LIONS INTERNATIONAL
DISTRICT 14-D
LANCASTER AND LEBANON COUNTIES

Policy Manual

WE SERVE

Adopted
February 2015

Updated
February 2026

PURPOSE

It is understood that all policies must conform to both the International and Multiple District 14 Constitution and By-laws. The purpose of this policy manual is to put in an easily readable and understandable form, the pertinent procedures to be followed by the District 14-D Cabinet, the District Governor, and the committees appointed by him/her.

This manual may be amended from time to time as deemed necessary, in the following manner.

Any resolutions specifically intended to change any portion or portions of the policy manual shall be submitted to the District Governor at least 14 days prior to a District Cabinet meeting. The resolution will be considered and referred to the policy committee at that cabinet meeting with the understanding that it will be voted on at the next scheduled District Cabinet meeting.

DISTRICT 14-D

POLICY MANUAL

UPDATED November 2014
ACCEPTED February 2015

With the acceptance of this updated POLICY MANUAL it will also be accepted that District 14-D accept the International Constitution and By-Laws, the Standard Multiple District, and the Standard District forms of same and the annual updates of each as our District Constitution and By-Laws, as well as our Policy Manual.

The attached specific policies are peculiar to District 14-D and are also accepted at this time.

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DISTRICT SIGHT CONSERVATION COMMITTEE

PURPOSE:

The purpose of this policy is to give direction to the committee chairperson as to the goals and the duties involved in performing them in District 14-D.

SPECIFICS:

1. The Chairperson is to be appointed by the District Governor, and shall be the coordinator for the District, working with each Lions Clubs respective chairperson.

2. Each Lions Club shall have an active chairperson for the above committee, appointed by the president of said Club. This chairperson should work directly with the respective District Chairperson.

3. The District Chairperson shall monitor, evaluate, and guide, all activities of their committee in the District, to insure their relation to current needs and local conditions and to inform the District Cabinet of same.

GENERAL:

1. Be sensitive to the needs of the blind and visually impaired. Consult with them and the local institutions in planning projects, activities or services for their use.
2. Be well informed and alert to new advances in research and treatment techniques, and support same through the District Governors related projects.
3. Promote your committees work and activities through the Governors newsletter, press, radio and television.
4. Make available videos, audio tapes and presentations along with the names of persons willing and knowledgeable to speak to clubs or associations on information on medical equipment for research and aids or appliances.
5. To inform the clubs and the general public of those facilities, foundations and institutions that are available.
6. Support other programs that work for those same individuals that your committee does.
7. Collect used eyeglasses to be distributed to the needy.
8. A report shall be prepared and presented by the chairperson on all their activities at each District Cabinet meeting and to the International Association as required.
9. Promote to the Lions Clubs, Eye Research Sight Conservation Coin Cards.

DISTRICT DIABETES COMMITTEE CHAIRPERSON

PURPOSE:
The purpose of this policy is to give direction to the committee chairperson as to the goals and the duties involved in performing them in District 14-D.

SPECIFICS:

1. The Chairpersons are to be appointed by the District Governor, and shall be the coordinator for the District, working with each Lions Clubs respective chairperson.

2. Each Lions Club shall have an active chairperson for the above committee, appointed by the president of said Club. These chairpersons should work directly with the respective District Chairperson.

3. The District Chairpersons shall monitor, evaluate, and guide, all activities of their committee in the District, to insure their relation to current needs and local conditions and to inform the District Cabinet of same.

GENERAL:

1. Be sensitive to the needs of the blind and visually impaired. Consult with them and the local institutions in planning projects, activities or services for their use.

2. Be well informed and alert to new advances in research and treatment techniques, and support same through the District Governors related projects.

3. Promote your committees work and activities through the Governors newsletter, press, radio and television.

4. Make available videos, audio tapes and presentations along with the names of persons willing and knowledgeable to speak to clubs or associations on information on medical equipment for research and aids or appliances.

5. To inform the clubs and the general public of those facilities, foundations and institutions that are available to those your committee will serve.

6. Support other programs that work for those same individuals that your committee does.

7. A report shall be prepared and presented by the chairperson on all their activities at each District Cabinet meeting and to the International Association as required.

8. Promote to the Lions Clubs, the monetary contributions to the Governors Projects, which are needed for your committee.

DISTRICT BEACON LODGE COORDINATOR

PURPOSE:
The principle function of the Beacon Lodge Coordinator is to act as a liaison between District 14-D cabinet and the management and board of directors of Beacon Lodge.

GENERAL:

1. Promote a better understanding between Beacon Lodge and the Lions Clubs of District 14-D.
2. Attend the board of directors meeting of Beacon Lodge in March, July and October.
3. Provide the District Cabinet at its meetings with the needs, aims, goals and programs of Beacon Lodge as they would relate to the Lions of District 14-D.
4. Be available to present programs to the Lions and Lionesses of the District. Videos and literature are available from Beacon Lodge and the District to assist in presenting these programs.
5. In conjunction with the District Governor select projects at Beacon Lodge to receive the financial support of the District.
6. Promote Beacon Lodge to the visually handicapped of the District and encourage and assist interested persons to attend Beacon Lodge as a camper.
7. Promote attendance of Lions and Lionesses from the District at Lions Appreciation Day at Beacon Lodge.
8. Promote to Lions, Lioness, and Leo Clubs, the District Governors Requested Contribution to support Beacon Lodge.

DISTRICT LEADER DOGS FOR THE BLIND COMMITTEE

PURPOSE:

Coordinate within the District all Leader Dog activity in securing a Leader Dog for a legally blind person. He or she must be knowledgeable of the requirements established by Leader Dog School for the Blind for their students.

GENERAL:

1. Be willing and available to travel within the District to talk and present programs, describe and aid any Lions Club or other organization, relative to the Leader Dog program.
2. Be willing and available to travel within the District to give assistance to individuals interested in obtaining a Leader Dog. Such assistance as:
    a. Completing application and forward it to Leader Dog School.
    b. If accepted as a student, to make travel reservations.
    c. If needed, provide or see that transportation is provided to point of departure and pick up when student returns home after training.
    d. If possible, keep in touch with relatives or next of kin while student is at the school to see how they are progressing and to learn their arrival time when returning home. If possible, even though you do not provide transportation, make an effort to meet the individual when they arrive at the airport or bus terminal. Inform the District Governor of the time and place of arrival since he or she may also wish to welcome them home.
3. If you are not able to meet them, visit their home as soon as you can to congratulate them and learn of their experiences at the school.
4. As the Lions year progresses keep your own record of which Lions Clubs have contributed to the Leader Dog Program. This information obtained from the project contribution sheet of the District Newsletter. After the April newsletter, write to those Lions Clubs in the District that to your knowledge, have not sent a contribution to this project. Encourage them to contribute before the end of May.
5. Promote the leader dog program whenever possible.

