



Policy Manual

Lions of Alabama, District 34-B

Adopted March 20, 2021

ARTICLE I CLUBS

A. District Composition

District 34-B shall consist of Lions Clubs located within the boundaries of the counties of: Autauga, Bibb, Calhoun, Chambers, Chilton, Clay, Cleburne, Coosa, Elmore, Fayette, Greene, Hale, Jefferson, Lamar, Lee, Perry, Pickens, Randolph, Shelby, St. Clair, Talladega, Tallapoosa, Tuscaloosa, and Walker.

B. Obligations of Chartered Clubs

The obligations of each chartered club shall be as follows:

- (1) To hold regularly scheduled meetings.
- (2) Except as otherwise provided herein, to collect from each member minimum annual dues to cover international and district (single, sub- and multiple) dues and such other expenses as are necessary for club administration.
- (3) To encourage and motivate regular attendance.
- (4) To carry on activities for the advancement of the civic, cultural, social or moral welfare of the community and for the promotion of international understanding.
- (5) To submit regular monthly reports to the International Office on forms provided by it containing such information as may be called for by the board of directors of the association.
- (6) To report semi-annually to the International Office the financial condition of the club.
- (7) To elect officers, annually, not later than April 15, whose terms of office shall commence on July 1 following their election.
- (8) To thoroughly investigate the background of all persons proposed for membership in the community where the proposed individual resides or has a place of business or is employed.
- (9) To uphold, preserve and enhance the image of The International Association of Lions Clubs.
- (10) To abide by the policies and requirements as determined, from time to time, by the International Board of Directors.

- (11) To further the Lions Clubs International Purposes and Lions Code of Ethics.
- (12) To resolve all disputes arising at the club level according to the Club Dispute Resolution Procedure set out, from time to time, in the Policy of the International Board of Directors.

ARTICLE II DISTRICT OFFICE AND OPERATIONS

A. DISTRICT ORGANIZATION

1. Cabinet

The District Governor's Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism in the District. It shall serve in an advisory and administrative capacity only through the Region Chair (if the District Governor elects to appoint Region Chairs) and Zone Chair; it shall receive reports and recommendations that emanate from and concern the Clubs and Zones in the respective Regions of the Region Chair and Zones of the Zone Chair.

It shall supervise the collection of all stipulated per capita tax pertaining to this organization by the Cabinet Secretary/Treasurer or Treasurer, and it shall designate a depository for all said funds. When deemed or found necessary it shall recommend to the Council, charges pertaining to the amount of Multiple District per capita tax collected to defray the administrative expense within the District. It shall authorize the payment out of funds of the District of all legitimate expenses pertaining to the administration of the affairs of the District.

It shall set the amount of corporate surety bond for the Cabinet Secretary/Treasurer and/or Treasurer and shall approve the surety company from which the surety bond is to be purchased. It shall demand of and receive from the Cabinet Secretary/Treasurer financial reports semi-annually or more frequently if necessary.

A minimum of \$1,000.00 annually shall be budgeted and disbursed by the current District Cabinet to the succeeding District Cabinet to provide start-up funds for the succeeding District Cabinet. This requirement does not preclude or limit a District Cabinet from establishing a Reserve Fund consisting of funds over and above the required \$1,000.00.

It shall make provision for a review by a committee of three (3) Past District Governors, in accordance with generally accepted accounting standards at the end of each fiscal year, of the books and accounts of the District Secretary/Treasurer

or Treasurer. A copy of this report shall be mailed to the District Governor, Region and Zone Chairs, the Multiple District Office, and Lions Clubs International by August 30 of each fiscal year.

It shall receive such other reports from the Secretary/Treasurer as are found necessary from time to time. At the first Cabinet meeting of this Cabinet there shall be agreed upon a definite schedule of Cabinet Meetings to be held during the year, and in so far as is possible, definite dates and places of such meetings.

