

District 301-A2 Philippines

Policy Manual

Revision –
Revision -
Revision –
Adopted - _____ 2005

Lions Clubs International

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Introduction

A.1. Statement of Purpose

This policy manual has been developed to fill a need of the Philippine Lions District 301-A2, to provide guidance to all the members of the Cabinet. It is based in part on historical precedence, part on the District 301-A2. Multiple District 301, and Lions Clubs International Constitutions & By-Laws, and part on common sense as applied by District Cabinets to various situations.

A distinction should be made between the policy manual and the District Constitution & By-Laws. While the Constitution & By-Laws can only be changed by the action of the District convention, the policy manual has been created by the District Cabinet, which therefore has the right to make additions, changes and deletions at any time in session. The policy manual is not a substitute for the District Constitution or By-Laws, but is instead a set of guidelines designed to record the directions set by the District Cabinets while in formal business sessions. The same directions will serve as guidelines for future activity of the District, thereby establishing a format for continuity and consistency over time.

Typically, the actions and directions voted on at District Cabinet meetings are recorded in the meeting minutes. This is as it should be, however, these minutes are not available to new members of the cabinet in the years that follow. Memories do fade for all of us and the risk is present that the context of the action may vary by individual interpretation.

This policy manual has been prepared in “loose-leaf” form, so that changes can be made by inserting or removing pages rather than re-printing the entire manual. Each policy will contain a summarized history of the dates that the policy was approved and changed.

A.2. Severability

The Constitution & By-Laws of Multiple District 301 and Sub-District: 301-A2 are quite detailed in many respects, and no attempt is made in this policy manual to repeat the information contained therein. Should any part or rule in this Policy Manual be found to be unconstitutional by a cabinet, such rule shall be severed from the remainder of the manual, and such action shall not affect the enforceability of the remaining provisions.

A.3. Authorization

The preparation of this manual was authorized by the 2004-2005 District Cabinet during the fourth cabinet meeting, June 18, 2005.

A.4. Effectivity

This Policy Manual shall take effect immediately once adopted by the Cabinet and every rule herein prescribed shall be in full force and effect unless otherwise amended by majority of any incumbent cabinet members present in quorum and voting during a meeting called for the purpose.

A.5. Adoption

This Policy Manual in its entirety was adopted by the 2005-2006 District Cabinet during the ____ Cabinet Meeting held on _____, 2005.

District Cabinet

B-1 General

The District Governor is required to appoint various District Officers to serve at the District level prior to beginning his/her year. Lions Clubs International provides the District Governor with a list of specific appointments to be filled. Also, the District Cabinet has established specific policies and practices of conduct regarding the performance of the officer's responsibilities. The following describe some of those guidelines.

B-3 Cabinet Appointments Line Up

The District Governor-Elect should have appointed and the appointees should have confirmed the new cabinet appointments for the incoming administration and the line up must be ready before the end of the month of June of each year.

B-2 Indoctrination

The District Governor as the chief executive officer of the District should share his vision for the District early in his/her year. Past District Governors comprising of the Governors Advisory Board (GAB) have found it very helpful to hold a meeting with the appointed members of the District Cabinet for the purposes of acquainting them with his/her goals and their view of responsibilities for the year. All Region Chairpersons, Zone Chairpersons and Vice District Governor are highly encouraged to attend the indoctrination meeting. The District Chairpersons of the standing committees who are designated as Cabinet Member are likewise encouraged to attend. Other District Committee Chairpersons may also attend as requested by the District Governor.

Cabinet indoctrination shall be held not later than June 30th of each year or before the incoming DG departs to the DG-elect Seminar. The Chairperson of the Lions School under the GAB shall prepare an orientation and indoctrination plan to cover up necessary syllabus and instructional modules. Indoctrination is not a Cabinet Meeting.

Copies of specific documents (latest editions) are to be distributed at the meeting, namely:

- Lions Clubs International Constitution & Bylaws (Subject to amendment during the incoming International Convention)
- Multiple District 301 Constitution & Bylaws
- Multiple District 301 Directory
- District 301-A2 Constitution & Bylaws
- District 301-A2 Policy Manual
- District 301-A2 Directory

B-3 Meal Expenses

All individuals (Cabinet Members and guests) attending the scheduled Cabinet meetings and Indoctrination have their meal paid for by the District Cabinet as a budgetary item.