DISTRICT NEWSLETTER CHAIRPERSON

Purpose:
To set forth the duties and provide guidelines to carry out the responsibilities of District Newsletter Editor.

General:

1. District 14-D Policy, PM101A #13, states: The District Governor shall have published a District Newsletter which will be e-mailed to each Cabinet Member, President and Secretary of each Lion and Lioness Club and all PDG's. This newsletter will be published on a regular monthly schedule.
2. Newsletter is to contain dates of upcoming functions, applications, reports and any other information sent to the editor on or before a date that is predetermined.
3. Newsletter may also contain letters from the District Governor, the Vice District Governors, and information from any other Lions.
4. Editor should work closely with the District Governor and other Lions to provide information to the lay Lion that will allow greater knowledge and participation in all District events.
5. E-Mail list is not to be used for any use other than the District Newsletter unless authorized by the sitting District Governor
6. A copy of the District newsletter will be posted each month on the District Website which is available to all Lions, Lionesses, and LEOs.

DISTRICT TECHNOLOGY CHAIRPERSON

PURPOSE:
The purpose of this policy is to set forth the duties of the District Technology Chairperson.

GENERAL:

1. The Technology Chairperson should have the knowledge of computers and the programs available to help all club secretaries and any other Lion and /or Lioness to be able to find needed forms etc. and to file them through electronics with the district, state and international agencies.
2. The Technology Chairperson should be able and available to help any Lion and / Lioness to install programs etc. to help them and / or their Club with their work in Lionism.
3. The Technology Chairperson should be available to give a program, when requested, to any club or district project.
4. It is suggested that the District Technology Chairperson also be appointed the District Webmaster.

WHITE CANE DAY COORDINATOR

PURPOSE:
The purpose of this policy is to set forth information that is vitally necessary for the Lions of District 14-D to promote and administer an effective and productive White Cane Day.

GENERAL:

1. The purpose of a White Cane Day Coordinator within the District is to promote and coordinate a White Cane Day on the second Friday in October or at such times more convenient to the individual clubs.
2. The purpose of a White Cane Day is to solicit and obtain funds from the public by voluntary contributions to be used expressly for the treatment and prevention of blindness. Such funds therefore are to be collected and in turn contributed only to be used for projects and such activities as are closely associated with the blind.
3. The District White Cane Coordinator shall make available to all Club White Cane Chairpersons an organized publicity program with news worthy items and information so as to enable the publicity to be District wide and having identical news items throughout the District.
4. He/She shall furnish all information approximately five weeks prior to the second Friday in October to all White Cane Chairpersons. This will thus assure the said individual White Cane Chairperson that they have time to pass the necessary information along to the Lions within their clubs.
5. He/She shall prepare and coordinate a District White Cane Day manual for the use by the club chairperson or on before August 20th of each year. The manual shall contain the following information:
    a. A time schedule of events.
    b. Medical eye bank release.
    c. Pennsylvania Lions Sight Conservation and Eye Research Foundation news release. (d) Beacon Lodge news release.
    d. History of the White Cane day.
    e. Leader Dog for the Blind news release.
    f. Spot announcements for TV and radio.
    g. Sample letter to be used for White Cane Day proclamation.
    h. Complete information as to where to purchase White Cane Day material to be used for solicitation purposes.
6. The coordinator should develop an agenda for the recommended systematic organization of White Cane Day programs. Such an organizational system should be in the following chronological order:
    a. July:
        i. Send letters to all club presidents requesting the name, address, and phone number of their appointed White Cane Day chairperson.
        ii. Send letters to the following district committee chairperson requesting news release materials to be used for publicity.
            1. Leader dogs for the blind.
            2. Medical eye banks.
            3. Beacon lodge.

4. Pennsylvania Lions Sight Conservation and Eye Research Foundation.
5. Letters of inquiry to be sent to all firms and organizations that are engaged in the manufacture of white cane day materials to be used for promotion purposes. Have District office address envelopes for each Lions Club in the District with the club president's name and address.

b. August
   i. Prepare and mail to all clubs white cane day chairpersons appropriate white cane day information. These envelopes contain a letter introducing the clubs to the District white cane day program and all of the information to conduct a White Cane Day with information as to how, where and to whom to place their orders for White Cane Day materials.

c. September
   i. Answer all inquiries that you may receive concerning the purchase of the pressure sensitive white cane day labels that you as District Chairperson supply to the clubs. Mail out all orders for labels at this time.

d. October
   i. Send a letter to all Club White Cane Day Chairpersons requesting the following information for a preliminary White Cane Day report to be presented at the November cabinet meeting:
      1. Approximate amount of funds collected.
      2. Approximate number of members that participated in the club.

e. November
   i. Present preliminary white cane day report at the cabinet meeting.

PUBLIC RELATIONS CHAIRPERSON

PURPOSE:

The purpose of this policy for the Public Relations Committee is to set guidelines for the publication of information of interest and to promote public relations for the common good of Lionism.

GENERAL:

1. The Public Relations Committee should collect and have published by the local media, information of interest of the activities, projects, and events of District 14-D.
2. Distribute and or publicize letters or information as recommended by the District Governor.
3. Encourage the clubs of the District regarding the publication of club news letters or club bulletins for their respective members and cabinet members as indicated by the District Governor.
4. Assist the District Governor in the qualification and rating of club newsletters or club bulletins for any awards for these publications.
5. Public relation chairperson is the District 14-D District Editor for the Pennsylvania State Pride Magazine.
6. Assist the Clubs in getting news items published about their own club.

LIONS CLUBS INTERNATIONAL FOUNDATION

PURPOSE:
The purpose of this policy is to establish guidelines to help the LCIF Chairperson perform their duties.

