

LIONS INTERNATIONAL
DISTRICT 14-D
LANCASTER AND LEBANON COUNTIES

District Policy Manual



WE SERVE

Submitted for
Adoption
February 15, 2009

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 14-D

A special thank you to PDG Walter Funk (84-85), for expressing the need for District 14-D to be guided by a District Policy. Also a thank you to PDG H. Richard Frey (89-90) for committing District 14-D to establishing a Constitution and By-laws as a guide for order and direction within our District, and a debt of gratitude must be shown to PDG George R. Longenecker (74-75) who saw to it, these policies were kept up to date. We thank all the Past District Governors for promoting the use of these documents over the past years.

Those who were part of the committee over the years include:

PDG George R. Longenecker (74-75)

Lion Terry L. Kauffman

PDG Paul T. DeLong (76-77)

PDG David Newcomer Jr. (77-78)

PDG J. Arne Forney (79-80)

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PDG Bruce Carpenter (06-07)

* PDG Thomas A. Ridder (96-97)

* PDG Richard A. Rudy (93-94)

* PDG Gerald J. Reuter (94-95)

* PDG Rodney Sweger (95-96)

* PDG Floyd Doner (71-72)

*CURRENT COMMITTEE

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.

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DISTRICT GOVERNOR CANDIDATE (QUALIFICATIONS)

PURPOSE

To provide guidelines to assist any qualified Lion in becoming a candidate for District Governor of District 14-D

GENERAL:

1. The candidate shall comply with the qualifications of said office as set forth in the International Association of Lions Clubs Constitution and Bylaws, Article IX, Section 4.
2. Any member of a club in the district seeking the office of District Governor at an annual District 14-D Convention shall file intentions to so run, in writing with the district nominating committee c/o District 14-D secretary, not less than thirty (30) days prior to the day of its report to the convention and furnish therewith evidence of compliance with the qualifications for said office set out in the International Association of Lions Clubs Constitution and Bylaws.
3. Notification of intentions to so run shall also be made in writing to the district administration department of Lions International, the Pennsylvania Lions State Secretary, the District Governor of District 14-D, the Cabinet Secretary of said district, and the Nominating Committee Chairperson.
4. Any announcement by a club presenting a candidate for the office of district governor shall not be made prior to the November District 14-D cabinet meeting.
5. Campaigning shall not begin until after January 2nd.
6. All campaign material shall state that the Lions Club is presenting a candidate for District Governor of a given year.
7. The candidate and partner shall attend a seminar for District Governor candidates at the February meeting of the Pennsylvania State Council.
8. Campaigning at the District 14-D convention shall be subject to the official schedule of the District Convention as determined by the convention committee.
9. The sponsoring Lions Club shall be prepared to present a nomination speech of no more than five (5) minutes duration and one (1) seconding speech of no more than three (3) minutes duration at the District 14-D Convention. The governor elect shall be prepared to make an acceptance speech of no longer than five (5) minutes duration at District 14-D Convention.

PM 100 District Governor Candidate

DISTRICT GOVERNOR QUALIFIACATIONS CONTINUED

10. The Governor Elect and spouse shall attend the closing general session of the Pennsylvania State Lions Convention, and shall also attend the honor banquet usually held that same evening. A preliminary State Council meeting usually held the following Monday morning shall also be attended by the governor elect.
11. The sponsoring Lions Club and their District Governor elect may plan for a hospitality room at the Pennsylvania Lions State convention. Times and place will be at the discretion of the State Convention committee.
12. Sponsoring Lions Club, their candidate and their representatives shall conduct themselves at all times during the campaign in an Honorable and Lionistic manner.

PM 100 District Governor Candidate
Adopted 2/2009

DISTRICT GOVERNOR DUTIES

PURPOSE:

The purpose of this policy is to set guidelines to assist the District Governor in the administration of the activities and duties as District Governor of District 14-D.

GENERAL:

1. The primary function of the District Governor is to coordinate the promotion of leadership and harmony among the members of District 14-D and to conduct the affairs of the District in accordance with the Constitution and Bylaws of District 14-D, Multiple District 14 and Lions Clubs International.
2. The District Governor, after their election, and before July 1, will appoint a Cabinet Secretary, Cabinet Treasurer, a Region Chairperson for each Region, a Zone Chairperson for each Zone and a Chairperson for each District Committee.
3. They shall issue the call for District Cabinet meetings through the Cabinet Secretary.
4. Along with the Cabinet Secretary, they shall prepare an agenda for each District Cabinet meeting.
5. They shall conduct a preliminary meeting with the voting cabinet, at such time and place as is appropriate prior to the regular cabinet meeting.
6. They shall preside at all District Cabinet meetings, and the District caucus, when called.
7. The District Governor shall be knowledgeable of all duties of the District Cabinet, appoint committees and or coordinators and be responsible for their functioning properly.
8. They shall maintain a close relationship with their voting cabinet, and in doing so, keep the complete cabinet fully aware of the happenings of the District and Lionism in general within District 14-D, the Pennsylvania State Council and Lions Clubs International.
9. The District Governor, as required, will report to Lions Clubs International and the Pennsylvania State Council relative to the affairs of the Lions of District 14-D.
10. Should the District Governor need assistance or advice before finalizing their decisions, they should seek advice from the Past District Governors Association of District 14-D acting as the District Governors Honorary Advisory Committee.

