

MONTANA DISTRICT 37

POLICY MANUAL



DISTRICT 37 POLICY MANUAL TABLE OF CONTENTS

ARTICLE 1 – POLICY MANUAL

- Section A: Statement
- Section B: Changes
- Section C: Perpetuity
- Section D: Availability

ARTICLE 2 – DISTRICT OFFICERS

- Section A: Qualifications for District Governor
- Section B: Qualifications for First and Second Vice District Governor
- Section C: Formation of Third Vice District Governor position
- Section D: Qualifications for Region/Zone Chairperson

ARTICLE 3 – DISTRICT BUDGET AND FINANCE

- Section A: Appointment
- Section B: Mandate
- Section C: Annual Budget Process
- Section D: Operating Reserve
- Section E: Monetary Donations

ARTICLE 4 – RULES OF EXPENSES AND REIMBURSEMENTS

- Section A: Lions International Rules of Audit
- Section B: District 37 Rules of Expenses and Reimbursements
- Section C: District Governor, First and Second VDG Expense Funds
- Section D: Zone Chair Expenses
- Section E: District 37 Friendship Committee Funds
- Section F: Disbursements
- Section G: Leadership Training Expenses
- Section H: USA/Canada Forum
- Section I: Campus Clubs

ARTICLE 5 – DISTRICT DRESS CODE

- Section A: Business Dress
- Section B: Parade Dress

ARTICLE 6 – DISTRICT COMMITTEES

- Section A: District Governor's Special Advisory Committee
- Section B: District Governor's Executive Committee
- Section C: District Governor's Special Advisory Committee
- Section D: District Governor's Advisory Committee
- Section E: District Cabinet Committees

ARTICLE 7 – DISTRICT ENDORSED PROJECTS

Section A: Lions Clubs International Endorsed Projects

Section B: District 37 Specific Endorsed Projects

Section C: Application and Approval Procedures for Project Endorsement

ARTICLE 8 – DISTRICT CONVENTION

Section A: Time and Place

Section B: Club Delegate Formula

Section C: Quorum

Section D: Convention Chairperson

Section E: Convention Advisory Committee

Section F: Convention Fund

ARTICLE 9: LEADERSHIP DEVELOPMENT

Section A: Attending Leadership Development

ARTICLE 10: DISTRICT FRIENDSHIP FUND

Section A: Committee

Section B: Function

Section C: Funding

ARTICLE 11: DISTRICT 37 HALL OF FAME

Section A: Hall of Fame

ARTICLE 12 – DUES COLLECTION AND PAYMENT

EXHIBITS

Exhibit A: Sample Rules of Procedure – District 37 Convention

Exhibit B: Rules of Procedure – Special Meeting to Recommend a Lion for Appointment as District Governor

Exhibit C: Rules of Procedure – Special Meeting to Recommend a Lion for Appointment as First or Second Vice District Governor

Exhibit D: Nomination Form, District 37 Hall of Fame

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 **15 days** prior to the Cabinet meeting at which said changes **are to be** 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 **Cabinet** 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

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: 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 C: Formation of Third Vice District Governor position

1. District 37 shall create an optional Third Vice District Governor position (3rd VDG) via the District 37 policy manual as of the July 13th, 2024 Cabinet meeting with the following criteria in place to outline the duties and obligations of the 3rd VDG until further changes apply.
 - a. Said position is not officially recognized by LCI
 - b. There is no financial remuneration to the District for the 3rd VDG from LCI

- c. Financial support to the 3rd VDG shall be defined in the District 37 budget.
- d. Upon the Cabinet approval to 3rd VDG, there is nothing that guarantees the Lion voted by the Cabinet to 3rd VDG can or will move to the 2nd VDG
- e. The 3rd VDG position election will follow LCI and District 37 Constitution, By-Laws and Policy Manual Rules.
- f. The selected 3rd VDG candidate shall be presented to the Advisor's and subject to interviews. Should the candidate meet the Advisor's approval, the candidate shall then be presented to the District Cabinet for a Vote of the Cabinet to officially appoint the candidate to the District 37 3rd VDG,

2. Tentative Visitation rules shall be:

- a. have visitations and Lions work to be completed as close as possible the 3rd VDG's residence to keep reimbursement cost to a minimum.
- b. The 3rd VDG's Club visitations should be limited to 12.
- c. Reimbursement to District 37 Cabinet, Advisor and any other Cabinet approved District events shall be at standard District rates.

Sample District Visitation Numbers (assuming 60 clubs):

DG, 13 Club Visits, Charter Nights and special events unless otherwise assigned by District Governor.

1st VDG 18 Club Visits

2nd VDG 17 Club Visits

3rd VDG 12 Club Visits

Section D: ESTABLISH REGIONS AND ZONES

- 1. Organizational. Regions and zones shall be subject to change by the district governor with the approval of the district cabinet and when it is in the best interests of the clubs, district and the association. The district should be divided into regions of sixteen (16) to ten (10) Lions clubs. Each region should be divided into zones of between eight (8) and four (4) Lions clubs, giving due regard to the geographical locations of the clubs.
- 2. Region Meetings: Meetings of representatives of all clubs in a region with the region chairperson (if the position is utilized during the district governor's term) or other district cabinet member as assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.

3. Zone Meetings: Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held during the fiscal year at times and places fixed by the zone chairperson.

Section D: 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 Region or Zone Chair, she/he must:

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

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, etc.

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.

Section D: Operating Reserve

The purpose is to establish a target minimum amount to be designated as operating reserve in an amount sufficient to maintain ongoing operations and programs, as well as fund long-term commitments. An operating reserve is a designated fund balance set aside to help stabilize a nonprofit's finances by providing a cushion against uncertain times, losses of income, and large unbudgeted expenses. Operating reserve is not the same as cash flow, which is the amount of money available at any given time to pay for current expenses. Operating reserve is a long-term fund that can be used to cover short-term cash flow gaps or emergencies.

