

DISTRICT 5M-2 POLICY MANUAL

The purpose of this Policy Manual shall be to assure uniformity of policy within Lions District 5M-2. Lions District 5M-2 hereby adopts by reference, all Lions International, Lions Multiple District 5M Policy Manual excerpts and all supplements thereto.

In addition, all chapters, paragraphs, etc. contained herein, or as may be amended from time to time.

SECTION I DISTRIBUTION:

This manual shall be printed and distributed to each member of the Lions District 5M-2 Cabinet by the Cabinet Secretary. This manual shall be reprinted in the event of a change in policy and distributed to each member of the Lions District 5M-2 Cabinet. This manual along with the 5M-2 Constitution and By-Laws shall be kept by the Cabinet Secretary.

SECTION II ADOPTION AND AMENDMENTS:

This manual shall be adopted and can only be amended at a regular Lions district 5M-2 Cabinet meeting by a two-thirds vote of the cabinet members then present.

SECTION III UPKEEP AND EXPENSES:

This manual shall be maintained by the Lions District 5M-2 Cabinet secretary. The expenses of printing, mailing, upkeep, etc. shall be a proper expense of Lions District 5M-2.

SECTION IV CONTRAVENTION:

This manual shall in no way supersede or contravene the Lions District 5M-2 Constitution and By-Laws and in all matters affecting same, the Lions District 5M-2 Constitution and By-Laws will prevail.

SECTION V INCLUSIONS:

This Policy Manual shall include the following chapters and any other chapters that may be adopted according to Section II above.

- Chapter 1. Convention
- Chapter 2. Finances
- Chapter 3. Lioness
- Chapter 4. Leos and other Youth Activities
- Chapter 5. Privacy Policy

Chapter 1. District Convention:

A. DISTRICT CONVENTION CHAIR.

The First Vice District Governor shall select the Convention Chair(s) for the Convention that will be held during his/her time in office as District Governor.

B. DISTRICT CONVENTION PLANNING COMMITTEE.

1. The District Convention will be hosted by all of the Clubs in a Zone, as provided for in Article VI, Section 1 of the By-Laws.
2. Each club in the Zone that will be hosting the Convention shall be asked by the Convention Chair(s) to provide at least one member to serve on the District Convention Planning Committee.
3. The First Vice District Governor and his/her Convention Chair(s) shall be invited to attend the Planning Committee meetings for the purpose of becoming familiar with the duties of the Committee.
4. The incoming convention chairperson shall engage the band(s) or entertainment for Friday and Saturday night as early as possible.
5. The Convention Chair(s) and District Governor shall have responsibility for communicating with convention site personnel.
6. The Registration committee shall make every effort to register all convention attendees upon arrival. Incentives shall be used to encourage pre-registration. Every person attending shall register for the convention at the registration table.
7. Visiting Dignitaries (visiting DG Team Members, Council Chair, or Current or Past International Directors) will not be required to pay a registration fee.

C. CONVENTION COMMITTEES

1. The District Governor shall appoint the chairperson of, and fill vacancies occurring in, the following District Convention committees: Resolutions, Nominations and Elections, Rules, Constitution and By-Laws, Sergeant-at-Arms and Assistant and two additional credentials committee members, as set forth by Article VIII, Section 3 of the 5M2 Constitution.

D. CONVENTION SEMINARS.

Convention seminar topics shall be selected by the District Governor with concurrence with the Convention Planning Committee.

E. ORDER OF BUSINESS.

The District Governor with the concurrence of the convention Planning committee sets the order of business for the convention.

F. HOSPITALITY ROOMS.

1. The Convention committee and District Governor shall approve all convention hospitality rooms. Displays and fund raisers must be approved by the District Governor.

2. Hospitality rooms shall be closed during the Opening Ceremony, Memorial Service, Seminars, Business Meeting, and all meals.

G. SUNDAY BRUNCH.

The Sunday brunch is for special awards and the Parade of Green. A total amount donated to each dedicated fund and the grand total donated shall be announced.