GENERAL:

1. Make themselves knowledgeable of the LCIF program and be available to give information and or programs to Lions Clubs within the District.
2. Be aware of the District Governors LCIF goals for the District.
3. Report to the District Cabinet the activities of the Foundation.
4. Monies contributed to foundations, may at the discretion of the District Governor, be given as designated or undesignated funds and as the Chairperson, should be aware of the District Governors wishes.
5. As Chairperson, you should familiarize the clubs and yourself with the awards available from the foundation, the qualifications for same and how they should be presented.
6. Selection process: This position is appointed by the Multiple District LCIF Coordinator subject to approval by the LCIF Area Leader for LCIF. The Appointment is for a Three (3) year term.

LIONS OF PENNSYLVANIA FOUNDATION

PURPOSE:

The purpose of this policy is to establish guidelines to help the Lions of Pennsylvania Foundation Chairperson perform their duties.

GENERAL:

1. Make themselves knowledgeable of the LOPF program and be available to give information and or programs to Lions Clubs within the District.
2. Be aware of the District Governors LOPF goals for the District.
3. Report to the District Cabinet the activities of the Foundation.
4. Monies contributed to foundations, may at the discretion of the District Governor, be given as designated or undesignated funds and as the Chairperson, you should be aware of the District Governors wishes.
5. As Chairperson, you should familiarize the clubs and yourself with the awards available from the foundation, the qualifications for same and how they should be presented.

HEARING RESEARCH FOUNDATION

PURPOSE:

The purpose of this policy is to establish guidelines to help the Hearing Research Chairperson perform their duties.

GENERAL:

1. Make themselves knowledgeable of the Hearing Research Foundation program and be available to give information and or programs to Lions Clubs within the District.
2. Be aware of the District Governors Hearing Research Foundation goals for the District.
3. Report to the District Cabinet the activities of the Foundation.
4. As Chairperson, you should familiarize the clubs and yourself with the awards available from the foundation, the qualifications for same and how they should be presented.

VISION CORPS

PURPOSE:
The principle function of this Chairperson is to act as a liaison between the District 14-D Cabinet and the management and Board of Directors of VisionCorps.

GENERAL:

1. Promote a better understanding between the Association and the Lions and Lioness clubs of District 14-D.
2. Attend the board of directors meetings of the association.
3. Provide the District Cabinet, at its meetings, with the needs, aims, goals, and programs of the association as they would relate to the Lions and Lioness of District 14-D. **(Including Kidsight, and Worksight)**
4. Be available to present programs to the Lions and Lioness Clubs of this District and encourage tours of the facility.
5. Encourage clubs within the District to meet the District Governor's suggested contribution for this project.

LIONS SIGHT CONSERVATION COMMITTEE OF LEBANON COUNTY

PURPOSE

The principle function of this committee is to act as a liaison between the District 14-D Cabinet and the Lions Sight Conservation Committee of Lebanon County.

GENERAL

1. Promote a better understanding between the Lions Sight Conservation Committee of Lebanon County and the Lions and Lioness Clubs of District 14-D.
2. Attend the meetings of the Lions Sight Conservation Committee of Lebanon County.
3. Provide the District 14-D Cabinet at it's meetings with the aims, goals, programs and activities of the Lions Sight Conservation Committee of Lebanon County.
4. Be available to present programs to the clubs.

DISTRICT FOUR DIAMONDS FUND CHAIRPERSON

PURPOSE:
The purpose of this policy is to establish guidelines to help the Four Diamonds Fund Chairperson perform his or her duties.

GENERAL:

1. This Chairperson shall become knowledgeable with the purpose and activities of the Four Diamonds Fund.
2. Promote a better understanding about this fund to the Lions and Lioness within the District.
3. Be available to the Lions and Lioness of the District to provide programs using material available from the Four Diamonds Fund of the Hershey Medical Center.
4. Encourage clubs within the District to meet the designated District Governor's suggested financial contribution.

Note: this policy is functional only when designated by the District Governor as a District Project.

NORTHEAST EYE BANK COORDINATOR

PURPOSE:

The purpose of this policy is to provide guidelines and to acquaint the District Eye Bank Coordinator on informing the Lions and Lioness of District 14-D the procedures involved in procuring corneal tissue to restore sight to the visually impaired and for research purposes.

GENERAL:

1. The coordinator is to be appointed by the District Governor.
2. Each Lions Club in the District is automatically a member Club of the Northeast Lions Eye bank, until notified otherwise.
3. Each Lions club is requested to support the Eye Bank, by contributing the District Governor's suggested per capita amount.
4. To encourage, promote and to improve the donation of organs, at this time corneal tissue, to the Eye Bank.
5. To promote and define the Northeast Lions Eye Bank, throughout the District, with the presentation of videos, tapes and literature distributed by the Eye Bank.
6. To secure eye donors by supplying eye donor pledge cards and literature to the Lions and Lioness clubs and the general public.

YOUTH OUTREACH / LIONS QUEST

PURPOSE:

The purpose of this policy is to provide guidelines to establish Youth Outreach through the Lions Quest Program.

GENERAL:

1. Quest Chairpersons:
   A. Encourage all clubs to start a Quest program in their school district, following Lions Quest guidelines.
   B. Serve as the liaison between all parties when required to provide information to implement this program.
   C. Plan, work and cooperate with other groups and organizations.
2. If a club desires to start a Quest program:
   A. The club should first contact Lions Quest to determine the cost to implement the program.
   B. The club should inform the Quest Chairperson or Zone Chair, in the event there is no Quest Chairperson, of those costs and how much the club is willing to pay towards that cost.
   C. The Quest Chairperson and the Club Quest Coordinator should present the costs and their proposal to the District Cabinet for approval at a District Cabinet Meeting.
   D. Any club applying for a District grant to help defray the cost of materials must be up to date on all dues to the Multiple District and Lions Clubs International.

YOUTH OUTREACH / LEO CLUBS

PURPOSE:

The purpose of this policy is to have basic guidelines to assist the Chairperson of the respective committee, in both the District and Clubs, on how to administer their committees.

GENERAL:

1. The Chair of committee is to act as the liaison between the District Cabinet, and the individual Club Chairpersons.
2. Supply each club with available programs and resources.
3. Provide realistic goals and plans to attain those goals.
4. Present progress reports to Cabinet as required.
5. Leo Club Chairman:
    i. Coordinate efforts between Clubs and schools to organize Leo Clubs.
    ii. Be a liaison between Leo Clubs and encourage and promote joint activities between clubs.
    iii. Make Leo Clubs aware of District Programs and activities, encouraging support and participation in those projects.

