

**LIONS INTERNATIONAL DISTRICT 11-D2**



**We Serve**

**DISTRICT POLICY MANUAL**

**2024-2025**

**Revised \_\_\_\_\_ 2024**

1. If the District Governor is temporarily disabled the First Vice District Governor shall be acting District Governor.
2. If both the District Governor and First Vice District Governor are temporarily disabled the Second Vice District Governor shall be acting District Governor.
3. The District Governor may replace any non-functional appointed Cabinet member or committee member.
4. The Immediate Past District governor shall be the chairman of the Honorary Committee. The Honorary Committee will include all Past District Governors who are in good standing with the District. The Honorary Committee will meet quarterly.
5. All District Committees and committee descriptions should coincide with the Multiple District 11 committees and committee descriptions.
6. The District Governor, Immediate Past District Governor, Past Cabinet Secretary, Past Cabinet Treasure, the current Cabinet Secretary and Cabinet Treasure, and the 1<sup>st</sup>, and 2<sup>nd</sup> Vice District Governors, shall prepare the annual District budget for review and approval at the first cabinet meeting of the fiscal year.
7. The District budget shall include one hundred twenty-five dollars (\$125.00) for the immediate Past District Governor's blazer and seventy-five dollars (\$75.00) to purchase a gift for the companion of the immediate Past District Governor.

8. There will be no financial reimbursement for normal committee expenses except as provided by the District cabinet in advance. Any extra reimbursements must follow the rules of International Audit.
9. At District Cabinet meetings, the cost of meals for the District Governor and companion will be paid by the District. All other attendee's will pay for his or her meals at the actual cost of the meal.
10. If meals are served at Zone or Region meetings, the District Governor and companion 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor will be complimentary. Other Complimentary meals may be offered at the discretion of the host club.
11. A raffle should occur at a Region, Zone and District Cabinet meeting. One-third of ticket sales shall be paid to the District, one third to the host club and one-third to the winner or winners. Clubs may not sell club raffle tickets at a Cabinet function.
12. All expenses incurred at the District Convention are to be paid from income from the event. Consideration must be given to entertainment costs and speaker cost including gifts, housing and meals The District Convention Committee must review all expenses and shall submit a complete financial report of the convention to District Governor, District Cabinet Secretary, and the District Cabinet Treasurer within thirty days of the closing of the District convention.

13. Clubs hosting Zone, Region and Cabinet meetings are encouraged to use local facilities such as schools or churches for Lion functions when regular facilities are not adequate.
14. The District Governor shall advise the Region and Zone Chair of any club with delinquent bills from District or Lions Club international. The Region or Zone Chair shall contact such clubs and make his or her best effort to ensure payment.
15. The District Cabinet Treasurer shall send appropriate memorials or flowers at the expense of the District. As directed by the District Governor in the event of a serious illness or death of a District Governor, Past District Governor, Present Cabinet members or their companion. The funding for such items will be appropriated from the District Governors Discretionally Fund.
16. Elections at the District Convention: All District Lions in good standing whether not a convention delegate, are eligible to be a candidate for the office of Region Chair and Zone Chair. Region chair elections will occur when the incoming District Governor chooses to retain those positions in his/her Cabinet. Region will be divided into their respective Regions for the election of their Region Chair, and rejoin the total District for the election of the Lion of Michigan Foundation Trustee, 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor and District Governor. The Credentials and Elections Committee will ascertain that only delegates or alternates are allowed to vote. The Sergeant of Arms Committee will check the badges of all delegates who vote at the District Elections. All Badges will be marked at the time of voting. With the call to vote the doors will be locked during voting with no new admissions allowed.

17. The outgoing District Governor will receive actual expenses for the District Governor and companion to the International Convention in an amount not to exceed Three Thousand Dollars (\$3,000.00). Expenses will be based on Lions Clubs International rules of audit.
18. Upon presentation of receipts to the Cabinet Treasurer the First Vice District Governor shall be entitled to reimbursement in an amount not to exceed seventeen hundred dollars (\$1,700.00) The Second Vice District Governor shall be entitled to reimbursement in an amount not to exceed five hundred dollars (\$500.00). Reimbursement is to cover miscellaneous out of pocket expenses such as mileage, postage, etc. incurred while serving as First or Second Vice District Governor. Reimbursable expenses will be based on rules of audit set forth by Lions Clubs International.
19. Reimbursement in the amount of two hundred dollars (\$200.00) will be paid by the District to the following District Cabinet members: Cabinet Secretary, Cabinet Treasurer and/or Cabinet Secretary/Treasurer, Region Chair (3) if utilized and six (6) Zone Chair. Such expenses will be based on the rules of audit set forth by L.C.I. An expense report must be submitted to the District Governor and District Treasurer.
20. Melvin Jones Fellowship Policy: The District Governor shall award Melvin Jones Fellowships each year at his/her appreciation dinner to those recipients selected by the voting cabinet at the District Convention. The District will award Melvin Jones Fellowships only. No progressive Melvin Jones Fellowships will be awarded. Multiples of one thousand dollars (\$1,000.00) in the District LCIF fund will be sent to LCIF for later named

recipients of a Melvin Jones Fellowship. District club may nomination a recipient or recipients for a Melvin Jones Fellowship to the District Governor by January thirty-first. The District Governor will provide each member of the voting cabinet with copies of the nominations at the Friday night Cabinet meeting at the District Convention. The voting cabinet will select a number of recipients based upon funds in the District LCIF account as of the date of that meeting. If the funds in the District account exceeds the total nominees by a multiple or multiples of \$1000.00 the voting cabinet may select additional recipients or may carry over those excess funds. Nominations made by Lions clubs may be Lions members or Community leaders.

21. Ken Lautzenheiser Award Policy: Each year, if funds are available in the District Lions of Michigan Service Foundation account, The First Vice District Governor shall choose a recipient for the award. His/her selection shall be based on the recipient's service to the District or community and upon the criteria established by the Foundation. The award will be presented at the Past District Governor's appreciated dinner by the First Vice District Governor who is now District Governor. The District will award no progressive awards.
22. The bell and gavel and any other Lions Club or District property shall be off limits at all District meetings.
23. All past District Cabinet records shall be kept in a secure location as designated by the District Cabinet. The previous Cabinet shall turn over its records directly after their audit.
24. The District Governor will receive twenty-five (25) District pins at no charge, to use at his/her own discretion.

25. The District mint committee shall review all revenue and expenses and shall submit a complete financial report to the District Governor and District Cabinet Secretary, Cabinet Treasurer within thirty days of the closing of the fiscal year.
26. The District Cabinet Secretary, Cabinet Treasurer, District Mint Committee, and the District Convention Committee will be bonded.
27. All Dispute Resolution cases will incur a two hundred fifty dollars (\$250.00) fee.
28. There will be one meeting held in each Region during the fiscal year. The Second Vice District Governor will host meetings, unless Region or Zone chairpersons are utilized.
29. This Policy Manual shall be approved each fiscal year by the District voting cabinet at its first meeting. The voting cabinet may amend the Policy Manual at the first meeting by a majority vote of the voting cabinet.
30. These policies and procedures are supplementary to the Constitution and Bylaws of both the District and Lions Clubs International. Should a conflict occur, the District or Lions Clubs International Constitution will overrule the applicable policy or procedure.