

Standing Policy

USA/Canada Lions Leadership Forum

August 11, 1996

To encourage District Officers to attend the “USA/CANADA Lions Leadership Forum,” an amount shall be budgeted each year, to be divided among those attending, to help defray costs.

With the exception of the Vice District Governor, each attending officer shall receive one share of the budgeted amount. The Vice District Governor shall receive two shares of the budgeted amount. The maximum allotment for each share shall be no greater than 20% of the budgeted amount.

Payment shall be made following the completion of the respective forum and upon satisfactory evidence of attendance.

Eligible candidates shall be the sitting District Officer of District A-15 drawn from the following: District Governor, Vice District Governor, Region Chairmen, Zone Chairmen.

(Herrmann, T./Kellman, M.)

District Cabinet – Expense Claims

August 11, 1996

All Cabinet Chairs shall submit Expense Claim Forms in the required form, i.e., Appendix “A” and Appendix “B” to this Manual, and such claims will be paid if within the respective budget approved by Cabinet, or only after approval at the next Cabinet Meeting.

(Pettapiece, R./McTavish, N.)

Vice District Governor Regalia

August 11, 1996

The District shall cover the cost of a Vice District Governor blazer patch and distinctive name badges for both the Vice District Governor and spouse.

(Kellman, M./Cronin, T.)

Vice District Governor Expenses

August 11, 1996

The Vice District Governor shall be able to claim expenses, in a like manner to that from M.D. "A.," for attendance at the other two Region Rallies.

(Callebert, H./Siertsema, J.)

District Cabinet – Meeting Meals

August 11, 1996

The cost of meals for Cabinet Chairs attending Cabinet Meetings shall be borne by the District.

District Officer attending Cabinet Meetings shall be required to pay meal costs up to the level of reimbursement received from M.D. "A" or International.

(Herrmann, T./Siertsema, J.)

District Governor Ability to Commit District Resources to M.D. "A"

August 11, 1996

The Governor of District A-15 is directed to notify M.D. "A" that the Governor is not able to participate on behalf of the District in any scheme or project that has financial obligations unless the District has been notified 60 days prior to the adoption of such a scheme or project by the Council of Governors.

No District funds for any such projects or scheme can be expended without prior approval of the voting Cabinet.

Following proper notification, the Governor will poll the Cabinet in an appropriate manner and receive direction for action on the matter. Approval can be attained via mail or telephone canvass but must be verified at the next regular District Cabinet Meeting.

(Herrman, T./Callebert,H.)

District A-15 Convention Policy

January 31, 2000

Present Convention Policy contained within the District A-15 Policy and Procedures Manual shall be replaced with the update procedures presented to the Cabinet under the headings “Convention Policy” and “Credentials and Election Policy”.

(Herrmann, T./Sych, I.)

Youth Exchange and Youth Camp Budgets

November 24, 1996

The Youth Exchange Chair and the Youth Camp Chair shall submit budgets for their respective portfolios four weeks prior to the November Cabinet Meeting.

(Cronin, T./Bell, R.)

District A15 – Letterhead/Envelops

June 8, 1997

Stationery and envelopes order for use by District officers and Cabinet members shall be generic in nature. A nominal supply (e.g. 100/250 sheets) of personalized letterhead may be ordered annually for the new District Governor.

(Siertsema, J./Callebert, H.)

District Governor – Plaque/Pin

January 25, 1998

At the conclusion of his year of service, the District Governor is to be recognized by the presentation of a suitably engraved plaque. Such plaque is to be presented as part of the closing ceremonies of the Convention at which the Governor presides. The District Governor shall also receive a Past District Governor’s lapel pin (Catalogue item B-14-J), to be presented to him at the installation of the new Cabinet.

(Robertson, D./Herrmann, T.)

Solicitation of Funds

January 25, 1998

A Lions Club shall be required to provide a Letter of Information to all Clubs that may be impacted, when the subject Club (or its sponsored Lioness Club) is entering an area, other compensated or to provide an uncompensated service.

(Robertson, D./Herrmann, T.)

Award/Contest Requirements

January 25, 1999

Criteria for contests or awards established or conducted in District A-15, e.g., Club Involvement Award or Membership Trophy Challenge shall reflect requirements/stipulations contained within the District A-15 Constitution or District A-15 Policy and Procedures Manual.

(Hilling, M./Salter, M.)

