



# **Policy Manual**

## **Lions International District C-2**

**[www.lionsc2.org](http://www.lionsc2.org)**

**Revised May 27, 2018**



**International Association of Lions Clubs**



---

## Table of Contents

<b>Chapter I</b>	<b>Policy Manual</b>	
Section A	Statement .....	1
Section B	Availability .....	1
Section C	Changes .....	1
Section D	Perpetuity .....	1
Section E	Purpose of District C-2 Cabinet .....	1
Section F	Cabinet Composition.....	2
Section G	Announcing Candidacy for 2 <sup>nd</sup> VDG .....	2
	MDC VCC, MDC Hall of Fame	
<b>Chapter II</b>	<b>District Committees</b> .....	3
<b>Chapter III</b>	<b>Cabinet</b>	
Section A	Cabinet Meetings.....	4
Section B	Reporting to Cabinet.....	4
Section C	Budget & Finance .....	4
Section D	Attendance .....	5
Section E	Decorum & Dress .....	5
Section F	Presentations by an Outside Group.....	6
Section G	District Governors Official Visits .....	7
Section H	Major Request .....	7
Section I	The Pride of Lions.....	7
Section J	Endorsed Projects .....	7
Section K	Project Types.....	8
<b>Chapter IV</b>	<b>Rules of Expenses &amp; Disbursements</b>	
Section A	Expenses & Reimbursement.....	10
Section B	District Governor's Expense Fund.....	10
Section C	1 <sup>st</sup> VDG's Expense Fund.....	10
Section D	2 <sup>nd</sup> VDG's Expense Fund .....	10
Section E	GMT/GLT/GST Coordinators Expense Fund .....	11
Section F	Region/Zone Chairpersons Expense Fund .....	11
Section G	Disbursements.....	11
Section H	District Governor's Gift.....	11
Section I	Awards and Contests.....	11
Section J	District C-2 Pins.....	11
<b>Chapter V</b>	<b>MDC Hall of Fame</b>	
Section A	Qualifications .....	12
Section B	Who May Nominate a Candidate.....	12
Section C	Requirements .....	12
<b>Chapter VI</b>	<b>Office of Vice Council Chair</b>	
Section A	Qualifications .....	13
Section B	Club Endorsement.....	13
Section C	Promotion at Convention.....	13
Section D	Voting Procedure .....	13

---



---

**Table of Contents cont.**

**Chapter VII District Governance**

Section A	District Governor Duties .....	14
Section B	1st VDG Duties.....	15
Section C	2 <sup>nd</sup> VDG Duties .....	16
Section D	Cabinet Secretary Duties .....	16
Section E	Cabinet Treasurer Duties .....	16
Section F	Zone Chairperson Duties .....	17
Section G	Region Chairperson Duties .....	18
Section H	Global Service Team Coordinator .....	18
Section I	Global Membership Team Coordinator.....	18
Section J	Global Leadership Team Coordinator.....	19
Section K	Leadership Training .....	19
Section L	Amendments to Policies.....	19



---

## Chapter I - Policy Manual

### Section A Statement

This is the Policy Manual of District C-2 of Multiple District C of the International Association of Lions Clubs, Alberta, Canada, as established July 1, 2015.

### Section B Availability

Electronic copies of this Policy Manual shall be made available to the District C-2 cabinet members, committee chairpersons, any individual or by the secretary of each District C-2 Lions club upon request. The current Policy Manual will also be accessible on the District C-2 website [www.lionsc2.org](http://www.lionsc2.org)

### Section C Changes

District C-2 Lions clubs in good standing, members of the District C-2 cabinet, or individual delegates from the floor, at regularly scheduled or special cabinet meetings, may propose Policy Manual changes and such proposals must be given in writing to the Cabinet Secretary giving details and explanation of the recommendation.

### Section D Perpetuity

The District C-2 Policy Manual shall be perpetual and may be amended **ONLY** by the District C-2 Cabinet within the following guidelines:

1. Change Procedure
  - a) Any proposed Policy Manual changes shall be provided, in writing, to the District C-2 Cabinet Constitution, Bylaws and Policy Manual Chairperson immediately following the cabinet meeting at which said changes were proposed.
  - b) The Constitution, Bylaws and Policy Manual Committee shall submit the requested changes to cabinet for discussion and action (by majority vote) at their next regularly scheduled meeting.
  - c) All proposals for changes to policy to be put before the cabinet shall be identified on the cabinet meeting Agenda as "Action Items" and be recorded in the Minutes with the names of the Lions who moved and/or seconded the motion. Motions for changes shall be noted in the minutes as having been accepted, defeated, tabled or postponed.
  - d) It shall be the responsibility of the Cabinet Secretary to ensure all approved changes to District C-2 Policies are included in the Minutes of the cabinet meeting at which they were adopted. All approved changes to the District C-2 Policies shall be entered into the District C-2 Policy Manual by the District C-2 Constitution, Bylaws and Policy Manual Chairperson. *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.*

### Section E Purpose of District C-2 Cabinet

1. To further the purpose and objects of Lions Clubs International.
2. To assist in the implementation of the plans and goals of the District Governor Team.
3. To receive reports and recommendations concerning the clubs from the zone chairperson.