B.4. Committee of the Whole

To provide proper forum where vital issues may be discussed appropriately the Cabinet should allow the "**Committee of the Whole**" to be convened following the procedures herein prescribed.

District Finances

C.1. General

The District Governor is required to prepare a budget prior to the first Cabinet meeting of his/her year. In addition to the guidelines provided by Lions Clubs International, the District Governor may create/include specific line items based on precedents set by his predecessors. The items listed below describe some of those past precedents.

C.2. Budget Income Guidelines

The district sources of income are as follows: Beginning balance, Checking and deposit interest, Club dues (District and Multiple-District), Newsletter reimbursement from International, Anniversary & Induction Night, Recognition Night, Youth Exchange, Souvenir Program, Restricted donations, Unrestricted donations and Miscellaneous incomes. Proceeds from the raffle conducted at the annual Recognition Night, if ever, shall go into the District's general fund.

The district shall maintain a separate account known as the Business Center who shall manage the procurement and sales of clubs supplies. The Business of Center shall be self funding and its profit shall revert up to its assets. The chairperson of the business center shall report to the cabinet as prescribed in the District C&BL.

C.3. Per Capita Billings

The treasurer is responsible to collect multiple-district and district dues from each club in the District. He/She is responsible for disbursing the funds as appropriate. The District is not officially authorized to collect for and in behalf of International Dues. Payment and remittance procedures to the Lions Clubs International, as published, shall be followed.

C.4. Cabinet Member Expenses

In addition to the administrative expense, the District Governor shall budget expenses for the cabinet members who are on official function as designated by the District Governor. This budget shall help to offset the normal expenses incurred during the year. Typical expenses included are meals, travel, phone calls, postage, lodging and etc.

C.5. Quarterly Report, Inspection of Records

The Treasurer shall make a quarter ending financial report known as "***Audited Quarterly Report***" during each regular cabinet meeting in such a format as per Exhibit A. The applicability of such format shall be reviewed annually by the special committee on finance and approved by the cabinet during the first cabinet meeting. Copies of Financial reports shall be furnished to all clubs.

For the purpose of transparency, any member of the Cabinet may inspect the financial records of the District during reasonable period. Any lion member of a club in good standing may inspect the financial records of the District during reasonable period provided that he/she has a written authority to do so from the club's Board of Directors and such authority is endorsed by the District Governor.

The District Governor, may, at his discretion cause the financial records of the District to be inspected by any lion member other than the auditor during each month end or any other day of the month.

C.7. District Office Maintenance

The cost of maintaining the District Office shall also be budgeted. Such items shall include utilities, clerical staff and security, provision/maintenance of internet Domain Name, Web Pages and district email addresses, computer system upgrades and etc.

C.8. Miscellaneous/Optional Expenses

The District Governor may budget for miscellaneous and optional expenses out of the project and/or administrative fund as applicable.

C.9. District's Assets Management

As part of his/her duties and responsibilities, the district Administrative Officer shall act as district Asset Supervisor under the district Property Custodian (from GAB) where both shall jointly conduct a physical inventory together with the out going Administrative Officer at the start of the Lion Year. The current inventory shall be compared with the previous based on good accounting practice. An "Inventory of District Asset" at the start of the year shall be reported during the first and fourth cabinet meetings. All fixed asset shall bear a unique "inventory control number."

All acquisition of fixed and movable assets whether purchased directly or donated shall be properly entered in the "Book of District Asset" and appropriately quantified.

No asset of the district whatsoever shall be disposed of without the proper approval of the cabinet during a cabinet meeting. The manner of disposal shall be determined by the concerned cabinet.

C.10. Official Receipts and Payment Vouchers

Official Receipts shall be controlled in numerical order and shall be audited regularly.

Payment Vouchers shall be controlled in numerical order and shall be audited regularly. No disbursement shall take place without the prior approval of the District Governor or his/her assignee.

C.11. Unbudgeted Expense

An item of expense that is not included in the cabinet approved budget shall obtain a proper approval from the cabinet before it is entered in the financial report.

District Committees

D-1 General

The District Governor is required to appoint various District Committee Chairpersons and Vice Chairpersons to serve at the District level and others at the Multiple District level prior to beginning his year. Each standing committee shall have no less than five (5) additional committee members. In addition to the guidelines provided by Lions Clubs International the District Governor may include specific appointments based on precedents set by his predecessors. The items listed below describe some of those past precedents. Also, the District Cabinet may have established specific policies and practices regarding the performance of the Committee's responsibilities. The following describe some of those guidelines.

