

DISTRICT 5M-2 POLICY MANUAL

Updated 2/16/2023

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 and all supplements thereto.

SECTION I DISTRIBUTION:

This Policy Manual is available on the District 5M-2 website and will be sent via email to all District 5M-2 Cabinet members when any changes are made to it.

SECTION II ADOPTION AND AMENDMENTS:

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

SECTION III UPKEEP:

This Policy Manual along with the District 5M-2 Constitution and By-Laws shall be maintained by the Lions District 5M-2 Cabinet Secretary.

SECTION IV CONTRAVENTION:

This Policy 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 District 5M-2 Convention
- Chapter 2 Finances
- Chapter 3 Leos and Other Youth Activities
- Chapter 4 Privacy Policy

Chapter 1 District 5M-2 Convention

A. DISTRICT CONVENTION CHAIR

The First Vice District Governor shall select the Convention Chair(s) for the District Convention which 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 Clubs within a Zone, as provided for in

Article VI, Section 1 of the By-Laws.

2. Each club in the Zone hosting the District Convention shall be asked by the District Convention Chair(s) to provide at least one member to serve on the District Convention Committee.
3. The First Vice District Governor, his/her Convention Chair(s) and the Second Vice District Governor will be invited to attend the District Convention Committee meetings.
4. The incoming Convention Chair(s) 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. Every person attending the District Convention is required to check-in at the registration table. Incentives may be used to encourage pre-registration. Exceptions include those attending the Memorial Service and invited guests.
7. Visiting Dignitaries (visiting District Governors from MD5M, MD5M Council Chair, Current/Past International Directors, District Convention Co-Chairs and Registration Committee) will not be required to pay the registration fee.
8. Hotel rooms at the District Convention shall be provided for the international guest, District Governor, Immediate Past District Governor and the District Convention Chair(s).

C. DISTRICT CONVENTION COMMITTEE

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 District 5M-2 Constitution.

D. DISTRICT CONVENTION SEMINARS

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

E. ORDER OF BUSINESS

The District Governor with the concurrence of the District Convention Committee sets the order of business for the convention.

F. HOSPITALITY ROOMS

1. If hospitality rooms will be available, the District Convention Committee and District Governor shall approve all 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 announcement of the Parade of Green amounts raised. A total amount donated to each dedicated fund and the grand total donated shall be announced.

H. PARADE OF GREEN

District 5M-2 encourages all clubs to donate to each area of the Parade of Green at the District Convention. Parade of Green areas 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. Minnesota Lions Childhood Cancer Foundation – 501(c)(3)
5. MD5M KidSight Foundation: 501(c)(3)/81-3338106)
6. Leader Dogs for the Blind – 501(c)(3)
7. Can Do Canines – 501(c)(3)
8. Diabetes (Can be given to either or both)
 - a. Minnesota 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)
12. TEAM Sheehan Charitable Foundation – 501(c)(3)

I. DISTRICT CONVENTION AUDIT

An audit of the District Convention shall be completed by a Lion within District 5M-2 who was not a member of the District Convention Committee. The final audit shall be submitted and reviewed by the District Governor.

Chapter 2 Finances

The Cabinet Treasurer or Cabinet 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 Cabinet 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 account(s) and other deposits and investments shall be maintained only by the Cabinet Treasurer or Cabinet Secretary/Treasurer with the District Governors approval.

When designating the official bank as the depository for all the District 5M-2 funds, it is expected by this article 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:

Mileage: \$.50 per mile

Lodging: Actual cost of a double room (Note: This is an exception to the District

Governor Reimbursement Policy enacted by the District 5M-2 Cabinet).

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

Expenses payable by Lions Clubs 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 or Leo Club charter events, Club officer installations, 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 the LCI District Governor Reimbursement Policy plus registration fees. At the end of the District Governors term, expenses will be paid for five (5) days to attend the International Convention. These expenses shall be limited to the LCI District Governor Reimbursement Policy.