4. To receive reports from the cabinet chairpersons.
5. To supervise the collection of dues and club purchases owed to Lions Clubs International and Multiple District C.
6. To deposit all money in the proper accounts and to authorize payment of all expenses pertaining to the district administration and district chairperson accounts.
7. To insure an audited/reviewed financial statement at the end of each fiscal year is done.
8. To organize new Lions and Leo clubs.
9. To increase the membership in the district.

**Section F Cabinet Composition**

The Executive Cabinet shall consist of the District Governor as the Chief Executive Officer, the Immediate Past District Governor, the 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governors, the Cabinet Secretary, the Cabinet Treasurer, Zone Chairpersons and Region Chairpersons (if utilized), Global Membership, Service, and Leadership Team Chairpersons.

**Section G Announcing Candidacy for 2<sup>nd</sup> VDG, MDC VCC or MDC Hall of Fame**

Lions who are considering running for the position of 2<sup>nd</sup> VDG, MDC VCC or MDC Hall of Fame may submit their application after July 1 of the year they intend to run to the presiding District Governor. The latest you can put your name forward is 45 days prior to the first day of the convention at which you are running. You may start campaigning after the required documents have been filed with the presiding District Governor as per District C-2 Bylaws and your qualifications verified by the Nominating Committee. Once the District Governor has received verification and confirmation from the Nominating Committee that the candidate meets all qualifications, the candidate will be contacted by the District Governor and campaigning may begin.



---

## Chapter II – District Committees

District Committees assist the district officers in accomplishing district goals.

Lions Clubs International officially recognizes 17 committees. Appoint the most qualified individuals as district committee chairpersons. You may appoint other chairpersons for special district projects. The official committees include:

- District Convention
- District Cultural and Community Activities
- District Diabetes Awareness and Action
- District Environment
- District Hearing Preservation, Awareness and Action
- District Honorary
- District Information Technology
- District International Relations
- District Leo Club \*
- District Lions ALERT
- District Lions Quest \*
- District Lions Services for Children
- District Peace Poster Contest
- District Public Relations and Lions Information
- District Reading Action Program
- District Sight Preservation, Awareness and Action
- District Youth (Lions Opportunities for Youth)
- District Youth Camp and Exchange

Chairpersons of committees with an asterisk (\*) may serve for three years subject to annual confirmation. Do not appoint these chairpersons unless there is a vacancy.

For Chairperson Duties please refer to LCI website.



---

## Chapter III – Cabinet

### Section A Cabinet Meetings

There shall be four (4) full cabinet meetings: three being face to face with a fourth being an optional on-line or face to face meeting. The first one must be held within sixty (60) days of the International Convention. Normally they are scheduled: July or August, October or November, February or March and May or June.

The District Governor may call executive cabinet meetings.

Meeting start times are at the discretion of the District Governor. All meetings should begin with the singing of “O Canada” followed by reciting “The Lion’s Pledge”.

Any major concerns or new topics should first be brought to the attention of the District Governor at least one week prior to the meeting.

The quorum for the full cabinet meetings shall consist of the majority of executive officers plus the majority of the committee chairs. A quorum for the executive meetings shall be the majority of executive officers. Voting privileges are extended to all cabinet chairs.

The District Governor may call special meetings. Notice of such special meetings must be no fewer than five (5) nor more than ten (10) days either by written or email notice setting forth the purpose thereof and a date, time and place determined by the District Governor. The Cabinet Secretary will then notify cabinet members.

All notices of meetings sent out by the Cabinet Secretary shall include time, place and location of said meeting. For all full cabinet meetings, an up-to-date financial statement should be sent along with the notice 10 (ten) days prior to the meeting along with any executive or committee reports which have been received.

### Section B Reporting to Cabinet

All persons reporting to cabinet should e-mail their reports to the Cabinet Secretary 15 days prior to a cabinet meeting. If no e-mail report is received, then a typed report can be presented at the cabinet meeting with copies provided to all in attendance by the committee chair. In the essence of time and respect for the distance cabinet members have to travel, if a report has been e-mailed the chair when addressing cabinet can ask if there are questions; if a report is handed out at the cabinet meeting then the chair has up to 2 minutes to hi-light their report.

