

# **POLICY MANUAL**

## **DISTRICT 13-OH2**

Adopted: January 29, 2001

~~Amended: February 6, 2013~~

~~Amended January 14, 2015~~

~~Amended 2019~~

Amended February 16, 2026

## TABLE OF CONTENTS

Forward .....	4
General Procedures .....	4
Committee Job Description	
Compliance Committee Representative .....	5
Constitution & By-Laws Committee Representative .....	5
Finance and Planning Advisory Committee Representative .....	5
International Convention Committee Representative .....	6
District 13-OH2 S-Vosh/Vosh Committee Representative.....	6
District Global Leadership Team Coordinator .....	6
District Global Membership Team Coordinator .....	7
District Global Service Team Coordinator .....	7
District Global Extension Team Coordinator .....	7
District Pediatric Cancer Committee Representative .....	8
Sight and Hearing Committee Representative.....	8
Youth Committee Representative .....	8
Lions Clubs International Foundation (LCIF) .....	9
Ohio Lions Research Foundation (OLERF) .....	9
Ohio Lions Foundation (OLF) .....	9
State Office Board of Trustees .....	9

Public Relations and Marketing .....	9
Sight & Hearing Foundation .....	9
Pediatric Cancer Foundation .....	10
Other District Committee Representatives.....	10
Appointment Schedule .....	10
District Convention Advisor .....	11
District Directory Editor .....	12
District Billings .....	12
Spouse/Partner .....	12
<b>EXHIBIT A - NOMINATING COMMITTEE CHECKLIST DISTRICT GOVERNOR CANDIDATE.....</b>	<b>13</b>
<b>EXHIBIT B - NOMINATING COMMITTEE CHECKLIST FIRST VICE DISTRICT GOVERNOR CANDIDATE .....</b>	<b>14</b>
<b>EXHIBIT C - NOMINATING COMMITTEE CHECKLIST SECOND VICE DISTRICT GOVERNOR CANDIDATE.....</b>	<b>15</b>

## **POLICY MANUAL DISTRICT 13-OH2**

### **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-OH2 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**

### **COMPLIANCE COMMITTEE REPRESENTATIVE**

Ensure all clubs within District 13 OH-2 are compliant with current Federal and State Agencies, including but not limited to the Internal Revenue Service, the Ohio Department of Taxation, and the Ohio Attorney General.

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

Study, analyze, and interpret constructively the Constitution, By-Laws, and Policy Manual of District 13-OH2 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-OH2 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-OH2 Ohio Lions, Inc. District Convention.

Committee shall meet not less than sixty (60) days before annual District 13-OH2 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-OH2 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.

### **District 13 OH2 S-VOSH/VOSH COMMITTEE REPRESENTATIVE**

Develop and provide guidelines for implementing continued growth of S-VOSH/VOSH programs throughout District 13-OH2.

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

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

### **DISTRICT GLOBAL LEADERSHIP TEAM COORDINATOR**

The purpose of the District Global Leadership Team 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-OH2.

The duties of the District Global Leadership Team 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 and the Global Service 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 and the District Global Service 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 audiovisual information for the District.

## **DISTRICT GLOBAL SERVICE TEAM COORDINATOR**

Promote and assist clubs in developing and implementing impactful service projects.

Strive to increase service project implementation and reporting over previous year.

Work with region, zone, and club service chairpersons to hold clubs accountable to their service goals, and ensure regular reporting to LCI.

Support local community service projects that create a sense of belonging and pride to the Lions, Lionesses, and Leos in the District.

Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.

Collaborate with the District Global Leadership Team Coordinator and the District Global Membership Coordinator to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

## **DISTRICT GLOBAL EXTENSION TEAM COORDINATOR**

Under the supervision of the district governor the district GET coordinator is a member of the District Global Action Team.

Their responsibilities include:

- (a) Work with the district team (including the district governor and vice district governors) to ensure new club goals of the district are met and sustainable.
- (b) Identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not served or are underserved.
- (c) Collaborate with district leadership to build a team capable of completing the tasks required in the successful charting of new clubs including membership recruitment, leadership development, and engagement in meaningful serve projects.
- (d) Understand and communicate the process and policies of new club development to team members and ensure that accurate information is conveyed to prospective members.
- (e) Enable the success of new clubs by helping sponsor clubs establish mentoring relationships with the new officers and educating Guiding Lions on expectations of the new club.
- (f) Train and involve Lions interested in new club chartering to expand the district's ability to charter new clubs.
- (g) Ensure new club applications are complete, properly approved and submitted efficiently.

### **PEDIATRIC CANCER COMMITTEE REPRESENTATIVE**

**Ohio Lions STEPS walk for Pediatric Cancer research for clubs assisting to raise money for all pediatric cancer causes.**

### **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-OH2.

Supervise the distribution and maintenance of District owned vision screening equipment. Promote the use of the District's vision screening equipment.

### **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-OH2.

## **SIGHT & HEARING FOUNDATION**

Ohio Lions Sight & Hearing Foundation is a 501(c) (3) charitable foundation dedicated to eyesight & hearing related charitable activities. Members are selected according to the foundations Constitution and By-Laws.

