

NORTH CAROLINA

District 31-0 Lion's

Policy & Procedures Manual

Officially Adopted & Approved _____

By: District 31-0 Lions Attending Cabinet Meeting

District 31-0 Lion's Policy & Procedures Manual "Preamble"

This District 31-0 Lion's Policy and Procedures Manual is designed to provide Policies and Procedures to consistently operate our District in an efficient and cost effective manner.

Should a conflict occur with our District 31-0 Constitution and By-Laws, the Constitution and By-Laws will take precedence.

A. Policies and Procedures : (Cover-Page 1 and Index-Page 2)

1. District 31-0 Privacy Policy
2. Procedure for making changes to Policy and Procedures Manual
3. Policy on location of/access to Policy and Procedure Manual
4. District 31-0 Monetary Policy
5. District Governor duties/allowances covered under budgeted items
6. First Vice District Governor duties/allowances covered under budgeted items
7. Second Vice District Governor allowance covered under budgeted item
8. Cabinet Secretary/Treasurer Duties – Allowances
9. Travel Reimbursement Policy for District Chairs and Secretary/Treasurer.
10. Cabinet Meeting (quorum and voting privileges)
11. Solicitation at District Cabinet Meetings and Conventions
12. District Directory Distribution Policy
13. District 31-0 Lions Rules of Audit Policy
14. Transportation Allowance to/from International Convention for District Governor Elect's Spouse.

I. "District 31-O Privacy Policy"

District 31-O recognizes the importance of protecting the private information of our members.

We have no legal authority or written permission to disclose any personal information of our members to third parties. Due to privacy concerns, information such as: names, addresses, email addresses, telephone numbers, etc. cannot be released to any third party.

II. "Procedure for making changes to Policy and Procedures Manual"

Any changes to the District 31-O Lion's Policy and Procedures Manual will be presented at an official "open" District Cabinet meeting for understanding and/or revision. Definition: Official District Cabinet meeting must have a Quorum of the Official District Governor's Cabinet members in attendance to carry on District business.

Changes will be voted on at the next official "open" District 31-O Cabinet meeting by the Lions members present. A simple majority vote by the Lions attending the Cabinet meeting will be required for adoption of the changes.

III. "Policy on location of/access to Policy and Procedures Manual"

Copy of the District 31-O Lion's Policy & Procedures Manual can be viewed or secured as follows:

- A. On District 31-O Web Site.
- B. A hard copy can be secured from Cabinet Secretary at a cost of _____.

IV. "District 31-O Monetary Policy"

- A. All checks signed by Cabinet Treasurer and District Governor.
- B. Per MD -31 Constitution and By-Laws, the members of the District Budget and Finance Committee shall be appointed by the District Governor and is composed of the Immediate Past District Governor, as Chairperson, the District Governor and three other Past District Governors who are active in the District. Also, per International Constitution and By-Laws and the District Constitution and By-Laws the 1st and 2nd Vice District Governors are to participate in the planning and forming of the District Budget.
- C. Also incoming District Treasurer will participate in the formation of the budget.
- D. Any non-budgeted monetary request must be submitted to the Budget and Finance Committee a minimum of 30 days prior to the District Cabinet Meeting.

V. "District Governor Duties --- Allowances Covered/Not Covered Under Budgeted Items"

- A. Non-Covered Duties:
 - 1. No Out of District travels of activities covered within budgeted item.
- B. Covered Duties: (With-in limit of budgeted item – District 31-O Lions rules of Audit Applies)
 - 1. Club officer Installations.
 - 2. Zone Meetings.
 - 3. Membership/Leadership Meetings – Not covered by LCI.
 - 4. New Member Inductions.
 - 5. Club Charter Celebrations (except 25, 50, and 75 – covered by LCI).
 - 6. Special Club Meetings as requested.
 - 7. New Club Organizational Meetings not covered by LCI.
- C. Covered Allowances: (With-in limit of budgeted item – District 31-O Lions rules of Audit Applies).
 - 1. Allowance to help with attendance at USA/Canadian Forum.

VI. "First Vice District Governor Duties – Allowances Covered/Not Covered Under Budgeted Items"

- A. Non-Covered Duties:
 - 1. No Out of District travels or activities covered within budgeted item.
 - 2. Hospitality Expenses at State Convention (DGE and Home Club Expense).
- B. Covered Duties: (With-in limit of budgeted item – District 31-O Lions of rules of Audit Applies).
 - 1. Club Officer Installations.
 - 2. Zone Meetings.
 - 3. Membership/Leadership Meetings - Not covered by LCI.
 - 4. New Member Inductions.
 - 5. Club Charter Celebrations.
 - 6. New Club Charter Presentation.
 - 7. Special Club Meetings as requested.
 - 8. New Club Organization Meetings.
- C. Covered Allowance: (With-in limit of budgeted item – District 31-O Lions rules of Audit Applies).
 - 1. Allowance to help with attendance at USA/Canadian Forum.
 - 2. Allowance to encourage attendance at Council of Governors and NC Lions, Inc. quarterly meetings.