PM100A district Governor Duties

DISTRICT GOVERNOR DUTIES CONTINUED

11. The District Governor shall be required to hold a minimum of five (5) Cabinet Meetings, a District Rally for each of the Regions and a District Caucus at the Multiple District or District 14-D Convention, if necessary.
12. The District Governor, at the first District 14-D Cabinet Meeting, will submit for approval by the Cabinet, the goals, projects, budget, 100% Secretary Rules, and the District Governors Contest rules, if held that year.
13. The District Governor shall publish a District 14-D newsletter which will be mailed and or 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.
14. The District Governor will meet with the District Governor Elect, normally the sitting Vice District Governor to make sure a smooth transition of the office is accomplished.
15. As a courtesy it is recommended that the outgoing District Governor purchase the required number of tickets for the District Governor Elect and their partner to attend the honors banquet, which is held at the Multiple District 14 Convention.

PM100A district Governor Duties
Adopted 2/2009

**POLICY TO VERIFY QUALIFICATIONS OF CANDIDATE
FOR 1ST VICE DISTRICT GOVERNOR
AND
THE METHOD OF SELECTION**

PURPOSE:

To verify the qualifications of candidates for 1st Vice District Governor and the method of selection.

Because of the effectiveness of the method or system used in previous years by district 14-D, that being a rotation system of the regions in numerical order, thus providing a candidate for the high office of District Governor, this system has proven very satisfactory and shall remain.

However, if a region in the rotation does not present a candidate(s), they will miss their opportunity and the next numbered region will be in line to place the candidate.

GENERAL:

- 1. Under the International Constitution and By-laws, If the 2nd VDG elects to go forward to the position of 1st VDG, they are qualified by fact of being elected to the position of 2nd VDG**

DUTIES OF THE 1ST VICE DISTRICT GOVERNOR

PURPOSE:

The purpose of this policy is to set forth the duties and provide guidelines to fully carry out the responsibilities of the 1st Vice District Governor. The 1st Vice District Governor, subject to the supervision and direction of the District Governor shall be the Chief Administration assistant and representative to the District Governor.

GENERAL:

1. Further the purposes of this District and of the association.
2. Perform such administration duties assigned by the District Governor.
3. Perform such other duties and acts required by the International Board of Directors.
4. Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor.
5. Assist the District Governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
6. Conduct club visitation as the representative of the District Governor when requested by the District Governor.
7. Work with the District M ERLOW Committee.
8. Assist the District Governor, the 2nd Vice District Governor, and the Convention Committee, in planning and conducting the annual District Convention, and assist the District Governor to organize and promote other events within the District.
9. At the request of the District Governor, supervise other District Committees.
10. Participate in the planning of the next year including the District Budget.
11. Familiarize themselves with the duties of the District Governor so that, in the event of a vacancy in the office of District Governor, they would be better prepared to assume the duties and responsibilities of the office as the acting District Governor until the vacancy is filled according to these bylaws and rules of procedure adopted by the International Board of Directors.

PM101.1A 1st Vice District Governor / Duties

Adopted: 2/2009

**POLICY TO VERIFY QUALIFICATIONS OF CANDIDATE
FOR 2ND VICE DISTRICT GOVERNOR
AND
THE MEOTHOD OF SELECTION**

PURPOSE:

To verify the qualifications of the candidate for 2nd Vice District Governor and the method of selection.

Because of the effectiveness of the method or system used in previous years by District 14-D, that being a rotation system of the regions in numerical order, thus providing a candidate for the high office of District Governor, this system has proven very satisfactory and shall remain and be recommended to the District Governor by his Honorary Advisory Committee. (PDG Association)

However, if a region in the rotation does not present a candidate, the order or the rotation system will be recommended to the District Governor by his Honorary Advisory Committee. (PDG Association)

GENERAL:

It will be the responsibility of the Nominating Committee to ascertain that the candidate presented by the appropriate region for the office of 2nd Vice District Governor has fulfilled all the requirements as set forth in the International Constitution and Bylaws and this policy.

