



DISTRICT 5SE LIONS

STANDARD OPERATING PROCEDURES (SOP)

September 2023

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LIONS CLUBS INTERNATIONAL DISTRICT 5SE

STANDARD OPERATING PROCEDURES

General Information:

1. The role of the district cabinet is administrative: to provide the link between Lions Clubs International and the clubs of District 5 SE, to foster growth and the enrichment of Lionism throughout the district.
2. The administrative budget is to be derived from members' dues, plus any excess operating reserve and/or interest earned from this source.

Accounting Procedures:

1. Standard accounting procedures will be used, involving the use of a permanent journal and ledgers. (A computer accounting program will also meet the standard if it is a program based on standard accounting principles),
 - a) The books will be closed by the cabinet treasurer by July 15th and turned over to the Audit and Finance Committee for audit,
 - b) The Audit and Finance Committee shall complete the audit as soon as possible and turn the books over to the new cabinet treasurer,
 - c) If necessary, a member of the Audit and Finance Committee will instruct the new cabinet treasurer in the accounting procedures
2. Cabinet Treasurer's Reports:
 - a) Only adopted standardized forms are to be used, showing current income and expenses, year-to-date income and expense and budget balances,
 - b) A balance sheet listing all funds and liabilities shall be prepared,
 - c) These reports are to be prepared quarterly as of September 30th, December 31st March 31st and June 30th and presented for approval at the district cabinet meetings,
 - d) These reports shall be presented at the cabinet meetings in hard copy format.

International Dues:

1. Lions' International dues are established by a vote of the delegates of LCI and changed by the vote of its membership at an International convention. See Exhibit I.
2. Lions Clubs International (LCI) Dues; Effective July 1, XXXX, the annual dues are, payable in two equal installments due July 1st and January 1st. These dues are billed by Lions Clubs International directly to club treasurers.
3. Newly chartered or reorganized clubs shall pay International dues on a prorated basis from the first day of the second month following the date of their charter or reorganization. This is in addition to the charter member initiation fee,
4. New members shall pay International dues on a 12-month prorated basis from the month they are reported on the membership report from the club to Lions Clubs International. This is in addition to the new member initiation fee.

Multiple District 5 and District 5 SE Dues and Assessments:

1. Multiple District 5 dues, District 5SE dues and assessments, and Hall of Fame assessments are payable semi-annually on July 1st, (based on the June LCI membership report) and January 1st (based on the December membership report),
2. Billing is made to all club treasurers and/or secretaries by the district cabinet treasurer or district cabinet secretary/treasurer,
3. Newly chartered or reorganized clubs shall pay these dues/assessments on a prorated basis from the first day of the second month following the date of their charter or their reorganization.
4. The breakdown of the Multi-district and District 5SE dues and assessments are shown in Exhibit 1.
5. The district cabinet treasurer will make payments from District funds to the Multi-district 5 secretary for Multiple-district dues,
6. The outgoing district cabinet treasurer or secretary/treasurer will bill the clubs for the semi-annual dues and assessments on July 1st. The incoming district cabinet treasurer or secretary/treasurer will receive the dues and assessments, thus his/her name and address should be on the billing statement.

University Lions Clubs Dues:

- The Lions of District 5SE voted to waive all district dues for student members of university campus Lions clubs in District 5SE. The MD5 Council decides annually on waiving multiple-district dues for student members of university campus Lions clubs. Lions Clubs International dues as determined by LCI are submitted directly to Lions Clubs International by the clubs.

South Dakota State Lions Convention:

1. All expenses of the South Dakota State Lions Convention, including meals and entertainment, will be paid from the registration fees collected by the host club(s) from those in attendance,
2. The host club(s) shall submit a detailed financial report, showing the income and expenses of the convention, to the State Executive Committee within 30 days following the adjournment of the convention,
3. Any excess convention funds will be turned over to the PDG Association for disbursement,
4. The net income from the state convention shall be placed in a convention reserve fund, to be used to cover possible losses incurred by the host club(s) due to poor attendance. The reserve fund is not to exceed \$7,500. Money above that sum is to be paid to the districts prorated according to total membership as of December 31 prior to the convention,
5. The State Executive committee is composed of the current district governors, their respective cabinet secretaries and treasurers, and the immediate past district governors. The district governor of the host district shall act as chairperson of this committee. The prior host district governor shall act as the vice chairperson.

Audit and Finance Committee:

1. Members:

- a) Three members, each to serve a staggered three-year term,
- b) One new member to be appointed to the committee by the incoming district governor,
- c) The third-year member to serve as committee chairperson.

