

**The Lions International of Missouri  
District 26-M5  
2018-2019 Policy Manual**



**We Serve**



**DISTRICT GOVERNOR**

Lion Pat Scott, Mayview Lions Club

**CABINET SECRETARY/TREASURER**

Lion V. Jene Crook, PDG – Marshall Lions Club

**CONSTITUTION & BYLAWS CHAIRPERSON**

Lion Denis Boland – Waverly Lions Club

The purpose of the District Policy Manual:



Provide a ready source of information to the Missouri Lions District 26-M5 Cabinet Members,



Provide a written record of the policy as adopted by the Missouri Lions current District 26-M5 Cabinet,



Provide continuity in the administration and operation of the Missouri Lions District 26-M5, and



Provide a documented copy of current policy to the district governor-elect.

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## **A. The District Cabinet**

The "cabinet" or "district cabinet" shall include the district governor, first and second vice district governors, immediate past district governor, cabinet secretary and/or treasurer, region chairpersons (if utilized), zone chairpersons, committee chairpersons, past district governors, and District 26-M5 club presidents. This group constitutes the "voting body" of the district cabinet.

The District Governor's Advisory Committee, which is comprised of the president and secretary of each club in the zone, is strongly encouraged to attend cabinet meetings.

The district cabinet is the deliberative and assisting body in the formulation of administrative plans and policies affecting the district. It shall make all contracts and approve all bills relating to the expenditure of district funds. It designates a depository and sets bonds as required. It requires financial reports and provides for an audit of the cabinet secretary and/or treasurer.

Since the district governor is an ex-officio member of all committees and boards of the district, it is expected the district governor would be relieved of any specific committees or boards of which he/she is a member. He/she will then be able to dedicate full time to the position of district governor.

The district governor shall chair all Cabinet meetings. He/she will preside at the business sessions of the district convention.

The district governor shall be reimbursed from District 26-M5 funds for the cabinet meetings held within the district, the District 26-M5 District Convention, and the Mid-Winter Rally and other administrative expenses as approved in the district budget.

Cabinet members are expected to be in attendance at all cabinet meetings if they agree to serve as a member of the district cabinet.

## **B. District Region/Zone Coordinator:**

The District Region/Zone Coordinator shall be appointed by and be responsible to the District Governor. The coordinator will serve a one year term commencing Jul 1, ending Jun 30.

The purpose of this position will be to provide direct management and accountability for all district region/zone chairpersons.

The District Region/Zone Coordinator will be reimbursed for all official visits and/or hosting quarterly district region/zone meetings of all region and zone chairpersons within the district.

The District Region/Zone Coordinator

shall provide monthly reports to the District Governor with information copies to the First VDG, Second VDG, GLT Coordinator/GMT Coordinator/GST Coordinator. Reports shall outline the visits made, problem areas noted, corrective action taken and/or recommended, leadership development seminars conducted at each meeting and other information as may be required. The coordinator(s) shall promote the offices of the district region and zone chairpersons by assisting and supporting them in areas of management, organizing, and leadership principles.

## **C. Region Chairperson/Zone Chairperson**

Region (if the position is utilized) and the zone chairpersons are expected to make one official visit and/or host quarterly meetings of each club in their respective region/zones prior to the district convention. They are further encouraged to host quarterly meetings in their region/zone following each cabinet meeting.

Region (if the position is utilized) and zone chairpersons will be reimbursed for an official visit and/or hosting quarterly zone meeting to help defray expenses. Submission of a visitation and/or region/zone meeting report must be submitted. The amount of reimbursement is subject to the approval of the cabinet.

Region (if the position is utilized) and zone chairpersons are encouraged to identify and submit names of prospective cabinet member candidates to the district governor and first vice district governor by December 31 of their term of office.

Each region and zone chairpersons will be compensated at the rate of \$5.00 per one official visit or \$5.00 per club attending a region/zone meeting; and upon submission of an official report of the visit or meeting. Region and zone chairpersons are limited to no more than \$5.00 per club in the respective region or zone.

## **D. Quorum & Policy Manual**

A majority of the cabinet constitutes a quorum as specified in the district constitution & bylaws, except where a greater number is specified in the constitution. A simple majority of those voting on an issue is sufficient for action on the motion unless otherwise stated in the district constitution and by-laws.

The cabinet shall adopt the District 26-M5 Policy Manual at its first meeting and the manual shall serve as a guide for the district cabinet. The policy manual may be changed by a majority vote of the district cabinet members assembled in

regular or special session.

The district constitution & bylaws chairperson will coordinate on and present the district policy manual to the cabinet for approval.

