

LITPC POLICY STATEMENT

SUBJECT: **POLICY MANUAL**, Establishment of

1. In the interest of providing continuity from one administration to another, and for the purpose of prescribing a standard operating procedure, it is highly desirable to document the Lions International Trading Pin Club (LITPC) policy on all Club matters. Accordingly, the formal establishment of a LITPC Policy Manual is hereby directed. The updated and current Policy shall be the property of the LITPC and shall be maintained by the LITPC Policy Committee. The Policy Committee is comprised of a Chairman (appointed by the President), the LITPC Vice Presidents, the LITPC Legal Council, and one additional member chosen by the chairman. The Committee shall be charged with the responsibility for developing new Club policy for approval by the Board of Directors, and for providing comments on any proposed changes to existing policy statements. Any member of the LITPC may request that a particular policy be reviewed to assure that the provisions therein are in the best interests of the LITPC. Such requests must be addressed, in writing, to the LITPC President, who will then determine when the matter will be brought before the Board of Directors. After a full discussion by the Board, and it is determined that the policy in question should be amended, the LITPC Policy Committee shall be directed by the President to draft an appropriate amendment or revision of the policy in question for a vote of the Board.. Nothing herein is intended to inhibit the Policy Committee from initiating proposed changes in the normal process of maintaining the LITPC Policy Manual in a current status.

2. Each policy shall be assigned a subject matter and a number to facilitate reference. As an example, this Statement is entitled "POLICY MANUAL, Establishment of". The number will be a four digit numbering system, i.e., "0001, 0002, etc."

3. It shall be understood that a policy of the Club shall in no way be in conflict with the provisions of the Constitution of the LITPC or of the Constitution & By-laws of Lions Clubs International. It shall be further understood that a policy of the Club shall remain in effect until changed, superseded, or eliminated by the Board of Directors of the LITPC. In this connection, all LITPC Board members must be given a minimum of 30 days notice of any proposal that would **create**, change, supersede or eliminate an LITPC Policy. It shall be the responsibility of any Board Member who proposes, to the Policy Committee, additional changes/amendments of the policy in question, to provide copies thereof by the most expeditious means available to ALL members of the Board. Every effort shall be made to resolve all questions prior to the matter being brought before the entire LITPC Board of Directors

4. All policy statements become effective immediately upon approval by the LITPC Board of Directors, unless otherwise stated therein.

5. For the purposes of simplicity and ease of readability, the terms "he", "his", and "him" are used in these statements. However, it shall be understood that those terms also apply to the female gender. The terms "she", "hers", or "her" may be substituted, as applicable.

6. To protect the integrity of the Statement, the final phrase "NOTHING FOLLOWS" shall appear at the end of the verbiage.

7. This Statement supersedes LITPC PS 0001 of 26 May 2010

*****NOTHING FOLLOWS*****

Approved by the Board on 13 June 2013