2. Duties:

- a) Meet in May with the district governor and the district governor-elect to begin preparing the budget for the ensuing year,
- b) Meet in July to finalize the budget for presentation to the cabinet at the first cabinet meeting,
- c) Attend each cabinet meeting to review the budget and finances,
- d) Audit the books at the close of the fiscal year and prepare an audit report for the November cabinet meeting.

Nominating Committee:

1. Members:

- a. Three members, each to serve a staggered three-year term,
- b. Each shall be a member in good standing of a different Lions club,
- c. One new member to be appointed to the committee by the incoming district governor,
- d. The third-year member to serve as committee chairperson.

2. Duties:

- a. Receive in writing the names of all candidates whose proper certification of endorsement has been submitted,
- b. Furnish evidence of the candidates compliance with the qualification for said office set out in the District's Constitution and Bylaws,
- c. Place in nomination at the district's annual convention all candidates so qualified.

District Administrator:

The District Governor may appoint a District Administrator.

The purpose of this position is to help club officers resolve any computer issues they have with LCI, such as problems submitting membership and activity reports, reporting of club officers in the spring, or paying bills. For clubs whose officers do not have a computer or have chosen to not use their computer to do Lions reports, this will mean contacting the Club Secretary and/or President to obtain relevant information and to obtain permission to report that information to LCI for the Secretary.

District Emergency Grants:

In the case of a disaster a local club would contact the District Governor (DG) and request monetary assistance from the district in the following forms.

The definition of a disaster qualifying for this grant money is damage caused by a natural occurring event such as wind, water, or fire affecting five households or more within a community. Within the definition of household an individual apartment or living quarters shall qualify as a household.

Prior to distributing any funds the DG shall request and receive a contact person's information that is member of the applying club. This contact information shall be forwarded to the districts secretary and treasurer for follow up purposes.

Specific Need Grants: A specific needs grant of up to \$1000.00 per instance would be issued to the local club, after a specific need has been identified, at the discretion of the DG and 1st VDG. Qualifying instances examples but not limited to are as follows. 1: Immediate transportation needs not covered by insurance. 2: Short term housing repair to make home habitable. 3: Immediate need for school or work supplies.

These grants shall be made available to households or residences only, no business or governmental agency shall qualify, with the exception of a home-based business.

The money needed to support these grants shall come from the Lions Clubs within District 5SE as a voluntary annual donation to the district. The district treasurer shall indentify these funds as "Emergency Grant Funds" within the district's general fund. These funds shall not be used for any other purpose other than funding "Emergency Grants" and shall be listed as "Restricted funds".

The Lions Clubs receiving grant monies shall provide a detail accounting of all expenditures associated with the grant money. This report shall be delivered to the 5SE district governor within 30 days of receiving the grant money.

Duties of Region Chairpersons:

- Region chairpersons shall be responsible for the coordination of the activities of the committee chairs as assigned by the district governor.

Vice District Governor-Elect:

- The district will pay the expenses of the vice district governor-elects to attend the third Multiple-District 5 meeting typically held in March. If not funded by MD5, these expenses shall be paid according to established rules of audit.

Cabinet Meetings:

1. The cost of meals will be paid for all cabinet members at district cabinet meetings, when by necessity meetings are held over a mealtime. Cost is to be held to \$15.00 per plate,
2. The district will pay for the cost of the meeting room, if billed.

Spring Leadership Seminars:

- The district will pay the actual cost of promoting and conducting leadership, membership, extension and retention training throughout the district within the guidelines of established rules of audit.

USA/Canada Lions Leadership Forum:

- Funds to help defray the cost of the current First Vice District Governor's attendance at the USA/Canada Lions Leadership Forum will be actual cost in the amount up to \$1,000 annually. It shall be included in each annual budget of the district. Reimbursement shall be paid according to established "Rules of Audit". The registration fee at the early bird rate shall be included in the reimbursement.

Leadership Scholarships:

A \$700 scholarship fund is to be established annually to provide scholarships for registration fees for approved non-LCI sponsored leadership training for district officers (i.e. Vice Governors, cabinet members or Region and Zone Chairpersons). If not all the budget is used individual Lions within the district may be reimbursed for their registration fee. All Lions should first request reimbursement from their club.

The scholarships are for a Lions attending a Lions Clubs International leadership seminar. Reimbursement for a LCI leadership seminar may be for the registration fee and transportation per rules of audit up to \$350. This is not an accumulative fund and will be established in each year's budget. The rules of eligibility are as per the rules established for the seminars the Lion is attending.