District A-15 – Pins – Authority to create

January 31, 2000

There shall be struck annually a District Pin. This pin shall follow the style determined by the District A-15 cabinet and would normally take the form of a series, bearing in mind possible District realignment, with the LIONS A-15 and WE SERVE series providing a guide for format.

(Taylor, D./Cronin, T.)

District A-15 – Pins – District Governor Allotment

January 31, 2000

District Governor to be provided with 100 pins of the annual District A-15 pin for his use exclusively.

(Taylor, D./Cronin, T.)

Zone Advisory Meetings – Hosting restriction

January 31, 2000

While a Club may be invited to host a Zone Advisory Meeting, that meeting shall be chaired entirely by the Zone Chairman and no part shall be set over to conduct Club business in any form.

(Taylor, D./Cronin,T.)

Candidates for District Office – Nomination timing

January 31, 2000

This District Governor will, in his year of administration, accept formal nominations for candidacy for the position of Zone Chairman or Region Chairman on or after January 1 and for candidacy for the position of Vice District Governor or District Governor on or after November 1.

(Taylor, D./Cronin,T.)

Candidates for District Office – Campaign commencement

January 31, 2000

Formal campaigning for election by a candidate for the position of Zone Chairman or Region Chairman shall not commence until January 1 and by a candidate for the position of Vice District Governor or District Governor until November 1 of the fiscal year in which a Lion seeks election.

(Taylor,D./Cronin.T.)

Zone Advisory Meetings – Meal costs for guests

January 31, 2000

Invited guest speakers to a Club meeting or Zone Advisory meeting shall have their meal costs paid for by the host. District Officers or Cabinet Chairs attending a meeting of their own volition and requesting an opportunity to speak shall not be considered invitees.

(Taylor, D./Cronin,T.)

District Officers – Meal costs for visits

January 31, 2000

The District Governor, Vice District Governor, Region Chairmen and Zone Chairmen shall be hosted by the Club and have meals paid for when making *official visits* to “their” Clubs, or, in the case of the Vice District Governor, when acting in the stead of the District Governor.

(Taylor, D./Cronin, T.)

Zone Advisory Meetings – Meal costs for District Officers

January 31, 2000

The District Governor, Vice District Governor, Region Chairmen and Zone Chairmen shall have meals paid for when attending Zone advisory Meetings in their area of responsibility, save and except they shall provide meal cost reimbursement to the extent of expenses authorized to be claimed from MD “A” or Lions Clubs International.

(Taylor, D./Cronin, T.)

Committee Budget Requests and Reports

January 28, 2002

1. At the 1st District meeting of the Lions Year 9 (usually during August) all Appointed Cabinet Committee Chairs will present a Plan of Operation and a proposed Budget (to include a plan to raise all funds needed) for that Lion’s year seeking approval by voting Cabinet before implementing either.
2. Four (4) weeks prior to the final cabinet meeting of the Lion’s year (usually during June) every Chair or similar functionary appointed to District Cabinet shall submit an itemized income and expense account detailing all monies received and expended during the year.
3. Non Cabinet Committee, Cabinet Committee Chair or other appointed functionary man, without special permission of Cabinet, expend funds in excess of monies raised during any Lion’s year or any Lion’s project.
4. All District Funds, administrative or held in Trust, are to be the responsibility of the District Treasurer. Such Funds are to be placed in a District Bank Account or other depository. All such must be fully accounted for at each and every District Cabinet Meeting.
5. No District Chair or other functionary, without special permission of voting Cabinet, shall establish a bank account or hold donated or otherwise raised monies.

6. In each Lion's year the District Governor, District Cabinet Secretary and District Cabinet Treasurer shall be the signing officers on all accounts. In each and every case two of the three must sign any check or similar financial instrument.
7. The Voting Cabinet may, at its discretion, authorize the establishment of Imprest Accounts for portfolios where such would enhance operation. In such case, the Portfolio Chair shall be added as a signing officer on the designated account, with any two of the four signatories required to sign. Additional requirements for Imprest Account Operation shall be addressed through Standing Policy.
8. Any appointed District Cabinet Chair or functionary who does not abide by the above Policy and Procedure is to be immediately removed by the District Governor from office and the District Treasurer instructed to conduct an immediate audit of all monies raised or expended by said official.

(Salter, M./Robinson, B.)

Costs paid from New Club Assessment Fund

June 8, 2003

Organizational costs relative to the formation of new Lions Clubs or Branch Clubs to include, but not limited to, room rental and coffee and donuts shall be reimbursable through the New Club Assessment fund.

