

# **POLICY MANUAL**

The Lions Clubs  
Of District 20-Y2



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as amended

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POLICY MANUAL**

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**ARTICLE I  
NAME**

This organization shall be known as Lions Clubs of District 20-Y2.

**ARTICLE II  
PURPOSE**

The purpose of this policy manual is to set forth practices and procedures of this organization and to identify the principles and practices it will abide by and adhere to.

## **ARTICLE III DISTRICT CABINET**

### **Section 1**

The district cabinet shall be made up of the district governor, vice district governors, region chairpersons, zone chairpersons, cabinet secretary, cabinet treasurer or cabinet secretary/treasurer, all past district governors of District 20-Y2 and committee chairpersons.

### **Section 2**

Voting members of the district cabinet are the district governor, vice district governors, cabinet secretary, cabinet treasurer, or cabinet secretary/treasurer, the immediate past district governor and the region and zone chairpersons.

### **Section 3**

The cabinet shall advance Lionism in District 20-Y2, promote the general welfare of the Clubs (Lions, Lioness and Leos) in the district and properly administer the affairs of the district.

## **ARTICLE IV DUTIES OF REGION & ZONE CHAIRPERSONS**

### **Section 1**

In addition to those duties specified in the International Constitution, By Laws, and Policy Manual, the region chairperson should complete a minimum of one visitation annually to each club in the region. The region chairperson should accompany the district governor when he/she makes his/her official visitation to the clubs in his/her region.

### **Section 2**

In addition to those duties specified in the International Constitution, By Laws and Policy Manual, the zone chairperson shall complete a minimum of one visitation annually to each club in the zone. The zone chairperson should attempt to accompany the district governor when he/she makes his/her official visitation to the clubs in his/her zone.

## **ARTICLE V COMMITTEES**

### **Section 1**

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

Hearing Conservation	Vacation Camp for the Blind
Youth Exchange	Leadership School
Sight Conservation/Sight First	Membership
Lions Clubs International Foundation	District Governor's Special Advisory
Leo Clubs	Extension
Lions Eye Institute	Public Relations
Lioness Clubs Liaison	Diabetes & Health
Lions Foundation at Albany	Lions Information
Convention & Meetings	Dogs for the Handicapped
Multiple District 20 Lions Foundation	USA/Canada Forum
Membership Orientation	International Understanding and Cooperation

### **Section 2**

From time to time, the district governor may appoint such special committees as may be necessary.

### **Section 3**

All committees shall consist of a chairperson and as many members as the district governor and the chairperson agree are necessary.

### **Section 4**

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

### **Section 5**

At the discretion of the district governor, each committee through its chairperson shall report to the district cabinet at regularly scheduled cabinet meetings.

## **ARTICLE VI SPECIAL ADVISORY COMMITTEE**

### **Section 1**

There shall be a Special Advisory Committee composed of at least four (4) past district governors and any present or past international directors residing in the district. All members of this Committee must be active members, in good standing, in their respective Lions Club, and their Clubs must be in good standing in District 20-Y2, and Lions Clubs International.

### **Section 2**

The Special Advisory Committee shall meet at the call of the district governor and shall consider and advise on those matters as requested by the district governor. The chairperson shall be appointed by the District Governor.

### **Section 3**

Other meetings may be called at the request of a majority of the committee members. In which case, the district governor will be advised by the chairperson of the time, place and matters to be discussed.

## **ARTICLE VII DISTRICT DUES**

### **Section 1**

District dues (in effect since July 1, 1990) are in the amount of \$2.00 per Lion member as of the June 30 Membership Report.

### **Section 2**

The district dues are payable on an annual basis by each club in the district.

### **Section 3**

The district dues shall be transmitted to the cabinet secretary/treasurer or cabinet treasurer by check, or money order, or electronic means, payable to "District 20-Y2" within 60 days after the club secretary, or president, or treasurer receives notice of the amount payable from the cabinet secretary or cabinet secretary/treasurer. Notice of district dues shall be transmitted by the district secretary, secretary/treasurer, or treasurer, via regular mail (USPS), or electronic means. Any Lions club which has not transmitted the district dues for a period of sixty (60) days from the date of notice will be deemed not to be in good standing.