### **E. Cabinet Meetings**

The first meeting of the district cabinet should be within thirty (30) days of the time the district governor takes office at the International Convention. Special meetings, in addition to the regularly scheduled meetings, may be called by the district governor, or shall be called upon written request made either to the district governor or to the cabinet secretary and/or treasurer by a majority of the members of the district cabinet.

The number of meetings shall be determined by the district governor. The following schedule for the four meetings has worked well in the past:

1. At least one week after the time of the Missouri Lions All Star Football Game, this is usually the last weekend in July.
2. At a pre-selected site in late October or early November (usually one week after the MOLIONS Council of Governor's meeting).
3. At a pre-selected site in January or February (usually one week after the MOLIONS Council of Governor's meeting).
4. At a pre-selected site within 45 days after the district convention.

A club that desires to host one of the district cabinet meetings may request to do so and will be responsible for any expenses over and above the cost of the meal. Notification will be furnished by the district governor or the cabinet secretary to notify cabinet members and clubs of the cabinet meeting and any meal costs.

Each chairperson, coordinator and liaison will be expected to provide a 2-3 minute report for the cabinet at each cabinet meeting. Upon completion of their verbal report a hard copy of the report will be handed to the Cabinet Secretary. Ample time should be allowed all chairpersons to clarify and answer questions regarding their reports. Note: Written reports will be required if unable to attend a cabinet meeting.

All cabinet meetings shall be "No Smoking" and "No Cell Phone Use" meetings.

### **F. Cabinet Minutes**

To assist the constitution and by-laws committee; the chairperson shall receive copies of all cabinet meeting minutes.

Cabinet minutes will be made available to the cabinet members ten days after the regular

scheduled meeting.

It is customary for the cabinet secretary to tape record the minutes at each cabinet meeting. These tapes should be kept until the written minutes are approved. Approved minutes will be kept indefinitely. Each cabinet secretary and/or cabinet secretary/treasurer shall transfer these copies to their successor.

### **G. Revenue**

The cabinet treasurer will mail or email each club treasurer or club secretary/treasurer statements for annual dues, collected in two installments by the district during the months of August and February for the fiscal year. Collection will be based on number of members on Club MMR Reports on the last day of June and December. From these funds the district makes two payments to the State no later than October 1<sup>st</sup> and April 1<sup>st</sup>. Any additional funds over and above the state requirements are to be used for district administrative purposes.

The cabinet treasurer will mail or email a copy of the district convention delegate forms no later than 60 days prior to the date of district convention; and will mail or email a copy of the state convention delegate forms with the club billing statements in February for the fiscal year.

The cabinet may enter into agreements and contracts, and incur obligations, but may not expend funds beyond those available or anticipated from dues. Obligations beyond the cabinet's term require a two-thirds vote of the cabinet and the delegates at the district convention.

### **H. Financial**

The district governor elect in conjunction with the Budget Committee shall prepare a proposed budget for the following year.

The cabinet will adopt an operating budget at its first meeting. No budget line item overages will be paid without the approval of the cabinet.

The district governor may sign financial documents. Checks are signed by the cabinet secretary and or treasurer; after approval and/or coordination by the district governor.

Upon recommendation from the district governor and the cabinet secretary and/or treasurer, the cabinet will at the first cabinet meeting approve the bank depositories at which funds will be deposited and withdrawn.

The cabinet secretary/ treasurer or cabinet treasurer is to be bonded as the district cabinet shall deem appropriate.

The annual dues specified in the district

constitution and bylaws shall make up the primary income for the district. Additionally, the district may conduct raffles, tail twister fines, etc. These funds shall be kept as separate line items in the district budget.

The cabinet secretary/treasurer and/or cabinet treasurer are bonded for \$20,000 for a three year period effective 2015.

Budgets of all district committees shall be approved by the cabinet.

#### **I. Approved state/district projects/programs**

The following projects/programs have the endorsement of the district cabinet and are to be considered State where applicable; as well as district approved projects for District 26-M5 Lions:

1. Saving Sight (dba: Missouri Lions Eye Research Foundation (MLERF))
2. Lions Business Opportunities for Missouri Blind (LBOMB)
3. Missouri Lions Hearing Program (State Committee)
4. Missouri Lions All State Band (State Committee)
5. Missouri Lions All Star Football Game (State Committee)
6. Leader Dogs for the Blind
7. World Service for the Blind
8. Mid-South Lions Sight and Hearing Service
9. Lions Opportunity for Youth
10. District Basketball All Star Games
11. Diabetes Awareness
12. Collection and recycling of Used Eyeglasses
13. Children's Center for the Visually Impaired (CCVI).
14. Alphapointe.
15. The KU Audio Reader Program.
16. Missouri School for the Blind.
17. Lions Project for Canine Companions for Independence
18. Veterans Community Projects
19. KC VisionWalk (Foundation Fighting Blindness)
20. KC Free Eye Clinic
21. KidsSight

**NOTE:** These projects and/or programs should receive full support of all Lions and Lions Clubs in the Missouri Lions District 26-M5.

