OHIO LIONS
MULTIPLE DISTRICT 13
POLICY MANUAL

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INTRODUCTION

The job descriptions and accountabilities of the committees and boards contained herein reflect necessary details to describe principal duties and functions of each committee or board. However, they should not be construed as a detailed description of ALL expectations or requirements, because these committees and boards are ultimately advisory to the Ohio Lions Council of Governors.

These descriptions are to provide direction and to outline intended responsibilities for organizational teamwork, and not impose or create limitations within the organizational structure. They are intended to facilitate successful operations within the committee or board. All committees or boards are responsible for participating in the Strategic Planning process and adhering to the Strategic Plan on an annual basis.

Committee members are expected to fulfill the normal and intended duties incumbent upon such service. These responsibilities are not elaborated upon in this manual, however, attendance at regularly scheduled meetings and participation in committee or board responsibilities is essential for the success of the committee or board. Accordingly, the Chairperson of a committee or board may recommend that a District Governor replace an appointed or elected representative who fails to fulfill their obligations or meet the expectations outlined herein, upon the approval of the majority of members of the committee or board. Prompt reporting of committee or board minutes and conduct of other routine operations and procedures is strongly encouraged and anticipated.

SECTION ONE – COMMITTEE ACCOUNTABILITIES

CHAPTER 1: COMPLIANCE

1. This committee is to ensure all clubs within Multiple District 13 are compliant with current Federal and State Agencies, including but not limited to: the Internal Revenue Service, the Ohio Department of Taxation, the Ohio Attorney General, and Ohio Department of Commerce Unclaimed Funds.
2. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention, to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.
3. The committee shall provide a budget request annually to the Finance and Long-Range Planning Advisory Committee as appropriate by the designated deadline on an appropriate form supplied by them.

CHAPTER 2: CONSTITUTION AND BY-LAWS

1. The committee shall study, analyze and interpret the Constitution, By-Laws and Policy Manual of Multiple District 13 - Ohio Lions, Inc., in a continuous and timely manner, to maintain pace with changing conditions and circumstances, and make appropriate recommendations to the Council of Governors.

2. The committee shall maintain up-to-date revisions of the Constitution, By-Laws and Policy Manual of Multiple District 13 - Ohio Lions, Inc., and coordinate with the Multiple District Secretary the appropriate publication and distribution of these documents.

3. The committee shall initiate and draft proposed amendments necessary to facilitate corrections and changes as deemed advisable by this committee.

4. The committee shall solicit proposed amendments to the Multiple District 13 - Ohio Lions, Inc. Constitution and By-Laws, research them thoroughly, draft clearly and present them for consideration at the State Convention.

5. The committee shall report back to its originator, as soon as possible, any proposed amendment found to be in conflict with the International Constitution & By-Laws, defective in substance or content, or inconsistent or unclear, in an effort to make necessary revisions for the earliest possible MD13 Ohio Lions State Convention.

6. The committee shall treat all proposed amendments equally without prejudice and in keeping with mandated deadlines.

7. The committee shall ensure that all proposed amendments are received, cleared, prepared and transmitted to all club secretaries of record and additionally posted on the State web page not less than thirty days (30), prior to the Multiple District 13 - Ohio Lions, Inc., State Convention.

8. The committee shall present and move for adoption all proposed amendments, transmitted by this committee, without recommendations from the committee.

9. The committee shall meet not less than sixty days (60) before the annual Multiple District 13 Ohio Lions, Inc. State Convention, if necessary, to Finalize arrangements for the proposed amendment(s) procedures.

10. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention, to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

11. The committee shall provide a budget request annually to the Finance and Long-Range Planning Advisory Committee as appropriate by the designated deadline on an appropriate form supplied by them.

CHAPTER 3: FINANCE AND LONG-RANGE PLANNING ADVISORY

1. The committee shall act as custodian of the Restricted Fund and the Ohio Lions Promotional Fund. A majority approval of the committee will be required to make any recommendation to the Council of Governors for disbursement from, and use of the monies in these funds, including accumulated interest.

2. The committee shall study the future of Ohio Lionism, present strategic plans to ensure the continued growth and development of Lions Clubs of Multiple District 13 - Ohio Lions, Inc., and make recommendations for the accomplishment of these plans.

3. The committee shall review the financial structure and investments of Multiple District 13 Ohio Lions, Inc., and make recommendations as deemed appropriate.

4. The committee shall prescribe, prepare, distribute and collect each year by a designated deadline, a completed budget request form from each respective chairperson of appropriate state committees, and the Multiple District Treasurer when appropriate.

5. The committee shall review and recommend, annual budget requests for all appropriate standing state committees, and the following per capita funds: State Council Fund, Office Operation Fund, Restricted Fund, and the International Convention Fund to the Council of Governors.

6. The committee shall report annually at the State Convention to the Delegates assembled.

7. The committee shall elect a Chairperson and Vice-Chairperson, who shall be voting members of the committee and a Secretary who also may be a voting member of the committee, to serve for the ensuing Lions year, no

later than the close of the annual state convention. Eligible candidates for these offices shall be carry-over members whenever possible.

CHAPTER 4: INTERNATIONAL CONVENTION

1. The committee shall, in conjunction with the state office and the Multiple District Secretary and Multiple District Treasurer, prepare plans and make provisions for necessary activities for the Ohio Delegation at the annual International Convention. Important activities include, but are not limited to:

    a. Provisions for the timely and thorough dissemination of information

    b. The promotion and encouragement of attendance

    c. The monitoring of registration

    d. The recommendation to the Council of Governors, appropriate events and activities and hosting of such activities as prescribed by the Council of Governors.

    e. The determination of the Ohio Lions parade uniform recommendation and entry supervision

    g. Posting a daily schedule of events.

2. The committee shall, in any appropriate way, assist with the acquisition of a band to represent MD13 at the International Convention, whenever approved by the Council of Governors.

3. The committee shall maintain close cooperation with the Liaison Committee, and with other state committees, in addition to the campaign committee and the Multiple District Secretary, in promoting Ohio Candidates for international office.

4. In all dealings with Lions Clubs International, the committee shall at all time act professionally and with proper protocol, thus enhancing the reputation of the Ohio Lions within International Lionism.

