

# INTERNATIONAL ASSOCIATION OF LIONS CLUBS



## POLICY MANUAL LIONS CLUBS OF DISTRICT 20-Y

APPROVED January 29, 2023

***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 and 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 makes 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 and 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 the 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 the prior cabinet meeting and send an e-mail report to Cabinet Secretary two weeks prior to the cabinet meeting.

ARTICLE VII  
SUPPORT POSITIONS / SUPPORT COMMITTEES / STANDING COMMITTEES

Section 1. The district governor shall appoint as many standing committees and chairs as he/she deems appropriate. A committee is at least 3 people unless otherwise specified. Some of the committees or chairs that have been appointed in the past are:

**SUPPORT POSITIONS – 1 Member**

Historian  
Parliamentarian

**SUPPORT COMMITTEES – 3 Members unless otherwise specified**

Adopt A Platoon  
Alert Committee  
Fall Conference  
Global Causes – (Diabetes, Environment, Hearing, Hunger, Pediatric Childhood Cancer, Vision)  
Golf  
Mentoring  
Youth - (Leo Clubs, Lion Quest, Peace Poster, Reading Action Program)

**STANDING COMMITTEES – 3 Members unless otherwise specified**

Audit  
Constitution & By-Laws  
Finance (Budget, Review Reports)

GAT Committee – District Governor, GMT District Coordinator, GLT District Coordinator, GST District Coordinator, District GMT Family & Women’s Specialists)  
Long Range Policy - (All Chairs of Standing Committees)  
Marketing/Communications - (Website Development, Newsletter Editor/MD-20 Magazine Reporter, Newsletter Distribution, Facebook, Lions Day at the United Nations, Public Relations & Lions Information, USA/Canada Lions Leadership Forum)  
Policy Manual

Section 2. The district governor may appoint such special committees or chairs as may be necessary in his/her judgment. With the advice of the Chairperson, the District Governor shall appoint committee members.

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 an 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 the district governor and cabinet treasurer and all funds will be given to the cabinet treasurer (Ex: Golf Tournament Chair, Fall Conference Chair, etc.)

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

## **STANDING COMMITTEES AND THEIR DUTIES**

### **Audit Committee**

Purpose: The purpose of this policy is to set up guidelines for the audit of the District accounts, income, expenses, depositories and assets.

1. The audit shall be conducted by the Audit Committee within sixty (60) days after the close of the fiscal year and prior to the first regular cabinet meeting.
2. The Audit Committee should include three (3) Lions familiar with the policies and procedures of accounting and reporting.
3. The audit committee needs copies of the approved minutes, approved budget, checkbook registers and checkbooks, all supporting documentation for receipts and expenses incurred and bank statements.
4. The Cabinet Treasurer or Secretary-Treasurer shall assist the Audit Committee with the audit.
5. The results of this audit shall be reported at the first cabinet meeting by the Audit Committee.
6. The approved District audit shall be reported in the District Newsletter.

## **Constitution & By-Laws Committee**

Purpose: This committee shall monitor the activities of the Lions within District 20-Y to be sure that they conform to the constitution and bylaws of the District, Multiple District and Lions Clubs International.

1. The committee shall consist of (3) three appointed members who shall select a chair.
2. The Chair of the Policy Manual Committee shall be a voting member of the Constitution & By-Laws Committee.
3. This committee is responsible for the review and evaluation of all proposed changes to the Constitution and By-Laws and conforming them to changes in the International Constitution and By-Laws. It shall submit recommendations to the Cabinet.
4. This committee shall be responsible for creating and updating a table of contents at the front and an index at the end of the Constitution and By-Laws, citing all references to the subject matter contained therein. This committee will also be responsible for evaluating and revising a new Constitution and By-Laws as directed by the Cabinet.
5. A person from this committee shall serve as the Parliamentarian for all District 20-Y cabinet meetings. It shall act in compliance with the most current Constitution and By-Laws of Lions Clubs International, MD-20 and District 20-Y and in accordance with Roberts Rules of Order, newly revised, the latest addition.
6. The committee chair shall be available to clubs to answer questions on Constitution and By-Laws.
7. The committee chair shall provide a copy of the District 20-Y Constitution and By-Laws electronically to the Cabinet Secretary to forward to each voting member of the District Cabinet annually.
8. The Constitution & By-Laws shall be available on the District website.