### Section C Budget and Finance

The Budget and Finance Committee shall consist of the District Governor Elect and their Vice District Governor Team, the Cabinet Treasurer and Cabinet Secretary, who shall prepare the budget and provide a recommendation 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 payable by the members in the clubs of District C-2 as of May 31st of the year proceeding the current Lionistic year. The treasurer shall monitor the status of the district’s budget and finances and report to the cabinet at each of its subsequent meetings.



The executive committee may make changes to the budget as presented to them by the budget and finance committee, at any time during the year, but said changes must continue to reflect a balanced budget.

Should a sitting member of cabinet wish to make suggestions as to changes with the financial institutions and/or the way the cabinet banking is handled, they may present their suggestions to the budget and finance committee for their consideration and review. At the next cabinet meeting they will present their recommendation to be voted on. All district bank accounts shall be in Canadian funds.

The District Cabinet Treasurer shall provide, at all cabinet meetings, a detailed account including a current balance sheet and income & expenditure statement.

#### **Section D Attendance**

As a member of cabinet you accepted the responsibility to attend certain meetings and functions, and are expected to attend the following:

1. All full cabinet meetings, and any specially meetings called by the District Governor
2. All Executive Cabinet meetings if you are an officer
3. The club officer's training school
4. Zone Chair training
5. District C-2 Convention and Multiple District Convention
6. When the District Governor or the District Governor's representative is making a visit to one of the clubs in your zone, the zone chairperson is expected to attend and formally introduce the District Governor or their representative.
7. Regional chairpersons (if utilized) should attend all cabinet meetings and carry out such official visitations to club meetings as assigned by the District Governor.
8. If for some unforeseen reason you are unable to attend the cabinet meetings, a written report is to be sent to the Cabinet Secretary and notify him/her that you are unable to attend.

#### **Section E Decorum and Dress**

Whenever representing or conducting business for the district, the proper business attire should be worn by the District Governor and District Governor Team. This shall consist of gray pants/skirt, white shirt/blouse, Multiple District tie/scarf, navy blazer, black socks and black shoes.

In the event you attend a function in an unofficial capacity such as interclub visitations a more casual dress code is acceptable such as the casual MDC council shirt.

Cabinet must function in an orderly manner to be effective. All members of the District Cabinet have a duty to conduct themselves in accordance with generally accepted Rules of Procedure and Protocol at cabinet meetings. Non-adherence to such rules not only results in disruption of the orderly flow of cabinet business, but also degrades the dignity of the representative body of all Lions in District C-2.





For all other cabinet members, the accepted dress for each meeting is business casual or your Lions club shirt, vest or any other Lions shirt.

The District Governor may have a preferred seating arrangement. If there is none then the head table generally consists of the District Governor, Vice Governors, Secretary and Treasurer.

If a concern or conflict arises between cabinet members, the parties involved should try to resolve the problem between them. Should they not reach an amicable solution then the District Governor may become involved. Any disagreements that have not been satisfied at the District Governor's level can be taken, with careful consideration, to the executive cabinet.

All decisions made by you reflect on Lions as a whole. Please uphold the office you represent with the highest respect. Remember decisions are made by the majority for the betterment of Lions therefore heeds the wishes of the majority.

It is imperative that all members of cabinet be punctual in attending cabinet meetings. Lateness prevents your full participation and is disruptive and unfair to your fellow cabinet members.

The Order of Business for all cabinet meetings is the sole prerogative and responsibility of the District Governor.

No member of cabinet may speak more than twice on any motion coming before cabinet.

Unless invited by the District Governor or another presiding officer, no member of cabinet may address the meeting until recognized by the District Governor or another presiding officer. Following such recognition, the cabinet member so recognized will be expected to stand to deliver his or her remarks. Any questions or inquiries between cabinet members shall be channelled through the District Governor or other presiding officer.

It is expected that there will be guests present at all cabinet meetings. These guests, whether they are Lions or non-Lion in status, are entitled to observe the District Cabinet business. As its members' comments and deliberations come under scrutiny please conduct yourself in a manner and style that merits their attendance and interest.

Guest(s) do not sit at the cabinet table, but in a designated guest area. Guests are not entitled to vote. Only if the district governor recognizes them will they be allowed to present their concerns.

#### **Section F Presentations by an Outside Group**

As we are a governed body not a fundraising body, any such requests should be dealt with in the spirit of information only. All presentations have to be approved by the District Governor.

At no time should names and addresses of any Lions club members be given to outside groups. If the request is worthy, then the District Secretary will notify the clubs so that they may make that decision.



