

Multiple District 3 Lions of Oklahoma

COUNCIL POLICY

ARTICLE I

SECTION 1 All State Council meetings will start on time. A ten (10) day notice will be issued for all Council meetings.

SECTION 2 *Robert's Rules of Order* (latest revision) will be used in conducting all sessions of the State Council. The Council of Governors will appoint a Parliamentarian for a one (1) year term (Article IV Section 2 State Constitution).

SECTION 3 *The agenda* for all meetings will be prepared by the State (Council) Secretary in consultation with the Council Chairperson and members of the Council of Governors. Members of the State Council will forward desired agenda items in sufficient time to have them included on the agenda and circulated to other members of the Council, but no less than ten (10) days prior to the meeting. Chairpersons of State committees that are reporting to the Council will submit a request to be placed on the agenda prior to the agenda meeting. Those making reports are asked to give a written report to the State (Council) Secretary for documentation with the official minutes.

A. Any discussion of agenda items from other than members of the State Council will not be permitted without the consent of the Council. New proposals submitted to the Council will be referred to the appropriate committee(s) unless the majority of the Council of Governors deems that an emergency exists. However, the State Council, in its sessions, may solicit the advice and counsel of other Lions in attendance, but the decision to do so is at the discretion of the Council of Governors and only when it is deemed to be in the best interest of the Lions of Oklahoma.

SECTION 4 Written job descriptions will be prepared for the positions of Council Chairperson, Vice Council Chairperson, State (Council) Secretary, State (Council) Treasurer, and State Office Administrative Assistant, and will be kept on file at the State Office, to be updated yearly or as needed (MD-3 Constitution Article IV Section 2).

SECTION 5 The agenda and Council meetings are smoke free.

SECTION 6 An allowance of \$300 will be provided only to each First Vice District Governor at the beginning of the Lions year to help defray costs they will incur.

SECTION 7 The Oklahoma Lions state newsletter will be a combined letter of the Lions of Oklahoma and the Oklahoma Lions Service Foundation, using the mailing permit of the Service Foundation or electronically transmitted to the Lions members and funded by the Lions of Oklahoma.

ARTICLE II COUNCIL OF GOVERNORS

SECTION 1 The State (Council) Secretary, State (Council) Treasurer, State (Council) Parliamentarian and Vice Council Chairperson are non-voting members.

SECTION 2 Performance Review

- A. The Council Chairperson with input from the seated Governors will conduct an annual employee performance review of the State (Council) Secretary during the month of *April*, results of which will be furnished to the First Vice District Governors at their June meeting for their consideration because of the requirements of the (MD-3 Constitution Article II Section 5). The Council Chairperson and District Governors will meet and discuss the evaluation prior to the meeting with the State (Council) Secretary. The original copy will be maintained as a permanent document in the employee's personnel file in the State Office (MD-3 Constitution Article IV Section 2).
- B. The State (Council) Secretary with input from the Council Chairperson, seated Governors, and Executive Director of the Oklahoma Lions Service Foundation will conduct an annual employee performance review of the State Office Administrative Assistant within 30 days prior to the state convention. All evaluating parties will be to discuss the evaluation prior to meeting with the State Office Administrative Assistant. The original copy will be maintained as a permanent document in the employee's personnel file in the State Office (MD-3 Constitution Article IV Section 2).

SECTION 3 The announcement for applications to elected positions of Council Chairperson, Vice Council Chairperson, State (Council) Secretary, and State (Council) Treasurer from all eligible Oklahoma Lions will be published at the discretion of the First Vice District Governors/District Governors Elect in the February edition of the *Oklahoma Lion* newsletter (MD-3 Constitution Article IV Section 2).

ARTICLE III DISTRICT GOVERNOR, FIRST AND SECOND VICE DISTRICT GOVERNORS, CABINET SECRETARY AND CABINET TREASURER TRAINING

SECTION 1 There will be a combined training for the District Governors Elect, First, and Second Vice District Governors Elect, to be conducted no later than thirty (30) days following the completion of all District Mid-Winter Conventions. This training will run no less than two (2) nor more than three (3) days. The purpose of this training is to prepare the District Governors Elect and Vice District Governors Elect for facets of District, Multiple District, and Lions International operations.

SECTION 2 District Cabinet Secretary and District Cabinet Treasurer training may be conducted in another location, in conjunction with the District Governor School.

SECTION 3 The District Governor School item of the State budget will finance Sections 1 and 2 listed above up to the limit allowed by dues collected for the year (\$0.50 per Lion per year) and possible LCI reimbursement (up to \$900).

SECTION 4 The Second Vice District Governors Elect will choose their official uniform at their training; the uniform choice will be in effect through their District Governor position.

SECTION 5 Training for the Council Chair and the Vice Council Chair, Training for the Leaders, will be conducted under the coordination of the MD GLT. This training is to be conducted no later than 30 days following the close of the Oklahoma State Convention. This training is to include the duties and responsibilities of the office and a timeline for actions that need to be completed.

ARTICLE IV INTERNATIONAL CONVENTION

SECTION 1 The Immediate Past Council Chairperson will serve the Oklahoma delegation as the International Convention Chairperson. If the Immediate Past Council Chairperson is unable to attend or unwilling to serve, the Council will appoint an International Convention Chairperson. The Council will also appoint a Floor Leader, Parade Marshall and a three (3) member Pin Selection Committee.

SECTION 2 *Trading Pins*

- A. Each incoming District Governor, First Vice District Governor, and Second Vice District Governor will receive twenty-five (25) Oklahoma Trading Pins (Current Year), for the purpose of trading at the International Convention.
- B. Each out-going District Governor, Council Chairperson and Vice Council Chairperson as well as Past International Directors attending the International Convention will receive twenty-five (25) pins.

SECTION 3 *International Parade*

- A. The Oklahoma delegation may be led by the American and Oklahoma flags.
- B. An International Officer (present, past, or elect) may immediately follow the flags.
- C. The Governors Elect will lead the Oklahoma delegation by carrying the Oklahoma banner in the International Parade and followed by their spouses, who in turn will be followed immediately by the outgoing Governors and their spouses.
- D.** Official Parade Uniform: After completing the International Parade of Nations Entry Form for the upcoming International Convention, those Lions and the delegation will decide on what proper attire will be worn. Traditionally, fringed vests have been worn.
- E. Others exhibiting Parade attire will follow the outgoing Governors and their spouses.
- F. Others without Parade attire may march in the Parade following the uniformed delegation. Shoes are required, shorts, halter tops, and sleeveless shirts are prohibited.

