



District 20-K1

Policy Manual

Revised June 22, 2018

PREFACE

INTRODUCTION

The contents of this manual, as published, constitute various procedures and policies as approved by Past District Governors' Association, and a majority vote of the District 20-K1 Cabinet.

PURPOSE

The intent of this manual is to set, in writing, a standardized method of operation for District 20-K1 by the District Governor, Past District Governors' Association, and District 20-K1 Committees.

OPERATION

The policies herein shall immediately become effective at the start of the next Lionsitic year after adoption by a majority vote of the District 20-K1 Cabinet. They shall remain in effect until they may be revised or rescinded after presentation of any proposed amendment to the Policy Manual Committee for evaluation and review, unless a more restrictive procedure is set herein for any section or portion thereof. No policy shall contradict the Lions Clubs International and MD-20 Constitution and By-Laws.

Manual Form: The District 20-K1 shall be maintained in electronic form only.

Policy Manual Revisions: The District 20-K1 Policy Manual shall be maintained in electronic form only.

DISTRIBUTION

Copies of this manual shall be made available by the District Cabinet Secretary/Treasurer in electronic format for use by the District Governor, the Past District Governors' Association, the Finance Committee, and Constitution and By-Laws Committee and the Policy Manual Committee. Copies may also be made available to the 1st and 2nd Vice District Governors, if requested. Copies shall be distributed to a Lions Club by the District Cabinet Secretary/Treasurer, upon written request from the Club President or Secretary. The updated Policy Manual will be placed on the District Website.

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PS001

Purpose: It is understood that all policies must conform to the District 20-K1 Constitution and By-Laws, Multiple District 20 Constitution and By-Laws, and the Lions Club International Constitution and By-Laws. The purpose of the policy manual is to put in an easily readable and understandable form the pertinent procedures to be followed by the District 20-K1 Cabinet and the Committees so appointed by the District Governor. It will also outline policy for District Activities and District Funds and Finance.

This document is intended to be gender neutral. Any reference to the contrary will be interpreted as gender neutral.

*****NOTHING FOLLOWS*****

District Governor

Purpose: The purpose of this policy is to set forth guidelines to assist the District Governor in the administration of his/her activities and duties as District Governor of District 20-K1.

The job of the District Governor is that of administrative. The Governor shall remember at all times they are the liaison between Lions Clubs International and the Lions Clubs of District 20-K1. The Governor shall remember that this is their year of service to the Clubs.

General

1. The primary function of the District Governor is to coordinate the promotion of leadership and harmony among the members of District-K1 and to conduct the affairs of the District in accordance with the Constitutions of the District, Multiple District and Lions Clubs International.
2. The District Governor, after his/her election and before July 1 will appoint a Cabinet Secretary and Treasurer or Secretary-Treasurer, a Region Chairperson for each Region, A Zone Chairperson for each Zone and a Chairperson for each District Committee. The District Governor shall inform all appointees of their responsibilities.
3. The District Governor shall issue the call for District Cabinet Meetings through the office of the Cabinet Secretary or Secretary-Treasurer.
4. Through the District Governor's efforts, the Cabinet Secretary or Secretary-Treasurer shall prepare an agenda for each District Cabinet Meeting.
5. The District Governor shall preside at all District Cabinet Meetings with the assistance of the First vice District Governor to accept the reports of the District Committees.
6. The District Governor shall be knowledgeable of all duties of the District Cabinet and appoint committees, and be responsible for their functions being properly accomplished.
7. The District Governor shall maintain a close relationship with the Vice District Governors, the Cabinet Secretary and Treasurer or Secretary-Treasurer, Region Chairpersons and Zone Chairpersons and as such shall keep the Cabinet fully aware of the happenings in the District and Lionism in general within District 20-K1, the MD 20 Council of Governors and Lions Clubs International.
8. The District Governor will be required to report to Lions Clubs International and MD20 Council relative to the affairs of the Lions of District 20-K1.
9. Should the District Governor need assistance and advice before finalizing decisions, he may seek the advice of the Vice District Governors and the Past District Governors of District 20-K1 who make up the District Honorary Committee.

