

## **LIONS 26-M4 SUPPLEMENTARY POLICIES AND GUIDELINES**

1. All District Officers, Committee Chairpersons, Committees, and Advisory Cabinet Members shall be guided by duties defined in the Constitution and By-Laws, appropriate Manuals, Guide Statements or Booklets, and such other policies in effect or hereafter established and published by District 26-M4 in line with the Constitution and By-Laws or from the discretionary authority available to these various personnel.
2. It is the responsibility of each Cabinet Member to be thoroughly familiar with his/her assignment and responsibilities and to implement his duties to the best of his/her ability. Any deviation of his/her activities must have the approval of the District Governor. Any financial reimbursement over and above that which is authorized in the approved Budget must have the approval of the Cabinet.
3. It is the responsibility of each Cabinet Member to keep the District Governor and the District (including Region, Zone, or Club as appropriate) fully informed during the year. Each Cabinet Member is expected to attend each Cabinet Meeting and District Convention and give brief reports. Each Cabinet Member is expected to provide the District Governor and the Cabinet Secretary with a typed or neatly written report for the permanent records of the District. If good cause prevents a Cabinet Member from attending a scheduled District meeting, he/she should send their written report to the Cabinet Secretary ahead of the meeting.
4. Cabinet Members shall keep a record of their various activities and endeavors and, in the cause of Leadership Continuity, shall provide their successor with a folder of information and/or oral briefing as appropriate.
5. Notwithstanding anything to the contrary, each appointed member of the District Cabinet shall serve at the pleasure of the District Governor. The District Governor may remove at anytime, any committee member representing his District for any just reason.
6. It is the policy of District 26 M-4 to collect individual club contributions to LCIF and deposit them with LCIF to the credit of the district for the purpose of awarding Melvin Jones Fellowships to deserving members of the district. Such funds are to be sent to the District LCIF Chairperson who will record the contribution and then forward them to the District Treasurer for transfer to our designated account with LCIF. All checks are to be made out to "District 26 M-4 (LCIF)". Such deposits will be made monthly or as often as appropriate. All funds collected will be blocked into \$1000.00 increments, the first of which is to be used to make the out-going District

Governor a “Melvin Jones Fellow” or a “Progressive Melvin Jones Fellow” in the instance where the out-going District Governor is already a Melvin Jones Fellow. Any amount available over the initial \$1000.00 and totaling \$1000.00 increments will be used to honor another Lion or Lions in District 26 M-4 with a “Melvin Jones Fellowship” as chosen by the Melvin Jones Committee consisting of the District Governor, the Immediate Past District Governor, the LCIF Chairperson, the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors and two other Lions appointed by the District Governor. Such committee shall meet in July of each year with awards presented at the next District Cabinet meeting or at the District Convention at the pleasure of the District Governor.

7. The District Governor and District Governor spouse’s meals will be paid for by the District at all District Cabinet meetings and the District Convention.

8. Memorials – An annual donation will be made from District 26-M4 to KidSight in honor of all Lions who have passed away during the year. The amount of this donation shall be \$150.00.

9. A Youth Sports Activities Committee shall be maintained in District 26-M4 for the purpose of raising funds for the scholarship program and other charitable projects and grants. The committee shall consist of the Chairperson, who will be appointed by the District Governor. Voting members on this committee shall consist of a maximum of one Lion from each Zone from a club in good standing. The Chairperson shall only vote in case of a tie vote. From this committee a Vice Chairperson, Secretary, and Treasurer shall be elected. Other Lions members of a club in good standing are welcome to participate on this committee as a non-voting member.