5. The committee shall work to obtain the best possible values for Ohio Registrants to the International Convention.

6. The committee shall promote and assist pin-trading activity and other similarly enjoyable activities at the International Convention.

7. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

8. The committee shall provide a budget request annually to the Finance and Long-Range Planning Advisory Committee, by the designated deadline on an appropriate form supplied by them.

CHAPTER 5: LIAISON

1. The committee shall foster and maintain a favorable atmosphere for Ohio Lionism throughout Lions Clubs International.

2. The committee shall study and analyze the needs of the Ohio Lions for International Office, identifying all options, and recommending action to be taken, accompanied by appropriate rationale.

3. Prior to the initiation of campaigns for international office, conduct a briefing meeting with prospective candidates, at which discussion of campaign ground rules will take place. All present or past international officers and current Council Chairperson should participate in this meeting.

4. The committee shall monitor and supervise the adherence to campaign rules for all International Officer campaigns, as determined in number "3" above.

5. The committee shall monitor and conduct the election of a candidate for international office at the MD13 – Ohio Lions State Convention.

6. The committee shall serve on the Campaign Committee for an Ohio Candidate for international office.

7. The committee shall report annually at the State Convention to the delegates assembled and to the Council of Governors as requested.

8. The committee shall provide a budget request annually to the Finance and Long-Range Planning Advisory Committee by the designated deadline on an appropriate form supplied by them.

9. The committee shall provide authorized amenities, through approved annual budget requests, to designated current and past International Officers and staff.

CHAPTER 6: MARKETING AND COMMUNICATIONS

1. The committee shall promote the benefits of Marketing and Communications in the areas of fund raising, membership recruitment, and service to the clubs and districts of Multiple District 13.

2. The committee shall establish an annual goal for Multiple District marketing projects and pursue that goal vigorously.

3. The committee shall provide annual marketing support for significant Multiple District 13 state projects, including, but not limited to: Lions Quest, Lions Youth Camp, The International Peace Poster Contest, Pilot Dogs, and other similar activities supported by the various state committees on a multiple district level.

4. The committee shall produce a marketing curriculum for use in all statewide Marketing and Communications Training Sessions.

5. The committee shall coordinate, in conjunction with the Multiple District Secretary, the establishment and upkeep of the Ohio Lions Official Web Site.

6. The committee shall report to the State Council of Governors on the progress of all marketing programs and make appropriate recommendations for the development or discontinuation of any and all such programs.

7. The committee shall provide a budget request annually to the Finance and Long-Range Planning Advisory Committee as appropriate by the designated deadline on an appropriate form supplied by them.

8. The committee shall elect a Chairperson, Vice-Chairperson, and a Secretary by close of the annual Multiple District 13 Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

9. The committee shall coordinate the production of the Multiple District 13 – Ohio Lions State Newsletter as determined annually by the Council of Governors.

10. The committee shall make recommendations to the Council of Governors with respect to the State newsletter, its editor and its content.

11. The committee shall, in conjunction with the State Office, the Multiple District Secretary and the Multiple District Treasurer, work toward the goal of making the State Newsletter completely self-sustaining.

12. The committee shall develop, distribute, and maintain a marketing database for use by any and all clubs of Multiple District 13.

CHAPTER 7: SIGHT AND HEARING

1. The committee shall promote both service and financial participation in sight and hearing projects, endorsed by the District, the Multiple District or Lions Clubs International, in each of the several districts of Multiple District 13.

2. The committee shall establish an annual goal of expected donations for endorsed Multiple District sight and hearing projects and pursue that goal vigorously.

3. The committee shall post and maintain a careful record of donations for endorsed sight and hearing programs and report the same at the annual MD13 State Convention.

4. The committee in cooperation with the Multiple District Treasurer shall establish criteria for review, funding and allocation of all monies donated to the Ohio Lions Sight and Hearing Fund, to designated programs endorsed and supported by MD13 Ohio Lions.

5. The committee shall prepare general Ohio Lions Sight and Hearing information, for review by potential organizations, which may benefit by the Ohio Lions Sight and Hearing contributions.

6. The committee shall extend invitations, to appropriate agencies, to make requests for Sight and Hearing Committee recognition and/or financial support at the committee's first meeting annually.

7. The committee shall make a recommendation to the Council of Governors at its State Convention Meeting each May, for the final allocation of all monies donated to the Ohio Lions Sight and Hearing Fund; and coordinate with the Multiple District Treasurer all distribution of these funds.

8. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13-Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

9. The committee shall provide a budget request annually to the Finance and Long- Range Planning Advisory Committee, by the designated deadline on an appropriate form supplied by them.

CHAPTER 8: STATE CONVENTION

The State Convention Committee is charged with the responsibility of planning, promoting, and operating the annual Multiple District 13 State Convention.

CHAPTER 9: WINTER RETREAT

The Winter Retreat Committee is charged with the responsibility of planning, promoting, and operating the annual Multiple District 13 Winter Retreat.

CHAPTER 10: YOUTH

1. The committee shall promote, supervise and coordinate the Multiple District 13 – Ohio Lions' programs for youth, including, but not limited to Leo Clubs, Ohio Lions Youth Camp, The International Peace Poster Contest, Liberty Day Ohio, the G.O.O.D. Program and International Youth Exchange.

2. The committee shall promote youth programs including Lions Quest, the James T. and Betty Coffey Scholarship Programs.

3. The committee shall make recommendations to the Council of Governors whenever appropriate, with regard to activity on current or proposed youth related activities throughout Multiple District 13.

4. The committee shall develop and recommend procedures for the successful implementation of the MD13 – Ohio Lions youth programs at the district and club levels.

5. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

6. The committee shall provide a budget request annually to the Finance and Long-Range Planning Advisory Committee by the designated deadline on an appropriate form supplied by them.

SECTION TWO - STATE OFFICE BOARD OF TRUSTEES ACCOUNTABILITIES

CHAPTER 1: GENERAL RESPONSIBILITY

The State Office Building Board of Trustees has the general responsibility to facilitate the smooth and efficient operation of the State Office Building through responsible management of all fiduciary duties associated with operating a commercial enterprise.

CHAPTER 2: ACCOUNTABILITY

The State Office Building Board of Trustees is directly accountable to the Council of Governors. All actions of this board shall be subject to the approval of the Council of Governors.

