

North Carolina

District 31-L Lion's Policy & Procedures Manual

“Concepts and Specifics Approved at 31-L Open Cabinet Meeting on July 11, 2015. Final Approval Was at The 31-L Open Cabinet Meeting in November 2015.”

Officially Adopted & Approved **November 21, 2015**
By: District 31-L Lions Attending Cabinet Meeting

Revised February 24, 2024

District 31-L Lion's Policy & Procedures Manual

"Preamble"

This District 31-L Lion's Policy and Procedures Manual is designed to provide policies and procedures to consistently operate our District in an efficient and cost effective manner. Should a conflict occur with our District 31-L Constitution and By-Laws, the Constitution and By-Laws will take precedence.

A. Policies and Procedures: (Cover-Page 1 and Index-Page 2)

1. District 31-L Lions Privacy Policy (Page 3).
2. Procedure for making changes to Policy and Procedures Manual (Page 3).
3. Policy on location of/access to Policy and Procedures Manual (Page 3).
4. District 31-L Monetary Policy (Page 3).
5. Dist. Gov. duties/allowances covered under budgeted items (Pages 4-5).
6. First Vice District Governor duties/allowances covered under budgeted items (Page 5).
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12. Transportation Allowance to/from International Convention for District Governor Elect's Spouse. (Page 8).
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14. Global Leadership Team Travel Expense Policy (Page 10).
15. Global Membership Team Travel Expense Policy (Page 10).
16. District Awards Policy (Page).
17. Lions District Promotion Policy. (Page).
18. District Records (Storage and Destruction) Policy (Page).

“District 31-L Privacy Policy”

District 31-L recognizes the importance of protecting the private information of our members.

We have no legal authority or written permission to disclose any personal information of our members to third parties. Due to privacy concerns, information such as: names, addresses, email addresses, telephone numbers, etc. cannot be released to any third party.

Privacy Policy Approved: At “Official—Open” District 31-L Cabinet Meeting November 21, 2015.

“Procedure for making changes to Policy and Procedures Manual”

Any changes to the District 31-L Lion’s Policy and Procedures Manual will be presented at an official “open” District Cabinet meeting for understanding and/or revision. Definition: Official District Cabinet meeting must have a Quorum of the Official District Governor’s Cabinet members in attendance to carry on District business.

Changes will be voted on at the next official “open” District 31-L Cabinet meeting by the Lions members present. A simple majority vote by the Lions attending the Cabinet meeting will be required for adoption of the changes.

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

“Policy on location of/access to Policy and Procedures Manual”

Copy of the District 31-L Lion’s Policy & Procedures Manual can be viewed or secured as follows:

1. On District 31-L Web Site.
2. A hard copy can be secured from Cabinet Secretary at a cost of \$5.00.
3. A CD can be secured from Cabinet Secretary at a cost of \$5.00.

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

“District 31-L Monetary Policy”

1. All checks signed by Cabinet Treasurer and District Governor.
2. Per MD-31 Constitution and By-Laws, the District Budget and Finance Committee *is appointed by the District Governor and* is composed of the Immediate Past District Governor, as Chairperson, *the District Governor* and three other Past District Governors who are active in the District. Also, per International Constitution and By-Laws and the District Constitution and By-Laws the 1st and 2nd Vice District Governors are to participate in the planning and forming of the District Budget.
3. *Also incoming District Treasurer will participate in the formation of the budget.*
4. Any non-budgeted monetary requests must be submitted to the Budget and Finance Committee a minimum of 30 days prior to the District Cabinet Meeting.
5. Quickbooks is the standardized bookkeeping procedure for District 31-L and will be used by all successive administrations.
6. District Funds are to be deposited in a maintenance free account with First Citizens Bank.
7. Transfer of funds between accounts must be recommended by the Budget and Finance Committee and approved by the District Cabinet.
8. All expenditures from the budget must be covered by an invoice suitable for use in the audit process.
9. All monies, bank accounts, unpaid bills and all financial records are to be turned over to the audit committee no later than July 15 following the end of the Lions year.
10. The Budget and Finance Committee must assure that the books of the previous Lions year be audited prior to the first District Cabinet meeting.

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Revised: At “Official--Open” District 31-L Cabinet Meeting: February 24, 2024.

“District Governor Duties--Allowances Covered/Not Covered Under Budgeted Items”

A. Non-Covered Duties:

1. No Out of District travels or activities covered within budgeted item.

B. Covered Duties: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. Club Officer Installations
2. Zone Meetings

3. Membership/Leadership Meetings—Not covered by LCI
4. New Member Inductions
5. Club Charter Celebrations (except 25, 50, and 75—covered by LCI)
6. WNC Lions, Inc. BOD Meetings
7. Special Club Meetings as requested
8. New Club Organizational Meetings not covered by LCI

C. Covered Allowances: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. Allowance to help with attendance at USA/Canadian Forum
2. Allowance to help with attendance at VIP Fishing Tournament while District Governor.

