

**INTERNATIONAL ASSOCIATION OF LIONS
CLUBS**



**POLICY MANUAL
LIONS CLUBS OF DISTRICT 20-N**

REVISED May 2008

District 20-N Policy Manual

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ARTICLE I
NAME

Section 1. This organization shall be known as Lions District 20-N, a Sub District of MD-20 and a District of Lions Clubs International.

ARTICLE II
PURPOSE

Section 1. The purpose for this policy manual is to set forth the practices and procedures of this organization and to express the principles it will abide by and adhere to these Guidelines.

ARTICLE III
DISTRICT CABINET

Section 1. The district cabinet shall be made up of the district governor, vice district governor, region chairpersons (if the sitting District Governor appoints such chairpersons), zone chairpersons, secretary/treasurer, all past district governors of District 20-N and all committee chairpersons.

Section 2. Voting members of the district cabinet are the district governor, vice district governor, secretary/treasurer, region chairpersons, zone chairpersons, and the immediate past district governor.

Section 3 The Cabinet shall advance Lionism in District 20-N, promote the general welfare of the clubs (Lions, Lioness & Leos) in the district and properly administer the affairs of the district.

ARTICLE IV
DUTIES OF REGION & ZONE CHAIRPERSONS

Section 1. In addition to those duties specified in the International Constitution, By Laws, Policy Manual and District 20-N By-Laws, the region chairperson shall complete a minimum of one visitation annually to each club in the region. It is also expected that the region chairperson will accompany the district governor when he/she make his/her official visitation to the clubs in their region.

Section 2. In addition to those duties specified in the International Constitution, By Laws, Policy Manual and District 20-N By-Laws, the zone chairperson shall complete two visitations annually to each club in the zone. One being that the zone chairperson will accompany the district governor when he/she makes his/her official. visitation to the clubs in their zone.

ARTICLE V
COMMITTEES

Section 1. The district governor shall appoint as many standing committees as he/she deems appropriate. Some of the committees that have been appointed in the past are:

Activities	Lions Clubs International Foundation
Chaplain	Lions Information
Constitution & By-Laws	Long Range Planning
Conventions	Membership
Diabetes	Membership Orientation
DG Niagara Frontier Lion Editor	Officers/Leadership School
District Governors Special Advisory	Pin Selection
Dogs for the Handicapped	Public Relations/reporter
Empire State Speech & Hearing Clinic	Raymond F. Wheeler Humanitarian Fund
Environmental	Retention
Extension	Sight Conservation/Sight First
Finance	State Youth Band Chairman
Hearing Conservation	Sunshine
International Relations Chairman	USA /Canada Lions Leadership Forum
Journey For Sight	Youth Exchange
Leadership	

Section 2. From time to time, the district governor may appoint such special committees as may be necessary in his/her judgement.

Section 3. All committees shall consist of a chairperson and as many members as the district governor and the chairperson agree are necessary.

Section 4. The district governor shall be an ex-officio member of all committees.

Section 5. At the discretion of the district governor each committee through its chairperson shall report to the district cabinet at regularly scheduled cabinet meetings.

ARTICLE VI
SPECIAL ADVISORY COMMITTEE

Section 1. There shall be a Special Advisory Committee comprised of all Past District Governors and any present or past international directors of the district. All members of this committee must be active members of a Lions Club within the district and be in good standing with that club and Lions International.

Section 2. The District 20-N Advisory Committee shall meet either before or after a cabinet meeting or at the call of the district governor and shall consider and advise on those matters as requested by the district governor. The chairperson shall be the Past District Governor who is one year removed from office.

Section 3. Other meetings may be called at the request of a majority of the committee members. In which case, the district governor will be advised by the chairperson of the time, place and matters to be discussed.

ARTICLE VII
DISTRICT DUES

Section 1. District dues are to be assessed per Lion member as of the June 30 Monthly Membership Report.

Section 2. The district dues will be payable on a semi-annual basis by each club in the district. Payments will be due on July 1 and January 1 of the Lions fiscal year.

Section 3. The District Governor's Niagara Frontier Lion membership assessment is to be paid by November 1st of each calendar year with a penalty assessed if paid after November 1st. Notice to clubs will be published in the District Governor's Niagara Frontier Lion.

