

District 41 Policy Manual

April 2007

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Introduction

The Joint Constitution and By-Laws Committee, appointed by DG Carolyn Gile and DG Paula Beach, working with the Joint Transition Team, created the following document entitled District 41 Policy Manual.

This District 41 Policy Manual is designed to be a guideline for the Lions and Officers of District 41. It's intent is to provide the necessary information so the business of our District will be conducted efficiently and Lionism will be strengthened. This manual does not supersede the Constitution and By-Laws of District 41 nor is it meant to change it.

This manual may have to be amended from time to time to reflect the needs and changes that will take place in our District.

Suggestions for improvement or clarification are welcomed and should be passed on to the District Governor.

This new Policy Manual will take effect on July 7, 2007.

Joint Constitution and By-Laws Committee Members:

PDG Clyde Nason Co-Chair	PID Lew Small Co-Chair
PDG Jim Eaton	PDG John Youney
Lion Joe Murray	IPDG Tim Chase
Lion Ken Snitger	PDG Wayne Weeks

VDG Ron Johnson
Joint Transition Chair

4/18/2007

I. DISTRICT ADMINISTRATION

References to District 41I & O and District 41L will be referred to as North and South respectively:
N/S

A. Alternating District Governor and Vice District Governor

Districts formally known as 41-I and O, and District 41-L shall be represented in an alternating format in the positions of District Governor and Vice District Governor. For example: When the District Governor is from the North, the Vice District Governor will be from the South, and they will alternate the year after. This alternating format will continue for the foreseeable future providing a qualified candidate comes forward from each area.

B. Budget & Audit Committee

1. As part of the Cabinet, the incoming District Governor, (sitting Vice District Governor) shall appoint a four member Budget and Audit Committee to assist in the preparation of a District Budget for the upcoming year and to conduct audits and/or reviews of the District financial records. Ideally they should be appointed early enough to be included in the District Directory.
2. The Committee shall consist of two members from the North and two members from the South. One member from each area shall be a Past District Governor and at least one member from either the North or the South shall be a Certified Public Accountant (CPA) or a Licensed Public Account (LPA), if available. Based upon past experience and the diverse backgrounds of the District Officers from year to year, it has been determined that the appointment of a CPA or LPA to this Committee to both assist with the preparation of a comprehensive budget and to oversee the conduct of an adequate review or audit of the books is extremely helpful. In the event a CPA or LPA is available to the incoming District Governor to serve on this Committee, it is strongly recommended that he or she be appointed to chair the Committee.
3. The duties and responsibilities of the Budget and Audit Committee shall include the following;
 - a. Prepare the District Budget in conjunction with the incoming District Governor and incoming District Cabinet Treasurer at meetings and/or workshops scheduled by the incoming District Governor, which budget shall be presented at the District Convention preceding the term of the incoming District Governor
 - b. Perform and publish, within 60 days of the conclusion of the fiscal year, the annual final audit and/or review of the District financial records. The outgoing District Governor and District Cabinet Treasurer shall, as requested by the Committee, assist during the audit and/or review.
 - c. Perform an interim audit or review of the District financial records during January for the period ending December 31st of the current fiscal year. The District Governor and District Cabinet Treasurer shall, as requested by the Committee, assist during this audit and/or review.
 - d. Prepare and submit the annual IRS Form 990 tax return subsequent to the final audit and/or review, but prior to November 15th, for the preceding fiscal year. The amounts from Blind Bowlers, LCIF, Diabetes, and all other activities shall be included together, both for income

received and disbursed, in filing District 41's annual IRS Form 990 tax return. (Note: Revenue over \$25,000.00 requires that the long 990 form be filed.)

4. The incoming District Governor shall be responsible to ensure that the proposed budget is submitted to all Club Secretaries at least 30 days prior to the District Convention by mail or email.
5. The District Cabinet Treasurer shall maintain a set of financial records for the income received and the expenses paid during the fiscal year. Record keeping by computer spreadsheet is the preferred system for recording transactions. Paid invoices, receipts or approved vouchers shall be maintained to support District expense records and for use during audits.
6. The outgoing Cabinet Treasurer shall retain at the end of his or her term such funds as are necessary to pay all bills or debts contracted for by the District on or before June 30th. All other assets shall be transferred to the incoming Cabinet Treasurer by the end of August.

C. District Expenses

The district officers listed below will be eligible for expense reimbursement. Note: Reimbursement of expenses shall be in accordance with existing International Rules of Audit, unless noted otherwise.

