

Lions District A - 16
Policy Manual

April 2004

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Lions International Objects

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding

TO PROVIDE a forum for the open discussion of all matters of public interest, provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Lions Code of Ethics

To SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

To SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

To REMEMBER that in building up my business it is not necessary to tear down another's, to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards my fellow being, to resolve such doubt against myself.

To HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour, and means.

To AID my fellow being by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

To be CAREFUL with my criticism and liberal with my praise: to build up and not destroy.

Care and Upkeep of the Policy Manual

The District Constitution and By-laws and Policy Committee shall review the Policy Manual annually and solicit suggested amendments from the Lions in the District.

The District Constitution and By-laws and Policy Committee shall present their recommendations for any changes to the Policy Manual to the District A-16 Cabinet for consideration of adoption by the District Officers.

District A-16 Policy Manual

Section 1

Approval of Amendments

This Policy Manual may only be amended at a District A-16 Cabinet meeting by Resolution of the District Officers on Proposed Amendments reported on by the District Constitution, By-laws and Policy Committee and adopted by the affirmative vote of a simple majority of the votes cast by the District Officers.

Section 2

Proposed Amendments

Proposed amendments to the Policy Manual shall be in writing and in the hands of the District A-16 Constitution, By-laws and Policy Committee for review no less than ninety (90) days before the District Cabinet meeting where amendments will be considered.

Section 3

Notification of Proposed Amendments

No Proposed Amendment shall be reported or voted on unless the same shall have been furnished in writing to each member of the District A-16 and each member of the District a-16 Honorary Committee no less than thirty (30) days prior to the applicable Cabinet Meeting with notice the same will be voted on at the said Cabinet Meeting.

Section 4

Each amendment shall take effect immediately upon adoption by the District Officers unless otherwise specified in the amendment.

Protocol & District Recognition

1. Protocol

Lions District A-16 promotes the use of proper protocol as identified in LCI publication PR711(Official Protocol) and the District A-16 Protocol Manual.

2. Recognizing Past Officers in District A-16

Whereas the oldest Lions Club within the District is over sixty-five (65) years old, and we add more than fifty (50) Past Presidents, eight (8) Past Zone Chairs, four (4) Past Region Chairs, a Past Cabinet Secretary, a Past Cabinet Treasurer (or Past Cabinet Secretary/Treasurer), and one Past District Governor every year, plus Past District Governors who transfer into our District, District A-16, in an effort to keep recognition formalities at an acceptable level, have recognized only Past International Officers (PDGs, PIDs, and PIPs) on most occasions as common practice.

Lioness and Leo Clubs

Each Lioness and Leo Club is an affiliate of a Lions Club with jurisdiction in accordance with policy laid down by the International Association of Lions Clubs.

District A-16 continues to support the Lioness and Leo activity and designates the structure as in the past..

District Finances and Records

1. Exchange of Records

Upon return from the Lions Clubs International Convention, the new District Governor and his/her Cabinet Treasurer (or

Cabinet Secretary/Treasurer) shall meet with the prior year's District Governor and Cabinet Treasurer (or CST) to turn over the District bank accounts, with an Interim Financial Statement, together with supporting documentation.

2. Budgets

- a) The Governor, VDG and Cabinet Treasurer (or CST) shall prepare an operating budget to be presented and approved at the first Cabinet Meeting.
- b) Sufficient funds should be budgeted for each committee chair to allow for one or two mailings in the year.
- c) A reasonable amount should be budgeted to cover the costs of telephone, postage and stationary for the Cabinet Secretary and Cabinet Treasurer (or CST).
- d) The budget should provide an amount sufficient to cover the costs of hotel, convention registration and event tickets, meals, and transportation for the International Guests and the hosting Protocol Officer and partner. The Protocol Officer should be reimbursed under Rules of Audit for the transportation costs of the International Guests.
- e) The budget should provide funds for Leadership Development, Membership Growth and Retention, and Extension programs.
- f) A reasonable amount should be budgeted to cover costs incurred by the Vice District Governor in the performance of his/her duties.
- g) The budget should provide a reasonable amount to cover the costs of the Memoriam Chair in the commission of his/her duties.
- h) The Governor's Newsletter budget should provide for the publishing of four (4) editions.
- i) Funds should be provided in the budget to allow for purchases of trophies/plaques for the separate District Governors' Contests - Bulletin, Visitation, and Administration.
- j) Should the District wish to present a District Web Page, the budget should reflect the current costs in the Public Relations budget.

