

INTERNATIONAL ASSOCIATION OF LIONS CLUBS



POLICY MANUAL  
LIONS CLUBS OF DISTRICT 20-Y

APPROVED April 19, 2020

***District 20-Y Policy Manual***  
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ARTICLE I  
NAME

Section 1. This organization shall be known as Lions District 20-Y, a Sub District of MD-20 and a District of Lions Clubs International.

ARTICLE II  
PURPOSE

Section 1. The purpose for this policy manual is to set forth the practices and procedures of this organization and to express the principles it will abide by and adhere to these Guidelines. It is understood that all policies must conform to the District 20-Y Constitution and By-Laws, Multiple District 20 Constitution and By-Laws and the Lions Clubs International Constitution and By-Laws.

ARTICLE III  
OBLIGATIONS OF CHARTERED CLUBS

Log in to Lions Clubs International, click on Search on first page, type in Board Policy Manual, Then go to Chapter 5 entitled “Clubs” from LCI Board Policy Manual

ARTICLE IV  
DISTRICT CABINET

Section 1. The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairs (if utilized during the district governor’s term), the zone chairs, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator and LCIF district coordinator shall be non-voting members of the district cabinet. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district.

Section 2. Voting members of the district cabinet shall be made up of the district governor, vice district governors, region chairs, zone chairs, secretary, treasurer, immediate past district governor and must be members in good standing of a Lions Club in good standing in the district.

Section 3 The Cabinet shall advance Lionism in District 20-Y, promote club excellence (Lions and Leos) in the district and properly administer the affairs of the district.

ARTICLE V  
REGION CHAIR RESPONSIBILITIES

Section 1. In addition to those duties specified in the International Constitution and By-Laws, Policy Manual and District 20-Y By-Laws, the region chair shall complete a minimum of one visitation annually to each club in the region. It is also expected that the region chair will accompany the district governor when he/she make his/her official visitation to the clubs in their region. A report will be sent to the District Governor, GAT Team, Cabinet Secretary and LCI.

ARTICLE VI  
ZONE CHAIR RESPONSIBILITIES

Section 1. In addition to those duties specified in the International Constitution, By Laws, Policy Manual and District 20-Y By-Laws, the zone chair shall complete three visitations annually to each club in the zone. One should be made prior to the 2<sup>nd</sup> Cabinet meeting, the second prior to the fourth cabinet meeting. The zone chair may accompany the district governor when he/she makes his/her official visitation to the clubs in zone.

Section 2. Each Zone chair is expected to attend all four cabinet meetings and provide both written and oral reports on behalf of the clubs of their zone. Reports should focus on membership and service projects completed since prior cabinet meeting and send e-mail report to Cabinet Secretary two weeks prior to cabinet meeting.

ARTICLE VII  
COMMITTEES/CHAIRS

Section 1. The district governor shall appoint as many standing committees or chairs as he/she deems appropriate. Some of the committees or chairs that have been appointed in the past are:

Adopt A Platoon Chair	Lions Day at the United Nations
Alert Chair	Long Range Planning
Audit	Max Pepper Golf Tournament Chairs
Constitution & By-Laws	New Club Development
Convention Chair	Newsletter Editor
Diabetes Chair	Newsletter Distribution Chair
District Governor Mentoring	Peace Poster Contest Chair
Environmental	Policy Manual
Fall Conference Chair	Quest Chair
Global Membership Team Coordinator	Reporter to MD-20 Magazine
Global Leadership Team Coordinator	Sight Chair
Global Service Team Coordinator	Upstate Center for Vision Research
Historian	USA /Canada Lions Leadership Forum
Leo Club Chair	Website Development Chair
Lions Club Int'l Foundation (LCIF)	GMT Family & Women's Specialist

Section 2. The district governor may appoint such special committees or chairs as may be necessary in his/her judgement.

Section 3. All committees shall consist of a chair and as many members as the district governor appoints on the committee.

Section 4. The district governor shall be an ex-officio member of all committees.