10. A Scholarship Committee shall be maintained in District 26-M4 for the purpose of administering the Scholarship Program. The Committee shall consist of the Immediate Past District Governor as Chairperson, the 1<sup>st</sup> and 2<sup>nd</sup> Vice Governors, the Treasurer of the Basketball Committee, and three other Lion members of District 26-M4 appointed by the District Governor. Guidelines for the program are as follows:

a. Funding for the Scholarship Program shall come from the annual Basketball Classic. Scholarship funding shall be a minimum of 50% of the funds received above expenses.

b. Up to \$750 from the Basketball Classic's receipts above expenses are to be allocated to the Basketball Committee for the following year's start-up expenses. Other charitable projects and grants, such as for Audio Reader may be funded from receipts above expenses by the District Cabinet, as long as the total cost of such projects plus the start-up allocation does not exceed the amount set aside for the Scholarship Program.

c. The Scholarship Committee shall distribute scholarships of \$400 each until the fund is exhausted. Scholarships shall be drawn by lot at the first cabinet meeting of the fiscal year. An equal number of eligible clubs per Region will receive scholarship grants. The remaining scholarships will be drawn from eligible clubs remaining in the district. No club shall be eligible for additional scholarship grants until every club in the District has had an equal opportunity in the drawings. Thereafter, clubs shall participate as funds are available on the established rotation basis.

d. The participating clubs shall have complete authority and control of the funds granted to and accepted by them and in the selection of recipients. Participating clubs are encouraged to add to the scholarships they give to the selected student or students.

e. The Lions Clubs of District 26-M4 shall support the Basketball Classic through the promotion of ad sales, sponsoring player(s), and/or ticket sales to be eligible to qualify to be in the drawing for a scholarship. The eligibility of a club shall be determined by the scholarship committee. A club must also be in good standing with Lions Clubs International and District 26-M4 to qualify to be in the drawing for a scholarship.

11. The Treasurer of the Basketball Committee shall give a detailed financial report of the Basketball game at the 1<sup>st</sup> cabinet meeting of the Lions year.

12. Revisions to these Policies and Guidelines may be made by a majority affirmative vote by those Cabinet Members present and eligible to vote at a regular or special District Cabinet Meeting.

13. Request for dispute resolution and filing fee: Any party to the dispute may file a written request with the district governor (a "complaint") asking that dispute resolution take place. All requests for dispute resolution must be filed with the district governor within thirty (30) days after the member knew or should have known

of the occurrence of the event upon which the request is based. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$250.00 filing fee or its equivalent in the respective national currency, payable by each complainant to the district, which shall be submitted to the district governor at the time the complaint is filed.

14. Guidelines for the reservation and use of the 26-M4 Area Lions Emergency Response Team (ALERT) Trailer shall be as follows:

- a. The 26-M4 ALERT Trailer is to be reserved, manned, and operated solely by Lions Clubs and/or Lions Members from 26-M4.
- b. The 26-M4 ALERT Trailer is to be used for the sole purposes including: disaster cleanup, Lions related events, and advertising projects: such as parades, health fairs and such events that promote Lionism.
- c. To schedule use of the trailer: a 26-M4 Lions member must contact the 26-M4 ALERT Chairperson and keep periodic contact during projects or events as to progress and time frame of trailer use to allow usage by other Lions Clubs and Lions. In case of ALERT Chair unavailability, they then must contact the alternate ALERT Person.
- d. Must provide a 26-M4 Lions Clubs designated person or persons to be the contact and submit contact information to the ALERT Chair.
- e. 26-M4 Lion (contact person) must transport trailer to the event and return trailer from the event directly upon completion to housing destination at 312 W. Colorado Ave, St. Joseph, Mo. 64504 (Region H Hazmat Response Building).
- f. The 26-M4 Lions Club or Lions Persons will make sure equipment, tools, water containers, and grill are cleaned after use and returned to proper storage areas. The propane tank is to be refilled after use to a minimum of 75% capacity. All small tools must be returned to the proper tool boxes as to prevent loss or movement during transportation.

g. The tires are to be checked prior to leaving housing area as to protect against damage as they are carrying large cargo.

h. When transporting the trailer, 26-M4 Lion (contact person) must make sure cargo is secured before departure, so as to prevent damage.

i. Vehicles hooked to the trailer will be responsible for liability/insurance.

j. The 26-M4 ALERT Trailer is property of 26-M4 and is available for use by whole district. All must respect the scheduling procedures and must respect others in their desire to use the ALERT Trailer.

Adopted on July 31, 2010

Revised on August 4, 2012

Revised on March 17, 2018

Revised on August 4, 2018

Revised on August 3, 2019

Revised on August 21, 2021