

MONTANA DISTRICT 37

POLICY MANUAL



Last Revisions October 13, 2018
DISTRICT 37 POLICY MANUAL
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ARTICLE 1: POLICY MANUAL

Section A: Statement

This is the Policy Manual of District 37 of the International Association of Lions Clubs. Its purpose is to enhance, improve and clarify the organization of District 37. The Cabinet shall adopt and maintain a current and accurately revised District 37 Policy Manual. This manual shall contain all policies established by the Cabinet.

Section B: 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, including page number, section, etc. in their recommendation.

Section C: Perpetuity

This District 37 Policy Manual shall be perpetual, but may be amended by the Cabinet within the following guidelines:

1. Change Procedure:
 - a. Any Proposed Policy Manual changes shall be presented to the Constitution and By-Laws Committee following the Cabinet meeting at which said changes were proposed.
 - b. The Constitution and By-Laws Committee shall submit the requested changes to the 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 in the next issue of the District Newsletter and posted to the website.
2. All changes to the Policy Manual shall be identified on the Cabinet meeting Agenda as “Action Items” and recorded in the minutes with motion maker and seconder as passed, defeated or postponed.
3. Any Policy revisions adapted 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 Newsletter and posted to the District website.

Section D: Availability

A copy of this Policy Manual shall be made available, to the District Cabinet, District Committee Chairpersons and a copy shall be available to the Secretary of each Lions Club within the District. In addition the Policy Manual shall reside on the District 37 website.

ARTICLE 2: DISTRICT OFFICERS and CABINET: Qualifications and Duties

Section A: Qualifications for District Governor

In Order for a Lion to be eligible and qualified to be selected to fill the vacancy in the office of District Governor, she/he must:

1. Be an active member in good standing of a chartered Lions Club in good standing in the District.
2. Have served or will have served at the time she/he takes office as District Governor:
 - a. As an officer of a Lions Club for a full term or major portion thereof; and
 - b. As a member of the District Cabinet for two (2) full terms or major portions thereof.
 - c. With none of the above being accomplished concurrently.

Section B: Duties of the District Governor

Under the general supervision of the International Board of Directors he/she shall represent the association in his/her District. In addition, he/she shall be the chief administrative officer in his/her District and shall have direct supervision over the first and second vice District Governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in the District Constitution and By-Laws. His/her specific responsibilities shall be to:

1. Further the Purposes and Objects of Lions Clubs International (LCI).
2. Oversee the Global Membership Team at the District level and administer and promote membership growth and new club development.
3. Oversee the Global Leadership Team at the District Level and administer and promote leadership development at the Club and District levels.
4. Promote the Lions Clubs International Foundation and all service activities of the association.
5. Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice District Governor, but if she/he is not available, the district officer chosen by the attending members shall preside.
6. Appoint by the time she/he takes office (1July), a Cabinet Secretary, a Cabinet Treasurer, or a Cabinet Secretary-Treasurer; a Region Chairperson for each Region; a Zone Chairperson for each zone and a District Sergeant-at-Arms. (Per Article 1, Section 6 of the District Constitution and By-Laws). In addition the District Governor will appoint a nominating committee, at least 60 days prior to the District Convention. (Per Article 1, Section 1 of the District Constitution and By-Laws).
7. Participate in the preparation of the District budget.
8. Set a definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.
9. Constitute such committees, as he/she deems necessary to advance the purposes and objects of Lions Clubs International in the District and to appoint Committee Chairpersons to supervise the functions of such committees.
10. Promote harmony among the chartered Lions clubs.
11. Review the strengths and weaknesses of the Clubs in the District.
12. Exercise such supervision and authority over the cabinet officers and district committee appointees as is provided in the District Constitution.
13. Ensure that each Lions club in the District be visited by the District Governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.

14. Submit a current itemized statement of total district receipts and expenditures to his/her district convention.
15. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and /or financial accounts, funds and records of the District to his/her successor in office.
16. Report to Lions Clubs International all known violations of the use of the association's name and emblem.
17. Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

Section C: Qualifications for First and Second Vice District Governor

In Order for a Lion to be eligible and qualified to be selected to fill the vacancy in the office of First or Second vice District Governor, she/he must:

1. Be an active member in good standing of a chartered Lions Club in good standing in the District.
2. Have served or will have served at the time she/he takes office as District Governor:
 - a. As an officer of a Lions Club for a full term or major portion thereof; and
 - b. As a member of the District Cabinet for a full term or major portion thereof.
 - c. With none of the above being accomplished concurrently.

