

District 46

Operations Manual



For the Fiscal Year

2010-11

International Association of Lions Clubs

**Lions District 46
OPERATIONS MANUAL
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***NOTE: topics in [] refer to articles and sections of the
current District 46 Constitution.***

Chapter 1

STATEMENT OF PURPOSE

This manual is to serve as a clear and understandable guide to the pertinent policies and procedures of District 46, Nevada; including the District Governor's cabinet, committees, finances, meetings, elections, contests, and other subjects related to the efficient operation and management of the District.

The policies enumerated in this manual are consistent with the Constitution & Bylaws of District 46 and Lions Clubs International.

Chapter 2

DIVISIONS OF THE DISTRICT [IV, 1]

The Cabinet Secretary shall maintain, at all times, an up-to-date map showing the Regions and Zones of the District. He or she shall prepare an analysis of the growth of the District prior to the fourth Cabinet Meeting for submittal to the Cabinet, along with suggestions for any realignment of the Regions and/or Zones.

In its fourth meeting the Cabinet shall determine whether any changes are necessary. For passage, any such changes must be approved by a two-thirds vote of the Cabinet members present and voting. [IV, 1]

Chapter 3

OFFICERS & DISTRICT GOVERNOR'S CABINET [V, VI]

District Governor [V, 1; VI, 1]

The District Governor is an *ex-officio* member of the Budget & Finance Committee. [IX, 1A]

In addition to those listed in the District 46 Constitution, the District Governor's responsibilities shall be to:

- a. Work diligently to further the purposes and objects of this Association.
- b. Provide leadership, direction, and initiative for the District and the clubs within.
- c. Create and foster harmony and unity among the clubs and members of District 46.
- d. Complete his or her list of Cabinet officers and committee chairmen so that the presidents and secretaries of each club may receive it before July 31st. This list shall also be promptly forwarded to the office of Lions Clubs International.
- e. Visit each club in the District at least once during his or her term of office. This obligation may be satisfied by his or her attendance at a joint meeting of those clubs in a given Zone or Region, which can arrange to meet together. At least two weeks notice in writing shall be given prior to the official visit. Visitations may also be satisfied by appointment of a VDG.
- f. Supervise the organization of new clubs.

- g. Receive and review reports from the secretary of each club on email or forms furnished by the International Office.
- h. Hold four quarterly Cabinet Meetings, one in each Region (*also see Chapter 7 and the Constitution, [VI, 1b]*).
- i. Attend the International Convention and District Governors' School next succeeding his or her election, and attend the International Convention at the end of his or her term of office.
- j. Ensure the regular and timely publication of the District newsletter (*also see Chapter 6 and the Constitution [X, 3]*).
- k. Within thirty days following the end of his or her term of office, the District Governor is to provide his or her successor with the following: (a) a copy of the budget under which he or she operated, (b) a financial statement showing the condition of the District, (c) all documents which are pertinent to the welfare of the District, (d) all moneys, equipment, supplies, and such other information which he or she may deem pertinent in assisting his or her successor in planning his or her year in office.
- l. Also see Chapter 7, Cabinet Meetings & Conventions, "6"

Vice District Governors [V, 2 & 3; VI, 2]

There shall be a First Vice District Governor and a Second Vice District Governor.

First Vice District Governor

The 1st Vice District Governor is an *ex-officio* member of Camp Dat-So-La-Lee and Lions Quest. [IX, 1A]

The First Vice District Governor serves as the Chairperson of the Long Range Planning Committee.

In addition to those listed in the District 46 Constitution, the First Vice District Governor's responsibilities shall be to:

- a. Further the purposes and objects of this Association.
- b. Perform such administrative duties as may be assigned to him or her by the District Governor.
- c. Perform such other functions and acts as may be required of him or her by the International Board of Directors through the Vice District Governor's Manual and other directives.
- d. Preside at Cabinet Meetings and other meetings in the absence of the District Governor. [V, 9]
- e. Assist the District Governor in identifying opportunities and challenges facing the District, and in developing long-term strategies to strengthen and grow the District;
- f. Conduct club visitations when requested by the District Governor;
- g. Work with the District Membership, Extension Leadership Development, and Convention Committees, and assist them in reaching their goals for the year;
- h. Supervise other district committees at the request of the District Governor;
- i. Participate in the planning of the following year, including the district budget;
- j. Become familiar with the responsibilities of the District Governor;
- k. Select by the end of the first quarter of his or her term of office the time and place of each of the first three Cabinet Meetings to be held during his or her term as District Governor and publish same in the District newsletter and the District Directory for his or her term.

Second Vice District Governor

The 2nd Vice District Governor is an *ex-officio* member of Camp Dat-So-La-Lee and Lions Quest. [IX, 1A]

In addition to those listed in the District 46 Constitution, the Second Vice District Governor's responsibilities shall be to:

- a. Further the purposes and objects of the Association;
- b. Work with other district officers to promote membership growth, new club organization, and member retention;
- c. Attend District Cabinet Meetings and Conventions;
- d. Preside at cabinet meetings and other meetings in the absence of the Governor and the First Vice District Governor;
- e. Monitor the health of clubs by regularly reviewing LCI recap and membership reports;
- f. Develop action steps to assist declining clubs in coordination with MERL teams and Zone/Region Chairs;
- g. Assist in preparation of the budget and other matters to be continued in the following year;
- h. Supervise appropriate district committees as requested by the District Governor;
- i. Accept and complete other duties as required by the Association's policy or as assigned by the District Governor;
- j. Become familiar with the responsibilities of the District Governor and the First Vice District Governor.

Cabinet Secretary [V, 4; VI, 3]

In addition to those listed in the District 46 Constitution, the Cabinet Secretary's responsibilities shall be to:

- a. Take the minutes of each Cabinet Meeting and of the District Convention and send copies thereof to the Cabinet and Lions Clubs International office.
- b. After a preliminary budget for the New Year is agreed upon between the incoming administration and the Budget & Finance Committee, the Cabinet Secretary shall see that it is published in the District Directory.

