

# MULTIPLE DISTRICT-4 CALIFORNIA

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*Lions Clubs International*

**Policy and Procedures Manual**



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### CHAPTER 3 STATEMENT OF PURPOSE

The purpose of this manual is to place in clear and understandable format the pertinent policies and procedures of Multiple District Four, California, the Council of Governors; appointed committees; and staff. It is a codification of customs and practice, based on the constitution and bylaws. The policies enumerated in this manual are consistent with the Policy Manual of Lions Clubs International.

## CHAPTER 2 COUNCIL OF GOVERNORS

### 2.1 Council Chair

The Chair's specific responsibilities shall be to:

- a. Further the purposes and objects of this Association.
- b. Serve as the Global Action Team Multiple District Chairperson to administer and promote membership growth, leadership development and humanitarian service throughout the multiple district by:
  - 1 Ensuring the selection of a qualified Lion leader for the positions of GST multiple district coordinator, GMT multiple district coordinator and GLT multiple district coordinator.
  - 2 Ensure regular meetings to discuss and advance initiatives established by the multiple district Global Action Team.
  - 3 Collaborate with area leaders and District Global Action Teams.
- c. Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long-range planning.
- d. Create and foster harmony and unity among sub-Districts and assist District Governors to solve issues.
- e. Preside over the Multiple District convention and all council meetings, chair the Executive Committee and the Personnel Committee. Act as a direct liaison for the Council of Governors to Lions Clubs International and Multiple District Four office and its *Employee(s) or Contract Employee(s)*. Submit reports and perform such duties as may be required by the Constitution and Bylaws.
- f. At the close of the Chair's term, to facilitate the timely presentation of all Multiple District Four accounts, funds and records to the Chair's successor in office. All personnel files will be turned over to the successor in office.

### 2.2 Council Secretary and Council Treasurer

The Council Secretary and Council Treasurer shall serve on the Executive Committee and the Personnel Committee and are not ordinarily appointed as Governor members of standing committees. The Council Secretary and Council Treasurer shall preside over Council of Governors meetings and any other meetings when called upon by the Council Chair and shall assist the Council Chair in other capacities as may from time to time be requested by the Council Chair.

### 2.3 Protocol Chair

The MD4 protocol chairperson shall be the seated International Director, and in his/her absence, the most recent past international director. He/she under the direction of the MD4 Council of Governors shall oversee protocol and the MD4 convention as outlined. The MD4 protocol chairperson, or his/her designate, shall work with the local host committee on arrangements for transportation, meals, seating, introductions, and escorts to functions and any other matters pertaining to visiting international guests. The MD4 office shall assist the MD4 protocol chair with any

matter concerning the MD4 Convention. The Protocol Chair may then make such assistants as are necessary, such as C.C. or P.C.C. (See Chapter 6 for more responsibilities.)

## 2.4 First and Second Vice District Governor Liaison

A member from each Vice Council will act as a Liaison to the Council Chair in an ex officio nonvoting role to facilitate communication, cooperation, and provide a working relationship between the Council of Governors and their respective 1st and 2nd VDG's. He / She may be invited to attend the Council Executive meeting at the quarterly Council of Governors meetings or other meetings i.e., conference calls, per the Council Chair's request.

## 2.5 Location of Meetings

- a. Sites for council meetings shall be selected consistent with the bylaws. At each meeting, the district governor of the sub-district where the meeting is held, shall be responsible for making any and all arrangements for the council meeting and shall coordinate the hotel housing, meeting rooms and meal requirements with the Multiple District Four *Employee(s) or Contract Employee(s)*.
- b. At the fourth meeting the final contest of the Student Speakers Contest shall be held. See Chapter 9.
- c. The District Governor of the district where the meeting is being held shall give a report at the Council of Governors meeting just prior to the next meeting. Said report shall include, but not be limited to, the date and location of the meeting along with a tentative budget detailing the district's costs responsibilities.
- d. Motions: Prior to a vote by the Council of Governors on any issue concerning the first vice district governors' year as district governor, the first vice district governors shall caucus and submit their recommendation to the council for approval.

## 2.6 Agenda

- a. The agenda for the first meeting shall include:
  - 1) Establishing a master calendar for the year
  - 2) Establishing the annual committee goals and programs
  - 3) The General Reimbursement Policy in consultation with the Budget and Finance Committee
  - 4) The Employee Handbook
  - 5) Recommendations by the preceding Council and Personnel Committee
  - 6) First Vice District Governors workshop with the Budget & Finance Committee to create the following year's budget for approval by the sitting council at the second meeting.
  - 7) Committee Workshop to establish a yearly action plan.
- b. The agenda for the second meeting shall include:
  - 1) The proposed budget for the ensuing year
  - 2) Proposed constitution and bylaw changes
  - 3) Acceptance of the audit report
  - 4) A report from the Youth Exchange Committee
  - 5) A pre-convention report
  - 6) The approval of the seminars and forums to be held at the convention
  - 7) Reports from various standing committees

- c. The agenda for the third meeting shall include:
  - 1) Report from the Personnel Committee
  - 2) Resolutions
  - 3) Selection of the MD4 auditor
  - 4) Site for next year's council meetings
- d. The agenda for the final meeting shall include:
  - 1) An orientation seminar for the Second Vice Governors-Elect and Partners.
  - 2) Appointment of members to standing committees
  - 3) Final reports from standing committee
  - 4) Review of the recommendations of the Personnel Committee
  - 5) Review of matters pertaining to the Lions Club International Convention
  - 6) Vice District Governor's elect workshop with the Constitution and Bylaws Committee
  - 7) Conduct the final Student Speakers Contest

## **2.7 General Reimbursement Policy**

- a. Expenses for District Governors and the Council Chair in attending meetings shall be reimbursed to the extent as provided by the General Reimbursement Policy of Multiple District Four when not covered by Lions Clubs International according to its General Reimbursement Policy, and only for such period of time as the meeting is conducted and the member is actually in attendance. Expenses of outgoing District Governors and the Council Chair in attending the Lions Clubs International Convention at the end of their term shall be reimbursed as provided in the Policy Manual to the extent actually incurred, and amounts budgeted for that purpose should vary in relation to distances to Convention sites and anticipated expenses and costs of attendance provided; however, that reimbursement of travel expenses shall be the actual expenses of the District Governors and the Council Chair up to, but not to exceed, the maximum amount allowed by Lions Clubs International for the travel expenses of the District Governors-elect. The total amount paid to the District Governors and the Council Chair shall not exceed the total amount budgeted for this expense. In the event that the total of reimbursement claims submitted by the District Governors and the Council Chair exceeds the amount budgeted for this expense, the amounts paid to the District Governors and the Council Chair shall be prorated among those submitting reimbursement claims so that the total amount paid to the submitting District Governors and Council Chair does not exceed the total amount budgeted for this expense.
- b. No expenses of any committee meeting or member thereof shall be paid except as provided for herein, or as authorized by the Council of Governors pursuant to budgetary requirements.
- c. First Vice District Governors and Second Vice District Governors shall attend all regular meetings of the Council of Governors. First and Second Vice District Governors attending Multiple District Council meetings shall be reimbursed to the extent as provided by the General Reimbursement Policy of Multiple District Four when not covered by Lions Clubs International according to its General Reimbursement Policy. In no event shall any one sub-district be entitled to more than three (3) participants of regular meetings of the Council of Governors.
- d. The Council Chair as CEO of Multiple District Four shall receive reimbursement under the MD4 General Reimbursement Policy for his/her travel to the District Office and mileage only for District visits.

## CHAPTER 3 COMMITTEES

### 3.1 Special Committees

#### 3.1.1 Personnel Committee

There shall be a Personnel Committee as provided in the Bylaws. The Personnel Committee shall:

- a. Maintain a personnel file for each employee which shall include:
  - 1) Salary history
  - 2) Date of hire and termination
  - 3) Annual performance reviews
  
- b. The personnel files shall be confidential and maintained in the possession of and under the control of the Council Chair with access being given thereto only to each employee's immediate supervisor, any members of the Personnel Committee, and any member of the Council of Governors, each of whom shall maintain the confidentiality of the contents thereof. Each Council Chair shall transfer the personnel files of employees to the next succeeding Council Chair. The Council of Governors shall meet in Executive Session when discussing any and all personnel matters. If the Personnel Committee recommends a change to salary, benefits or tenure for an employee, it should be approved by the council of governors.

#### 3.1.2 Disaster Committee

This committee is charged with the responsibility of directing and coordinating assistance to the affected district or districts in the event of a major disaster. Calamities caused by floods, earthquakes, tidal waves, fires, hurricanes and acts of war are illustrative of disasters in which the committee may offer assistance. In the event of any such major disaster, the District Governor(s) geographically involved shall advise the Council Chair of such disaster. The Council Chair shall thereafter call a special meeting of the Disaster Committee, which shall meet in person or by telephone conference to coordinate assistance for the district involved. The Committee's assistance may include recommendations and such recommendations shall be communicated as quickly as possible to all clubs in Multiple District 4. In the event that other districts in Multiple District 4 wish to contribute funds to Multiple District 4 for the assistance of the affected district, such funds shall be deposited in a special account. The expenditure of such monies shall be pursuant to the recommendations of the Disaster Committee with the approval of the affected District Governor(s), and an accounting of such expenditures shall be made by the appropriate District Governor(s) to the Disaster Committee. The Disaster Committee shall meet once each year at the Multiple District 4 Convention or at the call of the Council Chair.

#### 3.1.3 Ad Hoc Committees

The Council of Governors may create and appoint ad hoc committees as are necessary to make such recommendations and take such action as is necessary in connection with a single project or other matter. The date of termination for an ad hoc committee must be stated in the motion to establish said committee.