---

### **Section G District Governor's Official Visits**

As soon as the official visits are set, the visitation date(s) will be placed on the district website. As cabinet members, unless requested, do not visit the clubs when the official visit is made. The Vice District Governors may share in the official visit duties.

Other people attending besides the District Governor and their spouse and the zone chair and their spouse are expected to pay for their meal at the club. If you receive a complimentary meal from a club send them a thank you.

### **Section H Major Request**

Any major concern or request should be addressed at an executive cabinet meeting and then brought to the full cabinet meeting if deemed necessary.

### **Section I The Pride of Lions**

The responsibility of the District Cabinet must not be taken lightly, nor the individual responsibility of each cabinet member. The function and duty involved is no less than to make this year the greatest year of service and accomplishment in the history of Lions in our district. We have a proud history that will only be continued with your complete cooperation, participation and contribution.

### **Section J Endorsed Projects – Application and Approval Procedures for Project Endorsement**

To receive cabinet endorsement as a District C-2 Endorsed Project, the application for endorsement must include 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 C-2
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 Lions Clubs International, Lions Foundation of Canada, Multiple District C and/or District C-2 projects
8. Evidence that the proposed project complies with Lions Clubs International, Multiple District C and/or District C-2 Constitution and Bylaws
9. Identification of how the involvement of District C-2 will be recognized.

The application is to be submitted in duplicate, four (4) weeks prior to the first cabinet meeting.

All applications for endorsement will be reviewed by a committee appointed by the district governor. This committee will recommend approval or rejection to the district cabinet.



---

At the first cabinet meeting of each Lions year, the district C-2 cabinet shall review new application for endorsement and shall approve the project for endorsement; request additional information from the applicant; or reject the application.

### **List of Endorsed Projects**

Endorsed projects: District C-2 endorses those projects as defined by Multiple District C.

## **Section K Project Types**

The lifeblood of Lions is their service projects. There are three different project types.

### 1. District Projects

#### a) Youth Projects

District C-2 cabinet encourages all clubs to actively support the youth of our district whenever possible.

#### i) Youth Exchange Outbound

This program runs/supports itself with funds that are supplied by sponsoring clubs. Money is sent to the district treasurer for this program's use and monitored by cabinet. These are students within our district who find a Lions club to sponsor them to participate in a youth exchange program in other countries. The expenses are offset by sponsoring clubs and their own funds. There is no financial obligation by District C-2 to supply funds for outbound student use. Report is presented at each cabinet meeting.

#### ii) Youth Exchange Inbound

Deals with students from outside Canada who apply to spend time in District C-2. Applicants are supported by their own funds and the district is not responsible for any of their expenses. There is no financial obligation on behalf of District C-2. Youth Exchange Inbound coordinator is responsible for finding host families or host Lions clubs. Any expenses incurred by either the host Lions club or the host family are the responsibilities of the club or the host family and not District C-2 cabinet. Report is presented at each cabinet meeting.

#### b) Endorsed Projects

Refer to Endorsed Projects in the manual.

### 2. Club Projects

These are projects a Lions club has decided to pursue to serve the community. Club projects are not the responsibility of cabinet and cabinet should not, unless it is necessary, get involved with individual club projects. All proceeds must be processed through club accounts or deposited directly to the organization the project is supporting. All correspondence and promotional materials regarding a club project must reflect the name of the club and what project it is supporting. The promotion of club projects may be distributed electronically by the district secretary, upon written request, with all promotional material provided by the club. Reporting on these types of projects will be done through zone chairs.

### 3. Individual Lions Projects

Projects of individual Lions are not a responsibility of cabinet and cabinet should not, unless it is necessary, get involved with individual Lions projects. Individual projects



must be endorsed by their Lions club and all proceeds must be processed through club accounts or deposited directly to the organization the project is supporting. All correspondence regarding this type of project needs to reflect that it is an individual Lions project endorsed by their Lions club along with the name of the individual Lion and what project it is supporting. Promotion of this type of project is the sole responsibility of the individual Lion and will not be distributed through the district secretary. No reporting of these types of projects to cabinet.

Cabinet must be very cautious to keep club and individual Lions projects separated from cabinet business. The district cabinet should not designate any funds towards individual Lions or club projects. If a club wishes cabinet to provide moral support to a project then they must provide details, in writing, to the district governor for consideration.



## Chapter IV – Rules of Expenses & Reimbursements

### Section A Expenses and Reimbursements

District C-2 has established a policy for the expense and/or reimbursement of funds of the District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor, District GST, District GMT, District GLT, Regional and Zone Chairs. District C-2 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 C-2 Cabinet is mandated to approve a balanced budget as required by the Constitution and Bylaws of District C-2, 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.