Regalia costs covered by the Fund shall include Lions Felt Banner, Large Gong and Gavel, Fine Bank, International Flag Set, Base and Engraved Plate, two Aluminum Flag Poles, Stand and Emblem Tops, Canadian Flag Set, Lions Clubs Flag Set, Club Member Printed Badges, Framing and Calligraphy for Club Charter and New Member Certificates.

Where an article of regalia is donated by a Club or individual, payment of the value of the article, as determined by the Cabinet Treasurer (or Secretary-Treasurer) shall be made to the newly chartered Lions Club.

(Robertson, D./Heightington,R.)

Regalia for New Branch Clubs & New Leo Clubs

June 8, 2003

Newly formed Branch Clubs shall, at the time of formation, be provided with a Lions Felt Banner plus Aluminum Flag Pole and Stand with the cost charged to the New Club Assessment Fund.

(Robertson, S./Jones, S.)

June 8, 2008

Newly formed Leo Clubs shall, at the time of formation, be provided with a Lions Felt Banner, Podium Flag set, Gong & Gavel with cost charged to the New Club Assessment Fund.

(McNeight, K./Boelke, W.)

Emergency Reserve Fund: Establishment, Use and Replacement

June 8, 2003

An Emergency Reserve Fund shall be established in the initial amount of \$20,000, being approximately 150% of the approved Budget Expenses for the current fiscal year. Expenditures may be made from the Fund strictly to pay current expenses necessary to meet the minimal operating requirements of the District, which cannot be met out of current income.

The Fund shall be maintained or adjusted upward at each fiscal year end to reflect a level of 150% of the approved Budget Expense for the current fiscal year. In the event the Fund falls below the 150% level, the District Cabinet shall enact appropriate action to restore a 150% level.

(Robertson, D./Ross, R.)

Convention Fund Levy

June 8, 2003

In lieu of or in addition to a District Convention Registration fee, an Annual Per Capita District Convention Fund Levy of \$1.40 shall be levied upon each member of each club in the District and shall be collected and paid in advance by each club, except newly chartered and reorganized Clubs, on the first day of September each year, assessment based on Lions Clubs' membership on the June Monthly Membership Reports. This levy shall be collected from the clubs by, and remitted to, the District Treasurer (or Secretary-Treasurer) who shall account for such monies in a separate folio.

The funds so collected shall be used exclusively for defraying expenses, detailed below, of the District A-15 Convention and shall be expended only by district cheques drawn and signed by the District Treasurer (or Secretary-Treasurer) and countersigned by the District Governor. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said Convention Per Capita Levy for said fiscal year on a pro-rate basis from the first day of the second month following the date of its (re) organization as the case may be.

Applicable Convention Expenses to be defrayed by this Fund shall relate to the District's International Guest and shall include the following: Registration (2); Pin (2); Accommodation (2 nights); Meals (2 x 5); refreshments, flowers/bouquet; District give (plus shipment and return of shipping case); ground transportation to and from Pearson International Airport (GTA).

(Robertson, D./Nellis, J.)

Amended

June 3, 2007

Provided that these expenses have been defrayed and that funds remain available, the Host Committee may apply to Cabinet at the June Cabinet meeting or upon receipt and acceptance of their final financial report by Cabinet, whichever is later, to be reimbursed for the registration (2), pin (2), accommodation (2 nights), meals (2 x 5), refreshment and flower costs of the District Governor and spouse followed by the similar costs of the Protocol Aide and spouse;

Subject to funds being available, the Host Committee shall be entitled to receive either:

An amount equal to the sum of monies collected by the Cabinet Treasurer (or Secretary-Treasurer) from the Convention Levy for the year in which the Convention was held minus the sum equal to the actual profit of the Host Committee as shown in their final report (which shall include their payment of costs for which reimbursement is applied),

or:

An amount equal to their actual costs,
Whichever is the lesser amount.

(Brash, J./Carson, B.)

Screening of Volunteers

June 6, 2004

Members of District A-15 who wish to be involved with Youth Camp, being host families or volunteering their time in any capacity, will be screened for suitability.

(Callebert, H./McPhail, C.)

Volunteer Screening Process

Lions Clubs International
District A-15

Policy

District A-15 has been approved by the Ontario Provincial Police (O.P.P.) to be included on their Corporate Lists to obtain record information available through the Canadian Police Information Centre (CPIC).