Cabinet Treasurer [V, 5; VI, 3]

In addition to those listed in the District 46 Constitution, the Cabinet Treasurer's responsibilities shall be to:

- a. Collect and deposit all moneys as received and disburse said funds when so authorized. He or she will keep the financial records of the District and together with the District Governor and the Chairman of the Budget & Finance Committee, he or she will be a signatory on all the District accounts.
- b. Prepare financial statements and file all required governmental reports dealing with his or her Fiscal Year operations prior to turning over the records to the succeeding administration.
- c. Assume responsibility for purchase, inventory, sales, distribution and collection of moneys for the District 46 District trading pins, working closely with the current year's Trading Pin Committee. Together they shall account for all transactions, each identified by year of pin issue. [X, 4, C]
- d. Post bond in such amount as may be determined by the Budget & Finance Committee and approved by the Cabinet.
- e. To assist the Cabinet in its function of administering all funds, assets, and the financial affairs of the District, the Cabinet Treasurer shall deliver to each member of the Cabinet, no later than the opening of the business session of each Cabinet Meeting, a cash receipts and disbursements report for the General Operating account and every other active District account, showing receipts and disbursements for the most-recent reporting period and the year to date. So far as is practicable, the reporting shall be for the period from the end of the previous report through the last day of the month preceding the particular meeting.

- f. To assist the Budget and Finance Committee in its responsibilities to review and report on District finances to the Cabinet, the Cabinet Treasurer shall deliver to each member of the Budget and Finance Committee, no later than the opening of the business session of each Cabinet Meeting and within thirty days after the close of the fiscal year, the cash receipts and disbursements reports set forth in subparagraph (g) above and also the following:
 - 1. A transactions report (check register) of all transactions for each District account, including transaction date, check number, amount, payee or payer, account category credited or charged and split information on any split transaction.
 - 2. A transaction report for the General Operating Account itemized by the categories of each transaction.
 - 3. A copy of all bank statements for each District account for the reporting period.
 The Cabinet Treasurer shall have available for inspection and copying at any District Cabinet Meeting or Convention, or upon reasonable notice and request at any other time, by any Cabinet member, the reports and information set forth in this subparagraph.
- i. Also see Chapter 2, "Divisions of the District"

Region & Zone Chairmen [V, 6 & 7; VI, 3]

In addition to those listed in the District 46 Constitution, the Region Chairman's responsibilities shall be to:

- a. Carry out directives of the District Governor.
- b. Have general supervision of his or her clubs and the activities of the Zone Chairmen within his or her Region.
- c. Make at least one official visit to each club in the Region and organize and host a minimum of two Regional Meetings.
- d. Be prepared to install club officers and induct new members with proper ceremony when called upon to do so.
- e. Accompany the District Governor on visitations to clubs within the Region.

In addition to those listed in the District 46 Constitution, the Zone Chairman's responsibilities shall be to:

- a. Carry out directives of the District Governor and the Region Chairman.
- b. Have general supervision of his or her clubs.
- c. Make at least two official visits to each club in the Zone.
- d. Act as the liaison officer between his or her Zone and the Cabinet.
- e. Serve as Chairman of the "District Governor's Advisory Committee of the Zone," which consists of Presidents, First Vice Presidents and Secretaries of the clubs within the Zone. The Committee will hold meetings prior to each of the last three Cabinet Meetings and a fourth meeting at the Zone Chairman's discretion as to the time and place. It shall be the primary purpose of the Committee meetings to exchange views and discuss the common problems of the clubs in the Zone and to instruct club members in ways of improving the functioning of their clubs.
- f. Accompany the District Governor on visitations to clubs within the Zone.

Chapter 4

COMMITTEES & PROGRAMS [IX]

PART I: REVOLVING COMMITTEES [IX, 1]

Budget & Finance Committee [IX, 1A; X, 1, 4, 5]

In addition to those primary duties defined in the Constitution, this committee will have the added responsibilities as follows:

- a. The committee will send copies of the report to the District Governor and the Immediate Past District Governor within thirty days after the first Cabinet Meeting in the following Fiscal Year.
- b. The Chairman shall be a signatory on all District accounts.
- c. Should the Cabinet so determine, the Chairman of the Committee shall be bonded in such amount, as they may consider appropriate.
- d. The outgoing Chairman shall turn over the complete District financial file no later than July 15th of the new Fiscal Year, and it is strongly encouraged that a transition meeting be scheduled and held between the Chairman and members of the Cabinet as the new District Governor deems appropriate.
- e. Said committee is to perform other functions which are common to such a Committee or which may be assigned by the District Governor.

Constitution & By-Laws Committee [IX, 1B]

In addition to those primary duties defined in the Constitution, this Committee will have the added responsibilities as follows:

- a. This Committee shall draft proposed rules under which the District 46 Convention will operate.
- b. Said committee is to perform other functions which are common to such a Committee or which may be assigned by the District Governor.

Convention Management Committee [VIII, 4; IX, 1C]

In addition to those primary duties defined in the Constitution, this committee will have the added responsibilities as follows:

- a. The Committee is to plan and publish the format of the Convention and, together with the Cabinet, must approve the budget for the convention submitted by the Host Committee. Further, it shall be responsible for the detailed guidance and supervision of the Host Committee, including application of all Constitutional requirements, both pre- and post-convention, and shall act as liaison between the District Cabinet and the Host Committee.
- b. The Committee will submit a report in writing by the first Cabinet Meeting of the following Fiscal Year to both the outgoing and incoming District Governors, Lions Clubs International, and the secretary of each club in District 46, such report to contain a summary of the proceedings of the convention and the report on the accounts for the convention as prepared by the Budget and Finance Committee.
- c. Upon request the Committee will assist a club with preparing for and hosting a future Cabinet Meeting.

- d. Said committee is to perform other functions which are common to such a Committee or which may be assigned by the District Governor.

Student Speakers Contest Committee [IX, 1D]

In addition to those primary duties defined in the Constitution, this Committee will have the added responsibilities as follows:

- a. Said committee is to perform other functions which are common to such a Committee or which may be assigned by the District Governor.