Section D: Duties of the First Vice District Governor

The first vice district governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

1. Further the Purposes and Objects of Lions Clubs International (LCI).
2. Familiarize himself/herself with the duties of the District Governor so as to be prepared for the responsibilities of that office.
3. Perform such administrative duties as assigned by the District Governor.
4. Perform such other functions and acts as required by the International Board of Directors.
5. Participate in the cabinet meetings and conduct meetings in the absence of the District Governor.
6. Participate in the review of the strengths and weaknesses of the Clubs in the District.
7. Serve as the District Governor Team liaison between the district global membership team, working as an active member of the district global membership team along with the District Governor and the second vice district governor to establish and implement a district wide plan for membership growth.
8. Work as an active member of the district global leadership team along with the District Governor and the second vice district governor to establish and implement a district wide plan for leadership development.
9. Participate in the preparation of the District budget.
10. At the request of the District Governor, supervise appropriate District Committees.
11. Conduct club visitations as the representative of the district governor when requested by the district governor.
12. Take the lead on Monthly Membership Reports (MMR) and Yearly Activities Form. Take the responsibility to ensure they are submitted on time by each club. Coordinate with the proper Zone Chairperson on getting reports entered, or make direct contact with the club to get reports entered timely.

13. Assist the District Governor and the district convention committee to plan and conduct the annual district convention.
14. Appoint, by April, a Convention Chairperson for the annual district convention to be held during your year as district governor.
15. Assist the district governor to organize and promote other events within the district.
16. Participate in the planning of the next year for the district to include the district budget.

Section E: Duties of the Second Vice District Governor

The second vice district governor subject, to the supervision and direction of the District Governor, shall be an assistant in administrative of the District and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

1. Further the Purposes and Objects of Lions Clubs International (LCI).
2. Familiarize himself/herself with the duties of the District Governor so as to be prepared for the responsibilities of that office.
3. Perform such administrative duties as assigned by the District Governor.
4. Perform such other functions and acts as required by the International Board of Directors.
5. Participate in the cabinet meetings and conduct meetings in the absence of the District Governor and the first vice district governor.
6. Participate in the review of the strengths and weaknesses of the Clubs in the District.
7. Work as an active member of the district global membership team along with the District Governor and the first vice district governor to establish and implement a district wide plan for membership growth.
8. Serve as the District Governor Team liaison between the district leadership team, working as an active member of the district global leadership team along with the District Governor and the first vice district governor to establish and implement a district wide plan for leadership development.
9. Participate in the preparation of the District budget.
10. At the request of the District Governor, supervise appropriate District Committees.
11. Conduct club visitations as the representative of the district governor when requested by the district governor.
12. Review Monthly Membership Reports (MMR) and Yearly Activities Form to become familiar with clubs within the District.
13. Assist the District Governor, the first vice district governor and the district convention committee to plan and conduct the annual district convention.
14. Assist the district governor to organize and promote other events within the district.
15. Participate in the planning of the next year for the district to include the district budget.
16. Work with the District LCIF Chairperson and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
17. Work with the District Information Technology Chairperson and assist the committee to promote the use of the association's, and district's websites, and the Internet among clubs and members to obtain information, file reports, purchase club supplies, etc.

Section F: Qualifications for Region/Zone Chairperson

In Order for a Lion to be eligible and qualified to be selected to fill the vacancy in the office of District Governor, she/he must:

1. Be an active member in good standing of a chartered Lions Club in good standing in the District.

Section G: Duties of the Region Chairperson

The region chairperson, subject to the supervision and direction of the district governor, shall be the chief administrative officer in her/his region. Her/his specific responsibilities should be to:

1. Further the purposes of this association.
2. Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to her/him by the district governor.
3. In coordination with the district GMT chairperson, play an active role in organizing new clubs and strengthening weak clubs.
4. In coordination with the district GLT chairperson, play an active role in supporting leadership initiatives by informing Lions within the region about leadership development opportunities.
5. Visit a regular club meeting of each club in his/her region at least once during her/his term of office, reporting his/her findings to the district governor, GMT and GLT chairpersons.
6. Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting her/his findings to the District Governor, GMT and GLT chairpersons.
7. Promote the Club Excellence Process to the clubs within the region and work in concert with the district GMT and GLT chairpersons and the district governor team to implement the program within the region.
8. Endeavor to have every club in her/his region operating under a duly adopted club constitution and by-laws.
9. Promote representation at International and District conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
10. Carry out such official club visitations to club meetings and charter nights as shall be assigned to her/him by the district governor.
11. Perform such additional assignments as shall be given to him/her, from time to time, by the district governor. In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives.

Section H: Duties of the Zone Chairperson

The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in her/his zone. Her/his specific responsibilities should be to:

1. Further the purposes of this association.
2. Serve as chairperson of the District Governor's Advisory Committee in her/his zone and as such chairperson to call regular meetings of said committee.
3. Endeavor to include the district GMT and GLT chairpersons and the District Governor's Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and leadership development and how these teams and the District Governor's Team may assist with membership and leadership development within the zone.

4. Make a report of each District Governor's Advisory Committee meeting and send copies within fifteen (15) days thereafter to Lions Clubs International, and the district governor, District GMT and GLT and Region Chairpersons.
5. In coordination with the district GMT chairperson, play an active role in organizing new clubs and strengthening weak clubs within his/her zone.
6. In coordination with the district GLT chairperson, play an active role in supporting leadership initiatives by informing Lions within the region about leadership development opportunities.
7. Supervise the progress of district and LCI projects in her/his zone.
8. Represent each club, in her/his zone, regarding any problems to the District Governor's Team or Lions Clubs International.
9. Visit a regular club meeting of each club in his/her zone at least once during her/his term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses she/he may have discovered, with a copy to the district governor, GMT and GLT chairpersons.
10. Endeavor to have every club in her/his zone operating under a duly adopted club constitution and by-laws.
11. Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting her/his findings to the District Governor, GMT and GLT chairpersons.
12. Promote the Club Excellence Process to the clubs within the zone and work in concert with the district GMT and GLT chairpersons and the district governor team to implement the program within the zone.
13. Promote representation at International and District conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
14. Carry out such official club visitations to club meetings and charter nights as shall be assigned to her/him by the district governor.
15. Perform such additional assignments as shall be given to him/her, from time to time, by the district governor. In addition, the zone chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a zone chairperson's manual and other directives.

Section I: Duties of the Cabinet Secretary

He/she shall act under the supervision of the District Governor. Her/his specific responsibilities shall be to:

1. Further the purposes of this association.
2. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - a. Keep an accurate record of the proceedings of all meetings of the cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the cabinet and the office of Lions Clubs International.
 - b. Take and keep minutes of the district convention and furnish copies of the same to Lions Clubs International, the District Governor and the secretary of each club in the district.
 - c. Make reports to the cabinet as the district governor or cabinet may require.

- d. 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 Constitution and By-Laws, and/or this Policy Manual or as may be assigned to him/her from time to time by the District Governor or the cabinet.
 - e. Sign all notices and documents issued by the Cabinet.
 - f. Make other reports at such times as the District Governor or the Cabinet may require.
3. Perform such other functions and acts as may be required by directives of the International Board of Directors.
 4. Deliver, in a timely manner, at the conclusion of his/her term in office, the records of the District to his/her successor in office.

Section J: Duties of the Cabinet Treasurer

He/she shall act under the supervision of the District Governor. Her/his specific responsibilities shall be to:

1. Further the purposes of this association.
2. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - a. Attend Cabinet, Executive, Convention and Special meetings called by the District Governor or Cabinet.
 - b. Prepare a financial statement for each Cabinet meeting, annual Convention, or upon request by the District Governor.
 - c. Collect and receive all funds due to the District.
 - d. Deposit the same in such financial institutions as the District Governor or the Cabinet shall determine.
 - e. Disburse funds only by order of the District Governor or the Cabinet.
 - f. Keep accurate books and records of accounts, and permit inspection by the District Governor, any Cabinet member, and any Club (or authorized agent of any of them) at any reasonable time for any purpose.
 - g. Upon direction of the District Governor or the Cabinet, he/she shall furnish any such books and records as requested to an auditor/reviewer appointed by the District Governor or the Cabinet.
 - h. District Convention expenses shall be paid by the Cabinet Treasurer.
 - i. Disbursements shall be by checks drawn and signed by one Cabinet officer. The signing authorities may be any one (1) of the following: the Cabinet Treasurer, the District Governor or the Cabinet Secretary.
 - j. Disbursements shall be accomplished by the Cabinet Treasurer based on approval of the Cabinet; or the Executive Committee, when such disbursements are based on the approved Fiscal Year Budget.
 - k. The cabinet treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of the bond shall be an administrative expense.
 - l. Give to the Cabinet Secretary an up-to-date financial statement to be included in the notice of a full cabinet meeting.

- m. Any bills that are not paid in the Lionistic year shall be carried over to the next year. No checks should be written outside of your Lionistic year. The Lionistic year is from July 1 to June 30.
 - n. If you have any questions about any bills discuss them with the District Governor and/or the Finance Committee before payment is issued.
 - o. You should not approve or pay any bill that will cause indebtedness to the District.
 - p. Amounts to be paid should be in the budget or approved by the Cabinet.
 - q. Income shall include:
 - i. District Dues,
 - ii. Voluntary Contributions,
 - iii. Other fund-raising activities approved by the Cabinet.
 - r. Expenses shall include:
 - i. District photocopying,
 - ii. Stationery, name tags and crests,
 - iii. Printing and postage carried out for the good of the District,
 - iv. Bank Service Charges, administrative postage and fax costs,
 - v. District Governor's Appreciation Awards,
 - vi. Induction kits and supplies,
 - vii. District Directory,
 - viii. Chairperson budget items approved by the Cabinet,
 - ix. Other items approved by the Cabinet,
 - x. Expenses of the district governor elect in connection with his/her attending the international convention, (Per Article 1, Section 6 of the District Constitution and By-Laws)
 - xi. First Vice District Governor companion travel to an offshore International Convention, with a limit of \$500.00.
3. Perform such other functions and acts as may be required by directives of the International Board of Directors.
 4. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the District to his/her successor in office.

Section K: District Governor's Cabinet

The District Governor's Cabinet shall:

1. Further the purposes of this association.
2. Assist the District Governor in the performance of her/his duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District.
3. Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
4. Supervise the collection of all dues and taxes by the Cabinet Treasurer, designate a depository for said funds and authorize the payment of all legitimate expense pertaining to the administrations of the affairs of the District.
5. Secure, set the amount of and approve the surety company issuing the surety bond for the Cabinet Treasurer.
6. Secure, semi-annually or more frequently, district financial reports from the cabinet secretary or cabinet treasurer.

7. Provide for an audit of the books and accounts of the Cabinet secretary and Cabinet Treasurer as needed.
8. With the District Governor's approval, set up definite schedule of dates, times and places of Cabinet meetings to be held during the fiscal year.
9. Increase membership in the District.
10. A record of all established Cabinet positions shall be maintained by the Cabinet secretary.

Section L: Duties of the Sergeant-At-Arms

The Sergeant-At-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to her/his office under Robert's Rules of Order, Newly Revised.

ARTICLE 3: DISTRICT BUDGET AND FINANCE

Section A: Appointment

The District Governor shall appoint a Budget and Finance Committee consisting of: District Governor, the First and Second vice District Governors, the District Treasurer and other Lions as the District Governor deems necessary.

Section B: Mandate

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

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

The District Governor and the Cabinet may make changes to the budget at any time during the year, but said changes must continue to reflect a balanced budget.

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.

Section C: Annual Budget Process

Members of the Cabinet must submit their budget requests to the District Governor and District Treasurer no later than June 1 of each Lions year. The budget requests should include requests for: mileage (LCI audit rate); lodging (LCI audit daily rate); food (State of Montana established rates); equipment, supplies, awards, other.

The annual proposed budget will be presented to the Cabinet for their review and approval at the first Cabinet meeting of the upcoming Lions year.