CHAPTER 3: GENERAL DUTIES

1. Prepare and submit for approval an annual committee budget for the Ohio Lions State Office Building. The budget shall contain all revenue generated from tenant rent, interest, and miscellaneous income and donations. All expenses in support of the operation of the building, including utilities, maintenance, repair and general custodial services shall also be included.

2. Submit a recommendation for any line item increase above the approved Committee Budget first to the Finance and Long-Range Planning and Advisory Committee for approval prior to submission and approval by the Council of Governors.

3. Annually, develop a five-year forecast.

4. Ensure that the Ohio Lions office building meets all city, county, state and federal commercial building regulations.

5. Oversee the operation of the building. These responsibilities include but are not limited to payment of bills; tenant relationships/concerns/needs; vendor and contractor communications; custodial and janitorial services; routine maintenance and repair; emergency maintenance; other State Committee liaison; community liaison, and general building record keeping.

6. Review annually all tenant contracts/leases and make recommendations for appropriate changes and modifications as warranted.

7. Renew tenant contracts/leases reflecting any negotiated agreements.

8. Issue new tenant contracts/leases reflecting all negotiated agreements.

9. Find tenants for all available building office space.

10. Review all proposed major/minor improvement projects recommended for the building. This includes review and comment on sketches, drawings and specifications provided for the project.

11. Ensure that competitive bids are properly advertised for all building improvement projects.

12. Ensure that competitive bids from reputable contractors are reviewed with Finance and Long-Range Planning prior to submission to the Council of Governors to award of the project contract.

13. Prepare and make recommendations to the Council of Governors for financing any major building project.

14. Accept all suggestions and recommendations from the Council of Governors for improvements to the State Office Building.

SECTION THREE - RELATED ORGANIZATIONS AND COMMITTEES

The organizations and committees listed in this section are not part of MD13 Ohio Lions, Inc., but are organizations associated with the Lions of Ohio. Examples include Ohio Lions foundations or Lions Clubs International led committees such as LCIF or the Global Membership Team. These organizations are listed for informational purposes.

The Global Leadership Team, Global Membership Team, Global Service Team and Global Action Team are responsible for working with the Finance and Long-Range Planning and Advisory committee for budgeting training expenses to be paid through the State Council Fund. These committees are also responsible for accounting for any expenses incurred in these budgeted line items. In all cases, any actions by a committee in this section involving funds from any MD13 state fund shall be subject to the MD13 Council of Governors.

Any committee may work with the Finance and Long-Range Planning and Advisory committee to budget committee expenses. Each committee will be responsible for accounting for any expenses incurred in these budgeted line items. In all cases, any actions by a committee in this section involving funds from any MD13 state fund shall be subject to the MD13 Council of Governors.

CHAPTER 1: GLOBAL LEADERSHIP TEAM

This is a Lions Club International-organized committee to provide training to Lions and develop and mentor Lion leaders. Committee members are selected by respective District Governors.

The Global Leadership Team (GLT) provides the vision, guidance and motivation necessary to positively impact our association, assuring our position as the global leader in providing needed community service for many years to come.

CHAPTER 2: GLOBAL MEMBERSHIP TEAM

This is a Lions Club International-organized committee to promote membership and retention of Lions and extension of new Lions Clubs. Committee members are selected by respective District Governors.

The Global Membership Team (GMT) will support membership development at the club level by recruiting new members and promoting positive membership experiences. At the district level, the GMT will start clubs in new areas to further increase our service impact.

CHAPTER 3: GLOBAL SERVICE TEAM

This is a Lions International organized team for which each district committee member provides capacity building resources to region, zone, and club service activities, empowering Lions to meet the priority needs of their community and elevate the member experience through impactful service growth.

This Team serves as a conduit between clubs and multiple district coordinators to ensure the distinct needs of each district and club are being met.

This team is to know where to find solutions and be able to overcome obstacles presented.

Committee members are selected by respective District Governors.

CHAPTER 4: GLOBAL ACTION TEAM

The Global Action Team (GAT) helps districts and clubs achieve their goals by creating a unified approach to all key areas of Lions.

With goals at the forefront, the GAT is uniquely positioned from constitutional area to club level, to help foster positive membership growth in clubs, and increase Lion's visibility in the community.

Committee members are selected by respective District Governors.

The New Voices Initiative promotes gender parity and diversity and seeks to increase the number of women, young adults, and underrepresented populations within our association. There will be a New Voices chair as part of the GAT. The new voices chair is selected by the Council of Governors by the end of May to serve as chair for the following year.

The Chair may be re-appointed by the subsequent Councils of Governors to maintain continuity within the MD13 GAT.

CHAPTER 5: LIONS CLUBS INTERNATIONAL FOUNDATION COMMITTEE (LCIF)

This is a Lions Club International-organized committee to promote the humanitarian activities of the Lions Clubs International Foundation and to encourage donations to the foundation. The LCIF District Coordinator (LCIF DC) is nominated by the LCIF Multiple District Coordinator (MDC), in in consultation with the District Governor Team, and will serve for a three-year term, although the duration of this term may vary in some parts of the world. LCIF DC's are appointed by the LCIF Chairperson.

CHAPTER 6: OHIO LIONS EYE RESEARCH FOUNDATION

The Ohio Lions Eye Research Foundation (OLERF) is a 501(c) (3) charitable foundation dedicated to helping children and adults with eye problems by funding eye research and student fellowships throughout Ohio. Members are selected according to the Foundation's constitution and governance.

CHAPTER 7: OHIO LIONS FOUNDATION

The Ohio Lions Foundation (OLF) is a 501(c) (3) charitable foundation dedicated to humanitarian and eyesight related charitable activities. Examples include disaster relief grants, a college scholarship program, a low vision reader program, and managing restricted funds set up by Lions Clubs. Members are selected according to the Foundation's constitution and governance.

CHAPTER 8: OHIO LIONS PEDIATRIC CANCER FOUNDATION

The Ohio Lions STEPS Walk for Pediatric Cancer created a 501(c)(3) foundation known as Ohio Lions Pediatric Cancer Foundation to allow future contributions and donations to be tax deductible: not just for STEPS, but for also assisting clubs and districts to raise money for all pediatric cancer causes.

CHAPTER 9: OHIO LIONS SIGHT & HEARING FOUNDATION

The Ohio Lions Sight & Hearing Foundation (OLSHF) is a 501(c) (3) charitable foundation. Members are selected according to the Foundation's constitution and governance.

