

DISTRICT A-1

POLICY

MANUAL



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POLICY MANUAL  
District A-1  
Lions Clubs International

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## DISTRICT A-1 POLICY MANUAL

The purpose of this Policy Manual shall be to assure uniformity of policy within District A-1 of the International Association of Lions Clubs.

- Section I                      Distribution:  
 A: - This Manual shall be printed and distributed as directed by the District A-1 Cabinet.
- Section II                     Adoption and Amendments:  
 A: - This Manual shall be adopted and can only be amended at Regular or Special Cabinet Meetings by two thirds vote of the District A-1 Cabinet.
- Section III                    Upkeep and Expenses:  
 A: - This manual shall be maintained by the District Governor. The expense of revision, printing and distribution shall be a proper expense of District A-1
- Section IV                    Supremacy:  
 A: - This Policy Manual shall in no way supercede or contravene the District A-1 Constitution and By-Lays and in all matters affecting same, the District A-1 Constitution and By-Laws shall prevail.
- Section V                     Incorporation:  
 A: - Any Club within District A-1 has the authority to incorporate, subject to the jurisdiction of the International Association of Lions Clubs.
- Section VI                    Organization:  
 A: - This policy Manual shall include the Sections and Chapters set out in the Table of Contents and any other Section(s) / Chapter(s) that may be adopted according to Section II above.

CHAPTER 1  
TABLE OF ORGANIZATION

A: - Committees

The Research and Long Range Planning (RLRP) consisting of Past District Governors shall establish individual responsibility by assigning a committee to reduce expenses and minimize the need for special meetings. The committees shall consist of the following committees, and any other Committees(s) that may be established according to Section II of this Policy Manual.

1. Research and Long Range Planning:

A:- The Research and Long Range Planning Committee shall serve as an advisory body to the District Governor and may be empowered by the majority vote of the District A-1 Cabinet to act on its behalf. The Committee may be assigned such other duties by the Governor and his cabinet, as are not within the responsibility of another standing committee.

2. Finance

A:- The Finance committee shall serve as an advisory body to the District A-1 Cabinet., It may also become an administrative body when empowered by majority vote of the District A-1 Cabinet. The Finance Committee shall review and make recommendations to the District A-1 Cabinet regarding District A-1 operation according to Article IV District Organization Section 4. (District Committees) of the District A-1 Constitution and By-Laws.

3. Legal:

A:- The legal committee shall serve as an advisory body to the District A-1 Cabinet and may become an administrative body when empowered to take specific action by majority vote of the District A-1 Cabinet to act on its behalf. It shall investigate actions proposed to be taken by the District A-1 Cabinet. It shall consider and present recommendations on questions of legal nature to the District A-1 Cabinet. Such recommendations shall be made in accordance with the Constitution and By-Laws of Lions Clubs International, Multiple District Constitution and By-Laws and that of District A-1 Constitution and By-Law, and any other applicable statutes, regulations and policies. The legal Committee shall monitor actions taken by the District A-1 Cabinet, Committees and members, District Lions Clubs and individual Lions and shall bring to the attention of the District A-1 Cabinet any that are believed to require further consideration and/or action. This committee shall semiannually review and recommend appropriate changes in the District

A-1 Policy Manual to the District Governor and his cabinet. Also this Committee shall annually review the Constitution and By-Laws of District A-1 and shall submit to the Constitution and By-Laws Committee chair any suggested changes for review by that committee.

4. Conventions:

A:- The Convention Committee shall serve as an advisory body to the District A-1 Cabinet and shall be governed as per the District A-1 Convention Manual and that of the District A-1 Constitution and By-Laws. The Convention Committee shall have the authority to make changes in the Convention, shall work in cooperation with the Governor and District A-1 Cabinet to insure that all events are designed for maximum Lionistic impact and spirit and in keeping with proper protocol

5. Service Activities:

A:- The Service Activities Committee shall serve as an advisory body to the District A-1 Cabinet and may become an administrative body when empowered by majority vote of District A-1 Cabinet to act on its behalf. This Committee shall develop and present programs to the District A-1 Cabinet to promote Lioness and Leo organizations within District A-1. It may assist in planning Lioness programs for the District A-1 Convention.

