

POLICY MANUAL

Lions Clubs International

District 26-M6 of Missouri

Adopted July 31, 2021

Purpose

This manual, shall govern specific areas of operations of the Lions clubs of district 26-M6. It shall be maintained by the Cabinet Secretary and available to provide information to the cabinet. It should be considered a written record of the policies adopted by the current cabinet and should provide continuity in the administration and operation of district 26-M6.

Article I: Adoption

The cabinet shall adopt the Policy Manual at its first meeting each Lion Fiscal year, and it shall guide the operations of the cabinet. The district Constitution and By-Laws chairperson shall screen the language to assure compliance with the District, Multiple District, and International constitutions.

Article II: Cabinet Meetings

Suggested Agenda: This agenda is not meant to be all-inclusive and is subject to change by the presiding officer. It is meant to be an example to ensure that all items of business are addressed at all Cabinet Meetings.

- Call to Order
- Invocation
- Pledge to Flag
- Patriotic Song
- Establish Protocol
- Roll Call
- Introductions
- Appoint Parliamentarian & Tail Twister
- Governor's Remarks
- Secretary's Report
- Treasurer's Report
- Report from Vice District Governor(s)
- Reports from District Global Action Team
- Reports from Region/Zone Chairpersons
- Reports from District Committee Chairpersons
- Old (unfinished) Business
- New Business
- Tail Twister
- Adjourn

Article III: Retention and Destruction of District Files/Records

The current Cabinet Secretary shall be the custodian of the Archives of the District Office and shall transfer these Archives to the succeeding Cabinet Secretary. Archived records may be kept in any legally-recognized electronic format if desired.

Section 1. Minutes of Cabinet Meetings

(a) A final copy of the minutes of each Cabinet Meeting shall be retained in the Archives of the District Office as a permanent record of the operation of the district. These minutes shall include any special or called meetings for any purpose.

Section 2. Minutes of District Conventions:

(a) A final copy of the minutes of each District Convention shall be retained in the Archives of the District Office as a permanent record.

Section 3. Minutes of Convention Planning Committee:

(a) District Conventions: A copy of the minutes of each District Convention Planning Committee meeting shall be retained as a guide for future planning committees. After a period of four (4) years, the records from the oldest year may be destroyed.

(b) Multiple District Conventions hosted by District 26-M6: A copy of the minutes of each Multiple District Planning Committee meeting shall be retained for the last two (2) conventions as a guide for future planning committees. After a third Multiple District convention is hosted, the minutes from the oldest convention planning may be destroyed.

Section 4. Financial Records: The current Cabinet Treasurer shall retain a copy of the District Financial Records (including budget planning, all requests for payment, and monthly, quarterly, and end-of-year account balances), and transfer such to each succeeding Cabinet Treasurer. After a period of seven (7) years, the records from the oldest year may be destroyed.

Article IV: Approved District Projects and Programs

The projects and programs listed here shall be considered as officially endorsed by the Lions of District 26-M6. Separate checking accounts may be set up, as approved by the cabinet or provided for in the Constitution or By-Laws, for each project or program.

Lions All-Star Basketball Program

District Convention

Hobo Day

District Lions Pins/Banner

Vision Rehabilitation Center of the Ozarks (VRCO)

Section 1. Lions All-Star Basketball Program

(a) Purpose: To provide "All-Star" exposure to graduating high school senior athletes before reporting to their college/university or entering into their chosen career.

(b) Program: The District Lions All-Star Basketball Program shall consist of a set of basketball games featuring both Boy's and Girl's game(s), and be known as the Lions All-Star Basketball Classic. Players and coaches shall be selected from public and private schools within the boundaries of Lions District 26-M6. "Teams" shall be formed by combining players from several schools, and identified by the color of their uniform(s). (eg. Blue vs. Gold, Red vs. White, etc.) The games shall be played in a venue located as near the center of the district as practical.

(c) Committee: The chairperson shall be appointed by the District Governor as provided in the Constitution and By-Laws. The Cabinet Treasurer shall act as treasurer of this committee. The Chairperson shall appoint additional committee members to assist in specific functions such as marketing, promotion, "sponsors", etc.

(d) Accounting of Funds: Monies collected from this event shall be deposited into a separate account, as approved by the district cabinet. This account is to be separate from all other District 26-M6 monies.