SECTION FOUR – ADMINISTRATIVE OFFICERS ACCOUNTABILITIES

CHAPTER 1: MULTIPLE DISTRICT SECRETARY

Essential duties and procedures for the Multiple District Secretary occur on an annual basis. These activities are enumerated, and determine the time that should be devoted to accomplishing the expectations of this position. Under the control of the State Council of Governors, and direct supervision of the Council Chairperson, the Multiple District Secretary (MDS) shall:

a. Assist the Council Chairperson (CC) in the planning and preparation of the agenda for State Council meetings, and arrange the necessary accommodations for such meetings.

b. Assist the Council Chairperson with advance preparation of State Council Meetings' agendas and necessary written reports of related materials. This includes copying and adding necessary items to the CC's agenda as approved by the CC.

c. Distribute to all Members of Council, District Junior Officers, Ex-Officio Members of Council and Committee Chairpersons, 10 calendar days prior to each Council Meeting, complete information as submitted at that time.

d. Make all necessary logistical arrangements for all State Council Meetings.

e. Attend all State Council Meetings and perform the duties of recording secretary and other reasonable duties when requested by the Council Chairperson.

f. Keep an accurate and permanent record of the proceedings of all meetings of the State Council and forward a copy of the minutes of the meetings, within 10 calendar days after the meetings, to each member of the State Council, Ex-Officio Members and to Lions Clubs International.

g. Assist the State Convention Chairperson and Ad-Hoc Committee with site arrangements and planning for the State Convention. Assist the International Convention Committee as may be required.

h. At the direction of the State Council, the MDS causes to be transmitted to the Secretary of Record of each Chartered Club, an official Call to the Annual State Convention, at least sixty days prior to the beginning of the convention.

I. Assist the Winter Retreat Committee Chairperson and the Global Leadership Team Chairperson by making the physical arrangements for the Winter Retreat, Governors - Elect/CST Training, and Vice Governors-Elect Training.

j. Make all necessary logistical arrangements for all state committee meetings.

k. Assist the State Council in the conduct of business of the state of Ohio, including the operation of the state office and direction of office staff.

l. Distribute reports, letters and materials relating to Multiple District or International activities at the state office as directed by the State council.

m. Provide for secure storage and/or proper disposal of state office reports, letters, financial statements, and other pertinent documents and materials in accordance with the State Office Record Retention and Disposal Policy or as directed by the State Council.

n. Handle communications and requests for information when directed or required to do so, between the Lions of Ohio and Lions Clubs International. Also, handle all miscellaneous communications requested by the State Council and/or the Council Chairperson.

o. Arrange for surety/performance bonds for all District Cabinet Secretary/ Treasurers, all District Cabinet Secretaries, and all District Cabinet Treasurers, to be paid by the individual districts, and provide verification that such bonds are

in force. Also arrange for surety/performance bonds for all office staff and provide verification that such appropriate bonds are in force.

p. Act as liaison between the tenants and an authorized representative of the Building Committee.

CHAPTER 2: MULTIPLE DISTRICT TREASURER

Essential duties and procedures for the Multiple District Treasurer occur on an annual basis. These activities are enumerated and determine the time that should be devoted to accomplishing the expectations of this position.

a. Under the control of the State Council of Governors, and direct supervision of the Council Chairperson, the Multiple District Treasurer (MDT) shall:

b. Attend all State Council Meetings and perform the duties of State Treasurer, supplying clear, concise and correct financial reports.

c. Provide financial reports, including the most recent bank statements received since the last F& P meeting, current cash reconciliation, and a summary of all accounts to the Finance & Long-Range Planning Advisory Committee and State Council 10 calendar days prior to their respective meetings. Distribution of these reports need to be coordinated with the distribution of secretarial materials.

d. Arrange for billing each Sub-District semi-annually for dues, collect and allocate the same to the proper funds, keep accurate records, accounts and books to the inspection of any member of the State Council or their designee, and any auditors appointed by State Council, at any time.

e. Receive and disperse upon order of the State Council, all State funds, and co-sign all checks upon authorization of the Council Chairperson.

f. Deposit all monies received in a timely fashion in such bank or banks as may be designated by the State Council.

g. Be responsible for bookkeeping areas including, but not limited to payroll, voucher dispersal and payment, accounts payable and receivable, tax filings banking documentation adherence, audit and tax preparation and the like.

CHAPTER 3: ADDITIONAL RESPONSIBILITIES FOR THE MDS AND MDT

1. Assist the Finance & Long-Range Planning Advisory Committee Chairperson and the Council Chairperson in the preparation of the annual budgets prior to the first State Council meeting.

2. Supervise the distribution by July 1 of each year, a budget proposal for each recognized fund to the State Council as submitted by the Finance and Long-Range Planning Advisory Committee for their review, recommendations and approval.

3. Participate as an Ex Officio member of the Finance and Long-Range Planning Advisory Committee.

4. Perform duties to provide continuity from one State Council to the next.

5. Perform such other duties as specified or implied in the Multiple District Constitution, By-Laws and Policy Manual or assigned by the State Council.

6. Complete all duties and responsibilities assigned with integrity and professionalism and with proper decorum expected of an Official Representative of Multiple District 13, Ohio Lions, Inc.

7. Specific procedures and protocols for performance of these responsibilities shall be enumerated from time to time in documents authorized and approved by the Council of Governors.

CHAPTER 4: LEGAL COUNSEL

The MD13 Ohio Lions legal advisor will be retained by the Council of Governors for a calendar year term (which may be renewed by the action of another Council of Governors). The legal advisor shall be licensed to practice law in the state of Ohio.

The legal advisor will provide advice and services on matters relating to the MD13 Ohio Lions Inc. The legal advisor will not provide advice nor services on any matters not relating to MD13 Ohio Lions Inc., including sub-district needs or individual club needs.

All requests for services from the legal advisor shall be approved by the Council Chair (or designate) prior to the start of the service. Whenever possible, an estimate of the costs for the service will be obtained prior to the start of the services. Whenever possible, the Council Chair will set an upper limit for the amount of money to be spent on the service before additional approvals are required.