## **PEDIATRIC CANCER FOUNDATION**

The Ohio Lions Pediatric Foundation is a 501(c) (3) charitable foundation dedicated to helping children with cancer. Having a foundation allows future contributions and donations to be tax deductible. Not just for STEPS, but for also assisting clubs to raise money for all pediatric cancer causes. Members are selected according to the foundations Constitution & By-Laws.

## **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 FOR 13-OH2**

For the State Committees:

Compliance, Constitution and Bylaws, Finance and Long-Range Planning

Years: 2019, 2022, 2025, 2028, 2031, 2034, 2037

For the State Committees:

International Convention

Years: 2021, 2024, 2027, 2030, 2033, 2036

For the State Communities:

Building Trustees, Marketing and Communications, State Convention, Sight and Hearing, Youth

Years: 2020, 2023, 2026, 2029, 2032, 2035

Each District Governor shall appoint within his/her 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	District Administrator
Global Leadership Team Members	<i>District Chaplain</i>
Global Membership Team Members	District Environmental Chair
Governor's Advisory Committee	Tail Twister
District Projects and Activities	Lion Tamer
District Convention Advisor	Newsletter Editor
District Directory Editor	Legal Advisor
Global Extension Team	Global Service Team
All Past District Governors	S-VOSH/VOSH Chair

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-OH2 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 June and December.

The 25 cents per capita for District Convention Contingency Fund collected until and whenever the District Convention Fund exceeds \$10,000.00 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.

## **SPOUSE / PARTNER TRAVEL REIMBURSEMENT POLICY**

It is the policy of the District that from time to time, a stipend of no more than \$500.00 is desirable to offset the cost of public transportation to and from the International Convention by the spouse / partner of the District Governor Elect. The stipend may be claimed only with the approval of the District Cabinet and is subject to the rules of audit.

## **EXHIBIT A**

**NOMINATING COMMITTEE CHECKLIST DISTRICT GOVERNOR CANDIDATE**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate’s Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election \_\_\_\_\_

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Lions Club in Good Standing\*
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the first vice district governor within this district, or only in the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications for the office of second vice district governor:

Club President \_\_\_\_\_ Year Served \_\_\_\_\_

Club Board of Directors \_\_\_\_\_ Year Served \_\_\_\_\_

Club Board of Directors \_\_\_\_\_ Year Served \_\_\_\_\_

District Cabinet (check one)

Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_

Cabinet Secretary and/or Treasurer) \_\_\_\_\_ Year Served \_\_\_\_\_

One (1) additional year as a member of district cabinet

Position held: \_\_\_\_\_ Year Served \_\_\_\_\_

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until five (5) days prior to the election to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

\_\_\_\_\_

\_\_\_\_\_

Nominating Committee Chairperson

Date

\_\_\_\_\_

\_\_\_\_\_

Nominating Committee Member

Date

**EXHIBIT B**

**NOMINATING COMMITTEE CHECKLIST FIRST VICE DISTRICT GOVERNOR CANDIDATE**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_ Date of

Nominating Committee Meeting: \_\_\_\_\_

Date of Election \_\_\_\_\_

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Lions Club in Good Standing\*
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the first vice district governor within this district, or only in the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

Club President \_\_\_\_\_ Year Served \_\_\_\_\_

Club Board of Directors \_\_\_\_\_ Year Served \_\_\_\_\_

Club Board of Directors \_\_\_\_\_ Year Served \_\_\_\_\_

District Cabinet (check one)

Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_

Cabinet Secretary and/or Treasurer) \_\_\_\_\_ Year Served \_\_\_\_\_

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until five (5) days prior to the election to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By- Laws, Article IX, Section 6(b).

\_\_\_\_\_

\_\_\_\_\_

Nominating Committee Chairperson

Date

\_\_\_\_\_

\_\_\_\_\_

Nominating Committee Member

Date

**EXHIBIT C**

**NOMINATING COMMITTEE CHECKLIST SECOND VICE DISTRICT GOVERNOR  
CANDIDATE**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_ Date of

Nominating Committee Meeting: \_\_\_\_\_

Date of Election \_\_\_\_\_

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Lions Club in Good Standing\*
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Has not completed a full term or major portion thereof as district governor.

Club Leadership (all required)

Club President \_\_\_\_\_ Year Served \_\_\_\_\_

Club Board of Directors \_\_\_\_\_ Year Served \_\_\_\_\_

Club Board of Directors \_\_\_\_\_ Year Served \_\_\_\_\_

District Cabinet (check one)

Zone or Region Chairperson \_\_\_\_\_ Year Served \_\_\_\_\_

Cabinet Secretary and/or Treasurer) \_\_\_\_\_ Year Served \_\_\_\_\_

*\* With none of the above terms being accomplished concurrently.*

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until five (5) days prior to the election to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

\_\_\_\_\_

Nominating Committee Chairperson

\_\_\_\_\_

Date

\_\_\_\_\_

Nominating Committee Member

\_\_\_\_\_

Date