3. District Records

It is the responsibility of the District Governor to ensure that the District A-16 records are culled annually. Minutes of Cabinet Meetings and year-end Audited Financial Statements shall be kept in perpetuity. Bank statements and supporting financial records are to be retained for seven (7) years, with all other records (such as Monthly Membership Reports and Activity Reports) retained for three (3) years.

Governor's Zone Advisory Meetings

In recent years, it has become customary for a Lions Club to host each Governor's Zone Advisory Meeting. Under these circumstances, this host club is responsible for any loss and are the beneficiaries of any profit from the meeting.

The Zone Chairman shall be allowed to conduct a draw or some similar means of raising a sum of money (Recommended as \$1.00 Per attendee) to be forwarded to the Cabinet Treasurer (or CST) to be placed into the Region Trust Fund Account. All clubs who have committed attendance numbers to a Governor's Zone Advisory Meeting shall be responsible to pay for same, whether in attendance or absent. It is customary for each club to pay the cost of the meal for their President, Secretary and Membership Chair at each of their respective Governor's Zone Advisory Meetings. Surplus funds shall be forwarded to the Cabinet Treasurer (or CST) to be placed in the appropriate Region Fund, and subject to the provisions of the District A-16 Constitution.

Honorary Committee

(Past International Officers)

The Honorary Committee is generally recognised as an advisory committee and as such should be utilized for their knowledge and experience wherever necessary. District Officers should promote the availability of the potential wealth of information and ability of the Honorary Committee for the following purposes:

1. Guest Speakers
2. Induction of new members
3. Inducting Club Officers

4. Training and assistance to various Club Officers
5. Assistance to weak/struggling clubs
6. To advise and assist in an administrative capacity

District Projects

Any Club projects that expand into a District Project, with the approval of the District Governor and his/her Cabinet, such project shall immediately become the responsibility of the appropriate District Chairman as appointed by the District Governor.

Club Extension Regalia

The proper regalia of a Lions club as referred to in Article V, Sec2 (a) of the District A-16 Constitution should consist of, but not limited to, the following items:

- (i) The Gong and Gavel - usually presented by the sponsoring club
- (ii) The Club Banner
- (iii) The Club Charter, framed with the Charter members' names inscribed thereon,
- (iv) The Lions Objects and Code of Ethics, framed
- (v) A good quality lectern
- (vi) The Club's President, Secretary and Treasurer pins
- (vii) The Lions Fine Box - usually presented by the District Governor
- (viii) A Canadian Flag - usually presented by the local MP
- (ix) The Lions flag, flag poles and stands for 2 flags.

Leadership Development Programs

A. District Officer Training School

Within fifteen (15) days of the closing of the District A-16 Convention, the Honorary Committee (or in their absence, a committee as appointed by the District Governor) will meet with the District Governor and the Incoming District Officers to inform them of the following:

- a) Their respective responsibilities to the District Governor and the District,
- b) Proper procedures and protocol,
- c) Any other necessary information.

After the District Officer Training School, the following should take place:

1. Each Region Chairman Elect should meet with their respective Zone Chairmen Elect and again review with them their responsibilities, and assist the Zone Chairmen Elect in becoming familiar with their position.
2. Following the year end, all the Region records and materials shall be transferred to the new Region Chairmen, and all the Zone records and all materials shall be transferred to the new Zone Chairmen of their respective Regions and Zones.