~~Membership Development & Retention Committee [IX, 1E]~~

~~In addition to those primary duties defined in the Constitution, this Committee will have the added responsibilities as follows:~~

- ~~a. The Committee will work closely with the incoming District Governor on his or her relevant objectives for the year and assist in every way possible in the success of those goals.~~
- ~~b. Said committee is to perform other functions which are common to such a Committee or which may be assigned by the District Governor.~~

PART II: PRIMARY DISTRICT PROGRAMS [IX, 2]

District 46 Lions Camp Dat-So-La-Lee, Inc. [IX, 2A]

The members of the governing board of this corporation shall be styled "Trustees" and their number shall be the same number of Trustees representing each Region as the number of Zones in that Region in District 46 and shall be elected by the Board of Trustees and shall serve three (3) year staggered terms. Should a Region incur a change in the number of Zones therein, corresponding adjustments in the number of Trustees serving on the Board shall be at the sole discretion of the Board of Trustees. The most recent active Past President, as defined by the Board of Trustees, shall be a trustee-at-large with no prescribed term. The District Governor, Vice District Governor, Cabinet Secretary and Cabinet Treasurer, the Region Chairmen, and the Camp Operations Director shall serve as *ex officio* members of the Board of Trustees during their respective terms of office. The members of the Board of Trustees and officers of the corporation shall at all times be governed by the current Articles of Incorporation and the By-Laws of the corporation, such documents to be made available for inspection by any Lions member in good standing at any reasonable time with prior notice.

The Board of Trustees shall constitute the corporation in its entirety, there being no stock of any type or class issued and shall be authorized to execute, pursuant to law, all powers and authorities to manage the affairs of the corporation. A majority of the serving trustees shall constitute a quorum for the transaction of business. Trustees and officers shall not receive any salary or compensation for their services as trustees. The officers (President, Vice President and Secretary-Treasurer) shall be elected by the trustees from among the Trustees and shall serve one-year terms.

Lions Quest Project for District 46, Inc. [IX, 2B]

The members of the governing board of this corporation shall be styled "Trustees" and their number shall be the same number of Trustees representing each Region as the number of Zones in that Region in

District 46 and shall be elected by the Board of Trustees and shall serve three (3) year staggered terms. Should a Region incur a change in the number of Zones therein, corresponding adjustments in the number of Trustees serving on the Board shall be at the sole discretion of the Board of Trustees. The most recent active Past President, as defined by the Board of Trustees, shall be a trustee-at-large with no prescribed term. The District Governor, Vice District Governor, Cabinet Secretary and Cabinet Treasurer, the Region Chairmen, and the Camp Operations Director shall serve as *ex officio* members of the Board of Trustees during their respective terms of office. The members of the Board of Trustees and officers of the corporation shall at all times be governed by the current Articles of Incorporation and the By-Laws of the corporation, such documents to be made available for inspection by any Lions member in good standing at any reasonable time with prior notice.

In addition there shall be an Executive Director, who is a voting member of the corporation, elected by the Trustees. The Executive Director shall serve specifically for the purpose of locating and applying for special grants, donations and/or bequests in order to fund the school programs and assist and coordinate the implementation of the programs with the Board of Trustees. He or she shall present an itemized financial statement for the corporation at the Convention.

The Board of Trustees shall constitute the corporation in its entirety, there being no stock of any type or class issued and shall be authorized to execute, pursuant to law, all powers and authorities to manage the affairs of the corporation. Those trustees present shall constitute a quorum for the transaction of business. Trustees, the Executive Director, and officers shall not receive any salary or compensation for their services as trustees. The officers of the corporation shall be as prescribed in the By-Laws of the corporation. The President shall be elected by the Board of Trustees.

Lions of District 46 – Student Speakers’ Foundation, Inc. [IX, 2C]

The nature of business to be transacted by this non-profit, non-stock, Nevada Corporation shall be to solicit funds from: Lions Clubs; Individual Lions; Non-Lions individuals; and businesses, for the purpose of providing scholarship funds for the winners for the annual District 46 student speaker contests.

PART III: OTHER COMMITTEES, ASSIGNMENTS & COMMITTEE & PROGRAM POLICIES [IX]

1. LONG RANGE PLANNING COMMITTEE

There shall be a Long Range Planning Committee that shall be chaired by the 1st Vice District Governor and consist of six additional members serving at large for three-year staggered terms. Each year, the two members whose terms will expire may be reappointed or replaced on the Committee by appointment by the incoming District Governor. Vacancies, other than normal expiration of term, will be filled by vote of the District Cabinet. Appointees named to fill such vacancies will serve out the balance of the original appointee’s term.

2. STANDING & SPECIAL COMMITTEES [IX, 6]

Standing Committees of District 46 shall be: LCIF, CLUB CONTESTS, CREDENTIALS AND ELECTIONS, LEO CLUB, LIONS EYE FOUNDATION, PRIDE AWARD, MOUNTAIN LION EDITOR, NOMINATING, PUBLIC RELATIONS, STUDENT SPEAKERS FOUNDATION, WHITE CANE DAYS, YOUTH EXCHANGE, TRADING PIN, LEADERSHIP DEVELOPMENT and MERL Committee.

Special committees shall be created and filled as the District Governor may deem necessary.

The Cabinet shall develop policies/rules for all standing committees. Any proposed changes to existing policies/rules shall be presented to the Cabinet by the District Governor or the standing committee for the Cabinet's review and approval.

3. NOMINATIONS [VIII, 7]

Nominations for revolving committees must be sent to the chairman of the Nominating Committee not less than thirty days prior to the start of the Convention for inclusion on the ballot.

4. RESTRICTIONS ON MULTIPLE SERVICE

A Lion may only serve on a single revolving committee at any one time.

5. SENIORITY

The incoming chairman of each revolving committee shall be the member serving from the Region, which is senior in point of representation, unless that member shall have served less than one year at the time he or she is due to take office. Should this occur, the senior member in individual service shall assume the chairmanship for the year. Such an appointment shall be for the specific set of circumstances and for that year only, and shall have no bearing on normal rotational sequences of Regions and committeemen serving there from, including such a multiple-year chairmanship by a single member.

