. They may be able to make some concessions since they have provided a lot of meals for the convention weekend. This is the largest expense associated with the convention!

Community support is always important for the success of the District Convention. Contact the local Chamber of Commerce for assistance, since some have funds available to promote attendance at the convention. Invite the Mayor to welcome the convention to the host town.

District activities should always run on schedule. A person with a good personality and voice should emcee convention activities. Persons at the registration table should be well-versed on their duties and convention activities.

The credentials committee and election committee need adequate space to conduct their business. Also, they need ballot boxes, tables, and chairs provided for them.

It is recommended that the following basic activities be part of the district convention agenda.

**Friday:** Cabinet meeting and Young Ladies’ Scholarship Pageant, preceded by a meal.

**Saturday:** Breakfast (optional); convention business session, including nominations for district office; memorial service for Lions deceased in past year; a luncheon with speaker or entertainment; elections; forums or leadership training; and District Governors’ awards dinner.

The above activities are subject to change as the host club(s) may wish as long as the change is agreed to by the District Governor.

The District Governor is responsible for seeing that necessary candidates

for District offices are secured, that said candidates shall make every effort be present for the nomination of officers, and that the proper committees are appointed to conduct the official business of the convention. These names shall appear in the official convention program.

**a. FINANCING OF DISTRICT CONVENTIONS:**

An amount of \$2.00 per member is assessed annually through District dues to support the annual District Convention. These funds are to be forwarded to the Convention host club(s) prior to the start of the District Convention in order to defray start-up costs associated with the convention.

Because they pay convention dues, no Lion shall be required to pay a registration fee at any District 2-T2 convention. The balance of the cost of the convention shall be paid from meal costs and fees charged for entries into contests.

Any remaining funds from the District Convention after all bills have been paid are to be forwarded to the Promote District 2-T2 Fund. This fund is for the purpose of underwriting expenses incurred when the District hosts a meal in honor of any member of the district when he or she is President of the Board of Directors of Texas Lions Camp. In addition, the fund may also be used to defray expenses incurred when District 2-T2 hosts the MD-2 Texas Lions' State Convention.

**8. DISTRICT LIONS TRADING PINS:**

The District Governor shall appoint a District Lions Pin Chairman, who shall be responsible for the sale of District and MD-2 Texas Lions pins.

The Governor has the option of designing the district pin for his/her year or may appoint a committee to design the district pin.

The Governor shall exercise good judgment in the number of MD-2 and District pins to be ordered for re-sale each year. The Governor may wish to consult with Past District Governors to determine the number of pins to order/purchase. Also, the Governor may wish to base the year's order upon the number of pins sold the previous year. It is better to run out of pins early in the year than to have a large inventory left over.

If the Governor wishes to design a personal pin, then he or she shall bear the cost of design/production and may distribute them as he or she wishes. They may be sold or given away.

It is strongly recommended that the purchase and re-sale of pins be a break-even or profitable financial result for the district. All efforts should be made to avoid financial losses in the purchase and selling of trading pins.

**9. CRITERIA FOR TEXAS LIONS HALL OF FAME CANDIDATES:**

[Established March 22, 1994]

Every three years, District 2-T2 is allowed to nominate one of its outstanding Lions for induction into the MD-2 Texas Lions Hall of Fame. Dates for our district are 2006, 2009, 2012, 2015, 2018, 2021, 2024. The cost of the Hall of Fame plaque and medallion presented to the honoree is at district expense.

1. The candidate shall be an active or deceased Lion with 20 years of service. If a special candidate for the Hall of Fame is suggested who does not have 20 years of service, then these criteria could be changed for this person by vote at a District Cabinet meeting.
2. The candidate shall have performed outstanding and dedicated service to Lionism beyond the call of duty.
3. The candidate must have been active in District 2-T2 and its projects.
4. The candidate must have been active and involved in the community.
5. The candidate must have supported the Texas Lions Camp and the Texas Lions Foundation.
6. The candidate must be submitted and supported by the candidate's Lions Club. Only one candidate per club shall be accepted for the nomination year.
7. The District Governor shall appoint a committee of five (5) Lions each nomination year to select the candidate. The committee shall consist of the District Governor, two Past District Governors, and two Lions Club members, with no two being from the same club.

