



# **POLICY AND PROCEDURES MANUAL**

**DISTRICT 2-S3**

**Lions Clubs International**

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# ARTICLE I

## OFFICERS AND DISTRICT CABINET

**Section 1. Officers:** The membership of the District Governor’s Cabinet, hereinafter, called Cabinet, shall be the District Governor as the presiding officer, Immediate Past District Governor, First Vice District Governor (VDG), Second Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Past District Governors, Chairpersons, Zone Chairpersons, Texas Lions Camp (TLC) Directors, Texas Lions Foundation (TLF) Trustee, and Lone Star Lions Eye Bank (LSLEB) Directors from District 2-S3.

**Section 2. Directors:** The district will elect the following directors:

A. Texas Lions Camp: District 2-S3 shall be represented on the Texas Lions Camp Board of Directors by two (2) elected Directors; generally, one from the northern part of the District and one from the southern part of the District. These two (2) Directors shall serve staggered terms. In the event of a vacancy, the District Governor shall appoint a replacement to fill the unexpired term, the term of the appointed director shall be for one (1) year only and shall not prohibit that individual from serving two (2) consecutive regular terms of two (2) years each subsequently. No single Lions Club will be entitled to have more than one elected Director serving at one time. The Directors are responsible to make 15 presentations per year between the clubs and School nurses and District meetings.

B. Lone Star Lions Eye Bank: District 2-S3 shall be represented on the LSLEB Board of Directors by the current District Governor and the Vice District Governors, who have full voting privileges, and by six (6) elected Directors, one Director from each of the five (5) Regions of the District and one Director-At-Large. Directors shall serve for a term of three (3) years beginning 1 July after election. No member may serve as an Officer or Director of the LSLEB for more than two (2) consecutive elected terms. Appointment to fill the unexpired term of another individual shall not prohibit any member from serving two (2) full consecutive elected terms. The six (6) Directors shall serve staggered terms. The elections will be grouped as follows: Regions 1 and 2, Region 3 and the Director-At-Large, Regions 4 and 5. No single Lions Club will be entitled to have more than one elected Director unless the second Director is an Honorary Director, as defined in Article I, Section F, of the LSLEB By-Laws, or Immediate Past President of the LSLEB Board of Directors. Each regional director shall make a presentation to at least one third of the clubs in their region annually. The At Large Director is the Director on the executive committee (Vice President) of LSLEB. This Director will be responsible for presentations at all District Cabinet and Convention meetings.

**Section 3. Duties and Responsibilities:**

A. Purpose: The Cabinet’s purpose is to supervise, coordinate and promote the general welfare of Lions Clubs and the individual members thereof, and to assist the District Governor in performing the duties of his/her office. The Cabinet shall act on behalf of and transact all business of the District in the best interest of the membership.

B. Cabinet Meetings: The cabinet shall meet as set by the District Governor. The first meeting shall be held as spelled out in the Constitution and By-Laws for the purpose of:

1. Approving the surety company from which a bond, as hereinafter provided, shall be secured;
2. Adopting a budget for the year;
3. Discussing matters and transacting business pertaining to the District.

C. **Surety Bond:** The Cabinet shall require the posting of a surety bond in the amount of \$5,000.00 minimum on the Cabinet Treasurer.

D. **Multiple District 2 (MD2) (State) Convention:** The Cabinet shall be responsible for providing for and coordinating any District functions at the Multiple District 2 Convention when held in the District. The Cabinet shall, when requested by the Executive Committee of the Council of Governors, assist in every way in providing for, organizing and coordinating the Multiple District 2 Convention.

**Section 4. Vacancy:** In the event of vacancy in any district office, except that of District Governor, Vice District Governor or Club President and Secretary, the District Governor has the authority and it shall be his/her option to fill such vacancy for the unexpired time thereof.

**Section 5. Resignation:** In the event a District Officer; e.g., a vice District Governor does not plan to run for the next level, he/she **MUST** resign so a qualified candidate can assume his/her office for the remainder of the term.

**Section 6. Removal From Office:**

A. **Texas Lions Camp:** Any Texas Lions Camp Director who is negligent in his/her duties and responsibilities, or for any other good and just cause, may be removed from office if recommended by the Governor to the District Cabinet. Removal requires approval by a two-thirds (2/3) majority vote by the qualified members of the District Cabinet at a regular Cabinet Meeting.

B. **Lone Star Lions Eye Bank:**

(1) **Removal by the LSLEB Board:** In the event that any Director is absent as many as three (3) consecutive Lone Star Lions Eye Bank Board of Directors meetings, his/her office shall be deemed vacant. Any Lone Star Lions Eye Bank Board member who violates any of the rules or purposes of the Lone Star Lions Eye Bank or who conducts himself/herself, in or out of the Lone Star Lions Eye Bank, in a manner that his/her continued membership in the Lone Star Lions Eye Bank is deemed by the Board of Directors to be detrimental to the Lone Star Lions Eye Bank may be dropped from membership on the Board by a two-thirds (2/3) vote of the members of the Board of Directors provided such Director shall have been given ten (10) days notice in writing of such pending actions and be given an opportunity to appear before the Board in person or by Attorney in his/her behalf. Such individual shall have no right of appeal to the membership.