## **ARTICLE VIII FINANCIAL RECORDS**

### **Section 1**

The financial records of the district shall be maintained by the district cabinet secretary/treasurer or cabinet treasurer at a location convenient to him/her and the district governor.

### **Section 2**

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

### **Section 3**

The financial records shall be maintained using accepted accounting principles for the fiscal period as required by the Internal Revenue Service.

### **Section 4**

These financial records shall be retained for a period of seven years and shall be provided to the succeeding cabinet secretary/treasurer or cabinet treasurer within thirty days of the close of the fiscal year.

### **Section 5**

The bank accounts of the district shall be maintained in a financial institution within District 20-Y2 convenient to the cabinet secretary/treasurer or cabinet treasurer and the district governor. Such institution should be approved by the cabinet no later than the first regularly scheduled cabinet meeting.

## **ARTICLE IX RESTRICTED FUNDS**

### **Section 1**

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

a) The District cabinet has approved an amount of \$500.00 to be provided to the 1<sup>st</sup> Vice District Governor, annually, at the request of the 1<sup>st</sup> VDG, to be used at his/her discretion in performing his/her duties as 1<sup>st</sup> VDG

### **Section 2**

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

### **Section 3**

Any funds so designated that are not disbursed within the district's fiscal year shall be turned over to the succeeding district governor within thirty days after the close of a fiscal year.

### **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.

## **ARTICLE X MELVIN JONES COMMITTEE & FUND**

### **Section 1**

The Melvin Jones Committee and Fund established by the district cabinet in 1988 shall continue.

### **Section 2**

Membership on the committee shall be all Melvin Jones Fellows who are members of a Lions/Lioness/Leo Club within the district, the current LCIF district committee chairperson and the current cabinet secretary/treasurer or cabinet secretary.

### **Section 3**

This committee will select one or more individuals from District 20-Y2 Lions/Lioness/Leo Clubs as recipients of a Melvin Jones Fellowship. A prior Melvin Jones Fellow recipient is not eligible for selection. The number to be selected will depend on the fund balance as of the third cabinet meeting of the district's fiscal year.

### **Section 4**

Any District 20-Y2 Melvin Jones Fellow, in good standing, wishing to nominate a candidate must attend the selection meeting with the candidate's Lionistic resume, or mail/email it to the LCIF chairperson prior to the meeting for consideration.

### **Section 5**

The committee will meet each year, immediately following the third District Cabinet meeting, to consider selections. The LCIF district chairperson will notify all eligible voting members in writing at least ten (10) days prior to the meeting date via notice in the District Newsletter, email, or other electronic means.

### **Section 6**

The presentation of the Melvin Jones Fellowship(s) will be made by the current LCIF district committee chairperson or his/her designee at the annual District Awards Banquet. If the selected individual is unable to attend this event, the presentation shall be made at a time and place deemed appropriate by the district governor and the LCIF district chairperson and the selected individual.

### **Section 7**

Contributions to be included in this fund may be made by any member club, individual Lion, non-Lion individual or organization in the district. Contributions deposited into this fund must be with the full knowledge and consent of the donor.

### **Section 8**

Melvin Jones Fellowship Contributions that are not disbursed during the fiscal year shall be transmitted to the succeeding district treasurer within thirty days after the close of a fiscal year. These funds must remain designated for Melvin Jones Fellow presentations.

## **ARTICLE XI MEETING MINUTES**

### **Section 1**

The cabinet secretary or cabinet secretary/treasurer shall record meeting minutes within thirty days of each meeting of the district cabinet and distribute a copy to each member of the cabinet, club presidents and club secretaries. Distribution may be via mail or other electronic means, including posting on the district website.

### **Section 2**

The district cabinet secretary or cabinet secretary/treasurer shall maintain a file containing ten years of meeting minutes which shall be provided to the incoming cabinet secretary or cabinet secretary/treasurer within thirty days following the close of the fiscal year.