8. The committee shall advise each Lions Club in District 2-T2 that the club may submit a candidate to the committee for consideration as a candidate to the Texas Lions Hall of Fame. If the committee feels that a special Lion is eligible and the club does not submit this Lion to the committee as a candidate, then the committee has the option of contacting the club and asks for this Lion's name to be submitted to the committee for consideration.
9. Solicitation in any manner for this recognition shall automatically eliminate the candidate.
10. The District Governor shall announce the candidate for the Texas Lions Hall of Fame at the District Convention. The nominee shall be honored at the MD-2 Texas Lions Convention. He or she is expected to attend said state convention, if possible.
11. Past Texas Lions' Hall of Fame Honorees from District 2-T2 are R.A. (Lip) Lipscomb, 1972; J.J. Scharnberg, 1988; H.M. ("Hack") Lasater, 1991; N.K. Snodgrass, 1994; Marshall Cooper, 1994; Hoyse McMurtry, 1997; Tut Tawwater, 2000; Jack Strong Sr., 2003; Charles Shannon, 2006; and Art Cook, 2009. *(Source: MD-2 Texas Lions Office.)*

#### **10. YOUNG LADIES SCHOLARSHIP PAGEANT (QUEENS CONTEST):**

At the discretion of the District Governor, the district MAY conduct a Young Ladies Scholarship pageant at the District convention each year and/or Opportunities for Youth contests. All District 2-T2 Lions clubs are invited to enter contestants.

Announcements and entry forms for the pageant are to be mailed by the pageant committee no later than February 1 of each year, in order to give clubs adequate time to select a contestant and to prepare the entry form.

The pageant entry fee shall be determined by the District Cabinet. Eligibility requirements are outlined in the paragraph below. The basis for judging shall be 1/3 poise, 1/3 personality, and 1/3 overall appearance. Contestants shall also be judged on their knowledge of their local Lions Club's activities.

A \$750 cash college scholarship shall be awarded to the District Queen to

the school of her choice, while a \$500 scholarship shall be awarded to the first runner-up to the school of her choice.

**11. YOUNG LADIES SCHOLARSHIP PAGEANT CANDIDATE ELIGIBILITY:**  
[Est. January 2005, Midwinter Conference at Brownfield.]

Beginning with the 2007 convention, eligible candidates for the District 2-T2 Lions Young Ladies Scholarship Pageant (Queens Contest) shall be from the freshman, sophomore, or junior grade levels. Senior girls are not eligible for participation in the contest. In previous years, the District Queen, when chosen, has generally been a senior. As a result, the newly-crowned District Queen is often away at college and is unable to take part in District Lions' activities.

Queen candidates should attend schools within the area represented by the sponsoring Lions Club.

**12. DISTRICT NEWSLETTER:**

The District Governor shall appoint an editor for a district newsletter to be published at district expense. It shall be published no less than bi-monthly, except that the December/January issues may be combined. The newsletter is to be mailed to each President, Secretary, District Cabinet member, as well as MD-2 District Governors, Vice District Governors, Committee Chairs, the present/past MD-2 international officers, Past District Governors, and any others so desired. Advertising may be sold to offset the cost of publishing and mailing the newsletter.

The newsletter may contain the following:

1. District Governor's column.
2. Vice District Governor's column.
3. District Governor's visitation schedule.
4. Pertinent information from the Cabinet Secretary.
5. District, state, and international calendar of events.
6. Official notices, such as candidate endorsement letters, convention call, etc.
7. Informational articles about the various humanitarian projects Lions support.
8. Club news and other articles of interest, deaths, etc.
9. International and state news.

**13. DISTRICT WEB SITE:**

The District Governor shall appoint an information technology chairperson to administer/update the District 2-T2 Lions web site. The hosting of the web site and registration of the web site's domain name shall be done at district expense.

The web site shall include much of the information found in the district newsletter. However, due to privacy concerns, it is the District's policy not to make the District 2-T2 Directory available for on-line viewing.

**14. MISCELLANEOUS**

**a. DISTRICT CONTEST RULES:**

It is recommended that District Contest rules and contest sheets be reviewed and approved by the Cabinet prior to the start of the District Contest period.