**J. District Newsletter:** It shall be the responsibility of the district governor to approve and have published and distributed a monthly newsletter on Lionism as follows: These newsletters should be sent to all cabinet members plus the president and secretary of each club. Newsletters should also be emailed to the Immediate Past International Director & Missouri, Past International Directors residing in District 26-M5.

**K. District Governor Visits:** The district governor, as the chief executive officer of the district, should make an effort to visit all of the clubs within the district during his/her elected term. However, official visits may be conducted by the first or second vice district governor on behalf of the district governor. Clubs should welcome these visits and consider it a privilege to host the district governor. To ensure compliance with this requirement, the district governor should schedule a visit to each of the clubs, but may alter this schedule should he/she receive an invitation to attend a club's special event other than the scheduled visitation. Unless a special invitation is received, advance notice shall be given to each club as to when the district governor will visit.

**L. Protocol:** The district governor shall be afforded the highest honor by a club when in attendance. Lions International Rules of Protocol are expected to be followed by the host club.

**M. Convention Speaker:** The district governor will request the name of a speaker for the district convention through the current International Director or the most recent Past International Director.

#### **N. Attire guidelines**

This attire policy is intended to give guidance as to appropriate attire at Lions functions for the district governor and first and second vice district governors who represent District 26-M5 Lions in a most favorable manner.

Summer and winter attire will be the same throughout the year.

#### **Male:**

**Formal Business Attire:** Distinctive Blazer chosen by the incoming district, first and second vice district governors for wear during their terms as vice district governor and district governor, black trousers, white shirt, black tie, black socks, and black shoes. Additionally, the district governor along with all District 26-M5 past district governors may wear a distinctive black blazer w/distinctive 26-M5 blazer emblem, gray slacks, black socks and black shoes during District 26-M5 events.

**Informal Attire:** Polo shirt chosen by the district governor, first and second vice district governors to be worn during their term of office, black trousers, black socks, and black shoes.

Formal Dinner Attire: White dinner jacket, black trousers, white tuxedo shirt, black cummerbund, black bow tie, black socks, and black shoes.

Informal Dinner Attire: Business Suit, dark color.

**Female:**

Formal Business Attire: Distinctive blazer chosen by the incoming district governor, first and second vice district governors for wear during their terms as vice district governor and district governor, white shirt/blouse, black skirt or slacks, black socks/hosiery and black shoes. Additionally, the district governor along with all District 26-M5 past district governors may wear a distinctive black blazer w/distinctive 26-M5 blazer emblem, gray skirt or slacks, black socks/hosiery and black shoes during District 26-M5 events.

Informal Attire: Polo shirt chosen by the district governor, first and second vice district governors to be worn during their term of office, black skirt or slacks, black socks/hosiery and black shoes.

Formal Dinner Attire: Long dress (preferred) or cocktail dress.

Informal Dinner Attire: Dress or slacks.

**O. Attire Guidelines - Specific Functions**

Note: *Lions in the district who have the previously state approved blue blazer may continue to wear this jacket as a formal dress combination until the Lions in the state of Missouri choose an official uniform.*

The following is considered appropriate attire for the district governor and first and second vice district governors at the following district Lions functions:

Charter Night: Formal Business Dress for both Male & Female Lions

District Convention Banquet: Formal Dinner Dress or Business Dress for both male and female Lions. Note: Formal Dinner Dress for both male and female Lions may be prescribed when recommended by the district convention committee and approved by the district governor.

District Cabinet Meeting: Formal Business Dress (At the discretion of the district governor, may be changed to Informal Attire when awards are not being presented or when a more relaxed attire and atmosphere is warranted.)

**P. Awards, Honors, & Recognition:** A Snipes Award may be awarded for each \$10,000 contribution sent to the Saving Sight, dba Missouri Lions Eye Research Foundation (MLERF). It

shall be the responsibility of the district governor to appoint two (2) Lions to this Snipes Award Committee who will each serve three (3) years. The committee shall also be composed of no more than one Lion from any one club at any time. Upon accumulated contributions of \$10,000 by the District, names of nominees will be solicited for the awarding of one Snipes Award. The district committee will narrow the list of nominees to the number of Awards that can be awarded and make the selection from this list.