10. The District Governor will be required to hold a minimum of three (3) Cabinet Meetings, a Sub-District Convention and a District Leadership Conference. At the discretion of the District Governor a fourth Cabinet Meeting may be called at a time and location to be announced. The District leadership Conference may be held regionally.
11. The District Governor, at his/her first Cabinet Meeting, will submit for approval by the Cabinet, the goals, projects and administrative budget.
12. The District Governor will publish a District Newsletter which will be made available on the District website for download. This newsletter should be provided on a monthly schedule.
13. The District Governor shall meet with the District Governor Elect as soon as possible after the election to discuss all pertinent affairs of the District for a smooth transition of the office. Items to be discussed could be transfer of administrative responsibilities, dress codes, gifts, and functions to attend etc.
14. As soon as possible after the nomination of a candidate for District Governor, the District Governor shall send to the Multiple District Secretary-Treasurer "Official Notice" of the nomination to include the full name and address of the District 20-K1 candidate.
15. The District Governor shall attempt to visit every Lions Club within the District during his/her term in office.
16. The District Governor with the assistance of his/her Secretary or Secretary-Treasurer and/or committee appointed by him/her, shall publish a District 20-K1 Directory on the District 20-K1 website and shall be available for download. This policy does not preclude the publication of a hard copy of the Directory.
17. The District Governor shall have all reimbursable district expenses submitted to the Cabinet Treasurer or Cabinet Secretary/Treasurer no later than July 1st.
18. Provide an End of year report -

*****NOTHING FOLLOWS*****

PS102

First Vice District Governor

Purpose: The purpose of this policy is to set forth guidelines to assist the First Vice District Governor in the administration of his/her activities and duties as First Vice District Governor of District 20-K1.

General

1. The First Vice District Governor shall attend all regular and special meetings of the District Cabinet.
2. He/she shall prepare and submit at each Cabinet Meeting a required written report of his activities.
3. Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these bylaws and rules of procedure adopted by the International Board of Directors.
4. He/she shall familiarize himself with the duties of District Governor so that he/she is capable of discharging the duties of this office if called upon by the District Governor to do so.
5. He/she shall assist in such administrative duties as may be assigned him/her by the District Governor.
6. He/she shall perform such assignments as shall be given him/her from time to time by the District Governor.
7. He/she shall work closely with the District Governor on special projects as may be requested by the District Governor.
8. He/she shall work closely with the Extension Chairperson and help in the formation of new clubs.
9. He/she shall represent the District Governor whenever asked to do so at various District functions.
10. He/she shall attend the approved Multiple and International VDG School and training as required by LCI.

*****NOTHING FOLLOWS*****

PS103

Second Vice District Governor

Purpose: The purpose of this policy is to set forth guidelines to assist the Second Vice District Governor in the administration of his/her activities and duties as Second Vice District Governor of District 20-K1.

General

1. The Second District Governor shall attend all regular and special meetings of the District Cabinet and conduct such meetings in the absence of the District Governor, and First Vice District Governor.
2. He/she shall assist in such administrative duties as may be assigned to him/her by the District Governor.
3. Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the offices of District Governor and First Vice District Governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting District Governor or acting Vice District Governor until the vacancies are filled according to the by-laws and rules of procedure adopted by the International Board of Directors.
4. He/she shall assist in such administrative duties as may be assigned him/her by the District Governor.
5. He/she shall perform such assignments as shall be given him/her from time to time by the District Governor.
6. He/she shall work closely with the District Governor on special projects as may be requested by the District Governor.
7. He/she shall work closely with the Extension Chairperson and help in the formation of new clubs.
8. He/she shall represent the District Governor whenever asked to do so at various District functions.

*****NOTHING FOLLOWS*****

PS104

Cabinet Secretary

Purpose: The purpose of this policy is to set forth guidelines to assist the Cabinet Secretary with the duties and responsibilities of this office as required by the Constitution and By-Laws of District 20-K1.

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

General

1. Perform such duties as are implied by the title of said office, including but not be limited to the following duties,
2. Prepare and mail notice of all District Cabinet meetings two to three weeks prior to the date of the next Cabinet meeting.
3. Provide a printed agenda at Cabinet meetings to assist the District Governor with his/her efforts to maintain an orderly meeting.
4. Keep an accurate record of proceedings of all meetings of the Cabinet, and within 15 days forward copies of the same to all meetings of the Cabinet, the office of the MD20 Secretary-Treasurer, and the office of Lions Clubs International, Past District Governors.
5. Make reports to the Cabinet as the District Governor or Cabinet may request.
6. Keep minutes of all Cabinet and District 20-K1 meetings and permit inspection of the same by District Governor, any Cabinet member and any Club (or any authorized agent of any of them) at any reasonable time for any proper purpose.
7. Aid and assist in the preparation of the District Directory, District Annual Reports and District Newsletters, as directed by the District Governor.
8. Place in the hands of his/her successor all records which pertain to the office of Cabinet Secretary immediately following the end of the fiscal year.