ARTICLE V MAILING LIST

Every effort will be made to protect the Lions International mailing list as published yearly by Lions Clubs International. Equal protection will be given to District and State Directory mailing lists. Carelessness may cause confidential information to fall into the hands of undesirable persons. Although individuals can, through underhanded (undesirable) means, obtain mailing lists, the Council of Governors should make it as difficult as possible for this situation to occur.

ARTICLE VI DISTRICT GOVERNORS' AWARDS

SECTION 1 *The award(s)* recipient(s) name(s), photograph(s) and short biography(ies) must be sent to the Oklahoma Lions State Office no later than the first day of the month preceding the month of the state Convention. Late applications may not be considered. Photographs need to be in digital (.jpg) or good quality print format.

SECTION 2 *District Awards*

- A. Annually, District Governors will award the ***Lion of the Year*** in their respective Districts in accordance with their District's Constitution and By-Laws. These awards will be presented at the annual State Convention, in coordination with the State (Council) Secretary who will order the awards and be responsible for the preparation of the ***Lion of the Year*** brochure for the annual State Convention.
- B. The award will be given to Lions who are considered outstanding Lions and whose identity should remain confidential until the award is presented. The recipient of the ***Lion of the Year*** award must be an active Lion in good standing. District Governors are excluded from consideration for this award. Recipients may receive this award only once within a District.

SECTION 3 *Awards*

Contest awards listed in A, B, C, and D (listed below) will not be given if the District Governors choose not to have a State contest. If there is a District Governors' Contest, then District Governors will tally their Clubs' points and send the winner in each category to the State Office no later than the first day of the month preceding the State Convention. Club winners will receive permanent recognition with nameplates on each award's plaque at the State Office.

- A. **Dr. Eugene Briggs Friendship Award** is based on the highest number of official visits made by three-member teams for Clubs with over 30 members and by two-member teams for Clubs with 29 or less members during the period July 1 to February 15. No credit will be given for a second visit to a Club. Governors must submit the name of the District winner along with the number of official visits to the State Office as stated in Section 1.
- B. **Wilson Van Tine Award (Division 1)** is given to the Club with more than 31 members scoring the most points in the District Governors' Contest. The number of members will be based on the June 30 membership preceding the contest. Governors must submit the name of the District winner along with the number of points to the State Office as stated in Section 1.
- C. **Louis B. Lackey Award (Division 2)** is given to the Club with 21 but less than 31 members scoring the most points in the District Governors' Contest. The number of members will be based on the June 30 membership preceding the contest. Governors must submit the name of the District winner along with the number of points to the State Office as stated in Section 1.
- D. **Paul McCrary Award (Division 3)** is given to the Club with less than 20 members scoring the most points in the District Governors' Contest. The number of members will be based on the June 30 membership preceding the contest. Governors must submit the name of the District winner along with the number of points to the State Office as stated in Section 1.

SECTION 4 The **Humanitarian Service Award-Individual** may be presented each year by the Lions of Oklahoma to a non-Lion individual and the **Humanitarian Service Award-Organization** may be presented each year by the Lions of Oklahoma to a non-Lion organization. Nominees will be selected by

the Council of Governors. Each Governor may make one nomination in each category. The nominees will have exhibited outstanding service to the community, state, nation, or world. This service should have a connection to Lionism. Nominations must be submitted to the Council Chairperson by February 15. The Council of Governors must decide that the recipients are worthy of recognition. The recipients' names are to be submitted to the State Office by the first of the month preceding the State Convention. The presentation will be made at the State Convention. Any individual or organization may receive this award **only** once.

SECTION 5 The Dr. Robert "Bob" McCullough Meritorious Service Award will be presented to a Lion who has been a Lion for at least ten years and displayed meritorious service in the performance of Lionistic activities. The following are guidelines for receiving this award.

- A. Each District Governor may submit one nominee from recommendations presented to them from Clubs within the District. Deadline for recommendations to the Governor is February 10.
- B. The Lion nominated will be from the District in which the nominee lives.
- C. If a Lion has been nominated one year and does not receive the award, that Lion can be nominated again in the following year.
- D. All past recipients of this award will vote on the nominations for the current year.
- E. The last recipient of this award will serve as Chairperson of the Selection Committee (
- F. Deadline for nominations by the District Governor to the Selection Committee Chairperson will be February 15.
- G. The Chairperson will furnish a copy of all written information on each District's nominee to the past recipients for review and to vote on their first, second, third, fourth and fifth choice(s).
- H. The Selection Committee Chairperson will tabulate the votes and submit the recipient's name to the State Office by the first of the month preceding the State Convention.
- I. In the event of a tie for first place, the Chairperson will submit the names of the nominees tied to the Selection Committee for the final vote.
- J. All Lions involved in this process should make every effort to keep all communications secret until that year's recipient is announced.
- K. As proper notice to all Oklahoma Lions, an advertisement will be published in the December issue of the Oklahoma Lion newsletter advising all members of the guidelines and deadline.
- L. Recipients will receive a medal and plaque.

SECTION 6 The Ambassador of Friendship Award was created to foster friendship and promote cooperation between Lions of Multiple District 3 and other multiple districts. The award will be presented to any Lion who attends a majority of the sessions, business and social of a sub-district or multiple district convention in another state or country, except for any Lions International Convention or USA/Canada Lions Leadership Forum. To receive the award, an Oklahoma Lion must: 1) Apply to the Governor of his or her District and display a copy of the program for the convention visited, with notes showing the sessions attended. 2) Present a program about the trip to his or her own Club or at a zone or cabinet meeting.

SECTION 7 Club Bulletin and/or Club Website Contest. All published (print or electronic) Club bulletins will be sent to the Lions of Oklahoma State Office. Clubs will also send links to their published websites and/or Facebook pages to the District Governors and to the State Office. The State Office will forward all received files/links to the State Public Relations Committee Chairperson to distribute to the State Public Relations Committee to vote on awards and recognitions for the year, and relay that information to the

State Office by the first of the month preceding the State Convention. The Public Relations Committee must develop written guidelines as criteria for judging this contest, to be approved by the Council of Governors by their third Council meeting for the year.

SECTION 8 *Leo of the Year.*

- A. The District Governor will select the District Leo of the Year from nominations received by Leo-sponsoring Lions Clubs in the District.
- B. The District Leo winner's name will be submitted to the State Council Chairperson by February 15. The Council Chairperson will appoint a committee to assist the Chairperson in selecting the Leo of the Year for the state. The Council Chairperson will submit the name of the winner to the State Office as stated in the Lion of the Year Award, Section 2A.