B. Club Officer Training School

The District will host a Club Officer Training School(s) chaired by the District A-16 Leadership Development Chairman (or Committee) to be held between April 15th and June 15th. The purpose of the school is to provide guidance and training to the various Officers for the upcoming Lions Year.

B. Membership Training and Orientation Session(s)

From time to time, the District may conduct Membership Training and Orientation Sessions for all Lions, and Review and Update Sessions for club or prospective district officers.

International, District A-16 Awards and Presentations

The Governor should arrange for the mailing to each Club in District A-16 between May 15th & June 1st copies of the LCI Application For Club President Excellence Award & the District A-16 100% Club Secretary Award together with a covering letter which would include information on submission due dates.

A. Presentation to Immediate Past District Governor

The District shall purchase each year a suitably worded plaque and a jewelled Past District Governor lapel pin to be presented at an appropriate time to the Immediate Past District Governor to honour his/her service to District A-16 as District Governor.

B. District Governor's Awards

The District Governor may present awards and/or recognition to certain individuals at his/her discretion. These usually will be presented at the District A-16 Convention, and may take the form of a plaque, a Certificate of Appreciation, or a medal in the form of the "Governor's Appreciation Award." Funding for these awards/recognitions shall form part of the District Administration Budget.

It is also customary for the District Governor to recognize the work of his/her Cabinet Officers and Committee Chairmen, usually at the District A-16 Convention Cabinet Dinner, with a token of appreciation. These would also be funded as part of the District Administration Budget.

All other types of recognition that may be provided by the District Governor and/or the District Cabinet shall be at their own expense.

B. 100% Club Secretary Award

District A-16 annually presents each eligible Club Secretary with a 100% Secretary Award. This is a District Award, funded from the District Administration Budget. Secretaries must comply with the following requirements and be recommended by the Club President.

- All LCI Monthly Membership Reports must have been mailed by the 4th day of the following month.
 - All District A-16 Monthly Activities Reports must have been mailed by the 4th day of the following month.
 - The LCI annual Lions Club's Officer Reporting Forms PU-101-A & PU-101-M must have been mailed immediately following your club elections in April but no later than May 15th.
 - The LCI Annual Lions Club Activities Report form A-1 must be mailed no later than June 30th.
 - The MDA year-end Membership Report must be mailed no later than July 10th.
 - The LCI application for Club President Excellence Award form DA-1 (where warranted) must be mailed no later than July 10th.
-
- The Club Secretary shall have attended at least two District Governor's Zone Advisory Meetings and shall have been in attendance, or have been represented at, all other such meetings held in the Zone.
 - The Club Secretary shall have attended the District A-16 Club Officer's Training School held immediately preceding the Lions year for which the award application is submitted.

B. Club President Excellence Award

This is an award made by Lions Club International to qualified Club Presidents.

The rules for this award and the application forms are sent directly by LCI to each club annually.

Applications are to be completed immediately after fiscal year end and forwarded to the Zone or Region Chairman for approval and submission to District Governor.

District Convention Procedures

A. Convention Site Selection

- (i) Primary Bid Requirements - No Club's bid for the District A-16 Convention will be considered without a letter of endorsement in support of a bid from the Board of Directors of the Lions Club.

- (ii) Convention Bid Form - Any club(s) wishing to bid for the District A-16 Convention must file with the District Convention Committee and the District Governor on the appropriate convention bid form, which is Appendix A in the District Policy Manual.
- (iii) Bid Review and Site Inspection - The District Convention Committee shall satisfy themselves by an inspection of the facilities and location, that the site shown on each Convention Bid is adequate and suitable for hosting the District A-16 Convention. Also, the District Convention Committee shall discuss with the club the terms of the District Constitution and By-Laws, and the District Policy Manual, and that all requirements will be met. If the District Convention Committee determines that a bid is not acceptable, the bid will not be placed on a ballot to be voted upon.
- (iv) Report to Cabinet - The District Convention Committee shall report their findings on each convention bid to cabinet.
- (vi) All eligible bidding Clubs shall be afforded equal opportunity to make a presentation of their bid to the Lions at the Convention.