*****NOTHING FOLLOWS*****

PS105

Cabinet Treasurer

Purpose: The purpose of this policy is to set forth guidelines to assist the Cabinet Treasurer with the duties and responsibilities of this office as required by the Constitution and By-Laws of District 20-K1.

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

1. Perform such duties as are implied by the title of said office, including but not be limited to the following duties.
2. Assist the District Governor in the preparation of the District Administration Budget, serving as a member of the District Budget Committee.
3. Arrange facilities for banking and disbursement of all District Administration Funds.
4. Receive all monies from the District Cabinet, Club Officers and/or District Committee Chairperson, and deposit these monies in the appropriate account.
5. Maintain a proper and accurate set of records on District Depository, Leadership Fund and District Investments.
6. Prepare Monthly Treasurer's Report.
7. Assist in the District Governor to operate within the approved District Administration Budget.
8. Prepare a financial report for each District Cabinet meeting and a final report at the end of his/her year summarizing income and disbursements of all District Accounts.
9. Present financial records to the Financial Committee for audit within sixty (60) days of the end of the fiscal year, and upon completion of the audit release all records which pertain to the office of Secretary-Treasurer to his/her successor.
10. He/she shall pay all bills and obligations of District 20-K1. Checks must have two (2) signatures, including the District Governor and the Cabinet Secretary-Treasurer or Treasurer.

*****NOTHING FOLLOWS*****

PS106

Cabinet Secretary-Treasurer

Purpose: The purpose of this policy is to set forth guidelines to assist the Cabinet Secretary-Treasurer with the duties and responsibilities of this office as required by the Constitution and By-Laws of District 20-K1.

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

1. Perform such duties as are implied by the title of said office, including but not be limited to the following duties,
2. All duties are prescribed in Policy Statements 104 and 105 which refer to the Cabinet Secretary and Cabinet Treasurer respectively.

*****NOTHING FOLLOWS*****

PS107

Immediate Past District Governor

Purpose: This policy is written to give guidelines in executing this office in the hope that any assistance or experience can be shared with the current District Governor and his/her Cabinet.

General

1. This office carries with it voting rights on the District Governor's Cabinet.
2. The Immediate Past District Governor would be expected to serve on whatever committee the District Governor would request.
3. He/she will assume the Chair of Honorary Committee made up of Past District Governors within the District.
4. He/she is expected to attend all Cabinet meetings called by the District Governor.
5. He/she shall disseminate any knowledge or information that would be helpful in carrying out a smooth transition from one administration to another.
6. He/she will run the New Officers Training to be held in June of each year.
7. He/she will chair the district's Humanitarian Luncheon to be held in January of each year.

*****NOTHING FOLLOWS*****

PS108

Region Chairperson

Purpose: To set forth the duties and to provide guidelines to fully carry out the responsibilities as a Region Chairperson in his/her respective Region within District 20-K1.

Requirements:

He/she has been a Past President of a Lions Club and has served at least two (2) additional years on a Lions Club Board of Directors. He/she must be a member of a club within his/her Region and must have served as a Zone Chairperson.

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

1. Attend all regular and special meetings of the District Cabinet.
2. Prepare and submit a written report at the Cabinet meetings and as the District Governor may request.
3. Assist the District Governor in promoting Lionism in his. /her Region.
4. Attend a regular meeting of each club in his Region at least once during the year in addition to accompanying the District Governor on his/her official visit to each club.
5. Supervise and assist the Zone Chairperson of his/her Region in the performance of their duties and cooperate with them in arranging and in holding Advisory Committee Meetings.
6. Attend the Advisory Committee Meetings of his/her Zone Chairpersons in an advisory capacity.
7. Make every effort to attend District Sub-District Convention, Multiple District Convention, and the Lions Clubs International Convention.
8. Be prepared to induct new members and/or install officers when requested to do so by Lions Clubs in his/her Region.

*****NOTHING FOLLOWS*****

PS109

Zone Chairperson

Purpose: To set forth the duties and provide guidelines to fully carry out the responsibilities as a Zone Chairperson in his/her respective Zone within District 20-K1.

Requirements:

He/she will have been a Past President of a Lions Club and one who has served at least two (2) additional years on a Lions Club Board of Directors. He/she must be a member of a club within his Zone.