## **Finance – (Budget, Review Reports)**

Purpose: This committee shall prepare, review and monitor the District Budget. The District Governor shall serve as Chairperson of this committee.

1. The committee shall be composed of four (4) members including the District Governor, the Cabinet Treasurer or Secretary-Treasurer, the Immediate Past District Governor, the Immediate Past Cabinet Treasurer or Secretary-Treasurer.
2. The District Governor shall, at the first regular meeting of the Cabinet present the budget for approval for the fiscal year.
3. A standardized budget report shall incorporate all planned items of income and expenses together with all current assets held in cash or depository instruments.
4. Budgeted income shall include but not be limited to; (1) MD-20 District Administration funds (Dues), (2) Raffle income, (3) State pin income, (4) District pin income, (5) Interest and/or dividends, (6) Reimbursement income from Lions Clubs International, (7) Sub-District Convention registration fees (if applicable), (8) Fall Conference meal(s) income, (9) Governor's Testimonial Dinner income, (10) Cabinet dinner income, (11) Miscellaneous income.

5. Budgeted expense items shall include but not be limited to; (1) Cabinet badges (i.e.: 1<sup>st</sup> VDG, 2 VDG, Secretary and Treasurer), (2) Cabinet meetings, (3) Cabinet meeting meals, (4) Committee expenses, (5) District Directory, (6) USA/Canada Leadership Forum expenses, (7) Sub-District Convention, (8) Fall Conference ID meals and expenses (9) Raffle expenses, (10) Raffle awards, (11) MD 20 pins, (12) District 20-Y pins, (13) District Governor's gifts, (14) Office supplies, (15) Peace Poster Award, (16) Cabinet Secretary and Treasurer MD 20 Convention, (17) Insurance bond, (18) Bank charges, (19) Miscellaneous expenses, (20) Contingency expenses.
6. The Cabinet Treasurer shall report on the budget, income, expense and budget variation (+,-), at each Cabinet meeting as current as practical and at the end of the fiscal year within 30 days thereafter and prior to the meeting of the next fiscal year budget committee meeting.

**Marketing/Communications - (Website Development, Newsletter Editor/MD-20 Magazine Reporter, Newsletter Distribution, Facebook, Instagram, Public Relations & Lions Information, Lions Day at the United Nations, MD20 Lions Leadership Institute and USA/Canada Lions Leadership Forum)**

Purpose- The committee will promote activities and programs of the clubs and District through the publication of our 20-Y newsletter; maintain an online presence in the form of a district website; promote Lionism within our District by promoting the District Governor's official club visits; and promote the Lions Day at the United Nations, MD20 Lions Leadership Institute, USA/Canada Lions Leadership Forum and promote any other marketing and communication ideas.

1. The website shall contain the District Directory. In addition, an electronic copy of the District Directory will be sent to each Cabinet member, Cabinet committee chairperson, PDG's, club president, club secretary, club treasurer, club membership chair and club service chair. Paper copies of the directory will be available.
2. An electronic copy will be provided to the MD20 Office, International Family of MD20, the New York State and Bermuda Lions Foundation office, the Empire State Speech and Hearing Clinic office, the Finger Lakes Hearing Foundation office, Camp Badger, SEE Program, Alert Foundation and Brandel/Murphy Youth Foundation.
3. The committee will promote Lionism in the District through radio, television, computer programs, telephone access, window displays, newsletter and other social media platforms.
4. The committee members should be available to make presentations to clubs as requested.
5. The committee should report the accomplishments of our clubs in the newsletter and other social media platforms.
6. The committee should meet as needed and a report of the meeting should be presented at the next Cabinet meeting.

