

**POLICY MANUAL  
THE INTERNATIONAL  
ASSOCIATION OF LIONS CLUBS**

**DISTRICT 37N**

*Revised May, 2013*

# **CONTENTS**

## **CHAPTER I POLICY MANUAL**

- Section A. Statement
- Section B. Availability
- Section C. Changes
- Section D. Perpetuity

## **CHAPTER II BUDGET, FINANCE AND FINANCIAL INSTITUTIONS**

- Section A. Appointment
- Section B. Mandate
- Section C. Financial Institutions

## **CHAPTER III RULES OF EXPENSES AND REIMBURSEMENTS**

- Section A. Lions Clubs International Rules of Audit
- Section B. District 37N Rules of Expenses and Reimbursements
- Section C. District Governor, 1st and 2nd Vice District Governors Expense Fund
- Section D: Zone Chair Expenses
- Section E: Travel Expenses
- Section F. District 37N Hospitality Funds
- Section G: Disbursements
- Section H: Leadership Training Expenses (added 2013-05-19)

## **CHAPTER IV DISTRICT CONTESTS AND AWARDS**

- Section A. Approval
- Section B. District Governor's Program
- Section C: District 37N Contests and Awards
- Section D: Ability to Pay

## **CHAPTER V DISTRICT 37N COMMUNICATION**

- Section A. District Governor's Responsibility
- Section B: Publication Expenses

## **CHAPTER VI CONVENTION ADVISORY COMMITTEE**

- Section A. Mandate
- Section B. Purpose
- Section C. Duty
- Section D. Membership
- Section E. Meetings
- Section F. Reporting and Approval
- Section G. Budget Approval
- Section H. District 37N Convention Handbook

## **CHAPTER VII GOVERNOR TEAM BUSINESS DRESS CODE**

- Section A. Mandate

## **CHAPTER VIII ENDORSED PROJECTS**

- Section A: Application and Approval Procedures for Project Endorsement
- Section B: Reporting Requirements to Maintain Endorsement
- Section C: List of Endorsed Projects
- Section D: Multiple District 37 Endorsed Projects

## **CHAPTER I: POLICY MANUAL**

### **Section A. Statement**

This is the Policy Manual of District 37N of Multiple District 37 of the International Association of Lions Clubs as revised May, 2012.

### **Section B. Availability**

A copy of this Policy Manual shall be made available, free of charge to the District 37N Cabinet and District 37N Committee Chairpersons, and a copy shall be available, free of charge, to the secretary of each District 37N Lions Club and additional copies shall be available to any individual or club of the District at a charge sufficient to cover the cost of printing, postage and handling.

### **Section C. Changes**

Lions Clubs in good standing, District Committees, members of the Cabinet, or individual delegates from the floor, at regularly scheduled or Special Cabinet meetings may recommend Policy Manual changes to the Cabinet giving details and explanation of the recommendation.

### **Section D. Perpetuity**

The District 37N Policy Manual shall be perpetual and may be amended by Cabinet within the following guidelines:

1. Change Procedure
  - a. Any proposed Policy Manual changes shall be presented to the Constitution and By-Laws Committee immediately following the Cabinet meeting at which said changes were proposed.
  - b. The Constitution and By-Laws Committee shall submit the requested changes to Cabinet for discussion and action (by majority vote) at their next regularly scheduled meeting.
  - c. Proposed changes to the Policy Manual scheduled to come before the Cabinet at their next regularly scheduled meeting shall be so noted immediately in the next issue of the District 37N Bulletin.
2. All changes to policy shall be identified on Cabinet meeting Agenda as "Action Items" and recorded in the minutes with motion maker and seconder as passed, defeated, tabled or postponed
3. Any policy revisions adopted will be provided as "addenda" to the appropriate chapter until full text revision is completed, usually but not necessarily, at the close of the fiscal year. All such revisions (addenda) shall be dated and sent to District Officers, District Committee Chairpersons and published in the next issue of the District Bulletin.

