

POLICY MANUAL

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

DISTRICT 37L

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CHAPTER I: POLICY MANUAL

Section A. Statement

This is the Policy Manual of District 37L of Multiple District 37 of the International Association of Lions Clubs as adopted on **November 7, 2004**.

Section B. Availability

A copy of this Policy Manual shall be made available, free of charge to the District 37L Cabinet and District 37L Committee Chairpersons, and a copy shall be available, free of charge, to the secretary of each District 37L Lions Club and additional copies shall be available to any individual or club of the District at a charge sufficient to cover the cost of printing, postage and handling.

Section C. Changes

Lions Clubs in good standing, District Committees, members of the Cabinet, or individual delegates from the floor, at regularly scheduled or Special Cabinet meetings may recommend Policy Manual changes to the Cabinet giving details and explanation of the recommendation.

Section D. Perpetuity

The District 37L Policy Manual shall be perpetual and may be amended by Cabinet within the following guidelines:

1. Change Procedure
 - a. Any proposed Policy Manual changes shall be presented to the Constitution and By-Laws Committee immediately following the Cabinet meeting at which said changes were proposed.
 - b. The Constitution and By-Laws Committee shall submit the requested changes to Cabinet for discussion and action (by majority vote) at their next regularly scheduled meeting.
 - c. Proposed changes to the Policy Manual scheduled to come before the Cabinet at their next regularly scheduled meeting shall be so noted immediately in the next issue of the District 37L Bulletin.
2. All changes to policy shall be identified on Cabinet meeting Agenda as "Action Items" and recorded in the minutes with motion maker and seconder as passed, defeated, tabled or postponed.
3. Any policy revisions adopted will be provided as "addenda" to the appropriate chapter until full text revision is completed, usually but not necessarily, at the close of the fiscal year. All such revisions (addenda) shall be dated and sent to District Officers, District Committee Chairpersons and published in the next issue of the District Bulletin.

CHAPTER II: BUDGET AND FINANCE
[for details see Budget and Finance Committee Manual]

Section A. Appointment

The District Governor shall appoint a Budget and Finance Committee as per Article V Section 4[c] of the Constitution of District 37L.

Section B. Mandate

The Budget and Finance Committee shall review the budget prepared by the Governor Elect and provide its recommendations to Cabinet at its first meeting of the fiscal year.

The budget shall be a balanced budget based upon the revenue anticipated from the number of dues-paying members in the clubs of District 37L as of May 31 of the year preceding the Lionistic year, the funds on hand and other anticipated revenues and expenditures.

Thereafter, the Committee shall monitor the status of the District's budget and finances and report to the Cabinet at each of its subsequent meetings.

CHAPTER III: RULES OF EXPENSES AND REIMBURSEMENTS

Section A. **Lions Clubs International Rules of Audit**

The International Association of Lions Clubs, through the International Board of Directors, has established guidelines for the compensation of the officers of our Association. With regard to our District, these International "Rules of Audit" primarily govern the compensation, in part, for the related expenses of travel, lodging, meals and office of our District Governor on behalf of Lions Clubs International during the District Governor's year as the International Officer of our District.

Section B. **District 37L Rules of Expenses and Reimbursements**

District 37L has established a policy for the expense and/or reimbursement of funds of our District to our members and District Governor. These District 37L Rules of Expenses and Reimbursements shall be consistent with those of Lions Clubs International Rules of Audit regarding mileage, hotels and meals. The District 37L Rules of Expenses and Reimbursements are intended to serve as guidelines and are to be approved annually by the District Governor and Cabinet at the first Cabinet meeting. They then become part of the approved annual budget for that fiscal year. Since the District 37L Cabinet is mandated to approve a balanced budget as required by the Constitution and By-Laws of District 37L, the Rules of Expense and Reimbursement could be subject to change at that meeting, based upon an estimate of funds to be generated and the priorities which are established for the said fiscal year.

Subject to Section C, no reimbursements will be made, regardless of the circumstances unless supported by original receipts and/or invoices. It is not the intention to provide 100% reimbursement for all expenses. It must be remembered that most expenses within the District, by Lions, Leos and/or Lioness and other District Officers are and must be on a voluntary basis.

Section C. **District Governor's Expense Fund**

The District Governor's Expense Fund is payable to the District Governor when the funds are available and when requested. The District Governor's requests are not required to be supported by original receipts and/or invoices [because the original receipts and/or invoices must be submitted to Lions Clubs International, copies of the receipts and/or invoices].

Section D. **Travel Expenses**

All travel expenses, including but not limited to mileage, hotel and meals, over and above those that may be claimed by the District Governor as per Lions Clubs International Rules of Audit shall not be the responsibility of the District, excepting those as stated in Constitution and By-laws of District 37L.