D-2 Melvin Jones Fellow

Contributions designated for Lions Clubs International Melvin Jones Fellow Awards shall be mailed directly to headquarters address. The District Cabinet Secretary, Treasurer will not accept any contributions for forwarding. Letters of appreciation will then be mailed directly to the contributing individual or organization by Lions Clubs International.

D-3 Youth Exchange

Contributions designated for Lions Clubs International Youth Exchange program will be accepted by the District Cabinet Secretary- Treasurer for forwarding. The Multiple District 301 Policy Manual provides that each District shall solicit and collect contributions to be used to fund a camping experience in the Philippines for the visiting youth. Letters of appreciation will then be mailed directly to the contributing individual or organization by Multiple District Committee Chairman.

D-4 Special Projects

Contributions designated for special Lions Clubs projects are to be mailed directly to that committee unless specified by the current District Governor and approved by the District Cabinet members.

D-5 Special Foundations

The District 301-A2 Welfare Foundation, Inc. and Lions Mutual Assistance, Inc. are autonomous arms of the district that support certain causes of Lionism. These Foundations whose membership is voluntary shall be self governing and not under the control of the cabinet however shall report regularly to the District Cabinet in such a manner prescribed in the District Constitution and Bylaws. Contributions designated for special foundations are to be mailed directly to the respective foundation.

D.6. Lions School & Tutelage Department

Because of its significance and the extent of training necessary to make this group functionally effective, the Lions School & Tutelage (LST) shall comprise of several resource speakers called “faculty” organized into a department with each member faculty

trained to master one major and at least three minor subject matters. To be a trained resource speaker is to be a regular faculty of this department all throughout the years, however, an “annual faculty review” and evaluation shall be regularly conducted during each Sub-District Convention to determine the operational readiness of each faculty member.

This LST Department shall be supervised by a Lions School Board of seven members who shall be elected by the GAB from among themselves including the chair and vice chair who shall likewise be regular faculties. Positions in the seven members of the Lions School Board shall be with rank of cabinet and permanent status in nature.

Owing to the significance of their training and exposure, the District Chairmen on: Membership; Extension; Retention; and, Leadership (MERL) shall be appointed by the District Governor from among the faculty members upon endorsement of the Lions School Board. MERL Chairmanship period shall be in accordance with the LCI 3-year policy.

D.7. PST Seminars

The Lions School & Tutelage Department shall conduct a seminar each year during the Sub-District Convention for the incoming set of club presidents, secretaries, treasurers and membership chairpersons. Expenses for the preparation of appropriate handouts, venue and meals and snacks shall be budgeted and borne by the district. For the purpose of planning the seminar participants has to register in advance with the Lions School.

D.8. Club Reorientation and Refresher Seminar

The Board of Directors of any club or group of clubs may request in writing to the District Governor for a minimum of eight hour seminar to be held in a venue of a place where the club is located giving at least 30 days notice. The letter request for seminar should mention particular subject matters or specific weak points that the faculty may address. Expenses for the preparation of appropriate handouts and transportation cost shall be borne by the District while venue and meals and snacks shall be budgeted and borne by the lions club(s) including the board and lodging for the faculty.

D.9. Committee Meetings

- a) Notice of Committee meetings, posting of committee meeting agendas, and the conduct of such meetings shall be in full accordance with the District Constitution & Bylaws. To convene the *committee of the whole* is to invite the entire cabinet to the committee meeting.
- b) Resolutions passed by the *committee of the whole* need not be reviewed by the cabinet except for sufficient reasons of misrepresentation, misinformation, question of quorum, or by unanimous consent of the cabinet present and voting.
- c) All matters require committee consideration. Subjects offered for consideration at any Cabinet meeting shall be referred by the District Governor to the appropriate committee.
- d) A Cabinet Member may notify in writing or orally the District Governor, District Secretary or appropriate Committee Chair of any matter the Cabinet Member desires to bring before the Cabinet or any committee prior to any cabinet meeting.

In the discretion of the District Governor or Committee Chair, the matter shall be submitted to the Cabinet or appropriate committee. Explanatory material or arguments may be included in the written request for submission but shall not be discussed at the Cabinet prior to the committee's report.