The Chairperson of the Nominating Committee will set a meeting prior to the November Cabinet Meeting of each year for the purpose of having the prospective candidate present themselves with their intentions and qualifications in writing. The announcement of this meeting shall appear in the District Newsletter, and shall be sent to the prospective candidate.

As stated in the International Constitution and Bylaws, a candidate for the office of 2nd Vice District Governor shall:

1. Be an active member in good standing of a chartered Lions Club in good standing in a single or sub-district.
2. Secure the endorsement of their Club or a majority of their clubs in their sub-district.
3. Have served or will have served by the time they take office as 2nd Vice District Governor.
 - A) As president of a Lions Club for a full term or major portion thereof, and a member of the Board of Directors of a Lions Club for no less than 2 (two) additional years and
 - B) As Zone or Region Chairperson, Cabinet Secretary or Cabinet Treasurer for a full term or major portion thereof.
 - C) With none of the above being accomplished concurrently.

PM101.2 Qualifications and Method of Selection of 2nd VDG

Qualifications and Method of Selection of 2nd VDG Continued

- D) In all cases after the prospective candidate has been duly qualified by the Nominating Committee, such candidate shall not announce their candidacy prior to the November Cabinet Meeting. The candidate will not campaign until after January 1st, of the following year. (This includes the mailing or handing out of any announcements in the District.)
- E) Exception to the above...the intentions of the candidates home club to present them as a candidate for the office of 2nd Vice District Governor, shall be announced at the November Cabinet Meeting, by a member of that club.
- F) The now qualified candidate for 2nd Vice District Governor shall be Nominated and seconded at the 14-D District Convention. The process is shown in the District 14-D Constitution and Bylaws.
- F) As stated in the International Constitution and Bylaws, the sitting 1st VDG And the sitting 2nd VDG cannot be challenged if they decide to go forward to the positions of District Governor and 1st VDG, respectively.

PM101.2 Qualifications and Method of Selection for 2nd VDG
Adopted: 2/2009

DUTIES OF THE 2nd VICE DISTRICT GOVERNOR

PURPOSE:

The purpose of this policy to the elected office is to set forth the duties and provide guide lines to fully carry out the responsibilities of the 2nd Vice District Governor. The 2nd Vice District Governor, subject to the supervision and direction of the District Governor shall an Assistant Administration Assistant to the District Governor.

GENERAL:

1. Further the purposes of the District and The Association.
2. Perform such administration duties assigned by the District Governor.
3. Perform such other functions and acts required by the International Board of Directors
4. Participate in the Cabinet Meetings, and conduct meetings in the absence of the District Governor, and participate in council meetings as appropriate.
5. Familiarize themselves with the health and status of the clubs in the District, and assist the District Governor in identifying and strengthening the existing and potential weak clubs.
6. Conduct club visitation, as the representative of the District Governor, when requested by the District Governor.
7. Assist the District Governor and the 1st VDG, and the Convention Committee, in planning and conducting the annual District Convention.
8. Work with the District M ERLOW Committee.
9. Work with the District LCIF Chairperson in furthering the goals of LCIF.
10. Work with the District Technology Committee in the use of internet for all Lions usage.
11. At the request of the District Governor, supervise other committees
12. Assist the District Governor the 1st VDG and the cabinet in the planning of the next year.
13. Familiarize themselves with the duties of the District Governor so that, in the event of a vacancy in the offices of the District Governor and the 1st VDG, so that they would be better prepared to assume the duties and responsibilities of said offices as the acting District Governor or acting 1st VDG until the vacancies are filled according to the by-laws and rules of procedure adopted by the International Board of Directors.

PM101.2A – Duties of the 2nd Vice District Governor
Adopted: 2/2009

DISTRICT SECRETARY

PURPOSE:

The purpose of this policy is to set forth guide lines to assist the Cabinet Secretary with the duties and the responsibilities of this office as suggested and required by the Constitution and Bylaws of Lions Clubs International and the Multiple District Constitution and the Policy Manual of District 14-D

GENERAL:

He/She shall act under the supervision of the District Governor.

His/Her specific responsibilities shall be to:

1. Further the purposes and objectives of this association.
2. Perform such other functions and acts as may be required by the International Board of Directors through the Cabinet Secretary's Manual.
3. Perform such duties as are implied by the title of said office, including but not by limitations, the following:
 - a. Keep an accurate record of the proceedings of all meetings of the cabinet, and within an affordable time before the next cabinet meeting forward copies of same to all members of the cabinet, and the offices of Lions International.
 - b. Take and keep minutes of the sub-district convention or caucus and furnish copies of the same to Lions International, the District Governor and the Secretary of each club in the Sub-District.
 - c. Make reports to the cabinet as the District Governor or cabinet may request.
 - d. Keep minutes of all cabinet and sub-district meetings and permit inspection of the same by the District Governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose.
 - e. Aid and assist in the provision of the District Directory, District annual report and District Newsletter, as directed by the District Governor.
 - f. Prepare and mail notice of all District Cabinet Meetings two to three weeks prior to the date of the next cabinet meeting.
 - g. An agenda to be printed and presented to cabinet members with mailing of notice mentioned in 3f above.
4. Perform such additional assignments as shall be given to him/her from time to time by the District Governor and/or the District Governor's cabinet.
5. Assist with the budget and financial state of affairs.
6. Place in the hands of his/hers successor all records, financial and otherwise, which pertain to the office of Cabinet Secretary, immediately following the end of the fiscal year.