## 3.2 Standing Committees

- a. The Chairperson of each committee shall be the senior member in point of service on the committee unless otherwise directed by the Council of Governors.
- b. Interim appointees appointed in accordance with the bylaws, are not eligible to serve as Chair of a standing Committee during the first year of appointment.
- c. *The senior member in point of service who does not want to become the Chairperson, the next member in point of service will become Chairperson. Senior member is still on the committee.*
- d. *If no member of the committee becomes the Chairman, the Council of Governors may remove all the members and select new members to the committee. The person selected for the shortest term will become the Chairman of the committee.*

### 3.2.1 Attendance

Meetings of said committees unless otherwise directed by the Council of Governors shall be held in conjunction with the meetings of the Council as follows:

- a. **Budget and Finance**- full committee at first and second meetings and chair and next senior member at the third and fourth meetings.
- b. **Constitution and Bylaws and Rules** - full committee at first, second, third and fourth meetings.
- c. **Convention Management** - full committee at the first, second and third meetings and chair only at the fourth meeting.
- d. **International Convention Hospitality** - full committee at first and fourth meetings, and chair only at second meetings and the third.
- e. **Lions Youth Outreach** - full committee at first meeting, chair only third meeting
- f. **Long Range Planning and Research** - full committee at the second and third meetings and chair only at the first and fourth meetings.
- g. **Marketing and Communications and Information Technology** - full committee at first meeting and chair only at the third meeting.
- h. **Student Speakers** - full committee at the first and fourth meetings; for the purpose of participation in the first meeting the Student Speakers Committee shall be augmented to include all District Student Speakers Chairs not then serving as members of the Student Speakers Committee.

### 3.2.2 Additional Standing Committee Duties and Descriptions

This section contains standing committee operational clarification.

#### 3.2.2.a. International Convention Hospitality Committee

- a. For each annual convention the committee will research venues and pricing, and any other needs. It is anticipated that the committee chair will present proposals to the Council of Governors at the Fall meeting. Contracts shall be signed by the Committee Chair and/or the Council Chair. The MD4 Office will issue deposits by wire transfer (International), checks (domestic) to reserve the venue.
- b. Event tickets.



- 1) Tickets for the MD4 events at the international convention shall be designed and printed
- 2) Tickets shall be distributed to the Incoming District Governor Elects at the 3<sup>rd</sup> (Mid-Winter) Council of Governors meeting to be sold to members of their districts.
- 3) Sales of the tickets and any unsold tickets shall be brought to the Joint Council of Governors meeting and given to the committee members, who will turn them into the MD4 Office.

- 4) Incoming District Governor Elects shall be responsible for all tickets given them whether sold, unsold, lost or stolen.
  - 5) All attendees entering the event must have a ticket. This included IDs, PIDs, PIPs, PDGs, DGs, Vice DGs, committee members, etc. This excludes candidates visiting to campaign and are not participating in the festivities, i.e., food and drink. No California Lion, family member or friend will receive a complimentary ticket.
  - 6) Complimentary ticket/invitations: See Section 4.7 d.
- c. Items to be shipped/brought to the convention:
- 1) US Flag with telescoping pole and shoulder harness
  - 2) California Flag with telescoping pole and shoulder harness
  - 3) MD4 Parade Banner
  - 4) Reusable banner pole constructed from PVC pipe and fittings that can be assembled at the parade assembly area.
  - 5) 2 MD4 feather flags to identify the MD4 reserved seating at the plenary sessions.
  - 6) Reusable laminated seating cards for the MD4 event and plenary sessions.
  - 7) Caution tape to save a seating area at the plenary sessions.
  - 8) Uniforms shall be decided by each council no later than the Mid-Winter Council meeting. Uniforms are defined by shirt, pants and shoes. Other accessories such as hats, scarf's, sashes, shawls, umbrellas, flags, etc. may be determined.

### **3.2.2.b. Marketing Communications and Information Technology Committee**

- a. Marketing and Communications: duties shall include, but not be limited to, providing marketing communications and information technology support to the clubs, districts and Council of Governors of Multiple District Four. This may include Public Service Announcements, news releases, newspaper advertisements, etc. Also devising and developing ways of improving public relations for Lionism and Lions Clubs.
- b. Internal Lions Information: duties and responsibilities shall include all Multiple District Four social media. A copy of documentation of software system, operational procedures and system IDs and passwords will be kept on file at the MD4 office.
- c. The Marketing Communications and Information Committee shall nominate, for approval by the Council of Governors, a Webmaster for the MD4 website and an editor for the "Leader" newsletter, annually at the June Council of Governors meeting.

### 3.3 Other Required Committees

Other Required committees may be committees or teams created by Lions Clubs International or Multiple District four for the betterment of the California Lions. Appointments and attendance may vary depending on the individual needs of a particular group. \*See the Bylaws for Appointment of the Chairs.

#### 3.3.1. Attendance

- a. **Global Action Team (GAT)** Unless otherwise directed by the Council of Governors, meetings shall be held concurrently with the meeting of the Council of Governors as follows:
  - 1) Global Leadership Team
  - 2) Global Membership Team
  - 3) Global Services Team
- b. **Family and Women's Membership Development** TBD
- c. **Youth Exchange** - chair only at the second meeting and full committee at the third meeting. The Chair will send the committee's request for funding to the Budget and Finance committee for the first meeting.

#### 3.3.2 MD4 Global Action Team

- a. Chaired by the council chairperson and includes the GMT multiple district coordinator, GLT multiple district coordinator and GST multiple district coordinator. Develops and initiates a coordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within MD4. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with area leaders and members of district Global Action Teams to share best practices, achievements and meet challenges.
- b. Multiple District Coordinators shall be selected for a three-year term selected by the Council of Governors in accordance with the multiple district constitution and by-laws. Multiple District Coordinators may serve multiple terms.
- c. Up to 3 additional members may be appointed to each of the teams for the three-year term with the approval of the Council of Governors. Team members may reapply at the end of their term.

##### 3.3.2.a Global Membership Team [GMT] Multiple District Coordinator

##### 3.3.2.a (1) Family and Women's Specialist

##### 3.3.2.b. Global Leadership Team [GLT] Multiple District Coordinator

##### 3.3.2.c. Global Service Team [GST] Multiple District Coordinator

#### 3.3.3 Youth and Camp Exchange Committee

- a. This committee shall originate, develop and recommend programs, projects and activities to the Council of Governors and, upon approval of the Council, to carry them out. The committee shall concern itself with Lions endorsed youth exchanges and other activities designed to strengthen international friendship. This committee shall be advisors to the Youth Exchange Committee in the districts of their respective areas.
- b. The members of this committee shall serve for a term of four years. The chairperson shall be the most senior member on the committee and shall serve a one (1) year term. A Lion being considered for appointment to the Youth Exchange Committee shall demonstrate interest in and knowledge of the youth exchange program. Where possible, two committee members from the north (Districts 4-C1 through 4-C6, 4-A1, and 4-A2 and two committee members from the south (Districts 4-A3 and 4-

L1 through 4-L6) of MD4 shall be represented on this committee.

- c. The responsibilities of the members of the committee shall be divided as follows:
  - 1) Hosting European students
  - 2) European visit and chaperone
  - 3) Hosting Japanese students
  - 4) Japan visit and chaperone

### **3.3.4 Family and Women's Membership and Development Committee**

- a. This committee shall provide for the development and growth of family and women's membership among Lions Clubs of Multiple District Four. Appointment to this committee shall be for a period of four years. Selection of the Multiple District Four Women's Membership Chairperson shall be as prescribed by Lions Clubs International with the approval of the Council.

### **3.3.5 Multiple District Four Property Management Committee**

- a. The committee shall be comprised of the sitting Council Chair, immediate Past Council Chair and the sitting Governor of the district where the MD4 Office is located.
- b. The Property Management Committee shall be responsible for observing and reviewing the condition of the MD4 office building and property. The committee shall be responsible contracting a flag custodian who will be responsible for the storage, maintenance, and arrange for the transportation of the MD4 flag set poles, bases, and storage containers to and from the designated MD4 storage area to the MD4 Convention site or other required site(s). On an annual basis, the custodian shall recommend replacement of damaged equipment, storage containers, and/or additional flags as needed to keep the flag set current.

## **3.4 LCIF Multiple District Coordinator**

- a.
- b.

### **3.4.1 Lions Clubs International Foundation (LCIF)**

Each District Governor shall appoint a District LCIF Chairperson.

## 3.5 Additional Committee Information

### 3.5.1 Expenses of Members

- a. Expenses for members of all committees shall be paid for the required meetings according to the General Reimbursement Policy for Multiple District Four, except that there shall be no expense allowance for members of the Disaster Committee. It is expected that all committee members shall attend the annual convention at their own expense, except the Convention Management committee, as their duties require them to attend all day for the three days. When a committee Chairperson is unable to attend a required Council Meeting, the next senior member in succession may attend and be covered under the General Reimbursement Policy.
- b. Expenses for members of all committees reimbursed under the General Reimbursement Policy for Multiple District Four shall be the only expense reimbursement allowed to such members and no other member shall be entitled to any other reimbursement whatsoever.

### 3.5.2 Committee Reports

- a. All committees shall present written reports to the Council when required to attend meetings as stated above.
- b. Committees not required to attend a council meeting must submit a quarterly written report with the MD4 Office for council review at the respective meeting.