- e) Notwithstanding the foregoing, following final action by the Cabinet rejecting any substantive proposal presented to it, said matter may not be reintroduced for consideration by the Cabinet or any committee thereof for a period of six months unless (1) consideration of said matter is permissible pursuant to a proper motion under Roberts' Rules of Order, (2) new information not previously presented or considered becomes available, which information in the opinion of the District Governor or Chair of the committee with jurisdiction over the subject matter would have had a material bearing on disposition of the matter when originally considered, or (3) the Cabinet, by unanimous consent at a duly noticed meeting with the subject matter properly agendaized, authorizes reintroduction of the matter.
- f) The District Governor shall serve as an ex-officio member of all Committees. Unless otherwise prescribed, a committee shall consist of not less than five (5) members excluding its ex-officio member, and no more than nine (9) members including the ex-officio member. The majority of the entire committee shall constitute a quorum and a vote of majority of those present shall be required for action by any committee, including a Committee of the Whole.
- g) If a committee member or the ex-officio member is absent, then the ex-officio member, or if absent, the committee chair, may appoint one or more non cabinet member of the present to serve as temporary members of the committee. The number of nonmember cabinet who may be appointed shall not exceed the fully authorized complement of committee membership. Non cabinet member shall serve with full powers for the duration of the meeting only. However, if during the course of any Committee meeting in which non cabinet member are appointed pursuant to this rule, the number of regular committee members present plus the number of non cabinet member appointed would exceed the total number of authorized Committee members, then non cabinet member shall relinquish their Committee membership status so as to assure that the total Committee membership at no time exceeds total authorized committee membership. In such event the order of relinquishment of Committee member status by non cabinet member shall be the reverse order of their appointment.

Sub-District Convention

E-1 General

The sponsoring of a Sub-District Convention is a cooperative venture between the host Lions Club, the District, and, the Fellowship Committee of the Governors Advisory Board. Each should budget for certain expenses as they relate to special guests, meals, housing, gifts and awards. The following guidelines will help both organizations to financially plan for the event.

E-2 Registration Fee

The sponsoring Lions Club shall request endorsement from the Governors Advisory Board and approval of the DG before assessing a registration fee for those individuals attending the District Convention. The request shall include the purpose and the amount of the requested fee(s).

E-3 Expenses

District Expenses allowed:

- District Governor's hotel rooms
- Gift for guest speaker from International & Companion
- Necrology Service expense
- Seminar expense for the Incoming PST except participant's hotel rooms
- Cabinet Meeting expenses if held on site of the convention except for hotel rooms

Fellowship Committee Expenses allowed:

- Fellowship Night costs as endorsed by the GAB and approved by the DG
- Room Expense for:
 - One each Cabinet Secretary & Treasurer & 1 each companion
 - Current International Director from Philippines
 - One each Member of GAB & companion
 - Lions School Faculty & Staff for the PST Seminar
 - DG Hospitality Room
 - Candidates Hospitality Room
 - Fellowship Committee Staff

Host Clubs Expenses allowed:

- Convention Meals for:
- District Governor & 1-companion
 - Cabinet Secretary and Treasurer & 1-companion
 - Current International Director & 1-companion
 - Guest Speaker from International & 1-companion
 - GAB Members & 1 each companion
- Convention Marketing & Promotional including materials postage
- Delegates Kits
- Convention Venue rentals
- Street Decorations
- Proclamation Night dinner cost

Expenses NOT covered by the District or Host Club:

The costs for hospitality room for candidates for DG, VDG(s) will be paid by the participating members, including refreshments under the Fellowship Committee.

Note: Host Club should set aside a minimum of 25 rooms at the convention hotel headquarters and a hospitality room for the District Governor, if available.

District Convention Speaker/Entertainment Policy

1. Any speaker (other than International Speaker) or entertainer/entertainment at the District convention, requested or contracted by the Host Club, is the Host Club's expense, unless approved by the District Cabinet.
2. Any speaker at the District Convention (other than International Speaker) or entertainer/entertainment, requested or contracted by the District Governor or District Cabinet, will be a District expense.
3. Any speaker or entertainment fees at the District Convention, including any travel, meals, and lodging, are to be covered in the contracted cost.

District Publications

F.1. General

The District Governor is required by Lions Clubs International to create and distribute a 4-page **Monthly Governor's Newsletter** to the Lions and Lions Affiliate Clubs in his/her jurisdiction with a copy to Lions Clubs International. In addition the **District Cabinet** publishes a 16-page **Quarterly Lions Pulse**. Specific instructions about who should be on the mailing list and the method for publication and distribution are left to the District Governor's discretion. Lions Clubs International does reimburse the District Governor for part of the expenses incurred.