Section E. **District 37L Hospitality Funds**

District 37L Hospitality funds may be used for such expenses as:

- .1 To cover expenses of past or current Lions Clubs International Officers and/or Council of Governors travelling in our District for non-convention related activities of our District.
- .2 To provide a hospitality room at Multiple District Conferences and Conventions for the promotion of fellowship and good relations.

Any expenses related to hospitality within District 37L shall be submitted to the Budget and Finance Committee for review and recommendation to Cabinet. Funds are to be provided from the Convention Reserve Account.

Section F. **Disbursements**

All disbursements for expenses under District 37L Rules of Expenses and Reimbursements shall be deemed to reflect the District's financial ability to pay.

CHAPTER IV: DISTRICT CONTESTS AND AWARDS

[for details see District Awards Committee Policy Manual]

Section A. Approval

All rules, guidelines, point accumulation methods, instruction, and/or beneficiaries which may be used in various contests, programs or awards within the District during any fiscal year shall be made clear and shall be approved by the District Cabinet at the first Cabinet meeting.

Section B. District Governor's Program

The District Governor's personal Programs, Projects and/or Goals:

1. The District shall not be responsible for any expenses except as approved by the Budget and Finance Committee.
2. If the program includes funds contributed by clubs or individuals of the District, then such funds shall be maintained as a separate District 37L account.
3. All such funds previously clearly designated shall be disbursed entirely within thirty (30) days of expiry of the outgoing District Governor's term of office.

Section C. District 37L Contests and Awards

1. All Keeper plaques of District 37L contests shall be a District 37L expense.
2. Recognition Awards for service to the District shall be a District 37L expense.

Section D. Ability to Pay

All awards and/or recognition expenses shall reflect the District's ability to pay as budgeted.

CHAPTER V: DISTRICT 37L COMMUNICATION

[for details see Bulletin Editor Policy Manual]

Section A. District Governor's Responsibility

The District Governor shall be charged with the responsibility of the publication and distribution of a District 37L "Bulletin" or "Newsletter" (minimum of ten [10] issues per fiscal year) at the District Governor's discretion.

Section B. Publication Expenses

A portion of the District 37L "Bulletin" or "Newsletter" publication expenses may be a District expense according to the Rules of Expenses and Disbursements.

CHAPTER VI: CONVENTION ADVISORY COMMITTEE

Section A. Mandate

A District 37L Convention Advisory Committee shall be created and/or maintained to ensure excellence in District 37L Conventions and to provide continuity and long range planning.

Section B. Purpose

It shall be the purpose of this committee to design a convention atmosphere conducive to learning and to the promotion of fellowship while facilitating the administrative duties and requirements of the District and maintaining suitable decorum and protocol.

Section C. Duty

The duty of this committee is to follow District 37L Convention policy and to work in harmony with the District Governor and Cabinet, and the Convention Host Committee to assist in the solving of any and all problems that the Convention Host Committee may have regarding facilities, meals, budgets, accommodations, programs, themes, public relations, entertainment, etc. and to keep the District Governor and Cabinet informed and receive their approval on such matters. This does not preclude the District Governor or District Governor and Cabinet from making or changing District 37L Convention Policy or overriding any committee decision at their discretion.

Section D. Membership

The District Convention Advisory Committee shall be composed of one (1) Past District Governor and two (2) Host Convention Chairpersons – one from the club hosting the current District Convention and one from the club hosting the previous District Convention.

Section E. Meetings

The Convention Advisory Committee shall meet at least three (3) times during the year and the meeting shall be called by the chairperson, designating the appropriate time and place. The first of these meetings is to be held prior to or in conjunction with the fourth Cabinet meeting in the Lionistic Year preceding the Convention. The second meeting is to be held prior to or in conjunction with the first Cabinet meeting in the Lionistic year in which the Convention is to be held. The third meeting is to be held in the town or city of the Convention thirty (30) days prior to the convention.

Section F. Reporting and Approval

The Convention Advisory Committee shall report in person or in writing to each Cabinet meeting and shall be responsible for keeping the District Governor informed at all times and shall be required to receive prior Cabinet approval for decisions made.

Section G. Budget Approval

The Convention Advisory Committee shall ensure that the host Convention Committee submits a budget for Cabinet consideration at the second Cabinet meeting in the year prior to the Convention. This budget must be approved by Cabinet no later than the spring Cabinet meeting prior to the Convention.