**Policy Manual Committee**

Purpose: This committee is responsible for the development, maintenance and dissemination of policies.

1. This committee recommends specific changes to the Cabinet, which will:
  - (a) Amend, delete, or supplement existing provisions when requested to do so by the District Cabinet members.
  - (b) Keep the manual consistent with current district practices and procedures.
  - (c) This committee conforms the manual to changes in Lions Clubs International or MD-20 Constitution and By-Laws.
  - (d) The committee shall meet annually prior to the first cabinet meeting to review the Policy Manual and make a presentation at the first cabinet meeting.
2. The committee shall transmit an electronic copy of the Policy Manual to the District Cabinet annually. New policies and amended changes to policies adopted by the District Cabinet shall be transmitted electronically.
3. The committee will present to the District Cabinet any potential changes in the Policy Manual brought to their attention at least ten (10) days prior to a Cabinet meeting.
4. The Chair shall cause the policy manual to be available on the District website.

**GMA/GAT/GET/GLT/GMT/GST Committee** – District Governor, GMT District Coordinator, GLT District Coordinator, GST District Coordinator, District GMT Family & Women’s Specialists)

See Addendum A

**ARTICLE VIII**  
**AFFILIATE ORGANIZATIONS**

Section 1. The district governor shall appoint or cause the election of representatives for each of the following affiliate organizations.

- Alert Building – 1 or 2 Directors (3-year term) – Elected at MD State Convention
- Brandel-Murphy Youth Foundation–2 directors -Appointed by Organization
- Empire State Special Needs Experience Inc. (Camp Badger) - 2 representatives - Appointed by DG
- Finger Lakes Region Lions Hearing Foundation (FLRLHF) - 2 representatives – Appointed by DG
- Guide Dog Foundation for the Blind, Inc. – 1 liaison
- Joslyn Diabetes Center – 1 liaison
- Leaders Dogs for the Blind – 1 liaison
- Lions Clubs International Foundation - 1 District Coordinator – Appointed by DG
- NYS and Bermuda Lions Foundation – 3 representatives – Elected at MD State Convention
- Lions SEE, Inc./Lions KidSight USA – 3 representatives – Elected at MD State Convention
- Upstate Center for Vision Research – 1 liaison



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 Governors 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 present 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 from 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 the 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. (Help to offset directory and pins)

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

Section 8: A financial report of the District Activities shall be given in printed (either computerized or handwritten) as well as verbal, at each District Cabinet Meeting and approved by the voting Cabinet Members.

Section 9: A preliminary budget shall be presented at the **4<sup>th</sup> Cabinet Meeting** and the final budget approved at the 1<sup>st</sup> Cabinet Meeting. The Incoming District Governor needs to be able to start the year on July 1<sup>st</sup> with their budget.

- a.) The district budget will cap the District Governor’s pins at a total of \$ 600.
- b.) The district budget will cap the District Governor’s Testimonial at \$ 2,000.

Section 10. 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 11. Districts and Clubs must file a 990 or 990-N E-Postcard to IRS by November 15<sup>th</sup> but are strongly encouraged to complete by July 31<sup>st</sup>. The outgoing Treasurer and new Treasurer needs to do the 990 or 990-N E-Postcard together. This will help the new Treasurer to know how to do it the following year.

## 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 the 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 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 meetings of the district. The Cabinet Secretary shall send a draft with a 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.

Section 4. Add in the 4<sup>th</sup> Cabinet Meeting Minutes, the names and titles of the new District Governor, Treasurer and Secretary for the bank. (The bank will need minutes of a cabinet meeting to update account information and signature card(s)).

### 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 with 20 or less, medium clubs with 21 – 30 and large clubs with 31 + 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 on 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 forms 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 from 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 the recipient attend the PDG meeting at the state convention and 1<sup>st</sup> business session at the 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 Newsletter 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 the 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.