As part of the District dues are allotted for the aforementioned publications, the District Cabinet has set the following guidelines to supplement those from Lions Clubs International in an effort to control costs from year to year. Other documents are created and published with the authorization of the District Cabinet Distribution Guidelines are shown below.

F.2. Governor's Newsletter & Lions Pulse

Distribution Guidelines are as follows:

- One to each Lions Club as a minimum with additional one copy per 20 members
- One to each Lions Club Branch as a minimum
- One to each member of the current cabinet
- One to each member of the council of governors
- One to the Multiple District Administrator
- One to the Lions International Office
- Others as needed or requested

(Note: Copies must be sent by postal mail without delay)

F.3. District Constitution & By-Laws

The District maintains a District Constitution and By-laws for the purpose of setting up a framework of rules by which to carry out the affairs of the District, and to provide a means of implementing and amplifying those rules as from time to time as determined by the governing body of said district. Additions and changes to the District Constitution are authorized by the voting delegates at the annual Sub-District Convention.

At least one copy of the latest version of the Constitution and By-laws shall be distributed to each Cabinet member and to the President of each Lions Club one each Lions Club's Branch in the District in July of each year.

F-4 District Policy Manual

The District maintains a District Policy Manual for the purpose of setting up a framework of guidelines by which to carry out the affairs of the District and to provide a means of implementing and amplifying those rules as from time to time are determined by the governing body of said district.

Additions and changes to the District Policy Manual are authorized by the voting members of the District Cabinet. Any proposal to add delete or change shall be submitted in writing to DG for the attention of the GAB Chairperson on District Policy at least 30 days before a Regular Cabinet Meeting. Any proposal shall need to be endorsed by the GAB for it's form and substance before it can be presented, deliberated and acted upon by the cabinet members during the cabinet meeting.

The Chairperson on Policy may call for a Committee of the Whole to convene, with at least ten days notice, for the purpose of deliberating any proposal to add, delete, change or revise any part of the District Policy Manual.

Pages where changes are affected shall be distributed to all concerned.

At least one copy of the latest version of the Policy Manual shall be distributed to each Cabinet member before the first Cabinet meeting of each year.

F.5. Electronic Publication

Copies of all District publications shall be made available for easy downloading in the District 301-A2 web pages immediately each time upon release and shall remain posted in the web page archive for several years for instant and easy reference.

Multiple-District Convention

G.1. General

Specific allowances for expenses incurred by the District Cabinet members will be made with the endorsement of the Governors Advisory Board prior to the Multiple-District Convention. The expenses allowed are listed below.

G.2. Expense Allowances

Banquet Expense (Proclamation Night)

For those who shall be assigned as members of the convention committee if not prior extended similar privilege

District Anniversary Night

H.1. General

The District conducts annual anniversary nights and induction of Cabinet members/district officers. The planning and preparation are done by a team of special committees that took several months of meetings to conceive a plan. During the period of its implementation, while other lion members enjoy the evening, the same team of special committee works on site looking after each duty to make the affair a success. Specific allowances for expenses incurred by the team of special committees who took charge for the planning and preparation as well as the team who took part in its implementation shall be allocated **out of the district anniversary night budget**. The expenses allowed are listed below.

H.2. Special Committee Expenses during Planning and Preparation

Appropriate meals and drinks as approved by the district governor.

H.3. Special Committee Expenses during the Day of Implementation

Appropriate meals and drinks at the site during meal time for those who are in charge of pre-activity preparation, e.g. mobilization venue arrangement, installation of lights and sound, back draught, rehearsals, etc., including necessary demobilization.

Banquet Expense equivalent amount to the dinner ticket, provided not prior extended the same privilege.

Those participating in the program inclusive of the entertainment portion, provided that the District Governor explicitly requested their participation, shall likewise be extended the above privileges.

Club Charter Celebrations

I.1. General

The chartering of a new Lions, Branch, or LEO Club is a cooperative venture between the host Lions clubs and the District Cabinet. Each should budget certain expenses as they relate to special guests, meals, housing, and gifts. It is the duty of the sponsoring club to send out invitations and receive confirmation from guests. The following guidelines will help both organizations to financially plan for the event.

