

**POLICY MANUAL**  
**Lions Clubs International**  
**District 26-M6 of Missouri**

Last Amended January 12, 2013

**Purpose:**

This manual, and any amendments thereto, 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 as 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 Statistical 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**

**Section 1. 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
- Pledge to Flag
- Patriotic Song
- Invocation
- Introductions
- Governor's Remarks
- Roll Call
- Minutes of Previous Meeting
- Treasurer's Report
- Report from Vice District Governor(s)
- Reports from Region/Zone Chairpersons
- Reports from District Committee Chairpersons
- Old (unfinished) Business
- New Business
- Tail Twister
- Adjourn

**Section 2. Meals**

Meals at the District Cabinet meetings shall be furnished by the hosting club or designated caterer.

(A). Each year the Budget Committee shall determine the maximum fee (price per person) for the meals that are provided. This price shall be the amount charged to each non-cabinet member eating.

(B). The District Governor or designated representative shall negotiate with the meal provider

(club or caterer) a fair price per meal not to exceed the amount determined in (A) of this section. This shall be the price paid to the provider for each meal served.

(C) Each voting member of the Cabinet (including past district governors) shall have a meal provided, paid for from the District Administrative Fund.

### **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 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 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 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**

A copy of the minutes of each State Planning Committee meeting shall be retained for the last two (2) conventions as a guide for future planning committees. After a third state convention is hosted, the minutes from the oldest convention planning may be destroyed.

#### **Section 4. Financial Records**

A copy of the District Financial Records (including budget planning, all requests for payment, and monthly, quarterly, and end-of-year account balances) shall be retained and transferred 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
- District Leadership/Training Forum
- Hobo Days
- District Lions Pins/Banner

## **Article V: Lions All-Star Basketball Program**

The District Lions All-Star Basketball Program shall be made up of two sectional basketball games with a Boy's and Girl's game in each section. The District Lions All-Star Basketball Program sectionals shall be known as the Lions All-Star Twin Classic Basketball and the Lions All-Star Basketball Classic. The Lions All-Star Twin Classic Basketball sectional shall select players and coaches from public and private schools from the counties of Barry, Barton, Cedar, Dade, Jasper, Lawrence, McDonald, and Newton. The Lions All-Star Basketball Classic sectional shall select players and coaches from public and private schools from the counties of Christian, Dallas, Douglas, Greene, Laclede, Hickory, Ozark, Polk, Stone, Taney, Webster, and Wright.

### **Section 1. Chairperson/Treasurer**

The chairperson for each sectional 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.

### **Section 2. Accounting of Funds**

Monies collected from these events shall be deposited into separate accounts, one for each sectional, as approved by the district cabinet. These accounts are to be separate from all other District 26-M6 monies.

### **Section 3. 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.

### **Section 4. Distribution of Net Proceeds**

The distribution of 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.

### **Section 5. 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.

### **Section 6. Regulations**

The basketball games shall follow all rules and regulations of the NCAA and MSSAA that regulate games and players for All-Star basketball games.

## **Article VI: District Leadership/Training Forum**

The purpose of the District Leadership/Training Forum 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 1. Forum Agenda/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 2. Date/Location

The date and location of the Forum will be determined by the District Governor Elect. The date shall be announced after the Multiple District Convention and preferably before the International Convention. 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: Hobo Days**

The purpose of Hobo Days 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.

## Section 1. 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 the Administrative account after the project is completed. All checks shall bear the signature of two (2) properly bonded cabinet officers.

## **Article IX: District Lions Pin/Banner**

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.

## Section 1. 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.

## Section 2. 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.

## Section 3. 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.

## **Article X: District Chairperson Reimbursement**

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 1. Costs Included

Included costs may include copying of materials, travel, minor refreshments provided at meetings, etc., but shall not include time or meals. Requests for reimbursement shall be presented, in writing, to the Cabinet Treasurer and shall include an itemized list of expenses with receipts. Lions International Rules of Audit will apply to any authorized reimbursement.

## **Article XI: 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 savings account maintained by the Cabinet Treasurer to deposit donations made to the Diabetes Fund. 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.

(A). 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. Equipment Reserve Account**

A separate savings account shall be set up for deposit of funds designated to be spent to purchase equipment used by the district officers. This reserve 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. 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 5. 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 6. District Disaster Relief**

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.

(A) Disbursement of funds received for disaster assistance shall be determined by the District Executive Board (made up of the District Governor, 1<sup>st</sup> and 2<sup>nd</sup> 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 XII: Bidding Multiple District Convention**

Procedures for bidding of the state convention by a district are covered in the MD-26 Constitution.

**Section 1. Endorsement of club bid by District 26-M6**

Any Lions club(s) in District 26-M6 wishing to host an MD-26 convention shall consult the District Governor and receive District Cabinet approval. Items required in the bid and bidding procedures are covered in the MD-26 Constitution. Copies of bids are to be forwarded to the District Governor and Council Chairperson in addition to those required by the MD-26 Constitution.

**Article XIII: 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 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 office of the death of a Past District Governor.

(B) The chairperson of the district 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 to MLERF from the District 26-M6 Administrative Fund for a deceased Past District Governor in their name.

**Article XIV: 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. Such amendment(s) shall take effect at the close of the meeting in which the vote was taken.