He/she shall act under the supervision of the Region Chairperson of his/her region and the District Governor. His/her specific responsibilities shall be to:

1. Attend all regular and special meetings of the District Cabinet.
2. Prepare and submit a written report at the Cabinet meetings and as the District Governor may request.
3. Serve as Chairperson of the Zone's District Governor's Advisory Committee and hold four (4) meetings of this committee annually. It is preferred these meetings be held within four (4) weeks of each Cabinet Meeting.
4. Meet with the Region Chairpersons of his/her region as required to review the progress of clubs within the zone.
5. Attend a regular meeting of each club in his/her zone at least twice during the year in addition to accompanying the District Governor on his/her official visit to each club.
6. Meet with and assist problem clubs and aid in the formation of new clubs.
7. Encourage all clubs to understand and become active in programs of the District, Multiple District and Lions Clubs International. This should be accomplished by using District Committee Chairpersons.
8. Be available to the District Governor or any club with his/her zone for any purpose which furthers the cause of Lionism.
9. Make every effort to attend the District 20-K1 Sub District Convention and encourage each club within his/her zone to have a full delegation attend this conference.

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PS200

District Appointments

In order to promote a smooth transition between Lionsitic years, the District Governor shall appoint each and every Committee chair for District Committees and co-Chairs where appropriate. However The District Governor and the First Vice District Governor may collaborate in the appointment of a Co-Chair if necessary and used. It is recommended and encouraged that the Co-chair will be appointed chair the following year. Each governor will choose their own Chairpersons.

*****NOTHING FOLLOWS*****

PS201

Policy Manual Committee

Purpose:

This committee is composed of the District Governor. This committee is responsible for the maintenance of the Policy Manual. It shall be the responsible for creating and updating a Table of Contents in front of the Policy Manual and an index at the end of the Policy Manual, listing all references to the subject matter contained therein, and where applicable, citing the section of the District 20-K1 Constitution and By-Laws bearing on said policy.

This committee recommends specific changes to the District Governor and PDG Association which will:

- a) Amend, delete, or supplement existing provisions when requested to do so by the District Governor and PDG Association.
- b) Keep the Manual consistent with the current District 20-K1 practices and procedures.
- c) This Committee implements the additions, amendments, and revisions to the Policy Manual after approval of specific recommendations made pursuant to PS 501 of the herein manual. Such approval shall be by the majority vote of the District 20-K1 Cabinet as well as eligible delegates to the MD-20 Convention.
- d) This Committee conforms the Manual to changes in Lions Clubs International or MD-20 Constitution and By-Laws.
- e) Unless directed otherwise, the Committee will meet annually.
 - 1. If additional meetings are needed, they shall, whenever possible, be scheduled in conjunction with other planned meetings, conferences, or conventions of the District.

*****NOTHING FOLLOWS*****

Constitution and By-Laws Committee

Purpose: This committee shall monitor the activities of the Lions within District 20-K1 to be sure that they conform to the constitution and by-laws of the District, Multiple District and Lions Clubs International.

1. The Chairperson of the committee shall be appointed annually and serve at the discretion of the District Governor.
2. A PDG may be appointed to chair this committee or, at a minimum a PDG shall be a member of this committee.
3. With the advice of the Chairperson, the District Governor shall appoint committee members.
4. The Governor shall provide a copy of the District 20-K1 Constitution and By-Laws to each new voting member of the District Cabinet annually.
5. The Chairperson shall advise the District Governor, any committee and/or any individual of action in violation of the Constitution and By-Laws of Lions Clubs International, MD20, and/or District 20-K1.
6. The committee will present to the District Cabinet any potential changes in the District Constitution and By-Laws brought to their attention at least ten (10) days prior to a Cabinet meeting.
7. The committee shall formulate the wording for changes in the District Constitution and By-Laws and cause promotion of such changes within the District before voting.
8. The committee Chairman should send any budget requests to the Budget Committee Chairman at least ten (10) days prior to the first Cabinet meeting.
9. District 20-K1 has adopted the standard form constitution as provided by Lions Club International.

*****NOTHING FOLLOWS*****

PS203

District 20-K1 Audit Committee

1. The District 20-K1 audit Committee shall be composed of 2 members appointed by the District 20-K1PDG Association and 2 members appointed by the District Governor, and 1 member appointed by the 1st Vice District Governor. The Cabinet Secretary and Cabinet Treasurer cannot be part of the committee.
2. The District Cabinet Treasurer must submit reports to the audit committee monthly as to the Income and Expense of District 20-K1.
3. The District Governor is required to meet all financial obligations by June 30th and must leave a no monetary obligations to the incoming administration.