### Section B District Governor's Expense Fund

The District Governor's expense fund is payable when the funds are available.

An honorarium for the District Governor as set out in the district budget shall be paid 50% at the end of December and the balance paid the end of June.

Providing the District Governor has not attended the USA/Canada Leadership Forum in the previous two years, they may claim up to additional \$2,000.00 (CDN) with accompanying receipts for attending the Forum providing the claim is filed within 6 months of the event.

The District C-2 Convention package available for the District Governor and their partner-in-service is outlined in the District C-2 Convention Manual.

### Section C 1<sup>st</sup> VDG's Expense Fund

The 1<sup>st</sup> Vice District Governor's expense fund is payable when the funds are available.

An honorarium for the 1<sup>st</sup> Vice District Governor as set out in the district budget shall be paid 50% at the end of December and the balance paid the end of June.

Providing the 1st Vice District Governor has not attended the USA/Canada Leadership Forum in the previous year, they may claim up to additional \$2,000.00 (CDN) with accompanying receipts for attending the Forum providing the claim is made within 6 months of the event.

The District C-2 Convention package available for the 1<sup>st</sup> Vice District Governor and their partner-in-service is outlined in the District C-2 Convention Manual.

### Section D 2<sup>nd</sup> VDG's Expense Fund

The 2<sup>nd</sup> Vice District Governor's expense fund is payable when the funds are available

An honorarium for the 2<sup>nd</sup> Vice District Governor as set out in the district budget shall be paid 50% at the end of December and the balance paid the end of June.

The 2nd Vice District Governor if they choose to attend the USA/Canada Leadership Forum in the current year may claim up to additional \$2,000.00 (CDN) with accompanying receipts for attending the Forum with the understanding the cabinet will only pay for one forum attendance in their three years of service. This again is providing the claim is made within 6 months of the event. District C-2 Convention package for the 2<sup>nd</sup> Vice District Governor and their partner-in-service is outlined in the District C-2 Convention Manual.



---

**Section E GST/GLT/GMT Coordinator's Expense Fund**

Global Service Team Coordinator may receive an honorarium based on fulfilling the duties of the position and as per the District C-2 budget.

Global Membership Team Coordinator may receive an honorarium based on fulfilling the duties of the position and as per the District C-2 budget

Global Leadership Team Coordinator may receive an honorarium based on fulfilling the duties of the position and as per the District C-2 budget

All honorariums are to be paid out the end of June of the Lionistic year.

**Section F Region/Zone Chairperson Expense Fund**

Region/Zone chairperson may receive an honorarium based on fulfilling the duties of the position and as per the District C-2 budget.

**Section G Disbursements**

All disbursements for expenses under District C-2 Rules of Expenses and Reimbursements shall be deemed to reflect the district's financial ability to pay.

**Section H District Governor's Gift**

If the sitting cabinet decides to thank the District Governor for the work he/she has done, then the secretary will order a suitable gift prior to the last cabinet meeting. This item is NOT a budgeted item and the cost of the gift will be shared by members of cabinet not to exceed \$250.00.

**Section I Awards and Contests**

The District Governor Team will submit, in August or September, possible candidates for The International President's Award or the International President's Leadership Award. These names will be submitted as per directions of the International President's letter.

The District Governor may submit names to Lions Clubs International two (2) months prior to the District C-2 Convention to receive the International President's Appreciation Certificates to be awarded at the district's annual convention.

Medal recipients cannot be nominated more than once for the same award.

All plaques for District C-2 contests shall all be a District C-2 expense.

Recognition Award for service to the district shall be a District C-2 expense.

An honorarium will be provided to our District C-2 Peace Poster winner each Lionistic year as per budget.

Hall of Fame: A maximum of two candidates will be selected each year to receive the Multiple District Hall of Fame Award. These candidates will be selected from the list of potential nominees at our District C-2 Convention. The top two candidates receiving the most votes will be our recipients.

**Section J District C-2 Pins**

The District C-2 pin is available for sale by the District Governor team.



---

## Chapter V – MDC Hall of Fame

### Section A Qualifications

The Hall of Fame is a Multiple District Award. All nominations must be sent to the district governor 45 days before the district C-2 convention to be eligible to be on the ballot.

### Section B Who May Nominate a Candidate

Any Lion, Lioness, Lions club, Lioness club or zone may nominate a candidate from their sub-district to the Multiple District C Hall of Fame. The earliest date for any nomination or campaigning is July 1 (first) of the current year that you plan to be a candidate.

