

# **POLICY MANUAL**

## **DISTRICT 13-B**

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# **POLICY MANUAL DISTRICT 13-B**

## **Forward**

These job descriptions reflect necessary details to describe principal duties and functions of each committee. They shall not be construed as a detailed description of all expectations or requirements. This Policy Manual is to provide direction and outline intended responsibilities for organizational teamwork, not create limitations.

Committee officers are expected to fulfill the normal duties incumbent of such office. They are not elaborated in this Policy Manual. Prompt reporting of minutes and conduct of other routine procedures is strongly emphasized.

## **General Procedures**

Parliamentary Procedure will be according to Roberts Rules of Order

Acceptance of a committee report

When a representative of a committee presents the committee report to the Cabinet, the report shall be voted upon in one of the following manners, with a written report taking precedence over an oral report:

- Move to accept report as presented.
- Move to accept report as amended.
- Move to accept report with reservations.

No committee report shall be rejected unless for constitutional reasons.

This Policy Manual may be amended only at a regular scheduled 13-B Cabinet Meeting by two-thirds vote, or at a regular District Convention by a majority vote of the accredited delegates present and voting at the annual District Convention. Each proposed amendment shall be voted on separately.

## **COMMITTEE JOB DESCRIPTIONS**

### **BAND COMMITTEE REPRESENTATIVE**

The District representative will assist the Ohio Lions Band Committee and report all action to the District Cabinet.

### **CONSTITUTION & BY-LAWS COMMITTEE REPRESENTATIVE**

Study, analyze, and interpret constructively the Constitution, By-Laws, and Policy Manual of District 13-B Ohio Lions, Inc., in a continuous and timely manner to maintain pace with changing conditions and circumstances.

Maintain up-to-date revisions of the Constitution, By-Laws, and Policy Manual and coordinate them with appropriate publication and distribution.

Initiate and draft proposed amendments necessary to facilitate corrections and changes as deemed advisable by this committee.

Solicit proposed amendments, research them thoroughly, compose them clearly, and present them properly for consideration at the District Convention.

Proposed amendments found to be in conflict with the International Constitution and By-Laws, defective in substance or content, or inconsistent and unclear are to be reported to its originator in an effort to make necessary revisions for the earliest possible District Convention.

Proposed amendments are to be treated equally without prejudice and in keeping with mandated deadline.

Proposed amendments must be cleared, prepared, and transmitted in writing to all club secretaries of record not less than thirty (30) days prior to the District 13-B Ohio Lions, Inc. District Convention.

Proposed amendments considered and transmitted by this committee will be presented and moved for adoption without recommendations at the appropriate District 13-B Ohio Lions, Inc. District Convention.

Committee shall meet not less than sixty (60) days before annual District 13-B Ohio Lions, Inc. District Convention.

### **FINANCE AND PLANNING ADVISORY COMMITTEE REPRESENTATIVE.**

To study the future of Ohio Lionism, to present plans to insure the continued growth and development of Lions Cubs of Multiple District 13 Ohio Lions, Inc., and make recommendations for the accomplishment of same.

To review the financial structure and investment of Multiple District 13-B Ohio Lions, Inc. and make recommendations where deemed necessary.

To prescribe, prepare, distribute, and collect each year by a designated deadline a complete budget from the Finance and Planning Committee to be presented to the District Cabinet.

Any action on long range contracts as provided for in Article VI, Section 4(B), of the Constitution should be reported to the District Cabinet upon action on contract.

To report annually at the District Convention to the delegates assembled.

### **INTERNATIONAL CONVENTION COMMITTEE REPRESENTATIVE**

Assist in the preparation of plans and provisions for the necessary activities for the annual International Convention for the Ohio delegation and report same to the District Cabinet.

Important activities include:

- Provisions of timely and thorough information
- Promote, encourage, and monitor registration
- M.D. 13 Sanctioned Activities
- Caucus conducted by International Liaison Committee
- Parade uniform recommendation and entry supervision
- Convention bulletin
- Promote and assist trading pin activity

Establish and maintain close cooperation with the International Liaison Committee and cooperate with other state committees to promote Ohio candidate and enhance the reputation of Ohio Lionism with International Lionism.