**EXHIBIT A**

**SECOND VICE DISTRICT GOVERNOR CANDIDATE FORM**

This checklist must be completed for each candidate and submitted to the District Governor.

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Election: \_\_\_\_\_

Why do you want to serve as Second Vice District Governor? (can add additional page)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following requirements.**

Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing\* in his/her single or sub-district.

Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.

Club President Year served \_\_\_\_\_

Club Board of Directors Two (2) Years Served \_\_\_\_\_

District Cabinet (check one)

Zone or Region Chair Year Served \_\_\_\_\_

Cabinet Secretary and/or Treasurer Year Served \_\_\_\_\_

With none of the above being accomplished concurrently

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

\_\_\_\_\_  
District Governor

\_\_\_\_\_  
Date

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.

Section 6. All policy changes from LCI and MD-20 that would affect individual districts shall be automatic changes to this policy manual.

### 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 as needed.

### 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 January 29, 2023.

## ADDENDUM A

# GLOBAL ACTION TEAM



## District Chairperson (District Governor)

### Position Overview

As the district governor you will serve as the district chairperson of the Global Action Team. You will ensure that your district's GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand the district's humanitarian service. You are the driving force that ensures your district is strong, stable and focused. Your actions define the pathway to success for your district and its clubs!

### Actions for Success

- Ensures the selection of qualified Lion leaders for the district's Global Action Team positions (GLT, GMT, and GST coordinators).
- Ensures the GLT, GMT, and GST support the district goals and implement the action plans.
- Facilitates regular meetings to discuss and advance initiatives established by the Global Action Team.
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- Collaborates with the multiple district's Global Action Team and other district governors to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Shares successes, opportunities and needs with the club officers, the District Global Action Team members and LCI staff.

### Measuring Success

- Achieve district leadership development, membership and service goals.
- Incoming club officers participate in club officer training.
- Incoming zone chairpersons participate in zone chairperson training.
- Increase the total number of Lions participating in leadership development training events by 10%.
- Increase total membership over the previous fiscal year.
- Decrease membership drops by 5%.
- Increase women's membership.
- New members participate in new member orientation.
- Contacting prospective member leads provided by multiple district or LCI have been in a timely manner and informed about membership.
- Collaborates with district GLT coordinator to plan at least one workshop that elevates Lion and Leo professionalism in service project planning and execution.
- Encourages clubs to plan and execute at least one diabetes related project.

## Recommended Qualifications

- Increases service project implementation and reporting over previous year.
- Works with LCIF district coordinator and region/zone chairpersons to identify at least one service initiative that can be strengthened by LCIF resource utilization.
- Raises MyLion utilization throughout district by having each club input and manage at least one of their service projects in MyLion.
- Ends each fiscal year with an increase in Leo Club development and hands-on service collaboration between Lions and Leos.
- Passionate about the potential to improve your club.
- Leads by example, by demonstrating leadership skills. Successfully served as vice district governor.
- Graduate of leadership programs offered by the district, multiple district and/or Lions Clubs International or other professional leadership programs
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media)

## Reporting

- The Global Action Team district chairperson reports to the council of governors and the Global Action Team multiple district chairperson.
- The GLT, GMT, and GST district coordinators report to the Global Action Team district chairperson (district governor).

\* Coordinating Lions/country advisors would fulfill this position in un-districted areas and may develop a Global Action Team within the area or utilize the Global Action Team from a supporting district. The coordinating Lion/country advisor should submit a plan defining the structure of their area. Coordinating Lions/country area advisors would report to the area leaders/special area advisor.

GAT L 004 Rev. 7/1/2020

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# GLOBAL ACTION TEAM

## Global Extension Team (GET) District Coordinator



### Term

One year; selected by district (per the district constitutional by-laws) as a member of the district cabinet. May serve multiple terms.

### Position Overview

As the GET District Coordinator, your efforts directly impact the success of the Global Action Team's initiatives. You will lead your district's efforts to charter new clubs. You will build and lead a team of Lions who share your passion for extension. You know how to connect with people and overcome obstacles.

