

DISTRICT 6 W

Lions of Colorado



POLICY MANUAL

February 2022

TABLE OF CONTENTS

POLICY MANUAL PURPOSE AND REVISIONS	3
EXPENSE REIMBURSEMENT POLICY	4
DISTRICT 6W EXPENSE REIMBURSEMENT FORM	5
STANDING/AD HOC COMMITTEES & STATE ENTITY REPRESENTATIVES	6
ELECTION PROCEDURES FOR STATE ENTITIES' BOARDS	7
DISTRICT BUDGET AND FINANCE PROCEDURES	8
APPROPRIATING/RECLAIMING CLUB PARAPHERNALIS.	9

POLICY MANUAL

PURPOSE

The District 6W policy manual serves as a resource of suggested practices, procedures, and guidelines for our district, and it supplements information in our district, multiple district, and international constitutions and by-laws.

REVISIONS:

The Policy Manual Committee will regularly review the Policy Manual, review proposed revisions it receives, and propose revisions to any announced 6W Cabinet meeting- Revisions require a majority vote of the 6W Cabinet members, if a quorum is present. Approved revisions go into effect immediately, and shall be included in the minutes of the cabinet meeting. A revised manual is to be available electronically to members of each new cabinet, and to any district Lion as requested.

EXPENSE REIMBURSEMENT POLICY**Meal, Lodging and Mileage Expense Reimbursement Rates**

Meals:	\$25.00 per day
Hotel:	\$80.00 per day, limit of one night, unless otherwise approved by the Cabinet
Mileage	\$.50 per mile

Requests for Expense Reimbursement must be approved by the District Governor and then paid by the District Treasurer. The District 6W Reimbursement form will be used. Copies of District Governor approvals will be maintained by the Treasurer for audit purposes for two additional years. All such reimbursement requests must be submitted by June 1 of each year.

The district budget will contain a budget line item for the total allowable expense amounts for each cabinet position. The District Governor, the District Treasurer, or the District Cabinet, will communicate the purpose for each budgeted amount.

DISTRICT 6-W EXPENSE REIMBURSEMENT FORM

Attach Receipts

Name: _____

6-W Title: _____ Submission Date: _____

Send Reimbursement To:

PO Box/Street Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____

Expense Date(s): _____ Traveled To: _____

Reason: _____

- Auto Expense: _____ miles @ \$.50 per mile = \$_____._____
- Lodging Expense _____ nights @ \$80 per night = \$_____._____
- Meal Expense _____ days @ \$25 per day = \$_____._____

Other Expense(s): (List and Explain Each Individually, Attach Separate Sheet If Necessary)

_____ \$_____

_____ \$_____

Total Expense Reimbursement Requested: \$_____

District Governor Expense Reimbursement Approval:

Date: _____ Name: _____

Signature: _____

District Treasurer Info:

Date Paid: _____ CK #: _____ Amount: \$_____

STANDING/AD HOC COMMITTEES and STATE ENTITY REPRESENTATIVES

Committee chairs and district representatives to our “state entities” are expected to update the Lions and seek support for their areas of interest during the year through club visits (when possible), cabinet reports, newsletter articles, Facebook, and other appropriate means.

District 6 W standing and ad hoc committees may include:

- Budget and Finance Committee
- Childhood Cancer
- Convention
- Constitution and By-Laws
- Policy Manual
- Diabetes Service
- Environmental Service
- Hunger Service
- Information Technology
- Marketing Communications
- Vision Service
- Peace Poster
- Speech Contest
- Used eyeglass recycling
- International youth camp

STATE-SUPPORTED ENTITIES

The five (5) state entities are Colorado Lions Camp, Colorado Lions Foundation, KidSight, Rocky Mountain Lions Eye Bank, and Rocky Mountain Lions Eye Institute Foundation. Members of their boards of trustees or directors representing the district are elected at the district conventions, as are members of the Schuyler Educational Scholarship Committee.

Following is a summary of election requirements for these entities; changes in their guidelines or bylaws will automatically be changed in our policy manual.

ELECTION PROCEDURES FOR STATE ENTITY BOARDS:

- A. In general, Lions seeking these positions will send letters of intent (or self-nomination) and club endorsement/support to the Board President of the appropriate entity (or Executive Director for KidSight) AND to the District Governor who will forward them to the chairperson of the district nominating committee to place into nomination at the convention. Candidates must be Lions in good standing of a club in good standing.
- B. If a seconding speech is desired at the convention, it shall be no longer than 3 minutes. Written ballots are not necessary, and a majority of votes cast or a vote by acclamation will determine the winner.
- C. Any vacancy in a term for one of these positions will be filled by the CURRENT District Governor. Trustees/directors seeking to continue into a new term will also go through the election process.
- D. Lions seeking election should contact the leadership of the entity for more information. Two (2) full terms will be the limit to be served, unless an entity indicates otherwise.
- E. Some additional election guidelines specific to certain of these entities are as follows:

COLORADO LIONS CAMP (CLC): There will be two trustees from District 6W elected for 3-year terms, which end in 2022 and 2024 respectively at this writing.

COLORADO LIONS FOUNDATION (CLF): There will be one trustee from District 6W serving a 3 year term starting in 2022. The letter of club support would include the resolution (minutes) indicating the support. The Foundation requests notice of nomination to the Foundation Secretary prior to 30 days before the convention. There is also a 3-year at-large term. Candidates shall have served a full term

- A. Either as President, Treasurer or Secretary, or member of the club's Board of Directors for at least (2) yrs. OR B. As a District Zone Chair, Vice District Governor, District Governor, Cabinet Secretary, or Treasurer.