YOUTH OUTREACH / PEACE POSTER

PURPOSE:
The purpose of this policy is to have basic guidelines to assist the Chairperson of the respective committee, in both the District and Clubs, on how to administer their committees.

GENERAL:

1. The Chair of committee is to act as the liaison between the District Cabinet, and the individual Club Chairpersons.

2. Supply each club with available programs and resources.
3. Provide realistic goals and plans to attain those goals.

4. Present progress reports to Cabinet as required.

5. Peace Poster Chairperson:
    a. Encourage all Clubs in the District to conduct a Peace Poster Contest in the schools in their area.
    b. Distribute Peace Poster brochures to all Clubs.
    c. Help the District Governor select a winner to be advanced to the MD-14 Competition.

CONSTITUTION AND BY LAWS AND POLICY COMMITTEE

PURPOSE:

This policy sets forth the duties and responsibilities charged to the Constitution and By Laws/Policy committee by the District 14-D Cabinet.

GENERAL:

1. The purpose of the committee is to set forth in easy readable language the policies and descriptive responsibilities of each District 14-D Cabinet appointed committee and activities coordinators. It has further purpose to interpret the Constitution and By Laws in that such charges are brought before the delegates District and or State Convention for acceptance or rejection.

2. The Committee Chairperson shall be a Past District Governor who shall be in attendance at all District 14-D pre-cabinet and cabinet meetings for interpretation and guidance on issues involving Policies or Constitution and By Laws of District 14-D.

3. The committee shall consist of a Chairperson and four (4) members appointed by the District Governor. All members of this committee shall be Past District Governors. Each PDG shall serve a term of 4 years. The terms should be arranged so that only one member and/ or the Chairperson's term will expire in any given year. The District Governor ***Elect*** should make the appointment for the PDG whose term is expiring at the last Cabinet Meeting of the Lions year. This will allow the entire committee to be formed and setup by the beginning of the new Lions year**.**

4. If no PDG is available or willing to serve, the Second Vice District Governor or the IPDG shall be appointed to serve a one- year term.

   The committee shall carry out the approved resolutions of District Cabinet where such action affects the Policy of District 14-D

NOMINATION AND ELECTION COMMITTEE

PURPOSE:

The purpose of this policy is to set forth specific policy procedures and guidelines to be followed by each candidate within District 14-D, while seeking to become a candidate for the offices of District Governor and 1st or 2nd Vice District Governor.

GENERAL:

1. The District Governor shall appoint no more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District, Multiple District and Lions International and shall not at the time of their appointments be the District Governor or the Vice District Governor or hold any International office. These appointments shall be done at the last cabinet meeting, to be in effect for the next Lionistic year.

2. Any member of a club in the District seeking the office of District Governor and 1st or 2nd Vice District Governor, shall file their intentions, in writing, with the Nominating Committee, thru the District Secretary, as directed in the accepted LCI Constitution and By-Laws.

3. All notices as set forth in the LCI Constitution and By Laws, shall be fulfilled as noted.

DISTRICT CABINET

PURPOSE:

The purpose of this policy is to more clearly describe the authority directed to the District 14-D cabinet in administering the affairs of the Lions and Lioness of District 14-D.

GENERAL:

The District Cabinet of District 14-D shall be the governing authority for the Lions and Lioness of the District.

The District Cabinet shall be composed of the District Governor, 1st Vice District Governor, 2nd Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Immediate Past District Governor, Region Chairpersons, and Zone Chairpersons. The above shall be known as the officers of the District and be the voting cabinet. Each such officer shall be a member in good standing of a Lions Club in good standing, within the District. The appointed Committee Chairpersons and or Coordinators along with the Voting Cabinet, make up the complete cabinet.

Subject to the provisions of the Constitution and By Laws of Lions Clubs International and Multiple District 14, and the policies of the International Board of Directors, the District Cabinet shall supervise the administration of all District 14-D affairs, hold such meetings, administer such funds, authorize such expenditures and exercise such other administrative powers as are provided for in this policy manual.

The District Cabinet shall meet no less than five (5) times each year. Suggested months of meetings are August, September, November, February and in the last quarter of the Lions year on dates set by the District Governor.

A majority of the filled positions of the district voting cabinet shall constitute a quorum. ***A quorum shall be present at any meeting in order to conduct business, make a motion, second a motion, or vote on a motion.***

All expenses incurred for the coordinating of the Cabinet Meetings shall be provided for in the District Governor's budget.

All Cabinet Members are responsible to submit written reports on forms provided, to the Secretary and District Governor prior to or at the cabinet meetings. Cabinet minutes will include only those reports submitted in writing.

All Club Presidents, Secretaries, Past District Governors, Lions, Lioness and Leos shall be invited to cabinet meetings at the expense of the member.

EMERGENCY DECISIONS

PURPOSE:
To provide a means for making decisions on timely subjects when it may be impossible to convene or poll the entire Voting Cabinet.

GENERAL:

At any time between regular meetings of the District Cabinet when subjects arise that should have the attention of the entire cabinet, and which must be decided in a short time, and it not being practical to call a special meeting of the cabinet, decisions may be made by polling the voting Cabinet by telephone and or e-mail.

If a majority of the voting Cabinet does not reply within a reasonable time period, which would be determined by the District Governor, decisions may be made by a majority vote of the executive committee, consisting of the District Governor, the two Vice District Governors, the Immediate Past District Governor, the Cabinet Secretary, and the Cabinet Treasurer. Such decisions may be made by holding a meeting at a central location or by polling them by telephone and or e-mail.

Separate minutes with documentation for either of the above situations for voting, shall be kept. The Cabinet Secretary shall inform the members of the Voting Cabinet via mail and or e-mail the results of such polling. The results of such decisions shall be reported and explained at the next regular Cabinet Meeting.

CLUB OFFICER TRAINING

PURPOSE:

The purpose of this policy is to assist the Global Leadership Coordinator and the Committee to establish and effectively present a Club Officer Training seminar each year for the incoming club officers of District 14-D.

GENERAL:

1. The seminar committee shall be composed of the Global Leadership team working with the District Governor team and the Global membership team.

2. The committee shall arrange for the facilities, materials, staff and agenda to prepare and conduct a seminar for the incoming club officers in cooperation with the District Governor and the District Governor Elect.