### Section C Requirements

1. The award may be presented to either a Lion or Lioness.
2. The award may be presented posthumously.
3. Each candidate must be a lion/lioness for a minimum of 15 years.
4. Candidates should have qualifications above and beyond the call of duty including social and humanitarian endeavors.
5. He/she should be of good moral character and have a good reputation in his/her community.
6. There is no nomination fee.
7. A maximum of two (2) candidates per district may be inducted into the MDC Hall of Fame each year.
8. The presiding district governor must receive names and literature (it is up to the candidate/sponsor to provide any literature about their candidate) at least 45 days prior to the first day of the convention in which they are being nominated. Nominations will be accepted after July 1 in the year in which they are nominated.
9. The candidate's sponsors may address the district convention for a maximum of 5(five) minutes but not the candidate. No demonstrations are allowed.
10. All submissions from sponsors must use the standard MDC form. No other form will be accepted.
11. The sponsoring club will advise the candidate, or representative who will be in attendance at the district convention. The successful candidates will be inducted to the MDC Hall of Fame at the next MDC convention.
12. The district secretary will have the pictures and bios from the district convention and is responsible to forward these inductees to the MDC secretary to be put into the MDC convention program.
13. Voting on the Hall of Fame candidates – If there are more than (2) candidates on the ballot then the top two (2) candidates receiving the most votes become our inductees into the MDC Hall of Fame.



---

## Chapter VI – Office of Vice Council Chair

### Section A Qualifications

The candidate must be an active member in good standing of a chartered Lions club in good standing in our district. Only Past District Governors are allowed as candidates. Any Lion currently serving on/or for the MD Council in the positions of MDC Secretary, MDC Treasurer, MDC Secretary-Treasurer may not submit their intentions to seek this position until their term has finished on the MDC Council.

### Section B Club Endorsement

He/She must be endorsed by his/her club. This endorsement must be in the hands of the District Governor 45 days before the convention. The earliest date you may send your endorsement and start campaigning is July 1 (first) of the current year that you plan to be a candidate.

### Section C Promotion at Convention

Each qualified candidate has 5(five) minutes to promote his/her candidacy at the district convention. No demonstrations are allowed.

### Section D Voting Procedure

The winner is the candidate who receives 50% plus one vote. Re-voting shall occur until the above requirement is met. The candidate with the lowest vote is eliminated from the next ballot. If there is only one qualified candidate, then a floor vote is allowed.





---

## Chapter VII – District Governance

### Section A District Governor Duties

See Article III Section 1 of District C-2 Bylaws for a list of duties. Additional duties include the following.

The District Governor shall act under the general supervision of the International Board of Directors as the representative of Lions Clubs International in this district and shall have general supervision over all Lions clubs therein. In addition, he/she shall:

1. Further the Purposes and Objectives of Lions Clubs International (LCI).
2. Fill the role of the Global Action Team Coordinator.
3. Designate a depository for all district funds and authorize the payment thereof of all legitimate expenses pertaining to the administration of the affairs of the district.
4. Secure criminal background checks for any member of cabinet who has signing authority at the expense of cabinet; secure, semi-annually or more frequently, district financial reports from the Cabinet Treasurer.
5. Provide for an annual, or more frequent, audit/review of the books and accounts of the Cabinet Treasurer. The annual audit/review shall be sent to and upon request to any club within the district within sixty (60) days after the close of the fiscal year by the District Governor then in office.
6. Submit such other reports and perform such other duties as may be required by the International Board of Directors.
7. Set a definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.
8. Convention Chairman shall be chosen by April 1st by the District Governor Elect. The Immediate Past District Governor is the Honorary Chairman.
9. Appoint, by the time he/she takes office, a Cabinet Secretary and a Cabinet Treasurer, or a Cabinet Secretary-Treasurer.
10. Constitute such committees as he/she deems necessary to advance the purposes and objectives of Lions Clubs International in the district and appoint committee chairpersons to supervise the functions of such committees.
11. If warranted divide the district into regions and zones giving due regard to the geographic location of the clubs.
12. The District Governor shall be charged with the responsibility of issuing a monthly "Newsletter" or "Bulletin" (a minimum of 10 per year).

The District Governor may choose to appoint a newsletter/bulletin editor to assist. The monthly newsletter/bulletin shall be e-mailed to: each club secretary in District C-2; all District C-2 cabinet officers and committee chairs; Past District Governor's association; Multiple District C office; past and/or present International Directors residing in MDC and the international speaker for the upcoming District C-2 Convention.