H. PARADE OF GREEN.

The District will encourage all clubs to make a donation to each area of the Parade of Green at the District Convention. Parade of Green areas are to include:

1. Lions Club International Foundation (LCIF) – 501(c)(3)
2. Minnesota Lions Vision Foundation – 501(c)(3)
3. Minnesota Lions Hearing Foundation – 501(c)(3)
4. Leader Dogs for the Blind – 501(c)(3)
5. Can Do Canines – 501(c)(3)
6. MD5M Kidsight Foundation – 501(c)(3)
7. Minnesota Lions Childhood Cancer Foundation
8. Diabetes (Can be given to either or both)
 - a. MN Lions Diabetes Foundation (501(c)(3))
 - b. 5M-2 Diabetes – funds stay in 5M-2, NOT a 501(c)(3)
9. Youth Exchange (Can be given to either or both)
 - a. MD5M Youth Exchange Foundation – 501(c)(3)
 - b. 5M-2 Youth Exchange – funds stay in 5M-2, NOT a 501(c)(3)
10. 5M-2 Youth Outreach (Leos, Peace Poster Contest, Lions International Essay Contest, Liberty Day and Write-Off contest)
11. Project New Hope Lions Foundation of Minnesota – 501(c)(3)

Chapter 2. Finances:

The Cabinet Treasurer or Secretary/Treasurer shall transfer all funds to the new District administration at the end of the fiscal year.

All funds received by District 5M-2, from whatever source and for whatever purpose, shall be accounted for by the Cabinet Treasurer or Secretary/Treasurer in the General Ledger. All such funds shall be deposited in the official bank, as designated by the District Governor as required by the By-Laws. Checking accounts and other deposits and investments shall be maintained only by the Cabinet Treasurer or Secretary/Treasurer with the District Governors approval.

When designating the official bank as the depository for all the Districts funds, it is expected by this article that accounts would be maintained in the same bank for a reasonable time, to facilitate immediate transfer of the books, records, and funds to the new administration, and allowing a reasonable amount of time for checks to clear.

EXPENSE REIMBURSEMENT

Expense reimbursement to Cabinet members, including the District Governor, shall be made only for expenses incurred in carrying out official duties. Reimbursement shall be limited to current budget, actual expense or LCI District Governor Reimbursement Policy, whichever is less.

Current reimbursement amounts are:

Mileage: \$.50 per mile

Lodging: Actual cost of a double room (Note: This is an exception to the DG Reimbursement Policy enacted by the 5M2 Cabinet).

Meals: Actual amount spent, not to exceed \$25 per meal, excluding alcoholic beverages.

Expenses payable by Lions International, Lions Multiple District 5M, Lions Multiple District Foundations or local Lions Clubs shall not be paid by Lions District 5M-2.

Cabinet members shall not be reimbursed for expenses for attending Lions club chartering, Leo club charter, club officer installation, social events, fund raisers, etc.

The District Governor shall be allowed expenses to the USA/Canada Forum, limited to 4 days, . All expenses shall be limited to LCI District Governor Reimbursement Policy plus registration fees. At the end of the District Governors term, expenses will be paid for 5 days to the International Convention. These expenses shall be limited to LCI District Governor Reimbursement Policy.

The First and Second Vice District Governors shall be allowed expenses to the USA/Canada Forum, limited to 3 days. All expenses shall be limited to the LCI District Governor Reimbursement Policy plus registration fees.

Zone meeting expenses for Region Chairs, Zone Chairs, and Cabinet Chairs shall be allowed if within the budgeted amount.

All expenses not specifically covered by the District 5M-2 Constitution and By-Laws, the annual District 5M-2 budget or this policy manual must have prior District 5M-2 Cabinet approval before reimbursement will be made.

Chapter 3 Lioness

It shall be the policy of District 5M-2 to promote and encourage Lioness activities.