## **ARTICLE XII MEMBERSHIP & ACTIVITIES REPORTS LIONS AND LIONESSES**

### **Section 1**

The district governor has access to many reports (and other documents) filed by Lions Clubs in his/her district on the LCI, MD-20, and 20-Y2 media that permit adequate review and analysis of strengths and weaknesses of each and every club that has submitted said reports.

### **Section 2**

The district governor shall annually provide each Lioness club in District 20-Y2 with four copies of the Lioness Quarterly Projects and Activities Form set forth in Exhibit A. Said report to be mailed or electronically transmitted to the district governor quarterly.

## **ARTICLE XIII DISTRICT CONTEST**

### **Section 1**

The district may, at the discretion of the district governor, conduct a contest to encourage the participation of all Lions Clubs in activities that further the objectives of Lionism and create an atmosphere of fellowship and competition among the Lions of the district. The content and rules of the contest will be determined by the District Governor. Scoring of the contest will be accomplished by the District Governor or his/her designee. The contest content and rules may be transmitted via the district website, standard USPS mail, email, or other electronic means to each Region and Zone Chairpersons, and each Lions/Lioness/Leo Club president and secretary. Contest rules and forms for submission are available on the district website.

### **Section 2**

Awards in an appropriate form shall be presented to the winner(s) at the District Governors Testimonial.

## **ARTICLE XIV DISTRICT AWARDS**

### **Section 1**

The district shall present appropriate awards to members of clubs in the district who satisfy the award requirements as specified in LCI directives that are available on the LCI website. Also, the district may present additional awards to Lions, Lioness, and Leo Club members as deemed appropriate by the district governor.

### **Section 2**

The award(s) shall be, whenever possible, in the form developed by Lions Clubs International for this purpose and shall be presented at the District Governors Testimonial or as soon as practical by the district governor or his/her designee at a meeting of the respective Lions club.

## **ARTICLE XV 100% SECRETARY'S AWARD**

### **Section 1**

The district shall provide a 100% secretary's award to secretaries of clubs in the district who satisfy the award requirements.

### **Section 2**

This award shall be in the form developed by Lions Clubs International for this purpose and shall be presented as soon as practical by the immediate past district governor or his/her designee at a meeting of the respective Lions club.

### **Section 3**

Rules and responsibilities for submission of the application are available on the LCI website.

## **ARTICLE XVI LION/LIONESS/LEO OF THE YEAR**

The district shall recognize a Lion, Lioness and Leo of the year by presentation of an appropriately engraved plaque at the District Governors Testimonial. Rules and procedures regarding this subject are available on the 20-Y2 website.

**ARTICLE XVII**  
**MULTIPLE DISTRICT 20 LEADERSHIP AWARD**

The annual MD20 Past District Governor Leadership Award is presented to a Lion in each sub-district who has shown outstanding leadership qualities. The past district governors of each district make the selection for the district. Rules and procedures regarding this subject are available on the 20-Y2 website.

**ARTICLE XVIII**  
**DISTRICT PROPERTY**

**Section 1**

The purpose of this article is to define the process that will insure that all District 20-Y2 property is properly accounted for, maintained and housed. The description and other pertinent information regarding district property are posted on the 20-Y2 website.

**Section 2**

The cabinet secretary or cabinet secretary/treasurer will be responsible for maintaining a log and description of all District property to include its location and the Lion who has long term custody of it. This log should include such items as: the District flag set, tape recorder, two television/VCR sets, etc.

**Section 3**

The cabinet secretary or cabinet secretary/treasurer may from time to time determine which Lions within the District will be assigned custody of the various properties with the concurrence of the District Governor.

**Section 4**

Those Lions who are assigned custody of the District property may from time to time loan this property to other Lions within the District for the conduct of Lionistic activities and should keep such records so as to be able to report the location and condition of such property to the cabinet secretary or cabinet secretary/treasurer upon request.

**Section 5**

The cabinet secretary or cabinet secretary/treasurer shall be responsible for arranging any maintenance that might be required to District property as well as reporting the need to replace any item to the District Cabinet.