A preferred approach is that services for legal counsel be obtained on a retainer basis, with an additional hourly fee. The Council Chair will appoint a small committee to recommend an individual or firm to provide legal services and a recommended budget. This committee is recommended to be composed of a member from the Council of Governors (which may be the Council Chair), a member of Finance and Long-Range Planning (which may be the committee chair), and zero to three additional members as decided by the Council Chair.

CHAPTER 5: ASSISTANT MULTIPLE DISTRICT TREASURER – FINANCIAL REPORTING

The Assistant Multiple District Treasurer is responsible to assist the Multiple District Treasurer in the area of financial reporting. Duties of this position include, to:

1. Assist the Multiple District Treasurer, Finance & Long-Range Planning Advisory Committee Chairperson and the Council Chairperson in the preparation of the annual budgets (five-year forecasts) prior to the first State Council meeting.

2. Assist the Multiple District Treasurer to supervise the distribution by July 1 of each year, a budget proposal for each recognized fund to the State Council as submitted by the Finance and Long-Range Planning Advisory Committee for their review, recommendations and approval.

3. Assist the Multiple District Treasurer in the preparation of quarterly budgetary financial statements to be distributed to the State Council, Finance & Long-Range Planning Advisory Committee and other State Committee Chairpersons.

4. Participate as an Ex Officio member of the Finance and Long-Range Planning Advisory Committee.

5. Complete all duties and responsibilities assigned with integrity and professionalism and with proper decorum expected of an Official Representative of Multiple District 13, Ohio Lions, Inc.

6. Specific procedures and protocols for performance of these responsibilities shall be enumerated from time to time in documents authorized and approved by the Council of Governors.

CHAPTER 6: TRAVEL BY MD13 OHIO LIONS EMPLOYEES

Pursuant to the constitutional responsibilities of the Council of Governors, that being legally-bound fiduciary stewards of the State Lions funds, that the Council of Governors shall require that all employees whose travel expenses will be underwritten by MD-13, Ohio Lions, Inc. funds, shall first submit a travel request in writing for all trips outside the State of Ohio. This travel request must be submitted a minimum of two months (60 days) prior to the authorized event and must clearly specify in sufficient detail the following:

A. Function, location, and dates of travel

B. Reasons for travel

C. Objectives

D. Benefits to the MD-13, Ohio Lions, Inc.

E. Estimated expenses itemized by travel, meals, registration, and miscellaneous.

Those authorized trips within Ohio will continue to require proper expense reports, expense receipts and proper documentation.

Based on possible extenuating and reasonable circumstances, travel requests may be submitted to the Council of Governors for consideration beyond this stated period.

Within thirty (30) days of completion of the approved travel, the employee shall submit a written report to the Council of Governors explaining in sufficient detail the results of the trip by objectives and by benefits to the MD-13, Ohio Lions, Inc. This report must include all records, receipts, and accounting of expenses to include required forms and information.

The Council of Governors shall have the authority and responsibility to determine if the benefits to the MD-13, Ohio Lions, Inc. justify the expense. The travel report will give the current and future Council of Governors the needed information upon which to make decisions regarding future MD-13, Ohio Lions, Inc. attendance paid for by the Lions of Ohio.

SECTION FIVE – MD13 STATE DUES ALLOCATION

The revenue received as part of the state dues allocation shall be distributed as follows:

A. State Council Fund: Four dollars and forty-six cents ($4.46) of the annual per capita dues.

B. State Operation Fund: Eleven dollars and thirty cents ($11.30) of the annual per capita dues.

C. International Convention Fund: Twelve cents ($0.12) of the annual per capita.

D. Restricted Fund: One dollar and twenty-eight cents ($1.28) of the annual per capita dues.

This allocation does not affect the District Funds dues allocation referred to in the MD13 Constitution.

SECTION SIX - AUDIT

CHAPTER 1: STATE COUNCIL RULES OF AUDIT

MD13 Ohio Lions, Inc. supports the volunteer efforts of all Lions that accept a leadership position. We have adopted reimbursement rates as provided by Lions Clubs International for District Governors for all Lions in MD13 for state committees and other Lion leaders, with the following exceptions: for mileage, MD13 will reimburse at the current LCI rate and meals will not be reimbursed. The Rules of Audit do not apply to monies spent from the Liaison budget or State Council Liaisons line. As LCI adjusts these reimbursement rates, MD13 Ohio Lions, Inc. automatically adopts those same rates with the MD13 exceptions listed above. For documentation purposes, as of July 1, 2024, the rates are as follows:

1. Hotel: Receipt bill required – Maximum allowance single rate, $100.00 per day.

2. Meals: Maximum allowance $0.00 per meal.

3. Automobile Mileage: $0.50 per mile – all expenses of travel are included in this figure.

4. Telephone Tolls: Showing person called – claims must be itemized.

5. Postage: Reasonable amount allowed.

6. Expenses pertaining to a convention: Allowed only on authorization of the State Council.

7. State Meetings: Any member of a State Committee may be reimbursed for any expenses for duly called State Meeting, under above rules, and approved by the Chairperson of the Committee, Council Chair, and Multiple District Treasurer.

8. Any claim delayed more than 60 days must be approved by the District Cabinet or State Council, whichever is involved.

9. All miscellaneous expenses of any type must be approved by the Council Chair and the Multiple District Treasurer before a check can be prepared.

SECTION SEVEN – AUDIT

The MDS shall normally work 25 hours per week with the option to work from home 2 days a week. Hours worked in excess of 25 hours shall be accrued as paid time off.

Accrued paid time off that is not used by July 15 shall be paid out as a one time sum at the MDS current salary.

Paid holidays shall include

New Years Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day and the following Friday

Christmas

CHAPTER 2: CHECK CONTROL AND STORAGE

To provide proper control and storage of checks used to pay bills. To provide independent review and management of check usage and storage.

1. The MDT, in conjunction with the Council Chairperson, shall establish the bank or banks which shall house the accounts of MD13 Lions funds following established selection protocol.
2. Bank depository should be approved by the Council of Governors upon recommendation from F&LRP. The Council Chairperson would sign the agreement as authorized by the Council.
3. The MDT or MDS shall obtain checks from authorized banks holding the funds of MD13.
4. The MDT or MDS shall store checks in a locked file cabinet until needed for payment of bills.
5. The MDT or MDS shall keep a written record of check numbers not used when printing checks from the computer.
6. The MDT or MDS shall put the written record and unused checks in a file in a locked file cabinet.

