

Lioness of District 11-C2 POLICY MANUAL

Section A Purpose

It is understood that all policy must conform with Lioness of District 11-C2 Constitution and By-Laws.

The purpose of the policy manual is to put in easily readable and understandable form the pertinent procedures to be followed by the District President in the performance of her/his duties.

Section B Policies of Lioness of District 11-C2

1. The compiling and printing of the District Roster shall be the responsibility of the District President.
2. The District President shall provide each elected or appointed District Officer with an updated District Constitution and By-Laws.
3. Leadership Training Seminars for current and/or incoming Presidents, Secretaries, Treasurers and current and/or incoming Coordinators, shall be conducted in the District at least once a year if deemed necessary.
4. The District President may, at her/his discretion, replace any appointed District Cabinet member of their position for just cause, upon approval of the majority of the cabinet.
5. The annual District Budget shall be prepared by the District President and District Cabinet Officers. The budget shall be presented as a line item budget and shall be submitted at the first cabinet meeting for approval.
 - a. The Treasurer's bond is due every three (3) years. Each year 1/3 of the cost of the bond will Be a line item in the budget.
6. All checks drawn on the District checking account may be signed by the District Treasurer, the District President or the District Vice=President.
7. District administrative and financial records for each fiscal year (including copies of all bank statements, cabinet meetings, convention proceedings, annual committee reports and any other documentation deemed necessary by the District President) shall be maintained for a minimum of seven (7) years. These historical records shall be held collectively by the current District Secretary and shall be forwarded to the succeeding District Secretary by the Immediate Past District President, District Treasurer and District Secretary within thirty (30) days of the close of the fiscal year.
8. There will be no financial reimbursement for normal committee expenses, except as approved by the annual budget or as approved in advance by the Lioness District Cabinet.
9. All District Committee Chairpersons shall submit a committee plan of action with financial requirements to the District President and District Secretary at the first cabinet meeting for approval,

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10. The District Cabinet Secretary and Treasurer shall advise any club with delinquent dues pursuant to district By-Laws. Status of delinquent dues shall be reported to the cabinet at each meeting.
11. The District President shall direct the Credentials Committee to provide each club credential forms sixty (60) days before convention. The District Newsletter may be utilized for distribution.
12. If the District President is temporarily and/or permanently disabled, the District Vice-President shall be Acting District President for the duration of the disability. In case the District Vice-President cannot or will not accept, the Lioness Honorary Committee shall appoint a qualified candidate within ten (10) days after becoming aware of temporary and/or permanent disability.
13. The Past District President Appreciation Night is a club function and responsibility. Clubs may contact previous year's chairpersons for advice and counsel. The date should be established as soon as possible to avoid conflict with other events.
14. The Past District President's Plaque, a gift or donation given in her name to a District Project shall be the responsibility of the District Vice-President and awarded at the President's Appreciation Night.
15. All convention functions will be joint with the Lions of 11-C2 with the exception of business sessions. At the District President's discretion, various separate functions may be held.
 - a. All expenses incurred at Lioness District Convention are to be paid from income from that event, or any Per Capita Tax levied under provisions of the District By-Laws, which has been designated for the Convention. Budget considerations must be given to District President's housing, speaker costs (including gifts and housing, if necessary), meeting rooms, equipment rental and all other costs.
 - b. The District Convention Chairperson shall prepare and submit a Convention Budget at the second cabinet meeting for approval.
 - c. The District Cabinet meeting held in conjunction with the District Convention must be adjourned prior to the regular business session. The regular business shall include election of District Officers and/or Proposed Constitution and By-Laws Amendments and other district issues deemed appropriate by the District Cabinet.
 - d. At the Lioness Cabinet Meetings, all Committee Reports will be limited to three (3) minutes. The Tailtwister will give notice at the one (1) minute mark. If more time is needed for a report, the request must be made in advance of the meeting.