Section H. District 37L Convention Handbook

The Convention Advisory Committee shall maintain a District 37L Convention **Handbook which will be updated by the Convention Host Committee and will be presented to the following Convention Host Committee.**

CHAPTER VI: ENDORSED PROJECTS

Section A. Application and Approval Procedures for Project Endorsement.

To receive Cabinet endorsement as a District 37L Endorsed Project, the application for endorsement must include any or all of the following:

1. A statement of need or purpose.
2. Identification of the beneficiaries of the project.
3. Identification of the expected involvement of the Lions of District 37L.
4. An organization structure including the names and roles of Lions, Lioness, or Leos who will be involved in leadership roles.
5. A copy of financial statements for currently operating projects.
6. A Business Plan including project goals and objectives and fiscal year.
7. Evidence that an investigation was conducted to determine that the proposed project does not duplicate services of other Lions International, Multiple District 37 and/or District 37L projects.
8. Evidence that the proposed project complies with Lions International, Multiple District 37 and/or District 37L Constitutions and By-laws.
9. Identification of how the involvement of District 37L will be recognized.

The application is to be submitted in duplicate, four [4] weeks prior to a Cabinet meeting.

All applications for endorsement will be reviewed by a committee appointed by the District Governor. This Committee will recommend approval or disapproval to the District Cabinet at the Cabinet meeting.

At the first Cabinet meeting of each Lionistic year, the District 37L Cabinet shall:

1. Review the existing endorsed projects and shall extend or cancel endorsement.
2. Review applications for endorsement and shall approve the project for endorse or may request additional information from the applicant or may reject the application.

Section B. Reporting Requirements to Maintain Endorsement

To maintain endorsement, all endorsed projects shall submit an annual report including but not limited to the following:

1. A summary of annual activities including measures of achievement of goals.
2. A proposed changes to the project and project goals.
3. A financial statement.

The report is to be submitted by July 1 of each year. Non-compliance of any of the foregoing may lead to loss of District 37L endorsement.

Section C. List of Endorsed Projects

Endorsed projects:

1. Make A Dream Come True [Lions] Society
2. Computer Training for the Blind and Visually Impaired Edmonton CNIB]
3. Camp Health Hope and Happiness [Camp He Ho Ha]
4. Canadian National Institute for the Blind Fund Raising for Digital Playback Units.
5. Lions Eye Research Institute of Northern Alberta.

Section D. Multiple District 37 Endorsed Projects

The District 37L Cabinet endorses all projects endorsed by the Council of Multiple District 37.

**BUDGET AND FINANCE
COMMITTEE
POLICY MANUAL**

**INTERNATIONAL ASSOCIATION
OF
LIONS CLUBS

DISTRICT 37L**

DISTRICT 37L
BUDGET AND FINANCE COMMITTEE POLICY MANUAL

- Section A.** The District Governor and Cabinet may make changes to the budget as presented to them by the Budget and Finance Committee, at any time during the year, but any said changes must continue to reflect a balanced budget.
- Section B.** The District Cabinet Treasurer shall provide to members of Cabinet and District Committee Chairpersons, at all scheduled Cabinet meetings, a current balance sheet and income and expenditure statement, which has been previously reviewed by the Budget and Finance Committee.
- Section C.** The District Cabinet Treasurer shall make no changes to the current procedures of accounting, without prior approval of the members of Cabinet.
- Section D.** The District Governor shall include the Budget and Finance Committee as recipients of the annual audit and statement of financial condition of the District.
- Section E.** Subject to Section F, all of the District Governor's office expenses shall be the District Governor's responsibility, including by not limited to, those as per Lions Clubs International form C30 District Governor's Claim form.
- Section F.** Because of the importance placed on communication throughout our extensive District, the District may reimburse the District Governor for expenses incurred, over and above those allowed as per Lions Clubs International for expenses related to a District Newsletter or District Governor's Bulletin, up to a maximum of fifty (50) cents per copy per month.
- Section H.** All entertainment expenses, including but not limited to, food beverages and entertainment, at meetings or functions in or out of the District shall not be at the expense of the District.

**CONTEST AND AWARDS
COMMITTEE
POLICY MANUAL**

**THE INTERNATIONAL
ASSOCIATION OF LIONS CLUBS

DISTRICT 37L**

**DISTRICT 37L
CONTEST AND AWARDS COMMITTEE POLICY MANUAL**

CONTESTS AND RULES

Section A. District 37L Club Contests and Awards

.1 LCIF Donations Award

- .1 To be awarded to the club that donated the greatest, per capita donations to L.C.I.F. for the Lionistic year July 1 to June 30. Information will be obtained from quarterly reports from International to the current District Governor.