Assist in obtaining the best possible value for Ohio delegates and seek to improve the image of the Ohio delegation at International Conventions.

### **INTERNATIONAL RELATIONS COMMITTEE REPRESENTATIVE**

Develop and provide guidelines for implementing continued growth of International Relations programs throughout District 13-B.

Consider, recommend, and promote an expanding program of International activities.

Support International activities of the Youth Committee and aid in their promotion.

## **DISTRICT GLOBAL LEADERSHIP DEVELOPMENT COORDINATOR**

The purpose of the District Global Leadership Development Coordinator shall be to assist in the planning and implementation of a program of leadership development and training for the Lions of Ohio, Multiple District 13-B.

The duties of the District Global Leadership Development Committee shall be:

Plan, promote and coordinate programs of leadership development and training to include:

Seminars, conferences, and forums to train and educate state and district officers.

To lead and organize the District Global Leadership Team to develop material and stage schools and seminars for the District.

To Identify and nurture future leaders in the District.

Act with the District Global Membership team Coordinator to strengthen weak clubs and Lionism throughout the District

## **DISTRICT GLOBAL MEMBERSHIP TEAM COORDINATOR**

Provide direct leadership to initiate the formation of at least one new Lions Club in the District each year.

Encourage, promote, and supervise the formation of new Lions and Leo Clubs by other interested Lion members.

Act with District Global Leadership Team Coordinator to strengthen weak clubs and Lionism throughout the District.

Design, promote, and supervise membership recruitment, development, and retention programs.

Develop District membership growth programs and provide guidelines for their implementation.

Develop, distribute, and promote impressive indoctrination programs and induction ceremonies.

Develop a stronger and more successful membership process.

Maintain and coordinate a list of high quality club programs and inventory of audio-visual information for the District.

## **SIGHT AND HEARING COMMITTEE REPRESENTATIVE**

Promote and assist participation in sight and hearing projects throughout the District.

Establish an annual goal of expected donations for sight and hearing projects and pursue that goal vigorously.

Post and maintain a careful record of donations for sight and hearing programs and report the same at the annual District Convention.

Assist in establishing criteria and decisions rules for the allocation of donations to approved sight and hearing agencies or organizations

Prepare and distribute necessary information in advance for use and consideration by potential organizations that may benefit by Lions sight and hearing financial support.

Announce final allocations and make presentation after all donations for the fiscal year have been collected from clubs of District 13-B.

## **YOUTH COMMITTEE REPRESENTATIVE**

Promote, supervise, and coordinate the district programs for youth, including Leo Clubs, Youth Camps, Youth Exchange, and Lions Quest and any other Youth Programs endorsed by Multiple District Council of Governors.

Develop and recommend procedures to be followed at the district level to make Ohio Lionism youth programs progressively successful.

## **LIONS CLUBS INTERNATIONAL FOUNDATION COMMITTEE (LCIF)**

This Is a Lions Club International organized committee to promote the humanitarian activities of the Lions Clubs International Foundation and to encourage donations to the foundation.

**Committee members are selected by Lions Club International.**

## **OHIO LIONS EYE RESEARCH FOUNDATION (OLERF)**

The Ohio Lions Eye Research Foundation (OLERF) is a 501(c)(3) charitable foundation dedicated to helping children and adults with eye problems by funding eye research and student fellowship throughout Ohio. Members are selected according to the Foundations constitution and governance.

## **OHIO LIONS FOUNDATION (OLF)**

The Ohio Lions Foundation (OLF) is a 501(c)(3) charitable foundation dedicated to humanitarian and eyesight related charitable activities. Examples include disaster relief grants, a college scholarship program, a low vision reader program, and managing restricted funds set up by Lions Clubs. Members are selected according to the Foundation's constitution and governance.