SECTION 9 The ***State Pin Contest*** will be judged at the State Convention. Designs must reach the State Office as stated in Section 1. The International Convention Pin Committee Chairperson will make the selection subject to approval of the incoming Council of Governors for their year in office as District Governors. This will allow time to have the pins manufactured for the next District Conventions. The design winner will receive 10 free pins.

ARTICLE VII
ACCOUNTING POLICY & PROCEEDURES FOR FINANCIAL TRANSACTONS
and STATE AND DISTRICT DUES

SECTION 1 The Oklahoma State (Council) Secretary in coordination with the State Treasurer will bill each Club no later than July 15 and January 15, for one half (1/2) year's dues based on membership as reported on monthly membership reports from LCI dated June 30 and December 31, respectively. Clubs need to remit dues to the State Office by August 15 and February 15. Clubs that have not paid their dues by August 15 and February 15 will be considered "not in good standing" (Article VII Section 1 State Constitution).

SECTION 2 Yearly State dues are as per Article VII Section 1 of the State Constitution.

SECTION 3 *Financial Transactions.* The Oklahoma Lions State Office will serve as a clearinghouse for financial transactions of the Lions of Oklahoma. The Finance and Audit Committee will help the State (Council) Secretary and State (Council) Treasurer prepare written policy to assure accountability of these transactions.

- A. ***All state dues***, contributions, payments, and correspondence (including e-mails) to the Lions of Oklahoma will be sent to the Office of the State (Council) Secretary, 4123 NW 10th St., Oklahoma City OK 73107-5801, (MD-3 Constitution Article VII Section I).
- B. The Lions of Oklahoma will operate from a ***budget*** approved by the Council of Governors. All expenditures that are over the budgeted amount will require prior approval of the Council of Governors. Any new expenditure that is more than \$500 must be approved by the Council of Governors.

- C. The State (Council) Treasurer will present a financial report and written copy of all transactions to the Council to accompany the agenda prior to the State Council meeting, together with such other pertinent information that the Council of Governors may require.
- D. Lions **“Program”** monies received through dues, Lions program funds, and other outside sources will be held in a separate and restricted account. The account will be under the supervision of the Lions Program Chairperson and Committee. Checks will be written by the State (Council) Secretary and approved disbursements will be made in accordance with the Lions of Oklahoma Policy for Handling Financial Transactions (Article VII Section 3(i) MD-3 Constitution).

SECTION 4 General Financial and Accounting Practices

Purpose: The Lions of Oklahoma Known as, Lions International Multiple District 3, is committed to protecting the integrity of the organization, including its assets and mission “To Serve”. Oklahoma Lions are a non-profit 501 (c) 4 organization as a part of Lions Clubs International with the largest membership base in the world of 1.4 M members.

- A. By virtue of the Lions of Oklahoma Council Policy mandating that the State Office will serve as a clearing house for all financial transactions the following procedures are established. Ok Lions use a modified “Cash Basis” for accounting.
- B. Prior and current Council (State) Treasurer, set up the QuickBooks system currently in use. The Council appoints a State Treasurer and State Secretary each year at the State Convention. The Current Council (State) Secretary, if adequately qualified, is the daily operating manager of the QuickBooks program for Multiple District 3 financials. The State Treasurer is the administrator of the Ok Lions QuickBooks program.
- C. ***Income Procedures:***
 - 1. All financial transactions are recorded through QuickBooks.
 - 2. Receiving income: Mail or payments containing dues, donations, or other funds will be opened by two people in the State Office.
 - 3. The computers of the Treasurer and State Secretary can both access QuickBooks.
 - 4. The Treasurer has full access, and the State Secretary, depending on qualifications, has limited or full excess as defined by the State Council. The State Administrative Assistant, if needed, will have limited access to QuickBooks.
 - 5. In accordance with the constitution, dues are billed semi-annually and dated as of July 1st and January 1st. These are mailed/emailed by the 15th of the month. Ok Lions dues are based upon the immediate prior month’s end membership, as provided by LCI’s monthly membership reports.
 - 6. Deposits are prepared by documentation on a bank deposit slip. Cash and checks to be deposited are verified by running a tape. A tape is run after the deposit slip is completed for verification. The deposit is then transacted as indicated with QuickBooks for documentation. A copy of all checks is attached to the deposit summary. One copy with original documentation is maintained and filed at the State Office. One electronic copy is made, and one copy is given to the State Treasurer. The original receipted copy of the bank deposit is attached to the State Office documentation. A copy of the receipted copy of the bank deposit is attached to the State Treasurers documentation.
 - 7. A receipt for all cash received by the Lions of Oklahoma shall be given to the payee, a copy retained by the State Office and a copy attached to the Deposit Summary.

8. Checks are noted with invoice number if possible and stamped on the back with Deposit Only to the Lions of Oklahoma.
9. Checks are then entered into Quick Books "Payments Received" function, crediting each club individually on the day the check is received.
10. Deposits are made at the Council designated bank within a period of one week from when funds are available for deposit. Checks and monies are kept in the State office under lock and key until deposited.

D. Disbursements:

1. All checks require two signatures. Authorized signers are approved by the Council of Governors and are typically: the State Treasurer, State Secretary, and Council Chairperson.
2. Checks are written in accordance with the Council's approved Budget.
3. The Utilities (Water, OGE), Security System, Telephone/Internet, and other regular ordinary expenditures are authorized through bank draft or Automated Clearing House (ACH).
4. All checks written are supported with a Check Request that clearly describes the following information: date invoice is received, date due, date paid, amount, payee, account number, description, written approval by State Secretary and State Treasurer, and when applicable a copy of the invoice/statement is attached thereto. A copy of each check request is furnished to the State Treasurer for their use in maintaining the books.
5. Payroll and payroll tax expenditures are paid and supported by payroll reports as filed online with the taxing authorities.

E. Reports:

1. The State Treasurer is to prepare a financial report for the Council prior to each Council Meeting.
2. The State Treasurer or State Secretary prepares all payroll tax reports and furnishes the State Office and the State Treasurer with a copy of such reports.
3. All original Ok Lions financial documents are to remain filed at the Ok Lions State Office unless there is a need for an emergency or a Lions state office move.
4. All original above reports/files are maintained with QuickBooks and other files in the Lions of Oklahoma State Office and State Treasurer and are available for review (in the office) by interested parties and are used in the preparation of each of the audits.

F. Petty Cash, an impressed petty cash fund of \$200.00 shall be maintained by the Administrative Secretary to be used in paying for incidental expenses that occur and should be replenished as needed and at the fiscal yearend. A full accounting, supported by cash register receipts, invoices, etc. (including the proper account numbers to be charged for the expenditures) is required prior to replenishing the petty cash account.