6. VACANCIES [VIII, 6; IX, 4]

Appointees named to fill vacancies will serve out the balance of the term of the original office holder. The District Governor may make temporary appointments to fill such vacancies, but such appointments shall only be valid until the next ensuing Cabinet Meeting, where a vote on the temporary appointee is to be taken.

7. RELOCATION

If during a year a committeeman should move from one Region to another, he or she shall fill out the remainder of that Fiscal Year and then must be replaced by Cabinet election of an interim appointee for the un-expired term.

8. RECORDING SECRETARY

At all meetings of revolving committees, the junior member present shall serve as the Recording Secretary for the meeting and shall take accurate and complete minutes, copies of which will be distributed in a timely manner to all committee members and the District Governor.

9. PROTOCOL

There shall be a Protocol Chairman appointed by the District Governor who shall serve under the supervision of the District Cabinet. The Protocol Chairman shall:

- a. At all District 46 events attended by visiting dignitaries, provide seating arrangements in accordance with the Association's official protocol and ensure that introductions are based on the same.
- b. Ensure that dress requirements are clearly communicated for all events.
- c. Arrange for proper greetings, suitable transportation and lodging with appropriate amenities.
- d. Arrange for the proper escort of visiting dignitaries to each function on the schedule.
- e. Coordinate proper departure and arrange for suitable transportation if required.

Chapter 5

FINANCES [X]

1. PRIOR APPROVAL OF COMMITMENTS & EXPENDITURES [X, 1]

No individual or committee shall expend or contract for any activity or program beyond a previously approved budgeted amount without receiving prior written approval from the Cabinet. If no prior written approval is obtained, the individual or committee shall be liable for all such commitments or expenditures.

2. CABINET SECRETARY'S & CABINET TREASURER'S EXPENSES

Certain expenses of the Cabinet Secretary and Cabinet Treasurer and spouses for attendance at Cabinet Meetings and the District Convention shall be paid by the District. Such expenses that are incurred during the regularly scheduled duration of the event are to consist of the Hotel Daily Room rate in the headquarters hotel, if designated, and the cost of such meals at Lions and spouses events requiring tickets.

3. PER CAPITA TAX [X, 2]

The annual *per capita* tax for District 46 is collected by the Cabinet Treasurer and is payable to the District semi-annually, with the first payment starting in July and the second payment starting in January. At least ten (10) percent of the *per capita* tax shall be used for the publication of the *MOUNTAIN LION*, the District 46 newsletter.

4. PIN TRADING FUND [X, C]

At the first Cabinet Meeting of each year, the chairmen of the Pin Committee and the Budget and Finance Committee shall determine the appropriate amount to be retained as the operating balance in the pin trading account which is sufficient to provide for payment of expenses for pin manufacture and delivery and sales advertising through the current fiscal year. They shall take into account the expected receipt of moneys for pre-sales of pins during the fiscal year.

Chapter 6

DISTRICT NEWSLETTER [X, 3]

(Also see Chapter 3, District Governor, "j" & Chapter 5, Finances, "3")

Four newsletters are to be published each year, the first of which is to be printed and mailed no later than September. Barring any unforeseen and valid circumstances, an issue of the newsletter containing meeting information is to be mailed or distributed by E-mail to those members opting to receive it in that format to the District 46 membership approximately one month prior to the scheduled date of each Cabinet Meeting and the Convention.

In the event that the publication of the newsletter is omitted for more than two consecutive issues, one-fourth of the annual newsletter budget will be transferred to the ~~Special Reserve Fund~~ Special Activities Fund for each issue thereafter when no newsletter was published.

Chapter 7

CABINET MEETINGS & CONVENTIONS [VII]

1. ACCESSABILITY

The regular quarterly Cabinet Meetings and the annual Convention will be open to all members of all clubs in the District.

2. CONVENTION SELECTION [VII, 1]

Places and dates for annual District 46 conventions are to be selected two years in advance by secret ballot of the delegates attending the District 46 Convention.

3. BIDS & SITES [VII, 2, 3]

Written bids for conventions shall include tentative commitments for hotel rooms, conference rooms, convention hall, banquet facilities, and supplies, equipment and services which are to be furnished by the Host Club(s), convention bureaus or other local organizations, and any other information requested by the Convention Management Committee.

Each proposed site or location shall be investigated by the Convention Management Committee prior to April 1st in the year such proposal is made. Upon finding facilities and services adequate and that such services are acceptable, the Host Club shall enter into a tentative contract with those furnishing such facilities and service. Such contract shall cover prices of rooms, public facilities to be furnished and approximate cost of meal functions. Upon approval of said contracts by the Convention Management Committee and the District Governor, said Committee shall cause to be placed upon the ballot of the convention of that year the names and sites, or locations, to be approved by a vote of the delegates.

Within sixty days after the Convention at which the voting took place, the Lions Club(s) submitting the winning bid shall submit to the Convention Management Committee a list of those Lions who will make up the Host Committee and designate the Chairman and Vice Chairman thereof.

4. CONVENTION RECORDS & REPORTS [VII, 3]

Should the Hosting Club(s) fail to meet the 60-day reporting requirement following the close of the Convention, the District Governor may request Lions Clubs International to place the Host Club(s) on *Status Quo* until such time as these reporting requirements are met to the satisfaction of the District.

5. RULES OF AUDIT [IX, 1A]

Unless otherwise proposed by the Budget and Finance Committee and adopted by the Cabinet, the following Rules of Audit shall apply:

District 46 Rules of Audit

Expenses of the District Governor, First and Second Vice District Governors, Cabinet Secretary and Cabinet Treasurer, and guests of the District, in attending District 46 Cabinet Meetings and the District 46 Convention shall be paid pursuant to these Rules of Audit:

(A) Expenses paid for the District Governor, First and Second Vice District Governors, Cabinet Secretary and Cabinet Treasurer at District 46 Cabinet Meetings shall consist of tickets for the officer (and attending

spouse) to all official meals and events requiring tickets and lodging for two (2) nights in the “headquarters hotel or motel” at the standard daily rate, which is defined as the hotel (or motel) room rate advertised for delegates and Lions attending at the event.