Section 5. Each committee through its chair shall report to the district cabinet at regularly scheduled cabinet meetings and send e-mail report to Cabinet Secretary two weeks prior to cabinet meeting.

Section 6. All committee chairs who are responsible for collecting funds shall give a final written report to district governor and cabinet treasurer and all funds will be given to cabinet treasurer (Ex: Golf Tournament Chair, Fall Conference Chair, etc.)

Section 7. All committee chairs will follow standard LCI District Constitution and By-Laws.

#### ARTICLE VIII AFFILIATE ORGANIZATIONS

Section 1. The district governor shall appoint or have representatives elected based on number of representatives needed for each of the following affiliate organizations but not limited to:

- Brandel-Murphy Youth Foundation
- Lions Camp Badger
- Finger Lakes Region Lions Hearing Foundation (FLRLHF)
- Guide Dog Foundation for the Blind, Inc.
- Leaders Dogs for the Blind
- NYS and Bermuda Lions Foundation
- Lions SEE, Inc.
- Lions KidSight USA

#### ARTICLE IX DISTRICT GOVERNOR MENTORING COMMITTEE

Section 1. There shall be a District Governor Mentoring Committee comprised of past district governors and any present or past international directors of the district as appointed by the district governor. All members of this committee must be active members of a Lions Club within the district and be in good standing with that club and Lions Clubs International.

Section 2. The purpose of the committee is to advise the sitting district governor or district governor elect. All final decisions shall be made by the district governor or district governor elect.

Section 3. The District 20-Y District Governor Mentoring Committee shall meet at a time and location convenient for the majority of those on the committee.

Section 4. The 1<sup>st</sup> and 2<sup>nd</sup> Vice-District Governor shall be invited to attend these meetings as active committee members to become familiar with the issues and concerns of the District.

Section 5. Notes of the Mentoring Committee shall be taken by the 1<sup>st</sup> vice-district governor in attendance and the notes shall be typed and emailed to all mentoring committee members within 2 weeks.

## ARTICLE X DISTRICT GOVERNOR'S PROJECT

Section 1. Each year the District Governor has the option of selecting a District Governor Project.

Section 2. The project selected will be a humanitarian project.

Section 3. Available matching grants from LCIF, NYS & Bermuda Lions Foundation and Brandel–Murphy Youth Foundation and any other qualifying grant application must be submitted for approval prior to the third cabinet meeting.

Section 4. The District Governor Elect shall present his/her project information to the mentoring committee for feedback prior to the fourth cabinet meeting of his/her 1<sup>st</sup> Vice-District Governor year and then presented at the 4<sup>th</sup> cabinet meeting.

## ARTICLE XI FINANCIAL RECORDS

Section 1. The financial records and bank accounts of the district shall be maintained by the district cabinet treasurer at a location convenient to him/her and the district governor.

Section 2. The fiscal year of this district shall be July 1 through June 30.

Section 3. All reimbursements must have a receipt. If a report has more than 1 receipt, a cover letter shall document all expenses and total to be reimbursed.

Section 4. The financial records shall be kept using accepted accounting principles for the fiscal period as required by the Internal Revenue Service. These financial records shall be retained for

a period of seven years and shall be turned over to the succeeding cabinet treasurer within thirty days of the close of the fiscal year.

Section 5. The bank being utilized by the District shall be presented to the cabinet for approval at the **4<sup>th</sup> cabinet meeting** each year. The “Insuring” of all district members responsible for the finances of the District shall also be approved at the **4<sup>th</sup> cabinet meeting** each year for the following year.

Section 6: A minimum of \$ 2,000.00 is to be passed on to each District Governor within 30 days at the start of their Lions year to be used as District Administrative funds.

Section 7: All expenditures require two signatures (Treasurer and District Governor).

Section 8: An audit is to be performed no later than 60 days after the current Lions year ends and reported at the **1<sup>st</sup> Cabinet Meeting**. Audit Committee should include three (3) Lions familiar with the policies and procedures of accounting and reporting. The Audit committee will be appointed by the incoming District Governor.