Donations to Various Activities and Organizations:

Lions clubs and members contribute money to various activities and organizations that the Lions of District 5SE support. Such funds received by the District Governor shall be accounted for in appropriate District accounts or turned over to the appropriate agency (i.e. District Governors Expense, Club 200, Melvin Jones Fellowship, Dakota Lions Sight and Health, SD Lions Foundation, Leader Dog, etc.).

The District Governor receives reimbursement for expenses from Lions Clubs International. These funds are to be retained by the District Governor.

Donations from clubs or members need to have a notation in the memo part of the check. No matter where it goes to it has to be credited to the appropriate account.

Operating Funds Depository:

- Current operating funds will be placed in a bank depository located in the city of the current cabinet treasurer or in a branch bank of a larger city. If there is no bank in this city or town, the cabinet treasurer may maintain the account in the bank presently being used or designate a bank depository in a neighboring community.

Reserve Funds Depository:

- One bank depository will be established for all reserve funds (CDs, savings account and/or Money Market, etc.).

Administrative Reserve Fund:

1. An Administrative reserve balance of \$2,000 shall be maintained,
2. Any excess reserve funds and/or interest earned from these funds may be used for administrative purposes.

District Convention:

1. The annual business meeting of District 5SE shall be held at the annual state convention,
2. The District Convention location shall rotate from zone to zone each year,
3. The District Governor and the Vice District Governors shall be elected as provided in the bylaws and constitution at the annual business meeting of District 5SE,
4. The clubs hosting the District Convention may hold the only authorized fundraiser,
5. The District Convention committee shall develop a budget and establish the registration fee which must be approved by the District Governor,
6. The District Convention committee must provide a full accounting of the convention to include a Profit & Loss Statement and registration information.
7. Any excess money from District 5SE Convention is the property of the district and must be returned to the district by the host club,
8. The district shall establish a reserve fund of not more than \$2,000. Any loss associated with the District Convention shall be paid from that reserve. Money in excess of the \$2,000 shall go to the district's general administrative fund.

Club 200 (8/2016)

1. The purpose of the Club "200" fund is to help defray the expenses of the District Governor Elect's eligible adult companion to attend the Lions Clubs International convention with the district governor,
2. The Club 200 funds shall reimburse the District Governor Elect eligible adult companion's travel expenses in excess of the \$500 paid by Lions Clubs International up to a maximum of \$1,000 to attend the Lions International convention,
3. The spouses transportation tickets must be purchased through an LCI approved travel agency,
4. The airfare is to be jet economy and by the shortest most direct route,
5. Mileage by automobile shall be reimbursed per the "Rules of Audit",
6. The annual dues of \$.50 per member shall be placed in the "Club 200" fund,
7. The "Club 200" fund shall have an amount of not less than \$1,000 or more than \$2,000 in the account. The funds in excess of \$2,000 will become administrative,
8. The check is to go to the District Governor,

Melvin Jones Fellowship:

Each District Governor upon completion of their term of office receives a Melvin Jones Fellow. The custom for Lions clubs in District 5SE is to give a gift to the District Governor when they make a club visitation. The gifts are to be made out to "Lions District 5 SE". Melvin Jones Fellow should be notated on the "MEMO" line of the check.

The district secretary or treasurer is responsible for ordering the Melvin Jones Fellow and authorizing payment.

Melvin Jones Fellow (MJF) reserve account fund balance of \$1,000.00 shall be maintained. If the amount of money received by the District Governor is less than \$1,000.00, the South Dakota 5SE District's (the District) unnamed MJF funds held by Lion Clubs International Foundation (LCIF), if any District unnamed funds are available at LCIF, should be used first to make up the difference. If the District does not have any or enough unnamed funds at LCIF then the MJF reserve account should be used to make up the difference. If the gifts to the District Governor exceed \$1,000.00 in any fiscal year the excess gifts received should be paid to the District's unnamed account at LCIF. The District's unnamed funds at LCIF and the MJF reserve account may be used to purchase additional MJF(s) for a worthy Lion or non-Lion from these funds. The District's unnamed funds at LCIF should be used first. The District treasurer should be given access to the information for the District's unnamed funds at LCIF. The District treasurer should prepare a report of the District's unnamed funds at LCIF and provide the report to the District cabinet two times each year.

Discretionary Funds:

- This \$2000 budget item is allowed to cover unknown expenses that may arise during the Lions year. It is also to be used for expenses that were missed when preparing the budget for the year.