### 3.5.3 \*Committee Appointments

- a. Full term retirees for all committees listed herein, must stand down for one year before being eligible to be appointed or re-appointed to any MD4 Committee excluding GAT.
- b. Committees are encouraged to make written recommendations for their new members to the area District Governor's at least 30 days prior to the 4th (Joint) Council of Governor's meeting

Footnotes:

\*Constitution and Bylaws; Article IV Section 4.2.e and Section 10

## CHAPTER 4 FINANCES

### 4.1 Budget

- a. Budget Statement. A proposed annual budget for the next fiscal year shall be prepared by the Budget and Finance Committee in accordance with guidelines prepared by the committee and approved by the Council of Governors.
- b. Committee Budgets. Each standing committee shall have submitted to the Budget and Finance Committee, at least two weeks prior to the first council meeting, a detailed written itemization of its requested budget for the ensuing year, together with a statement of purpose and justification for each item of anticipated expenditure. The Budget and Finance Committee shall consult with each standing committee at or before the second council meeting. Failure to submit such an itemization shall not prevent the Budget and Finance Committee, in conjunction with the Council, from determining a budget for any such standing committee, as they may deem appropriate.
- c. Budget Report. The Auditor shall personally attend the Oct/Nov Council meeting to present the audit for the preceding year's operation to the Council and to personally respond to any inquires or to answer any questions that may arise.
- d. Mailing. The *Employee(s) or Contract Employee(s)* shall mail a copy of the proposed budget to the Secretary of each club in the multiple at least forty-five (45) days prior to the beginning of the annual convention.
- e. Prior to each regular meeting of the Council the Budget and Finance Committee shall cause to be prepared and submitted to the Council a statement of receipts, expenditures; commitments of expenditures or allocated funds; a summary of operations to date; and a balance sheet. These statements are to be prepared by the *Employee(s) or Contract Employee(s)* or under his/her direction.
- f. The entire Budget and Finance Committee shall meet at the MD4 office prior to the second council meeting to prepare a preliminary budget.

### 4.2 Per-Capita Tax

- a. *Multiple District Four (MD4) per-capita taxes (dues) will be billed semi-annually and a billing statement will be sent directly to the District Treasurer and District Governor. The billing may also include an additional request for other contributions as specially approved by the Council. Periodically, each District Governor will be sent a report of delinquent per-capita taxes from the district.*
- b. *The district shall be responsible for the billing and collection of MD4 due along with the Districts dues from each of it's Clubs. The District Governor is responsible for overseeing billing, collection and payment of the money due MD4. If the district is unable to submit full payment of all MD4 dues within 90 days of billing, the district will pay what it has and provide MD4 with a list of the delinquent clubs not included in the partial payment.*
- c. *If a District does not pay MD4, ALL Clubs in the District will be placed in Status Quo. When a District submits full payment of MD4 dues ALL Clubs in the District will be designated as "in good standing".*

- d. *To be a Club in good standing Lions Clubs International (LCI) dues and invoices must be paid and outstanding balances within LCI set policy, and all MD4 dues, as well as the Districts dues must be paid within set policy.*

*All delegates to Multiple District Four Convention must be from a Club in Good Standing. Delegates are:*

- i. *Club member delegates so designated, and,*
- ii. *ALL Lions with international titles that have delegate status which does not count against the Club's delegate formula. \*\**

*\*\* Examples include but are not limited to: District Governor, Past District Governor, Council Chair, Past Council Chair, International Director, Past International Director, International President and Past International President.*

### 4.3 Designated Reserve Funds

- a. A designated reserve fund for a specific purpose may be established upon recommendation by the Budget and Finance Committee and a two-thirds vote of the council of governors.
- b. All reserve funds shall be reviewed annually by the Budget and Finance Committee and a recommendation shall be made at the final council meeting of the year as to continuing any designated reserve funds into the fiscal year. The funds from any designated reserve not recommended for continuation shall revert to the undesignated reserve fund at the close of the fiscal year.
- c. The Council of Governors may designate no more than \$10,000 annually from undesignated reserve funds for use in any designated reserve fund.
- d. Any transfer to or from a designated reserve to the MD4 budget income or expenses must be indicated on said budget as presented for approval at the MD4 Convention.

### 4.4 General Reimbursement Policy

- a. Expenses of the Council of Governors, 1<sup>st</sup> Vice District Governors and 2<sup>nd</sup> Vice District Governors and members of standing committees or other persons entitled to reimbursement are paid as provided pursuant to the General Reimbursement Policy, established by the Council of Governors, which are considered by the Budget and Finance Committee in preparing the proposed budget for the ensuing year. The category and rate of the reimbursement are lodging - \$75.00 per night; meals - \$25 per meal up to two meals per day, *registration fee up to \$15, parking fee up to \$10 per day if charged* and mileage - \$0.50 per mile round trip or economy airfare, *bus ticket or train fare round trip, whichever is lesser, as actually incurred.*
- b. Expenses of the Council of Governors (current year) shall consist of a maximum for three (3) days lodging and three (3) days meals at one Council of Governors meeting and a flat rate of \$200 for the MD4 convention. All other reimbursable expenses are to be submitted to LCI.
- c. 1st and 2nd Vice District Governors shall be entitled to receive reimbursement under the General Reimbursement Policy for all four meetings (The mid-winter meeting is 2 days).
- d. District Student Speakers Chairs shall be covered by the General Reimbursement Policy for one day's lodging and one day's meals plus mileage to the Council's first meeting.
- e. The Host Convention Committee Chair shall be covered by the General Reimbursement Policy for one day's lodging and one day's meals plus mileage to attend a council meeting, if required.
- f. One invited Leo and chaperone shall be covered by the General Reimbursement Policy for one days, lodging and one day meals, plus mileage to the Council of governors' meetings.
- g. Any committee member of a standing or other required committee, as defined by the Constitution and Bylaw or Policy Manual, required to attend the annual Multiple District Four convention and present a seminar, presentation or report and not covered by the General Reimbursement Policy for the preceding council of governors meeting shall be covered by the General Reimbursement Policy for one day including lodging, meals and travel. The Convention Management Committee members shall receive reimbursement for all days of attendance at the Multiple District convention as required to perform the duties of the committee.



- h. Reimbursement shall be the same amount for attendance at council meetings and the MD4 convention for all committees required to make presentations or be in attendance including “standing” or “other required committees”.
- i. All requests for reimbursement must be received by the MD4 office within thirty (30) days after completion of the qualified meeting or event which qualifies for reimbursement under the MD4 General Reimbursement Policy. Requests for reimbursement received after this deadline shall not be eligible for reimbursement.
- j. When two Lions or more are covered by the General Reimbursement Policy for the same meeting, they shall both be entitled for meals reimbursement, but only one Lion for lodging when they share a room, and only one Lion for mileage when they travel together.
- k. To receive reimbursement for housing, all individuals, including Council members, must reside at the designated MD4 Hotel. Rooms must be booked through the Lions block of rooms. If a room is not booked through the Lions block, the individual requesting reimbursement shall not be entitled to receive reimbursement for lodging.
- l. To receive reimbursement for meals, individuals including council members must register with the host and pay for 50% or more of the meals offered by the host during the time they are requesting reimbursement. This requirement shall be maintained in the event an individual is required to attend only a one-day session. For individuals required to attend a one-day session of a Council of Governors meeting where no meals are scheduled, this requirement shall be waived. Reimbursement for meals shall only be paid for meals actually paid to the host and shall not be paid for other meals. For example, an individual submitting a reimbursement request for attending a Council of Governors meeting only pays for two lunches offered by the host and does not pay for two dinners also offered by the host. This individual would receive reimbursement for only two meals and not for four meals.
- m. To receive reimbursement for mileage, individuals commuting on a daily basis to a Council of Governors meeting shall receive reimbursement for such daily mileage on an accumulated basis for each daily round trip, up to a maximum distance of one hundred fifty (150) miles, not to exceed three (3) round trips in total for any meeting of the Council of Governors.

#### **4.5 Employee Expenses**

- a. Only actual and necessary charges and expenses for budgeted items shall be incurred by Multiple District Four employees for Multiple District Four business and, in order to be paid must be submitted to the Council Chair within thirty days for its approval prior to payment. Air travel must be obtained at the lowest fares obtainable and in no event higher than coach class. Lodging must be at the lowest rate obtainable at the headquarters hotel and in no event to exceed single or double occupancy, whichever is less. COG meeting and convention attendance will require an intermediate size rental vehicle, fuel, room and meals. For personal vehicle use for office operations; Mileage will be paid at \$0.50 (effective July 1, 2015) per mile.
- b. When requested by a District to attend a District Convention or Cabinet meeting, such District shall be responsible for actual charges and expenses incurred.
- c. Vouchers approved by the Council Chair shall accompany any checks for employee charges and expenses presented to the Council Chair or designee for signature.

## 4.6 Committee Expenses

- a. In order to be paid, any and all standing committee expenses must be submitted on the expense form to the Budget and Finance Committee within thirty days and only those actual and necessary charges for budgeted items, substantiated with invoices and/or receipts, may be paid.

## 4.7 International Convention Expenses

- a. Expenses of outgoing District Governors and the Council Chair in attending the Lions International Convention at the end of their term shall be established as part of the budget.
- b. Expenses of District Governors and the Council Chair shall be paid as provided pursuant to The General Reimbursement Policy. The category and rate of the reimbursement shall be equal to the reimbursement established by the International Association of Lions Clubs for District Governors. Lodging - \$75.00 per night; Meals - \$25 per meal up to two meals per day. Travel expenses shall be calculated at \$0.50 per mile round trip or economy airfare round trip, whichever is less. All expenses shall be actually incurred by the District Governors and Council Chair who actually attend the International Convention and shall be supported by original receipts.
- c. Expenses of the District Governors, Council Chair and the international Convention Committee shall consist of the number of days the Convention is held, together with the appropriate travel allowance.
- d. At the discretion of the Council of Governors complimentary tickets for the MD4 Delegate Breakfast/Reception” Two (2) complimentary tickets to the MD4 delegate Breakfast/Reception will be made available to each District Governor Elect. Also, up to ten (10) complimentary tickets will be made available per request by each current and past international officer, who is defined as International President, Past International Presidents, International Director and Past International Director. Up to ten (10) complimentary tickets will be made available to the currently endorsed international candidate by request.