B. Time Frame

The District A-16 Convention shall consist of the following Time Frame for events, subject to change upon recommendation and approved by the District Convention Committee and Cabinet.

- | | |
|----------|---|
| Friday | - Flag Raising Ceremony
- Cabinet Dinner |
| Saturday | - Host Club Warm-up Party
- Lions Breakfast (If held)
- Lioness Business Session and Breakfast (If held)
- Parade (if held)
- Opening Ceremonies
- Necrology Service
- Region Rallies
- Spouse's Program (If held)
- Governor's Banquet |
| Sunday | - Church Service(if held)
- Voting
- District Business Session
- Brunch/lunch (If held)
- Closing Ceremonies |

C. Agenda

All activities and events for a District Convention are to be detailed in the Convention Procedures package (Deck Set). This agenda for the entire convention shall be prepared by the District Convention Committee in co-operation with the Host Club and the District Governor, and provided to the District Officers and the District Committee Chairmen prior to the District A-16 Convention. (This is usually done at the District walk-through held within two weeks of the Convention.)

D. Convention Registration and Cancellation Policies

- (i) The registration fee shall be approved by the District Convention Committee.
- (ii) All Convention attendees must be registered.
- (iii) Children under 12 years of age shall be provided with a registration badge without the need to pay the fee.
- (iv) Rooms shall be assigned on a first come, first served basis.
- (v) Pre-registration is encouraged and requested to allow the Host Committee to prepare badges, assign rooms, plan meals etc, in advance.
- (vi) Cancellations -
 - a) All requests for cancellation must be in writing and forwarded to the Host Club Convention Committee.
 - b) Full refund of the registration and/or room deposits shall be made provided written request is received by Host Club Convention Committee no later than thirty (30) days prior to Official Opening of Convention.
- (vi) All Convention Cancellation Policies shall be included in the Convention Registration Package.

E. District Convention Pin

- a) The Host Committee is responsible to strike a District Convention Pin, which should bear the name of the current District Governor, and the emblems of Lions Clubs International, the Lioness and Leos.
- b) The convention pin shall be distributed based on the registration form and monies submitted.

E. Flag Ceremony

A flag raising ceremony may take place utilizing the Lions Club International Flag. A special location should be chosen for this event. The local Mayor and Council or equivalent should be invited to officiate along with the District Governor and International Guest.

E. Necrology Service

There shall be a necrology service held as part of the opening ceremonies. This shall be officiated over and is the responsibility of the District Memoriam Chairman.

E. Banner Presentation

During the opening ceremonies, the banners of each Lions Club, Lioness Club and Leo Club in District A-16 shall be presented and displayed around the Convention Hall. The Host Committee shall provide a committee to prepare the room to allow for the hanging and display of each banner, and provide a receipt for the safe retrieval of each banner.

E. Service Activities and Commercial Booths

The Host Committee shall provide space for District Committee Chairmen to display their specific interest without charge. Other commercial booths may be charged a rental fee at the discretion of the Host Committee. First consideration for space will be given to the District Chairs, upon prior request submitted to the Host Committee.

E. International Guest

The District Protocol Officer is responsible for the activity, comfort and safety of the International Guest and his/her partner. Expenses for the Protocol Officer shall be included in the District A-16 Budget.

E. Council Chairman

The Multiple District Chairman and their spouse shall be invited to attend the District A-16 Convention at the expense of the District, including accommodation and meals.

DISTRICT A-16 VISION SCREENING

The Vision Screening Committee shall be a committee of Cabinet, as per the Constitution.

The Vision Screening Committee shall meet regularly to deal with:

- Operation and Procedures
- Maintenance of equipment
- Fundraising
- Training
- New Initiatives

The vision screening project shall focus on screening the vision of children under 9 years of age, concentrating on pre-school and kindergarten-aged children, identifying possible vision weaknesses and referring those children to eyecare professionals of their parents'/guardians' choice.