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Awards

16. It is the responsibility of the District Vice President, Awards Chairperson, to obtain the necessary District Award plaques and order engraving, which includes contacting previous award winners to secure the traveling trophies.
- a. **Karola Klette Outstanding President's Award.** This award shall be presented to the outstanding Lioness Club President of the preceding year and shall be selected by the District President and Immediate Past District President. Nominations shall be solicited through the District President's Newsletter and received no later than January 20th. The award will be presented by the Immediate Past District President at Convention.
 - b. **Newsletter Editor of the Year Award.** This award will be judged on newsletters published September 1 through June 30. An individual award and a traveling award plaque for the newsletter editor of a Lioness Club will be provided by the District.
 - c. The Traveling Award will be given out at the President's Appreciation Night and the Individual Award will be presented at District Convention Lioness Awards Breakfast the following year.

To be eligible for the awards a club must:

1. Publish a club newsletter monthly, September through June.
 2. Mail copies monthly to District President, Immediate Past District President, District Vice- President, Coordinators, District Secretary and District Newsletter Editor.
 3. The Selection Committee shall consist of the District Vice-President and District Coordinators. The District Vice-President shall serve as chairperson of the Selection Committee.
- d. **Community Service Award.** This award shall be presented to the club that provided outstanding local community service and shall be presented at the District Convention. Projects or services considered for this award are those conducted February 1 through January 31. Community Service Forms shall be mailed November or December with the District President's Newsletter at least sixty (60) days before judging.
1. Judging Committee will consist of the District Vice-President and District Coordinators.
 2. Judging Committee will be chaired by the District Vice-President and the Community Service Committee, time and place determined by Committee Chair. Judging should be held at least thirty (30) days before District Convention.

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- e. **District President's Contest.** This award shall be presented to the one club that received the most points per the list in the District Roster.
 - 1. The judging is based on the P & A's received.
 - 2. The District President's Contest points are listed in the District Roster and based on received P & A's.
 - 3. The Awards Committee consisting of District Vice-President and District Coordinators will be responsible for the judging and awards will be given out at the Past District President's Appreciation Night.

- f. **Virginia Eisinger Award.** This award shall be presented at the District Convention. Judging will be done by the Awards Committee. Nominations must be in by the February Cabinet Meeting.

The nominee must:

- 1. Be a member in good standing.
- 2. Attend the Lioness Conference.
- 3. Attend a Cabinet Meeting.
- 4. Visit at least one other club.
- 5. Chair a committee.

Additional notes:

- 1. Nominations come from your own club.
 - 2. The nominee cannot hold a current office in your own club or in the District (President, Vice President, Secretary, Treasurer or Region Coordinator).
 - 3. The award cannot go to a Past District President.
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- 17. The District President will receive ten (10) District Pins for distribution at the District President's discretion at no charge to her/him.

 - 18. All voting on any District issue will be done at a regular (or special) Cabinet Meeting with NO exceptions.

Section C **Amendments**

- 1. Publication and distribution of this Policy Manual will be the responsibility of the District President. The District President shall present a Proposed Policy Manual to the Mini-Cabinet at their first organizational meeting before the first official District Cabinet Meeting. After consideration by the Mini-Cabinet, the Policy Manual shall be presented to, considered by and adopted by a majority vote at the first official District Cabinet Meeting each year.

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2. This Policy Manual as previously adopted pursuant to Paragraph 1, may be amended from time to time as deemed necessary by the Cabinet. The following procedures shall be followed in amending the Policy Manual.
 - a. The District President may, at her/his discretion, propose amendment(s) at any officially convened District Cabinet Meeting. Any other person(s) wishing to change the Policy Manual shall submit the proposed amendment(s) in writing to the District President at least two (2) weeks prior to the official Cabinet Meeting at which the proposed amendment(s) is/are to be considered.
 - b. Any amendment(s) properly presented at a District Cabinet Meeting shall be Considered adopted upon the affirmative vote of a majority of the District Cabinet Members in attendance at such meeting.
 - c. The above procedures may be altered by the District Cabinet by suspending this rule by a two-thirds (2/3) majority during any official District Cabinet Meeting.