.2 District 37L Convention Attendance Award

- .1 To be awarded to the club that had the largest percentage of their membership in attendance at the Annual District 37 L Convention. It will be the responsibility of the Convention Host Club to forward this information to the District Awards Chair by November 30.

.3 Club Membership Growth Award

- .1 To be awarded to the club for the largest percentage membership increase over the Lionistic year July 1 – June 30. This information will be obtained from the MMRs.

.4 District 37L Youth Activities Award

- .1 The District Governor will make the decision on the club which is to be presented with the award based on the following criteria. To be eligible for this award, a Club must have done **AT LEAST SIX** of the following in the Lionistic year.
1. Participated in Lions Youth Exchange through their club members personally hosting a youth exchange student.
 2. Provided a financial contribution to the District 37L Youth Exchange Program or to the MD37 Youth Exchange Program.
 3. Sponsored youth[s] to travel on the Lions Youth Exchange or to attend a Lions Youth Camp.
 4. Participated in or financially supported Lions Quest.
 5. Participated in or financially supported at least two local youth organizations such as Scouts, Girl Guides, minor hockey, minor ball or other organized and recognized non-profit youth groups.
 6. Provided financial support to the District 37L and Sri Lanka Foster Child Program.
 7. Made a financial contribution to Camp He Ho Ha.
 8. Made a financial contribution to Camp Tamarack.
 9. Sponsored a new Leo club in their community.
 10. Provided funds to purchase equipment for children with special medical needs or for children who are blind or deaf.
 11. Participated in the Lions Clubs International Peace Poster Contest.
 12. Participated and/or financially supported Project Pride.

Section B. District 37L Member Contests and Awards

.1 MD 37 Hall of Fame Nomination Criteria

1. Any Lion, Lioness, Lions Club, Lioness Club, Zone or Region may nominate a candidate from their district to the MD 37 Hall of Fame.

2. There is no nomination fee.
3. There may be a maximum of one (1) candidate per district, inducted into the Hall of Fame each year.
4. The District Governor must receive nominations at least 30 days prior to the District's Annual convention. Each individual District will hold an election to determine the successful candidate.
5. The award may be presented to either a Lion or Lioness and only one recipient per District may be elected annually.
6. The award may be presented posthumously.
7. Each candidate must have 15 years of service and be two years removed from Council (if they have served as a member of the Council of Governors).
8. Each candidate should have qualifications above and beyond the call of duty including social and human endeavours. He/she should be of good moral character and have a good reputation in his/her community.
9. All sponsors will use the standard form. No other will be accepted.
10. The sponsor(s) will ensure the candidate, or representative, will be in attendance at the Multiple District Convention.
11. All successful candidates will be inducted to the Hall of Fame at the next MD 37 Convention.
12. The presentation of the MD 37 Hall of Fame Awards is the responsibility of the MD 37 Historian.
13. A brief biography of each inductee shall be announced to the delegates attending the annual MD 37 Convention, and published in the subsequent MD 37 Newsletter.
14. A perpetual plaque will be kept in a prominent place in the MD 37 Office.
15. The application for this award may be found on the MD37 website <http://md37awards.md37lions.org/>.

.2 DR. LYNN G. HALL LEADERSHIP AWARD FOR OUTSTANDING LEADERSHIP IN LIONISM

- .1 This Award was established in 1997 in recognition of the outstanding Leadership qualities in Lionism displayed by the late Lion Dr. Lynn G. Hall. Lion Lynn was a member of various clubs for over 50 years and also served as District Governor 1952-53 and 1975-76. Always quick to step forward, no matter what the project, Lion Lynn was a leader by example. He was an active participant in many a fundraiser and a great Lion. Lion Lynn exemplified what Lionism is all about. His professional life included teaching, School Superintendent, School Inspector, Provincial Director of School Administration as well as serving as Mayor of Lac La Biche and Councillor of Wainwright.
- .2 **AWARD CRITERIA**
 1. A Lion Member in good standing with a Lions club for a MINIMUM OF 10 years.
 2. A Lion who has demonstrated continuous leadership for a MINIMUM OF three (3) years.
 3. A Lion whose leadership may be at the community, club, district or International level or a combination thereof.
- .3 **APPLICATION CRITERIA**
 1. Application may be made by any Lion in good standing within district 37L.
 2. A letter is to be written which includes the following:
Name of Award applied for
Name of the Lion
Name of the club
When the Lion became a member

Commitment to Lions based on the above criteria
 Biography of applicant) marital status, family, interests, etc.)