G. Inventory and Obsolescence Reserve – Beginning with the 2022-2023, a physical inventory of the pin & resale items should be conducted at fiscal yearend. An Obsolescence Reserve should be established for the old unsold pins. The new pin order quantities should be reduced to cover a sufficient number of the unsold pins for the prior year.

H. Dues Allocations and transfers – The Constitution provides for the allocation of dues to the Building, Quest, Convention, and Promote Oklahoma activities, with the remaining balance for operations. The Building and Quest funds have separate bank accounts. The CDs are sufficient to cover reserves for the Convention and Promote Oklahoma funds. As a matter of practice, the dues are deposited in the operating account. At the end of each month the allocation of dues

including transfers to the Building and Quest bank accounts should be made, after bank reconciliations are completed.

- I. **Building Fund** – A portion of the dues are allocated for major repairs, improvements, or equipment. These expenditures are authorized by the Building Committee with disbursements approved by the Council of Governors. Amounts for items under \$500 are considered minor expenditures and are considered normal operating expenses. Interest accrued from the Building Fund will be credited to 412.2 and classification to building fund. Donations for building repairs are restricted to the Building Fund #0232 and donations made for Pavers are also restricted to the Building Fund account. When making payments to vendors from these donations, the funds will be transferred from the Building fund to the Operating fund and then paid vendors from the operating account.
- J. **Quest Fund** – The Quest Fund expenditures require authorization by the Quest Fund Chair. Checks are processed and recorded through the Ok Lions State Office. Interest accrued from these accounts are credited to 412.3 and the classification is also Quest.
- K. **Bank Reconciliations** – Bank reconciliations should be done on a timely manner (preferably within 10 days of the month end) and reviewed by the Treasurer. Uncleared items over thirty days old should be investigated. Bank Reconciliations for General Operating accounts that accrue interest shall be credited to the 412.1 Account and Classification to the General Operating Account. This also includes CD's that are classified as Operating Funds. Refer to the current MD-3 Constitution and By-Laws and the currently approved Council Policy for additional information on financial procedures.
- L. Overdue notices are prepared through Quick Books also and sent out as needed, but no sooner than 30 days past the original due date. Credits are handled through the Council (State) Treasurer.
- M. Checks are noted with invoice number if possible and stamped on the back with Deposit Only to the Lions of Oklahoma.

SECTION 5 Annual Audit

- A. The State (Council) Treasurer will submit all records for audit by September 1 each year and such audit will be completed by September 30. The Council of Governors must approve any exception.
- B. Based on the recommendation of the Finance and Audit Committee appointees, with the approval of the Council, an outside auditing firm may conduct an audit of the State (Council) Treasurer's books when the State (Council) Treasurer changes. The Finance and Audit Committee appointees must conduct an internal audit of the incumbent State (Council) Treasurer's books each year.

SECTION 6 The State (Council) Secretary will be responsible for arranging appropriate **bonds** for all positions so designated by the Council of Governors. (MD-3 By-Laws Article II Section 12)

ARTICLE VIII EXTENSION AWARDS

SECTION 1 Two (2) Extension Awards will be given for each new Club. The two Lions to receive these awards will be recommended by the District Governor.

SECTION 2 The District Governor will not be eligible to receive the Extension Award.

SECTION 3 The District Governor will receive the Lions Clubs International Governor's Extension Award after two (2) or more new Clubs have been organized in the District.

ARTICLE IX DISTRICT CONVENTIONS

SECTION 1 District Conventions will be at minimum a full day meeting with concentration towards program development, information and indoctrination for new members and officers, as well as for the required business of the District and elections for the following year: District Governor, First Vice District Governor, Second Vice District Governor, Lion to serve a two-year term on the State Convention Planning Committee, and Lions to serve three-year terms respectively on the boards of the following, and in accordance with their published Constitution and By-Laws: Oklahoma Lions Boys Ranch, operating as the **Lions Meadows of Hope** , **Oklahoma Lions Sight Conservation Foundation, Inc., doing business as** Oklahoma Lions Eye Bank, Oklahoma Lions Service Foundation and the Dr. Eugene S. Briggs Memorial Scholarship Foundation.

SECTION 2 District Governors and other State Lions officers and employees will not be exempt from paying all required Convention expenses when visiting other District's Conventions.

ARTICLE X POLICY FOR STATE CONVENTIONS

SECTION 1 The Council of Governors will set the registration fee for the State Convention no later than the second Council meeting of the year.

SECTION 2 The State Convention Planning Committee will prepare an official program and general framework of the coming year's Convention for presentation to the State Council for approval. The Convention will conform to all policies of the International Association of Lions Clubs.

SECTION 3 If two guest speakers are used at the State Convention, the representative of Lions Clubs International will be given the opportunity to speak at any of the functions during the Convention but will primarily address Lions and their spouses. The other speaker may be invited from outside the formal ranks of Lionism and preferably should be a known personality speaking on a current topic of public interest. The International representative may speak at both functions.

SECTION 4 All scheduled meetings will start promptly at the appointed hours, without delay for a late speaker or anyone else.

SECTION 5 There will be no significant additions to a scheduled convention program 10 days prior to the convention. This is not to restrict a necessary spot or emergency announcements, but to prevent additions interrupting the planned or scheduled activities.

SECTION 6 There may be a reception line consisting of the International Officers, District Governors, State Council Chairperson, State Vice Council Chairperson, State (Council) Secretary, State Treasurer, State Parliamentarian, and their spouses.

SECTION 7 The State Convention Planning Committee may follow traditional banquet setting or alternate arrangement depending on available space. Traditionally there are two head tables at the banquet, an upper table for the International Officers, speaker, State Council Chairperson, Master of Ceremonies and their spouses, and a lower table for the District Governors, State Vice Council Chairperson, State (Council) Secretary, State Treasurer, State Parliamentarian, the Governors Elect and spouses. Dress will be formal, business attire, or Lions uniforms.

SECTION 8 The use of booths to initiate or promote projects and activities is encouraged and such booth space will be provided and organized subject to the approval of the State Council. No activities will be scheduled that would create conflicts during the State Convention; however, companion seminars or program sessions may proceed simultaneously.

SECTION 9 All awards, plaques, honorariums, and remembrances may be provided as follows:

- A. The State Council may provide awards for outgoing District Governors, State Council Chairperson, Lions and Leo of the Year and for any statewide contests or activity, according to available funds and budget restraints.
- B. The District must pay for all plaques, awards and certificates awarded for District contests and activities; speech contest awards may be exempt depending on available funds and budget restraints on the State level (requiring Council approval).

SECTION 10 It will be the duty of the State Convention Planning Committee to adopt an agenda and designate presiding officers for meals, sessions, and other activities.