(e) Disbursement of Funds: Disbursement of funds to cover expenses for the games and donations from the proceeds of the games shall be the responsibility of the Cabinet Treasurer with checks to be signed by two of the properly bonded cabinet officers. All expenses shall be validated by the chairperson.

(f) Distribution of Net Proceeds: The distribution of net proceeds from the games shall be determined by the district cabinet. A portion may be set up as a contingency fund for operations for the following year for start-up

expenses and uniform/equipment replacement. Programs to be considered to receive remaining proceeds should include World Services for the Blind (WSB), KidSight, Mid-South Sight and Hearing Services, Leader Dogs for the Blind, and Vision Rehabilitation Center of the Ozarks (VRCO).

(g) Reporting: The committee chairperson shall be responsible for reporting to the district cabinet. This report shall include recommendations for future games, a financial statement, and inventory of equipment.

(h) Regulations: The basketball games shall follow all rules and regulations of the NCAA and MSHSAA that regulate games and players for All-Star basketball games.

Section 2. Hobo Day

(a) Purpose: The purpose of Hobo Day is to raise funds for administrative use by the Lions of District 26-M6. Lions from around the district are invited to participate in the event. The chairperson is determined by the District Governor.

(b) Financial: The District Treasurer shall deposit all monies and make disbursement of expenses through the District Administrative Fund. An amount to be determined by the budget committee shall be transferred to this account after the project is completed. All checks shall bear the signature of two (2) properly bonded cabinet officers.

Section 3. District Lions Pin/Banner

(a) Purpose: A district Lions pin or banner may be made to promote District 26-M6 or as a district-approved project or program. The chairperson is determined by the District Governor.

(b) Design Approval: The chairperson is responsible for solicitation of pin/banner design, which shall be done one (1) year in advance. Final pin design, order quantities, and selling price shall be approved by the District Cabinet upon recommendation by the chairperson. The chairperson is also responsible for obtaining the necessary approval from Lions Clubs International.

(c) Financial: The District Treasurer shall deposit all monies and make disbursement of expenses through the District Administrative Fund. Expenses are to be paid by District Treasurer with two (2) signatures from properly bonded cabinet officers upon receipt of voucher that has been validated from chairperson. Disbursement of profits will be determined by the cabinet.

(d) Inventory: The chairperson is responsible for reporting to each District Cabinet meeting a running inventory of all pins available for sale, and proper accounting of pins sold.

Section 4: Vision Rehabilitation Center of the Ozarks (VRCO).

(a) VRCO was established to support individuals in southwest Missouri experiencing vision loss by providing quality care and specialized services to all patients, regardless of their ability to pay.

(b) Their partnership with District 26-M6 Lions allows for additional funding opportunities through LCI sources.

Article V: District Convention

Section 1. Purpose: The purpose of District Convention is to foster fellowship among Lions, educational opportunities for Lions, recognize contributions made throughout the year, and receive news from Lions Clubs International. The chairperson is determined by the District Governor.

Section 2. Financial: The District Treasurer shall deposit all monies and make disbursement of expenses through the District Convention Fund as determined in the district By-Laws. All checks shall bear the signature of two (2) properly bonded cabinet officers.

Section 3. Voting Procedures are shown in Constitution/By-Laws, Exhibit A

Article VI: District Leadership Training

Section 1. Purpose: The purpose of the District Leadership Training is to train club and district officers in their

duties and to acquaint Lions who are interested in a leadership role with the duties of officers.

Section 2. Training Agenda and Trainers: The selection of trainers, agenda, presenters, speaker(s), and courses offered shall be determined by the District Governor-elect in consultation with the district Global Leadership Team Coordinator-and others at the District Governor's discretion.

Section 3. Date/Location: The date and location of the Training will be determined by the District Governor-elect. The training may be offered at multiple sites and/or times if so desired by the District Governor-elect and should be held as early in the Lions year as possible.

Article VII: District Chairperson Reimbursement

Section 1. Zone, Region, and Committee chairpersons may be reimbursed for certain costs incurred in the performance of duties associated to their position, not to exceed the amount budgeted by the District Cabinet.

Section 2. Costs incurred may include copying of materials, travel, minor refreshments provided at meetings, but shall not include time or meals. Lions International Rules of Audit will apply to any authorized reimbursement.