**Section 6**

The cabinet secretary or cabinet secretary/treasurer should report to the District Cabinet at least once annually, but no later than the third regularly scheduled cabinet meeting, the inventory of District property and the location and condition of each item.

**ARTICLE XIX**  
**MEETINGS**

**Section 1**

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

**Section 2**

The cabinet shall convene four (4) times each fiscal year.

**Section 3**

The time, date, and place for cabinet meetings will be determined by the district governor.

#### **Section 4**

Special meetings may be called by the district governor when required to conduct urgent district business. In the event the district governor is unable to call such special meetings, the 1<sup>st</sup> vice district governor is authorized to call such a meeting.

#### **Section 5**

Said special meeting shall be held no earlier than ten (10) days and no later than fifteen (15) days after meeting notification.

### **ARTICLE XX DISTRIBUTION**

Each member of the District 20-Y2 cabinet and each member club in the district are entitled to a copy of this policy manual, and it may be downloaded from the district website.

### **Article XXI VACANCIES**

#### **Section 1**

##### **District Cabinet**

Should vacancies arise in any District Cabinet position, for any reason, they shall be filled by the District Governor as soon as practical by his/her appointment and such appointments should be announced via email, district newsletter, or other electronic means. Details regarding vacancies are contained in the district constitution & by-laws which can be viewed on the district website.

#### **Section 2**

##### **Trustee of the New York State and Bermuda Lions Foundation, Inc.**

Should a vacancy exist in Foundation Trustee positions, the vacancy should be filled as allowed by the by-laws of the Foundation, which can be viewed on the district website.

#### **Section 3**

##### **Lions Foundation at Albany, NY, Inc.**

Should a vacancy exist in any of the four (4) Foundation Trustee positions, that vacancy should be filled as provided by the by-laws of the Foundation.

#### **Section 4**

##### **District Governor**

If the district shall fail to elect a qualified district governor or if the district governor-elect of the district shall die, refuse to serve or be found by the International Board of Directors to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, or if a vacancy will exist as a result of a district governor election protest or legal action, then in any such event such district may have a district governor appointed by the International Board of Directors in the time and manner and for the term set forth in the by-laws or constitution of Lions Clubs International.

#### **Section 5**

If a sitting District Governor is unable to fulfill his or her duties, that vacancy shall be filled according to the rule or rules set forth in the by-laws or constitution of Lions Clubs International.

**ARTICLE XXI  
AMENDMENTS**

**Section 1**

These policies, except Article VII – district dues, may be altered or amended by the vote of a majority of the cabinet members present and voting at two successive regular or special meetings of the district cabinet at which a quorum is present.

**Section 2**

District dues may be altered or amended by the vote of a majority of the cabinet members present and voting at two successive regular or special meetings of the district cabinet at which a quorum is present and thereafter approved by a majority of the voting delegates at the Multiple District 20 Annual Convention.

**Section 3**

No amendment shall be put to vote unless written notice thereof, stating the proposed amendment, shall have been mailed or delivered via electronic or other means to each voting cabinet member at least ten (10) days prior to the meeting at which the vote on the amendment is to be taken.

**Section 4**

This policy manual shall not be in conflict with the Constitution, Bylaws and Policy Manuals of the International Association of Lions Clubs and Lions Multiple District 20.

**EXHIBIT A  
QUARTERLY PROJECTS AND ACTIVITIES FORM FOR LIONESSE CLUBS  
SPONSORED BY LIONS CLUBS**

This form is to be completed by the Lioness Club Secretary. Mail the original to the District Governor. Copies should be mailed to the Vice District Governor, Region chairperson and Zone chairperson and one copy retained by the club.

Name of the Lioness Club \_\_\_\_\_

Lioness Club Secretary \_\_\_\_\_

Sponsoring Lions Club \_\_\_\_\_

State/Province \_\_\_\_\_ Date \_\_\_\_\_

**REPORTS ARE DUE OCT. 1, JAN. 1, APR. 1 AND JULY 1**

Please report service and fund raising activities that are planned or completed.

Use additional sheets to provide details regarding unusual projects or service. Include glossy prints describing the completed service or activity, if available.