

LIONS INTERNATIONAL DISTRICT 11-D2



DISTRICT POLICY MANUAL

Revised: July 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 an appointed cabinet or committee member at their discretion.
4. The Immediate Past District governor shall be the chairperson of the Honorary Committee. The Honorary Committee will include all Past District Governors who are in good standing with the district.
5. All District Committees and committee descriptions should coincide with the Multiple District 11 committees and committee descriptions.
6. The District Governor shall present a budget for approval at her/his first cabinet meeting of the fiscal year.
7. The District budget shall include one hundred seventy-five dollars (\$175.00) 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 or as budgeted. Any-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.
10. There will be a 3-year consecutive term limit of an individual to serve as a chairperson of a committee. The year the chairperson starts their initial term will be annotated in the district roster book.
11. A raffle should occur at Region, Zone and District Cabinet meetings. 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.
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 convention.

13. Clubs hosting Zone, Region and Cabinet meetings are encouraged to use local facilities such as school 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 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-

16. Elections at the District Convention: All District Lions in good standing whether of 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, 1st and 2nd 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 Two Thousand Seven Hundred Dollars (\$2,700.00). 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 one thousand five hundred dollars (\$1,500.00) The Second Vice District Governor shall be entitled to reimbursement in an amount not to exceed one thousand dollars (\$1,000.00). 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. The following cabinet members shall receive up to two nights of reimbursement for their hotel room at the 11D2 district convention as long as they attend and participate at the convention: District Governor, 1st Vice District Governor, 2nd Vice district Governor, Cabinet Secretary, Cabinet Treasurer and/or Cabinet Secretary/Treasurer, Region Chair (3) if utilized and six (6) Zone Chair.

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. The district will only purchase one P/MJF to a lion of the district. 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. LMSF, Eversight, Lions Bear Lake Camp, and Leader Dogs for the Blind awards and fellowships: Each year, if funds are available in the District Lions of LMSF, Eversight, Lions Bear Lake Camp, and Leader Dogs for the Blind 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 State Project. The award will be presented at the Past District Governor's appreciation dinner or another time that is appropriate by the First Vice District Governor who is now District Governor. The district will only purchase one fellowship/award to a lion of the district.

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 pin shall be representative of the district governor and her/his focus. The district pin committee shall work with the 1st Vice District Governor for her/his design for their year. The District Governor shall receive 25 pins to be used at her/his discretion. The remainder of the pins shall be sold to recoup the expense of the pins.

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 fee and shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

28. There will be one cabinet meeting held in each region during the fiscal year. The Second Vice District Governor will host meetings, unless region chairpersons are utilized.

29. If monies are not allocated in the approved budget, they must be approved by a majority vote of the cabinet. Restricted funds must have written approval of the committee chairperson that the funds will be expended from and the approval of the majority of the cabinet members.

30. 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 any time by a majority vote of the voting cabinet.

31. 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.