Report forms shall be collected and maintained for two years by the Chairman for future study with the Ontario Association of Optometrists.

The Vision Screening Committee shall maintain a partnership with the O.A.O.

Using a train-the-trainer model, The Committee shall train other Lions in methods of vision screening.

Lions and Lioness may approach schools within school board districts where we have gained approval from the Board and have received the necessary documentation.

Partnerships with community groups, such as Healthy Babies-Healthy Children and the O.P.P., are also encouraged, as well as screenings at public and private events.

The vision screening equipment shall be maintained by the District in accordance with manufacturer's recommendations. To facilitate this, sufficient funds shall be held in reserve in the Vision Screening operations budget to cover two years' maintenance costs.

Consent, report forms and stickers shall be supplied by the Vision Screening Committee, as required.

The Vision Screening Committee is a committee of Cabinet and, as such, has the authority to solicit funds to cover equipment and operational expenses.

APPENDIX A



DISTRICT A - 16 CONVENTION BID FORM

Date: _____

From: Secretary, _____ Lions Club

To: District A-16 Convention Committee Chair

cc.: District Governor

Based on a motion made by Lion _____ and seconded by Lion _____ at a meeting of our club on _____ and approved by a majority of our members, the _____ Lions Club is submitting this bid to host the A-16 District Convention in the year ____

It is understood that this bid to host the District A-16 Convention is submitted with the knowledge that this Host Convention Committee has reviewed and understands the obligations and requirements contained in the District A-16 Constitution and By-Laws and the District A-16 Policy Manual.

We understand and agree to comply with the conditions in the District A-16 Constitution And By-Laws including Article VIII, Sections 1 and 2 as well as Appendices A and B and the District policy Manual.

Signed: _____ (Club Secretary)

Date: _____

See other side of this form for additional requirements.



DISTRICT A - 16 CONVENTION BID FORM

1. This Bid is to Host the District A-16 Convention in the year _____.
2. Dates preferred to Host this Convention _____.
The Convention shall be held between the last week in March and May 15th.
3. **a)** This Bid is submitted by the _____ Lions Club.
b) Name of Contact Person _____
Address: _____
Phone: _____ email: _____ fax: _____.
c) List other Clubs involved: _____
_____.

This Convention will be held in (City, Town, Area) _____.

4. Accommodation (*Please indicate number of rooms to be blocked in each Hotel/Motel*)
Headquarters Hotel _____ with _____ rooms.
Address: _____ Phone: _____.
Other Hotels/Motels: _____ Phone: _____.
_____ Phone: _____.
_____ Phone: _____.

5. Planned location of events:
 - a. Friday Cabinet Meeting _____ Capacity: _____.
 - b. Friday Night Cabinet Dinner _____ Capacity: _____.
 - c. Friday Night Warm-up _____ Capacity: _____.
 - d. Saturday Breakfast, Lions _____ Capacity: _____.
Lioness _____ Capacity: _____.
 - e. Parade Route (*provide map*) _____.
 - f. Opening Ceremonies and
Necrology Service _____ Capacity: _____.
 - g. Rooms for Region Rallies, 18 _____ Capacity: _____.
33 _____ Capacity: _____.
45 _____ Capacity: _____.
52 _____ Capacity: _____.
 - h. Governor's Banquet _____ Capacity: _____.
 - i. Sunday Business Session _____ Capacity: _____.
 - j. Sunday Lunch _____ Capacity: _____.
 - k. Separate voting area _____ Capacity: _____.

APPENDIX B



DISTRICT A - 16

NOMINATION FORM

Date: _____

From: _____ **Lions Club** _____

To: **District A-16 Nominating Committee Chairman**

cc.: **District Governor, Vice District Governor, IPDG.**

Based on a motion made by Lion _____ and seconded by Lion _____ at a meeting of our club on _____ and approved by a majority of our members, the _____ Lions Club _____ has nominated Lion _____ as candidate for the office of *(please check one only)*:

- District Governor.
- Vice District Governor.
- Region Chairman, Region ____.
- Zone Chairman, Zone ____.