SECTION 11 The accumulated money in the State Convention Fund as set out in the Lions of Oklahoma Constitution article VI Section 3(g) may be expended only upon the recommendation of the State Convention Planning Committee and the approval of the seated Council. This money may be used as follows:

- Sponsor the Convention.
- Reduce costs of Lions in attendance.
- Fund educational, leadership and motivational programs, and Convention activities.
- Subsidize Youth Speech Contests and support youth outreach activities.

SECTION 12 Under the leadership of the State Convention Planning Committee Vice Chairperson, the Host Club(s), if any, will be responsible for physical arrangements, including housing, meals, meeting rooms, deaf interpreter, and spouses' activities.

SECTION 13 Convention activities will be open only to persons who are registered for the Convention. The Council Chairperson may make exceptions.

SECTION 14 The sitting or immediate Past International Director will procure the LCI guest for the State Convention and District Conventions as early as possible. If he/she is not available, then the second Past

International Director will perform these duties. The Director will confer with the State Council concerning the State Convention speakers and the respective District Governors on their Mid-Year Convention speakers so as to procure the speakers.

SECTION 15 The State Council Chairperson will call a meeting of the State Convention Planning Committee as soon as convenient after the State Convention or final Council meeting for that year, but no later than the first Council meeting of the following year. The purpose of the meeting will first be to elect a chairperson from its membership, with the option of electing a Lion with exceptional skills and experience who is not an appointed member of the Committee. If one cannot be decided by the election, then the Council Chairperson may appoint one.

A Vice Chairperson will be elected by the State Convention Planning Committee and the primary duty is to assist the Chairperson for the upcoming Convention and do future planning for the following Convention. He/she will be the liaison with the Host committee and assist in preparation for that Convention, visit the Host site and will, if possible, become Chairperson for the following year.

The State Convention Planning Committee will be composed of three members elected from each District: serving 1-, 2-, and 3-year terms. If there are not sufficient members from a particular district; then at large members from other districts will be appointed to serve 1-year terms until the proper number of members can be filled from the proper districts. Those members will preferably have convention experience.

This Committee will be responsible for the development of the general theme, programs, seminars, scheduling of speakers and other details for accomplishing a successful Multiple District Convention. The Committee will work in conjunction with the Host Committee, if one, to work with on-site facilities, audio/visual, transportation, registration, and other essential activities. All planning will have the input, oversight, and approval of the Council of Governors.

SECTION 16 The State Convention Planning Committee Chairperson and Vice Chairperson in conjunction with the Host Chairperson and Vice Chairperson will review facility and meal expenses for the State Convention before being paid by the State (Council) Secretary and State Treasurer, but all contracts and legal documents entered into by the Lions of Oklahoma for the State Convention must be signed by the State (Council) Secretary and if possibly by the Council Chairperson, with the knowledge and approval of the State Convention Planning Committee and the State Treasurer (if and only if funds are or will be available).

Section 17 Clubs in Multiple District 3 can ask delegates of a previous annual convention of the Multiple District to host the State Convention after the closing of the current convention. However, the date and time will be fixed by the Council of Governors (Article VII, Section 1. Time and Place in the Lions of Oklahoma MD-3 Constitution and By-Laws).

ARTICLE XI BUILDING AND GROUNDS

SECTION 1 That portion of the State Dues (currently \$0.25 per Lion per year) identified as “Building Fund” is to be accumulated in a separate fund. The fund is to maximize interest income, with all earned monies retained in that fund.

SECTION 2 All expenses associated with building and grounds will be paid from this fund, except housekeeping and minor repairs.

SECTION 3 Any reimbursements to the Oklahoma Lions as a result of insurance claims on building and grounds will be deposited into this fund.

SECTION 4 Categories of items to be included under Building and Grounds are:

- Major maintenance and substantial repairs
- Repair/replacement of office furnishings such as carpet, tile, furniture, display cabinets and file cabinets
- Repair/replacement of office equipment such as computers and computer accessories

SECTION 5 The Building and Grounds funds will be disbursed by a vote of the Council of Governors or the Lions of Oklahoma in Convention; however, the Chairperson of the State Building Committee in coordination with the State (Council) Secretary is authorized to incur expenditures not to exceed \$500. Such authority is subject to review and restoration by a vote of the Council of Governors.

SECTION 6 The State Building Committee will develop and annually update a long-range plan for the improvement/enlargement of the Oklahoma Lions building and grounds.

SECTION 7 The Oklahoma Lions State Office building at 4123 NW 10th Street in Oklahoma City is owned by the Lions of Oklahoma. Therefore, the Oklahoma Lions State council will act as custodian of the building and contents. All requests for space/allocations, modifications, repairs, or additions will be submitted to the State Building Committee and the State (Council) Secretary, who will study and review to make recommendations to the State Council.

SECTION 8 The State (Council) Secretary will have charge and be responsible for the day-to-day management of the ***State Office building***. It is the intent that the building be available to all Oklahoma Lions and Lions entities for Lions meetings and functions on a “first-come, first-served” basis, provided all arrangements are cleared through the State (Council) Secretary. Said meetings and functions are to be properly logged and any keys issued will be returned to and accounted for by the State (Council) Secretary.

The State (Council) Secretary will be responsible for all equipment (i.e., audio-visual equipment, tables, chairs, etc.). It is the intent that the mentioned equipment be available to all Lions and Lion entities on a “first-come, first-served” basis, provided all arrangements for said equipment are cleared through the State (Council) Secretary. Said equipment will be properly signed out and in by the State (Council) Secretary.

*The State (Council) Secretary will maintain a key log for State Office Keys.

Any items placed or stored at the State Office building by any Lion or Lions entity will be the option of the State (Council) Secretary. Said items may include, but are not limited to pictures, plaques, banners, printed material, archival files and records, equipment, boxes, crates, etc. It is the intent that the State Office building be utilized for the maximum benefit of all Oklahoma Lions. But limited space makes it mandatory that the State (Council) Secretary closely regulates the placement or storage of any items. Club and District archives are to be maintained permanently, according to space limitations. No smoking is allowed in the Oklahoma Lions State Office building.

ARTICLE XII

MULTIPLE DISTRICT 3 LIONS OF OKLAHOMA INTERNATIONAL DIRECTOR CANDIDATE

SECTION 1 Candidate means from the date elected at the annual State Convention, or a specially called Convention, of the current year through the end of the International Convention.

SECTION 2 Expenses directly related to promoting the MD3 candidate from Oklahoma approved by the Campaign Chairperson and the Council of Governors will be paid. Expenditures will not exceed the funds for this purpose without Council knowledge and specific approval of the Council.