Section 9: A financial report of the District Activities shall be given in printed (either computerized or handwritten) as well as a verbal, at each District Cabinet Meeting and approved by the voting Cabinet Members.

Section 10: A budget shall be presented at the **1<sup>st</sup> Cabinet Meeting** for approval. The district budget will cap the District Governor’s pins at a total of \$ 600. The district budget will cap the District Governor’s Testimonial at \$ 2,000.

Section 11. The 1<sup>st</sup> Vice District Governor will contact all clubs owing dues to have paid up by March 31<sup>st</sup>.

Section 12. Districts and Clubs must file a 990 or 990-N E-Postcard to IRS by November 15<sup>th</sup>.

## ARTICLE XII RESTRICTED FUNDS

Section 1. From time to time, funds may be designated by the district cabinet for specific purposes.

Section 2. These funds shall be maintained in such a manner as to allow for a full accounting of the receipts and disbursements at each regular meeting of the district cabinet.

Section 3. Any funds so designated that are not disbursed within the district's fiscal year unless purpose continues (Ex. DG project) shall be turned over to the succeeding district governor, chief financial officer, within thirty days after the close of a fiscal year. Such as but not limited to: Spring Golf Tournament, Spot Camera and Leadership balances).

Section 4. These restricted funds may only be transferred to other accounts or eliminated following a majority vote of the voting cabinet at a regular or special meeting.

Section 5. In 2018, a District 20-Y Adopt-A-Platoon fund was established for the sole purpose of providing funds for supplies to be shipped to a deployed platoon from Fort Drum.

Section 6. In 2019, an additional checking account was established for the sole purpose of holding and distributing grants received by the District per LCIF Policy and Procedures. This account was approved by the cabinet on September 29, 2019. This account will fall under the same rules of audit as all other financial accounts of District 20-Y.

### ARTICLE XIII CABINET MEETING MINUTES

Section 1. The Cabinet Secretary shall record meeting minutes of each cabinet and special meeting of the district. The Cabinet Secretary shall send a draft with watermark of the minutes to the Newsletter Distribution Chair to forward on to club officers.

Section 2. The Cabinet Secretary shall send the approved cabinet minutes to LCI electronically.

Section 3. The Cabinet Secretary shall maintain a file containing approved meeting minutes which shall be turned over to the incoming Cabinet Secretary within thirty days following the close of the fiscal year.

### ARTICLE XIV MONTHLY REPORTS

Section 1. The district governor shall maintain a file containing the Club Health Assessments Reports and Accounts Receivable reports as well as other reports provided by Lions Clubs International or MD-20.

Section 2. This file will contain five years of such data and shall be turned over to the incoming district governor within thirty days following the close of the fiscal year.

Section 3. It will be the responsibility of the outgoing district governor to destroy the oldest copy of the file.

### ARTICLE XV DISTRICT CONTEST

Section 1. Upon the approval of the incoming district governor the district may conduct a contest each year to encourage the participation of all Lions Clubs in those activities that further the objectives of Lionism and create an atmosphere of fellowship among the Lions of the district.



Section 2. The contest shall include categories selected by the incoming district governor and should focus on the goals set by the district governor in the areas of service, membership, leadership, and LCIF.

Section 3. Points will be awarded solely for items contained in the rules and are identified on the Monthly Activity Report.

Section 4. Awards in an appropriate form shall be presented to small clubs 20 or less, medium clubs 21 – 30 and large clubs 31 + in members. The winners with the highest number of points within their respective membership size will receive their awards at the district governor's testimonial.

Section 5. It shall be the responsibility of the district governor to either score or appoint someone to act in his/her behalf. Decisions of the scorekeeper shall be final.

Section 6. The rules shall be set, forth in the district governor's August newsletter and the district directory.

#### ARTICLE XVI MULTIPLE DISTRICT 20 PDG LEADERSHIP AWARD

Section 1. The annual MD-20 Past District Governor Leadership Award is presented to a Lion in each sub-district who has shown outstanding leadership qualities. Each district will make the selection for the district based on the criteria given by the MD-20 PDG Organization.