## 4.8 Emergencies

- a. Emergency expenses may be reimbursed only upon a majority vote by the Council, which may be paid only from the contingency and/or discretionary portions of the budget.

## 4.9 Miscellaneous

- a. No individual or committee shall expend or contract for any activity or program, including expenditures, without receiving prior written approval from the Council of Governors. If no prior written approval is obtained the individual or committee shall be liable for all such commitments or expenditures.
- b. *In addition to the Employee(s) or Contract Employee(s), the authorized signers on all the MD4 accounts shall be the Council Chair, Council Treasurer, Council Secretary, Chair and Senior Member of the Budget and Finance Committee.*
- c. *The Employee(s) or Contract Employee(s) will provide a list of all checks due to be paid for office operating expenses, including salaries, to the Council Chair or next available signer on the account (as reflected in the priority list in letter b, above). The authorized signer will review and provide a signed and dated approval list prior to the release of any checks. Completed payments will be sent to the appropriate parties immediately following approval being received.*

- d. The Council Chair, Council Secretary, Council Treasurer, *Employee(s) or Contract Employee(s)*, Chair of the Budget and Finance Committee, and any other regular salaried personnel shall give a sufficient bond for the faithful performance of the duties of their position in an amount and form satisfactory to the Council of Governors.

## CHAPTER 5 CONVENTIONS

### 5.1 Bids to Host the Convention

- a. Any Lions club or clubs wishing to host a convention must secure the approval of the District Governor of said club or clubs prior to submitting a bid to the MD4 Office. The bid must be received in writing no earlier than July 1st, forty-three months prior to the month of the convention. The bid must include specifications for hotel accommodations, conference rooms, convention hall, banquet dinner, lunches and breakfast facilities, supplies, equipment or services that are to be furnished by the host club or clubs, convention bureaus or other local organizations providing convention services for the particular site.
- b. Said bid or bids shall be analyzed by the Convention Management Committee, with the assistance of the *Employee(s) or Contract Employee(s)*, and submitted to the Council of Governors, together with their findings of fact, at its Fall meeting of the calendar year in which said bid or bids are received. The Council is authorized to certify the bid or bids of the club or clubs, which demonstrate adequate facilities for hosting a convention. Any bid or bids certified shall be presented to the next succeeding convention for decision. Said decision shall be made by the duly accredited delegates at said convention by written ballot. A plurality of votes shall be sufficient to make a determination.
- c. In the event that no qualified bid is received by a Council for a convention by the dates specified above the Council shall select the convention site. In the case of an emergency, the date and place of the convention may be changed at any time by the vote of a majority of the members of the Council present and voting at the time the emergency arises.
- d. Every Lions club or clubs, acting as host for a convention, must maintain records of the convention in accordance with the Chart of Accounts and the Manual of Procedure For Conventions and, at the conclusion of the convention, must submit to the MD4 office, within one hundred twenty (120) days, an audited report of the convention prepared by a Public Accountant or a Certified Public Accountant and remit to Multiple District Four its share of the net proceeds within one hundred twenty (120) days following the adjournment of the convention. The fee for this service shall be a cost of the convention and must be included in the original budget for the convention, as submitted to the Council for approval, together with the name of the accountant.

### 5.2 Delegates

- a. Each club shall submit to the *Employee(s) or Contract Employee(s)* a list of its accredited delegates and alternates to each convention who shall deliver a like list to the Credentials Committee. Failure on the part of a club to submit said list of accredited delegates and alternates by 6:00 p.m. on the day preceding the opening day of the convention shall preclude these delegates and alternates from being certified to vote. Only those Lions holding properly certified credentials shall be entitled to debate and vote on any matter coming before said convention.
- b. At conventions, whether delegates, alternate delegates or guests may be permitted to attend or participate in any session or proceeding, only after registering and paying such registration fee as may be fixed by the Convention Management Committee, as approved by the Council.
- c. A voice vote, or a showing of hands, or a standing vote may be taken at any convention, except where written ballot is otherwise required herein, and the ruling on such showing by the presiding officer shall be deemed conclusive unless said ruling is challenged by a certified voting member

immediately after said ruling is made, in which event the presiding officer shall cause a further vote to be taken. A majority vote by attending certified voting members shall be sufficient to pass and approve any matter coming before the annual conventions except where plurality or two-thirds votes are otherwise required herein. No proxy or absentee voting shall be permitted.

- d. All club balances payable to LCI and MD4 of the preceding year, as of 12/31, prior to the MD4 Convention, must be paid by a club to be considered in good standing. All balances due must be paid 15 days prior to the opening session of the MD4 Convention.

### 5.3 Nominations

In elections, nominations shall be made at the opening session of the convention. Each candidate shall be entitled to one nominating speech of not more than three (3) minutes and, if he/she desires, he/she may address the convention for not more than five (5) minutes. Additionally, each candidate may have a demonstration of not more than five (5) minutes. The total of the speeches and demonstration shall be no more than thirteen (13) minutes.

### 5.4 Elections

- a. Elections shall be held between the hours of 7:00 A.M. and 10:00 A.M., on the final day of the convention, except as herein above provided. Ballots shall contain only the wording necessary to cast votes on candidates, convention sites, and/or other ballot measures. There shall be no editorializing, either pro or con, for any candidate or measure, on the ballot. Any arguments, either for or against any candidate or ballot measure, either written or spoken, with equal time allowed for opposing views, shall be limited to the days prior to the election. No campaigning, either written or spoken, shall be allowed within 75 feet of the polling place on the morning of the election.
- b. In the event of a tie for first position there shall be a re-ballot between the candidates on the convention site. The re-ballot must be on the date of the originally scheduled election at a location to be announced to convention session at least one hour prior to opening of polls for re-ballot.
- c. The Election Committee shall seal the ballot box and deliver it to the *Employee(s) or Contract Employee(s)*. These ballots shall be kept until the conclusion of the next following meeting of the Council. The Council, by a majority vote, may review the ballots.
- d. The MD4 convention ballot shall be presented to the delegates with a brief description as yes and no boxes. A sample ballot and a voter information pamphlet shall be distributed to the Clubs.

## 5.5 Finances

See the Convention Manual, Section 5.1, for details on initial financing of and accounting for conventions. Following the convention, after all bills and accounts have been settled, any surplus money remaining from convention registration fees or other income shall be allocated as follows:

- a. The first \$5,000 goes to the host committee sponsoring club(s).
- b. The next \$10,000, plus any additional amounts that were advanced by Multiple District Four in support of the convention, shall be returned to Multiple District Four in reimbursement of the funds advanced by Multiple District Four to the local sponsoring District or host committee club(s);
- c. Any amounts above those allocated under subparagraphs (a) and (b) above shall be divided equally with one-half (1/2) going to the local sponsoring District or club(s) and one-half going to Multiple District Four.
- d. The maximum amount carried over in the Restricted Convention Fund shall be \$20,000. Any amount over this maximum shall revert to the Multiple District undesignated fund account.
- e. \$10,000 in the restricted convention fund will be available to the new MD4 host committee, upon written request, at the beginning of the fiscal year prior to the fiscal year of their convention.

Please refer to the Convention Manual (pg. 45) for further details concerning the convention.

## CHAPTER 6 INTERNATIONAL CANDIDATE ENDORSEMENT

### 6. Candidate Policy

- a. Any candidate for International Vice President or International Director who meets the qualifications for the office sought as set forth in the Constitution and Bylaws of Lions Clubs International may be presented for endorsement at the annual Multiple District Four convention immediately preceding any Lions Clubs International Convention at which Multiple District Four will be eligible to present such a candidate.
- b. Endorsement of both an International Vice President and International Director can be done simultaneously.
- c. Such endorsement may also be sought at any special convention of Multiple District Four held within the same time limitations.
- d. Candidates for International office shall not commence active campaigning for their endorsement within the Multiple District, excluding such candidates' own districts, during any period in which Multiple District Four has a pending endorsement or during first year of sitting of the international director's term per Bylaw article VI, paragraph 3. Should the candidate commence active campaigning prior to this time, the candidate shall be notified to cease and desist active campaigning until such time as they are allowed to commence. If this activity continues, the Council shall have the authority to take whatever action it shall deem appropriate, including the authority to declare the candidacy invalid.
- e. Campaign is defined as the hosting of hospitality rooms either by individuals, clubs or districts and the distribution of any and all campaign material or securing endorsements or pledger support from Lions outside their own sub-district.
- f. Endorsements for international director shall be valid for three (3) succeeding conventions provided that the candidate is otherwise eligible to be elected. If not elected during the initial endorsement, the candidate must wait three (3) years before such candidate is eligible to seek endorsement again.
- g. Endorsements for international third vice president shall be valid for three (3) succeeding conventions provided that the candidate is otherwise eligible to be elected for a maximum of two (2) succeeding endorsements. If not elected during the successive endorsement periods, then such candidate must wait three (3) years before the candidate is eligible to seek endorsement again.

## **CHAPTER 7**

### **INTERNATIONAL OFFICIAL SPEAKER PROTOCOL**

The following travel and reimbursement policy apply to executive officers, past international directors, international directors, past international directors and eligible past district governors, who incur travel expenses that are reimbursable by Lions Clubs International.