SECTION 3 A petty cash advance of \$1,000 will be provided for the Campaign Chairperson for campaign expenses. An accounting of the expenditure of these funds will be kept and presented to the State (Council) Secretary. The State (Council) Secretary will submit an accounting to the Council of Governors at each Council meeting (or more often if necessary) for review.

SECTION 4 To help pay expenses for District, State, and international functions the following pay schedule is approved: Three (3) District Conventions, \$50 each Convention, International Conventions \$750. The State (Council) Secretary, State Treasurer, and Sitting Council Chairperson, upon written request from the candidate, will approve these for payment.

SECTION 5 Any person desiring to become a candidate for International Director must comply with ARTICLE V of the BY-LAWS of the LIONS OF OKLAHOMA. When a person has met the qualifications of SECTION 1 and 2 of ARTICLE V of the BY-LAWS of the LIONS OF OKLAHOMA, then and only then can that individual campaign in his or her own District. This person must also be in compliance with his or her District's Constitution and By-Laws.

Under no circumstances may an individual campaign as a candidate for the office of International Director in any District other than their own until all districts have held their District Conventions. Once each of the three (3) Districts has held their District Convention, the candidate or candidates may begin campaigning for this office in the other Districts at the conclusion of the last District Convention.

Council policy regarding individuals seeking to become candidates for International Director from the State of Oklahoma will be non-discriminatory. Every person will have an equal opportunity to seek this candidacy. If a candidate is not in compliance with the above policies, the Credentials and Election

Committee will declare that candidate ineligible, the individual will forfeit their candidacy and their name will be stricken from the State Convention's election ballot.

Individuals seeking to become candidates for International Director may present programs to Lion Clubs across the state at any time. They must refrain from discussing campaign issues, disseminating campaign pamphlets or any paraphernalia in referencing their candidacy for International Director until after the last District Convention. The Council of Governors directs the Credentials and Elections Committee to use written ballots for voting for a candidate for International Director at the District and State Conventions. The ballot will identify the candidate and will provide the option for NO candidate at this time.

ARTICLE XIII COMMITTEES

SECTION 1 Each District Governor Elect will appoint a District Legal Chairperson who is an attorney-at-law and who agrees to serve pro bono for their respective District Governor service term. The District Governors Elect will select a Multiple District 3 Legal Chairperson from the District Legal Chairpersons by May 15. The District and Multiple District Legal Chairpersons will serve during the following Lions year.

Section 2 The Council of Governors shall appoint, designate the Chairperson of, and fill any vacancies occurring in the following Multiple District Committees (to which each District in MD3 shall have two members on each committee): Constitution and By-Laws, Credentials and Elections, Finance and Audit, Long Range Planning, State Building, and Disaster Preparedness.

- A. State and District Disaster Committees: the current District Governors, First and Second Vice District Governors, State Secretary, State Treasurer, and Immediate Past District Governors of each District of Multiple District, and the seated International Director, or, if there is not a seated International Director, an Oklahoma Past International Director shall constitute the State Disaster Committee for the Lions of Oklahoma. The Committee will elect its own Chairperson. The Committees' duty is to assist and facilitate the formation and organization of the District Committees and their disaster plans. The District Disaster Committees shall consist of the above District officers from each District, with the First Vice District Governor acting as Chairperson. Their duties shall be to develop a manpower readiness team within the geographic area of their committee, to serve as needed during any major catastrophe or disaster, and to disburse, administer and account for all funds contributed, donated, grants solicited, or funds otherwise received in connection with the tragedy.
 - 1. Definition: Any calamity that affects many people. Each calamity is to be considered on a case-by-case basis.
 - 2. Qualifications: Any calamity that results in an outpouring of funds to the Lions of Oklahoma from concerned citizens for the victims of that event, shall be administered by this committee. Money received shall be deposited and disbursed at the direction of the appropriate committee from a separate fund maintained by the appropriate District or State Treasurer.

Section 3 The Council of Governors may create and appoint such other committees and positions as it deems necessary and appropriate for efficient operation of the Multiple District such as: Information Technology, Diabetes Awareness, Drug Awareness, Environmental, Leo, Campus Club, Peace Poster, KidSight, and Eyeglass Recycling.

SECTION 4 All Committee Chairpersons will be advised by the State (Council) Secretary, in writing, that they are required to have meetings as needed prior to each Council meeting and report to the Council of Governors before its meeting. The Council of Governors may replace Multiple District Committee Chairperson not complying with this policy. The State (Council) Secretary will notify the Committee Chairpersons of the State Council Policy.

ARTICLE XIV MEETINGS

SECTION 1 The following schedule of events for the day of Council Meetings will apply.

Prior to 8:55 a.m. Committee / Executive Meetings as space allows

8:55 a.m. Council Meeting Opening

9:00 a.m. Oklahoma Lions Eye Bank Board Meeting

Following the conclusion of each board meeting, the next board meeting will begin, except when the Council Chair declares a brief recess.

Dr. Eugene Briggs Memorial Scholarship Board Meeting

Oklahoma Lions Meadows of Hope Board Meeting

Oklahoma Lions Service Foundation Board Meeting

Approximately 12 noon–1:00 p.m. Lunch for all participants, and Boneyard Meeting

1:00 p.m. Council Meeting reconvenes.

After Adjournment of Council Meeting, other meetings, trainings, or programs may be scheduled.

SECTION 2 Should one of the above boards require more time for their meeting than is allotted, request should be made to the sitting Council, through the Council Chairperson. It is not the intent to dictate a time schedule to the boards, but to ensure that those Lions with multiple duties on existing boards have an opportunity to attend all scheduled meetings.

SECTION 3 No other meeting will take place during the hours that Board meetings or the State Council meeting are taking place, either on or off site. Board meeting times will not be rotated. They will remain at the same times for the Council meeting dates for the Lions Year. (Article IV Section 7 Oklahoma Lions Constitution)

ARTICLE XV OKLAHOMA LIONS STATE DIRECTORY

SECTION 1 RESPONSIBILITY FOR INFORMATION Sitting and incoming District Governors must accept full responsibility for gathering correct information for the annual Oklahoma Lions State Directory, and for providing that information to the State (Council) Secretary on a timely basis. If needed, the State (Council) Secretary will furnish forms (electronically or paper) for the Governors and Governors Elect to complete and return. The individual Lions Club information is obtained directly through the [Lion Portal](#)

website by the State Office; however, Governors and Governors Elect will need to e-mail or call those Lions Clubs not filing through [Lion Portal](#) by the [June 15](#) deadline each year.