Section 4. The district dues shall be sent to the cabinet secretary/treasurer by check payable to "District 20-N" as soon as practical after the club secretary receives notice of the amount payable from the cabinet secretary/treasurer. Any Lions club which has not transmitted the district dues for a period of sixty (60) days from the date of notice will be deemed not to be in good standing.

ARTICLE VIII
FINANCIAL RECORDS

Section 1. The financial records and bank accounts of the district shall be maintained by the district cabinet secretary/treasurer at a location convenient to them and the district governor.

Section 2. The fiscal year of this district shall be July 1 through June 30.

Section 3. The financial records shall be kept using accepted accounting principles for the fiscal period as required by the Internal Revenue Service.

Section 4. These financial records shall be retained for a period of seven years and shall be turned over to the succeeding cabinet secretary/treasurer within thirty days of the close of the fiscal year.

Section 5. The bank accounts of the district shall be maintained in a Financial Institution within District 20-N convenient to the cabinet secretary/treasurer and the district governor.

Section 6: A minimum of \$1,000.00 is to be passed on to each District Governor within 30 days at the start of their Lions year to be used as District Administrative funds.

Section 7: Approval of expenditures over \$999.99 requires two signatures.

Section 8: An audit is to be performed no later than 60 days after the current Lions year-ends. Audit Committee should include the incoming District Finance Chairman, the outgoing Cabinet Treasurer, and the incoming Cabinet Treasurer.

Section 9: A financial report of the District Activities (see Exhibit D) shall be given in printed (either computerized or hand written) as well as a verbally reported, at each District Cabinet Meeting and approved by the voting Cabinet Members.

ARTICLE IX
RESTRICTED FUNDS

Section 1. From time to time, funds may be designated by the district cabinet for specific purposes.

Section 2. These funds shall be maintained in such a manner as to allow for a full accounting of the receipts and disbursements at each regular meeting of the district cabinet.

Section 3. Any funds so designated that are not disbursed within the district's fiscal year shall be turned over to the succeeding district governor within thirty days after the close of a fiscal year.

Section 4. These restricted funds may only be transferred to other accounts or eliminated following a majority vote of the voting cabinet at a regular or special meeting.

Section 5. In 2004 a District 20-N Training Fund was established with the following guidelines:

- A. A fund available through District 20-N Administrative Funds and a minimum of \$500.00 be passed on to each District Governor within 30 days at the start of their Lions year to be used for VDG training. This amount may be greater if available. These funds to be used as follows and would start 2004-05 Lions year.
 1. These funds shall be used for the USA/Canada Lions Leadership Forum by the VDG or as stated in Section 2. The funds can be used for Forum registration, hotel, or travel (gas receipts, train, bus or plane fare) up to \$500.00. Reimbursement would take place upon receipt turned into the current DG after the Forum.
 2. If VDG cannot attend for any reason the sitting DG and VDG shall select an Outstanding Lion or Lions who have acknowledged future leadership tendencies or the current Cabinet Secretary or Treasurer
 3. If no one attends then funds would remain intact at \$500.00 minimum and build, not to exceed \$2,000.00 In the event two (2) qualified Lions would attend in the same year and funds are available both would receive \$500.00.
 4. This fund may only be used once by any Lion in the District.

ARTICLE X
MEETING MINUTES

Section 1. The cabinet secretary/treasurer shall record meeting minutes of each cabinet and special meeting of the district. The minutes shall be available for each member of the cabinet and club president who desires a copy.

Section 2. The District Governor shall maintain a file containing seven years of meeting minutes which shall be turned over to the incoming District Governor within thirty days following the close of the fiscal year.

Section 3. Outgoing District Governor has the responsibility to destroy the oldest years records and add his current years records to maintain the seven years identified in Section 2 above.

ARTICLE XI
MONTHLY MEMBERSHIP & ACTIVITIES REPORTS

Section 1. The district governor shall maintain a file of the Monthly Membership & Activities Reports and other correspondence relating to each club. This file will contain five years of such data and shall be turned over to the incoming district governor within thirty days following the close of the fiscal year.

ARTICLE XII
DISTRICT CONTEST

Section 1. The district shall conduct a contest each year to encourage the participation of all Lions Clubs in those activities that further the objectives of Lionism and create an atmosphere of fellowship among the Lions of the district.