#### **7.1 General Rules for Speakers**

- a. One official speaker that resides within the constitutional area is allowed for its district convention or similar district-wide function.
- b. No additional speakers are authorized if a sub-district convention is held in conjunction with the multiple district convention.
- c. A multiple district, inclusive of all its sub-districts, may extend an invitation to one executive officer per year.
- d. If special circumstances exist that require visitation by more than one executive officer, authorization is required from the international president.
- e. Speakers elected from and residing in constitutional area 1 and 2 shall be permitted to travel in both constitutional areas.

#### **7.2 Invitation Procedure for Speaking Engagements**

- a. Contact current International Director for Multiple District 4. If the multiple has no current board member contact the Immediate Past International Director.
- b. As First Vice District Governor the sooner you ask for an International Guest the better chance of receiving the guest of your choice or for a guest to be chosen that fits your scheduled event.
- c. If you have an International Guest that you like to invite provide their name, date and event location information to the International Director or the Immediate Past International Director.
- d. The ID or IPID will send notification of who your International Guest will be then go to:  
[HTTP://members.lionsclubs.org/EN/resources/speaker-request-form.php](http://members.lionsclubs.org/EN/resources/speaker-request-form.php) and fill out so that travel arrangements, etc. can be made for your guest and their Partner.

#### **7.3 District Obligations For Their Guest**

Expenses for the official speaker, including payment of hotel, meals and local transportation shall be the responsibility of the host district. Districts failing to meet these obligations shall be ineligible for future speakers until such debts are paid.

#### **7.4 Requesting A Second International Speaker**

- a. Use the procedure in 7.2
- b. Your district will be additionally be responsible for all travel expenses for your guest and their Partner. Once an International guest is chosen contact Lions Travel Office to arrange airfare and payment.
- c. The class of travel for transportation by air is economy class unless otherwise noted below:
  1. First class
    - a. President, Immediate Past International President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and the accompanying Partner of the above.
  2. Business class
    - a. Third Vice President within a 75,000-mile budget per fiscal year.



- b. Past International Presidents with an upgrade allowance allowable equal to the difference from the actual upgraded ticket cost less the lowest available business class fare and subject to applicable tax reporting and treatment.
- c. Business class on flights with total flying time for round trip travel exceeds ten hours not including time on the ground for connecting flights International Directors. Past International Directors, Administrative Officers & Accompanying Partner of the above.

## CHAPTER 8 OFFICE OPERATIONS

### 8.1 General Information

- a. The following is the office procedure outline for use by all Multiple District Four employees. Tasks, assignments, and activities are set forth monthly. The employees should implement the outline of tasks and procedures as the need arises, subject to approval by the Council of Governors. Upon adoption, office procedures shall remain in effect until changed by instruction from the Council Chair upon action duly taken by the Council.
- b. The Multiple District Four office serves as the headquarters for the individual districts of Lions Clubs International in California. The primary purpose of the office is to be of service to the Council of Governors, the committees, and the programs, and also the districts, clubs and the Lions in Multiple District Four. All activities shall be conducted in a prompt, thorough, courteous, and professional manner.
- c. The office shall maintain regular office hours on weekdays, except on holidays set forth in the employee handbook.
- d. The staff shall provide all clerical, secretarial, and bookkeeping service for the council, committees and programs. The staff shall be responsible for publishing an annual Multiple District Four Directory, Student Speakers contest material and shall conduct any and all mailings for the committees, provide assistance to the committees and their members as may be requested thereby, and to act as the coordinator of projects and programs to include and not only; Proud Lions pin distribution.
- e. The MD4 cash receipts, cash disbursements and general ledger accounts shall be posted and balanced at the end of each month. Printouts of the above shall be kept in a monthly file. Appropriate documentation for all expenditures shall be maintained for review purposes. The cash disbursements journal shall be emailed to the council treasurer for review.
- f. There shall always be on hand ample supplies of paper, envelopes, postage and other office supplies and materials necessary to complete all tasks and activities in a timely manner.
- g. All requests and/or questions directed to the office shall be attended to promptly and professionally *and directed to the appropriate party relating to the requests, as necessary*. Files should be kept on current correspondence, projects, and activities.
- h. To keep the distributed copies of the Policy and Procedures manual, changes made in the Policy and Procedures manual should be prepared *and sent to the Webmaster to be* posted to the MD4 Web site as soon as possible and distributed via email, to all appropriate parties at the Council of Governor's meeting following the Council meeting in which the action was taken.

### 8.2 August

#### ***Council Office Coordinator***

- a. For the first Council of Governors meeting held the first weekend in August, shall prepare, but not be limited to the following:
  - Print the Agenda after the Council Chair has prepared.
  - *Send out* list of clubs with unpaid dues after said list is prepared by the bookkeeper.
  - *Prepare* standing committee membership chart.
  - *Send out* any changes or additions to the policy manual after it is prepared by the Council of

Governors if it is from Policy and Procedures. (If it is from Constitution and By-laws – after it is prepared by the Constitution and By-laws committee.)

- Provide assistance to the Council of Governors and Council Chair as needed or requested.
  - Work with the Student Speakers Committee to prepare a sample Student Speakers Packet for each of the members of the Student Speakers Committee and for the 15 Student Speakers District Chairpersons, once all revisions are made send to District Governors for final approval before the next year's contest.
- b. After the first Council of Governors meeting all instructions and requests received from the Council at the meeting shall be completed.
  - c. *Mail and/or email* a letter announcing the topic for the Student Speakers contest for the next year *to the Presidents and/or Club Secretaries in the Multiple District. Send the topic to the Webmaster to be posted on the Website.*
  - d. Within 45 days after the first council meeting the summarized minutes of the meeting are to be *reviewed* and e-mailed as a PDF to everyone who was required to attend that first meeting as provided in the constitution and bylaws and *sent to the webmaster to be posted to the MD4 Web site.* Hard copies will be mailed on request.
  - e. Student Speakers Contest materials shall be revised based on council recommendations and the materials prepared and printed for Student Speaker Committee to come to the Main Office to prepare packet for distribution as soon as possible.
  - f. MD4 directories shall be mailed to all club presidents, district cabinet officers, PIDs, PCCs, PDGs. This mailing should be completed no later than the first part of September.

#### ***Multiple District Four Bookkeeper***

- a. Checks for those who are under the General Reimbursement Policy for the August council meeting as provided in the constitution. shall be prepared and mailed based on the returned compliant reimbursement forms. *(Moved from above section)*
- b. *Prepare an Aged Receivables report for outstanding dues due to the multiple and give to the Council Office Coordinator for delivery to the districts.*
- c. *Complete District dues statements (for MD Dues only) mailed to District Treasurers as soon as the June 30<sup>th</sup> international membership report is available. District payments shall be posted and deposited weekly.*
- d. *Reconcile the bank accounts.*
- e. *Maintain record of receipts of transactions.*
- f. *Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.*

## **8.3 September**

### ***Council Office Coordinator***

- a. Council of Governors shall make their own reservations for the international convention. Convention division at Lions Clubs International and/or the MD4 headquarters hotel should be contacted by the District Governors so that space and service requirements can be negotiated.
- b. A list of those items that are to be completed by the MD4 office and its employees concerning the international and MD4 conventions shall be made and maintained, i.e., printing, mailing labels, ordering of ribbons and plaques, preparation of resolutions, etc. The MD4 Convention Manual contains a full explanation of the responsibilities of the *Employee(s) or Contract Employee(s)* which is incorporated herein and to which reference shall be made.

***Multiple District Four Bookkeeper***

- a. *Prepare and Aged Receivables report for outstanding dues due to the multiple and give to the Council Office Coordinator for delivery to the districts.*
- b. *The MD4 auditor shall complete the bi-annual ~~audit~~ review of the financial records of MD4. The Employee(s) or Contract Employee(s) shall provide all needed records and materials.*
- c. *Reconcile the bank accounts.*
- d. *Maintain record of receipts of transactions.*
- e. *Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.*

**8.4 October*****Council Office Coordinator***

- a. *After the Council Chair prepares the Agenda for the Council of Governors Fall meeting send the agenda to the following:*
  - *Council of Governors and Vice Governors*
  - *MD4 committee members according to the bylaws (see chart)*
  - *All current and past International officers of MD4*
  - *Student Speakers Foundation President*
  - *Any other individuals who will be listed on the agenda to make a report.*
- b. *After the Council Secretary prepares the Minutes from the August council meeting, then mail or email to the District Governors.*
- c. *The MD4 office shall host a meeting of the Budget and Finance Committee.*

***Multiple District Four Bookkeeper***

- a. *Quarterly employment tax returns must be prepared and filed and taxes that are due shall be paid.*
- b. *Reconcile the bank accounts.*
- c. *Maintain record of receipts of transactions.*
- d. *Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.*
- e. *Attend Budget & Finance Committee meeting and ensure availability of necessary financials for formation of the budget.*

**8.5 November*****Council Office Coordinator***

- a. After the second council meeting all instructions and requests received from the council shall be completed.
- b. Within 45 days after the second council meeting and after the Council Secretary has prepared minutes of the meeting, mailed or emailed to everyone who was required to attend that second meeting as provided in the constitution and bylaws.
- c. *Send the minutes to the MD4 Webmaster to be posted on the MD4 Web site with all corresponding reports.*
- d. Following the close of the fall council of governors meeting, the proposed amendments shall be printed and mailed to all club secretaries, along with a copy of the proposed budget and delegate form at least 45 days prior to the opening session of the convention.
- e. The Constitution and By-Laws committee has prepared all the changes mail and/or email them to the District Governors.
- f. Certification forms shall be printed on 3-part NCR paper.
- g. Plaques for the winner and two runners-up of the MD4 scrapbook contest mail and/or email them to be ordered.