.3 HERB MOELLER UNSUNG HERO AWARD

- .1 This Award was established in memory of Lion Herb Moeller, a member of the Edmonton Northgate Lions club following his death in September 1999. Lion Herb was the club treasurer at the time of his death and worked tirelessly on behalf of the youth in our community. Lion Herb was quick to volunteer and serve on club projects and activities. He joined Lions in 1986.
- .2 AWARD CRITERIA
 1. A Lion in good standing who has worked tirelessly behind the scenes to advance the causes of Lionism and their club.
 2. A Lion who has volunteered regularly to serve on club committees, projects and fundraisers.
 3. A Lion who has worked on ZONE or DISTRICT PROJECTS.
 4. A Lion who has not received, within the past three (3) years, a District Award, and International Presidents Certificate, or a District Governor Appreciation Award.
- .3 APPLICATION CRITERIA
 1. Application may be made by any Lions Club in good standing within District 37L.
 2. A letter written by the most recent Past Club President to include the following:
 - Name of Award applied for
 - Name of the Lion
 - Name of the club
 - When the Lion became a member
 - Commitment to Lions based on the above criteria
 - Biography of applicant) marital status, family, interests, etc.)
 3. The Letter must be received by the DISTRICT AWARDS CHAIRPERSON.

Section C. Peace Poster Contest

- .1 The District Peace Poster Chairperson will follow the rules and guidelines of the contest set forth by Lions Clubs International.
- .2 The District will allot \$100.00 in their budget for awards to the top three (3) Peace Posters entered at the District level of the contest. (plaque & cash prize for 1st and art supplies or smaller cash prize for 2nd & 3rd)
- .3 The Peace Poster Chairperson will promote the contest to the clubs in the district through newsletter, direct mail, e-mail or zone chairs.
- .4 The Peace Poster Chairperson will put together a judging committee of other Lions (not involved with the contest at club level) and may invite professionals from the community i.e. Artists, media or educators.
- .5 The Peace Poster Chairperson should try to find a public place to display the District Peace Poster Contest. (Mall, Art Gallery, Education Centre)
- .6 The Peace Poster Chairperson will ensure the District Governor has the 1st Place winning poster in time to send it on to the Multiple District for judging at that level of competition.

Section D. Awards Formats and Costs

- .1 Banner patches will be awarded to the recipient Club for the following awards:
 - .1 LCIF Donations Award
 - .2 District 37L Convention Attendance Award
 - .3 Club Membership Growth Award
 - .4 District 37L Youth Activities Award

- .2 Framed certificates will be awarded to the recipients of the following awards:
 - .1 Dr. Lynn G. Hall Leadership Award
 - .2 Herb Moeller Unsung Hero Award
- .3 District 37L will include the following in the annual budget for the Peace Poster Contest:
 - .1 \$100.00 for awards to the top three (3) Peace Posters entered at the District level of the contest. (plaque & cash prize for 1st and art supplies or smaller cash prize for 2nd & 3rd)
- .4 District 37L will be responsible for the preparation and the costs of all recognition awards with the exception of the MD Hall of Fame Award.
- .5 Multiple District 37 will be responsible for the type and cost of the awards for the annual MD37 Hall of Fame Award.

**BULLETIN EDITOR
POLICY MANUAL**

**INTERNATIONAL ASSOCIATION
OF
LIONS CLUBS

DISTRICT 37L**

**DISTRICT 37L
BULLETIN EDITOR POLICY MANUAL**

- Section A.** The District 37L Bulletin shall be mailed or delivered free of charge to:
1. Each club in District 37L
 2. District 37L Cabinet Officers
 3. District 37L Committee Chairpersons
 4. Multiple District 37 Office
 5. Past District Governors of District 37L [including all Past District governors resident in District 37L regardless of where they served as District Governor]
 6. MD37 Council members
 7. Past and/or present International Directors of MD37
 8. Lions Clubs International office
- The International speaker for the most current District 37L convention
- Section B.** The District 37L Bulletin shall announce information including but limited to:
1. International President's message, goals and directives
 2. International Office news, International Board news, etc.
 3. International, MD37 and District 37L convention news, workshops, Forums, etc.
 4. District 37L Governor's message, goals, etc.
 5. District 37L Contests/Statistics
 6. Club news, activities, donations, etc.
 7. Calendar of upcoming events, charter anniversaries, District Governor's official visits and new club charters
 8. Other District activities
 9. Deceased members
 10. Any other relevant information
- Section C.** Since the District 37L Bulletin is the "official publication" of the District, it will, therefore, publish such items as: recommended changes to the Constitution and By-Laws of District 37L, changes to the Policy Manual, and any other necessary or required publication of information including but not limited to candidates for election as officers of the District and the results of such elections, Convention reports and other administrative reports of the District.