Section 2. The MD-20 Organization of Past District Governors director from 20-Y (hereinafter referred to as district director) is responsible for obtaining the application forms and send form electronically to Newsletter Distribution Chair who will forward them to each Lions Club President and Past District Governor in our district. The cover letter shall include the criteria, cutoff date and the district director's return address. Completed applications received after the cutoff date shall not be considered.

Section 3. Copies of each completed application received prior to the cutoff date will be forwarded to all active District 20-Y past district governors by the district director.

Section 4. Applications can not be carried forward year to year.

Section 5. The selection of the 20-Y Leadership Award recipient shall be by the past district governors in good standing in district 20-Y by a majority vote. The application which receives the most votes of those ballots cast shall be considered the recipient.

Section 6. The MD 20 Organization of PDG's director from 20-Y shall convey the results in writing to the winner and to the secretary of the MD-20 Organization of Past District Governors.

Section 7. The MD 20 Organization of PDG's director from 20-Y shall arrange to have recipient attend PDG meeting at state convention and 1<sup>st</sup> business session at state convention.

ARTICLE XVII  
DISTRICT 20-Y AWARDS

BILL WINANS AWARDS for MEMBERSHIP & LEADERSHIP (DG CONTACT GLT PDG Lion Tim Bush) Criteria: Lion shows more than one year of success in Leadership & Membership. Lion can not receive the Membership or Leadership award twice.

DISTRICT TEAM EXCELLENCE (Yearly) - DA-DEA1.2/19

MD-20 PDG LEADERSHIP

PRESIDENTIAL MEDALS

INTERNATIONAL PRESIDENT AWARDS

INTERNATIONAL PRESIDENTS CERTIFICATE of ACHIEVEMENT AWARDS

MELVIN JONES FELLOWSHIP - contact LCIF

ROBERT J. UPLINGER - contact NYS & Bermuda Lions Foundation

ZONE CHAIR -DA – ZC AWARD APP

CLUB EXCELLENCE

MEMBERSHIP & NEW CLUBS OPERATIONS - ME-46 ECN 2/13-BACK PAGE:  
Membership Key awards; Year Round Growth Program; Family Membership Award;  
District Family Pins; United in Service; Milestone Chevron Award; Founders  
Membership Growth Award; New Club Development Awards; Extension Awards;  
District Governor Extension Award; New Club Sponsor Club Banner Patch; Campus  
Banner Patch; Campus Award Pin; Club Branch Banner Patch; Club Branch Award.

BRANDEL MURPHY MIRACLES THROUGH SERVICE

BRANDEL MURPHY EVERYDAY HERO

LCIF HELPING HANDS - LCIF70 EN 11/11.

MILESTONE CHEVRON - ME38 7/12.

MEMBERSHIP SATISFACTION - ME63 EN 8/13.

NEW VOICES – <https://weserve.org/newvoices>

INDIVIDUAL LEO and LIONS CLUB MEMBER AWARDS  
EAW/02/08/2020

ARTICLE XVIII  
Newsletter Policy

Section 1. No partisan politics and sectarian religion shall be in the newsletter. (In Lions International Objects)

Section 2. Privacy Policy – The personal information of members, including their phone numbers, mailing addresses and e-mail addresses in the newsletter, is intended for the specific purpose of effectively communicating with each other concerning Lion’s business. In accordance with the vision of Melvin Jones and as expressed in the Lion’s Code of Ethics, this personal information shall not be utilized for financial gain or the purpose of business solicitation. (In directory)

Section 3. Upon consultation with Editor, District Governor and Newsletter Distribution Chair, if an article is found to be unacceptable, the District Governor shall notify the person or club who submitted the article, stating the reasons why it will not be in the newsletter.

ARTICLE XIX  
Second Vice District Governor Selection

Section 1. In an attempt to be transparent and provide opportunities for all eligible Lions of District 20-Y to be considered for the position of Second Vice District Governor, any interested, and qualified candidate shall submit his/her desire for consideration in writing.