Chapter 4. Leos and other Youth Activities

A. It shall be the policy of District 5M-2 to promote and encourage Leo Clubs and other Youth Activities.

B. Annual Budgets:

Leos

Midwinter Convention	1000	
MD5M Convention	1000	
MD5M Leo Conference	2500	
USA Leo Conference	1000	
Total Leo Budget		5500

Liberty Day

Program Materials	2400	
Total Liberty Day Budget		2400

Lions International Essay Contest

District 1 st Place Award	300	
Plaque for District 1 st Place Award	50	
Meals at Midwinter Convention for District Winner and up to 3 guests	80	
Total LCI Essay Contest Budget		430

Peace Poster Contest

District 1 st Place Award	300	
Plaque for District 1 st Place Award	50	
District 2 nd Place Award	200	
District 3 rd Place Award	100	
Meals at Midwinter Convention for District Winners and up to 3 guests each (12 total)	240	
Miscellaneous framing and printing expenses	200	

Total Peace Poster Contest Budget	1090
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Write-Off Contest

District 1 st Place Award	500
Plaque for District 1 st Place Award	50
District 2 nd Place Award	300
District 3 rd Place Award	200
Meals at Midwinter Convention for Region Winners and up to 3 guests each (12 total)	240
Zone 1 st Place Awards (\$100 each)	900
Total Write-Off Contest Budget	2190

C. Guidelines:

- The goal of these budgets is to encourage greater participation by the youth of our communities in each of the activities. In so doing, we encourage and inspire youth to be of greater service.
- These budgets should be approved by the District Cabinet and become part of the budget as printed by the Treasurer and distributed to all cabinet members.
- Monies used from these budgets should also be reflected in budget reports as made by the Treasurer to the District Cabinet.
- Project Chairs may spend up to their budget within the guidelines set without special permission of the Cabinet or District Governor.
- If additional funding is desired, the Project Chair may make a request of the District Cabinet.
- Midwinter Convention meals should come from Youth Activities Budgets not from the Convention Committee Budget.
- Best practice is to have all judging of contests done by non-Lions. Program chairs should endeavor to abide by this best practice.

D. Additional Guidelines for Leo Budget:

- Leo funds are budgeted separately for each of the events. If more money is needed for any specific event, a request should be made to the District Cabinet.
- Leos attending the Midwinter or Multiple District Conventions for the first time will be subsidized at a rate of 75% for meals.
- Leos attending the MD5M Leo Conference for the first time will be subsidized at a rate of 75% of the cost, which includes both meals & lodging in one fee.

- Leos attending a convention or conference subsequent times will be subsidized at a rate of 50% for meals or registration cost, if all inclusive, such as for the Leo Conference.
- No lodging costs for Midwinter or Multiple District Conventions will be covered.
- A maximum of \$150.00 per attendee will be reimbursed for attendance at a USA Leo Forum
- All Leo expenses for attendance at an event noted in the Leo budget and requesting reimbursement by the District Youth Activities fund, will be submitted on a Leo Reimbursement form completed by the specific Leo club Advisor after completion of the event. The completed form will be forwarded to the District Leo Chair for verification and then forwarded to the District Treasurer.

Chapter 5. Privacy Policy

This Privacy Policy applies to information that District 5M2 of Lions Clubs International collects and processes on Lion Members of Clubs in the District.

YOUR PRIVACY IS IMPORTANT TO US. PLEASE READ THIS PRIVACY POLICY TO LEARN ABOUT THE INFORMATION THAT 5M2 COLLECTS FROM YOU AND HOW WE USE THAT INFORMATION.

1. SCOPE

This Privacy Policy describes the information that 5M2 collects, why we collect it, what we do with the information we collect, and how you can manage our use of your Personal Data.

2. INFORMATION WE COLLECT

Member information collected is limited to that provided on the MyLCI Website or otherwise furnished by the member, including:

- a. Name
- b. Member number
- c. Join Date
- d. Gender
- e. Date of Birth
- f. Partner/Spouse name
- g. Address
- h. Telephone numbers
- i. Email addresses
- j. Club
- k. Offices held

3. HOW WE COLLECT INFORMATION

We download membership information from the MyLCI website. This information is made available by Lions Clubs International to Lions Club and District Officers based on the office or position held in compliance with its Privacy Policy.