(B) Expenses for the District Governor, First and Second Vice District Governors, Cabinet Secretary and Cabinet Treasurer at the District 46 Convention shall consist of tickets for the officer (and attending spouse) to all official meals and events requiring tickets and lodging for three (3) nights in the “headquarters hotel or motel” at the standard daily rate, which is defined as the hotel (or motel) room rate advertised for delegates and Lions attending at the event.

(C) Expenses paid for a Visiting District Governor and a Visiting Vice District Governor attending at District 46 Cabinet Meetings and the District 46 Convention shall be identical to that set forth for their respective counter-parts in subparagraphs (A) and (B) above, plus a nominal expense for a gift of appreciation from the District.

(D) Expenses shall be paid for a Visiting Dignitary at the first Cabinet Meeting, for a Visiting Dignitary installing the incoming Cabinet, and at the Convention. Expenses paid for the Visiting Dignitaries shall be identical to that set forth in subparagraph (C) above.

(E) Expense Accounts; 400 (District Governor Expenses), 402 (Visiting District Governor Expenses), 410 (Vice District Governor Expenses), 412 (Visiting Vice District Governor Expenses), 425 (Cabinet Secretary Expenses), 430 (Cabinet Treasurer Expenses), shall be charged only for reimbursements made, or charges paid, pursuant to the Rules of Audit.

6. CONVENTION CALL

The District Governor shall issue the call to the District Convention each year, emailed or postmarked to the secretaries of all member clubs at least 45 days in advance of the opening session, such notice to include a statement of all questions to be voted on by the delegates.

Chapter 8

ELECTIONS [VIII]

1. DUTIES OF THE NOMINATING COMMITTEE [VIII, 3, 5, 6, & 7]

The Committee's duties shall be to receive nominations for the office of District Governor, First and Second Vice District Governors, and for positions on the Budget and Finance, Constitution and By-Laws, Convention Management, Student Speakers Contest, ~~Membership Development & Retention~~. Further, the committee is to certify that all nominees are qualified to hold such office under the District 46 and the Lion Clubs International Constitutions. In the event of any nominations from the floor, as provided in the Constitution, the Nominating Committee must certify that such nominees are qualified before a vote may be taken.

2. SECONDING SPEECHES

Each candidate for the office of District Governor and for First and Second Vice District Governors shall be entitled to a seconding speech of not more than three minutes. Each candidate is entitled to not more than a five-minute total demonstration on the floor.

3. ANNOUNCEMENT OF CANDIDACY

Candidates for the office of District Governor and First and Second Vice District Governor shall not formally announce their intent to seek office or distribute any form of campaign materials prior to opening day of registration at the Fall Cabinet Meeting.

4. CONVENTION BID PRESENTATIONS

Following the announcement of the name of a qualified convention site by the Chairman of the Convention Committee and the seconding speech, the site is entitled to not more than a five-minute total demonstration on the floor.

5. FORWARDING OF DELEGATE LISTS [VIII, 9]

Failure on the part of any Club to submit its written list of accredited delegates by 6:00 P.M. of the first day of the Convention shall preclude these delegates from voting unless otherwise authorized by the District Governor.

6. TYPES OF VOTES & RULINGS [VIII, 2]

A voice vote, or show of hands or a standing vote may be taken at any convention, except where written ballot is otherwise required, and the ruling on such showing by the Presiding Officer shall be deemed conclusive unless the ruling is challenged by a certified voting member immediately after the ruling is made, in which event the Presiding Officer shall cause a further vote to be taken. A majority vote by certified voting members in attendance shall be sufficient to pass and approve any matter coming before the Convention except where plurality or two-thirds votes are otherwise required.

7. PROXY OR ABSENTEE VOTING

No proxy or absentee voting shall be permitted at either Cabinet Meetings or Conventions.

Chapter 9

INTERNATIONAL CANDIDATE ENDORSEMENT

At any regular or special District Convention as provided in the Lions Clubs International Constitution and By-Laws, any qualified Lion may be presented for endorsement as a candidate for International Director or International Vice President. If endorsement is obtained by a plurality vote of the District, the candidate shall be eligible for certification to Lions Clubs International in accordance with the provisions of the International Constitution and By-Laws.

In the event that a candidate for International office from District 46 is endorsed by the delegates at a District Convention, a Campaign Committee shall be appointed by the candidate, which committee may be given full or partial control over the monies raised for the campaign fund at the discretion of the District Cabinet. The Campaign Committee shall submit a written report of the proceedings of the campaign and an itemized statement of all receipts and expenditures to the District Governor within thirty days after the close of the International Convention at which the election takes place. All members of the Campaign Committee responsible for the handling of funds will be bonded in such amount as determined by the District Cabinet and the Budget and Finance Committee.

Chapter 10

CONTESTS & AWARDS

Student Speakers Contest

The rules and procedures for the contest are contained in the "Student Speaker Contest Handbook".

Each participating Club appoints a Contest Chair to conduct the Club-level contest. The Zone and Region Chairmen conduct the Zone- and Region-level contests. The Chairman of the District 46 Student Speakers Committee conducts the District-level contest.

<i>LEVEL</i>	<i>AWARD</i>	<i>RESPONSIBILITY</i>
Club	Winner \$50 cash; Finalists \$25 cash each	Hosting Club
Zone	Winner (only) \$125 cash	District
Region	Winner (only) \$1,000 scholarship	Student Speakers Foundation
District	Winner (only) \$4,000 scholarship	Student Speakers Foundation

No other awards are permitted.

The District 46 Student Speakers Committee, with the assistance of the Cabinet Secretary, prepares and mails all contest materials to clubs wishing to participate upon receipt of the "Club Participation Card." Zone-, Region-, District- level chairs also receive appropriate materials for their level contests.

Club-of-the-Year Contest

The District's Club of the Year Contest will begin on July 1 through June 30 of each year. See Appendix A for details.

Visitation Contest

All of the general rules of the District Club of the Year Contest will also apply to and be part of the Visitation contest. Certain rules are applicable to the Visitation contest and are detailed in Appendix B.