### Actions for Success

- Identify opportunities to charter new clubs in communities or within groups of a larger community that are not served or are underserved.
- Collaborate with district leadership to build a team capable of completing the tasks required in successful chartering of new clubs including membership recruitment, leadership development, and engagement in meaningful service projects.

- Develop a plan and timeline for each potential new club following proven processes for new club development including site selection, needs assessments, identification of sponsoring clubs and guiding lions, informational and organizational meetings, and charter member recruitment.
- Understand and communicate the process and policies of new club development to team members and ensure that accurate information is conveyed to prospective members.
- Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new club officers and educating Guiding Lions on expectations of the new club.
- Train and involve Lions interested in new club chartering to expand the district’s ability to charter new clubs.
- Ensure new club applications are complete, properly approved, and submitted efficiently.

**Measuring Success**

- Achieve district extension goals.
- New club applications are submitted correctly and in a timely manner
- Decrease number of days in club chartering process

**Recommended Qualifications**

- Knowledgeable about the club chartering process
- Passionate about Lions and is invested in the association’s future.
  - Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).

**Reporting**

- Report to district Global Action Team chairperson (district governor).

GAT L 007 Rev. 7/1/2020

**GLOBAL ACTION TEAM**  
**Global Leadership Team (GLT) District Coordinator**



**Term**

One year; selected by the district (per the district constitutional by-laws) as a member of the district cabinet. May serve multiple terms.

**Position Overview**

As the GLT district coordinator, your efforts directly impact the success of the Global Action Team’s initiatives. You are the driving force that ensures your district is strong, stable and focused on developing and inspiring quality leadership. You know where to find solutions and are able to overcome obstacles. You will serve as a conduit between clubs and multiple district coordinators to ensure the distinct needs of each district and club are being met.

## **Actions for Success**

- Collaborates with your GMT and GST district coordinators and Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Develops and executes an annual district leadership development plan and reports training.
- Communicates regularly with region/zone chairpersons and club vice presidents.
- Ensures they are aware of leadership development programs and resources available.
- Provides ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- Promotes leadership development opportunities that encourages participation all levels of the association.
- Collaborates with GMT and GST district coordinators to provide retention strategies to clubs.
- Includes diverse populations to participate in Global Action Team initiatives.
- Identifies potential and new leaders to participate in service, membership and leadership development opportunities.
- Organizes and facilitates instructor-led and web-based training in coordination with LCI.
- Confirms new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator.
- Completes requirements and submits applications to receive district funding from LCI for leadership development activities.

## **Measuring Success**

- Incoming club officers participate in club officer training.
- Incoming zone chairpersons participate in zone chairperson training.
- New members participate in new member orientation.
- Increase the total number of Lions participating in leadership development training events by 10%.

## **Recommended Qualifications**

- Passionate about Lions and is invested in the association's future.
- Leads by example, actively participating in leadership development programs.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).
- Recognizes the importance of diversity in Lions.
- Graduate or faculty member of an Advanced Lions Leadership Institute or Faculty Development Institute, or other professional leadership program.

## **Reporting**

area leader as appropriate).

- GLT district coordinator reports to GLT multiple district coordinator (or GAT area leader as appropriate).
- GLT, GMT and GST district coordinators report to the district Global Action Team chairperson (district governor).
- Club vice president, acting as the GLT club representative, reports to GLT district coordinator.

GAT L 007 Rev. 7/1/2020

# GLOBAL ACTION TEAM

## Global Membership Team (GMT) District Coordinator



### Term

One year; selected by district (per the district constitutional by-laws) as a member of the district cabinet. May serve multiple terms.

### Position Overview

As the GMT district coordinator, your efforts directly impact the success of the Global Action Team's initiatives. You are the driving force that ensures your district is strong, stable and focused on increasing membership. You know where to find solutions and are able to overcome obstacles. You will serve as a conduit between clubs and multiple district coordinators to ensure the distinct needs of each district and club are being met.