Information is originally provided to Lions Clubs International by Club Secretaries who enter membership information provided by the member on the membership application and is updated periodically by the Club Secretaries as changes come to their attention.

4. HOW WE PROCESS PERSONAL DATA

District 5M2 produces an electronic directory containing member information of all Lions in the district who have provided such information to Lions Clubs International through their Club Secretary.

District 5M2 uses the full electronic directory to produce electronic (Filemaker, Excel, and PDF) and printed versions of a directory containing only District and Club Officer information.

The information is used solely to further 5M2 Lions purposes including that “to unite the clubs in bonds of friendship, good fellowship, and mutual understanding”, and to conduct its necessary operational activities including:

- a. Dues and other billings.
- b. Distribution of the 5M2 Newsletter.
- c. Meeting planning to facilitate 5M2 events and training.
- d. Furtherance of Public Relations activities and Cooperative Alliances.
- e. Support of Lions Clubs International Foundation.
- f. Support of Multiple District 5M Projects as approved by the Council of Governors.
- g. Support of District 5M2 Projects as authorized by the District Cabinet.
- h. Disclosure of information as required by law or that is pertinent to judicial or governmental investigations.

5. HOW WE SHARE INFORMATION

District 5M2 prohibits furnishing any Lions contact information to any person/organization for personal advantage or gain.

District 5M2 provides a PDF and printed copies of District and Club Officer Information to each member of the District Cabinet upon request. It is clearly stipulated that such information is to be used for Lions purposes only.

District 5M2 provides a PDF copy of District and Club Officer information to each Lions Club in the District. It is clearly stipulated that such information is to be used for Lions purposes only.

District 5M2 provides subsets of the District and/or Club Officer Information in Excel or PDF label or list format as requested by District and Multiple District Officers and Program Chairs at the direction of the District Governor.

6. SECURITY OF YOUR PERSONAL DATA

District 5M2 takes precautions intended to help protect information that we process but no system or electronic data transmission is completely secure. No Club Officer or member information is provided on any public website or other publicly available electronic medium. Any information provided via public websites is done so with the permission of the individual whose information is provided.

Any payment information collected shall be protected by software during transmission, which encrypts all personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of credit card numbers when confirming an order.

Visitors should be aware that when they are on the website, they could be directed to other websites beyond our control. If they visit a website that is linked to our website, they should consult the privacy policy of that website before providing any personal information.

7. RETENTION OF YOUR PERSONAL DATA

5M2 retains the information collected for the duration of the Lions' year (July 1 – June 30) it is collected.

8. YOUR CHOICES ABOUT YOUR PERSONAL DATA

According to the LCI Policy Manual, Chapter XV, Legal,0 Exhibit C. Lions Clubs International Privacy Policy:

“By providing your email address, you are consenting (opting in) to receive information from Lions Clubs International and its family of programs.”

District 5M2 interprets LCI Policy to imply that members opt-in to receive information from District 5M2 when they provide their contact information to Lions Clubs International through their Club Secretary.

Any Lion may “opt-out” of having their personal information processed in any way by District 5M2 by making a request in writing to the District Governor. Such a request will be forwarded to the Technology Chair or other person responsible for the collection and processing of personal data. Such a request shall be considered to be in force until rescinded in writing by the lion making the request.

9. Compliance

In compliance with the Children's Online Privacy Protection Act of 1998 (COPPA), site operators should never knowingly request personal information from anyone under the age of 13. If such personal information is inadvertently collected, it will be deleted from the systems.

District 5M2 encourages its member Lions/Leo/Lioness Clubs to consider their privacy practices and follow similar guidelines when collecting and processing the personal information of members, donors, recipients of their humanitarian assistance, or other individuals obtained in the course of conducting their activities.

10. Consistency

This policy shall be consistent with Federal and State Law, and the Constitution, By-Laws and Policies of Lions Clubs International, Multiple District 5M, and District 5M2. If any part hereof is found not to be consistent with such Laws, Constitution, By-Laws or Policies only the inconsistent part shall be voided, and such inconsistency shall not affect the validity of this policy as a whole.