## **CHAPTER II: BUDGET AND FINANCE**

### **Section A. Appointment**

The District Governor shall appoint a Budget and Finance Committee as per Article V Section 4[c] of the Constitution of District 37N.

### **Section B. Mandate**

The Budget and Finance Committee shall review the budget prepared by the Governor Elect and provide its recommendations to Cabinet at its first meeting of the fiscal year.

The budget shall be a balanced budget based upon the revenue anticipated from the number of dues-paying members in the clubs of District 37N as of May 31 of the year preceding the Lionistic year, the funds on hand and other anticipated revenues and expenditures.

Thereafter, the Committee shall monitor the status of the District's budget and finances and report to the Cabinet at each of its subsequent meetings.

### **Section C. Financial Institutions**

The guidelines set forth are a recommendation going forward. Should a sitting Cabinet wish to make changes with the financial institutions and/or the way the Cabinet banking is handled they may present their suggestions to the current Cabinet for discussion and to be voted upon. The recommendation is that though we are an International District all Bank Accounts should reside in the area and country of the District Governor and his/her Treasurer and that no other bank accounts should exist in the other part of our District. It is also recommended that these bank accounts should consist of both a US account as and a Canadian account **whenever possible**. Furthermore as all dues are normally payable in US funds that we allow the Clubs the option of paying their dues in either currency. The current exchange rate will be applied if paying in Canadian dollars based on the exchange rate shown by Lions Clubs International in that billing month. This is aligning with the direction both Lions Clubs International and the Multiple District have adopted.

## **CHAPTER III: RULES OF EXPENSES AND REIMBURSEMENTS**

### **Section A. Lions Clubs International Rules of Audit**

The International Association of Lions Clubs, through the International Board of Directors, has established guidelines for the compensation of the officers of our Association. With regard to our District, these International "Rules of Audit" primarily govern the compensation, in part, for the related expenses of travel, lodging, meals and office of our District Governor on behalf of Lions Clubs International during the District Governor's year as the International Officer of our District.

### **Section B. District 37N Rules of Expenses and Reimbursements**

District 37N has established a policy for the expense and/or reimbursement of funds of our District to our members, District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor. These District 37N Rules of Expenses and Reimbursements shall be consistent with those of Lions Clubs International Rules of Audit regarding mileage, hotels and meals. The District 37N Rules of Expenses and Reimbursements are intended to serve as guidelines and are to be approved annually by the District Governor and Cabinet at the first Cabinet meeting. They then become part of the approved annual budget for that fiscal year. Since the District 37N Cabinet is mandated to approve a balanced budget as required by the Constitution and By-Laws of District 37N, the Rules of Expense and Reimbursement could be subject to change at that meeting, based upon an estimate of funds to be generated and the priorities which are established for the said fiscal year.

Subject to Section C, no reimbursements will be made, regardless of the circumstances unless supported by original receipts and/or invoices. It is not the intention to provide 100% reimbursement for all expenses. It must be remembered that most expenses within the District, by Lions, Leos and/or Lioness and other District Officers are and must be on a voluntary basis.

### **Section C. District Governor, 1st and 2<sup>nd</sup> Vice District Governors' Expense Fund**

- 1) The District Governor's Expense Fund is payable to the District Governor when the funds are available and when requested. The District Governor's requests are not required to be supported by original receipts and/or invoices [because the original receipts and/or invoices must be submitted to Lions Clubs International]; copies of the receipts and/or invoices will be accepted. A maximum amount of \$2000.00 US may be claimed for their term of office. All Claims must be made to Cabinet on or before September 15 of the lionistic year of which their term ends.
- 2) The 1<sup>st</sup> Vice District Governor Expense Fund is payable to the 1<sup>st</sup> Vice District Governor when the funds are available and when requested. The 1<sup>st</sup> Vice District Governor is required to supply original receipts and/or invoices. A maximum amount of \$1000.00 US may be claimed for their term of office. All Claims must be made to Cabinet on or before September 15 of the lionistic year of which their term ends.  
In addition as per District 37N By Laws Article III District Administration Section 1: The 1<sup>st</sup> Vice District Governor may claim up to an additional \$1000.00 US to attend a USA/CANADA Leadership Forum with accompanying original receipts.
- 3) The 2<sup>nd</sup> Vice District Governor Expense Fund is payable to the 2<sup>nd</sup> Vice District Governor when the funds are available and when requested. The 2<sup>nd</sup> Vice District Governor is required to supply original receipts and/or invoices. A maximum amount of \$500.00 US may be claimed for their term of office. All Claims must be made to Cabinet on or before September 15 of the lionistic year of which their term ends.