1. Method of Calculation of Operating Reserve

The District operating reserve shall be developed annually by the Cabinet Treasurer as part of the budget process and presented to the District Cabinet for approval. This calculation shall be based on the current industry standard of 25% equating to 3 months of the annual operating expenses approved by the District Cabinet at the June/July board meeting.

2. Financial Statement Reporting of Operating Reserve Fund

The operating reserve fund shall be separately stated on the Financial Statements for reporting to the Cabinet. In addition, the operating reserve fund should be separately stated on the Audited Financial statements of the District. Funds could be reported in a unique, separately held fund or as a designated allocation of the overall investment funds.

3. Authority to Draw from the Operating Reserve Fund

Operating expense obligations will first be met from unrestricted cash. Should there be insufficient cash, the Treasurer has the authority to pay the outstanding expenses of the District from the Cabinet Approved Operating Reserve Fund with approval from the District Governor.

4. Authority to Exceed the Board Approved Operating Reserve Fund

If the obligations of the District cannot be met from unrestricted cash and the operating reserve fund, the additional funds shall be approved by the District Cabinet.

Section E: Monetary Donations

The purpose is to establish a process for Monetary Donations to be made to specific Lions' operated Endorsed Projects.

1. The District may provide monetary donations to:
 - i. Lions Club International Foundation (LCIF)
 - ii. The Montana Lions Sight and Hearing Foundation
2. The total donations shall be limited to:
 - i. The amount of interest and dividend income earned on the District's investments during the previous Lions' year, plus
 - ii. Any unspent carryover funds from prior investment income years
 - iii. Member dues shall not be used for donations
3. Requests for monetary donations must be:
 - i. Submitted in writing to the District Governor for inclusion in the budget.

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. The Maximum amount shall be annually established to coincide with the annual District budget approved by the District Cabinet

using the previous year Governor's budget as a guideline and may be claimed for their term in 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 Budgeted amount established and approved by the District Cabinet may be claimed for their term of office while conducting official business of the District. 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 **budgeted** amount established and approved by the District Cabinet may be claimed for their term of office while conducting official business of the District. 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 2nd VDG, with accompanying original receipts.
4. An International Convention or USA/Canada Forum under #2 and 3 above is not considered "Official District Business.

Section D: Zone Chair Expenses

A maximum budgeted amount established and approved by the District Cabinet may be claimed for their term of office while conducting official business of the District. 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 Article 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 Maximum expense amount shall coincide with the annual District Budget approved by the District Cabinet using the previous year's Governor's budget as a guideline (i.e. \$2,000) 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 four 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 District leadership positions will be given priority for reimbursement when not more than two (2) USA/Canada Forums have been previously attended.
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, 2023.

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, Lion's tie and black shoes.

Appropriate dress for a female District Governor or female Vice District Governor will be: blue blazer **with Lions Crest**, gray slacks or skirt, white shirt or blouse, Lion's tie or similar scarf and black shoes.

Section B: Parade Dress

The District Governor will make the final decision on parade dress.

ARTICLE 6: DISTRICT COMMITTEES

Section A: District Special Advisory Committee

The District Governor shall appoint a District Special Advisory Committee composed of Current International Officers, Past International Officers, a District PDG Advisory Committee Chairperson, District Governor, 1st Vice District Governor, 2nd Vice District Governor, District Secretary, District Treasurer, District Administrator and any other District Governor and Chairperson appointees for the essential productivity of the committee. All appointees must be in good standing of their clubs in the district. The committee shall meet when and as called by the Chairperson. Said meetings shall be no less than quarterly, approximately ½ way between cabinet meetings. However, said meetings may be more often to improve and/or meet the goals of the District and District Governor. The committee shall be an Advisory Committee and it shall act under the direction of the Chairperson to support the goals established by the District Governor as well as for the betterment of District 37.

Section B: Special Committees

The District Governor may establish Special Committees and appoint members to such committees as needed.

Section C: 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 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 chairpersons 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.

At any regular quarterly Cabinet meeting, the District Cabinet can:

2. 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 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 weeks prior to the next Cabinet meeting. 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.

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 by the host club(s) as soon as possible after the District Convention at which the convention site is chosen.

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 Convention 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 Startup Fund

1. The Convention Startup Fund shall be a line item in the annual District Budget and may come from any combination of general fund monies, convention registration fees, and/or previous years' surplus. 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 Cabinet 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 60 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 60 days of attendance, or at the latest by August 1 of the Lionistic year immediately following their attendance of a following Lions sanctioned training such as USA/Canada Forum, or RLLI. The District Leadership Retreats are not included under Article 9.

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

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, the current District Governor, the 1st

Vice District Governor and District Administrator. 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 from the Friendship Committee Account.

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.
- Provide the District Governor with 50 State pins for appropriate distribution at the International Convention.

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. One or two Lions may be honored each year with two being the maximum.
3. The award may be presented posthumously.
4. Each Candidate must have 15 years of service and have been a participating member of a District Cabinet.
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.

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) A 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.

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 will be necessary to elect all other candidates. In the event any one candidate fails 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, for 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.

(e) **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.

(f) **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 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 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, for 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 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:

District positions

held:

LCI positions held:

List all Lion's awards and honors received:

Is the candidate a Life Member of District37 or LCI? _____If

so, how long?

How many new members has the 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

NOTE: POLICY REVISIONS

July 2015
July 2017
April 2024
April 2026

April 2018
July 2019
July 2024

July 2021
April 2023
January 2025