7. The MDT or MDS shall VOID any unused checks.

8. There shall be no handwritten checks at any time.

9. Checks shall be used in numeric sequence at all times.

CHAPTER 3: USE OF DISBURSEMENT VOUCHER

To facilitate the issuance of checks from committee accounts to various charitable agencies and to provide adequate verification for audit purposes.

1. The MDS will provide committee chairpersons with the voucher form upon request.
2. Each committee chairperson and/or designate will make certain the form is properly filled out in a timely manner.
3. The MDS will make certain that all pertinent information is accurate.
4. The MDS will forward voucher request to the MDT for verification of funds available for disbursement.
5. Upon verification of funds the MDT will forward voucher request to the MDS for processing.

CHAPTER 4: DIVISION OF RESPONSIBILITY RECEIPTS AND DISBURSEMENTS

To provide a means by which proper management of cash funds are maintained at the MD13 Office.

1. Receipt Procedures:

    a. The MDS shall keep a record of all funds that enter the MD13 office.

    b. The MDS shall document type of receipt used to acknowledge said funds (duplicate of receipt written or copy of e-mail acknowledgement sent)

    c. The MDS shall write a deposit ticket identifying checks individually. Cash should be identified separately.

    d. The MDS shall make a copy of said deposit ticket and each check with accompanying receipt copy and give to the MDT. Cash receipt copies should also be included.

    e. The MDT shall then identify which account each check is to be assigned when entering into the computer.

2. Disbursement Procedures

    a. The MDT shall proceed to disperse from necessary accounts using vouchers with proper documentation attached.

    b. The MDT shall identify which accounts are involved on the voucher so that proper input into the computer is made.

    c. The MDS shall run the checks on a weekly basis, or as established by the Council of Governors.

    d. All checks are to be signed by the MDT and CC after appropriate documentation. If check is directed to either the MDT or CC, the

second signature would be provided by the Vice Council Chair/DG or other approved person authorized on the check signature card.

CHAPTER 5: CREDIT CARD POLICY

The Ohio Lions recognize the convenience and efficiency afforded by the use of credit cards.

Credit cards, however, shall not be used to circumvent the general purchasing procedures established and shall only be used when a payee will not accept a business check or set up a charge account.

Ohio Lions Credit Card Guidelines:

1. All credit cards issued to, and in the name of the Multiple District 13 - Ohio Lions Inc., shall be held and supervised by the Ohio Lions Multiple District Secretary and/or the Ohio Lions Multiple District Treasurer.

2. If the credit card line of credit needs to be raised, the request to raise the limit, and the amount being requested, shall be forwarded to the Ohio Lions Finance & Long-Range Planning Committee for review and approval.

3. Credit cards are only to be used to make purchases for activities of the Ohio Lions and are not to be used to make personal purchases.

4. Upon receipt of a credit card, those authorized users named above shall:

    a. Maintain credit cards in a secure fashion and prevent unauthorized charges to the account.

    b. Maintain sufficient documentation of all purchases, including, but not limited to, charge receipts, original cash register slips or other detailed receipts, and invoices.

c. Provide documentation of all purchases to the Multiple District Treasurer in a timely manner to ensure prompt payment.

d. Immediately notify the issuing bank, Council Chair and the Multiple District Treasurer if the card is lost or stolen.

e. Refrain from allowing anyone else to use the credit card or account number.

5. Upon receipt of the appropriate documentation and review/approval of the Council Chair, credit card expenditures will be paid by the Multiple District Treasurer in a timely fashion so as not to incur interest charges.

6. The Ohio Lions Financial Oversight Review Committee will review all credit card purchases for proper authorization and proper purpose during their semi-annual review.

CHAPTER 6: DOCUMENT RETENTION & DESTRUCTION POLICY

In accordance with 18 U.S.C. Section 1519 and the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for systematic review, retention and destruction of documents received or created by the Multiple District - 13 Ohio Lions, Inc. in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accident or innocent destruction of records and to facilitate Multiple District 13 - Ohio Lions, Inc.'s operations by promoting efficiency and freeing up valuable storage space.

1. Document Retention: The Multiple District 13 - Ohio Lions, Inc. follows the document retention procedures outlined below. Documents that are not listed, but are similar to those listed in the schedule, will be retained for the appropriate length of time.

2. Electronic Documents and Records: Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. An electronic backup should be maintained on a monthly and securely stored off-site from the State Office.

3. Document Destruction: The Multiple District 13 - Ohio Lions, Inc.'s Multiple District Secretary and Council Chair are responsible for the ongoing process of identifying records, which have met the required retention period and are responsible for overseeing their destruction.

Destruction of financial and personnel-related documents will be accomplished by shredding for paper copy or deletion for electronic copy. It is recommended that documentation be made as to what was destroyed, who was the person destroying such documentation, when it was destroyed and for what reason it was destroyed. The Multiple District Secretary and Council Chair will meet before the State Convention each year to review compliance with the Policy. An annual report concerning document retention and destruction will be made to the Council of Governors at each State Convention. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. Compliance: Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Multiple District 13 - Ohio Lions, Inc. and its employees and possible disciplinary action against responsible individuals. The Council Chair, Multiple District Secretary and Finance and Long-Range Planning Committee Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

   Every employee of the corporation shall sign an "agreement" acknowledging they will comply with all written and approved Document Retention and Destruction Policies. Acknowledgement of this agreement shall be kept on file in each employee's personnel file. The agreement shall be updated yearly, if required.

5. Document Retention Schedule (All parts shall comply with the aforementioned subsection 2 (Electronic Documents and Records) and subsection 3 (Document Destruction):

   a. Incorporation records, IRS Form 1023, IRS Form 990 – permanent.

b. Minutes to Meetings (electronic copies and written notes) – permanent.

c. Financial Reports – 7 years.

d. External Audits – permanent.

e. Internal Audits – 3 years.

f. Employment Applications – 3 years.

g. Employment Records/Personnel Records including employment and termination agreement, promotion, demotion, discharge records, employee evaluations, time sheets, and salary schedules – 7 years after termination.

h. Retirement and Pension Plan documents – permanent.