3. The seminar shall be scheduled so it is held before the incoming officers take office.

4. The expenses of the seminar can be covered by charging each participant a flat fee or adding a small amount to the cost of the meal. The expenses could include rental of facilities and any materials needed to be purchased. Any charges are to be paid by the participants or their respective Lions and Lioness Clubs and not by the District.

5. The following classes, but not limited to only these, shall be held:
   (a) President Elects
   (b) Treasurers
   (c) Vice presidents
   (d) Tail twisters
   (e) Secretaries

6. The committee shall arrange for the following:
   (a) Select topics to be presented by staff members.
   (b) Arrange for staff speakers for the seminar.
   (c) Inform the staff members of what material should be covered.
   (d) Arrange for the mailing of invitations and reservation forms.

7. The committee shall report to the District Governor the attendance, classes and any other important data about the school of instruction.

Reserved

YOUTH SEMINARS

PURPOSE:
The principle function of the Youth Seminar Chairperson is to hold the annual seminar for a Junior in High School (Male and Female) in the form of a weekend retreat in the months of February or March.

GENERAL:

1. Promote Lionism among the youth attending the seminar.

2. Promote Leadership in the youth with a leadership training class.

3. Conduct a program of discussion periods with predetermined subjects. The attendees shall be encouraged to openly discuss these subjects.

4. Provide entertainment during the weekend that will be educational, inspirational, challenging and enjoyable to the youth.

5. Foster good relationships and friendships among the youth moderators and counselors attending.

6. Provide wholesome recreation in the form of ping pong, volleyball and basketball.

7. Be willing and available to travel within the District to talk to the Lions and Lioness clubs encouraging them to sponsor Juniors from their local high schools to attend the seminar.

8. Coordinate the transportation of the youth to and from camp.

9. A budget must be prepared and registration fee established and presented no later than the November Cabinet Meeting for approval. The fee established should cover all expenses so that the project will be self-supporting.

10. Evaluate the seminar with youth participation and report these evaluations at the April Cabinet Meeting.

Policy functional only when designated by the District Governor as a District Project

DISTRICT CONVENTION CHAIRPERSON

PURPOSE:
To establish guidelines to help the Convention Chairperson conduct and or furnish information to the District.

GENERAL:

1. The Chairperson shall serve the interests of the District and the Clubs to promote better club and members' participation in the Convention.
2. Promote attention of all Lions, Lioness and Leos in the District to the Convention.
3. Advise all Lions, Lioness and Leos of any special activities at the Convention.
4. Advise all Clubs and members how to register, certify, vote, time of all sessions and any other activities and information dealing with the Convention.
5. Advise all Clubs and members of all issues to be voted on at Convention.
6. Encourage all clubs to send a complete voting delegation, with correct credentials, able to vote.
7. Provide a report at the Cabinet Meetings of activities, events, and issues to be on the schedule at the Convention, and provide a report to the Cabinet after the Convention.

MD-14 CONVENTION CHAIRPERSON

PURPOSE:
To establish guidelines to help the Convention Chairperson conduct and or furnish information to the District.

GENERAL:

1. The Chairperson shall serve the interests of the District and the Clubs to promote better club and members' participation in the Convention.
2. Promote attention of all Lions, Lioness and Leos in the District to the Convention.
3. Advise all Lions, Lioness and Leos of any special activities at the Convention.
4. Advise all Clubs and members how to register, certify, vote, time of all sessions and any other activities and information dealing with the Convention.
5. Advise all Clubs and members of all issues to be voted on at Convention.
6. Encourage all clubs to send a complete voting delegation, with correct credentials, able to vote.
7. Provide a report at the Cabinet Meetings of activities, events, and issues to be on the schedule at the Convention, and provide a report to the Cabinet after the Convention.

INTERNATIONAL CONVENTION CHAIRPERSON

PURPOSE:
To establish guidelines to help the Convention Chairperson conduct and or furnish information to the District.

GENERAL:

1. The Chairperson shall serve the interests of the District and the Clubs to promote better club and members' participation in the Convention.
2. Promote attention of all Lions, Lioness and Leos in the District to the Convention.
3. Advise all Lions, Lioness and Leos of any special activities at the Convention.
4. Advise all Clubs and members how to register, certify, vote, time of all sessions and any other activities and information dealing with the Convention.
5. Advise all Clubs and members of all issues to be voted on at Convention.
6. Encourage all clubs to send a complete voting delegation, with correct credentials, able to vote.
7. Provide a report at the Cabinet Meetings of activities, events, and issues to be on the schedule at the Convention, and provide a report to the Cabinet after the Convention.

YOUTH CAMP

PURPOSE:
To set guidelines for the operation of the District 14-D Youth Camp.

GENERAL:

1. The camp shall be known as the District 14-D Lions Youth Camp.

2. The camp shall be organized and operated within the guidelines, policies and objectives of the Youth Camps as defined by Lions Clubs International.

3. Camp enrollment shall be limited to no more than 23 students plus two students, selected by the camp committee, to represent district 14-D.

4. The camp shall be operated by a committee headed by a Chairperson appointed by the District Governor.

5. The Chairperson shall appoint a committee to see to the affairs and operational needs of the Youth Camp.

6. The committee shall see to such things as:
    a. Facilities to hold the camp.
    b. Arrange for all meals.
    c. Hire/appoint camp counselor(s).
    d. Mailings to select students, to announce those selected, camp location and camp dates.
    e. The chairperson shall provide, to the District, a written itemized report showing the expenditures of all monies advanced to the camp by the District. This report should include receipts, where available.
    f. All activities, both in and outside the camp.
    g. All transportation of all campers.
    h. Transportation of all campers to camp upon arrival and for departure from the area
    i. Any specific duties in conjunction with the camp as are requested by the District Governor.

7. At the conclusion of the camp, the Chairperson shall submit a full written report to the District Governor and the cabinet, as well as any others that may be requested.
8. Policy functional only when designated by the District Governor as a District Project

YOUTH ACTIVITIES SERVICE PROJECTS

PURPOSE:

To set forth guidelines for using monies in the youth activities Fund.