#### **Section D      Zone Chair Expenses**

- 1) Zone Chairs may claim up to a maximum of \$100.00 per zone providing the substantiating paperwork, receipts and criteria outlined by Cabinet are met. All Claims must be made to Cabinet on or before September 15 of the lionistic year of which their term ends.

#### **Section E.      Travel Expenses**

All travel expenses, including but not limited to mileage, hotel and meals, over and above those that may be claimed by the District Governor as per Lions Clubs International Rules of Audit shall not be the responsibility of the District, excepting those as stated in Constitution and By-laws of District 37N.

#### **Section F.      District 37N Friendship Committee**

See District 37N Constitution Section 8 Administration Dues item a: which states \$.025 of the collected District dues per member will be allocated to this committee

#### **Section G.      Disbursements**

All disbursements for expenses under District 37N Rules of Expenses and Reimbursements shall be deemed to reflect the District's financial ability to pay

#### **Section H.      Leadership Training**

Cabinet will budget \$1000.00 US each lionistic year **when funds are available** for the purpose of developing future District Leaders. This money will be used for attending only Lions International sanctioned training institutions or programs. The maximum claim any one person can make for reimbursement of expenses shall be \$500.00 US and must include original receipts and/or invoices. Should a situation occur where more than 2 persons apply for this expenditure the money shall be divided equally. All claims must be made to Cabinet on or before September 15 of the lionistic year following their attendance. (added 2013-05-19)

## **CHAPTER IV: DISTRICT CONTESTS AND AWARDS**

### **Section A. Approval**

All rules, guidelines, point accumulation methods, instruction, and/or beneficiaries which may be used in various contests, programs or awards within the District during any fiscal year shall be made clear and shall be approved by the District Cabinet at the first Cabinet meeting.

### **Section B. District Governor's Program**

The District Governor's personal Programs, Projects and/or Goals:

1. The District shall not be responsible for any expenses except as approved by the Budget and Finance Committee.
2. If the program includes funds contributed by clubs or individuals of the District, then such funds shall be maintained as a separate District 37N account.
- 3 All such funds previously clearly designated shall be disbursed entirely within thirty (30) days of expiry of the outgoing District Governor's term of office.

### **Section C. District 37N Contests and Awards**

1. All Keeper plaques of District 37N contests shall be a District 37N expense.
2. Recognition Awards for service to the District shall be a District 37N expense.
3. An Honorarium amount of \$50.00 US shall be provided to our District 37 N Peace Poster Winner each lionistic year.

### **Section D. Ability to Pay**

All awards and/or recognition expenses shall reflect the District's ability to pay as budgeted.

## **CHAPTER V: DISTRICT 37N COMMUNICATION**

### **Section A. District Governor's Responsibility**

The District Governor shall be charged with the responsibility of the publication and distribution of a District 37N "Bulletin" or "Newsletter" (minimum of ten [10] issues per fiscal year) at the District Governor's discretion.

### **Section B. Publication Expenses**

A portion of the District 37N "Bulletin" or "Newsletter" publication expenses may be a District expense according to the Rules of Expenses and Disbursements.

## **CHAPTER VI: CONVENTION ADVISORY COMMITTEE**

## **Section A. Mandate**

A District 37N Convention Advisory Committee shall be created and/or maintained to ensure excellence in District 37N Conventions and to provide continuity and long range planning.

## **Section B. Purpose**

It shall be the purpose of this committee to design a convention atmosphere conducive to learning and to the promotion of fellowship while facilitating the administrative duties and requirements of the District and maintaining suitable decorum and protocol.