South Dakota Lions Directory

1. The South Dakota Lions Directory is published annually with the information received from Lions Clubs International Form PU-101. These reports are required to be submitted prior to May 1st,
2. The district governor should determine the number of directories published for the district,
 - a. Four directories are furnished to each club for the President, Secretary, Treasurer and Membership Chairperson,
 - b. Each district cabinet member should receive a directory,
 - c. The MD5 Council of Governors to include the Council Chairperson, District Governor, State Representatives, Secretary, Treasurer, GMT and GLT Chairpersons, Youth and Pin Chairpersons and the 3 most current Past International Directors,
 - d. The 1st and 2nd Vice District Governors,
 - e. The South Dakota Past District Governors Association, Dakota Lions Sight and Health, and the SD Lions Foundation should also receive a copy.
3. There is always a need for some extra directories.

District Newsletter:

1. The District E-newsletter is the official publication of District 5 SE,
2. The District E-newsletter's will be emailed to all club secretaries. The secretaries will email the E-newsletter to each of their club members,
3. The costs of the E-newsletter shall be paid by the district through an assessment in the dues billed each club,
4. A honorarium of \$200 per issue is to be paid the district's electronic newsletter editor as determined by the district's cabinet,
5. The newsletter editor will be reimbursed for the registration fees and mileage to attend the state convention and the District Convention,
6. The district's newsletter will be published 10 issues per year with 2 months in the winter and 2 months in the summer combined.

State Lions Pins:

- The responsibility for designing and ordering the state Lions pin rotates each year, with the state convention's host district being responsible for providing the initial funding for the pins. Therefore, the districts must include a budget item every other year for the state pin. The pins are ordered after the approval of both district governors. Payment for the pins is made to the district, not to the pin chairperson. The state pins should be ordered by the convention's host district so that the pins arrive in time for the state convention.

International President's Certificates of Appreciation, Contests and Awards:

1. Contests and awards are at the discretion of the district governor,
2. Awards must be ordered early enough so that the cost can be charged to the current district governor's budget,
3. It is customary to have the International Director (or equivalent) present two International President's Certificates of Appreciation during the District Convention. The district governor shall name two Lions and provide background information on the Lions to be honored to the International Director at least 30 days in advance of the District Convention.

Proud Lion Award:

The Lions of South Dakota adopted a program to promote orientation of new members in the Lions organization. The criteria as follows:

1. The Proud Lion Award shall be instituted by the district and presented to each new Lion member who, during his/her first full year of membership, achieves the following:
 - a) Attends his/her Lions club's orientation program,
 - b) Attends a meeting of his/her Lions club's board of directors,
 - c) Participates in a fund-raiser or service project of his/her Lions club,
 - d) Accepts and fulfills a Lions club committee assignment,
 - e) Visits another Lions club,
 - f) Attends a zone meeting or other district activity,
 - g) Brings a guest to a Lions club meeting.
2. The application shall be properly documented and signed by the applicant,
3. The award shall be a certificate and lapel pin, properly presented by the district governor, vice district governor, zone chairperson or a past international director from the district

LIONS DISTRICT 5 SE RULES OF AUDIT

Total Allowable Expense:

1. The amount of expenses to be reimbursed may not exceed that amount budgeted,
2. Reimbursement of expenses in excess of the budgeted amount must be approved by the district governor before expenditures can be made,
3. The Rules of Audit are established by LCI and amounts to be reimbursed are shown in Exhibit 1.
4. Expense items of over \$250 authorized by the District Governor and over \$150 authorized by a Vice District Governor, that are not in the budget, must be approved by the Cabinet(August 2016).

Presentation of Claims:

1. Expenses must be submitted on an official expense voucher, properly itemized accompanied by the necessary receipts and signed,
2. Facsimile and electronic copies may be acceptable and may be considered as original,
3. All expense amounts for the district governor, the vice district governors, cabinet members, committee chairpersons and approved lions shall be accounted for by vouchers according to established rules of audit,
4. All claims against the district must be submitted on a quarterly basis (preferably monthly),
5. Payment may be disallowed for expenses submitted more than 120 days following the occurrence of the expense,
6. Claims for reimbursement shall be signed by the district governor.

Transportation:

Automobile:

1. Mileage may be reimbursed at the Rules of Audit rate for the following,
 - a) Zone chairs' travel to the location of their zone meetings and for one official visit to each Lions club in their zone,
 - b) Region chairs' travel for on official visit to each Lions club in their region,
 - c) Region and committee chairs' travel if invited to attend and participate in zone meetings,
 - d) Region chairs' travel to conduct special assignments as designated by the district governor,
 - e) Extension chairs' to organize new Lions clubs,
 - f) Cabinet members traveling to cabinet meetings within the district,
 - g) Committee chairs' travel as representatives designated by the district governor to make visits to clubs requiring assistance or to present programs to advance a goal,
 - h) Membership and Leadership Development Committee members' travel to conduct membership and leadership seminars or new-officer training schools,
 - i) Travel for those Lions assigned special assignments by the district governor.
 - j) All mileage between points of travel will be determined by Map Quest or Google maps.