2. Cabinet Meetings

- (a) There shall be a District Governor's Cabinet, composed of the District Governor as its presiding officer, Immediate Past District Governor, a First and Second Vice District Governor, a Cabinet Secretary/Treasurer and Treasurer (if so appointed), Region Chairs (if so appointed), and Zone Chairs, and other positions as may be authorized by Lions Clubs International.
- (b) The District Governor shall call at least one regular meeting of the Cabinet each quarter during the year, and the first shall be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written or electronic notice of meetings of the Cabinet shall be given to each Cabinet member by the Cabinet Secretary or Secretary/Treasurer.
- (c) Special meetings of the Cabinet may be called by the District Governor at his/her discretion or shall be called upon written request made either to the District Governor or to the Cabinet Secretary by a majority of the members of the Cabinet. Not less than five (5) days and not more than ten (10) days written or electronic notice of special meetings of the Cabinet shall be given to each member by the Cabinet Secretary or Cabinet Secretary/Treasurer.
- (d) A majority of the Cabinet members shall constitute a quorum.
- (e) Voting - the voting privilege shall extend to members of the district clubs in attendance, based upon the Club Delegate Formula of Lions Clubs International (one vote per 10 members and the majority fraction of 10 members (in this case 5), and each Past District Governor).

3. Club Delegate Formula

- (a) Each chartered Club in the District in good standing in accordance with the International Constitution and By-Laws and Board Policy, shall be entitled to one voting delegate for each ten (10) members of said Club, or major fraction thereof, as shown by the records of Lions Clubs

International on the first day of the month last preceding that month in which the Cabinet meeting is held. The major fraction referred to in this Section shall be five (5) or more members. Newly chartered Lions Clubs shall have voting privileges in accordance with the Lions Clubs International Constitution and By-Laws. Each such vote on any question may be cast only by a delegate present in person at the Convention, whose credentials have been duly certified by the Cabinet Secretary. No delegate shall cast more than one vote on each question.

- (b) Each Present and Past International President, and International Director, current District Governor, and each Past District Governor from District 34-B in good standing and residing in District 34-B shall be entitled to full voting privileges at each Cabinet meeting of his/her District. Such delegates shall not be included in the delegate quota of his/her club for any such Cabinet meeting.

ARTICLE III

District Administration Fund

REMAINING FUNDS

1. In any fiscal year, any balance remaining in the District Administrative Fund after payment of all District Administrative expenses in that year shall be equally divided with one half of the total dedicated to the Disaster Relief Reserve Fund, and one half of the total to be transferred to the incoming District Budget Funds, which may be used as determined by the members of the Cabinet.
2. The Disaster Relief Reserve Fund shall be placed in a financial institution within the State of Alabama, whose funds and deposits are insured by an agency of the United States Government, in a separate interest-bearing account from the District Administrative account.
3. The Disaster Relief Reserve Fund is established to assist in covering disaster expenses immediately with the idea of the expenditures if possible qualifying to be replaced by funds received from a LCIF Disaster Relief Grant. To disburse funds from this account a disaster must occur within the confines of District 34-B. In the event of a disaster, the District Disaster Relief Committee consisting of District Governor, Immediate Past District Governor, Cabinet Secretary and Treasurer, First Vice District Governor and Second Vice District Governor shall have the authority to withdraw funds from this account. This Disaster Relief Committee shall meet in a central location or via a teleconference to determine how the funds shall be used.

4. Funds which remain in the current “Reserve Fund” account at the time of the adoption of this Policy Manual, will remain in said interest bearing account, and may be used as the District Convention shall direct by Resolution.
 - (a) To withdraw funds from this Reserve Fund account balance, a resolution shall be presented at a District Cabinet meeting for approval. The approved resolution shall be distributed to all clubs within the District no less than 30 days prior to the convening of the Annual District Convention. The delivery shall be via the U.S. Postal Service, or by electronic means.
 - (b) Disbursements from this account balance shall require a two-thirds (2/3) majority vote of the delegates, and shall not exceed twenty percent (20%) of the account balance in any one Lions year.
 - (c) When the balance of this Reserve Fund has been reduced to an amount of \$1,200 or less, said remaining balance may then be transferred into the District Administrative Fund, and the Reserve Fund Account shall be dissolved.

ARTICLE IV Amendments

Section 1. **AMENDING PROCEDURE.** This Policy Manual may be amended only at a District Convention, by resolution reported by the Constitution and By-Laws Committee and adopted by a majority of the votes cast.

Section 2. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this Policy Manual shall automatically be updated at the close of the convention.

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.