PM102 – District Secretary

Adopted: 2/2009

DISTRICT TREASURER

PURPOSE:

The purpose of the District Treasurer is to direct and co-ordinate the financial services at the District level and perform such other functions as required by the Constitution and Bylaws of Lions Clubs International and the Multiple District Constitution and the Policy Manual of District 14-D.

GENERAL:

1. Assist the District Governor in preparation of the District Administration Budget.
2. Arrange facilities for banking and disbursement of all District funds.
3. Secure bond for District Governor and Treasurer for the faithful performance of their duties in such sum as may be required by the Cabinet. Cost of bond to be a District Administrative expense.
4. Receive all monies from the District Cabinet Secretary and District Committee Chairpersons and deposit in interest bearing checking account. Transfer of funds to proper accounts as required so money will earn as much interest as possible.
5. Maintain a proper and accurate set of books on all District Administrative funds and on all District projects. Summarize the total financial picture with Committee Chairpersons after their function is over.
6. See that the District Governor operates within the approved District Administrative budget.
7. Prepare a financial report for each District Cabinet meeting and a final report at end of year summarizing income and disbursement of all District Accounts.
8. Present books to audit committee for audit within 30 days of end of fiscal year and upon completion of audit release all records which pertain to office of treasurer to his successor.
9. Make recommendations for improving our control of income and expenditures that we may operate more efficiently.
10. Pay all bills. Checks must have the signature of District Governor and District Treasurer.

PM103 – District Treasurer
Adopted: 2/2009

IMMEDIATE PAST DISTRICT GOVERNOR

PURPOSE:

This policy is written to give guide lines in executing this office in the hope that any assistance or experience can be shared with the current District Governor and his cabinet.

GENERAL:

1. This office carries with it voting rights on the District Governor's cabinet.
2. The Immediate Past District Governor would be expected to serve on whatever committee the District Governor would request.
3. Attend all cabinets meetings by the District Governor.
4. Disseminate any knowledge or information that would be helpful in carrying out a smooth transition from one administration to another.
5. The Immediate Past District Governor would be expected to serve on the International Convention Committee of Multiple District 14 representing the interest of District 14-D.

PM104 – Immediate Past District Governor
Adopted: 2/2009

REGION CHAIRPERSON

PURPOSE:

To set forth the duties and provide guide lines to fully carry out the responsibilities as a Region Chairperson in the respective region in District 14-D. Preferably the Region Chairperson should previously have served as a Zone Chairperson.

GENERAL:

1. Attend all regular and special meetings of the District Cabinet.
2. Prepare and submit as requested written reports at each cabinet meeting.
3. Assist the District Governor in promoting Lionism in the region.
4. Perform such duties as may be designated to him by the District Governor, including but not limited to, in assisting to strengthen weak clubs.
5. Attend a regular meeting of each club in the region at least once during the year in addition to accompanying the District Governor on his/her official visit to each club.
6. Supervise and assist the Zone Chairperson of the region in the performance of their duties and cooperate with them in arranging and in holding Zone (advisory) Meetings.
7. Be prepared to induct new members and/or install officers when requested to do by Lions Clubs in the region.
8. Make every effort to attend the District Convention, the Multiple District Convention and/or the Lions Clubs International Convention.
9. It is advisable that the Region Chairperson attend the Zone (advisory) Meetings of the Zone Chairperson in an advisory capacity.
10. The Region Chairperson assisted by the Zone Chairpersons of the region will be responsible for hosting a District Cabinet meeting as scheduled by the District Governor. This may include finding facilities for the meeting, arranging for meals, and providing a program for the partners, if any or all of these tasks are not assigned to another Lion, by the District Governor.
11. It will be the duty of the Region Chairperson assisted by the Zone Chairperson to conduct, on behalf of the District Governor, a Region Rally for the region.

ZONE CHAIRPERSON

PURPOSE:

To set forth the duties and provide guidelines to fully carry out the responsibilities as a Zone Chairperson.