SECTION 2 DEADLINES The State Office deadline [tries to follow the LCI deadline](#).

SECTION 3 PROOF READING Governors Elect and/or their appointed District cabinet representatives will complete proof reading of their section of the new directory by [July 10](#) and the updated directory will [be available after July 31](#). Exceptions to these deadlines can only be approved by the Council and the Governors Elect with a majority vote.

ARTICLE XVI MD-3 STATE CONSTITUTION AND BY-LAWS

Following each MD-3 State Convention and prior to the next Lions year, there will be a true paper copy of the Multiple District 3 Lions of Oklahoma Constitution and By-Laws prepared and retained at the State Office. The Chairperson of the Constitution and By-Laws Committee, the Council Chairperson, and the State (Council) Secretary will all certify that the copy is correct and includes all changes approved by the Lions of Oklahoma in Convention.

ARTICLE XVII LIONS OF OKLAHOMA FINANCIAL INFORMATION

SECTION 1 ANNUAL BUDGET

- A. With input from the outgoing and incoming Councils of Governors, a committee consisting of the Council Chairperson, State (Council) Secretary, State Treasurer and the Chairperson of the Finance and Audit Committee will serve as the Budget Committee and develop the annual budget. The committee will ideally meet in early February to begin developing the proposed budget for the upcoming year. Financial reports and budgets from the past two years will be analyzed and used as a guide in preparing the proposed budget. In accordance with the policies of Lions Clubs International the Lions of Oklahoma will operate with a balanced budget. To achieve a balanced budget, an amount from the reserves may be used but only with the majority's approval of the seated Council of Governors. In looking at reserves, consideration will be given to carryover funds. These funds are accumulated, as provided in Article VII of the Constitution, until needed for a specific purpose. The items shared with the Oklahoma Lions Service Foundation from the proposed budget will be submitted to the OLSF Executive Director.
- B. At the annual State Convention or the final Council meeting, the sitting Council may accept, or amend then accept the proposed budget, thus giving the State Office a budget with which to operate during the period from the end of the fiscal year until the time of the first Council meeting, at which time the new Council will approve or amend the budget.

SECTION 2 PAYMENT OF FINANCIAL OBLIGATIONS VIA THE INTERNET: The dual signature requirement is dropped for payroll taxes and utilities when paid through electronic fund transfers. The IRS now requires payroll tax payments be made through EFTPS and dual signatures are not possible. When other taxing agencies require direct deposits, the same procedure will be followed.

ARTICLE XVIII
MULTIPLE DISTRICT AND SUB-DISTRICT GLOBAL LEADERSHIP, GLOBAL MEMBERSHIP, AND GLOBAL SERVICE TEAMS

SECTION 1 The District Global Leadership Team (GLT), Global Membership Team (GMT) , and Global Service Team (GST) Chairpersons will be the MD-3 teams, chaired by qualified Lions as determined by the Council of Governors as the MD-3 GLT, GMT, and GST Coordinators.

SECTION 2 The MD-3 GLT, GMT, and GST Chairpersons will coordinate and foster teamwork between the Team members, liaise with the Council of Governors and District Governor Leadership Teams, provide awareness and motivation in support of Multiple District-wide leadership, membership, and service activities, and insure that Multiple District wide training is held at least annually for Vice District Governors and new District GLT, GMT, and GST coordinators. The Multiple District GLT, GMT, and GST Coordinators will be the focal point for reports from State and District Teams and will submit a consolidated report of Team efforts to the Council of Governors at each regularly scheduled Council meetings. This report will consist of efforts from team members for developing and implementing programs to increase membership growth, increase extension efforts, improve membership retention, promote leadership development and training, and support and promote service projects for all Lions throughout Multiple District 3. The Council Chairperson in conjunction with the Council of Governors will appoint a MD-3 Global Leadership Coordinator, a Global Membership Coordinator, and a Global Service Coordinator as per Lions Clubs International guidelines, and these positions to be approved for three-year terms by Lions Clubs International.

SECTION 3 DUTIES OF THE MULTIPLE DISTRICT AND SUB-DISTRICT GLT, GMT, AND GST TEAMS will be in accordance with Lions Clubs International guidelines.

SECTION 4 MD-3 GLT, GMT, AND GST CHAIRPERSONS' REIMBURSEMENT:

- A. Reimbursements will be based on the Lions Clubs International expense reimbursement rules and are limited to an approved budget amount based on current membership dues as income. MD-3 GLT, GMT and GST Chairperson will be advised of the amount available for the Lion year.
- B. State Convention Reimbursement: If the Chairperson or a designated committee member presents a program at the State Convention then he/she will be allowed one meal (the meal closest to the program), one night's lodging, and one-half of the round-trip mileage to and from the Convention. The program presented must be in line with the Chairperson's or the committee member's duties and must be listed on the Convention program. If the presenter attends the Convention and is not listed on the program, no reimbursement will be allowed. A copy of the program must be submitted with a request for reimbursement.
- C. District Convention Reimbursement:
 - 1. If the Chairperson presents a program at any District Convention other than his/her home District, he/she will be reimbursed following the same rules as for the State Convention.
 - 2. If the presenter attends the Convention and is not listed on the program, no reimbursement will be allowed. A copy of the program must be submitted with request for reimbursement.
- D. Special Program Reimbursement:

1. Expense for a training seminar: Building rent, copies, supplies, and the presenter's expenses for preparation and holding the seminar will be reimbursed.
 2. Governor's School: The GMT, GLT, and GST will serve as members of the MD-3 District Governor School Committee (By-Laws Article III, Section 2). Expense reimbursements will be made in accordance with the Lions International expense reimbursement policy. Lions Clubs International expense reimbursements will be applied first, and the balance will come from the GLT/GMT/GST and Governors School budgets/accounts.
- E. Other Program Reimbursement:
1. There will be no reimbursement for regular club meetings. (The club may choose to pay for travel, meals or lodging but this should not be required or expected.)
 2. Special Zone, Regional, or District meetings may be funded 50% by the state.
 3. The group making the invitation, at their option, may cover the balance. (Presenter must be listed on the program.)
- F. The International Convention and USA/Canada Forum will not be reimbursed.

ARTICLE XIX

HUMAN RESOURCES

LIONS OF OKLAHOMA SUPERVISION OF EMPLOYEES

SECTION 1 The State (Council) Secretary will supervise employees of the Lions of Oklahoma authorized or hired by the Council of Governors.

SECTION 2 Each new employee will have a 90-day probationary period.

SECTION 3 When employees of the Lions of Oklahoma are required to perform duties for other Lion entities, said entities will pay their proportionate share of salary plus any other expense as agreed upon by the parties; however, the supervision of employees of the Lions of Oklahoma remains solely the responsibility of the State (Council) Secretary who reports to the Council of Governors.