ARTICLE 4: 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 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 37 Rules of Expenses and Reimbursements

District 37 shall use the International “Rules of Audit” established by Lions Clubs International, during the fiscal year, to compensate, in part, for related expenses of travel, lodging and meals for members of the Cabinet that are conducting “official business” of the District. These expenses and definition of “official business” shall be approved by a vote of the Cabinet.

Section C: District Governor, First and Second Vice District Governors Expense Fund

1. 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 of the receipts and/or invoices must be submitted to LCI); copies of the receipts and/or invoices will be accepted. A maximum amount of \$2,000.00 maybe claimed for their term of office. All claims must be made to the Cabinet on or before September 15 of the Lionistic year immediately following their year as District Governor.
2. The First vice District Governor Expense Fund is payable to the First vice District Governor when the funds are available and when requested. The First vice District Governor is required to supply original receipts and/or invoices. A maximum amount established and approved by the District Cabinet maybe claimed for their term of office. All claims must be made to the Cabinet on or before September 15 of the Lionistic year immediately following their year as First vice District Governor. In addition the First vice District Governor may claim up to an additional \$1,000.00 to attend the USA/Canada Leadership Forum with accompanying original receipts.
3. The Second vice District Governor Expense Fund is payable to the Second vice District Governor when the funds are available and requested. The Second vice District Governor is required to supply original receipts and/or invoices. A maximum amount established and approved by the District Cabinet maybe claimed for their term of office. All claims must be made to the Cabinet on or before September 15 of the Lionistic year immediately following their year as Second vice District Governor. In addition the Second vice District Governor may claim up to an additional \$1,000.00 to attend either ALLI or RLLI, during their year as 2VDG, with accompanying original receipts.

Section D: Zone Chair Expenses

A maximum amount established and approved by the District Cabinet maybe claimed for their term of office. All claims must be made to the Cabinet on or before September 15 of the Lionistic year immediately following their year as Zone Chair.

Section E: District 37 Friendship Committee Funds

Funds shall be transferred from the District 37 Administrative funds to the District 37 Friendship Committee. This transfer is to cover \$1.00, which is collected as part of the District 37 dues that has been set-aside for the District 37 Friendship Fund. See Chapter 10 – regarding the District Friendship Fund.

Section F: Disbursements

All disbursements for expense under District 37 Rules of Expense and Reimbursements shall be deemed to reflect the District’s financial ability to pay.

Section G: Leadership Training Expenses

The Cabinet may budget \$2,000.00 each Lionistic year, when funds are available, for the purpose of developing future District Leaders. This money will be used for attending Lions International sanctioned training institutions or programs, such as Advance Lions Leadership Institutes (ALLI), Regional Lions Leadership Institutes (RLLI) or the USA/Canada Forum. The maximum claim any one Lion can make for reimbursement of expenses shall be \$500.00 and must include original receipts and/or invoices. Should a situation occur where more than 4 Lions apply for this expenditure the money shall be divided equally amongst all attending and making a request to the District Cabinet. All claims for reimbursement must be presented for payment no more than 45 days after the training event. Revised April 29, 2018

Section H: USA/Canada Forum

Funds available from the district’s USA/Canada Forum account will be disbursed using the following guidelines:

1. Lions committed to senior District leadership positions will be given priority for reimbursement;
2. Lions Club officers would be next in line for reimbursement consideration;
3. Lions from District clubs would be given consideration for reimbursement;
4. This policy takes effect on October 1, 2017.

Section I: Campus Clubs

The District will waive a campus club’s membership dues for 1 year. The year will be the year the club is established. Revised April 29, 2018

ARTICLE 5: DISTRICT DRESS CODE

This chapter is to give guidance to the District Governor and Vice District Governors as to the appropriate dress for Lions functions within the jurisdiction of the District. It also provides guidance for Lions in attendance at the International Convention, regarding the proper attire for the International Parade.

Section A: Business Dress

Appropriate dress for a male District Governor or male Vice District Governor will be: blue blazer, gray slacks, white shirt, Lions tie and black shoes.

Appropriate dress for a female District Governor or female Vice District Governor will be: blue blazer, gray slacks or skirt, white matching blouse, Lions tie or similar scarf and black shoes.

Section B: Parade Dress

The District Governor will appoint a committee, annually. The committee will make recommendations based on Lions attending the convention, convention location and other related factors. The final decision on parade dress will be made by the Cabinet.