## **Section C. Duty**

The duty of this committee is to follow District 37N Convention policy and to work in harmony with the District Governor and Cabinet, and the Convention Host Committee to assist in the solving of any and all problems that the Convention Host Committee may have regarding facilities, meals, budgets, accommodations, programs, themes, public relations, entertainment, etc. and to keep the District Governor and Cabinet informed and receive their approval on such matters. This does not preclude the District Governor or District Governor and Cabinet from making or changing District 37N Convention Policy or overriding any committee decision at their discretion.

## **Section D. Membership**

The District Convention Advisory Committee shall be composed of one (1) Past District Governor and two (2) Host Convention Chairpersons – one from the club hosting the current District Convention and one from the club hosting the previous District Convention.

## **Section E. Meetings**

The Convention Advisory Committee shall meet at least three (3) times during the year and the meeting shall be called by the chairperson, designating the appropriate time and place. The first of these meetings is to be held prior to or in conjunction with the fourth Cabinet meeting in the Lionistic Year preceding the Convention. The second meeting is to be held prior to or in conjunction with the first Cabinet meeting in the Lionistic year in which the Convention is to be held. The third meeting is to be held in the town or city of the Convention thirty (30) days prior to the convention.

## **Section F. Reporting and Approval**

The Convention Advisory Committee shall report in person or in writing to each Cabinet meeting and shall be responsible for keeping the District Governor informed at all times and shall be required to receive prior Cabinet approval for decisions made.

## **Section G. Budget Approval**

The Convention Advisory Committee shall ensure that the host Convention Committee submits a proposed budget for Cabinets consideration if possible by the second Cabinet meeting and no later than the third Cabinet Meeting in the year prior to the Convention. This budget must be approved by Cabinet no later than the spring Cabinet meeting prior to the Convention. This committee is entitled to request and receive from Cabinet seed money for the upcoming District Convention at the final Cabinet meeting of the year preceding this event or at the first Cabinet Meeting in the lionistic year of the District Convention. The allocation of funds as outlined below.

See District 37N Constitution Section 8 Administration Dues item a: which states \$.050 of the collected District dues per member will be allocated to this committee based on the Membership numbers of the District as of May of the lionistic year preceding the Convention.

## **Section H. District 37N Convention Handbook**

The Convention Advisory Committee shall maintain a District 37N Convention Handbook which will be updated by the Convention Host Committee and will be presented to the following Convention Host Committee.

### **CHAPTER VII GOVERNOR TEAM BUSINESS DRESS CODE**

#### **Section A. Mandate**

**Whenever representing or conducting business for the District the proper business attire worn by the District Governor shall consist of gray slacks/ skirt, white shirt/blouse, multiple district tie/scarf, navy blazer and black socks and black shoes.**

**Whenever representing or conducting business for the District the proper business attire worn by the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors shall consist of gray slacks/ skirt, blue shirt/blouse, multiple district tie/scarf, navy blazer and black socks and black shoes.**

### **CHAPTER VI: ENDORSED PROJECTS**

#### **Section A. Application and Approval Procedures for Project Endorsement.**

To receive Cabinet endorsement as a District 37N Endorsed Project, the application for endorsement must include any or all of the following:

1. A statement of need or purpose.
2. Identification of the beneficiaries of the project.
3. Identification of the expected involvement of the Lions of District 37N.
4. An organization structure including the names and roles of Lions, Lioness, or Leos who will be involved in leadership roles.
5. A copy of financial statements for currently operating projects.
6. A Business Plan including project goals and objectives and fiscal year.
7. Evidence that an investigation was conducted to determine that the proposed project does not duplicate services of other Lions International, Multiple District 37 and/or District 37N projects.
8. Evidence that the proposed project complies with Lions International, Multiple District 37 and/or District 37N Constitutions and By-laws.
9. Identification of how the involvement of District 37N will be recognized.