GENERAL:

1. A LEO or LEO club can apply for one grant per year to fund a service project, service to their respective community or for LEOs other opportunity. This grant is limited to one per year per club whether it is from an individual or club.
2. The maximum amount of the grant is $500.
3. The applicant needs to write a letter to the District Governor requesting the funds and what the funds would be used for. The letter shall be signed by the advisor to the LEO Club and the LEO Club president.
4. The maximum amount the District would pay out in any given Lions year is $1,000. The applicant does not have to apply for the maximum grant.
5. The application shall be reviewed by the Executive Committee (District Governor, all Vice District Governors, Immediate Past District Governor, District Secretary, and District Treasurer). Approval of funds shall be granted only by a unanimous vote of this Committee.
6. The DG will then notify the applicant whether the grant has been approved and when they can expect the funds.

~~Any changes, additions, or deletions to this policy must be presented to the Cabinet at the first opportunity. The Cabinet will vote on the changes at the following Cabinet meeting to allow the Cabinet members to do any research on the changes.~~

DISTRICT ACTIVITIES / BOWLING

PURPOSE:
To set forth guidelines to assist the District Bowling Chairperson in carrying out their duties.

GENERAL:

1. Be responsible for conducting a Bowling Tournament in the spring, utilizing the dates and facilities as committed to by the previous chairperson. Provisions shall be made for prizes, and awards. All expenses are to be included in the cost to those participating.
2. It is suggested that the District Governor designate a project where the profits from this Tournament will be used, and that information be used in the promotion of said Tournament.
3. At the end of tournament, tentative arrangements should be made for the following year.
4. All monies and bills received shall be given to the District Treasurer for deposit and or payment.
5. Chairperson shall submit to the District Cabinet a complete report, including finances.
6. Any other fundraising activities other than the Bowling Tournament held in conjunction with or for the benefit of the Tournament, must be approved by the District Cabinet prior to being arranged or committed to.

DISTRICT ACTIVITIES / GOLF (Reserved)

PURPOSE:
To set forth guidelines to assist the District Golf Chairperson in carrying out their duties.

GENERAL:

1. Be responsible for holding a Golf Tournament for the District, utilizing the date and facilities as committed to by the previous chairperson. Provisions shall be made for prizes and awards. All expenses are to be included in the cost to the participants.
2. These funds may be designated by the District Governor or they may go into the Governor's Fund, for distribution at the end of the year
3. At the end of the Tournament, Tentative arrangements should be made for the following year.
4. All monies and bills received, shall be given to the District Treasurer for deposit and or payment.
5. Chairperson shall submit to the District Cabinet a complete report, including finances.
6. Any other fundraising activities held on behalf of the Golf Tournament, must be approved by the District Cabinet prior to being arranged or committed to.

Policy functional only when designated by the District Governor as a District Project

DISTRICT ACTIVITIES / KEY MEMBER PICNIC

PURPOSE:
To set forth guidelines to assist the District Key Member Chairperson in carrying out their duties.

GENERAL:

1. Be responsible for conducting a Key Member Picnic during the summer, utilizing the date and facilities as committed to by the previous chairperson. Provisions should be made for all prizes, speakers, food, entertainment etc. All expenses are to be included in the cost to those attending.
2. These net funds, if any, are to be use by the District Governor during the balance of their year.
3. At the end of the function, arrangements should be made for the next year.
4. All monies and bills received, shall be given to the District Treasurer for deposit and or payment.
5. Chairperson shall submit to the District Cabinet a complete report, including finances.
6. Any other fundraising other than the picnic itself, held in conjunction with or for the benefit of the Picnic, must be approved by the District Cabinet prior to being arranged or committed to.

District Activities/Special Events

PURPOSE:
To set forth guidelines to assist the District Special Events Chairperson in carrying out their duties.

1. The District Governor, with approval from the voting cabinet, may hold a special fund- raising event to raise money for the Lebanon County Sight Committee and Vision Corps of Lancaster County ***and any other charities approved by the cabinet.***
2. This special event should be held within the current Lionistic year. This event ***shall*** be approved ***at or before*** the September Cabinet meeting.
3. ***The names of any additional charities to benefit from this event shall be submitted to the cabinet at or before the November cabinet meeting.***
4. ***Net proceeds from the event shall be distributed to the approved charities at the discretion of the District Governor.***
5. All monies and bills received shall be given to the District Treasurer for deposit and/or payment.
6. This event ***shall*** be self-sustaining.
7. The Chairperson for this event shall submit to the District Cabinet a full and complete report, including monies received, ***monies*** disbursed, number in attendance, number of Lions, Lionesses, and Leos that participated, and any recommendations to continue the event in the following year.
8. At the end of the function, tentative arrangements should be made for the following year if the incoming district governor wishes to continue the same event.

Policy functional only when designated by the District Governor as a District Project

FINANCIAL REVIEW COMMITTEE

PURPOSE:
The purpose of this policy is to set up guidelines for the Financial Review Committee.

GENERAL:

1. This committee is to consist of the last three (3) Past District Governors, **if available.** The Immediate Past District Governor is not eligible to serve. The chairperson of the committee shall be the Past District Governor serving his/her third year. At least one member should have some financial background.

2. The Financial Review shall be performed at the close of each fiscal year (after June 30) and a report presented to the District Cabinet at the first Cabinet Meeting after the International Convention.

3. The District Treasurer shall present the District financial books to this committee upon completion of all entries at the close of the fiscal year. The treasurer shall also assist the committee with the Financial Review**. The Treasurer** of the year being reviewed **cannot serve as a Financial Review committee member.**

4. In the event that the District Treasurer is also one of the last three (3) Past District Governors, or if any one of the previous last three Past District Governors is not available, the District Governor shall appoint a District 14-D Lion in good standing to serve on this committee. It is suggested that the replacement be a PDG or someone with a financial background, but not required.

DISTRICT GOVERNOR'S HONORARY ADVISORY COMMITTEE

PURPOSE:
The purpose of this policy is to set forth the responsibilities of the Past District Governors.

GENERAL:

1. This committee should be composed of all Past District Governors who are members in good standing of a Lions Club in good standing with the District.

2. This committee should be available to assist the sitting governor in the administration of the District activities.

3. This committee shall meet semi-annually, at the call of the Past District Governor elected as President of the organization at its Winter Meeting.

4. The voice of this organization shall be its president.

DISTRICT TRADING PIN COMMITTEE (Reserved)

PURPOSE:
The purpose of this policy is to provide guidelines for the sale and the distribution of the District 14-D trading pin.