NOTHING FOLLOWS

PS204

District 20-K1 Ways and Means Committee

The District 20-K1 committee's job is to review and oversee all the actions, appointments, and work of the District 20-K1. All appointments must be reviewed by this committee prior to their taking office. The purpose of this committee is to be a checks and balances for district activities.

The committee shall consist of 5 members, 2 appointed by the PDG Association and 3 by The District Governor.

*****NOTHING FOLLOWS*****

Budget Committee

Purpose: This committee shall prepare, review and monitor the District Budget, recommend a depository for District funds, and advise the District Governor and Cabinet on financial matters.

General Responsibilities:

1. The District Governor shall serve as Chairperson on this committee.
2. The Committee shall be composed of 4 of more member's five appointed by the District governor including: The District Governor, the Cabinet Treasurer, Cabinet Secretary , the Immediate Past District Governor, and a fifth member appointed by the District Governor.
3. The District Governor shall, at the first regular meeting of the Cabinet as defined in Article 4, Section 2A of the Constitution and By-Laws of District 20-K1, present the budget for approval for the fiscal year.
4. A standardized budget report shall incorporate al planned items of income and expenses together with all current assets held in cash or depository instruments as recommended by the Budget Committee.
5. Budgeted income shall include but not be limited to; (1) MD-20 District Administration funds (Dues), (2) Leadership raffle income. (3) State pin income, (4) District pin income, (5) Interest and/or dividends, (6) Reimbursement income from Lions Clubs International, (7) Sub District Convention registration fees, (8) Sub-District Convention dinner income, (9) Governor's Testimonial Dinner income, (10) Cabinet dinner income, (11) Miscellaneous Income.
6. Budgeted expenses items shall include but not limited to; (1) Cabinet badges, (2) Cabinet meetings, (3) Cabinet meeting meals (4) Committee expenses, (5) District Directory, (6) USA/Canada Leadership Forum expenses, (7) Sub-District Convention, (8) Sub-District Convention banquet, (9) Leadership Raffle expenses, (10) Leadership raffle awards, (11) MD 20 pins, (12) District 20-K1 pins, (13) District Governor's gifts, (14) Office supplies, (15) Peace Poster Award, (16) Cabinet Secretary or Secretary-Treasurer MD 20 Convention, (17) Insurance bond, (18) Bank charges, (19) Miscellaneous expenses, (20) Contingency expenses.
7. The Cabinet Treasurer or Secretary-Treasurer shall report on the budget, income, expense and budget variation (+,-) at each Cabinet meeting as current as practical and at the end of the fiscal year within 30 days thereafter and prior to the meeting of the next fiscal year budget committee meeting.
8. An assets balance sheet shall be maintained by the Cabinet Treasurer or Secretary-Treasurer and submitted together with the budge accounts and their variances at each Cabinet meeting and within thirty (3) days after the close of the fiscal year.

*****NOTHING FOLLOWS*****

Finance Committee

Purpose: This committee shall provide for the oversight of the financial health of the District, provide for the monitoring of the financial statements of the District Treasurer or Secretary-Treasurer and shall assist in the establishment of a standardized accounting system for the District finances.

General Responsibilities

1. The Finance Committee shall consist of the First Vice District Governor, a Region Chairperson and Past District Governor, none of whom are serving on the Budget Committee. The Region Chairperson and the Past District Governor of this committee shall be appointed by the District Governor.
2. The Finance Committee shall provide for an annual, or more frequent, audit of the books and accounts of the District.
3. The Finance Committee shall monitor the quarterly financial reports of the District Treasurer or Secretary-Treasurer to determine that budget allocations are not exceeded.
4. Expense items, not in the annual budget or that otherwise alter budget allocation, shall be referred to the Finance Committee for review and advice before Cabinet action.
5. A statement of the financial condition of the District shall be sent to Lions Clubs International, to the Multiple District Office, and to the Cabinet within sixty (60) days after the close of the fiscal year by the Immediate Past District Governor.

*****NOTHING FOLLOWS*****

PS222

District Governor's Honorary Committee

Purpose: The committee will serve in an advisory capacity to the District Governor.

1. The Chairperson of the committee shall be the Immediate Past District Governor.
2. All Past District Governors residing in District 20-K1 shall be committee members.
3. Meeting may be called by the Chairperson or the District Governor.
4. Any issue of concern to the District may be addressed.
5. The committee along with the District Governor shall meet with the nominee for District Governor, no earlier than the second Cabinet meeting no later than sixty (60) days prior to the Multiple District convention, to review their plans and to assist where possible.
6. The Chairperson of this committee shall be responsible for establishing lines of communication to all Past District Governors currently residing within the District.