Section 2. Candidates shall use the form included in this policy manual as Exhibit A. (next page)

Section 3. Candidates shall submit their application, in writing, to the District Governor no later than 10 days prior to the 2<sup>nd</sup> cabinet meeting.

Section 4. Each candidate will be allowed no more than 5 minutes to present themselves to the cabinet at the 2<sup>nd</sup> cabinet meeting.

Section 5. If there is more than one candidate for Second Vice District Governor, all candidates will talk among themselves to decide what year they will be Second Vice District Governor. **All must agree.** If no agreement, all candidate names will go forward to State Convention to be voted on.



ARTICLE XX  
MEETINGS

Section 1. Roberts Rules of Order, Newly Revised shall-govern all parliamentary procedures except as otherwise provided for.

Section 2. The Cabinet shall meet four (4) times each fiscal year. The second meeting shall be recognized as the Fall Conference with the dates, times and location to be determined by the District Governor.

Section 3. The time frame for cabinet meetings will be determined by the District Governor, with the first to be held within thirty (30) days after adjournment of the preceding International Convention.

Section 4. Special meetings may be called by the district governor whenever the need arises to conduct urgent district business.

Section 5. Said special meetings shall be held no earlier than seven (7) days and no later than fifteen (15) days after the mailing of the meeting notice setting forth the purposes, date, time, and place for said meeting.

Section 6. ALTERNATIVE MEETING FORMATS. Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

Section 7. BUSINESS TRANSACTED BY MAIL. The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the district cabinet. Such action may be initiated by the district governor or any three (3) officers of the district.

Section 8. In the case where a special convention needs to be held, its shall be scheduled with all proper notifications and procedures being followed as listed in the Constitution and By-Laws of District 20-Y

ARTICLE XXI  
DISTRIBUTION

Section 1. The policy manual will be available on the District 20-Y Web site. Please find at <https://www.centralnylions.com/>

ARTICLE XXII  
AMENDMENTS

Section 1. These policies except Article XVI (PDG Leadership Award) may be altered or amended by the vote of a majority of the cabinet members present in person and voting at two

successive regular or special meetings of the district cabinet at which a quorum is present. No article covered by District 20-Y Constitution and By-Laws may be altered or amended unless an amendment has been duly voted on by the membership at a District 20-Y convention or MD-20 Convention.

Section 2. District dues may be instituted or amended at a District Convention or a Multiple District Convention by resolution reported by the Long-Range Planning Committee appointed by the District Governor and an affirmative vote of two thirds (2/3) of the votes cast.

Section 3. No amendment shall be put to vote unless written notice thereof, stating the proposed amendment, shall have been mailed, e-mailed or published in the District 20-Y Newsletter at <https://www.centralnylions.com/> or delivered to each voting cabinet member at least 10 days prior to the meeting at which the vote on the amendment is to be taken.

Section 4. No vote may be taken on an amendment unless 50 % plus one (1) of the voting cabinet of the district are present.

Section 5. This policy manual shall not be in conflict with the Constitution, By-Laws and Policy Manuals of the International Association of Lions Club, the Lions of Multiple District 20 and the Lions of District 20-Y.

### ARTICLE XXIII LONG RANGE PLANNING COMMITTEE

Section 1. District 20-Y will establish a long-range planning committee to meet as a separate committee and report to the district governor and cabinet. Written and oral reports will be provided at each cabinet meeting.

Section 2. The committee will consist of no less than five and no more than seven members. The sitting vice-district governors will be members of this committee with the first vice-district governor acting as the chair of the committee.

Section 3. The long-range planning committee will meet a minimum of four times per year. The purpose of the committee is to develop goals and action plans in the areas of, by not limited to: finance, membership growth, new club development and leadership development

### ARTICLE XXIV MOTIONS AND SECONDS

Section 1. Any and all motions made and seconded by a voting member of the cabinet at a duly authorized cabinet meeting of District 20-Y shall be recorded in the district cabinet meeting minutes with the disposition duly noted.

This Policy Manual voted on and approved by Executive Cabinet on April 19, 2020.