B:- This committee may also advise and make recommendations to the District A-1 Cabinet on such programs as Diabetes, Lions Club International Foundation, Hearing, Lions Club Foundation of Canada , to the District A-1 Cabinet on Youth Outreach , which includes Youth Exchange, Lions Quest, Leos, Peace Posters and Effective Speaking, and other programs or projects.

C:- This Committee may evaluate and examine all other requests made to the District A-1 Cabinet and shall recommend appropriate action and responses.

6. District Governor Appointments.

A:- Each District Governor is responsible for appointing District Chair's to serve as representatives to the various District A-1 Lions supported service organizations and activities. Some of these appointments may be multi-years, which means that each District Governor will not be appointing new chair's every year. Multi-year appointments are intended

to provide community add to allow time to gain sufficient knowledge and experience to function effectively in the positions. Although the power to appoint necessarily implies the power to remove an appointee, this should be exercised midterm in only the most extreme cases such as when the chairman is physically or mentally unable to perform his/her duties, or refuses to perform his /her duties . Personal preferences by the District Governor should not be the basis for this decision.

## CHAPTER 2 CONSTITUTION AND BY-LAWS.

- A. Refer to the current District A-1 Constitution and By-laws.

## CHAPTER 3 LEGAL

- A. See Multiple District A and the District A-1 Constitution.
- B. Complaint and Dispute Resolution - Complaints or disputes which cannot be resolved at the Club level or which rise at the District level will be considered and resolved by the District A-1 cabinet, if possible. Any complaints or disputes which cannot be resolved by the District A-1 Cabinet will be referred to Multiple District level.
- C. An Association of Past District Governors in District A-1 is hereby authorized.
- D. The Constitution and By- Laws of District A-1 shall be consistent with the Multiple District A, and the International Constitution and By-Laws:, in matters of interpretation or questions of consistency, the Lions Clubs International Constitution and by-Laws shall control.
- E. Records and Records Retention.
- F. 1. Newsletters - A copy of each club newsletter shall be mail to the District Governor each month.
- G. 1. Copies of the District Constitution and By-Laws shall be retained by the District Governor.
2. (a) District A-1 Cabinet Meetings - The minutes shall be kept on file by the District A-1 Secretary for five (5) years.

(b) Committee Meetings - The minutes shall be kept on file by the District A-1 Secretary for five (5) years.

(c) District A-1 Convention - The minutes shall be kept on file by the District A-1 Secretary for five (5) years along with programs, etc., relating to said Convention.

#### Tapes or other Recording Devices

(a) The only official tapes or recordings are those made by the District A-1 Secretary.

This included tapes or recordings of meetings of the District A-1 Cabinet and Convention committee. Tapes shall be kept one (1) year plus current.

(b) (1) Tapes shall be restricted to official use only and permission to hear same must be obtained from the District Governor or from the Legal Committee

(2) Request for copies or transcriptions of tapes or recordings described in this chapter and section must be in writing to the District Governor. The District Governor shall not unreasonably withhold approval for release of the requested information.

(3) If there is no response to the request within ten (10) working days of the date the request was posted, permission will be considered to have been given. Permission may be by letter, phone, email or in person to the Lions requesting same. Follow up response shall be in writing from the Governor.

(4) From the date a request is posted the yearly provision for erasing the tapes shall be suspended, and if the request is denied the suspension shall stay in effect until the complaint is resolved, or for six (6) months, which ever is longer.

H: Proposed Resolutions and Proposed Constitution & By-Laws Amendments. - These shall be destroyed ninety (90) days after the minutes have been published. Proposed Constitution & By-Laws amendments shall be printed in the Governors News Letter.

I Paid bills - Destroy after six (6) years

Canceled cheques and Bank Statements - Destroy after six (6) years.

Miscellaneous Correspondence, etc. to or from Lions International, any Club or District Committee - Destroy after two (2) years.

Insurance Policies - Destroy after new or renewal policy is received, unless a claim is pending or anticipated on the old policy.

Tax records shall be kept indefinitely

Routine Miscellaneous Correspondence - This can be destroyed at the discretion of the District A-1 Secretary.