***Multiple District Four Bookkeeper***

- a. The 990 and 199 tax forms are to be filed no later than November 15th by the MD4 auditor.
- b. *Reconcile the bank accounts.*
- c. *Maintain record of receipts of transactions.*
- d. *Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.*

**8.6 December*****Council Office Coordinator***

- a. Preparations for the convention shall begin and shall include but not be limited to the printing of the official ballots (ballots shall contain ballot measures only). No Pro's or Con's on the item. Ballots shall be created and approved by Constitution and Bylaws committee. Signs, registration materials, *Programs*, Resolutions of Appreciation for VIPs, guests and other appropriate individuals shall be prepared.
- b. MD4 Excellence Awards and certificates shall be prepared and brought to the MD4 3<sup>rd</sup> Council meeting for distribution to each District Governor for presentation at their district convention.

- a. Copies of all unpaid invoices and a list of delinquent clubs shall be emailed/posted in Dropbox to each District Governor.
- b. *Reconcile the bank accounts.*
- c. *Maintain record of receipts of transactions.*
- d. *Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.*

## **8.7 January**

### ***Council Office Coordinator***

- a. After the Council Chair creates the agenda for the third Council of Governors meeting they shall be mailed at least 30 days prior to the meeting date. All materials necessary for this meeting shall be prepared either by the Council Chair or the Committee responsible. The Partners in Service of the governors and Vice Governors shall also receive the council meeting schedule and convention schedule, a memo outlining the dress code for the various functions, and a special invitation to the Partner's reception for the International President's partner.
- b. Preparations for the convention shall be completed by the Convention Host Committee.
- c. Flags and the certification box are to be shipped/trucked to the convention site.
- d. The delegate notebooks shall be updated and prepared for the MD4 convention. Ballot material shall be prepared, by the MD4 Constitution and Bylaws Committee.

### ***Multiple District Four Bookkeeper***

- a. W-2 forms and quarterly employment tax returns must be prepared and taxes that are due shall be paid.
- b. Complete all ~~club~~ *district* per capita tax invoices and statements as soon as the December 31st international membership report is received. ~~Invoices should be mailed to club district treasurers immediately following the convention.~~
- c. *Reconcile the bank accounts.*
- d. *Maintain record of receipts of transactions.*
- e. *Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.*

## **8.8 February**

The third Council of Governors meeting is held immediately preceding the convention.

- a. Arrange for the return of flags and registration materials back to the office following the convention.
- b. After the third council meeting and the convention, ballots from the convention are to be counted and verified by the Certification Committee. The summarized minutes of the third council meeting and the convention business sessions are to be completed by the Council Secretary and mailed together within 45 days and sent to the MD4 Webmaster to be posted on the MD4 Website.

**Multiple District Four Bookkeeper**

- a. Invoices shall be mailed to club district treasurers on no later than February 15<sup>th</sup>.
- b. Reconcile the bank accounts.
- c. Maintain record of receipts of transactions.
- d. Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.

## 8.9 March

**Council Office Coordinator**

- a. General information about MD4 shall be sent to all vice District Governor candidates along with a copy of the MD4 directory.
- b. A letter shall be sent to council members reminding them of committee appointments to be made at the June meeting.
- c. No later than April 1 a mailing shall be made to all past District Governors requesting an update in their personal information as contained in the MD4 database.
- d. Order the Lions jacket emblems for each new governor and vice governor from International the first week in March along with a Council Chair pin and past Council Chair pin and name badges.

**Multiple District Four Bookkeeper**

- a. ~~The first payment of district dues for the second billing period shall be mailed to Districts on March 1st and on the 1st of each month following. The amount of the check is based on the number of members paid during that month.~~ A copy of the district *age receivables* report and a list of the club districts paid to date shall be mailed with the check.
- b. Reconcile the bank accounts.
- c. Maintain record of receipts of transactions.
- d. Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.

## 8.10 April

### ***Council Office Coordinator***

- a. The Governors-Elect shall be requested to provide the staff with their district information needed for the new MD4 Directory. This shall include: All Cabinet members Title, Name, Address, Email, All applicable phone numbers, i.e., Residence, Cell, Business and/or Fax as well as the clubs in their respective areas.
- b. No later than July 1<sup>st</sup>, the office staff shall begin entering new district information for the MD4 directory. The layout of the directory must be completed and delivered to the printer no later than July 1.
- c. Revisions to the Vice District Governor manual and the Partner (PIS) Handbook should begin, with completion no later than the end of May. The Council Chair's PIS should participate in revisions to the PIS Handbook.

### ***Multiple District Four Bookkeeper***

- a. Quarterly employment tax returns must be prepared and filed and taxes that are due shall be paid.
- b. *Reconcile the bank accounts.*
- c. *Maintain record of receipts of transactions.*
- d. *Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.*

## 8.11 May

### ***Council Office Coordinator***

- a. All appropriate meeting materials shall be prepared, including folders for the governors elect as well as the council and vice governors. A PDF of these materials will be e-mailed to the attendees.
- b. Temporary name badges for the Vice Governor-elects and PIS's shall be prepared.
- c. Preparations for Governors-elect and 1<sup>st</sup> and 2<sup>nd</sup> Vice Governor-elect shall begin, which shall include appropriate mailings of pertinent information, including the International Convention.

### ***Multiple District Four Bookkeeper***

- a. *Reconcile the bank accounts.*
- b. *Maintain record of receipts of transactions.*
- c. *Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review*



## 8.12 June

The June Council of Governors meeting is held along with the orientation seminar for governors-elect and Vice Governor-elect. The orientation shall include a workshop for both groups on office procedures and MD4 operations.

### ***Council Office Coordinator***

- a. Following the council meeting all instructions and requests received from the council shall be completed. Within 45 days the Council Secretary shall prepare and email the minutes *to the MD4 Webmaster to be posted on the MD4 Website.*
- b. A new gavel, engraved with the new Council Chair's name shall be ordered. New name plates and badges for the 2<sup>nd</sup> vice District Governors shall also be ordered.
- c. Create new committee charts to reflecting new appointments and a copy shall be included with the summarized minutes of the June meeting.
- d. Final layout for the MD4 directory should be completed (including any Constitution or Bylaw changes) and printed after approval of the Council Chair in July for distribution at the August council meeting.

### ***Multiple District Four Bookkeeper***

- d. *Reconcile the bank accounts.*
- e. *Maintain record of receipts of transactions.*
- f. *Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.*

## 8.13 July

### ***Council Office Coordinator***

- a. Preparation for the council of governors' organizational meeting shall begin.
- b. Update the MD4 database with club presidents and secretaries; to be completed by August 1st.
- c. Treasurers' addresses are to be obtained from LCI and *given to the Multiple District Four Bookkeeper* are to be updated in the accounting program.

### ***Multiple District Four Bookkeeper***

- a. *District* per capita tax invoices and statements for the first billing period shall be prepared and mailed to the *district* treasurers as soon as the June 30th MMR (Monthly Membership Report) is available from international.

- b. Quarterly employment tax returns must be prepared and filed and taxes that are due shall be paid.*
- c. Reconcile the bank accounts.*
- d. Maintain record of receipts of transactions.*
- e. Prepare monthly financials and deliver to the Council Chair and Council Treasurer for review.*

An inventory of all office supplies shall be conducted for audit purposes at the end of July.

## **CHAPTER 9 AWARDS AND CONTEST**

### **9.1 MD4 Excellence Award**

#### **a. Criteria**

- 1) To be considered for this award, the nominee must be a Lion in good standing in a club in good standing from a district within Multiple District Four.
- 2) The Lion must show great leadership ability and demonstrate that ability in thought and deed.
- 3) A nominee shall have exhibited leadership by taking initiative with projects for their club and district.
- 4) The Lion must have demonstrated dedication to the Lions organization and served as a role model for all Lions.
- 5) Consideration for nomination must be given to lifetime achievements of the candidate as well as to the candidate's attitude toward Lionism.

#### **b. Procedures**

- 1) Two (2) awards for each district with of up to 1,200 members, three (3) awards for districts with over 1,200 to 2,000 members and four (4) awards for districts with over 2,000 members as recorded on December 31. (Amended 2/4/10)
- 2) A Lion will receive the award only one time. The award would be presented at the district's annual convention by a current MD4 District Governor on behalf of the multiple district.
- 3) Nominations for this award may come from clubs or the district cabinet and shall be in writing. Each nomination will contain full justification for the award, showing that the nominee is the most deserving available and that the nominee meets the criteria for the honor.
- 4) The district cabinet will review all nominations and select the recipient(s) at a regularly scheduled meeting of the cabinet. The selection shall require a majority of votes cast of the cabinet members present. The decision of the district cabinet shall be final. The name(s) of the district recipient(s) shall be submitted to the Council of Governors no later than the February Council of Governors meeting.
- 5) The District Governor, Vice District Governor, Cabinet Secretary, Cabinet Treasurer and the Immediate Past District Governor shall be ineligible for this award.
- 6) The Multiple District Four Excellence Award medals will be made available through the MD4 office. The award will consist of a medallion to be hung from a presentation ribbon and a resolution of appreciation issued by the Council of Governors.