Section 3. Requests for reimbursement shall be presented, quarterly, in writing, to the Cabinet Treasurer and shall include an itemized list of expenses with receipts, using the District 26-M6 Request for Reimbursement Form. Failure to adhere to these guidelines may result in non-reimbursement, depending upon availability of funds.

Section 4. Budgeting: To aid the Budget committee in planning for subsequent years, chairpersons are requested to submit a quarterly "Request for Reimbursement Form" for reimbursable expenses incurred, even if not asking for reimbursement. If not requesting reimbursement, please state "This is a donation. No reimbursement requested".

Article VIII: Special District Accounts

Special accounts may be set up by authorization of the District Cabinet when needed.

Section 1. District Diabetes Fund: The Diabetes Fund shall be a separate line item within the Administrative Savings Account maintained by the Cabinet Treasurer to deposit donations made to the Diabetes Fund.

(a) Disbursements are made by the Cabinet Treasurer through the administrative checking account with two (2) signatures of properly bonded cabinet officers and report made at each cabinet meeting of the account balance and any activity since the last cabinet meeting.

(b) When District Diabetes funds are distributed as a grant, the club requesting the grant may be required to match the funds received.

Section 2. Administrative Savings Account: A separate savings account shall be set up for deposit of funds in excess of those needed to fund current activities of the district. This account shall be maintained by the Cabinet Treasurer with reports made at each cabinet meeting of the balance and any activity since the last cabinet meeting.

Section 3. District Convention Account: A separate checking account shall be set up for deposit of income and disbursement of expenses incurred in planning and conducting the district convention. This fund shall be maintained by the Cabinet Treasurer with reports made at each cabinet meeting of the balance and any activity since the last cabinet meeting.

Section 4. State Convention Account: A separate checking account shall be set up for deposit of income and disbursement of expenses incurred in planning and conducting the MD26 convention when hosted by a club or the district. This fund shall be maintained by the District Treasurer with reports made at each cabinet meeting of the balance and any activity since the last cabinet meeting.

Section 5. District Disaster Relief Account:

(a) A separate checking account shall be set up for deposit of income and disbursement of expenses incurred in planning and conducting disaster relief within the district. This fund shall be maintained by the District Treasurer with reports made at each cabinet meeting of the balance and any activity since the last cabinet meeting.

(b) Disbursement of funds received for disaster assistance shall be determined by the District Executive Board (made up of the District Governor, 1st and 2nd Vice District Governors, District Secretary, and District Treasurer), ALERT Chairperson, and Acting Disaster Coordinator. Periodic reports from the District Treasurer may be required by this group.

Article IX: Death of a District 26-M6 Lion

The District Governor should be immediately notified of the death of any District 26-M6 Lion.

Section 1. Cabinet Member: The District Governor is to notify all cabinet members and the MD26 state office of the death of a cabinet member.

Section 2. Past District Governor

(a) The District Governor is to notify all cabinet members and the MD26 state office of the death of a Past District Governor.

(b) The chairperson of the District Governor's Honorary Committee is to notify all Past District Governors in the district and the state chairperson of the Past District Governors.

(c) A donation of \$25 shall be sent from the District 26-M6 Administrative Fund, unless otherwise designated by the family to a specific Lions endorsed program, to *KidSight* for a deceased Past District Governor in their name.

Article X: Miscellaneous

Section 1: Special Circumstances due to Global disruptions: A District Governor who was unable to attend an International Convention during his/her service year, may be approved for reimbursement up to \$1500 to attend the next available International Convention. Adherence to normal reimbursement protocol is required

Section 2: In the event a DG candidate has previously attended Great Plains Lions Leadership Institute, (GPLLI), he/she may be allowed to use the designated funds to attend other approved leadership training. Applications are to be approved by the executive committee. Submitted expenses not to exceed amount budgeted for GPLLI.

Section 3: Scholarships may be available for other District 26-M6 Lions seeking Leadership development (Emerging Lions Leadership Institute [ELLI], Advanced Lion Leadership Institute [ALLI], or other district-approved training), if not previously attended. Applications are to be approved by the executive committee.

Article XI: Amendments

This Policy Manual may be amended by a majority vote of the District Cabinet present at any cabinet meeting at which a quorum is present. Notice of the vote to amend will be sent to all members of the Cabinet by the most expeditious means at least ten (10) days prior to the meeting in which the vote will be taken. Such amendment(s) shall take effect at the close of the meeting in which the vote was taken.