## Section B 1<sup>st</sup> VDG Duties

See Article III Section 2 of District C-2 Bylaws for a list of duties. Additional duties include the following:

1. Actively participate in all cabinet and council meetings and conduct all meetings in the absence of the District Governor.
2. Be actively engaged in all matters to be continued during the next year.
3. Participate in the review of the strengths and weaknesses of the clubs in the district and at the request of the District Governor supervise appropriate district committees.
4. Monthly Membership Reports (MMRs) and Yearly Activities Form. Take the responsibility for these to be in on time (by each month's end) and updated.
5. Phone calls, emails, letters or personal visits may be necessary to secure the MMRs. At no time should a club be allowed to be 2 months in arrears with their MMRs. Please inform the District Governor of your actions taken. Be discreet in your actions.
6. At the full cabinet meeting only MMRs that are overdue for 3 months should be dealt with as information items only.
7. Use the Internet to see which clubs have missing MMRs. Inform the zone chairpersons to act upon these as soon as feasible. It may be necessary for you to act directly with the club.
8. Dues
  - a) DUES CAN BE PAID AUTOMATICALLY. NO MOTIONS AT THE CLUB LEVEL ARE NEEDED TO HAVE THEM PAID.
  - b) It is your mandate to ensure that club dues are paid within sixty (60) days either to the Multiple District or the District or to International.
  - c) The District Governor should inform you of accounts that are outstanding. Appropriate action should be taken. Possibly a phone call, assistance from the zone chairman, email reminder or a letter or a personal visit will be necessary to clear up overdue accounts. Apprise the District Governor of all actions taken.
  - d) It may be necessary to receive a photocopy of the cancelled cheque or cheque stub to indicate that the club has done their part in the matter. Diplomacy must be used when you deal with the matter of amounts owing.
  - e) Remind each club that their roster should be current or they may be paying for members they do not have. The club's roster should be compared to International's roster.
  - f) You would only report extenuating circumstances to the full cabinet.
  - g) No club member can vote at the district convention if the club owes any dues. Club dues not paid 15 days prior to the convention negates that club from voting.
9. Zone Chair and Committee Chairpersons Reports  
At each cabinet meeting it is your responsibility to ask each zone chairperson and committee chairperson to speak to their report. It is expected that each zone chairperson and committee chairperson submit to the Cabinet Secretary an electronic or written report 15 days prior to the cabinet meeting.



---

### **Section C 2<sup>nd</sup> VDG Duties**

See Article III Section 3 of District C-2 Bylaws for a list of duties. Additional duties include the following:

1. Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
2. Perform such duties as assigned by the District Governor, including assisting the Global Service Team, Global Membership Team and Global Leadership Team.
3. Perform such other functions and act as required by the policy of the association.
4. Participate in the preparation of the district budget.
5. Actively engage in all matters within your year.
6. At the request of the District Governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.
7. Look after the directory in its entirety.
8. Handle the governance requirements as set forth by the cabinet.

### **Section D Cabinet Secretary Duties**

See Article III Section 5 of District C-2 Bylaws for a list of duties. Additional duties include the following:

1. Assist the District Governor and the cabinet in conducting the business of the district, and perform such other duties as are specified or implied in the District C-2's Constitution and Bylaws, and/or Policies or as may be assigned to him/her from time to time by the District Governor or the cabinet.
2. Sign all notices and documents issued by the cabinet.
3. The Cabinet Secretary shall notify, in writing, the Multiple District Secretary the name of the District Governor Elect and First and Second Vice District Governors Elect, Hall of Fame nominee, and Vice Council Chair nominee at least forty-five (45) days prior to the commencement of the Multiple District Convention.

### **Section E Cabinet Treasurer Duties**

See Article III Section 5 of District C-2 Bylaws for a list of duties. Additional duties include the following:

1. Attend all cabinet, executive, convention and special meetings called by the District Governor or cabinet.
2. Prepare a financial statement for each cabinet meeting, annual convention, or upon request by the District Governor.
3. Collect and receipt all funds due to the district and multiple district.
4. Deposit the same in such financial institutions as the District Governor or cabinet shall determine.
5. Disburse funds only by order of the District Governor or cabinet.