I.2. Expenses

District Expenses Allowed:

- Room expense for: Guest speaker and companion
District Governor and companion
GAB Members, if invited
- Meals for: Guest speaker and companion
District Governor and companion
GAB Members if invited
- Travel expense for the Guest Speaker and companion

Sponsoring Club Expenses:

- Printing of invitations
- Meals, travel and/or accommodations for any other special guests
- It is customary for the sponsoring club(s) and Zone to supply the new Club Wall Banner and Marching Banner, Gong and Gavel, and
- Framing of the Charter

Chartering Club Expenses:

- Rental of Hall or Venue
- New Member's Kit
- Lions Vests
- Gift for the guest speaker
- Their club member meals
- Gifts for guests, other than the guest speaker, are optional, but should be the sponsor's expense.

I.3. Welcome and Good Luck Gifts

While guests are normally given free meals and drinks during the event it shall be their moral obligation to welcome a newly installed club by reciprocating through whatever voluntary gift affordable as Welcome and Good Luck Gift.

Club Visitation

J.1. General

One of the responsibilities of the District Governor is to see to it that each club is kept at all times strong and stable. The primary purpose of visitation is to find ways and means on how a club may be further strengthened in all aspects of lionism. In this regard he/she may delegate the respective Region Chairperson to represent in his/her behalf and evaluate the club's performance in terms of management and operations including financial aspects. The Region Chairperson may officially conduct a club visitation anytime from the start of the Lion Year following the recommended procedures and report findings to the DG.

The District Governor may authorize as many visitations to a club as necessary and may delegate any other cabinet member(s) to represent him/her to visit and evaluate any lions club.

J.2. Visitation Reports

The authorized representative of the District Governor who conducted a club visitation shall immediately render reports in such a form approved by the District Governor. For the club's guidance attached are the typical items that will be evaluated. Other items not otherwise listed may be asked.

J.3. Mode of Visitation

Visitation shall be done one club at a time allowing for the clubs officers and members at least 15 days to prepare. During visitation the DG or his/her authorized representative may confer one-on-one on closed door with any officer or member of the club for evaluation purposes.

J.4. Visitation Expenses

Expenses of the Region Chairperson or any Authorized Representative who is authorized by the District Governor to conduct a club visitation shall be borne by the District Governors office based on the LCI approved accounting procedure.

J.5. Regional Visitation

The District Governor, may, at his/her option proceed with a Regional Visitation during the months of May and June of each year where all clubs within a Region jointly assemble to personally submit written reports using a uniform format. During this Governors Visitation the club President, or in his/her absence the next in command, shall render his/her report in the presence of all the clubs after which the evaluators who normally are GAB Members shall be allowed to comment.

Standing Committee Reports

K.1. General

Every District Chairperson of the Standing Committees is expected to perform their assigned tasks within the scope of their duties and responsibilities. They are expected to accordingly evaluate, plan activities then execute and thereafter submit reports to the District Cabinet. No committee must be allowed to go idle doing nothing during the whole lion year.

K.2. Quarterly Report

This report to be sent 15 days before each regular cabinet meeting should itemized what the committee had done during the preceding period. This report should contain among others, the committee plans, evaluation, summary of accomplishments, expectations, recommendations, etc.

K.3. Accomplishment Report

This report to be sent every time a particular task is accomplished. This report should contain among others: type or identity of what was accomplished, detailed statement of facts, chronology of events, manpower involvement, quantified amount if any, difficulties encountered, remedies done, measurement of success, recommendations, etc.

K.4. Committee of the Whole

An standing committee may call, at the option of it's chairperson, to convene a meeting of the "Committee of the Whole" through the cabinet secretary to be attended by majority of the cabinet members with the chairperson of the concerned committee presiding, to discuss an specific matter. The district governor as an ex-officio member of all committees is authorized one vote. Members (PST) of the Zone Advisory committee shall be invited to this meeting and shall be allowed to voice out opinions regarding the subject matter but without voting rights.

An act passed by the committee of the whole during the meeting called for the purpose is an official act of the entire cabinet.

K.4. Interrelations

Some standing committees are closely interrelated and may actively function in coordination with each other in one accomplishment. In this regard accomplishment report maybe submitted jointly.

K.5. Idle Committees

A non-performing committee who shall be idle and not be able to perform their expected tasks may, at the option of the DG, be abolished or its chairperson and members be changed.