I. Disability and Sick Benefit records – 5 years.

j. Accident Reports and Worker's Compensation Records – 5 years.

k. I-9 Forms – 3 years after termination.

l. Federal and State tax withholdings, Social Security withholdings, and Medicare – 7 years.

m. Donor Records and acknowledge letters – 7 years.

n. Purchase orders and requisitions for significant contracts – 7 years.

o. Grant Applications and Contract - five years after completion of the contract. p. Legal, Insurance and Safety Records including appraisals, Insurance Policies, Real Estate Documents, and Stock and Bond Records – permanent.

p. Leases – 6 years after expiration.

q. OSHA documents – 5 years.

r. General contracts – 3 years after termination of the contract.

s. Ballots from Convention without a dispute – 90 days from election(s).

t. Ballots from Convention with a dispute – 90 days from resolution of dispute.

Note: See LCI Dispute Resolution Guidelines for information regarding who can file a dispute, when dispute needs to be filed, and fees related to filing a dispute.

PART TWO - PROCEDURES AND GUIDELINES

SECTION ONE - COUNCIL OF GOVERNORS MEETINGS

CHAPTER 1: ACCEPTANCE OF A COMMITTEE REPORT

When a representative of a committee presents the Committee Report to the Council of Governors, the report shall be voted upon in one of the following manners, with written reports taking precedence over oral reports:

Move to accept the report as presented.

Move to accept the report as amended.

Move to accept the report with reservations.

SECTION TWO – STATE OFFICE OPERATIONS

CHAPTER 1: MULTIPLE DISTRICT SECRETARY AND TREASURER

SUB-SECTION 1: GENERAL AUTHORITY

The Multiple District Secretary is the administrative officer, and the Multiple District Treasurer is the financial officer of MD-13 Ohio Lions and both act in this capacity on behalf of the State Council according to Article VII of the Multiple District 13 – Ohio Lions, Inc. Constitution. The Multiple District Secretary and the Multiple District Treasurer shall not assume any of the prescribed duties, responsibilities or prerogatives of a District Governor, a District Officer, a Foundation Officer, or a State Committee, either individually or collectively, unless specifically directed by appropriate formal action of the State Council or by formal request of a District Governor for assistance.

Nothing in the preceding paragraph shall be read to imply that any Lion who is appointed or elected to a position of District Governor, a District Officer or any other Lion office of service is prohibited in also serving as Multiple District Treasurer or Multiple District Secretary.

Any contracts entered into for and on behalf of the Multiple District 13 - Ohio Lions, Inc. shall have prior approval of the Council of Governors and be in writing signed by the Council Chairperson, Multiple District Treasurer, or the Multiple District Secretary, if within the scope of his/her authority.

SUB-SECTION 2: PRIMARY RESPONSIBILITY

The primary role and responsibility of both the Multiple District Secretary and the Multiple District Treasurer is to make sure that all provisions and actions set forth and called for in the Multiple District 13 – Ohio Lions, Inc. Constitution, By-Laws, and Policy Manual are properly understood, closely followed, and satisfactorily

performed by the Council Chairperson, Council of Governors, State Committees and Foundations.

Such advice and direction should also be provided to other officers and principals when necessary and expedient. The intent and expectation of this role and responsibility is to maintain continuous high-quality operations of the varied affairs and activities of Multiple District 13 – Ohio Lions, Inc. in accordance with its Constitution, By-Laws and Policy Manual.

SUB-SECTION 3: ADMINSTRATIVE GUIDELINES

Compensation and total benefits for the Multiple District Secretary and Multiple District Treasurer deemed necessary for the operation of the Ohio Lions State Office shall be considered, approved and paid for by the Council of Governors from the State Office Operations Fund.

The Council of Governors, through its Council Chairperson, is the direct supervisor of the Multiple District Secretary and Multiple District Treasurer.

An annual performance review is to be conducted by the executive committee consisting of the Council Chairperson, Council Vice Chairperson, and the Finance and Long-Range Planning Advisory Committee Chairperson. In the event of a conflict of interest of any member of the review committee (i.e. the MDS or MDT is a spouse/family member, etc.), the next Lion in-line in order of "rank" shall assume that position on the committee. The annual performance review is to be both thorough and systematic in nature.

A written report is to be filed with the Council of Governors, Council of Governors-Elect, and Finance and Long-Range Planning Advisory Committee simultaneously for their consideration and concurrence at least thirty (30) days prior to commencement of the annual State Convention. Such performance review report is to clearly indicate, advance review, discussion, and acceptance by the incumbent Multiple District Secretary and Multiple District Treasurer. Said written

report shall also include any recommended salary increase, which shall be used by the incumbent Multiple District Secretary and Multiple District Treasurer in the preparation of the next proposed annual Office Operations budget.

SUB-SECTION 4: REAPPOINTMENT & DISMISSAL GUIDELINES

The Multiple District Secretary and the Multiple District Treasurer shall serve at the pleasure of the Council of Governors. Reappointment is automatic unless notification is provided to the incumbent Multiple District Secretary and/or Multiple District Treasurer within five (5) days of the conclusion of the annual State Convention by personal service and/or certified mail, provided by the Council of Governors-Elect.

This section does not preclude immediate dismissal with proper justification for unethical behavior or unacceptable activities that are not in conformance with the Lions International Objects or Code of Ethics.

SUB-SECTION 5: VACANCY PROCEDURES

Immediately upon notification of vacancy, the Council Chairperson, Finance and Long- Range Planning Advisory Committee Chairperson, and Liaison Advisory Committee Chairperson will determine a schedule and procedures for filling the vacated position.

Such procedures shall include the appointment of an Ad-Hoc Committee to develop a procedure to solicit applications from individuals for the position of Multiple District Secretary and/or Multiple District Treasurer and review these applications for satisfactory candidates.

The ad Hoc Committee shall consist of four (4) members of the Finance and Long-Range Advisory Committee and additional representatives, not to exceed seven (7), with each District having representation.

The ad Hoc Committee's recommendations shall be submitted to the Council of Governors for their disposition.

SECTION THREE – MEMORIAL RECOGNITION

To provide a consistent way to honor the life of past and current Multiple District 13 International Officers, state committee chairs, and state office personnel. The Multiple District Secretary shall administer this providing proper notification to the MD Office is made.

In the event of the death of a past or current International President, a $100 donation to a Lions' charity of choice will be made in addition to an official MD13 sympathy card being sent.