1. DISTRICT GOVERNOR

Cabinet Meetings	Meals Only
New England Lions Council	Not to exceed \$200.00
International Convention	Rules of Audit- Meals, Trans. . 6 Nights Hotel, Max - Conv Rate
OR	
USA-Canada Forum	Rules of Audit - Meals, Trans. 5 Nights Hotel, Max - Conv Rate
Travel not covered by LCI to Clubs	Rules of Audit - Mileage Only
Maine Sight & Hearing	Rules of Audit – Mileage Only
Maine Lions Council	Rules of Audit - Mileage Only

Expenses for the outgoing District Governor and spouse or partner for attendance to the International Convention or USA/Canada Forum, so long as the Forum expenses do not exceed the Convention expenses, to be paid by District funds, and shall be allowed as follows: Cost of direct travel from home to site of Convention at most economical route, maximum of six nights allowance for room . Meals will be paid according to existing International Rules of Audit for a maximum of six days.

The District Governor will have mileage allowance for travel within the District per the existing International Rules of Audit (if not covered by LCI budget) for visits to any Club needing extra attention. If each trip is not documented, no money will be allowed.

2. VICE DISTRICT GOVERNOR

Cabinet Meetings	Meals Only
USA-Canada Forum	Rules of Audit – Meals, Trans. 4 Nights Hotel, Max-Conv Rate
District Convention	Rules of Audit
Travel to Clubs	Rules of Audit –Mileage – Only

Vice District Governor’s expenses to the USA/Canada forum paid by District funds shall be allowed as follows: Costs shall include registration fees, maximum of four nights allowance for room at convention rate, direct travel from home to site of Forum at most economical rate, meals will be paid according to existing International Rules of Audit for a maximum of five days.

Expenses for the Vice District Governor to the District Convention will be paid (maximum of three days) according to the existing International Rules of Audit.

3. CABINET SECRETARY-TREASURER

Cabinet Meetings	Meals Only
District Convention	Rules of Audit
NELC Training	Rules of Audit – Mileage only

4. DEPUTY VICE DISTRICT GOVERNOR, REGION / ZONE CHAIRMAN, DISTRICT CHAIRMAN

Travel to Clubs and NELC Training	Rules of Audit - Mileage Only
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5. NEW ENGLAND LIONS REP.

Rules of Audit – Mileage only

6. ADMINISTRATIVE EXPENSES

Other District Expenses	Per Approved Budget
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Items included in the District Budget annually

Directory	Printing/Postage	Name Tags
Gifts/Awards	Cabinet Meetings	District Convention
State Pins	CST Bond	Internet/Web Costs
District Training	Region &Zone Chair	New Club Exp
NE Council Dues	Dist Chair Exp	Peace Poster
Speak Out	Greetings/Funerals	Bank Charges
Contingency Fund	Incorporation Fee	Corporate Filing Fees

The Cabinet Treasurer shall be bonded in such amount the Budget Committee feels is adequate and with a security company approved by the District Governor. This cost shall be an administrative expense.

D. District Appointments:

1. The mandatory elected positions continue to be the DG and VDG.

2. The District Governor will appoint a Cabinet consisting of approved positions as outlined by Lions International. These appointments are for a one-year term except as indicated below.

3. The District Governor can appoint a minimum of two Deputy Vice District Governors (one each representing North and South) that could assist the DG and VDG with Region, Zone, and Club contact as well as organizational issues. The position of Deputy Vice District Governor, (DVDG), shall be bound by all provisions of the MD Constitution and By-Laws as it relates to Region Chairman.

4. Mandatory District Committees to be appointed by the District Governor are:

a. Budget & Audit Committee	1 year N/S
b. Election Committee	1 year N/S
c. Extension Chair/Assistant Chair	3 years N/S
d. Historian	3 years
e. LCIF Chairperson (IPDG)	1 year
f. Leadership Development Chair/Assistant Chair	3 years N/S
g. Membership Chair/Assistant Chair	3 years N/S
h. MERL Team Coordinator	1 year
i. New England Governors Council Rep.	6 years
j. Newsletter Editor	1 year
k. Public Relations Chair/Assistant Chair	1 year N/S
l. Retention Chair/Assistant Chair	3 years N/S
m. Webmaster/Technology Chair	1 year
n. Zone Chairman	1 year