*****NOTHING FOLLOWS*****

PS223

District Governor's Advisory Committee

Purpose: The committee will facilitate communications between the District administration and Club administration and among Clubs in the Zone.

1. The Zone Chairpersons shall chair this committee in their respective zones.
2. Each Club in the Zone will be represented by their President and Secretary. All Club members should be encouraged to attend.
3. All District Chairpersons and Past District Governors within a Zone should be invited to participate.
4. The Zones within a Region may choose to hold joint meetings.

*****NOTHING FOLLOWS*****

PS303

District Cabinet Meetings

Purpose: The District Cabinet Meetings are held throughout the year to transact business of the District, develop policy and share information.

1. The agenda will be prepared by the District Governor and be available in writing for the Cabinet members. The agenda should provide adequate time for officer report, Committee reports, old business, new business, information and Club concerns.
2. Written financial reports, committee reports and office reports should be available.
3. Programs or causes of interest to the District membership may be allowed time to make presentations.
4. It is at the sole discretion of the District Governor to determine who may speak at the District Cabinet Meeting. Included but not limited to; Members of the District Foundation, MD-20 NYS Foundation, MD-20 NYS approved Projects, the District PDG Association, MD 20 PDG Association; candidates for International Office.
5. Appropriate dress will be determined by the District Governor.
6. Refreshments, if served, should include something for those people with diabetes.

*****NOTHING FOLLOWS*****

PS304

District Theme

Purpose: The District Theme will give our clubs direction.

1. The District Governor should develop a “Theme” to be presented to the Lions of District 20-K1.
2. Once adopted, The PDGs of District 20-K1 will be encouraged to promote and support the District Governor’s “Theme” for his/her year of service.
3. It is suggested that the District Governor’s “Theme” for his/her year of service have relevance to the International President’s program for the year.

*****NOTHING FOLLOWS*****

PS305

Channels of Communication

Purpose: To set up guidelines to ensure information essential to each Lion and/or Lions Club is properly funneled from Lions Clubs International, Multiple District 20 and District 20-K1.

1. District Governor
 - a. The District Governor is the official liaison between Lions Clubs International, Multiple District 20 and District 20-K1. It is the responsibility of the District Governor for proper and clear channeling of communication.
 - b. The District Governor will be required to report to Lions Clubs International and the MD 20 Council relative to the affairs of the Lions Clubs of District 20-K1.
 - c. The District Governor will publish on the District website a District newsletter. A notice that the publication is ready for viewing and download shall be sent to every Lion in the District with an email address. This newsletter shall be provided on a regular monthly schedule.

2. Region Chairperson
 - a. Attend all Advisory Meetings (ACMs) in an advisory capacity and assist Zone Chairpersons in conveying pertinent information to attendees.
 - b. Attend two (2) regular meetings of each club in his/her region in addition to accompanying the District Governor on his/her official visit. Pertinent information shall be conveyed to club members at this time.
 - c. The Region Chairperson shall file a written report to the District Governor, GMT, GLT and 1st VDG following each club visitation.

3. Zone Chairperson
 - a. Hold three (3) Advisory Committee Meetings (ACMs) annually preferable within thirty days following a Cabinet meeting. Pertinent information shall be conveyed to club attendees at this time.
 - b. Attend two (2) regular meetings of each club in the Zone in addition to accompanying the District Governor on his/her official meeting. Pertinent information should be conveyed to club members at this time.
 - c. The Zone Chairperson shall file a written report to the District Governor, Region Chairperson, GMT, GLT and 1st VDG, following each club visitation.

*****NOTHING FOLLOWS*****

PS306

Club Officer Training Seminar

Purpose: To assist the District and Club Officers in District 20-K1 in the development of the leadership skills so as to provide for a stronger club and district organization for the purpose of serving our communities more effectively.