Bulletin Editor Contest

The Bulletin Editor contest begins with the first regular issue of the club bulletin in July, and runs through the last regular issue in March. Details and points are in Appendix C.

The Club Yearbook (Scrapbook) Contest

The District's Yearbook (Scrapbook) Contest will begin on July 1 through June 30 of each year. Judging and awards will be presented at the Summer Cabinet meeting following the year of entry. The rules and point system for evaluating a Club Yearbook are shown in Appendix D.

Lion-of-the-Year Award

The District's Lion of the Year Award is to recognize that active Lion who most distinguishes him or herself in fulfilling the purposes of Lionism. Details are in Appendix E.

The PRIDE Award

The Lions PRIDE Awards are for first-time inductees to encourage new member participation in Lionism and to facilitate retention of new members. Rules and information are in Appendix F.

The 100% Club Secretary Award

The 100% Club Secretary Award is awarded by the District to encourage club secretaries to fulfill their duties in a timely and efficient manner. The 100% Secretary form is posted on the District website, www.46lion.org. Award details are in Appendix G.

The Club President Excellence Award

The Club President Excellence Award is awarded by LCI to recognize club presidents who have achieved criteria identified by the association. The Club President Excellence Award is posted on the LCI website, www.lionsclubs.org.

Region- & Zone-Chairman-of-the-Year Awards

There shall be awards for “Region-Chairman-of-the-Year” and “Zone-Chairman-of-the-Year,” and these shall be awarded solely at the discretion of the District Governor, with the stipulation that each recipient must have carried out all required duties listed in their “job descriptions” in a timely and conscientious manner.

Chapter 11

MISCELLANEOUS

No policy affecting the activities of the Governor’s Cabinet or any Standing Committee shall be valid unless in compliance and in conformity with the Constitution and By-Laws and the Operations Manual.

Any questions by a Lions member or Club about the constitutionality of an action taken by the Cabinet may refer the question to the Constitution and By-Laws Committee. A ruling by the Committee concerning the proper interpretation of the Constitution and By-Laws and/or the Operations Manual shall be final and be binding upon the District Governor, the Cabinet, and any Standing Committee.

Any and all contracts entered into for and on behalf of District 46 shall have the prior approval of the Cabinet and be in writing signed by the District Governor.

The policies and procedures stated in this manual, having been adopted by the Cabinet, shall be published annually.

Chapter 12

AMENDMENTS

Amendments to this manual may be proposed in writing by any member of the Cabinet or by any club or Lion member in good standing. Such amendment shall be accompanied by a clear statement of purpose. Any such proposed amendment shall not be voted on at the same Cabinet Meeting at which it is brought to the floor, but shall be voted on at the next regular Cabinet Meeting with proper notice given. A vote of two-thirds of the Cabinet members present and voting shall be required for passage. The proposed amendment shall become effective immediately after passage unless otherwise stated.

APPENDICES

CLUB OF THE YEAR CONTEST

PURPOSE: To promote and encourage **total** participation of club members in activities and programs governed by District 46 and Lions Club International (LCI).

How to use Contest Report Form

Automated entry. Form must be downloaded from District 46 website into an appropriate spreadsheet program such as Excel (recommended). Save the spreadsheet and complete a new column each month. Entries may only be made in cells that are highlighted in yellow. Enter the club name in the yellow box at the top of the sheet. Then enter values for individual reporting items in the appropriate month. Select YES or NO answers from the drop down list where such options exist. All items are assigned weighting factors and all computations are automatically tabulated as monthly results are entered. Total points for each month and cumulative amounts also tabulate automatically. Save and email the completed form each month to the contest chair by the end of the month.

Manual entry. Download the form from the website or request a copy from the contest chairman. Complete the values for each month and multiply by the associated factors. Enter the totals at the bottom. Mail the completed form monthly to the contest chairman.

General Rules

The contest period is from July 1st to June 30th. There are three divisions based on membership beginning on July 1st: Clubs with 24 members or less, those with 25-49 members, and clubs with 50 or more members. All activities must be reported on this form to the contest chairperson via email or printed and mailed. Awards will be presented at the Summer Cabinet meeting.

Scoring Item	Description
Number of Members	Total current paid members
Activity and Membership Reports by EOM	Both reports submitted by deadline. Select YES or NO
Average total # at each club meeting	Enter average attendance for meetings during month
New or reinstated member	Enter number of new or reinstated members for month
Members dropped	Enter number of members dropped
President attended district meeting	Select YES if President attended cabinet meeting or convention during month
Secretary attended district meeting	Select YES if Secretary attended cabinet meeting or convention during month
Other members attended district meeting	Enter number of other club members that attended cabinet meeting or convention during month
Non-Profit labor manhours	Total hours worked on service activities
# Financial contributions \$100 - \$500	Enter number of contributions, not dollar amounts, made within dollar range
# Financial contributions \$501 - \$1,000	Enter number of contributions, not dollar amounts, made within dollar range
# Financial contributions \$1001 +	Enter number of contributions over \$1,000
# Eyeglasses and hearing aids collected	Enter number of eyeglasses and hearing aids collected during month
Student Speaker attendance –Club / Zone / Region / District	Enter number of members attending indicated Student Speaker contest during month held
Number of Dat-So-La-Lee Campers	Enter number of campers sponsored during month of camp
Quest program participation	Select YES if program in place and active
Sponsor a New Club	Select YES if a new club or branch was sponsored during month
Club Bulletin	Select YES if a bulletin was published during month
Visitation Participation (See separate rules for Visitation Contest)	Select YES if Club made visitation during month

VISITATION CONTEST

How to use Contest Report Form

Automated entry. Form must be downloaded from District 46 website into an appropriate spreadsheet program such as Excel (recommended). A new form must be completed each month. Entries may only be made in cells that are highlighted in yellow. Select the reporting month from the drop down list on the top of the form. Enter the club name in the yellow box at the top left. Then enter the number of members at the start of the month. All results will be tabulated automatically. Email to contest chairman upon completion.

Manual entry. Download the form from the website or request a copy from the contest chairman. Enter appropriate information and mail to contest chairman.