5. The following mandatory committees will have Rotating Chairmen – each person moves up one position until he/she becomes chair. The District Governor appoints the newest member. There will be equal representation (N/S) with chairman alternating from N/S each year.
 - a. Convention Committee (4) (Must have at least two PDGs)
 - b. Long-range Planning Committee (4) (must all be PDGs)
 - c. Constitution & By-Laws Committee (4) (must be at least two PDGs on committee)

6. Optional Committees/Chairs.

a. Blind Bowlers Chair/Assistant Chair	1 year N/S
b. Convention Rules Committee	1 year
c. DG Honorary Committee	1 year N/S
d. Deputy Vice District Governor	1 year
e. Diabetes Chair/Assistant Chair	1 year N/S
f. Eyesight and Hearing	1 year
g. Fidelco Chair	1 year
h. Iris Network Chair	1 year
i. Leo Chair	1 year
j. Lion Tamer	1 year
k. Lioness Chair	1 year
l. New Member Orientation /Assistant Chair	1 year N/S
m. Organ Donor Chair/Assistant Chair	1 year N/S

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|---|------------|
| n. Peace Poster Chair/Assistant Chair | 1 year N/S |
| o. Pin Chair | 1 year |
| p. District Photographer | 1 year |
| q. Region Chairs | 1 year |
| r. Resolutions Committee | 1 year |
| s. Sergeant-at Arms | 1 year |
| s. Speak Out /Assistant Chair | 1 year N/S |
| t. White Cane Chair/Assistant Chair | 1 year N/S |
| u. Other committee chairs as needed by the District Governor. | |

NOTE: A single Chair for each committee is recommended and an Assistant Chair could be appointed to help with the workload, communications, etc. It is necessary to have someone ultimately responsible for each Committee and dual chairs may make that responsibility confusing in some situations. Chair and Assistant Chair should represent N/S, and are recommended where noted.

The District Governor can decide what committees should have Assistant Chairs each year.

E. Leadership Training:

Officer Leadership Schools will be held within an April/June time frame. There can be regional schools or one or two central schools. The District Leadership Development Chair will be responsible for the schools with help from the MERL Team. Training should at least be offered for Presidents, Secretaries and Membership Chairman. More schools can be offered based on interest from the Clubs.

F. Historian:

The District Historian is responsible for maintaining the historical artifacts and records of the District and for setting up a filing system for them. They should have computer skills and a safe storage area for records and artifacts of the District. This Lion will be responsible for establishing, categorizing and maintaining a master list of all items below, put the list on a computer file, and make a back-up copy of same on a disc. These items includes, but not limited to:

1. District Cabinet Meeting Minutes
2. District Convention Minutes
3. Annual Budgets and Financial Reports
4. Annual IRS Form 990
5. District Awards
6. District Directories
7. District Convention Information
8. District Programs, i.e. Necrology Services, Speak-Out, etc
9. Photographs
10. Plaques received by the District

Original documents and plaques should be maintained in a safe place. The District Historian is also responsible for contacting Past District Governors, Past Cabinet Secretary/Treasurers and individual Clubs and attempt to locate any historical materials they may have in their possession that pertains to the District.

G. Club Boundaries:

1. Club boundaries shall be those boundaries that are on file at the office of Lions Clubs International.
2. While a club may provide service or carry out a service project anywhere within the District, no club shall carry out any fund raising projects outside of their own boundaries unless it is a joint project carried out in conjunction with another club or a joint project involving all clubs in the zone. A club wishing to carry out such a project shall have first obtained the permission of the neighboring club to enter their territory for this purpose.
3. In the spirit of cooperation, where one mall or shopping center serves a large region encompassing more than one club, the clubs within those boundaries that the mall or shopping center lies should not unreasonably withhold permission from another club to use that mall provided the management of the mall grants permission.

H. District Awards:

Awards funded by the District Budget that should be recognized annually at the 4th Cabinet Meeting/Convention. The District Governor will have final choice on what awards are made.

1. President of the Year
2. Secretary of the Year
3. 100% Secretary. (Awarded at 1st Cabinet Meeting for prior year's performance)
4. Lion of the Year
5. Rookie of the Year
6. Visitation (Travel) Award(s) (awards by club size and/or 1st, 2nd & 3rd place)
7. Efficiency Award(s) (awards by club size and/or 1st, 2nd & 3rd place)
8. Activities Contest Award(s) (awards by club size and/or 1st, 2nd & 3rd place)
9. Outstanding Newsletter (s) (awards by club size and/or 1st, 2nd & 3rd place.)
10. Club Membership Growth and Retention Award
11. DG, VDG and CST Plaques and crest patch
12. Best Club Treasurer
13. Most Improved Club(s) Small & Large Club
14. Outstanding District Chair
15. DG Appreciation Award
16. Best Zone Chair
17. Best Regional Chair
18. Most Eyeglasses Collected
19. Lioness of the Year
20. Outstanding Community Service Award

II. CABINET MEETINGS

A. Planning:

Lions Clubs International requires a meeting of the cabinet to be held within (30) days after the adjournment of the preceding International Convention. It is recommended the Governor schedule a Pre-Cabinet or Organizational meeting for the Cabinet Officers-Zone, Region and Committee Chairman. This can be a weeknight evening meeting located in a central location.