GENERAL:

1. It is recommended that a Zone Chairperson be a Past President of a Club in good standing or have served at least three (3) years on it's Board of Directors. They should be a member of a Club within the Region in which they are asked to serve.
2. Shall attend regular and special meetings of the District Cabinet.
3. Shall prepare and submit, as required, written reports at each Cabinet meeting.
4. Shall hold separately or jointly with the other Zone Chairperson, at least three (3) Zone meetings annually. These meetings shall be attended by the Presidents and Secretaries of all the clubs in that Zone, and any other Lions that may be interested. These meetings should be held within two (2) weeks after the September, November, and February Cabinet Meetings.
5. Shall meet with the Region Chairperson as requested to review the progress of the Clubs within the Zone.
6. Attend a regular meeting of each Club in the Zone at least twice during the year in addition to accompanying the District Governor on their official visit to the Clubs in the Zone.
7. To meet with and assist problem clubs and aid with the formation of new clubs.
8. To encourage all clubs to understand and become active in programs of the District and Lions Clubs International. This could be helped by using District Committee Chairpersons.
9. To be available to the District or any Club for any purpose which furthers the cause of Lionism.
10. Shall attend the District Convention and encourage each club within the Zone to have a full delegation attending.
11. Shall assist the Region Chairperson in hosting a District Cabinet Meeting and in holding a Region Rally.

PM106 Zone Chairperson
Adopted: 2/2009

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:

- A. 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.
- B. 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.
- C. 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 is 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, the monetary contributions to the Governors Projects, which are needed for your committee.

PM200 Sight Conservation
Adopted: 2/2009

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:

- D. 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.
- E. 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.
- F. 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:

- 10. 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.
- 11. Be well informed and alert to new advances in research and treatment techniques, and support same through the District Governors related projects.
- 12. Promote your committees work and activities through the Governors newsletter, press, radio and television.
- 13. 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.
- 14. To inform the clubs and the general public of those facilities, foundations and institutions that are available to those your committee will serve.
- 15. Support other programs that work for those same individuals that your committee does.
- 16. 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.
- 17. Promote to the Lions Clubs, the monetary contributions to the Governors Projects, which are needed for your committee.

PM200A Diabetes Chairperson
Adopted: 2/2009

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.

PM202 – District Beacon Lodge Coordinator
Adopted: 2/2009

LIONESSE CLUBS COORDINATOR

PURPOSE:

The purpose of a Lioness Club Coordinator is to be a guiding effort in order:

1. To enable women in communities within District 14-D to co-operate with Lions Clubs in fostering and carrying out service programs and activities.
2. To provide community services opportunities for women.
3. To unite members of the Lioness Clubs in a bond of friendship, fellowship and mutual understanding.

GENERAL:

1. The Lioness Club program within District 14-D shall be effected and implemented solely in accordance with policy established from time to time by the cabinet of District 14-D.
2. The duties the coordinator can perform are limited to:
 - a. Reporting to the District Cabinet on any information obtained from Lions International or individual Lions Clubs that is relative to the Lioness Club movement.
 - b. Planning and organizing training sessions and/or area seminars.
 - c. Assisting individual Lions Clubs and prospective Lioness clubs in organizing a Lioness club.
3. Ideas of thoughts for promoting Lioness clubs, their programs, activities, etc., shall be transmitted to District 14-D and to individual Lions Clubs where appropriate.
4. Arrange for training sessions on the operations of Lioness Clubs with-in District 14-D and assist individual Lioness Clubs committees in arranging training sessions when requested.
5. In accordance with policy the coordinator must submit an activities report to the District 14-D Cabinet at their meetings.
6. Arrange and conduct a minimum of four (4) District Advisory meetings for Lioness Club Presidents and Secretaries with-in the District throughout the year.
7. Arrange and conduct a District lioness Rally at a time set by the District Governor.

PM203 – Lioness Clubs Coordinator

Adopted: 2/2009

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.

PM204 – District Leader Dogs for The Blind Committee
Adopted: 2/2009

DISTRICT NEWSLETTER

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 mailed and/or 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.

PM205 District Newsletter
Adopted: 2/2009

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.

PM206 District Technology Chairperson
Adopted: 2/2009

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.

White Cane Day Coordinator Continued

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.

PM208 – Public Relations Committee
Adopted: 2/2009

MERLOW TEAM / MEMBERSHIP

PURPOSE:

The purpose of this policy is to set forth the general responsibilities and functions of the District MERLOW Team / Membership Coordinator

GENERAL:

1. The MERLOW Team has as its chairperson the sitting 1st Vice District Governor.
2. The primary function is to create and stimulate the need and desire for a continuous membership recruiting program among the Lions of District 14-D.
3. The coordinator shall make every effort to assist the clubs within the District that indicate by their statistics, the need for a membership recruiting program.
4. The coordinator is responsible for setting up training seminars on membership that are not only informative but are also stimulating and inspiring.
5. It shall be the responsibility of the coordinator to have each Lions Club conduct at least one annual, full fledged membership drive. This shall be in addition to the regular continuous recruitment of new Lions.
6. It is the responsibility of the coordinator to work with the chairman of this committee, the 1st Vice District Governor, in membership recruitment, Induction of new members and be available to, at the direction of the District Governor, through the Committee Chairperson, help in the rebuilding program of Lions Clubs.