### Actions for Success

- Collaborates with your GLT and GST district coordinators and the district Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Develops and executes an annual district membership development plan.
- Collaborates with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be started.
- Motivates clubs to invite new members, inspires positive club membership experiences, and ensures clubs are aware of available membership programs and resources.
- Monitors club membership reports. Recognizes clubs that are increasing membership and supports clubs that are losing members.
- Works with clubs in danger of cancellation by ensuring payments are submitted on time.
- Includes diverse populations to participate in Global Action Team Initiatives.
- Quickly follows up on prospective member leads provided by the GMT multiple district coordinator or LCI and provides status report on membership.
- Completes requirements and submits application to receive district funding from LCI for membership development activities.
- Confirms new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator.
- Provides retention strategies to clubs in collaboration with GLT and GST district coordinators.

### Measuring Success

At the end of each fiscal year, increase total membership by:

- Achieving district membership goals.
- Decreasing membership drops by 5%.
- Increasing women's membership.
- Ensuring prospective member leads provided by multiple district or LCI are contacted in a timely manner and informing leads about membership.
- New members participate in new member orientation.

## Recommended Qualifications

- Passionate about Lions and is invested in the association's future.
- Leads by example; actively sponsoring new members and/or participated in new club development.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).

## Reporting GAT

- GMT district coordinator reports to GMT multiple district coordinator (or area leader, as appropriate)
- GLT, GMT and GST district coordinators report to district Global Action Team chairperson (district governor).
- GMT club membership chairperson reports to GMT district coordinator.

GAT L 010 Rev. 7/1/2020

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# GLOBAL ACTION TEAM

## Global Service Team (GST) Club Service Chairperson



### Term

One year; elected position as a club officer and member of the board of directors.

### Position Overview

As the GST club service chairperson, you will bring Melvin Jones' dream to life - that every need can be met by a Lion or Leo. You are responsible for implementing impactful service and fundraising projects, increasing service project engagement of members, and elevating awareness of Lions' collective impact in fulfilling global humanitarian needs.

## **Actions for Success**

- Collaborates with the District Global Service Coordinator, Club LCIF Coordinator, district leaders, members of the club's service committee and others to develop and communicate annual service goals and action plans. Goals and action plans should address current community needs and / or LCI's global causes, and can be comprised of advocacy and fundraising in addition to direct service to beneficiaries.
- Develops and leads a service committee to create and implement service goals and action plans.
- Incorporates opportunities for local youth and Leos to engage in all aspects of service activities, including goal setting, implementation, project evaluation and reporting.
- Reports service activities to Lions Clubs International.
- Serves as a club resource on current community needs by monitoring the service activities of other service clubs, developing community partnerships to expand service, and utilizing tools and resources offered by Lions Clubs International and Lions Clubs International Foundation.
- Increases member satisfaction by encouraging participation and engagement in service projects.
- Collaborates with the club membership chairperson and other club committees to promote membership opportunities to non-Lions during service projects.
- Attends the district governor's advisory committee meeting of the zone in which this club is located when appropriate.

## **Measuring Success**

- Increases member satisfaction in club service project and fundraising events through member growth in service project participation.
- Increases service project implementation and reporting over the previous fiscal year.
- Plans and executes at least one diabetes project.
- Inputs and manages at least one service project or fundraising event through MyLion.
- Implements at least one service project or fundraising event in tandem with local Leo club or youth service organization.

## **Recommended Qualifications**

- Passionate about Lions and is invested in the association's future.
- Experience in leading and developing service activities within the last five years. • Strong project or event management, public speaking, and presentation skills • Familiar with LCIF programs, partnerships and grants.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).

## **Reporting**

- The GST club service chairperson reports to the GST district coordinator.
- The GST club service chairperson, GMT club membership chairperson, and the GLT club leadership development chairperson report to the Global Action Team chairperson (club president).

GAT L 012