KIDSIGHT: There will be two trustees from District 6W, one serving a two-year term (2022-24) and one serving a 3-year term (2020-2023). KidSight requests letters of intent and support be sent prior to 30 days prior to the convention. Candidates must have served as President of their club. It is assumed that the District Governor and KidSight Director will consult about all candidates for openings and vacancies.

ROCKY MOUNTAIN LIONS EYE BANK (RMLEB): There will be one director from 6W for a 3-year term (currently 2021-24), although Colorado also has an at-large position (term 2022-25). Letters need to be in appropriate hands at least 30 days prior to the district convention. One copy of the documents needs to be in the hands of the RMLEB administrative assistant at the RMLEB mailing address. There are ALSO two Colorado "at large" seats that can be filled by Lions from 6W or any other district. Guidelines are the same except documents will go to the Council Chair instead of District Governor. These seats are voted upon at the MD Convention. Terms at this time are 2022-25 and 2020-23.

ROCKY MOUNTAIN LIONS EYE INSTITUTE FOUNDATION (RMLEIF): There will be two trustees from District 6W serving 3-year terms (currently 2022-25 and 2021-24). RMLEIF also uses a 30-day prior notification to the appropriate officers for candidacy. RMLEIF identifies "club support" as a letter from the secretary of the candidate's club certifying the candidate's qualifications and club endorsement.

SCHUYLER EDUCATIONAL SCHOLARSHIP COMMITTEE: There are 2 trustees from District 6W, each serving a staggered two-year term. The work of the committee takes place mostly after Jan. 1 and most of the work is done virtually. Each district will have an equal number of scholarship recipients. There are no other specific qualifications for a trustee.

DISTRICT BUDGET AND FINANCE PROCEDURES

1. The 1st Vice District Governor (DGE) shall appoint and chair a Budget Committee to prepare a District Budget for the following year and to review District financial records. The budget should be presented to the first Cabinet meeting of the new year for approval. The Committee should include outgoing and incoming Cabinet Treasurer, the incoming 1st VDG, and the outgoing District Governor.
2. If possible, the budget should include line items to assist the District Governor and spouse, and District Governor-Elect's spouse to attend the International Convention. If possible, funds should be made available to the incoming DG to help cover expenses to the USA Canada Forum and other leadership training events.
3. The Cabinet Treasurer will prepare and submit annual Federal and Colorado documents and/or tax returns as required in a timely manner.
4. The Cabinet Treasurer will maintain a set of financial records of all the income received and all expenses paid during the fiscal year. Record-keeping using a computer spreadsheet program is the preferred system for recording District transactions. Paid invoices, receipts or approved vouchers shall be maintained to support District expense records and for use during review of district finances for seven years.
5. The Cabinet Treasurer will ensure all receipts and expenditures are completed, and reconciled, by July 10, with all funds made available to the new treasurer and new bank accounts in a timely manner.
6. The Cabinet Treasurer will provide a treasurer's report as well as a balance sheet comparing income/expense-to-budget for each cabinet meeting to review. Treasurer reports are for review and are not voted upon.
7. In order to maintain timely payment of district dues by district clubs,
 - A. The Cabinet Treasurer will invoice each club by July 10 and January 10, respectively.
 - B. The Cabinet Treasurer will send electronic non-payment reminders to club treasurers at 30 and 60 days.
 - C. After 60 days, the District Governor will assign Vice Governors or Region/Zone Chairs to follow up with clubs to ensure payment of dues.
8. If purchases are to be made at the LCI Store by the District Governor or Cabinet Secretary/Treasurer, based on district budget, these are the steps to follow:
 - A. Log-on to Member Portal and go to "SHOP"
 - B. Purchases are billed to District on monthly LCI District Invoice
 - C. Cabinet Secretary/Treasurer sends District Governor an electronic copy of sales order indicating expense account
 - D. District Governor indicates payment approval on electronic copy of sales order
 - E. District Governor payment approval sent to Treasurer
 - F. District Cabinet Treasurer pays LCI invoice
 - G. Designated District officers may choose to order materials from the Store, charge to his/her personal account, and submit reimbursement requests through the District Governor to the Treasurer, with receipts.

CLUB PARAPHERNALIA

Appropriating Club Paraphernalia

Club paraphernalia may be appropriated by visitors to encourage fun and future club visitations, but only under these conditions:

- a. Items can only be appropriated from a regular meeting of a Lions or Leo Club (i.e., not from club's charter or anniversary meeting, nor from any zone, region, district, state, or international meeting where such paraphernalia is used).
- b. There will be no appropriation of any club item prior to the official start of the meeting or after the official adjournment of the meeting.
- c. Only one (1) item on the following list may be appropriated from a host club by any visiting individual or club: bell, gavel, tail twister pot.
- d. All monies in the tail twister pot are the property of the club owning the pot.
- e. The visitor does not have to remove the item from the meeting room to consider it appropriated. Once the item is in the hands of the visitor, the host club must allow it to remain in the visitor's possession.
- f. If 5 members of the visiting club are in attendance, one item on the list can be requested from the host club and must then be presented to the visitors without question.

Reclaiming Appropriated Club Items.

The secretary or president of the visiting club must notify the host club president within one week of the appropriation, with times and places of visiting club's next two meetings. A return visit by 2 or 3 members of the host club to the appropriating club shall generally be considered the district standard to reclaim the item.

Upon compliance with the standard requirement, the appropriated item will be returned immediately and there will be no penalty or exchange of money. The item shall not be altered or defaced in any way. If this occurs, then replacement at the expense of the appropriating club is required.