Section 2. The contest shall include categories similar to those contained in Exhibit B of this policy manual. This exhibit has been prepared as a sample only and is not binding in either form or content on any future district governor.

Section 3. Points will be awarded solely for items contained in the rules and are identified on the Monthly Activity Report.

Section 4. Awards in an appropriate form shall be presented to the overall winner and to those clubs in the other regions having highest points total within their respective regions at the annual district awards banquet.

Section 5. It shall be the responsibility of the district governor to either score or appoint someone to act in his/her behalf. Decisions of the scorekeeper shall be final.

Section 6. The rules shall be set, forth in the district governor's August newsletter and the district directory.

ARTICLE XIII
100% PRESIDENTS AWARD

Section 1. The Immediate Past District Governor shall present all 100 % presidents awards to the presidents of the clubs in the district who satisfy the requirements set and communicated by LCI.

Section 2. The award shall be in the form developed by Lions Clubs International for this purpose and shall be presented as soon as practical by the Immediate Past District Governor or his/her designee at a Cabinet meeting or a meeting of the respective Lions Club.

Section 3. It shall be the responsibility of the club secretary to complete and forward the application for this award within 30 days following the International Convention.

ARTICLE XIV
100 % SECRETARY'S AWARD

Section 1. The District Governor shall provide a 100% secretary's award to the secretaries of the clubs in the District who satisfy the requirements, which must be published in their District Directory and set forth by the current District Governor. The contest shall include categories similar to those contained in Exhibit C of this policy manual. This exhibit has been prepared as a sample only and is not binding in either form or content on any future District Governor.

Section 2. The award shall be, whenever possible, in the form developed by Lions Clubs International for this purpose and shall be presented as soon as practical by the immediate past district governor or his/her designee at a meeting of the respective Lions Club.

Section 3. It shall be the responsibility of the club president to complete and forward the application for this award within 30 days following the International Convention.

ARTICLE XV
MULTIPLE DISTRICT 20 LEADERSHIP AWARD

Section 1. The annual MD-20 Past District Governor Leadership Award is presented to a Lion in each sub-district who has shown outstanding leadership qualities. Each district will make the selection for the district based on the criteria given by the MD-20 PDG Organization.

Section 2. The MD-20 Organization of Past District Governors director from 20-N (hereinafter referred to as district director) is responsible for obtaining the application forms and sending them to each Lions Club President and Past District Governor in our district. The cover letter shall include the criteria, cutoff date and the district director's return address. Completed applications received after the cutoff date may not be considered.

Section 3. Copies of each completed application received prior to the cutoff date will be forwarded to all active District 20-N past district governors by the district director.

Section 4. The selection of the 20-N Leadership Award recipient shall be by the past district governors in good standing in district 20-N by secret ballot. The application which receives the most votes of those ballots cast shall be considered the recipient.

Section 5. The district director shall count the ballots. After the winner has been announced, all ballots shall be destroyed.

Section 6. The district director shall convey the results in writing to the winner and to the secretary of the MD-20 Organization of Past District Governors.

ARTICLE XVI
MEETINGS

Section 1. Roberts Rules of order, Newly Revised shall-govern all parliamentary procedures except as otherwise provided for.

Section 2. The Cabinet shall meet four (4) times each fiscal year. One meeting shall be recognized as the Sub-District Convention with the date and time to be determined by the District Governor.

Section 3. The time frame for cabinet meetings will be determined by the District Governor, with the first to be held within thirty (30) days after adjournment of the preceding International Convention.

Section 4. Special meetings may be called by the district governor whenever the need arises to conduct urgent district business.

Section 5. Said special meetings shall be held no earlier than seven (7) days and no later than fifteen (15) days after the mailing of the meeting notice setting forth the purposes, date, time, and place for said meeting.

ARTICLE XVII
DISTRIBUTION

Section 1. Each member of the District 20-N cabinet, each member club in the district and each Past District Governor are entitled to a copy of this policy manual by request through the District Governor. The policy manual will be available on the District 20-N Web site.

ARTICLE XVIII
AMENDMENTS

Section 1. These policies except Articles VII and XV may be altered or amended by the vote of a majority of the cabinet members present in person and voting at two successive regular or special meetings of the district cabinet at which a quorum is present. No article covered by District 20-N Constitution and By-Laws may be altered or amended unless an amendment has been duly voted on by the membership at a District 20-N convention.