The First and Second Vice District Governors shall be allowed expenses to the USA/Canada Forum, limited to three (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 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

District 5M-2 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 District Convention (Winner + up to three guests)	\$80
Total LCI Essay Contest Budget	\$430
Peace Poster Contest	
District 1 st Place Award	\$300
Plaque for 1 st Place Award	\$50
District 2 nd Place Award	\$200
District 3 rd Place Award	\$100
Meals at District Convention (Winners + three guests (12 total))	\$240
Framing and Printing	\$200
Total Peace Poster Budget	\$1090
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 District Convention (Winners + three guests (12 total))	\$240
Zone 1 st Place Awards (\$100 each)	\$800
Total Write-Off Budget	\$2090

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 5M-2 Cabinet and become part of the budget as emailed 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 5M-2 Cabinet.
- Project Chairs may spend up to their budget within the guidelines set without special permission of the District 5M-2 Cabinet or District Governor.
- If additional funding is desired, the Project Chair may make a request of the District 5M-2 Cabinet.
- District Convention meals should come from Youth Activities Budgets not from the District Convention 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 the 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 5M-2 Cabinet.
- Leos attending the 5M-2 District or Multiple District 5M 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 100% of the cost, which includes both meals and/or lodging in one fee.
- Leos attending a convention or conference subsequent times will be subsidized at a rate of 50% for meals and/or registration cost, if all-inclusive such as the Leo Conference.
- No lodging costs for the 5M-2 District Convention or Multiple District 5M 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 5M-2 District Treasurer.

Chapter 4. PRIVACY POLICY

This Privacy Policy applies to the information District 5M-2 of Lions Clubs International collects and processes on Lion Members of Clubs in the 5M-2 District.

Your privacy is important to 5M-2. Please read this privacy policy to learn about the information 5M-2 collects from members and how we use the information.

1. Scope

This Privacy Policy describes the information 5M-2 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 Collected

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

- a. Name

- b. Member Number
- c. Date Joined
- d. Gender
- e. Date of Birth
- f. Partner/Spouse Name
- g. Address
- h. Telephone Number
- i. Email Address(es)
- j. Club
- k. Offices Held

3. How We Collection Information

We download membership information from the MyLCI website. This information is made available by Lions Clubs International to Lions Clubs 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 Data is Processed

District 5M-2 produces an electronic directory containing member information of all Lions Clubs in the District who have provided information to Lions Clubs International through their Club Secretary.

District 5M-2 uses the full electronic directory to produce electronic (Filemaker, Excel, and PDF) versions. And printed versions of a directory containing only District and Club Officer information.

The information is used solely to further District 5M-2 Lions purposes including “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 District 5M-2 Newsletter.
- c. Meeting planning and facilitating District 5M-2 events and training.
- d. Furtherance of Public Relations activities and Cooperative Alliances.
- e. Support of Lions Clubs International Foundation.
- f. Support of MD5M projects as approved by the Council of Governors.
- g. Support of District 5M-2 projects as authorized by the District Cabinet.
- h. Disclosure of information as required by the law or is pertinent to judicial or governmental investigations.
- i.

5. How We Share Information

District 5M-2 prohibits furnishing any Lions contact information to any person/organization for personal advantage or gain.

District 5M-2 provides District and Club Officer information to:

- a. Upon request from District Cabinet members.
- b. Each Lions Club in the District.
- c. District and Multiple District 5M Officers and Program Chairs at the direction of the District Governor.

In each situation, it is clearly stipulated such information is to be used for Lions purposes only.

6. Security of Your Personal Data

District 5M-2 takes precautions intended to help protect information we process, but no system or electronic data transition 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 it can be safeguarded over internet channels. Only a limited part of credit card numbers is revealed when confirming an order.

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

7. Retention of Your Personal Data

5M-2 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(es), you are consenting (opting in) to receive information from Lions Clubs International and its family of programs."

District 5M-2 interprets LCI Policy to imply members opt-in to receive information from District 5M-2 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 5M-2 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 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 5M-2 encourages its member Lions/Leo 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 while 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 5M-2. If any part hereof is found not be consistent with such Laws, Constitution, By-Laws or Policies only the inconsistent part shall be voided, and such inconsistency shall not affect their validity of this Policy Manual.