

NORTH CAROLINA LIONS

District 31-0

Policies & Procedures Manual

Officially Adopted & Approved January 27, 2018
By: District 31-0 Lions Attending Cabinet Meeting

District 31-O Lions Policies & Procedures Manual

The District 31-O Lions Policies and Procedures Manual purpose is to provide Policies and Procedures to consistently operate the District in an efficient and cost effective manner.

Should a conflict occur with the District 31-O Constitution and By-Laws, the LCI Standard Constitution and By-Laws will take precedence.

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I. "District 31-O Privacy Policy"

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

The district has no legal authority or written permission to disclose any personal information of the 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 Lions Policies 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 a simple majority of the District Governor's Cabinet.

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

A copy of the District 31-O Lions Policies & Procedures Manual can be viewed or secured as follows:

- A. On District 31-O Web Site.
- B. From Cabinet Secretary.

IV. "District 31-O Monetary Policy"

- A. All checks shall be 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 shall be composed of the Immediate Past District Governor as Chairperson, the District Governor and three other Past District Governors who are active in the District. In addition, 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. The incoming District Treasurer will also participate in the preparation of the budget.
- D. A financial review should be done within 90 days of closing the financial records by 3 active Past District Governors appointed by the outgoing District Governor.

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

A. Non-Covered Duties:

No Out of District travels and/or activities under budgeted items.

B. Covered Duties: (Within limit of budgeted item – District 31-O Lions rules of Reimbursement Policy apply).

1. Club officer Installations.
2. Zone meetings.
3. Membership/Leadership meetings not covered by LCI.
4. New member inductions.
5. Club charter celebrations not covered by LCI.
6. Special club meetings as requested.
7. New club organizational meetings not covered by LCI.

C. Covered allowances: (Within limit of budgeted item – District 31-O Lions Rules of Reimbursement apply).

Allowance to help with attendance at USA/Canada Lions Leadership Forum.

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

A. Non-Covered Duties:

No Out of District travels or activities within MD-31 will be covered under budgeted items.

B. Covered Duties: (Within limit of budgeted item – District 31-O Lions Rules of Reimbursement Apply).

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 Organizational Meetings.

C. Covered Allowance: (Within limit of budgeted item – District 31-O Lions rules of Reimbursement Apply).

1. Allowance to help with attendance at USA/Canada Lions Leadership Forum.
2. Allowance to encourage attendance at Council of Governors and NC Lions, Inc. quarterly meetings. (Unless reimbursed by NC Lions, Inc. as a Board Member)
9. Hospitality room expense at State Convention.

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

A. Non-Covered Duties:

No Out of District travels or activities within MD-31 will be covered under budgeted items.

B. Covered Duties: (Within limit of budgeted item District 31-O Lions Rules of Reimbursement apply).

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 Reimbursement apply).

1. Allowance to help with attendance at USA/Canada Lions Leadership Forum or Lions Leadership Institute.
2. Allowance to encourage attendance at Council of Governors and NC Lions, Inc. quarterly meetings. (Unless reimbursed by NC Lions, Inc. as a Board member)

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

A. Covered Duties: (Within limit of budgeted item -- District 31-O Lions Rules of Reimbursement apply.)

1. Certification of Delegates at State Convention.
2. Certification of Delegates at any District 31-O Convention.

B. Covered Allowances: (Within limit of budgeted item – District 31-O Lions Rules of Reimbursement Apply)

Administrative supplies.

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 be 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 approval of a majority vote 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, the 1st and 2nd Vice District Governors, Region Chairpersons (if the position is utilized during the District Governor's term) the Zone Chairpersons, Global Memberships Team district coordinator, Global Leadership Team district coordinator, Global Service Team district coordinator, LCIF district coordinator, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer and any other position as designated by LCI. For regular business, a quorum shall consist of a simple majority of the Cabinet Members listed above.

B. Cabinet Meeting Voting Privilege Extension: At the beginning of a regular cabinet meeting, barring any other prohibitive circumstances, the District Governor shall extend voting privileges to all Members in good standing in attendance at the meeting. This action shall apply to all matters except those that require voting by certified delegates at a District 31-O Convention"

XI. 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 and Region 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, (eight)
14. NC Lions, Inc. Officers (If asked)
15. NC State Current and Past International Officers and Director

XII. District 31-O Lions Rules of Reimbursement Policy

The reimbursement line item amounts and reimbursement total budget will be set each year by the District Budget Committee and approved as part of the annual District Budget.

- A. Mileage:
 1. Per mile amount: _____
- B. Meals:
 1. Maximum per day: _____
- C. Hotel:
 1. Maximum per Day: _____

XIII. 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 (less than 1250 members and 35 clubs) the maximum allowance provided by the District will be _____.