Signed: _____ *(Club Secretary)*

Candidate's qualifications for this Office are as follows:

See other side of this form for additional requirements.



DISTRICT A - 16

NOMINATION FORM ADDITIONAL REQUIREMENTS

1. The Candidate shall provide a current Biography as part of their nomination package.
2. Candidates for the Office of District Governor or Vice District Governor shall attend the Opening Ceremonies, held on Saturday, during the District A-16 Convention, where they shall be prepared to speak on their own behalf.
3. Candidates for the Office of Region Chairman or Zone Chairman shall attend the Region Rallies, held on Saturday during the District A-16 Convention, where they shall be prepared to speak on their own behalf.
3. Candidates shall be present, or available, at the closing Luncheon on Sunday of the District A-16 Convention when election results are announced.
3. In the event a candidate cannot comply with items 2, 3 and/or 4 above his or her nominating club may, on showing just cause to the District A-16 Nominating Committee, represent their candidate at these functions.

Please complete the following information about the Candidate
(Please print clearly)

Name: _____

Name of Partner in Service: _____.

Address: _____

Postal Code: _____

Home Phone: () _____

Bus. Phone: () _____

E mail _____

Signed: _____

(Signature of Candidate indicating their consent of this nomination)



DISTRICT A - 16

APPLICATION FOR

100% CLUB SECRETARY AWARD

Date: _____ (to be mailed to the A-16 District Governor after year end but no later than July 15th of the year for which the application is submitted)

From: _____ **President,**
_____ **Lions Club** _____

To: **District Governor** (of the same year for which the Lion was Club Secretary)

Based on the rules overleaf I, as President of the _____ Lions Club _____, confirm that Club Secretary Lion _____, has met, in the Lions year _____, all the requirements for the District A-16 100% Club Secretary Award.

Signed _____ Date: _____
(President)



DISTRICT A - 16

100% CLUB SECRETARY AWARD

The 100% Club Secretary Award is a District A-16 Award

Rules for 100% Club Secretary Award are as follows:

- All LCI Monthly Membership Reports must have been mailed by the 4th day of the following month.
- All District A-16 Monthly Activities Reports must have been mailed by the 4th day of the following month.
- The LCI annual Lions Club's Officer Reporting Forms PU-101-A & PU-101-M must have been mailed immediately following your club elections in April but no later than May 15th.
- The LCI Annual Lions Club Activities Report form A-1 must be mailed no later than June 30th.
- The LCI application for Club President Excellence Award form DA-1 (where warranted) must be mailed no later than July 10th.
- The MDA year-end Membership Report must be mailed no later than July 10th.
- The Club Secretary shall have attended at least two District Governor's Zone Advisory Meetings and shall have been in attendance, or have been represented at, all other such meetings held in the Zone.
- The Club Secretary shall have attended the District A-16 Club Officer's Training School held immediately preceding the Lions year for which the award application is submitted.

A LIONS CREED

I Believe: that hard work and honest sweat are the building blocks of a person's character.

I Believe: through example my children are learning values that will last a lifetime.

- I Believe: that the best things in life are free, the sunrise, the autumn colour, the beauty of spring.
- I Believe: that happiness comes from the joy of doing things for others, with no thought of personal gain.
- I Believe: that by my toil I am giving more to the world than I am taking from it and the world is just a little better for my having passed through it.
- I Believe: that my life will be measured by what I have done for my fellow man and by this standard I fear no judgement
- I Believe: that when a man grows old and sums up his days, he should be able to stand tall and feel pride in the life he has lived.
- I Believe: a man plants a tree knowing he will not live long enough to enjoy it but others will be able to enjoy its shade and beauty
- I Believe: that with the help of about one and one half million Lions, I can do my part to make this a better world for future generations.