## 9.2 Student Speakers Contest

- a. The Student Speakers Contest is a multiple district wide project with approximately 550 Lions clubs participating annually. The Council selects the contest topic each year upon recommendation by the Student Speakers Committee.
- b. The rules and procedures for the contest are contained in the “Student Speaker Contest Handbook”. These rules and procedures may be revised from time to time by the Student Speakers Committee and/or the Council.
- c. Each participating club appoints a contest chair to conduct the club level contest. The cash awards at the club level are the responsibility of the club. The Zone and Region Chairperson conduct the zone and region level contests in each district. Cash awards at the Club contest are: Winner \$100 and each finalist \$25. The District provides the cash awards at the Zone and Region contest levels with monetary awards to be concurrent with the MD -4 Student Speaker Contest Brochure for that year.
- d. The District Student Speaker Chair appointed by the District Governor conducts the district level contest. The scholarship award at this level is provided by the Student Speakers Foundation.
- e. Each of the four area members of the Student Speakers Committee is responsible for arranging and conducting their area level contests. The scholarship award for the four area winners is provided by the Student Speakers Foundation.
- f. The final contest is held during the June Council of Governors meeting. The site for this meeting rotates among each of the four constitutional areas. The Chair of the Student Speakers Committee, with assistance from the other committee members and the hosting District Governor, arranges for and conducts the final contest. The scholarship awarded for the final contest winner is provided by the Student Speakers Foundation.
- g. The MD4 office staff prepares all of the contest materials with direction from the Student Speakers Committee and the Council of Governors. The material is mailed to a participating Lions club upon receipt of the “Club Participation” online registration. Zone, Region, District and Area level chairs also receive appropriate materials for their level contests.

### 9.3 Scrapbook Contest

The VDG Partners in attendance shall judge the scrapbook contest at the first Council Meeting (Organizational in August) after the International Convention.

- 4) The following rules for judging shall be followed.**
- 4) District Clubs have the option of submitting a Digital via a USB/Thumb drive or Hard Cover Scrapbook.**
- 4) Only winners of the individual district level contest shall be eligible. District's or Club President's scrapbook or yearbook may be entered in the contest.**
- 4) The President's year shall begin with his/her election and will end on June 30th the following year.**
- 4) There will be three awards for the MD4 contest: a winner and two honorable mentions. Awards will be presented at the MD4 Convention.**
- 4) Lions, not professionals, shall have prepared the scrapbook. This applies to both Digital and Hard Cover.**
- 4) The Scrapbook will be divided and judged in eight categories in the following order:**
  - 1) Digital Scrapbook
 

Rules for the judging of Digital Scrapbook:

    - a. The maximum time allowed for each yearbook is 5 minutes in a loop with a maximum 60 slides (each slide for 5 second duration). The yearbook will be identified on the first slide with the club name, names of officers, and yearbook chairperson.
    - b. Scrapbooks to be judged:
    - c. Cover slide: Creativity, inclusion of required info, and overall appearance 10 pts
    - d. Local Community Service 10 pts
    - e. District Service Activities 10 pts
    - f. MD4 Activities 10 pts
    - g. International Activities 10 pts
    - h. Youth Activities 10 pts
    - i. News Media Coverage 10 pts
    - j. Club Social Activities 10 pts
    - k. Total 100 pts
  - 2) Hard Cover Yearbook
 

Maximum cover size is 19" X 25"

The scrapbook will be identified with the district, club name and officers, and scrapbook chairman on the first page before the table of contents.

Scrapbooks to be judged:

- |   |         |
|---|---------|
| a. Organization and Table of Contents (7); General Appearance (3) | 10 pts  |
| b. Local Community Service  | 10 pts  |
| c. District Service Activities                                    | 10 pts  |
| d. MD4 Activities   | 10 pts  |
| e. International Activities                                       | 10 pts  |
| f. Youth Activities   | 10 pts  |
| g. News Media Coverage  | 10 pts  |
| h. Club Social Activities   | 10 pts  |
| i. Total  | 100 pts |
- 3) Hard Cover: Each section must be tabbed for ease of judging and comparison; Digital: Each section must have an intro slide to that section.
  - 4) The only photos to be considered in judging will be those telling a story of a project, etc. Other pictures will be judged on the general appearance of the book.
  - 5) Scrapbooks are to be displayed in the same order as their evaluation forms, by district.
  - 6) No other Lions will be permitted in the room while the judging is in progress.
  - 7) Three (3) hours will be allowed for the judging of the books.
  - 8) The book is a year's history of the club, and should be interesting, informative and be a book the president will be proud to receive as a tribute to his/her leadership for the year.

## CHAPTER 10 HARASSMENT POLICY

### 10.1 Statement

Employees have the right to a workplace that is free from harassing, abusive, disorderly, and disruptive behavior. Such behavior by employees (including those in management positions), vendors, suppliers, customers or other non-employees of Multiple District Four with whom employees interact is prohibited. Harassment includes, but is not limited to, slurs, jokes, teasing, or name-calling directed at one of the categories listed below. The Council of Governors will not tolerate harassment and will promptly investigate and address all reported allegations, including taking appropriate disciplinary actions. The Council will not permit retaliation against an employee for filing complaint(s) of harassment or cooperating in a harassment investigation.

- a. Prohibited Categories include:
  - 1) Race
  - 2) Religious Creed
  - 3) Color
  - 4) Condition
  - 5) Ancestry
  - 6) Physical disability
  - 7) Mental Disability
  - 8) Medical condition
  - 9) National origin
  - 10) Sex (including gender identity)
  - 11) Sexual orientation
  - 12) Age
  - 13) Pregnancy, Childbirth

- 14) Marital status
- b. Sexual Harassment is against the law
  - 1) Sexual Harassment is illegal. It is a form of sex discrimination forbidden by Federal and State Law.
  - 2) Retaliation against any employee reporting harassment is also illegal.
  - 3) Ref: Title VII of the Civil Rights Act of 1964  
The California Fair Employment and Housing Act
- c. Equal Employment Opportunity Commission defines sexual harassment as:
  - 1) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct is made either explicitly or implicitly a term or condition of an individual's employment
  - 2) (when) rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
  - 3) (when) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- d. Two Types of Illegal Sexual Harassment
  - 1) Quid pro quo examples
    - a) Offering employment benefits or giving preferential treatment in exchange for sexual favors
    - b) Retaliating against or getting back at someone who turns down sexual advances.
  - 1) Hostile Work Environment
    - a) A hostile work environment harassment occurs when offensive conduct is severe or pervasive enough to alter the conditions of an employee's job and create an abusive working environment.
    - b) Examples:
      - Visual conduct
      - Verbal conduct
      - Verbal sexual advances or propositions
      - Verbal abuse of a sexual nature
      - Obscene or sexually oriented correspondence
      - Physical conduct

## 10.2 How Do You Recognize Sexual Harassment?

- a. A Reasonable Person Standard
  - 1) Some factors to determine a hostile work environment
  - 2) Frequency of discriminatory conduct
  - 3) Severity of that conduct
  - 4) Whether the conduct is physically threatening or humiliating or a minor offensive utterance
  - 5) Whether it unreasonably interferes with an employee's work performance
  - 6) Psychological harm
- b. A practical self-test
  - 1) **Question #1:** Would you feel uncomfortable or embarrassed telling your Partner, parent, teenage or older child that you engaged in the conduct or activity?
  - 2) **Question #2:** Would you feel uncomfortable, distressed, angered, or embarrassed if your Partner, parent, or teenage or older child told you that he or she was subjected to the conduct or activity?
  - 3) **Question #3:** Would you feel uncomfortable or embarrassed testifying under oath in a courtroom, before a judge and jury, that you had engaged in the conduct or activity and see nothing wrong with it, with your own pocketbook on the line?

### 10.3 Who Harasses? Who Are the Victims?

- a. Harassment can occur between members of the same sex or of the opposite sex.
- b. Harassment can involve anyone in the workplace, including fellow employees, supervisors or managers, customers, contractors, visitors, vendors, or others.

### 10.4 Complaint Procedures

Do not assume the Council is aware of your harassment problem. It is your responsibility to bring your complaints and concerns to the attention of the Council Chair **and/or Vice-Chair(s)** at the earliest possible time, so that they can help resolve the problems.

All employees are responsible for keeping our workplace free of harassment. Any employee who experiences or observes conduct which he or she believes constitutes harassment or retaliation should report this problem to their immediate supervisor or the Council Chair **and/or Vice-Chair(s)** at the earliest possible time.

These different means of reporting complaints are provided so that an employee does not have to deal directly with the person whom the employee believes engaged in inappropriate conduct. All complaints will be investigated impartially, promptly, thoroughly and in as confidential manner as possible. Employees are expected to cooperate in the investigative process. When the company determines that a violation of this policy has occurred appropriate disciplinary action, up to and including termination, will be taken. In the event of a non-employee found to be in violation of this policy, sanctions can be imposed against the offender. The Council will not permit retaliation against an employee for filing complaints of harassment or cooperating in a harassment investigation.



## **CHAPTER 11**

### **SUBSTANCE ABUSE POLICY**

#### **11.1 Purpose**

Alcohol and drug abuse rank among the major health problems in the United States. Our employees are our most valuable resource, and their safety and health are of paramount concern. We are committed to providing a safe working environment to protect our employees and others; to provide the highest level of service; and to minimize the risk of accidents and injuries.

#### **11.2 General Expectations**

Each MD4 employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of controlled substances, prescription drugs, or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results. For these reasons, we have adopted a policy that all employees must report to work and, while at work or engaged in work-related activities, remain completely free from the effects of drugs and alcohol. This policy includes pre-hire and reasonable suspicion testing.

#### **11.3 Drug Use / Distribution / Possession / Impairment Prohibited**

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on MD4 property (including parking areas and grounds), or while otherwise performing their work duties away from MD4. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from having any illegal or unauthorized controlled substances in their system while at work, and from having excessive amounts of otherwise lawful controlled substances in their system. This policy does not apply to the authorized dispensation, distribution, or possession of legal drugs where such activity is a necessary part of an employee's assigned duties.