ARTICLE 6: DISTRICT COMMITTEES

Section A: District Executive Committee

The Executive Committee shall consist of the District Governor as the Chief Executive Office, the Immediate Past District Governor, the Vice District Governors, the Cabinet Secretary and the Cabinet Treasurer. The District Governor may appoint the Region Chairpersons to serve on the Executive Committee. This committee to address issues referred to it by the full Cabinet for decisions on an ad hoc basis. The Executive Committee will also deal with issues that arise between full Cabinet meetings.

Section B: District Governor's Advisory Committee

In each Zone, the Zone Chairperson and the Presidents and Secretaries of the Clubs in the Zone shall compose a District Governor's Advisory Committee, with the Zone Chairperson as Chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting 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 30 days prior to District Convention or International Convention, should the District Convention be held in the autumn. It shall assist the zone chairperson in an advisory capacity, procure recommendations affecting the welfare of Lionism and the Clubs in the Zone, and relay the same through the zone chairperson to the District Governor and her/his Cabinet.

Section C: District Governor's Special Advisory Committee

The District Governor may appoint a District Governor's Special Advisory Committee composed of Past International Officers who are members in good standing of Clubs within the District, the 1st Vice District Governor, 2nd Vice District Governor, District Secretary, District Treasurer, Immediate Past District Governor and other appointees. This committee shall meet when and as called upon by the District Governor. The committee shall be advisory and it shall act under the direction of the District Governor in the promotion of harmony throughout the District.

Section D: District Cabinet Committees

The District Governor may establish and appoint such other committees and/or chairpersons as she/he deems necessary and appropriate for the efficient operations of the District. Such committee chairperson shall be deemed voting members of the District Cabinet.

ARTICLE 7: DISTRICT ENDORSED PROJECTS

Section A: Lions Clubs International Endorsed Projects

All projects that are endorsed by Lions Clubs International are hereby included as endorsed projects for District 37. They are automatically updated as a result of changes by LCI. The list includes:

1. Lions Clubs International Foundation

Section B: District 37 Specific Endorsed Projects

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

1. Review the existing endorsed projects and shall extend or cancel the endorsement.
 - a. A summary of annual activities must be presented as well as a list of proposed changes to the project and project goals.
2. The Cabinet will review applications for endorsement and shall approve the project for endorsement or may request additional information from the applicant or may reject the application. (See Section C for application requirements)

The District Secretary will record and maintain a list of current endorsed projects. The list of projects will be placed on the district's website and kept up-to-date.

Section C: Application and Approval Procedures for Project Endorsement

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

1. A statement of need or purpose, project goals and/or objectives.
2. Identification of the beneficiaries of the project.
3. Identification of the expected involvement of the Lions of the District.
4. An organization structure including the names and roles of Lions, or Leos who will be involved in leadership roles.
5. Evidence that an investigation was conducted to determine that the proposed project does not duplicate services of other Lions International or District 37 projects.
6. Evidence that the proposed project complies with Lions International and/or District 37 Constitution and By-Laws.
7. Identification of how the involvement of District 37 will be recognized.

The application is to be submitted in duplicate, four (4) weeks prior to the first Cabinet meeting of upcoming Lions year. 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 first Cabinet meeting of the upcoming Lions year.

ARTICLE 8: DISTRICT CONVENTION

Section A: Time and Place

An annual convention of the District shall be held each year to conclude no less than thirty (30) days prior to the convening of the International Convention at a place selected by the delegates to the previous annual convention of the District and at a date and time fixed by the District Governor.

Section B: Club Delegate Formula

Each chartered club in good standing in Lions Clubs International and this District shall be entitled in each annual convention of this District to one (1) delegate and one (1) alternate for each (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as show by the records of the International office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate, present in

person, shall be entitled to cast one (1) vote only on each question submitted to the respective convention. All eligible delegates must be members in good standing of a club in good standing within the District.

Section C: Quorum

The attendance, in person, of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

Section D: Convention Chairperson

The Chairperson of the Convention shall be chosen, Not Later Than, April 1, two years prior to the District Convention.