**Q. State Committees:**

The district governor shall appoint a district chairperson to serve on state committees. Members serve at the pleasure of their district governor, and may be removed by him/her at any time for any just reason. Appointments shall be made in the time specified to committees designated in the state constitution and bylaws.

No person may serve on the same MOLIONS state committee for more than four years in any six consecutive years without the authorization, by a two thirds vote, of the council given on a year-to-year basis thereafter. (It is strongly recommended that district governors solicit new Lions to be involved on committees and keep "consent" requests to the MOLIONS Council of Governors at a minimum.)

**R. Other**

District Directory: The incoming district governor is responsible for having prepared a district directory; and distributing this directory to all members of the cabinet; normally at the first cabinet meeting.

Mid-Winter Rally: District Lions Clubs have the opportunity and option of bidding for the District's Mid-Winter Rally usually held in January or February. A Mid-Winter Rally may be held each year for the purpose of honoring outstanding Lions in the District. This rally shall also be held to stimulate and encourage every Lion's club toward furthering the cause of Lionism.

These rallies are to be considered strictly a social event (a pep rally) midway through the Lion year. Costs for attendees should be reasonably priced.

Tail Twister: It is optional for the district governor to utilize a tail twister at any district function. It is the option of the district governor to allow an auction of any special items at district functions or allow some fundraising activities by another Lions group at district functions. **NOTE:** *All tail twister funds are to be returned to the cabinet secretary and/or treasurer for distribution by the cabinet and may be used to offset any*

deficit.

District Travel Expense: The budget of District 26-M5 allows for travel expense for certain specified officers of the district. These officers need to substantiate on a form prescribed by the district governor to receive the travel expense approved in the district budget.

Long-Range Planning: The district governor shall appoint an individual Lion to chair this district committee who will also serve on the state committee for a term of three (3) years. The committee may at its discretion consult with as many additional Lions, including State and International Lions, employees, as it deems necessary. The purpose of this committee is to carefully examine all aspects of Lionism in the district and make recommendations to the district governor to improve the operations, policy, and impact of Lionism in the District.

District Convention Credentials: The district cabinet secretary and/or cabinet secretary/treasurer will at least sixty (60) days prior to the district convention send out a Credential Listing Form to the club secretaries. This form **must** be returned to the cabinet secretary and/or cabinet secretary/treasurer, postmarked at least ten (10) days prior to the convention, or voting by the delegates will not be permitted.

District Nominating Committee shall be appointed by the district governor 60 days prior to the district convention for the primary purpose of reviewing all nominees' credentials of for the office of district governor and first and second vice district governors utilizing the procedures established by the district, state and Lions Club International constitution and bylaws.

Audit Committee: Auditing of the cabinet treasurer and/or cabinet secretary/treasurer's records shall be accomplished as soon as possible at the closing of the fiscal year so that the incoming secretary and/or treasurer will be able to open the bank accounts and prepare the record without delay. The following procedure of audit is recommended.

(a). The records of the outgoing cabinet treasurer and/or cabinet secretary/treasurer will be made available to the chairperson of the audit committee no later than five (5) days after the close of the International Convention permitting the audit committee to provide a report at the first cabinet meeting.

(b). During the audit process, outstanding payments or receipts due will be carried accordingly on the books as accounts payable or accounts receivable.

Club Charter Cancellation Policy: It shall be the policy of the district to not approve the cancellation of the charter of any club in the district until all attempts have been made to ensure the continuance of the affected club. This will include as a minimum:

A visit and meeting with as many of the affected club's members with the following district officers in attendance: district governor, first and second vice district governor, region chairperson (if utilized), zone, and GLT/GMT/GST coordinators. At this meeting, all options will be explored to ensure the club continues as a functioning Lions club within the district. However, if no members of club are available or attend this meeting and if it is determined the club does not have the ability to continue, all members of the club will be notified by the club president; and all members will be given an opportunity and encouragement to transfer to other clubs located in close proximity.

Documentation for club charter cancellation will not be endorsed by the district officials until this meeting takes place.

Club Merger Policy: From time to time it is desirable for two or more Lions clubs to merge. When a preliminary decision is made for two or more clubs, within the district, desire to merge the following procedure will be completed.

The club presidents of the clubs desiring to merge will contact the zone and/or region chairperson and the district governor regarding the contemplated merger. The actions required by the LCI board of director's policy manual will be followed by clubs desiring to merge. The district governor, at the request of the club presidents may appoint a qualified district Lion to assist the clubs desiring to merge.

Documents required by each club merging will be submitted to the district governor for processing upon completion of the merger.

Lion Pat Scott  
District Governor

2018-2019 Record of Changes:

1. Updated cover page
2. Added KidSight as a supported agency.