Post Sub-District Convention Report

L.1. General

The Chairperson of the Sub-District Convention under the supervision of the District Governor shall cause to be prepared a “Post Sub-District Convention Report that must be submitted and received on or before the 60th day from when the sub-district convention was adjourned.

L.2. Minimum Format of the Report

The following contents shall be included among others in the post sub-district convention report and presented in book bound format of not more than 8” x 11” finished size using conveniently readable fonts. It is not necessary to include photos:

- a) Front Cover with Title
- b) Title Page
- c) Table of Contents
- d) Sub-District Convention Officers
- e) List of Hosting clubs and Committees
- f) Notice of Sub-District Convention
- g) Programme of the Convention as approved
- h) Convention Rules as approved
- i) District Governors Report (about the convention)
- j) Convention Chairpersons Report (summary of the report)
- k) List of Registered clubs Voting Delegates and alternates
- l) PST Seminar (Attendance sheet)
- m) PST Seminar (Transcript of proceeding, word-for-word)
- n) Opening Ceremony (Transcript of proceedings, word-for-word)
- o) Opening Plenary Session (Transcript of the proceeding, word-for-word)
- p) Closing Plenary Session (Transcript of the Proceeding, word-for-word)
- q) Closing Ceremony & Proclamation Night (Transcript of the Proceeding, word-for-word)
- r) Other Activities (describe and state what good it gives the convention)
- s) Election Results Report
- t) Financial Report
- u) Itemized Revenue out of Registration Fees, advertising collection, donations, space rentals, sports entry fees and other revenues
- v) Itemized Expenditures
- w) Statement of Acknowledgement
- x) Back Cover

L.3. Sub-District Convention Report, Distribution of Copies

Copies of the sub-district convention report shall be distributed: 1-LCI Eng Dept; 1-LCI Legal Dept; 1-Council Chairman; 1-District Governor; 1-each member of the cabinet; 1-each per club president.

District Annual Awards

M.1. General

By virtue of International Policy the District Governor is encourage to extend awards to the lion members as well as clubs recognizing their exceptional performance during the year.

M.2. Information Dissemination

Since the rules on awards may change annually, an appropriate guidelines from the district recommended by the District Committee on Awards and approved the District Governor with regards on how the awards and its respective numbers are to be determined shall be disseminated all the clubs at the start of the lion year.

M.3. Limitation

No award in whatever form to any lions club or any other lion member or any other entity or personality, lion or non lion, regardless whether funded by the district or not, shall emanate from the District or cabinet or any standing or special committee or any member of the cabinet for that matter without securing an approved resolution from the Cabinet during a cabinet meeting and with prior written endorsement of the District Governor.

M.4. Expenditures

The Cabinet shall budget the district expenses for Awards and Recognition as follows:

All expenses necessary for District Awards, which awards are recommended by the District Committee on Award based on M.2. above as disseminated, shall come from the district budget fund.

All expenses necessary for the Governors' Award, which awards are at the option of the District Governor, shall come from the personal expense of the District Governor.

District Communication

N.1. General

The development of communication system has gone so far leaving behind the District and much of the clubs. For this the LCI had been encouraging everyone to upgrade and update each respective communication system particularly email and internet as the LCI had started a program leading to paperless communication which they intend to attain a significant progress in the very near future.

N.2. District 301-A2 Internet Domain and Web Site

The District shall maintain its own domain name and web site where club members may browse for district data and vital information about the clubs; and download notices, Governors Monthly Newsletters, Quarterly Lions Pulse, District Constitution & Bylaws, District Policy Manual, announcement, lions events, programs, etc. The District shall maintain its own email address where clubs can communicate via email. The web site must be consistently be updated.

N.3. Clubs Email Address

The clubs should be able to maintain its own email address where electronic mail can be sent and received. If this not possible a club Board of Directors should designate to make use of one or more of the members personal email address as official club's email address. Each email address of the club and club members shall be registered to the district.

N.4. Active Email Address

For the purpose of communication between the district and clubs, an email address to be efficiently active must be monitored at least three times daily. An active email address of a club shall be considered as an item of District award during the recognition night.

District Business Center

O.1. General

The Business Center was created to take care for the business function of the District, e.g. club's supplies, lion's vest, banners and pennants, club's pins, printed materials, and all other supplies not readily available in the market. The Business Center maintains a separate account distinct from the District and is under the control of the Governors Advisory Board.