GENERAL:

1. All District trading pins must be purchased from a manufacturer that is approved by Lions Clubs International.

2. The design shall be the responsibility of the District Governor and his or her pin chairperson.

3. Pin quality, purchase and sale price shall be approved by the District Cabinet.

4. All effort should be extended to have the necessary information available for presentation to the cabinet at the first Cabinet meeting (August).

5. The District Governor shall receive fifty pins for his or her personal use, plus one pin for each Cabinet Member. This expense to be absorbed by the district.

6. All monies and bills received shall be given to the District Treasurer for deposit and or payment.

7. The committee chairperson is responsible to submit to the District Secretary and District Treasurer a complete report, including finances, at the completion of the fiscal year.

8. Any remaining pin inventory shall be given to the District Secretary at the close of the fiscal year.

9. District 14-D will not be responsible for any trading pin other than the official District 14-D trading pin.

Policy functional only when designated by the District Governor as a District Project

PARLIAMENTARIAN

It is recommended that the Parliamentarian be the Chairperson of the Constitution, By-laws and Policy Committee or a PDG Lion with a good understanding of the International Constitution and By-Laws, including those sections being excepted as policy for this District.

The Parliamentarian will act under the supervision of the District Governor.

His/hers duties and responsibilities will be to advise the District Governor, Cabinet, and the Lions of 14-D the Proper use of or answers pertaining to LCI Constitution and By-laws as well as those specifically written and accepted in this District.

DISTRICT CHAPLAIN

PURPOSE:
To set forth the duties and provide guidelines to fully carry out the responsibility as District Chaplain for District 14-D

GENERAL:

He shall act under the supervision of the District Governor. His specific responsibilities shall be to:

1. Provide an invocation and or benediction at all District Cabinet Meetings and or District functions.

2. Provide blessings at any or all District Dinner Meetings at the request of the District Governor.

3. Provide the above service, when present at any Club, Zone or Regional meeting if requested by the presiding officer.

4. Be prepared to conduct memorial services for deceased Lions if requested by the District Governor.

Helen Keller Fund

PURPOSE

To provide guidelines on providing requested funds from the District 14-D Helen Keller Fund.

GENERAL:

1. The Helen Keller Fund is a matching medical fund between District 14-D and a club or clubs in District 14-D to assist individuals in need of special medical procedures or treatment plans.

2. Any person for whom funds are requested MUST be a resident of LANCASTER OR LEBANON COUNTIES, which constitutes Lions District 14-D,

3. This fund is to be used for eye and ear surgery, eye vision therapy, and eye prostheses. It may also be used for appliances or procedures to facilitate/improve hearing, yielding a greater quality of life for the recipient.

4. If approved, District 14-D will pay 75% of the requested funds with the club or clubs paying 25% of the requested funds.

5. To be eligible to use these funds, a person should not have medical insurance or their insurance does not cover the procedure and does not have the funds to pay for the procedure or treatment plan.

6. All effort should be made to negotiate with the Doctor and/or medical institution to reduce their regular fee to perform the requested procedure or treatment plan.

7. All requests need to be in writing and given to the current District Governor. Needed information includes the name of the person requesting the funds, their address, type of procedure or treatment plan, doctor, medical institution, and the reason why the person is asking for assistance.

8. The request must also include the sponsoring club or clubs.

9. Approval for the request of funds is determined by the Executive Committee (District Governor, all Vice District Governors, Immediate Past District Governor, District Secretary, and District Treasurer). Approval shall be granted for up to 10% of available funds (with a cap of $5000) by a majority vote of this committee; grants in excess of that amount shall be approved only by unanimous vote of the committee.

10. The check that the District writes for their portion of the requested funds will be written to the doctor or the medical institution that performed the procedure or treatment plan.

11. It is up to all the Lions Clubs in District 14-D to keep this fund funded.

Disaster Relief Fund

PURPOSE

To provide guidelines on disbursing requested funds from District 14-D Disaster Relief Fund.

GENERAL:

1. The Disaster
   Relief Fund is to be utilized to assist individuals or families in need of special assistance due to a natural disaster such as tornadoes, hurricanes, earthquakes, ice storms, wildfires, flooding caused by excessive rains, and similar natural disasters.
2. The person (s) for whom the funds are requested MUST be a resident of LANCASTER OR LEBANON COUNTIES, which constitutes Lions District 14-D.
3. Monies disbursed from the Disaster Relief Fund must be utilized for the basic necessities of the victims such as: food, bottled water, clothing, blankets, medicine, toiletries/hygiene kits/infant needs and supplies needed to stabilize the structure.
4. Grant funds are NOT to be used to provide housing on a long-term basis for disaster victims or to replace personal property lost or damaged in the disaster.
5. No cash payments to be made directly to the victims. Payments to be made by check directly to the supplier or vendor. Invoices for commodities must be submitted with the request for funds.
6. Relief work to be carried out personally by Lions and volunteers with whom they partner. Check or relief materials shall not be given to government agencies.
7. The Lions Clubs in District 14-D shall keep this fund funded.
8. Approval for the request of funds is determined by the Executive Committee (District Governor, all Vice District Governors, Immediate Past District Governor, District Secretary, and District Treasurer). The Disaster Relief Chairperson serves on this committee as a consultant in a non-voting capacity. Approval of each request for up to 10% of available funds (cap of $5000) shall be granted by a majority vote of this committee; requests in excess of this amount shall be granted only by unanimous vote of the committee.
9. Funds regulated by the above policy may be utilized if doing so does not disqualify the victims from assistance from other agencies.

Nomination and Selection of District Melvin Jones Fellowship

PURPOSE

To provide guidelines on the nomination and selection process of District 14-D for a Melvin Jones Fellowship to be presented to a Lion from each Region and a Lioness.