PM209M MERLOW Team / Membership
Adopted 2/2009

MERLOW TEAM / EXTENSION

PURPOSE:

The purpose of this policy is to set forth the general responsibilities and functions of the District MERLOW Team / Extension Coordinator

GENERAL:

1. The MERLOW Team has as its chairperson the sitting 1st Vice District Governor.
2. The primary function is to create and stimulate the need and desire for a continuous extension program among the Lions of District 14-D.
3. The coordinator shall make every effort to assist the clubs within the District that indicate by their desire, the need for a new club in any accepted form.
4. The coordinator is responsible for setting up training seminars that are not only informative but are also stimulating and inspiring.
5. It is the responsibility of the coordinator to work with the chairman of this committee, the 1st Vice District Governor, in the forming of new clubs, induction of new members and be available to, at the direction District Governor, through the Committee Chairperson, help in the rebuilding program of Lions Clubs.

PM209E MERLOW Team / Extension
Adopted 2/2009

MERLOW TEAM / RETENTION

PURPOSE:

The purpose of this policy is to set forth the general responsibilities and functions of the District MERLOW Team / Retention Coordinator

GENERAL:

1. The MERLOW Team has as its chairperson the sitting 1st Vice District Governor.
2. The primary function is to create and stimulate the need and desire for a continuous Retention program among the Lions of District 14-D.
3. The coordinator shall make every effort to assist the clubs within the District that indicate by their statistics, the need for retention program.
4. The coordinator is responsible for setting up training seminars on retention that are not only informative but are also stimulating and inspiring.
5. It is the responsibility of the coordinator to work with the chairman of this committee, the 1st Vice District Governor, in retention, Induction of new members and be available to, at the direction of the District Governor, through the Committee Chairperson, help in the rebuilding program of Lions Clubs.

PM209R MERLOW Team / Retention
Adopted 2/2009

MERLOW TEAM / LEADERSHIP

PURPOSE:

The purpose of this policy is to set forth the general responsibilities and functions of the District MERLOW Team / Leadership Coordinator

GENERAL:

1. The MERLOW Team has as its chairperson the sitting 1st Vice District Governor.
2. The primary function is to create and stimulate the need and desire for a continuous leadership program among the Lions of District 14-D.
3. The coordinator shall make every effort to assist the clubs within the District that indicate by their statistics, the need for a Leadership program.
4. The coordinator is responsible for setting up training seminars on Leadership that are not only informative but are also stimulating and inspiring.
5. It is the responsibility of the coordinator to work with the chairman of this committee, the 1st Vice District Governor, in Leadership training, Induction of new members and be available to, at the direction of the District Governor, through the Committee Chairperson, help in the rebuilding program of Lions Clubs.

PM209L MERLOW Team / Leadership
Adopted 2/2009

MERLOW TEAM / ORIENTATION

PURPOSE:

The purpose of this policy is to set forth the general responsibilities and functions of the District MERLOW Team / Orientation Coordinator

GENERAL:

1. The MERLOW Team has as its chairperson the sitting 1st Vice District Governor.
2. The primary function is to create an orientation program for the Lions of District 14-D.
3. The coordinator shall make every effort to inform the clubs within the District about Lions and what we do as Lions, in our Clubs, District and Internationally. The coordinator is also responsible for setting up seminars that are not only informative but are also stimulating and inspiring.
4. It is the responsibility of the coordinator to work with the chairman of this committee, the 1st Vice District Governor, in orientation training, Induction of new members and be available to, at the direction of the District Governor, through the Committee Chairperson, help in the rebuilding program of Lions Clubs.

PM2090 MERLOW Team / Orientation
Adopted 2/2009

MERLOW TEAM / WOMEN

PURPOSE:

The purpose of this policy is to set forth the general responsibilities and functions of the District MERLOW Team / Women Coordinator

GENERAL:

1. The MERLOW Team has as its chairperson the sitting 1st Vice District Governor.
2. The primary function is to create and stimulate the need for a continuous membership recruiting program for women among the Lions of District 14-D.
3. The coordinator shall make every effort to assist the clubs within the District the need for a membership recruiting program for women.
4. The coordinator is responsible for setting up seminars on membership and the benefits available for women that are not only informative but are also stimulating and inspiring.
5. It is the responsibility of the coordinator to work with the chairman of this committee, the 1st Vice District Governor, in membership recruitment of women, induction of new members and be available to, at the direction of the District Governor, through the Committee Chairperson, help in the rebuilding program of Lions Clubs.