O.2. Stock Inventory

An stock inventory shall be maintained at the principal office which items and quantity shall be closely monitored and reported as prescribed in the District Constitution and Bylaws.

O.3. Procurement and Sales

Procurement shall be controlled in accordance with good business marketing practice minimizing over stocking of slow moving items. Salesmanship shall be aggressively exercised to push items out of stock inventory within an specific period. The Governors Advisory Board shall determine the extent of the stagnant items and decide the way to quickly liquidate the same.

O.4. Staffs

In addition to the responsibilities of the Cabinet Secretary, Cabinet Treasurer and Cabinet Administrator, they shall comprise the staff of the District Business Center in charge of the sales/promotions, cashier and store keeper respectively. They shall report to the GAB Chairperson of the Business Center.

History of Change

X.1 General

The draft of this Policy Manual was prepared by the Governors Advisory Board by virtue of the authority of the 2004-05 Cabinet granted during the 4th Cabinet Meeting. By endorsement of the Governors Advisory Board dated _____, this Policy Manual was approved during the ___ Cabinet Meeting of the LY 2005-06 on _____.

A brief summary of additions and changes, revisions and amendments made to this Policy Manual shall be included hereafter to describe what changed, when the change was made and who approved the change.

X.2 Policy Manual Amendment Nr _____.

(Other future amendments are described here)

(Note: This Policy Manual is distributed in loose leaf to allow pull out of an affected page during an approved change and insertion of a new copy)

EXHIBIT-A QUARTERLY FINANCIAL REPORT (format)

EXHIBIT B- District Governors' Visitation Guidelines

District Governors' Visitation

The District Governor may schedule a visit to a club at any quarter during his/her administration. Some clubs may be visited once or even more each lion year depending on necessity based on clubs circumstances. At times, though it shall be rare, the district governor may delegate an official visitation to any member of the district cabinet. District visitation shall be conducted individually per club.

The following basic items are among the matters that shall be taken up during visitations:

Basic Items	1 st Quarter Visitation	2 nd Quarter Visitation	3 rd Quarter Visitation	4 th Quarter Visitation
	Any day in Jul, Aug or Sep	Any day in Oct, Nov or Dec	Any day in Jan, Feb or Mar	Any day in Apr, May or Jun
<input type="checkbox"/> Last Years' PU-101	YES	YES		
<input type="checkbox"/> Last Years' Annual Report	YES	YES		
<input type="checkbox"/> Members Roster & Status	YES	YES	YES	YES
<input type="checkbox"/> Presidents' Plan as approved by the Board	YES	YES		
<input type="checkbox"/> Clubs' adopted Constitution and By-laws	YES	YES	YES	YES
<input type="checkbox"/> Clubs' dues structure	YES	YES	YES	YES
<input type="checkbox"/> Previous MMR Reports for the current LY	YES	YES	YES	YES
<input type="checkbox"/> Files of minutes of board meetings previously conducted during the current LY. <i>(for evaluation of the DG)</i>	YES	YES	YES	YES
<input type="checkbox"/> Files of minutes of general meetings previously conducted during the current LY. <i>(for evaluation of the DG)</i>	YES	YES	YES	YES
<input type="checkbox"/> Evaluation Reports for each projects undertaken during the current LY	YES	YES	YES	YES
<input type="checkbox"/> Members attendance to meetings and other activities	YES	YES	YES	YES
<input type="checkbox"/> Secretaries Correspondence Files	YES	YES	YES	YES
<input type="checkbox"/> Treasurers Accounting Files	YES	YES	YES	YES
<input type="checkbox"/> Dues remittance to LCI and District		YES	YES	YES
<input type="checkbox"/> Nomination Meeting Report			YES	
<input type="checkbox"/> Election Meeting Report			YES	YES
<input type="checkbox"/> This Years' PU-101				YES

Hours before the actual visitation, the DG may request a meeting with the executive officers to discuss in details the above mentioned basic items. During this executive meeting the club officers maybe requested to present some related documents or possibly inquire about its condition.

Majority of the members of the club must be present during visitation hours where the DG and his/her entourage shall discuss, in the presence of the club members, the relevance of the above basic items.

After each visitation, the DG and/or the district executive officers and/or cabinet may recommend appropriate actions for the clubs board and officers to implement.

Should it be necessary a follow-up visitation shall be conducted to find out progress as recommended during the previous visits.