General Rules

The contest period is from July 1st to June 30th. There are three divisions based on membership beginning on July 1st: Clubs with 24 members or less, those with 25-49 members, and clubs with 50 or more members. All activities must be reported on this form to the contest chairperson via email or printed and mailed. Awards will be presented at the Summer Cabinet meeting.

Entering Information

Visitations

Official and individual visitation will be determined automatically based upon the number of members attending the visitation. Enter the name of the club visited and the number of members that attended in the appropriate highlighted cells.

- A minimum of four members constitute an official visitation or 10% of membership which ever is larger. Official visitations are entitled to bonus points as indicated on the form. A District Governor, Vice District Governor, Region Chair or Zone Chair when visiting a club in their official capacity may not be counted as one of the visitation group.
- Eligible visits are with clubs in Zone, Region, other Zone, other Region and other District. Each listed separately on Club Visitation Report

Other Activities

Other activities for which a club may be awarded points are:

- Inter-Club Social Events (examples recreational or social events, charter nights, fundraisers and service projects with other Lions clubs)
- Joint Meeting with a non-Lion Service Club
- Attendance at District Functions (example convention, cabinet meeting, leadership training).

A single point value is given for each activity but the number of participants must be at least the number required for an official visitation.

For more information on Visitation or Club-of-the-Year contests, contact:

***Rick and Lori Jackson
(H) 775-885-9597***

BULLETIN EDITOR CONTEST

- A. **CONTEST PERIOD:** The Bulletin Editor Contest runs from the first regular issue in JULY through the last regular issue in MARCH of the following year.
- B. **ENTRY:** All Club Bulletins qualify. Issues must be forwarded regularly to the Chairman of the District Contest Committee. Those Bulletins forwarded unusually late or as a group toward the end of the contest period are subject to a possible penalty of up to 100 points by the Judges.
- C. **JUDGES:** The Bulletin Editor Contest Committee shall perform preliminary judging on all Club Bulletins and submit the top five (5) sets of Bulletins for final judging prior to the annual District Convention. Judges for the final selection shall be appointed by the District Governor.
- D. **AWARDS:** First, second, and third place winners shall be announced at the Convention Awards Banquet. Awards are to be presented to the Club and should be accepted jointly by the Bulletin Editor and Club President. Type, design and cost of each specific award shall be left to the discretion of the District Governor, the Cabinet and/or the Contest Committee.
- E. **SYSTEM OF JUDGING:** Judging shall be based upon the 1,000 point system listed below. Judges are to determine their own specific criteria for applying the system, but in general points are awarded for frequency, quality and quantity of the entry.

20	*Name of Club, city, state
20	*Addresses & telephones of President & Secretary
20	*Address & telephone of Bulletin Editor
20	*Bulletin name, issue number and date (or period)
15	*Style of masthead
30	*Convenience of copy size
60	*Announcement of program at next meeting
20	*Day, time and place of next meeting
30	*Resume of last meeting
30	*Mention of visitors and hosts and visiting Lions
40	*Locations and times of meetings of nearby Clubs
50	Actions taken by the Club and its Board
40	Items on general Club activities
40	Committee reports
50	Personal items about members
60	Coming events in the Club, Zone, District
40	Reports on Zone and District events
40	Articles on Lions Clubs Int'l & Lionism in general
30	Humor (jokes, humorous mention of members)
50	Legibility
50	Neatness
50	Attractive body with well-organized captions
40	Regularity of issue (based upon established frequency)
50	Style of writing, terminology, readability
40	Editorials and their quality
20	Illustrations, sketches, pictures, photos
15	Attendance boosters, slogans
30	Miscellaneous categories chosen by Judges
1,000	MAXIMUM POSSIBLE POINTS

** Should appear in each issue*

For More information contact:

Sue Bai

(H) 775-727-9016

THE CLUB YEARBOOK CONTEST

The “Club Yearbook” is a District 46 contest conducted each year. It evolved as an alternative to the more formal Lions clubs International “Golden Pen Contest Scrapbook” (discontinued in 1986) which focused heavily upon news media coverage and inter-Lion publicity. The scrapbook contest begins July 1 and ends on June 30.

As many Clubs did not have ready access to sufficient media of newspaper, radio and television to be in a position to compete on the International level, but were, nevertheless, interested in assembling a scrapbook of the activities in their own community, the yearbook came to fill a need. With different rules of judging, the “Club Yearbook” has concentrated on photos of Club events, the organization’s bulletin, local news reports, fundraising and service project information, and many other items of interest at the Club level. The rules and point system for evaluating a “Clubs Yearbook” are as follows:

A. GENERAL RULES

1. All entries must be in the form of a SCRAPBOOK.
2. There are no restrictions as to the book size or number of pages.
3. All entries must be clearly identified on the front cover.
4. Entries are limited to one yearbook per Club.

B. SCRAPBOOK CONTENTS

(See Section “E” below.)

C. SCRAPBOOK DELIVERY

1. Each Club entry must be delivered to the District 46 Summer Cabinet Meeting following the year the book represents. Space will be provided for display and judging.
2. Each club is responsible for claiming its entry after the judging.

D. CONTEST JUDGING AND RULES

1. Club yearbooks are judged at the District 46 Convention.
2. District 46 judging shall be by a committee of three (3) members appointed by the District Governor. First, second and third place winners are announced and awards presented at the District 46 Convention.

E. POINT SYSTEM IN JUDGING CLUB YEARBOOK

The yearbook will be divided and judged in eight categories:

a. Organization and index	10 points
b. General Appearance	10 points
c. Local community service	20 points
d. District service activities	15 points
e. International activities	10 points
f. Youth activities	10 points
g. News media coverage	15 points
h. Club social activities	<u>10 points</u>
	100 points

Each Section should be tabbed for ease of judging and comparison.

For more Information contact:

Sue Bai

(H) 775-727-9016

LION OF THE YEAR AWARD

A. **PURPOSE:** To provide recognition to those active District 46 Lions who most distinguishes him or herself as an active and contributing member of the District in fulfilling the purposes of Lionism.