**STATE OFFICE BOARD OF TRUSTEES**

The State Office Building Board of Trustees has the general responsibility to facilitate the smooth and efficient operation of the State Office Building through responsible management of all fiduciary duties associated with operating a commercial enterprise.

**PUBLIC RELATIONS AND MARKETING**

The committee shall promote the benefits of Public Relations and Marketing in the areas of fund raising, membership, recruitment, and service to the clubs in District 13-B

**OTHER DISTRICT COMMITTEE REPRESENTATIVES**

The sitting Governor shall have the authority to appoint these committee members.

Appointment to State Committees listed shall be for a three (3) year term according to the following appointment schedule. Appointees shall not succeed themselves except in special circumstances.

**APPOINTMENT SCHEDULE**

Years			Sight. & Hearing	Const. & By-Laws	Intl. Conv.	Intl. Relat.	G.M.T. Develop.	Youth	Band	G.M.T. Develop.	Bldg. Trustee
2012	2015	2018	ABCD	HJK	EFG	ABCD	HJK	EFG	HJK	EFJ	CFH
2013	2016	2019	EFG	ABCD	HJK	EFG	ABCD	HJK	ABCD	CDH	BEK
2014	2017	2020	HJK	EFG	ABCD	HJK	EFG	ABCD	EFG	ABGK	ADGJ

Each District Governor shall appoint within his own District, committees and/or a District Chairperson in areas needed for the furtherance and promotion of the District and Ohio Lionism, such as:

- Public Relations
- Global Leadership Team Members
- Global Membership Team Members
- Advisory Committee
- District Projects and Activities
- District Convention Advisor
- District Directory Editor

No Lion shall be appointed or elected to serve on more than one (1) standing State Committee, except on a Sub-Committee to a committee of which he is a member. State Committees are listed in State Policy Manual.

Be it resolved that all job descriptions be removed from the By-laws of the District Constitution.



This Policy Manual may be amended only at a regularly scheduled District Cabinet Meeting upon two-thirds affirmative vote or at a regular District Convention of District 13-B Ohio Lions, Inc. by a majority vote of the accredited delegates present and voting at the annual District Convention. Each proposed amendment shall be voted separately,

Any resolution specifically intended to change any portion or portions of the Policy Manual by the District Cabinet shall be submitted to the Chairperson of the District Governor's Advisory Committee at least 14 days prior to the District Cabinet Meeting. Resolution will be considered and posted at the Cabinet Meeting with the understanding that it will be voted on at the next regularly scheduled Cabinet Meeting and will go into effect immediately upon adoption.

### **DISTRICT CONVENTION ADVISOR**

The District Convention Advisor is appointed for a three-year term beginning July 1, 2012.

The purpose of the District Convention Advisor shall be to assist the District Convention Chairman appointed by the District Governor. The District Convention Advisor shall act in an ADVISORY capacity only when requested by the District Convention Chairman and/or District Governor. The District Convention Advisor shall not have any decision-making responsibilities.

The duties of the District Convention Advisor may be:

- assist with preparing the convention budget,
- assist with negotiations with the hotel and/or banquet facility,
- assist with obtaining entertainment,
- assist with convention logistics,
- and/or anything else the District Convention Chairman and/or District Governor may request.

### **DISTRICT DIRECTORY EDITOR**

The District Directory Editor is appointed for a three-year term beginning July 1, 2012.

The purpose of the District Directory Editor shall be to produce the District Directory under the direction and advice of the District Governor.

The duties of the District Directory Editor shall be:

- to gather current data,
- to lay out the Directory,
- to edit and proofread the Directory,
- to negotiate the printing cost,
- to distribute the finished product no later than the first Cabinet meeting,
- and any other duties pertaining to the District Directory as determined by the District Governor.

## **DISTRICT BILLINGS**

District billing will be done semi-annually in July and January based on membership of May and November.

The 25 cents per capita for District Convention until and whenever the District Convention Fund exceeds \$10,000.00, and the \$10.00 per Lioness Club assessment will be billed to the Lions Club on the July billing.

The \$30.00 per club assessment for leadership school will be billed on the January billing.