1. Immediate Past District Governor shall be responsible for planning this event. He or she, in conjunction with the GLT, GMT, Region Chairs, Zone Chairs and the Past District Governors, should be requested, and expected, to promote the seminar(s), as well as encourage all incoming club officers to attend and participate in this annual event. The IPDG should consult the DGE to ask if they have any requirements for training of their Officers.
2. The GLT, GMT and Immediate Past District Governor shall select the date(s), time(s) and location(s) of the seminar at the 3rd cabinet meeting so as to allow for promotion at Region and Zone meetings throughout the remainder of the Lions year.
3. The date(s) for the Club Officer Training Seminar(s) should be no later than June 15th, but not to be in conflict with any national or religious holidays. The committee shall have the option of not adhering to this time frame if multiple (Regional) sessions are decided upon.
4. The agenda for the seminar shall be the sole responsibility of the committee and the Immediate Past District Governor. The committee should consider receiving suggestions for the agenda from the Region and Zone Chairs as well as the officer-elect, or any other interested Lion.
5. A seminar evaluation for should be developed, and used, at the conclusion of the annual Club Officer Training Seminar. This would allow the committee to address the concerns and desires of the seminar attendees, as well as provide the foundation for future seminars. These should be reviewed annually by the planning committee.

*****NOTHING FOLLOWS*****

PS308

Awards

Purpose: Lions Clubs International is a service organization made up of clubs with individuals who donate their time, talent and energy in a voluntary manner without regard to personal gain. As a reward or recognition for outstanding service by individual Lions or Lions Clubs there are appropriate rewards which indicate the appreciation of the Lions and the public.

*****NOTHING FOLLOWS*****

PS311

District Transition and Turnover

At the end of May, the sitting District Governor shall form a transition team consisting of the Cabinet Secretary/Treasurer or the Cabinet Secretary and Cabinet Treasurer, and 1 to 2 people appointed by the 1st Vice District Governor. The transition team will go over the books and records of the District's past year, and work on transferring the bank funds from one administration to the other. In addition, the District's inventory shall be transferred. The District inventory shall include:

- The District Governor banner
- The District Banners
- The District projector and screen
- The District name plates
- The District Lion's Logo
- The District Gavel and Gong
- The District Speakers
- The District Microphone
- The District Stand
- All flags belonging to the District

*****NOTHING FOLLOWS*****

PS312

District Governor's Testimonial and Journal

All efforts shall be made to honor the District Governor near the end of their year of service to the District. In order to honor the Governor, the District may hold a Testimonial lunch/dinner and appropriate journal. While the District wishes to honor the Governor, the committee shall do its best to control expenses and cover all related costs.

*****NOTHING FOLLOWS*****

Candidates for 2nd Vice District Governor

1. Any person interested in running for the position of 2nd Vice District Governor must notify the District 20-K1 Past District Governor President and Secretary in writing of their intent to run on or before September 1st prior to the January of their announcing to the District and start of the campaign.
2. The District 20-K1 Past District Governors shall assign one PDG to each potential candidate to act as a mentor in assisting the potential candidate in preparing for their campaign. Further, that PDG shall remain with that potential candidate throughout their campaign as a mentor and will continue (subject to yearly reappointment by the PDG Association) till the 2nd VDG becomes a PDG.
3. In an effort to keep the high standards of leadership in District 20-K1, our District has chosen to enhance the requirements for 2nd Vice District Governor. Therefore; each and every candidate for 2nd Vice District Governor shall have attended at least one International Convention, one Multiple District 20 Convention, one USA/Canada Lions Leadership Forum, and either some form of leadership training (either the MD 20 Leadership Institute, or Lions Clubs International's Leadership Institutes). In addition, a candidate for 2nd VDG shall have been a Lion in K-1 for no less than 7 years.
4. Lions seeking the position of director or office of the MD-20 Foundation or District 20-K1 Foundation shall not campaign before the second Cabinet meeting of the District in accordance with rules and policies established by the Foundation.

*****NOTHING FOLLOWS*****

PS314

District Projects

1. The Job of the District Committee is to assist the clubs with the Club's projects, to assist the clubs with information to enable them to accomplish the club's goals. The District Committees are not in place to run projects, fund raisers, or be in any way in competition with the clubs. District committees should be a resource for information to provide to the Clubs.
2. When a project is too big for any one club to do on their own, the District committee shall coordinate for the clubs events and arrange for implementation. Such committees include:
 - Family fun day
 - Labor Day Parade Committee
 - Women in Lionism
 - Mid-Winter Conference
 - LCIF
 - GLT/GMT
 - Lions Alert
 - Lions Quest
 - Peace Poster
 - District Governor's Testimonial and Journal
 - NYC Marathon
3. No club should be penalized for not participating in the above events, nor be required to contribute to them.

PS401

District Depository

The bank accounts of the District shall be maintained in a bank, within District 20-K1, and convenient to the Cabinet Treasurer or Secretary-Treasurer and District Governor. The bank or banks selected by the Cabinet Secretary-Treasurer and the District Governor shall be approved by the District Cabinet at the first regularly scheduled Cabinet meeting. Wherever possible and convenient, the same bank should be used from year to year.