2. Since Lions Clubs International reimburses the district governor for most necessary travel, the district will limit mileage reimbursement to that which is required in the conduct of the office but which is not covered by LCI.

Airfare:

1. Air travel reimbursement will be on cancelled airline tickets or E-ticket and are required with each voucher claim.
2. Reimbursement is by tickets of economy roundtrip airline tickets by the shortest and most direct route,
3. If applicable it's necessary for receipts and proof of payment (cancelled check, paid receipt or credit card receipt/statement) must be submitted with expense claim,
4. Any other related expense is not covered,
5. A boarding pass or travel agent itinerary is not valid for reimbursement,
6. All claims must be itemized, showing date, place and purpose, and must submit on official voucher forms.

Meals:

1. Reimbursement for overnight trips required by district officers and/or committee chairpersons and authorized by the cabinet, actual cost of meals may be paid, but shall not exceed the amounts in the Rules of Audit. No receipts are required for meals.
2. No alcoholic beverages expense will be reimbursed.

Lodging:

1. Reimbursement for overnight trips required by district officers and/or committee chairpersons and authorized by the cabinet, actual cost of lodging may be paid, but shall not exceed the amounts in the Rules of Audit.
2. Itemized receipts are required and must show a balance due of zero and costs must be listed on authorized voucher forms.

Postage, Supplies and Printing:

1. Actual cost of postage, printing, copies and supplies may be paid to the district governor to administer the districts responsibilities,
2. Actual cost of postage, printing, copies and supplies may be paid to district officers and committee chairpersons to administer their zone, region and committee responsibilities,
3. To be considered for payment, all claims must be itemized, showing dates and purpose with proper receipts attached, and submitted on authorized voucher forms.

IMPORTANT INFORMATION FOR ALL DISTRICTS AND CLUBS SUBJECT TO UNITED STATES TAX LAWS

Income Tax filing: (9/11)

Lions clubs and districts are required to file tax forms in accordance with the United States tax laws. Information and filing requirements and instructions are available on the "[Lions Clubs International website in the Tax Information section](#)".

In this section you will find: detailed information concerning the requirements for filing Form 990, 990-N (E-Postcard), 990-EZ; a sample Form 990-EZ, with explanations; a blank Form 990-EZ; guidelines for disclosures regarding non-deductibility of contributions or gifts to Lions districts and clubs; and a summary of provisions concerning possible tax liability for Unrelated Business Income Tax (UBIT). Additional information concerning United States tax laws may be obtained from the [IRS website](http://www.irs.gov) (www.irs.gov).

Should you have any questions or concerns regarding this information, please email the LCI's [Legal Division](#) or call (630) 571-5466 extension 360

Amendments to SOP:

1. The procedure for amending this Standard Operating Procedure (SOP) is as follows:
This manual is ongoing and is to be brought to the attention of the cabinet members at the first official cabinet meeting of each new fiscal year. To effect a change by amendment, a majority vote is required by those members present.
2. The SOP may be amended as deemed necessary. Any amendment(s) to the manual shall be submitted in writing at any cabinet meeting and will be voted on at the next cabinet meeting.

Revisions:

May 1, 1999	January 27, 2006	August 7, 2010	January 19, 2013
July 30, 2000	February 13, 2009	August 6, 2011	July 27, 2013
Sept 30, 2005	July 18, 2009	September 7, 2012	July 26, 2014
June 3, 2017	January 2020	September 30, 2023	

**DISTRICT 5SE
STANDARD OPERATING PROCEDURES**

**Dues and Assessments
Exhibit I**

Lions Clubs International:	<u>Semi-annual</u>	<u>Annual</u>
Lions Clubs International Dues:	*	*
Family Unit Dues:		
Head of Household		
Family Members up to 4 (each)		
Rules of Audit: (actual cost or maximum amount)		
Mileage (per mile)		\$.41
Lodging (per day)		\$75.00
Meals (per day/no receipts are required)		\$40.00
Entrance Fees:		*
* contact Lions International for current dues/fee information		
Multi-district and District 5 SE	<u>Semi-annual</u>	<u>Annual</u>
Multi-district 5 Dues:	\$5.00	\$10.00
District 5 SE Dues	4.00	8.00
SD Hall of Fame Assessment	.25	.50

Revisions:
 July 7, 2010
 September 7, 2012
 July 1, 2013
 July 1, 2017
 July 1, 2018
 Sept. 30, 2023