In the event of the death of a past or current International Director or the current Council Chair, a $75 donation to a Lion's charity of choice will be made in addition to an official MD13 sympathy card being sent.

In the event of the death of a current District Governor, Immediate Past Council Chair, Multiple District Secretary, Multiple District Treasurer, or State Committee Chairperson, a $50 donation to a Lion's charity of choice will be made in addition to an official MD13 sympathy card being sent.

In the event of the death of a current Vice District Governor or State Committee member, a $25 donation to a Lion's Charity of choice will be made in addition to an official MD13 sympathy card being sent.

In the event of the death of a Multiple District 13 Past District Governor, an official

Multiple District 13 sympathy card will be sent.

In the event of the death of a spouse or child or any of the above, an official

Multiple District 13 sympathy card will be sent.

SECTION FOUR – ANNUAL CONTRIBUTION TO LCIF

The purpose of the annual contribution to LCIF is to provide a means of recognizing

The International Family of Multiple District 13 for their diligent service.

1. At the May meeting of Finance & Long-Range Planning, the Committee Chair shall request the committee recommend to the Council of Governors that Multiple District 13 donate $1000.00 to Lions Clubs International Foundation (LCIF) in honor of current and past International Officers.

2. Upon approval from the Council of Governors and after the State Convention but prior to the International Convention, the Multiple District Secretary (MDS) shall write a voucher for $1000.00 payable to LCIF.

3. The Multiple District Treasurer (MDT) shall verify that funds are available from the Restricted Fund and approve the voucher request.

4. The Multiple District Secretary shall make certain the check is prepared and given to the Council Chair (CC) or designate prior to the International Convention.

5. The Council Chair (CC) or designate will carry the check to the International Convention where said check will be presented to the Chairman of LCIF in honor of the International Family of Multiple District 13 in the presence of those family members in attendance.

6. This donation to LCIF will be done each year henceforth at the International Convention.

SECTION FIVE – CAMPUS CLUB

A campus club is an organization recognized by an accredited college and/or university with an assigned adviser (if required by the college/university) that is established according to the guidelines published by Lions Clubs International.

SECTION SIX - COLLECTION AND USE OF PERSONAL MEMBERSHIP DATA BY MD13 OHIO LIONS INC.

Purpose: MD13 Ohio Lions Inc. (MD13) recognizes the importance of protecting the private information of our members. Ohio Lions is dedicated to preventing the unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information.

Access to private information collected by MD13 is limited to Lions, Lions Clubs, and authorized organizations that will use the information to further Lions' causes.

Access to information requires the agreement and compliance with the Lions' privacy policies and practices.

This privacy policy shall apply to all information maintained by MD13 in whatever format, physical or electronic.

Privacy Policy:

1. MD13 Ohio Lions, Inc. collects personal information about Lions Club members and Leo Club members to facilitate communications with and between our members. This information is used solely to further MD13's Purposes including that "to unite the clubs in bonds of friendship good

fellowship and mutual understanding" and to conduct its necessary operational activities including:

- Dues and other billings
- Distribution of MD13 Newsletter and membership/officer information and updates
- Compilation of membership profiles and trends to support membership growth, extension, and retention programs
- Convention and meeting planning
- Contact information for Lion/Leo leaders, including past and present International Officers, Directors, and Board Appointees, Multiple District Council Chairpersons and MD13 Council of Governors, MD13 District and Vice District Governors, MD13 State Committee Chairs, and Club Officers
- Furtherance of Public Relations activities and Cooperative Alliances
- Support of Lions Clubs International Foundation and other adopted service programs
- Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objects as determined by the MD13 Ohio Lions Inc.
- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

2. MD13 protects personal information by using password-protected areas and by restricting access to such information. It is important that you protect your password.

3. The official directory is not available on the Internet without a password. Individuals who are granted access to the official directory or any

documents that contain personal information of members, may only use the information to further the purposes of LCI and MD13, and must agree to delete all such records after use.

4. Any payment information collected shall be protected by software during transmission, which encrypts all your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order. At the present time, MD13 uses PayPal.

5. By providing your email address, you are consenting (opting in) to receive information from MD13 and its family of programs. To opt out, send an e-mail to MD13 Ohio Lions Inc. at ohiolions@gmail.com.

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

7. The content of this website may not be retrieved, displayed, modified, copied, printed, sold, downloaded, hired, reverse engineered or transmitted in any way without the prior written permission of MD13 Ohio Lions Inc. The content of our website including without limitation all information, text, photographs, and graphics are protected by copyright, trademarks or other proprietary rights of others or ourselves. An exception is specifically granted to all Lions, Lions Clubs, and authorized organizations that will use the information to further Lions' causes.

8. The Council of Governors of MD13 shall establish criteria for determining what constitutes an authorized organization. Using these criteria, MD13 shall establish a list of authorized organizations. The list of authorized organizations shall be annually reviewed.

9. 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.

10. Lions/Leo Club, District, Multiple District and/or Foundation should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained in the course of conducting your activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, email addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing email addresses with third parties.

11. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

    Any legal action concerning this Agreement shall be brought exclusively in a court of competent jurisdiction sitting in Franklin County Ohio.

    MD13's failure to insist upon or enforce strict performance of any provision of this Agreement shall not be construed as a waiver of any provision or right.

    Neither the course of conduct between the parties nor trade practice shall act to modify any provision of the agreement

    MD13 may assign its rights and duties under this Agreement to any party at any time without notice.

    If you have any concerns or questions about these policies, please contact MD13 at (614) 539-5060, or Ohiolions@gmail.com.

SECTION SEVEN – AMENDMENT PROCEDURE

Any resolution specifically intended to change any portion or portions of the Policy Manual by the State Council of Governors shall be submitted to the Chairperson of the State Council of Governors at least fourteen (14) days prior to the State Council meeting.

Unless otherwise determined to be an emergency, the resolution will be considered and posted at that Council meeting, with the understanding that it will be voted on at the next regular scheduled State Council of Governors meeting. To adopt a new policy or change an existing policy as an emergency measure requires a statement as to the need for emergency action in the resolution presented and the adoption by a 2/3rds majority vote of all voting members of COG present and voting. If such emergency measure is adopted, it shall be effective immediately, unless otherwise stated in the resolution.

END OF DOCUMENT
NOTHING FOLLOWS

REVISED August 2025

By C&BL Committee