Section E: Convention Advisory Committee

A District 37 Convention Advisory Committee shall be created and/or maintained to ensure excellence in District 37 Conventions and to provide continuity and long range planning. The Committee shall be composed of one (1) Past District Governor; two (2) Host Convention Chairpersons – one from the club hosting the District Convention and one from the club hosting the previous District Convention, the District Governor and other Lions appointed by the District Governor.

Section F: Convention Fund

1. Convention Fund Tax: In lieu of or in addition to a district convention registration fee, an annual district convention fund tax of \$1.00 shall be levied upon each member of each club within the District.
This tax is part of the present dues being collected. These funds will be used to help the convention host committee with initial expenses, startup costs, associated with the annual district convention. Funds will be provided to the convention committee upon Cabined approval of a draft budget for the upcoming convention.
2. Within 60 days of the conclusion of the annual convention the convention committee chair shall submit a final detailed financial report, and lessons learned, to the District Secretary.
3. Based on the final financial report, the host committee chair may request up to a 50 percent split with the District of the proceeds from the convention. The final decision on any split will rest with the sitting Cabinet.
4. The District portion of the proceeds will be retained as a separate District Convention account. The use of these funds will be based on a vote of the sitting Cabinet, limited to use for future conventions or to cover losses sustained by the convention committee.

ARTICLE 9: LEADERSHIP DEVELOPMENT

Section A: Attending Leadership Development

Lions within the District are encouraged to attend Lions sanctioned leadership development. To help with the expenses incurred to attend training District 37 will provide financial assistance to attendees, based on the following criteria. Within 30 days of attendance of a Lions sanctioned training, Priority will be given to Lions presently on or coming on the District Cabinet. All claims must be made within 30 days of attendance, or at the latest by August 1 of the Lionistic year immediately following their attendance of a Lions sanctioned training such as USA/Canada Forum, ALLI, or RLLI. The attendee must forward to the Cabinet Treasurer original receipts for travel such as hotel, meals or mileage/gas receipts. An event registration

receipt must also be presented if reimbursement is requested. There shall be a \$500 limit per attendee, which could be less based on the total number of attendees in a given year and the amount of funds that are available from the District for disbursement for leadership development. Total amount of available funds will be determined by the District Cabinet each Lionistic year. Lions are encouraged to have their Clubs help defray some of the expenses, such as registration fee or additional travel above the \$500.00 limit from the District.

ARTICLE 10: DISTRICT FRIENDSHIP COMMITTEE Revised April, 2018

Section A: Committee

The Committee shall consist of 5 to 7 members to include the current Montana District 37 International Director (or their representative), any District 37 Past International Directors, and the current District Governor. The remaining committee members shall consist of Lions who will be members in good standing. The committee will annually select a Chairperson, Secretary, Treasurer, or Secretary/Treasurer from within the membership. The most recent Past International Director will serve as the Political Advisor. Vacancies will be filled by the Friendship Committee members. Funds will be disbursed only on approval of the committee.

Section B: Functions

- Enable Montana District 37 Lions to be elected to International office;
- Entertain International Lions guests of Montana District 37;
- Assist Montana District 37 in projecting a favorable image to International Lions and VIP's from outside the District;
- Assist the 1st VDG to attend the USA/Canada Leadership Forum by providing the Forum Registration fee;
- Assist 2nd VDG to attend the USA/Canada Leadership Forum by providing the Forum registration fee if requested by the District Governor elect;
- Supervise the Political Advisor and International Participation on behalf of the District and conduct fundraising activities.
- Manage funds, assessed annually from dues and surplus funds from previous years, designated for the Friendship Committee and retain all funds in a dedicated Friendship Committee account.

Section C: Funding

The District Friendship fund will receive \$1.00 annually per Lion member from the dues that are collected by the District. The number of members will be established by the total number of Lions within District 37 as shown on the final LCI report for the month of November for the Lionistic year billed.

As part of fundraising, the committee shall handle the purchase and sale of pins to include District Governor, District and Club pins.

The committee will prepare and present a financial statement as requested by the cabinet.

ARTICLE 11: DISTRICT 37 HALL OF FAME

Section A: Hall of Fame

Any Lion or Lioness may nominate a candidate from the District to be included in the District 37 Hall of Fame.