*****NOTHING FOLLOWS*****

PS402

Financial Records

1. The financial records of the district shall be maintained by the District Cabinet Treasurer or Secretary-Treasurer at a location convenient to him/her and the District Governor.
2. The fiscal year of District 20-K1 shall be July 1 through June 30.
3. The financial records shall be kept using accepted accounting principles.
4. The financial records of District 20-K1 shall be retained for a minimum period of seven (7) years and shall be turned over to the succeeding Cabinet Treasurer or Secretary-Treasurer within thirty (30) days of the close of the fiscal year.

*****NOTHING FOLLOWS*****

PS405

Contractual Commitments

Purpose: From time to time it becomes necessary, for advanced planning purposes, to enter into binding Contractual Agreements. In the event that this necessity should arise, the following policy shall be followed.

1. The District Governor, as the Chief Executive Officer has the authority to enter into, and sign Contractual agreements on behalf of the District. However, whenever possible prior approval of the current voting Cabinet Officers should be obtained.
2. In the event that Contractual Agreement needs to be entered into, and that event is scheduled to take place in the next fiscal year, the contract must be reviewed with, and approved by a 2/3 vote of the Voting Cabinet Officers present, at a regularly scheduled Cabinet meeting.
3. Under no circumstances, shall anyone have the authority to commit the District to a financial obligation without following these procedures.
4. In addition, no contract entered into by any District Governor may extend beyond a three period from the signing of said contract, unless voted upon by the entire voting Cabinet at a regularly scheduled Cabinet meeting.

*****NOTHING FOLLOWS*****

PS501

Adoption of the Policy manual

The adoption of this policy manual shall be done by a majority of vote of the District 20-K1 Cabinet as well as a majority vote of the eligible delegates to the MD20 convention. The Policy manual shall begin at the start of the next Lionistic year.

*****NOTHING FOLLOWS*****

PS502

Changes to this Policy Manual

Any proposed change to this policy manual shall be submitted through the sitting District Governor of 20-K1. The Governor shall forward to the Constitution and By-laws committee the proposed modification. The Constitution and by-laws committee shall make the requested change and submit it to the District 20-K1 Past District Governors Association for endorsement. Providing the District 20-K1 PDG Association has approved the change, it shall be forwarded to the Governor for approval by a majority of the District's voting cabinet at their next scheduled meeting.

*****NOTHING FOLLOWS*****

PS 503

OFFICER VISITATION REPORT

Club _____ Date _____ Officer _____

Presiding Officer _____ Location _____

Club had Greeter/s _____ President had agenda _____

Opening

Start on time _____ Pledge _____ Prayer _____ Toast _____ Songs _____

President stands while speaking _____ Members stand while speaking _____

Number attending _____ Number of members in the club _____

Guests were introduced _____ Protocol followed _____

Did you wear the state uniform? _____ Dress of membership _____

Meal

Type _____ Cost _____

Raffles _____ 50-50 _____

Tail twisting _____

Range of price _____ Variety of reasons _____

Minutes of previous meeting _____ Treasurer's report _____

Discussed fund raisers _____

Discussed service activities _____

Discussed retention and/or new membership _____

Were you asked to speak? _____ Topic _____

Inductions or ceremonies _____

Program _____

Length _____ Could other clubs use this? _____

Courtesy of members

Towards officers _____ Toward program _____ Toward you _____

Was the meeting fun? _____ Length of meeting _____

Ideas you can share with another club _____

Recommendations _____

PS504

District Website Committee Policy

The District Website Committee shall be comprised of a total of 6 Lions. Two (2) appointed by The District Governor, Two (2) appointed by the First Vice District Governor, and Two (2) appointed by the Second Vice District Governor. The intent is that as each Vice District Governor moves up, so do the Lions of the Website committee

Roles of Committee Members:

- Lions appointed by the District Governor shall serve as 1) Editor in Chief/Committee Chair and 2) Website Administrator
- Lions appointed by the First Vice District Governor shall serve as 1) Calendar Editor and 2) Directory Editor
- Lions appointed by the Second Vice District Governor shall serve as 1) History Editor and 2) Website Advisor, as defined in the Website Manual.

In the event that any Lion appointed to the Web Committee is unable or unwilling to satisfy the responsibilities of their position, they will be replaced by the District Governor, First Vice District Governor and the Second Vice District Governor who made the initial appointment. All replacement must be done with the consultation of the District Governor.