GENERAL:

1. Each Lionistic year, District 14-D may present a Melvin Jones Fellowship to one Lion per Region along with one Lioness based on nominations from the Lions/Lioness clubs.
2. Nominations pertain to new Melvin Jones Fellowships only and not to Progressive Fellowships.
3. The LCIF Chairperson shall submit for publishing in the District Newsletter information and instructions, along with a deadline, on how to nominate a Lion/Lioness. This information shall be submitted for publishing at least two months before the deadline.
4. Only Clubs that have contributed 100% of the District Governor's goals to the District as per the Contribution Schedule, may submit a nominee for a District Melvin Jones Fellowship.
5. Each nomination must be approved by the club board of directors and signed by either the Club President or Secretary, preferably by the President where possible.
6. All nominations MUST be submitted on club stationery providing the qualifications of the nominee and sent to the LCIF Chairperson and a copy to the District Secretary by the established deadline.
7. Within a month after the deadline, the LCIF Chairperson must call a meeting and, based on the received nominations, select the Lion/Lioness from each region and Lioness clubs who will receive a Melvin Jones Fellowship from District 14-D.
8. The final decision will be made by a Committee consisting of the District Governor, the last Past District Governor from each Region, Cabinet Secretary, and Cabinet Treasurer. The Vice District Governor, LCIF Chairperson, Lioness Coordinator, and the Region Chairpersons will also be present to give input on any nominees that they know. They do NOT have voting rights. Note: The process will be: The above Lions will assess those nominated in each Region, assigning 1st, 2nd, 3rd, etc., positions to each nominee; the #1 position will receive the Melvin Jones Award. If there are extra dollars available for awards, the #2 positions will be considered for the remaining awards, etc.
9. The District Governor at the time of the selection process will present the Melvin Jones Fellowships at a later date, preferably at the following year's Region Rallies when they are the Immediate Past District Governor.

Nomination and Selection of District Melvin Jones Fellowship

PURPOSE

To provide guidelines on the nomination and selection process of District 14-D for a Melvin Jones Fellowship to be presented to a Lion from each Region.

GENERAL:

1. Each Lionistic year, District 14-D may present a Melvin Jones Fellowship to one Lion per Region based on nominations from the Lions Clubs.
2. Nominations pertain to new Melvin Jones Fellowships only and not to Progressive Fellowships.
3. The LCIF Chairperson shall submit for publishing in the District Newsletter information and instructions, along with a deadline, on how to nominate a Lion. This information shall be submitted for publishing at least two months before the deadline.
4. Only Clubs that have contributed 100% of the District Governor's goals to the District as per the Contribution Schedule, may submit a nominee for a District Melvin Jones Fellowship.
5. Each nomination must be approved by the club board of directors and signed by the Club President or Secretary, preferably by the President.
6. All nominations MUST be submitted on club stationery providing the qualifications of the nominee and sent to the LCIF Chairperson and a copy to the District Secretary by the established deadline.
7. Within a month after the deadline, the LCIF Chairperson must call a meeting and based on the received nominations, select the Lion from each region who will receive a Melvin Jones Fellowship from District 14-D.
8. The final decision will be made by a committee consisting of the Executive Committee (District Governor, all Vice District Governors, Immediate Past District Governor, District Secretary, and District Treasurer), and the last District Governor from each Region. The LCIF Chairperson and the Zone Chairpersons may be present as non-voting members to give input on any nominees that they may know. Note: The process will be: the voting committee members will assess those nominated in each Region, assigning 1st, 2nd, 3rd, etc., positions to each nominee; the #1 position will receive the Melvin Jones Fellowship. If There are extra dollars available for awards, the #2 positions will be considered for the remaining fellowships, etc.
9. The District Governor at the time of the selection process will present the Melvin Jones Fellowships at a later date, preferably at the following year's Region Rallies when they are the Immediate Past District Governor.

DISTRICT GOVERNOR'S TEAM

PURPOSE: The purpose of this policy is to set general guidelines in the functioning of the District Governors Team.

GENERAL:

1. The District Governor and the first and second Vice District Governors make up the District Governors Team. They will work together to provide effective district leadership.

2. The District Governor in addition to supervising all District Operations is responsible for developing team strategies, coaching and motivating the Vice District Governors, and monitoring the overall performance of the team.

3. The District Governors Team shall meet on a regular basis throughout the lions Year with dates and locations set by the District Governor.

4. For more detailed explanation of this policy and the members responsibilities Refer to the accepted Lions Clubs International Constitution and By-Laws.

REGION RALLIES

Purpose: The purpose of this policy is to provide guidelines for Region and Lioness Rallies.

General:

1. Each Region and the Lioness shall hold a rally each year on a date set by the District Governor.

2. Each or these rallies is a District event held with the purpose to motivate all in attendance and to recognize outstanding Lions and Lioness for their efforts to promote Lionism The program for all rallies will be the speech of the District Governor and the recognition of outstanding Lions/Lioness by the Immediate Past District Governor. Any other program or entertainment must be approved in advance by the District Governor.

3. The Region Chairperson or the District Lioness Coordinator shall be the chairperson of a committee to assure that the event is a success. The committee for the Regions will be the current Zone Chairs. The Lioness Coordinator may form a committee of other Lioness from other clubs. The District Governor may appoint one of the Vice District Governors to assist any or all of the Rally Committees.

4. The Committee is responsible for providing a location and a meal for the event. Also a flyer to be in the District Newsletter a month prior to the event and the month of the event. 50/50 tickets, table favors and a written program should also be provided by the committee.

5. The Committee is responsible for any and all contracts, and must go over all costs associated with the event. At the end of each Rally all expenses are to be paid by the District Treasurer and all cash and checks received, including the 50/50 proceeds are to be given to the District Treasurer for deposit. The Committee Chairperson is responsible for all expenses to be covered and to E-Mail a report showing all costs and revenues to the District Governor, Vice District Governors and the District Treasurer.

6. Rallies are expected to set fees so as to make a minimum of $200 profit to help offset District Administrative expenses.

Death or Serious Illness Notification Procedure

Purpose:
The purpose of this policy is to assure notification to all Lions and Lioness in the event of a death or serious illness of present and former members of the District Cabinet and Committees and their "Partners in Service".

1. This policy in no way supersedes or replaces the Phone tree procedure in place and used by the Past District Governors Association, or any policy that individual Clubs may have to notify their members of similar news.

2. Upon learning of the death or serious illness of one of the above, the District Governor shall be notified preferably by E-Mail. The serious illness must be verified to assure accuracy and in the event of a death, the preferred way is to scan the obituary and E-Mail the District Governor. Upon verification by the District Governor the E-Mail is forwarded with any comments to the District Newsletter Editor for publication.

International Presidents Theme/ Project

Purpose:
To establish a means for the District Governor to put forth the International Presidents theme each year.

1. This Chairperson is to be appointed by the District Governor to promote and put forth a program that would be available to all Lions and Lioness, explaining the current International Presidents theme for the Lionistic year.

2. The Chairperson will be under the supervision of the District Governor who may add to the theme ideas that may be beneficial to District 14-D.