1. The District Governor must receive nominations at least 30 days prior to the District's Annual Convention.
2. The award may be presented to either a Lion or Lioness, with only one recipient annually.
3. The award may be presented posthumously.
4. Each Candidate must have 15 years of service, been a participating member of a District Cabinet for 5 years, and not be a member of current Executive Committee.
5. The current Executive Committee shall decide on the recipient for the District 37 Hall of Fame from all of the candidates received by the District Governor within the required timeframe and meeting all of the other minimum qualifications to be considered.
6. Each candidate should have qualifications above and beyond the call of duty including social and human endeavors. She/he should be of good moral character and have a good reputation in his/her community.
7. The sponsor will ensure the candidate, or a representative, will be in attendance at the District Convention.
8. The successful candidate will be inducted to the Hall of Fame at the District Convention.
9. A brief biography of the inductee shall be announced to the delegates attending the District Convention.
10. All sponsor(s) shall use the standard District nomination form. No others will be accepted. (Exhibit D of this Policy Manual)
11. A perpetual plaque will be kept and displayed at the annual District Convention.
12. All past honorees of Multiple District 37 Hall of Fame, which are, or were, Lions from a Club within District 37 will automatically be members of the District 37 Hall of Fame.

ARTICLE 12: DUES COLLECTION AND PAYMENT

Section A: Dues Collection and Payment

All clubs will be required to collect and pay LCI dues, District dues and the LCI initiation fee prior to submission of a new membership application to LCI. Revised July 16, 2017.

POLICY REVISIONS

July 2015

July 2017

EXHIBIT A
SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.

DISTRICT 37 - CONVENTION

Rule 1: The district governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2: Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 37 Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3: (a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/ treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson.

The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

(b) The registration and certification of delegates shall occur on the day(s) of _____ between the hours of _____ and _____.

(c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4: (a) 60 days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of three (3) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within 5 days prior to the election and rule on the eligibility of the same.

(b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5: Replacement of delegates and alternate delegates.

(a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing.

(b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting

personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Rule 6: Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/ seconding speeches not to exceed five (5) minute(s) for each nominee.

Rule 7: (a) Prior to the convention, the district governor shall appoint, and designate the chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.

(b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.

(c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

Rule 8: Voting: (a) Voting will take place at a predetermined location and time.

(b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.

(c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

(d) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.

(e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

**EXHIBIT B RULES OF PROCEDURE
SPECIAL MEETING TO RECOMMEND A LION FOR
APPOINTMENT AS DISTRICT GOVERNOR**

Rule 1: In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary/treasurer and all past international presidents, past international directors and past district governors **who are members in good standing of a chartered Lions club in the district** for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2: Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen **(15) days** of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

Rule 3: The chairperson shall maintain a **written** attendance roster.

Rule 4: Each Lion that is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5: Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6: Voting: (a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7: At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8: The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any club member as district governor for the (remainder of the) term.

**SUMMARY OF RULES
SPECIAL MEETING TO RECOMMEND A LION FOR
APPOINTMENT AS DISTRICT GOVERNOR**

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.

**EXHIBIT C RULES OF PROCEDURE
SPECIAL MEETING TO RECOMMEND A LION
FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR**

Rule 1: In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term.

Rule 2: In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out written invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

Rule 3: The district governor shall maintain a written attendance roster.

Rule 4: Each Lion that is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5: Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6: Voting: (a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a majority vote.

Rule 7: At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

EXHIBIT D
Nomination Form
District 37 Hall of Fame

Date:

Candidate's Name:

Candidate's Address:

Candidate's Phone #:

Candidate's Immediate Family:

Family Addresses:

Sponsor:

Sponsor Contact Information:

CRITERIA:

Date Candidate joined Lions:

Candidate's current Club:

List of all clubs in which Candidate has held membership:

List Past Club Offices held:

List Current Club Offices:

List District positions held:

List LCI positions held:

List all Lion's awards and honors received:

Is candidate a Life Member of District37 or LCI?_____If so, how long?

How many new members has candidate sponsored?

State reasons why you think this member is a worthy candidate for the District 37 Hall of Fame:

List any other information that you feel may be applicable:

Please feel free to include any news articles.

Note: This form/application must be filed with the District Governor at least 30 days before the District Convention.