PM209W MERLOW Team / Women

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.

PM210A Lions Clubs International Foundation
Adopted 2/2009

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.

PM210B Lions of Pennsylvania Foundation
Adopted 2/2009

HEARING CONSERVATION FOUNDATION

PURPOSE:

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

GENERAL:

1. Make themselves knowledgeable of the HCF program and be available to give information and or programs to Lions Clubs within the District.
2. Be aware of the District Governors HCF 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.

PM210C Hearing Conservation Foundation
Adopted 2/2009

SUSQUEHANNA ASSOCIATION FOR THE BLIND AND VISION IMPAIRED

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 SABVI.

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.

PM211 – Susquehanna Association for The Blind and Vision Impaired
Adopted: 2/2009

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.

PM211A – Lions Sight Conservation Committee of Lebanon County
Adopted: 2/2009

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.

PM212 – District Four Diamonds Chairperson
Adopted: 2/2009

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.

PM213 – Northeast Eye Bank Coordinator
Adopted: 2/2009

YOUTH OUTREACH / QUEST

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. 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.

PM214A – Youth Outreach / Quest
Adopted: 2/2009

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.

PM214B – Youth Outreach / Leo Clubs
Adopted: 2/2009

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

PM214C – Youth Outreach / Peace Poster
Adopted: 2/2009

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 14-D
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 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 cabinet meetings for interpretation and guidance on issues involving Policies or the 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, with the appointment being made at the last Cabinet Meeting of the Lions year by the District Governor Elect. This will allow the committee to be formed and setup to function by the beginning of the new Lions year.
4. The committee shall review all resolutions recommending constitution changes which originated on either a Club or District level. It shall make recommendations to the District Cabinet and to the delegates of the District and State Conventions.
5. The committee shall carry out the approved resolutions of district Cabinet where such action effects the Policy of District 14-D and or the Constitution and By Laws of District 14-D.
6. The Chairperson of this committee will also act as the District Parliamentarian.

PM215 – Constitution and By Laws
Adopted: 2/2009

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 or 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 hold any District or 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 or Vice District Governor, shall file their intentions, in writing, with the Nominating Committee, thru the District Secretary, as directed in the Policies nos. 100 and 101, in this manual.
3. All notices as set forth in the District 14-D Constitution and By Laws, Section 1, shall be fulfilled as noted.

PM216 – Nomination and Election Committee
Adopted: 2/2009

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 Lionesses 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 April on dates set by the District Governor.

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 and Past District Governors 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.

PM301 – Emergency Decisions
Adopted: 2/2009

SCHOOL OF INSTRUCTION

PURPOSE:

The purpose of this policy is to assist the Chairperson and the Committee to establish and effectively present a School of Instruction seminar each year for the incoming club officers of District 14-D.

GENERAL:

1. The School of Instruction seminar committee shall be composed of two or more members from the District Cabinet and shall be appointed by the District Governor.
2. The committee shall arrange for the facilities, materials, staff and agenda to prepare and conduct an evening 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.

PM302 – School of Instruction
Adopted: 2/2009

YOUTH SEMINARS

PURPOSE:

The principle function of the Youth Seminar Chairpersons 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 and 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.

PM303 – Youth Seminars
Adopted: 2/2009

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.

PM304A District Convention Chairperson
Adopted 2/2009

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.

PM304B MD-14 Convention Chairperson
Adopted 2/2009

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.

PM304C International Convention Chairperson
Adopted 2/2009

YOUTH CAMP COMMITTEE

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.

PM305 – Youth Camp

Adopted: 2/2009

DISTRICT ACTIVITIES CHAIRPERSON / BOWLING

POURPOSE:

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 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 other than the Bowling Tournament held in conjunction with or for the benefit of the Bowling Tournament must be approved by the District Cabinet prior to being arranged or committed to.

PM306A District Bowling Tournament
Adopted 2/2009

DISTRICT ACTIVITIES CHAIRPERSON / RIDE FOR SIGHT

POURPOSE:

To set forth guidelines to assist the District Ride for Sight Chairperson in carrying out their duties.

GENERAL:

1. Be responsible for conducting a Ride for Sight Function on Fathers Day Sunday, utilizing the date and facilities and locations as committed to by the previous chairperson. Provisions shall be made for prizes and awards. All costs and expenses are to be included in fees and costs charged to those participating.
2. It is suggested that the District Governor distribute the net proceeds from this function 50/50 to the sight organizations in both counties. Any additional funds that may be requested by the District Governor by way of a contribution shall stay in the county from which they were contributed and be added to the sum to either sight organization.
3. At the end of the function, 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 Ride for Sight itself, held in conjunction with or for the benefit of the Ride for Sight at any other time, must be approved by the District Cabinet prior to being arranged or committed to.