SECTION 4 Any problems or disputes that arise between any Lions of Oklahoma employee(s) and any Lion entities or the entity's employee(s), elected officers or trustees will be reported to the State (Council) Secretary for appropriate action or to the Council Chairperson if the grievance is against the State (Council) Secretary as supervisor.

SECTION 5 OFFICE PROCEDURES & Office hours will be 9:00 a.m. – 4:30 p.m., Monday through Friday with a one-hour lunch period. Most days the office will be open for the full 7 hours, but occasionally may need to close for up to an hour for lunch and/or errands. A sign with the time of return shall be posted on the front door. It is for the best interest of the Lions of Oklahoma to have access to their state office facility as needed, especially when reserving the Conference Room after office hours; keys will be maintained by the State Secretary and/or Office Administrative Assistant for after-hours use of the building.

State Secretary's Hours: The State Secretary will be available as much as possible to Lions members during regular working hours; however, the State Secretary may require meetings outside of the office

during normal and outside normal working hours, where He/She may not be available. The State Secretary will make every attempt to return business phone calls as soon as possible. He/She will be available to meet and help host state visitors such as, but not limited to, sitting and Past International Presidents, International Directors, Past International Directors, and Lions International Executives. The State Secretary will attempt to attend all Council of Governors meetings, State Conventions, District Conventions, and, whenever possible, anniversary events, and special functions of Districts and Clubs.

Administrative Assistant's hours- 9:00 AM – 4:00 PM Monday through Friday (one-half time Lions of Oklahoma and one-half time Lions Service Foundation), with a half hour off for lunch (not required to take lunch at her desk).

Although the Executive Director of the Oklahoma Lions Service Foundation maintains an office and other storage/work facilities in the building, the Director is not expected to keep the office open. The State Secretary and Administrative Assistant will make provisions to ensure someone is present to manage the state office building and make it accessible as much as possible.

SECTION 6 OFFICE DRESS CODE: Employees are encouraged to wear business or at the minimum business casual clothing to work to encourage a sense of professionalism as well as service. On workdays when cleaning and repair work is conducted, jeans and tee shirts are allowed. Cleanliness and modesty should always be maintained to present a good image not only to the Lions of Oklahoma but to other visitors as well. To that end, at no time should short shorts, cut-offs, or low-cut blouses, or midriffs be worn.

SECTION 7 MILEAGE ALLOWANCE FOR OFFICE EMPLOYEES, all employees of Lions of Oklahoma who are authorized to use their personal car on Lions of Oklahoma affairs, shall be paid the rate specified by Lions Clubs International approved rate and reflected in the State Council Policy. No mileage will be paid between an employee's home and the State Office.

SECTION 8 VERIFICATION OF DISABILITY, Lions of Oklahoma reserve the right to require verification of any claim of disability due to illness or injury, and employees shall furnish such evidence upon request.

SECTION 9 JURY DUTY, Employees shall be granted a leave of absence for the period of time required by the Court, receiving full salary from the Association less any compensation received from the Court for such services.

SECTION 10 Termination shall be for cause or elimination of position and must be by majority vote of the Council of Governors of the Lions of Oklahoma. The employee shall receive payment of all earned and unused vacation time of record upon termination of employment. A log shall be kept of all vacation time earned and taken by the employee and submitted upon request to the State Secretary and/or the Executive Director of the Oklahoma Lions Service Foundation.

SECTION 11 Full Time Employee Benefits, The Fair Labor Standards Act (FLSA) does not define full-time employment or part-time employment. This is a matter generally to be determined by the employer. Whether an employee is considered full-time or part-time does not change the

application of the FLSA. The Oklahoma Lions define full time as 32 hours per week to receive benefits.

SECTION 12 MEDICAL INSURANCE, None offered at this time.

SECTION 13 SICK PAY, Upon the completion of one-year, employees may be entitled to sick time off. The first year's accumulation of sick time to be used after the anniversary date of employment is – 5 days. The second year's accumulation through fifth year – 8 days of which 4 days can be carried forward. The Fifth through Fifteenth year – 10 days of which 5 days can be carried forward, and the Fifteenth year and up – 15 days of which 5 days can be carried forward.

SECTION 14 VACATION This policy applies to all full-time employees only of the Lions of Oklahoma.

Upon the completion of one-year, employees may be entitled to vacation time off, after the anniversary date of their employment. During the first year the employee will accumulate (1) one week of vacation time. Employees may earn (2) two weeks of vacation time after their second year. The Employee may take vacation time after the submission of a (2) two weeks' notice and is approved by their immediate supervisor in writing. Employees may not borrow vacation time from the upcoming year.

The following is an accrual of vacation for years of service.

- 1 weeks vacation after 1 year of service
- 2 weeks vacation after 2 years of service
- 3 weeks vacation after 10 years of service

Vacation time shall NOT be cumulative from one fiscal year to the next fiscal year. Unused vacation time shall be forfeited at the close of the fiscal year following the end of the fiscal year in which it was earned. Salary payment in place of taking vacation time shall NOT be authorized except upon termination of employment. Vacation time cannot be used to cover final days of employment.

SECTION 15 Holidays observed by Lions Clubs International and the Lions of Oklahoma falling within the vacation period shall be added to the vacation time or be scheduled for another time by mutual agreement between the employee and the State Secretary.

Lions of Oklahoma observe the following days as paid holidays, including 11 days the office is officially closed plus 2 floating holiday days:

1. New Year's Day
2. Presidents Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Friday after Thanksgiving
9. *Christmas Eve*
10. *Christmas Day*
11. New Year's Eve

12. Floating Holiday – two (2) days per year to be used at your discretion upon approval of the State Secretary.

Lions of Oklahoma reserve the right to notify employees in advance of a holiday change. Due to operational circumstances or other conditions, the holiday date may be changed to a regular scheduled workday, whereby employees will receive a compensatory paid day off. If the observed holiday falls on a day directed by the State Secretary of Lions of Oklahoma. Holidays cannot be used to cover final days of employment.

SECTION 16 DRUG POLICY, Use of alcohol and/or illegal drugs is not allowed in the Lions of Oklahoma state building or on the grounds. Employees and Lions who are injured while in the building or on the grounds will voluntarily take a drug test. Any applicants for a paid position with the Lions of Oklahoma will also voluntarily agree to take a drug test or the application will be denied.

SECTION 17 BACKGROUND CHECKS, Any applicants for a paid position with the Lions of Oklahoma will be subject to criminal background checks paid for by the Lions of Oklahoma.