B. **NOMINATIONS:** Names and qualifications of nominees shall be submitted by their Club Secretaries or other representatives to the District Cabinet Secretary. Entries must be emailed or postmarked on or prior to March 15th.

C. **ELIGIBILITY:** The following basic qualifications must be met by a candidate:

1. Must be a member in good standing of Lions Clubs International and must have been a member of a local Club in District 46 for at least six (6) months.
2. Must be current in Club obligations of attendance, dues and committee assignments.
3. Must not be an Immediate Past District Governor.
4. Must not be a current District Governor or a member of the Cabinet. Club Presidents and District Committee members (except Revolving Committee Chairmen), however, are eligible.

D. **JUDGING:** Judging for Lion-of-the-Year shall be by a panel composed of five (5) Lions: the four (4) Region Chairmen and the Cabinet Secretary. Judges shall not release their finding to any outside parties (except the District Governor, who serves as an ex officio member of the panel) prior to the official announcement at the Convention Awards Banquet. Names of runners-up and relative standings shall not be released. All accomplishments considered by the Judges **MUST** have taken place during the current Fiscal Year and not for an accumulation of accomplishments in preceding years or over a great number of years. The panel shall have wide latitude in its selection of criteria with which to measure the candidates, but shall take into account the following factors when making determinations:

- | | |
|---|--------------------------------------|
| (a) Attendance record | (l) Ability to communicate ideas |
| (b) Membership awards | (m) Organizational ability |
| (c) Other Lion awards | (n) Dependability |
| (d) Outside awards for service | (o) Cooperation w/ fellow Lions |
| (e) Membership development | (p) Sincerity of purpose |
| (f) Meeting participation | (q) Attitude |
| (g) Program participation | (r) Quality of work |
| (h) Committee participation | (s) Volume of work |
| (i) Activities participation | (t) such other performances and/or |
| (j) Offices held | activities that may be considered in |
| (k) Leadership the furtherance of Lionism | |

It shall be left to the panel to assign appropriate weights and to select a winner based upon overall excellence, rather than making a selection by using a rigid point system.

E. **AWARD:** The District 46 Lion-of-the-Year shall receive an engraved plaque. Further, he or she shall be suitably honored at the Governor's Banquet where the honoree's and spouse's meals shall be paid for by the District.

For Further Information:

Cliff Cooper

Cabinet Secretary

775-354-2387

THE LIONS PRIDE AWARD

The Lions **PRIDE AWARD**, began in our District in 1978, has already been adopted by many other Districts and Clubs from California to Massachusetts, carried to the latter by an enthusiastic International Director who was the keynote speaker at one of our District Conventions.

The **PRIDE AWARD** serves as the central theme of a participating Club's *New Member Orientation and Involvement Program*. Primary benefits are twofold. First, the new Lion is given a structured set of objectives and a realistic goal which, with the other members' assistance, will result in acceptance within the Club. Second, the Club gains an enthusiastic and productive Lion.

The letters in PRIDE stand for:

Participation

Recognition

Idealism

Dedication

Enthusiasm

Only first-time inductees are eligible. The Cub Lions can earn several thousand points during his or her **first twelve months as a member**. Some of the categories are: attendance at regular and board meetings, work projects and social events, visitations, committee work, sponsoring a new member, proposing new projects, and maintaining perfect attendance.

Success of the PRIDE Program to date is highly visible in program "alumni" assuming greater positions of responsibility each year in their home Clubs and at the District level.

If every Club in Lionism adopted and supported the **PRIDE AWARD** Program, our terrible losses of new members - our movement's lifeblood - could in all likelihood be halved!

It has certainly already proved itself in District 46.

FOR FURTHER INFORMATION:

Tina Bryant, Chair
(H) (775) 575-0190

100% CLUB SECRETARY AWARD

1. The Secretary shall have served faithfully and diligently during his/her term of office.
2. He/She shall attend at least two District Governor's Advisory Committee Meetings (Zone Meetings) and be represented at the third.
3. He/She shall have submitted a minimum of 10 MMRs (Monthly Membership Reports) online by the last business day of the month or via mail 5 days prior to the end of the reporting month. Verification will be made by postmark and verified by the Cabinet Secretary.
4. He/She shall have completed all details required on the MMRs.
5. He/she shall have ensured that the District Governor has received the PU-101 forms posted on the LCI website no later than **May 15** (elections are to be held in April).
6. He/She shall have ensured that all District billings are paid within 30 days of billing date and all Lions International billings be paid within 60 days of billing date.
7. He/She shall have attended the Officers Training School in his/her Region in the year prior to taking office or within the current year that the office is held.
8. The contest runs from July 1 to June 30, and qualifications will be verified by the Cabinet Secretary with awards being presented at the first Cabinet Meeting following the Secretary's term of office.

For Further Information:

Cliff Cooper

Cabinet Secretary

775-354-2387

The Club President Excellence Award

To receive the Award, the Club President must perform the following tasks over the course of his or her term of office. The form should be submitted to the Immediate Past District Governor by July 30 following the President's year:

THE FOLLOWING REQUIREMENTS must be fulfilled:

1. The club has complied with the association's constitution & by-laws as well as the policies of the International Board of Directors, and has refrained from any action encouraging unauthorized uses of the name, goodwill, emblem, the marks "Lions," "Lioness," "Leo," "Lions International" and other insignias of this association.
2. The club has conducted at least one major service activity during the year in line with the International Program. Name the activity.
3. The club achieved at least a gain of one new member or sponsored one new Lions club. Name the new member or Lions Club.
4. The club does not have an unpaid balance of over US\$50.00 owed to the International association as of March 31.
5. The club has submitted each of the following reports to International Headquarters by the due dates:
 - (a) Monthly Membership Report (C-23-A)
 - (b) Annual Club Officer Report (PU-101)
6. The President has attended all of the following Lions meetings during the year. (In case of emergency, a representative of the club president may attend on behalf of the club president.)
 - (a) At least two zone meetings
 - (b) Club officer training
 - (c) District, multiple district, or international convention.
7. New members were properly inducted and involved in service activities and/or committee work.

For Further Information:
Cliff Cooper
Cabinet Secretary
775-354-2387