PM306B District Ride for Sight
Adopted 2/2009

DISTRICT ACTIVITIES CHAIRPERSON / GOLF

POURPOSE:

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.

PM306C District Golf Tournament
Adopted 2/2009

DISTRICT ACTIVITIES CHAIRPERSON / KEY MEMBER

POURPOSE:

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.

PM306D Key Member Picnic
Adopted 2/2009

AUDIT COMMITTEE

PURPOSE:

The purpose of this policy is to set up guidelines for the audit committee.

GENERAL:

1. This committee is to consist of the last three Past District Governors, with the chairperson being the Past District Governor serving his/her third year.
2. The audit shall be performed at the close of the fiscal year and a report presented to the District Cabinet at the first Cabinet Meeting after the International Convention.
3. The 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 audit.

PM307 Audit Committee
Adopted 2/2009

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.
The PDG's after their winter meeting will recommend to the Governor, the Lion Announcing for the position of Second Vice District Governor and the Region they are out of. This rotational process will be handled as recommended by the PDG's
4. The voice of this organization shall be its president.

PM308 – District Governor's Honorary Advisory Committee
Adopted: 2/2009

DISTRICT TRADING PIN COMMITTEE

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.

PM309 – District Trading Pin Committee
Adopted: 2/2009

**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS DISTRICT 14-D
POLICY TO DEFINE THE DUTIES OF THE DISTRICT CABINET
PARLIAMENTARIAN**

The Parliamentarian will be the Chairperson of the Constitution, By-laws and Policy Committee

PURPOSE:

To set forth the duties and provide guidelines to fully carry out the responsibilities as District Parliamentarian for District 14-D.

GENERAL:

The Parliamentarian will be the Chairperson of the Constitution, By-laws and Policy Committee and act under the supervision of the District Governor. His specific responsibilities shall be to:

1. Provide a source of parliamentary procedure for the District Governor at the cabinet meetings and or district functions.
2. Have knowledge of parliamentary procedures including order of precedence for motions (privileged, subsidiary or main) and their legitimacy.
3. Be prepared to interpret the following incidental motions: Appeal, division of question, division of inquiry, point of order, suspension of rules and withdrawn of motion.
4. Have knowledge of District 14-D, Multiple District 14 and International Lions Constitution and Bylaws.
5. Have knowledge of district 14-D policy manual.
6. Have the authority to request the District Governor or the presiding officer to allow interpretation of any ruling or question to be tabled for review.
7. Attend all District Cabinet meetings or District functions where policy or amendments may be voted upon to affect the action of cabinet or clubs or Lions within the District.

PM310 – Parliamentarian

Adopted: 2/2009

Revised:

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS DISTRICT 14-D
POLICY ON 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.

PM311 – District Chaplain
Adopted: 2/2009
Revised:

Helen Keller Fund Policy

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.
2. This fund is to be used for eye and ear surgery, lazy eye vision therapy CPT Code 92065 and eye prosthesis.
3. If approved, District 14-D will pay 75% of the requested funds with the club or clubs paying 25% of the requested funds
4. 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.
5. All effort should be made to negotiate with the Doctor and/or medical institution to reduce their regular fee to perform the requested procedure
6. All requests need to be in writing and given to the current District Governor. Needed is the name of the person requesting the funds, their address, type of surgery/therapy, doctor, medical institution and the reason why the person is asking for assistance.
7. The request must also include the sponsoring club or clubs.
8. Approval for the request of funds is determined by a committee made up of the District Governor, 1st Vice District Governor and the Immediate Past District Governor.
9. The check that the District writes for their portion of the requested funds will be written for the doctor or the medical institution that performed the procedure.
10. It is up to all the Lions/Lioness Clubs in District 14-D to keep this fund funded.

PM312 Helen Keller Fund
Adopted: 2/2009

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 a Lion per Region along with a Lioness based on nominations from the Lion/Lioness clubs.
2. Nominations pertain to New Melvin Jones Fellowships only and not to Progressive Fellowships.
3. The LCIF Chairperson must submit in the District Newsletter information and instructions, along with a deadline, on how to nominate a Lion/Lioness. This must be submitted at least two months before the deadline.
4. Only Clubs that contributed to the District as per the Contribution Schedule for LCIF, which is set each year by the District Governor, may submit a nominee for a District Melvin Jones Fellowship.
5. All nominations must be board approved 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 that will received 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.

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.

*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.

*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 he/she is the Immediate Past District Governor.

PM313 Nomination and selection of District awarded Melvin Jones Fellowships
Adopted 2/2009