#### **11.4 Alcohol Use / Distribution / Possession / Impairment Prohibited**

All employees are prohibited from distributing, dispensing, possessing, or using alcohol while at work or on duty. Furthermore, all employees are prohibited from having alcohol in their system while at work or on duty.

#### **11.5 Prescription Drugs**

The proper use of medication prescribed by a physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Also, because the use of prescribed medication can adversely affect an employee's ability to perform work safely employees must report the use of prescription or over-the-counter medications that may impair job performance before performing any work. MD4 will then determine whether the employee can safely perform his or her job duties.

## **11.6 Notification of Policy Violations**

Employees who observe, or otherwise have reason to know that a co-worker appears to be unable to perform his or her job duties in a safe and competent manner, presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, should promptly report the fact to the current Multiple District Council Chair.

## **11.7 Testing**

MD4 requires all job applicants to submit to a drug test. Refusal to submit to or a positive confirmed drug/alcohol test may be used as a basis for refusal to hire the applicant.

Furthermore, MD4 may require an employee to submit to, drug/alcohol tests whenever MD4 has a reasonable suspicion that an employee has violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a workplace or vehicular accident.

## **11.8 Discipline**

Violation of this policy or any of its provisions may result in discipline, including termination of employment.

## **11.9 Enforcement**

In order to enforce out policy and procedures, MD4 may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, or other appropriate tests. Employees will be subject to discipline, including termination, for refusing to submit to screening or for failing to execute consent forms when required by the current Multiple District Four Chair.

## **11.10 Positive Test Results for Prohibited Substances**

All employees who test positive in a confirmed substance test will be subject to discipline, including termination. For purposes of this policy, refusal to submit to a drug/alcohol screen will be treated as a positive test result.

(Sample Employee Agreement form follows chapter 10)

## CHAPTER 12 CONFLICT OF INTEREST POLICY

### 12.1 Statement:

This conflict-of-interest policy is designed to help District Governors, officers, and agents of Multiple District Four of Lions Clubs International identify situations that present potential conflicts of interest and to provide the Multiple District with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a District Governor, officer, or agent has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control. All terms are defined in Part 2 of this policy.

- a. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
  - 1) Outside Activities.
  - 2) Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
- b. A Conflict of Interest is any circumstance described in Part 1 of this Policy.
- c. A Responsible Person is any person serving as an officer, agent, or member of the Council of Governors of Multiple District Four.
- d. A Family Member is a Partner, parent, child, or Partner of a child, brother, sister, or Partner of a brother or sister, of a Responsible Person.
- e. A Material Financial Interest in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The Council may wish to establish an amount that it would consider to be a "material financial interest.")
- f. A Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable Foundation by Multiple District Four. The making of a gift to Multiple District Four is not a Contract or Transaction.
  - 1) Before Council or committee action on a Contract or Transaction involving a Conflict of Interest, a District Governor, officer or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose anything material to such Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
  - 2) A District Governor, officer or committee member who plans not to attend a meeting at which he or she has reason to believe that the Council or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the Council Chair or chair of the meeting all facts material to the Conflict of Interest. The Council Chair or chair of the meeting shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

- 3) A person who has a Conflict of Interest shall not participate in or be permitted to hear the Council's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
  - 4) A person who has a conflict of Interest with respect to a contract or transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the contract or transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
  - 5) Responsible persons who are not members of the council of governors of multiple district four, or who have a conflict of interest with respect to a contract or transaction that is not the subject of council or committee action, shall disclose to the Council Chair or the Council Chair's designee any conflict of interest that such responsible person has with respect to a contract or transaction. Such disclosure shall be made as soon as the conflict of interest is known to the responsible person. The responsible person shall refrain from any action that may affect multiple district four's participation in such contract or transaction.
  - 6) In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Council Chair or the Council Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
- e. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Multiple District Four. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Multiple District Four for the personal profit or advantage of the Responsible Person or a Family Member.
- 1) Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
  - 2) Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit Foundation, or ownership of a business that might provide goods or services to Multiple District Four. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Council Chair, the Executive Committee, and any committee appointed to address conflicts of interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
  - 3) This policy shall be reviewed annually by each member of the Council of Governors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

## CHAPTER 41 DOCUMENT DESTRUCTION AND RETENTION POLICY

### 13.1 Purpose

Information is an important asset. The Document Destruction and Retention Policy outlines procedures for retaining, storing and destroying documents. It applies uniformly to documents retained in either paper or electronic format. The procedures that pertain to the retention and destruction of e-mail documents mirror those of documents in other electronic formats as well as paper documents.

- a. Documents to Be Retained
- b. Procedures for Document Storage
- c. Documents attached to and transmitted by e-mail should be stored in machine-readable format in their appropriate client folders in our electronic document management system. E-mail messages that actually contain information pertinent to the completion of a tax return or financial statement should be copied in PDF or another machine-readable format and included in the source documents folder. E-mail messages not saved for filing in the correspondence file or other appropriate folder are deleted.
- d. Retention Periods Appendix A presents a schedule for how long we retain our accounting records. Retention periods commence immediately following the date of the financial statements or the tax year in the case of tax returns and work-papers.
- e. Destruction and Control
- f. Destruction of documents is as important as storing them. Paper documents not retained in our files should be shredded or incinerated if they contain confidential information or sensitive data. Any paper bearing a Social Security number, Federal identification number or donor's name should be destroyed in this manner, never just dropped into a trashcan or bin.
- g. It is the policy of Multiple District four to destroy electronic documents by deleting them from the medium on which they are stored and then purging the medium according to a schedule; see Appendix A. A list of files destroyed will be maintained permanently. If we learn that a government agency is conducting an investigation into a donor or that private litigation is pending or threatened (even if Multiple District Four is not directly involved), we will retain all relevant records, even if they are slated for destruction under this policy and even if no request has been made for them.

## **CHAPTER 14**

### **WHISTLEBLOWER POLICY**

#### **14.1 General**

The Sarbanes-Oxley Act requires all organizations to establish procedures, in accordance with Section 301 of the Act, for:

- a. The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, or auditing matters.
- b. The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and other stakeholders of the organization, on a confidential and anonymous basis.

Though the Sarbanes-Oxley Act only applies to for-profit organizations, as a matter of best practices, there is value for non-profit organizations to voluntarily comply with these provisions.

#### **14.2 Reporting Responsibility**

Each District Governor, Vice District Governor, volunteer, agent and employee of Multiple District Four has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of Multiple District Four's policies (hereinafter collectively referred to as Concerns).

#### **14.3 Authority of Budget and Finance Committee**

All reported concerns will be forwarded to the Budget and Finance Committee or to the Council Chair in accordance with the procedures set forth herein. The Budget and Finance Committee or Council Chair shall be responsible for investigating, and making appropriate recommendations to the Executive Committee, with respect to all reported Concerns.

#### **14.4 No Retaliation**

This Whistleblower Policy is intended to encourage and enable District Governors, Vice District Governors, volunteers, and employees to raise Concerns within Multiple District Four for investigation and appropriate action. With this goal in mind, no District Governor, Vice District Governor, volunteer, or employee who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a District Governor, Vice District Governor volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

#### **14.5 Reporting Concerns**

##### **a. Employees/Agents**

- 1) Employees and agents should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Council Chair. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Concern, the individual should report his or her concern directly to the Council Chair.

- 2) If the Concern was reported verbally to the Council Chair, the reporting individual, with assistance from the Council Chair, shall reduce the Concern to writing. The Council Chair is required to promptly report the Concern to the Chair of Budget and Finance Committee, which has specific and exclusive responsibility to investigate all Concerns. If the Council Chair, for any reason, does not promptly forward the Concern to the Budget and Finance Committee, the reporting individual should directly report the Concern to the Chair of the Budget and Finance Committee. Concerns may also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Council Chair.

**b. District Governors, Vice District Governors and Other Volunteers**

- 1) District Governors, Vice District Governors and other volunteers should submit Concerns in writing directly to the Council Chair.

## **14.6 Handling of Reported Violations**

- a. The Council Chair shall address all reported Concerns. The Council Chair shall immediately notify the Chair of the Budget and Finance Committee of any such report. The Chair of the Budget and Finance Committee will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.
- b. All reports will be promptly investigated by the Council Chair and/or the Budget and Finance Committee, and appropriate corrective action will be recommended to the Executive Committee, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.
- c. The Council Chair and the Chair of the Budget and Finance Committee have the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

## **14.7 Acting in Good Faith**

- a. Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Codes. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## **14.8 Confidentiality**

- a. Reports of Concerns, and investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- b. Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## CHAPTER 15 MISCELLANEOUS

### 15.1 Action

No action taken by the Council of Governors or any standing committee shall be valid unless such action is in compliance and in conformity with the Constitution and Bylaws of Multiple District Four.

### 15.2 Policy

No policy affecting the activities of the Council of Governors or any standing committee or any of the sub-districts shall be valid unless in compliance and in conformity with the Constitution and Bylaws.

### 15.3 Contracts

Any and all contracts entered into for and on behalf of Multiple District Four shall have the prior approval of the Council of Governors and be in writing signed by the Council Chair or the *Employee(s) or Contract Employee(s)*, if within the scope of his or her authority.

### 15.4 Endorsements

No endorsement of a Multiple District Four sponsored project or endorsed movement shall be construed as creating any agency relationship with, or financial responsibility on behalf of Multiple District Four.

### 15.5 Amendments

This policy and procedures manual may be amended by a majority vote of the Council of Governors at any council meeting.

The policies stated in this manual, having been adopted by the Council of Governors, shall be published annually.

END OF DOUMENT