The application is to be submitted in duplicate, four [4] weeks prior to a Cabinet meeting. All applications for endorsement will be reviewed by a committee appointed by the District Governor. This Committee will recommend approval or disapproval to the District Cabinet at the Cabinet meeting. At the first Cabinet meeting of each Lionistic year, the District 37N Cabinet shall:



1. Review the existing endorsed projects and shall extend or cancel endorsement.
2. Review applications for endorsement and shall approve the project for endorse or may request additional information from the applicant or may reject the application.

**Section B. Reporting Requirements to Maintain Endorsement**

To maintain endorsement, all endorsed projects shall submit an annual report including but not limited to the following:

1. A summary of annual activities including measures of achievement of goals.
2. A proposed change to the project and project goals.
3. A financial statement.

The report is to be submitted by July 1 of each year. Non-compliance of any of the foregoing may lead to loss of District 37N endorsement.

**Section C. List of Endorsed Projects**

Endorsed projects: District 37N endorses those projects as defined by the Multiple District.

**Section D. Multiple District 37 Endorsed Projects**

The District 37N Cabinet endorses all projects endorsed by the Council of Multiple District 37.

**BUDGET AND FINANCE  
COMMITTEE  
POLICY MANUAL  
INTERNATIONAL ASSOCIATION  
OF  
LIONS CLUBS  
DISTRICT 37N**

**DISTRICT 37N**  
**BUDGET AND FINANCE COMMITTEE POLICY MANUAL**

**Section A.**

The District Governor and Cabinet may make changes to the budget as presented to them by the Budget and Finance Committee, at any time during the year, but any said changes must continue to reflect a balanced budget.

**Section B.**

The District Cabinet Treasurer shall provide to members of Cabinet and District Committee Chairpersons, at all scheduled Cabinet meetings, a current balance sheet and income and expenditure statement, which has been previously reviewed by the Budget and Finance Committee.

**Section C.**

The District Cabinet Treasurer shall make no changes to the current procedures of accounting, without prior approval of the members of Cabinet.

**Section D.**

The District Governor shall include the Budget and Finance Committee as recipients of the annual audit and statement of financial condition of the District.

**Section E.**

All of the District Governor's office expenses shall be the District Governor's responsibility, including by not limited to, those as per Lions Clubs International form C30 District Governor's Claim form.

**Section F.**

All entertainment expenses, including but not limited to, food beverages and entertainment, at meetings or functions in or out of the District shall not be at the expense of the District, except as might be included in the Annual District Budget.

**BULLETIN EDITOR  
POLICY MANUAL  
INTERNATIONAL ASSOCIATION  
OF  
LIONS CLUBS  
DISTRICT 37N**

**DISTRICT 37N**  
**BULLETIN EDITOR POLICY MANUAL**

**Section A.** The District 37N Bulletin shall be e-mailed, mailed or delivered free of charge to:

1. Each club in District 37N
2. District 37N Cabinet Officers
3. District 37N Committee Chairpersons
4. Multiple District 37 Office
5. Past District Governors of District 37N [including all Past District governors resident in District 37N regardless of where they served as District Governor]
6. MD37 Council members
7. Past and/or present International Directors of MD37
8. Lions Clubs International office
10. The International speaker for the most current District 37N convention

**Section B.** The District 37N Bulletin shall announce information including but not limited to:

1. International President's message, goals and directives
2. International Office news, International Board news, etc.
3. International, MD37 and District 37N convention news, workshops, Forums, etc.
4. District 37N Governor's message, goals, etc.
5. District 37N Contests/Statistics
6. Club news, activities, donations, etc.
7. Calendar of upcoming events, charter anniversaries, District Governor's official visits and new club charters
8. Other District activities
9. Deceased members
10. Any other relevant information

**Section C.** Since the District 37N Bulletin is the "official publication" of the District, it will, therefore, publish such items as: recommended changes to the Constitution and By-Laws of District 37N, changes to the Policy Manual, and any other necessary or required publication of information including but not limited to candidates for election as officers of the District and the results of such elections, Convention reports and other administrative reports of the District.