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“First Vice District Governor Duties--Allowances Covered/Not Covered Under Budgeted Items”

A. Non-Covered Duties:

1. No Out of District travels or activities covered within budgeted item.
2. Hospitality Expenses at State Convention (DGE and Home Club Expense)

B. Covered Duties: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. Club Officer Installations
2. Zone Meetings
3. Membership/Leadership Meetings—Not covered by LCI
4. New Member Inductions
5. Club Charter Celebrations
6. New Club Charter Presentation
7. Special Club Meetings as requested
8. New Club Organizational Meetings
- 9.

C. Covered Allowance: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. Allowance to help with attendance at USA/Canadian Forum

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

“Second Vice District Governor Duties--Allowances Covered/Not Covered Under Budgeted Items”

A. Non-Covered Duties:

1. No Out of District travels or activities covered within budgeted item.

B. Covered Duties: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. Club Officer Installations
2. Zone Meetings
3. Membership/Leadership Meetings—Not covered by LCI
4. New Member Inductions
5. Club Charter Celebrations
6. New Club Charter Presentation
7. Special Club Meetings as requested
8. New Club Organizational Meetings

C. Covered Allowance: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. Allowance to help with attendance at USA/Canadian Forum **Or Lions Leadership Institute.**

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

“Cabinet Secretary/Treasurer Duties--Allowances Covered/Not Covered Under Budgeted Items”

A. Covered Duties: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. Certification of Delegates at State Convention

B. Covered Allowances: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. No items currently.

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

“Cabinet Meeting Quorum and Voting Privileges”

A. Quorum: Any District Cabinet Meeting must have a quorum of the following District Officers to conduct business: District Governor, Immediate Past District Governor, 1st Vice District Governor, 2nd Vice District Governor, Cabinet Secretary/Treasurer, Region Chairpersons (if the position is utilized during the District Governor’s term), and the Zone Chairpersons.

B. Cabinet Meeting Voting Privilege Extension: At the first District Cabinet Meeting of the Lion’s Year the following motion must be made, seconded, and approved by a quorum of the official District Cabinet above to allow other District Lions to vote. **“Motion to extend District 31-L Cabinet Meeting voting privileges to District 31-L Lions as follows: Any other Lion present who is a member in good standing of any District 31-L Lions Club in good standing on all matters except those that require voting by certified delegates at a District 31-L Convention”.**

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

District 31-L Lions Rules of Audit Policy

A. Mileage:

1. Per Mile amount: .31

B. Meals:

1. Maximum per day: \$25.00

C. Hotel:

1. Maximum per day: \$75.00

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

Solicitation at District Cabinet Meetings and Conventions

Due to the importance of encouraging our Lions to attend District Cabinet meetings and Conventions and since the Lions are considered a captive audience at these functions, **no individual Club solicitation is permitted for any purpose of the attendees.**

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

Transportation Allowance to/from International Convention for District Governor Elect’s Spouse

A. If we are a certified District of 1250 members and minimum of 35 Clubs, there is an allowance provided by Lions Clubs International. If we are not a certified District, the maximum allowance provided by the District will be \$500.00.

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

DISTRICT 31-L DIRECTORY DISTRIBUTION

1. District Web Site (Password protected due to District Privacy Policy)
2. All Club Presidents
3. All Club Secretaries
4. 1st Vice District Governor
5. 2nd Vice District Governor
6. Cabinet Secretary/Treasurer
7. All Active Past District Governors
8. All District Committee Chairpersons (Check above for Duplicates)
9. All District Representatives of State Committees (Check above for Duplicates)
10. All District Representatives of NC Lions, Inc. Committees (Check above for Duplicates)
11. All Zone Chairpersons (Check above for Duplicates)
12. WNC Lions, Inc. Officers (Check above for Duplicates)
13. Mc Cune Center
14. State Council (Includes Council Chairperson and Secretary/Treasurer)
15. State 1st Vice District Governors (If Asked)
16. State Committee Chairs (If Asked) **(They get all their committee members, State Council, 1st VDGs, and 2nd VDGs w/NC Lions, Inc. Directory)**
17. NC Lions, Inc. Office Staff & Camp Dogwood Staff, (Approx. eight)
18. NC Lions, Inc. Officers (If Asked)
19. NC State Current and Past International Officers and Directors
- 20.

Approved: At “Official—Open” District 31-L Cabinet Meeting: November 21, 2015.

Global Leadership Team Travel Expense Policy

A. Non-Covered Travel:

1. No Out of District travels or activities covered within budgeted item.

B. Covered Travels: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. Leadership meetings-workshops at individual Clubs.
2. Leadership meetings-workshops at Zone Meetings.
3. Annual Club President Training
4. Annual Club Secretary Training
5. Annual Club Treasurer Training
6. Annual Zone Chairperson Training
7. Other Leadership Training requested by District Governor
8. Orientation, Certified Guiding Lion, and Club Excellence Training-Workshops as requested by LCI.

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Global Membership Team Travel Expense Policy

A. Non-Covered Travel:

1. No Out of District travels or activities covered within budgeted item.

B. Covered Travels: (With-in limit of budgeted item—District 31-L Lions rules of Audit Applies)

1. Membership meetings-workshops at individual Clubs.
2. Membership meetings-workshops at Zone Meetings.
3. Other Membership meetings-workshops requested by District Governor.
4. Orientation and other Membership Workshops as requested by LCI.

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