Section 2. District dues may be amended at a District Convention or a Multiple District Convention by resolution reported by the Convention Committee appointed by the District Governor and an affirmative vote of two thirds (2/3) of the votes cast.

Section 3. No amendment shall be put to vote unless written notice thereof, stating the proposed amendment, shall have been mailed, e-mailed or published in the District Governors Niagara Frontier Lion or delivered to each voting cabinet member at least 10 (10) days prior to the meeting at which the vote on the amendment is to be taken.

Section 4. No vote may be taken on an amendment unless 50 % of the voting cabinet of the district are present.

Section 5. This policy manual shall not be in conflict with the Constitution, By-Laws and Policy Manuals of the International Association of Lions Club, the Lions of Multiple District 20 and the Lions of District 20-N.

ARTICLE XIX
COMMITTEES

Section 1. The District 20-N Long Range Planning Committee shall be comprised if possible of one (1) member of a Lions Club from each Region in our District.

ARTICLE, XX
MOTIONS & SECONDS

Section 1. Any and all motions made and seconded at a duly authorized cabinet meeting of District 20-N shall be recorded in the district cabinet meeting minutes with the disposition duly noted.

This manual voted on and accepted November 1996

1st Revision of this manual January 2003

2nd Revision of this manual November 2003

3rd Revision of this manual May 2008

EXHIBIT A-1

District 20-N Club Contest 2003 – 2004

All clubs in 20-N are automatically entered. The contest began with the May 2003 District 20-N Monthly Activity Report and ends with Monthly Activity Reports postmarked by May 5, 2004.

All information related to club activities eligible to earn points must appear on the submitted reports. Each Club Secretary has received supplies of District 20-N Activity Reports (form is also available on the District Web Site) that show the various categories and their associated point values.

DG Tom will present a distinctive banner patch at the Cabinet Recognition Dinner on May 23, 2004, to each club that meets or exceeds their point total goals as listed below:

❖ Clubs with 25 or fewer members	20,000 points
❖ Clubs with 26 – 45 members	24,000 points
❖ Clubs with over 45 members	28,000 points

Membership will be based on the July 2003 Monthly Membership Report.

EXHIBIT A-2 (Monthly Activity Report) follows

EXHIBIT B

CLUB PRESIDENT EXCELLENCE AWARD From Lions Clubs International

In order to receive the Club President Excellence Award, each club president who has qualified must have the club secretary fill out this form and have it approved and signed by the proper district officers. The completed form must be mailed to the International Office by August 1, 2004. Presidents receiving this award will be formally recognized at a Cabinet Meeting during the 2004 – 2005 Lion's Year.

REQUIREMENTS:

- ✓ The club has complied with the association's constitution and by-laws as well as the policies of the International Board of Directors, and has refrained from any action encouraging unauthorized uses of the name, goodwill, emblem, the marks "Lions," "Lioness," "Leo," "Lions International" or "Lions Clubs International" and other insignias of this association.
- ✓ The club has conducted at least one major service activity during the year in line with the international program
- ✓ The club has accomplished at least one of the following:
 - A net increase in membership for the year (deaths and transfers not counted).
 - Sponsorship of at least one new Lions Club.
 - Qualified for the Club Retention Award.
- ✓ The club does not have an unpaid balance of over \$50.00 owed to international headquarters as of 3/31/04.
- ✓ The club has submitted the following 3 reports to international headquarters:
 - Monthly Membership Reports (C-23-A)
 - Annual Activities Report (A-1)
 - Annual Club Officers Report (PU 101).
- ✓ The president has attended the following Lions meetings during the year:
 - At least 2 Advisory Committee Meetings (ACM).
 - District or Region Club Officer Training.
 - District, or multiple district, or international convention, or USA/Canada Lions Leadership Forum.
- ✓ The president certified that all new members were properly indoctrinated and involved in service activities or committee work.

EXHIBIT C

100% SECRETARY'S EXCELLENCE AWARD From the District Governor

All Club Secretaries are encouraged to strive for excellence in the performance of their duties. For Lions year 2003-2004, Secretaries who meet minimum requirements and submit a completed, "Club Secretary Excellence Award" form (available from Cabinet Secretary/Treasurer PDG Roger Haase) to District Governor Tom Reinagel by July 31, 2004 will be formally recognized at a Cabinet Meeting during the 2004 – 2005 Lion's Year.