The District will hold four (4) Cabinet Meetings each year. The District Governor should assign a Cabinet Officer the responsibility of arranging and supervising these meetings. The District Governor must be in full agreement with the location, meal costs, and other details pertaining to the Cabinet Meetings. Every effort should be given to avoid conflict with holidays and school vacations whenever possible.

1. The first Cabinet meeting will be held in the Month of September. Recommend a location in the southern sector of the State.
2. The second will be held during late October or early November. Recommend a location near Bangor or towards the Coast or West along Route 2.
3. The third will be around the end of January. Recommend being centrally located and near major roadways, (I-95, Maine Turnpike) due to winter driving conditions.
4. The fourth will be at the District Convention at the end of April. It should be centrally located. It will be a three day District Convention on a weekend.

B. Site Selection:

Whenever possible, locations chosen should encompass each Region of the District and have the following in mind:

1. Large enough to accommodate the number of attending comfortably.
2. Room for an additional meeting to be conducted at the same time as the Cabinet Meeting.
3. Ample Parking
4. Reasonably priced accommodations nearby for those Lions who feel it necessary or want to stay in the area for a night.
5. The Cabinet Meeting locations should be selected and all arrangements made by August 15th of each District Governor's year, whenever possible.

C. Cabinet Reports:

1. Deputy Vice District Governors, Region, Zone, and District Committee Chairs will give verbal reports at the discretion of the District Governor.
2. All Cabinet Officers, Zone, and District Chairs may be required to turn in a written report at each Cabinet Meeting.
3. All Committee Chairs responsible for any funds belonging to the District through fund raising or other activities shall deliver a financial accounting of said funds at the Cabinet meetings and deliver all funds so accounted to the Cabinet Secretary/Treasurer at that time.

D. Club Banners:

Each Lions, Lioness, and Leo Club in the District should be encouraged to display their Club Banner at all Cabinet Business Sessions.

E. Bar Closings:

All bars will be closed during Cabinet Meetings.

F. Fund Raising:

1. Club fund raising is restricted to a place set aside, either a separate room or tables set up along the side of the room, for the sale or display of pins, raffle tickets, etc. No selling is allowed during the Cabinet Meeting.
2. District fund raising solicitation is allowed during the social hour and meals but not during the Cabinet Meeting

G. Dress Code Recommendations:

1. District Governor, Vice District Governor, Cabinet Secretary-Treasurer, Past District Governors – green or navy blazer, gray or black trousers or skirts (District Uniform)
2. All others - casual slacks/skirts, sports coat, Lions vest, dresses.

H. Meals:

1. It is recommended that all reservations be made in advance and paid for by one check per club. Advance reservations deadline to be determined by the District Governor or Cabinet Officer arranging these meetings
2. It is not necessary to purchase meals in order to attend a Cabinet Meeting. All Lions are encouraged and welcomed to attend all Cabinet Meetings.

I. Speakers:

The District Governor is encouraged to obtain a guest speaker for Cabinet Meetings. This speaker should be limited to 15 minutes and present a topic of interest to all.

J. Head Table Seating:

Head table seating shall include the DG, VDG, CST and Guest Speaker and shall be consistent with Lions Clubs International protocol.

III. DISTRICT CONVENTION

A. Convention Committee:

1. The Convention Committee shall consist of four Lions, two of whom are Past District Governors, as follows:
 - a. Convention Chairperson 1 year
 - b. Reservation Chairperson 2 years
 - c. Member 3 years
 - d. Member 4 years
2. After the first year, the Chairperson's term ends and the Reservation Chairperson moves up to Convention Chairperson, and the Member moves up to Reservation Chairperson. A new member is added each year to serve a four-year term.
3. Duties of the Committee:
 - a. Recommend a site for the Convention
 - b. Reservations
 - c. Organization of events

- d. Set-up and Clean up
- e. District Governor has final approval of site and events

B. Guest Speaker:

1. The District Governor submits a form from Lions International to request an International Association of Lions Clubs Speaker for the District Convention.
2. The International Association of Lions Clubs will pay the transportation for this speaker.
3. The District is responsible for meals and accommodations.
4. A District can only have one International Speaker a year with expenses paid for by Lions International.
5. It is important that the District Governor submits the request form by August 1st.
6. Lions International will send notification, travel plans, picture, and information about the Guest Speaker. This information should be turned over to the Convention Chairperson.