The District A-15 Secretary will keep a copy of this Agreement on file.

Members of District A-15 who wish to be involved with the Youth Camp, being a Host Family or volunteering their time at the Youth Camp in any capacity, will be screened for suitability.

Under this process, because of its designation as a volunteer position, there will be no fee collected by the District A-15 or the O.P.P.

O.P.P. Records Inquiry Unit, GHQ Service, Orillia, Ontario will conduct the required search based on the information provided by the member involved in the process.

The O.P.P. and District A-15 will only release CPIC information to the District Process Coordinators who are authorized and approved by the O.P.P. and District A-15.

The form to be used for this screening process will only be the O.P.P. Form LE220, CPIC Information Release, Police Records Search Certificate – Volunteer Screening. This is the consent form, which will be completed by a member.

Information released from CPIC is as is and may be clarified but always without an evaluating opinion on the information or the person checked.

Information received on a member involved in this process will only be used for the intent of what it was provided for and will not be disseminated to any other person or organization.

The Freedom of Information and Protection of Privacy Act applies in the protecting of personal information used or obtained at any stage in the process and in relation to the released CPIC information.

Violation of F.I. and P.P.A., Canadian Charter of Rights and Freedoms or the Human Rights Code by District A-15 may curtail the agreement with the O.P.P.

Process

Those members, as deemed by District Policy, required to be involved in the screening process, will obtain the Form LE220 from the District Governor, Youth Exchange/Youth Camp Director or one of the District Coordinators.

The member shall provide his/her name, address and date of birth as well as sign the document indicating the information they are providing is correct as well as consenting to the search.

The Consent to Search document will then be forwarded to one of the 2 District Process Coordinators who will, in turn, forward the search request to the O.P.P. Record Inquiry Unit.

When the search has been completed the results will be returned to the Coordinators.

Should no problems exist, the member(s), Governor and Camp Director shall be advised and the records will be destroyed.

The O.P.P. will be maintaining a record of requests made and the results for a period of time as defined by their policy.

Should there be an issue regarding an application, the Governor will be notified and in turn consult with the Youth Director regarding the ineligibility of the member in question. The Governor shall not divulge the findings of the CPIC information but only recommend that the member not be accepted as a volunteer.

A member disagreeing the CPIC information that has been received will contact the appropriate Process Coordinator. Further checks will be at the cost of the individual not District A-15.

The decision by the Process Coordinators and the District Governor shall be final.

District Cabinet – Expense Claims

August 29, 2004

Present Policy contained in the District A-15 Policy and Procedures Manual, enacted under date of August 11, 1996, shall be supplemented to provide for an annual gratuitous payment, established at the first Cabinet Meeting of each year, to each Cabinet Chairperson, such payment to be made at the final Cabinet Meeting of the respective fiscal year. The purpose of this payment is to defray costs incurred by Cabinet Chairperson which, traditionally, have been absorbed by the Chairperson. Should anticipated expenses exceed the “gratuitous payment” established in the prior fiscal year, the Cabinet Chairperson may submit a formal budget request for consideration.

(Cole, D./Ransom,N.)

New Clubs Pre-start Up Costs

January 31, 2005

The District shall allot a sum not in excess of \$150.00 to cover incidental costs, for example: room/hall rental, refreshment in respect to pre-start up activities relating to new clubs.

(RC Carson/ZC Rypma)

Deceased Past District Governors' Recognition

At the time of passing of a Past District Governor of this District, or a Past District Governor relocated to and active in this District, or upon learning of the demise of a non-resident Past District Governor of this District , the sitting District Governor may authorize the immediate donation of \$100.00 as a memorial to a charity of Lions' activity of his or her choice.

(RC Carson/ZC Kuntz)

Dispute Resolution

June 12, 2005

In the event the District Governor is called upon to appoint a "Dispute Resolution Officer" to resolve a qualifying situation, each of the Club and the individual involved shall provide written request for such accompanied by payment in the amount of \$75.00 payable to the District "A"-15 Lions Clubs, the latter to cover costs relative to the resolution process.

(ZC Martin/ZC Callebert)

District A-15-pins-Contest Allotment

June 10, 2007

The District Treasurer shall be provided with 10 pins of the annual District A-15 pin for use in the District Contests such as First Timers Contest at the Convention or as may be determined from time to time by Cabinet.

(Brash,J./Cole, D.)