MINIMUM REQUIREMENTS:

- ✓ Mail all Monthly Membership Reports (USPO or e-mail) by the 5th of each month to Lions Clubs International (LCI), District Governor, Region and Zone Chairs. (July and August may be included with September's Report)
- ✓ Mail all Monthly Activity Reports (USPO or e-mail) by the 5th of each month to District Governor, Region and Zone Chairs. (July and August may be included with September's Report)
- ✓ Submit Convention (International and MD-20) delegate registration forms by the required dates.
- ✓ Mail (USPO or e-mail) the PU 101 form reporting incoming Club Officers by April 15th to LCI and District Governor.
- ✓ Mail (USPO or e-mail) the LCI Annual Activity Report by 8/15/03 to LCI, District Governor, Region and Zone Chairs.
- ✓ Attend at least two Advisory Committee Meetings (ACM), or one ACM and a District Lions Leadership Training program.
- ✓ Attend two Cabinet Meetings, or a Cabinet Meeting and one Lions Convention (MD-20 or LCI), or a Cabinet Meeting and the USA/Canada Lions Leadership Forum.
- ✓ Maintain accurate Club meeting and attendance records.
- ✓ Participate in at least one club service and one club fundraising activity.

EXHIBIT D
PAGE 1

SAMPLE BUDGET
District 20-N Lions Clubs

	<u>Previous Year Year Actual</u>	<u>Current Year Budget</u>	<u>Current Year Actual</u>
<u>District Income</u>			
MD 20 Membership Dues	4207	5175	5,100
District 20N Dues	1659	1701	1,700
Delinquent Acct	486	1303	1,000
2007-2008 start-up	600	600	1,000
Total District Income	<u>6952</u>	<u>8779</u>	<u>8,800</u>
<u>Dist 20N Newsletter Income</u>			
20N Dues	6705	8505	8,500
Reimbursement from LCI	500	660	600
Other Income	26	0	2,500
Total Newsletter Income	<u>7231</u>	<u>9165</u>	<u>11,600</u>
<u>Dist 20N Newsletter Expenses</u>			
Printing	7631	7640	7,400
Postage	4225	6400	6,480
Total Newsletter Expense	<u>11856</u>	<u>14040</u>	<u>13,880</u>
<u>Administrative Income</u>			
Directory Sales	552	500	600
Golf Tourn	1700	1000	1,250
Ransomville Speedway	1882	100	1,000
District 20N Raffle	0	1500	1,900
MD 20 & District Pins	14	600	200
Leadership Training	490	800	600
1st Cabinet Meeting	630	800	0
2nd Cabinet meeting	600	800	800

EXHIBIT D PAGE 2

3rd Cabinet meeting	0	800	2,400
Cabinet recognition	4240	4000	4,000
First Response	11824	6900	500
Walk for sight	6904	500	5,000
Community Recognition	9175	5000	5,000
Family Night at Bosons	360	500	2,000
Total Income	<u>38694</u>	<u>26550</u>	<u>26,050</u>

Administrative Expenses

Directory Printing	1800	2000	2,000
District 20N Raffle	0	1500	500
Pins	0	800	200
Peace Poster Awards	225	250	250
Office Supplies	26	1800	1,500
Postage	62	200	250
Bonding	140	150	150
Name Badges	236	250	250
Website	0	60	100
Leadership Training	506	600	750
1st Cabinet Meeting	894	800	350
2nd Cabinet meeting	730	800	800
3rd Cabinet meeting	0	800	3,400
4th Cabinet meeting	0	3400	800
Cabinet Recognition	5830	6000	6,000
DG Forum Fund	500	500	500
Ransomville Speedway	1099	0	1,000
First Response	10015	10000	0
Walk for Sight	1322	0	5,000
Community Recognition	8392	0	5,000
Family Night at Bosons	4537	2000	2,000
Total Expense	<u>36314</u>	<u>31910</u>	<u>30,800</u>

Total Administrative	<u>2,380.00</u>	<u>(5,360.00)</u>	<u>(4,750)</u>
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Total Revenues			46,450
Total Expenses			44,680
Net Income			1,770