VII. "Second Vice District Governor Duties – Allowances Covered/Not Covered Under Budgeted Items"

A. Non-Covered Duties:

1. No Out of District travels or activities covered within budgeted items.

B. Covered Duties: (With-in limit of budgeted item District 31-O Lions rules of Audit Applies).

1. Club Officer Installation.
2. Zone Meetings.
3. Membership/Leadership Meetings -- Not covered by LCI
4. New Member Inductions.
5. Club Charter Celebrations.
6. New Club Charter Presentation.
7. Special Club Meetings as requested.
8. New Club Organizational Meetings.

C. Covered Allowance: (With-in limit of budgeted item – District 31-O Lions rules of Audit Applies).

1. Allowance to help the attendance at USA/Canadian Forum or Lions Leadership Institute.
2. Allowance to encourage attendance at Council of Governors and NC Lion, Inc. quarterly meetings.

VIII. "Cabinet Secretary/Treasurer Duties – Allowances Covered/Not Covered Under Budgeted items"

A. Covered Duties: (With-in limit of budgeted item -- District 31-O Lions rules of Audit Applies.)

1. Certification of Delegates at State Convention.

B. Covered Allowances: (With-in limit of budgeted item - District 31-O Lions rules of Audit Applies)

IX. Travel Reimbursement Policy for District Chairs and Secretary/Treasurer

A. This reimbursement policy shall apply to District Committee Chairs, Region Chairs, Zone Chairs, and the District Cabinet Secretary/Treasurer. Where there is a separate District Cabinet Secretary and District Cabinet Treasurer, the policy shall include the Treasurer unless they are from the same household.

B. Reimbursement may be requested through the District Cabinet Treasurer for any trip requiring more than 50 miles round trip. For example, if the roundtrip was 75 miles, the reimbursement would be for all miles over 50. In this case 25 miles. No reimbursement would be applied to the first 50 miles.

- C. The reimbursement must be applied for within 30 days of the trip and will be accompanied by a google map or similar proof of mileage. Reimbursement requests should be submitted only once per month following the month of visitation. Only one trip to any one club will be reimbursed. Any request for reimbursement beyond 60 days from visit will be denied.
- D. The District Cabinet Secretary/Treasurer shall be reimbursed for trips to Cabinet meetings or Convention meetings where their official duties are required such as taking minutes, making reports and certification of delegates.
- E. The reimbursement per mile and reimbursement total budget will set each year by the District Budget Committee and approved with the annual District budget. The reimbursement will be on a first come first served basis and once the annual budget is expended it will be renewed only with the majority of the District Cabinet.

X. "Cabinet Meeting Quorum and Voting Privileges"

- A. Quorum: Any District Cabinet Meeting must have a quorum of the following District Officers to conduct business: District Governor, immediate Past District Governor, 1st Vice District Governor, 2nd Vice District Governor, Cabinet Secretary/Treasurer, Region Chairperson (if the position is utilized during the District Governor's term) and the Zone Chairpersons
- B. Cabinet Meeting Voting Privilege Extension: At the first District Cabinet Meeting of the Lion's Year the following motion must be made, seconded, and approved by a quorum of the official District Cabinet above to allow other Districts Lions to vote. "Motion to extend District 31-O Cabinet Meeting voting privileges to District 31-O Lions as follows: Any other Lion present who is a member in good standing of any District 31-O Lions Club in good standing on all matters except those that require voting by certified delegates at a District 31-O Convention".

XI. Solicitation at District Cabinet Meetings and Conventions"

Due to the importance of encouraging our Lions to attend District Cabinet meetings and conventions and since the Lions are considered a captive audience at these functions, no individual Club solicitation is permitted for any purpose of the attendees.

XII. District 31-O Directory Distribution

- 1. All Club Presidents
- 2. All Club Secretaries
- 3. 1st Vice District Governor
- 4. 2nd Vice District Governor
- 5. Cabinet Secretary/Treasurer
- 6. All Active Past District Governors
- 7. All District Committee Chairpersons (Check above for duplicates)
- 8. All District Representatives of State Committees (Check above for duplicates)
- 9. All District Representatives of NC Lions, Inc. Committees (Check above for duplicates)
- 10. All Zone Chairpersons (Check above for duplicates)
- 11. State Council (Includes Council Chairperson and Secretary/Treasurer)
- 12. State Committee Chairs (If asked) (They get all their committee members, State Council. 1st VDGs, and 2nd VDGs w/NC Lions, Inc. Directory)
- 13. NC Lions, Inc. Office Staff & Camp Dogwood Staff, (Approx. eight)
- 14. NC Lions, Inc. Officers (If asked)
- 15. NC State Current and Past International Officers and Directors

XIII. District 31-O Lions Rules of Audit Policy

The reimbursement amounts will and reimbursement total budget will be set each year by the District Budget Committee and approved with the annual District Budget.

A. Mileage:

1. Per mile amount: _____

B Meals:

1. Maximum per day: _____

C. Hotel:

1. Maximum per Day: _____

XIV. Transportation Allowance to/from International Convention for District Governor Elect's Spouse.

A. If District 31-O is a certified District of 1250 members and a minimum of 35 Clubs, there is an allowance provided by Lions Clubs International. If the International Convention is outside of the United states, a maximum allowance provided by the District will be _____. If District 31-O is not a certified District (In Transition more than 24 months) the maximum allowance provided by the District will be _____.

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