C. Convention Format:

1. The convention will be held on Friday, Saturday, and Sunday.
2. The following events should be scheduled
 - a. Speak-out Contest
 - b. Necrology Service
 - c. Saturday Evening Banquet with International Speaker,
 - d. Cabinet Meeting on Saturday with voting on Sunday Morning at 11:00 a.m.
 - e. Incoming Officers and Awards Luncheon on Sunday.

D. Dress Code Recommendations:

1. Meetings, Programs, Seminars:
 - a. District Governor, Vice District Governor, Cabinet Secretary-Treasurer and Past District Governors– green or navy blazer, gray or black trousers or skirts (District Uniform)
 - b. All others – casual slacks/skirt, dress, sport coat, Lions vest.
2. Saturday Banquet:
 - a. Head Table – White Dinner Attire (CSTs can wear – District dress)
 - b. Past District Governors – White Dinner Attire or suit.
 - c. All Others – Business suit, District uniform, sport coat, dress/skirt, pant suit.
3. Incoming Officers’ and Awards Luncheon:
 - a. District Governor, District Governor Elect and Vice District Governor Elect - White Dinner Attire.
 - b. Cabinet Secretary-Treasurer, Past District Governors – green or navy blazer, gray or black trousers or skirts (District Uniform)
 - c. All others - casual slacks/skirt, dress, sport coat, Lions vest.

IV. ELECTION OF DISTRICT OFFICERS

A. Nominations:

1. Formal nominations for an office of District Governor or Vice District Governor shall be presented at the third Cabinet Meeting of the District.
2. A nominating speech shall be limited to a maximum of five (5) minutes
3. One seconding speech shall be allowed with a maximum of three (3) minutes.
4. Nominated candidates will be allowed three (3) minutes to speak.
5. All conditions of the MD By-Laws, Article II, shall be followed.

B. Election Procedures:

1. The District Governor will appoint the Elections Committee.
2. The Election Committee will consist of the following:
 - a. Chairperson
 - b. Two Clerks
 - c. One Ballot Distributor
 - d. One Ballot Collector
 - e. Two Ballot Counters will be appointed from this committee, not including the Chairperson
3. This committee shall be responsible for implementing the standard election process for District Governor, Vice District Governor, or other District Elections. Reference MD 41 By-Laws Article II Section 4 for more details.
4. Voting shall be held at 11:00 AM on the last day of the District Convention in a place to be designated by the District Governor.
5. The Election Chairperson will invite a Designated Observer for each candidate into the voting area.
6. The Cabinet Secretary-Treasurer of District 41 will make up the Official Delegate list.
7. Voting will be done by secret ballot in a separate area from the business meeting. Recommended procedure as follows:
 - a. Delegates should be called to vote by Club in alphabetical order.
 - b. Upon entering the voting area, voters will show their Official Delegate Card to the Check-in Clerk.
 - c. After verification, the delegate will mark their ballot and deposit it in the official ballot box.
 - d. The delegate will then show their Official Delegate Card to the Check-out Clerk and exit the voting area
8. When voting is completed:
 - a. After securing the election area, the ballot box will be unlocked then counted,
 - b. The Official Counter will separate and tally the ballots. The Candidate with at least 51% of the vote is declared the winner.
 - c. In the event of any disputes, the decision of the Election Committee will be final.

9. The Election Chairperson will retain the ballots until the close of the District Convention. Then upon a motion from the floor of the convention and approval by those in attendance, they will be destroyed.

Past District Governors shall be voting delegates at all functions of the District, including election of District Governor, Vice District Governor, and International Director.

V. PROTOCOL

A. District Governor Club Visitation:

There shall be no speaker scheduled on the official visit of the District Governor. District Governor shall be seated at the head table.

B. Honoring of Deceased Members:

The District Governor will call for a moment of silence in honor of deceased Lions, Lionesses, and Leos at the beginning of the first Business Session of all Cabinet Meetings and the District Convention.

C. Special Recognition:

Past District Governors, and Melvin Jones Fellows will be recognized at Cabinet Meetings and the District Convention only once.