J Past District Governors - The District A-1 Secretary shall establish and maintain a file for every Past District Governor in District A-1, whether from Multiple District A or presently residing herein. The files shall include but not limited to the following

- (a) Occupation while a Lion
- (b) Date he/she became a Lion and Club or Clubs names.
- (c) Date served as President and Clubs name.
- (d) Dates he/she served as Zone Chairman, Region Chairman, Deputy District Governor, Vice District Governor, Cabinet Secretary - Treasurer, Governor and Council Chairman..
- (e) Awards received on District or International level such as 100% Governor, Extension Awards, International Presidents Award, Ambassador of Good Will Award, Special Awards presented by any International President, LCIF Honors, etc.

K: Constitution and By-Laws - copies of currently amended Constitution and By-Laws of District A-1 along with the Standard Form Constitution and By-Laws shall be maintained by the District Governor.

#### CHAPTER 4 MEMBERSHIP EXTENSION RETENTION AND LEADERSHIP

A: Objective - The objective of the District MERL team shall be to develop programs of membership retention and growth and formation of new clubs

1- District A-1 is responsible for identifying the direction to be taken to reach Association membership goals and create programs for attaining these goals

2.- The MERL 1 team shall offer these programs to local Lions Clubs for action to attain these membership goals. The District shall use the plan as outlined by the International Association of Lions Clubs for membership growth.

B: District Membership Chair - The Governor shall appoint a District Membership Chair for a term of 1 to 2 years  
 District Extension Chair - The Governor shall appoint a District Extension Chair for term of 1 to 2 years.  
 District Retention Chair - The Governor shall appoint a District Retention Chair for a term of 1 to 2 years.  
 District Leadership Chair - The Governor shall appoint a District Leadership Chair for a term of 1 to 2 years.  
 The MERL team shall work with the District Governor in setting up and training Zone and Local Club Membership chairs.

C: Zone Membership chair - One Lion shall be appointed in each Zone, who in turn will work with the local clubs in his/her respective zone. This position may be for 2 to 3 years. He/She should be a Lion of experience, capable of motivating the Local Club Membership chair.



- D: The District Governor shall promote membership and retention through:
- 1- Club visitations
  - 2- Newsletters
  - 3- Seminar's at District Convention
  - 4- Seminar's in the beginning of the fiscal year.
- E: The District Cabinet shall establish funding for the MERL team.

## CHAPTER 5 CONVENTIONS

- A: International Convention  
The District Governor and Cabinet Members will throughout their term, promote International Conventions as should every Lions
- B: The District Governor and Cabinet Members will, throughout their term, promote Multiple District Conventions, as should every Lion
- C: District A-1 annual convention will be held prior to the Multiple District "A" convention. The date and city will be determined 2 years in advance by the delegates voting at the last District A-1 convention.
- D: The convention shall be in accordance with the District Convention Manual and in accordance with the District A-1 Constitution & By-Laws.

## CHAPTER 6 ATTIRE

The District A-1 Cabinet has determined that a professional consistent wardrobe promotes the image and objectives of District A-1 and adopts the following policy for wearing apparel

- A: The District Governors Standard Uniform

The standard uniform consist of

- Blazer
- White shirt or Blouse
- Slacks or Skirt
- Appropriate tie
- dark shoes.

The Standard uniform is to be worn at all Governor's Cabinet meetings and other functions as

appropriate, including Governor's visitations, and public appearances where coat and tie is appropriate

B: District A-1 Convention

1- District Governors and Partners in Service are to wear standard uniform at all cabinet and business meetings, except for the Saturday night banquet when they are to wear white dinner jacket and tuxedo pants or appropriate gown.

2- District Governor-Elect and Partners in Service are to wear suit or plums at the Governors cabinet and business meetings. The Governor elect badge is not to be worn until the start of the International Convention .

C: Past District Governor

1- The official jacket emblem for all Past District Governors shall be the Past District Governor patch with the Lions logo, which is available from Lions Clubs International .

## CHAPTER 7 COMMITTEE REPORTS.

All standing and advisory committee's shall prepare a written budget to the District A-1 Governor, 1 (one) month prior to the first cabinet meeting of the fiscal year.

appendix.

If and when appointments and job descriptions can be added.

Approved by the District Cabinet

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April 6<sup>th</sup> – 2004

District Governor.

Fred Cross