6. District convention expenses shall be paid by the Cabinet Treasurer or as designated by the District Governor.
7. Disbursements shall be by cheques drawn and signed by two cabinet officers. The signing authorities may be any two (2) of the following: The Cabinet Treasurer, the District Governor, or the Cabinet Secretary.
8. The Cabinet Treasurer requires a criminal background check which will be kept on file for the duration of their term. The cost for this background check will be an administrative expense of the district cabinet.
9. Give to the Cabinet Secretary an up-to-date financial statement to be included in the notice of a full cabinet meeting 10 days before the cabinet meeting.
10. Any bills that are not paid in the Lionistic year shall be carried over to the next year. No cheques should be written outside your Lionistic year. That year is from July 1st to June 30th.
11. If you have any queries about any bills, discuss them with the District Governor and/or the finance committee before payment is issued.
12. No bills should be paid that exceed the amount in the individual committee chair trust account unless approved by the full cabinet.
13. At no time should funds be paid without a signed voucher. That amount should have been in the budget.
14. At no time should any cheques be approved that will cause an indebtedness to District C-2.
15. Income shall include: district dues, voluntary contributions, district Directory sales and advertising revenue, District Governor's reimbursement for the cabinet formation, other fund-raising activities approved by the cabinet.

#### **Section F Zone Chairperson Duties**

See Article III Section 7 of District C-2 Bylaws for a list of duties. Additional duties include the following:

1. Arrange regularly scheduled zone meetings.
2. Encourage inter-club meetings and social activities.
3. Play an active role in leadership development at the club level and an active role in membership development including extension of new clubs.
4. Promote representation at International, multiple district and district conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
5. In the event the zone chairman for any reason cannot or, in the judgment of the District Governor, does not perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a qualified successor to serve for the unexpired term, from a club within the same zone.
6. At a date, time and place determined by the zone chairman, the first advisory meeting should be called within ninety (90) days after the adjournment of the preceding International Convention; a second meeting in the month of November; a third meeting in



the month of February or March; and a fourth meeting approximately thirty (30) days prior to the Multiple District Convention.

7. Try to set your dates, locations and times as soon as possible for your meetings held three (3) or four (4) times a year. If you do not know your locations at least set your dates and times of the meetings.
8. Your advisory meetings are suggested to be held in each quarter. It is suggested that they be after the cabinet meetings to relay information from the cabinet.
9. Any major concerns or problems that need in-depth dealings should be dealt with at the executive cabinet meetings. Highlights of your concerns should be relayed to the full cabinet meeting.

### **Section G Region Chairperson Duties**

See Article III Section 6 of District C-2 Bylaws for a list of duties. Additional duties include the following:

1. Be an Active Member in good standing of a chartered Lions club in good standing in his/her district.
2. He/She must have served a full year or major portion thereof as President of a Lions club and, in addition, on a club Board of Directors for two (2) additional years.
3. Attend the regular and special meetings of the cabinet.
4. Try to hold regional meetings at least once in your year.
5. Assist the District Governor in promoting Lionism in his/her region by performing such duties as may be delegated to him/her from time-to-time by the District Governor.
6. Recommend qualified Lions in his/her region for the appointment of zone chairpersons.
7. Endeavor to have every club in his/her region operating under a duly adopted District/Club Constitution and Bylaws.
8. Assist the zone chairman in his/her region in the performance of their official duties and co-operate with them in arranging and holding zone meetings and District Governor's committee meetings.
9. Is eligible to run only in the region that his/her club is located as determined by the District Governor and his/her cabinet.
10. In the event the regional chairman for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his/her office or in the event the office is for any reason vacated, the District Governor shall appoint a qualified successor from within the same region to serve for the remainder of the unexpired term.

### **Section H Global Service Team Coordinator**

To see job description and duties go to link:

<http://www.lionsclubs.org/resources/EN/pdfs/GST-District-Coordinator.pdf>

### **Section I Global Membership Team Coordinator**

To see job description and duties go to link:

<http://www.lionsclubs.org/resources/EN/pdfs/GMT-District-Coordinator.pdf>



---

**Section J Global Leadership Team Coordinator**

To see job description and duties go to link:

<http://www.lionsclubs.org/resources/EN/pdfs/GLT-District-Coordinator.pdf>

**Section K Leadership Training**

Cabinet will budget each Lion year when funding is available for the purpose of developing future district leaders a training budget.

These funds will be used for attending Lions International sanctioned training institutions, the Emerging Lions Leadership Institute, Advanced Lions Leadership Institute and Faculty Development Institute. The reimbursement will be based on the number of successful candidates enrolled in each session. Each individual claim submitted must have original receipts attached.

Prior to attending such training sessions, the applicant must get the approval of the District Governor to be eligible for cabinet funding.

Cabinet will also budget each Lionistic year LEO sanctioned leadership training for the purpose of developing future district LEO leaders a training budget.

The reimbursement will be based on the number of successful candidates enrolled in the training course. Each individual claim submitted must have original receipts attached.

Prior to attending such training sessions, the applicants must get the approval of the District Governor to be eligible for cabinet funding.

**Section L Amendments to Policies**

These policies may be amended by a majority vote of members at a full cabinet meeting that has a quorum.