D. Head Table Seating: A formal head table may not be practical depending upon the event. If the numbers of dignitaries is too large to make a head table practical, placement of these dignitaries can be incorporated around a number of round tables at the front of the room. It is important that these key dignitaries be placed so they are visible to all Lions. LCI seating protocol should be observed when practical.

VI. DISTRICT ACTIVITIES

A. District Peace Poster:

The District Peace Poster Chairperson shall appoint a panel of judges to select the top three posters from among entries received up to the District closing date as set by Lions Clubs International.

The Prize Structure is as follows:

First Place \$200.00 and a Certificate of Appreciation
Second Place \$100.00 and a Certificate of Appreciation
Third Place \$50.00 and a Certificate of Appreciation.

Clubs are encouraged to create a prize structure of a lesser value than the above for their winners.

B. District Speak-Out:

The District shall be responsible for not more than one night accommodations for the contestants and one companion, (parent, teacher, chaperone) sharing a room whenever possible. Two tickets for the District Banquet will be provided. It is the responsibility of the Cabinet Secretary/Treasurer and/or the District Speak-Out Chairperson to make the necessary arrangements. Rules of Speak-Out will be available from the District Speak-Out Chair.

C. District Eyeglass Fund:

Funds received by the District are to be used solely in support of eyeglasses outside of the area served by a Lions Club, providing that the recipient is qualified. Payment from this fund is not to exceed \$125.00 per request, or 90% of the amount of the glasses, whichever is less. If necessary payment may be made to assist a Club in an emergency situation on a one-time bases not to exceed the \$125.00 noted above.

D. Project Recycle: Used eyeglasses collected by the Maine Lions Clubs are forwarded to Project Recycle who select the best frames for re-use by Maine people. This program will result in direct savings to Lions Clubs and the sight-impaired. Some frames are shipped to LensCrafters and the National Lions Recycling Centers for processing to be used outside of the United States. Some metal frames will be retained by Project Recycle to be melted down and the revenue received will be used to subsidize the administrative costs involved in Project Recycle.

E. Maine Lions Sight and Hearing Association:

1. The District Governor, Immediate Past District Governor, and Vice District Governor are members of the Board of Directors of this Association and should attend all meetings.
2. All Lions members in good standing are eligible for membership in the Association.
3. This Association meets in the months of January, April, July and October of each year.

F. New England Lions Council:

1. The District Governor is encouraged to attend all meetings of the New England Lions Council.
2. The District Governor must prepare a written report to be presented at these meetings and a copy provided to the Secretary of the NELC.
3. All Lions members in good standing are eligible for membership in the Council.

G. Maine Lions Council:

1. The District Governor is encouraged to attend all meetings of the Maine Lions Council.
2. The District Governor must prepare a written report to be presented at these meetings and a copy provided to the Secretary of the Maine Lions Council.
3. All Lions members in good standing are eligible for membership in the Council.

H. Vision Screening Equipment:

The District has a number of MTI Photo Screeners that can be loaned to clubs. They provide instant photographs of a child's eyes to determine if there are disorders that can lead to amblyopia, commonly known as "lazy eye".

VII. ACTIVITY ACCOUNTS

The District acts as a Trustee of the funds received from the Clubs, which are designated for a specific purpose. Funds received by the District for a designated purpose cannot be disbursed outside of that designated fund. Those accounts include:

1. **Blind Bowlers:** Shall be disbursed as needed
2. **Organ Donor:** Shall be disbursed as needed
3. **Diabetes:** Funds shall be dispersed annually, before year-end, to a recognized organization as approved by a vote of the Cabinet.
4. **Maine Lions Sight & Hearing:** Funds shall be disbursed in support of their various grants throughout the year.
5. **Fidelco Guide Dog Program:** Funds received shall be forwarded to Fidelco before year-end.
6. **District Eyeglass Fund:** Shall be disbursed as needed.
7. **Vision Screening:** Funds shall be disbursed as needed.

VIII. POLICY CHANGE PROCEDURES

Any additions, revisions, amendments, or deletions of the District 41 Policy Manual will be first submitted to the Constitution and By-Laws Committee for review and recommendation and presentation at the next Cabinet meeting. The changes should then be submitted to the Cabinet members in the call of the next Cabinet meeting for voting upon. It will become effective after an affirmative vote of a clear majority of those present and entitled to vote.

It shall be the responsibility of the District Constitution and By-Laws Chairman to update this Policy Manual immediately after adoption of any changes.