(2) **Removal By the District Governor:** If any Director fails to meet the presentation requirements set forth in Article I, Sec 2. B. the Director may be removed from office if recommended by the Governor to the District Cabinet. Removal requires approval by a two-thirds (2/3) majority vote by the qualified members of the District Cabinet at a regular Cabinet Meeting.

## ARTICLE II COMMITTEES

**Section 1. Executive Committee:** The executive committee of the Cabinet shall consist of the District Governor, the First Vice District Governor, the Second Vice District Governor, the Immediate Past District Governor, the Cabinet Secretary and the Cabinet Treasurer.

**Section 2. Cabinet Committees<sup>1</sup>.** Chairs and committee members, if appropriate, for the following District Committees will be appointed by the Governor:

Audit	Alert
Cultural & Communities Activity	Constitution & By-Laws
Diabetes Awareness	District Convention
District Directory	Environmental
Information Technology	International Understanding
Kid Sight Vision Screening	Leader Dog for the Blind
Leo	Newsletter
MD2 Long Range Planning	Mid-Winter Conference
Peace Poster Contest	Policy and Procedures Manual
Public Relations	Sight Preservation Awareness and Action
TLC Endowment Campaign	Texas Lions Eyeglass Recycling Center Director
TLF Trustee	USA/Canada Forum
Women's Member Development	World Services for the Blind
Youth Camps & Exchange	Youth Opportunities

**Section 3. Removal.** The District Governor can remove any individual listed in Article II, Sec 2 that does not meet the requirements laid out by the organization supported.

### **Section 4. Special Committees:**

**A. Past District Governors' Committee.** This Committee shall consist of the three (3) most recent Past District Governors (PDG). The PDG with the most seniority serves as Chairperson, the one with the second most seniority serves as Vice Chairperson, and the one with the least amount seniority serves as Secretary and tracks the contingency fund bank statements. The Committee is responsible for managing the district funds as outlined in Article IV, Sec 10. These funds shall be disbursed by a favorable vote of the 2-S3 District Cabinet, upon a recommendation of the Past District Governors Committee.

**B. District Honorary Committee.** The District Honorary Committee is composed of any past international officers and all the Past District Governors. The committee will be chaired by the Immediate Past District Governor. The vice chair and secretary will be elected by the committee at the first Cabinet meeting. The committee's function is to support the goals of the current District Governor and assist the Nominating Committee in identifying candidates for future leadership position; e.g., Vice District Governors, etc. The Committee will meet with the First Vice District Governor at each cabinet meeting to ascertain the progress of forming his/her cabinet.

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<sup>1</sup> All Committee Chairs term is for one year. The TLF Trustee term is for 2 years and can serve 3 consecutive terms for a total of 6 years.

**C. Nominating Committee:** The following procedures apply regarding nominations for District elected office:

- (1) The District Governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not less than three (3) and not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the district, and shall not through the duration of their appointment hold any district cabinet or international office either by election or appointment. It is recommended that the appointments be made following the first Cabinet meeting to ensure sufficient time to identify candidates for elective office.
- (2) The nominating committee will solicit and receive resolutions and/or letters of intent for the elected positions of District Governor, 1<sup>st</sup> Vice District Governor, and 2<sup>nd</sup> Vice District Governor. The Honorary Committee will provide advisory support to the nominating committee. The nominating committee should receive resolutions and/or letters of intent for elective positions prior to the Mid-Winter Conference in the year of the election. The District Governor will solicit and manage resolutions for the elective positions of Director of the Lone Star Lions Eye Bank and the Texas Lions Camp.
- (3) The nominating committee will screen the background, qualifications, time available, outlook for the position, and the general attitude of the potential candidate toward the office in accordance with the checklists identified in exhibits D, E, and F, in the Constitution and By-Laws. The nominating committee will report on the candidate's qualifications to the Honorary Committee for review. Resolutions for candidates for District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor, and Directors of the Lone Star Lions Eye Bank and Texas Lions Camp will be published in the District Newsletter and posted on the District Website for membership review.
- (4) The chair of the nominating committee will present the committee's report at an appropriate time during the business meeting at the district convention and submit a motion for adoption of the report. The District Governor will proceed with the motion in accordance with standard parliamentary procedure. If the report is accepted by the delegates, the District Governor will then ask for additional nominations for 2<sup>nd</sup> Vice Governor from the delegates. If additional nominations are received, the delegate making the nomination will be allowed five (5) minutes for nominating speech followed by three (3) minutes for a seconding speech. Following the report of the nominating committee and any additional nominations, the District Governor will declare nominations closed and proceed with the business meeting.

## **ARTICLE III Amendments**

**Section 1. Amending Procedure:** This manual may be amended at a District Cabinet meeting by recommendation of the Policy and Procedures Committee and adopted by a majority vote of those present. Additionally, any potential District awards must be brought to the Cabinet to discuss/debate prior to being approved.

**Section 2. Effective Date:** Each amendment shall take effect at the close of the cabinet meeting at which adopted unless otherwise specified in the amendment.

## **ARTICLE IV DISTRICT FUNDS & REVENUE**

**Section 1. Collections:** The Cabinet Treasurer will receive the invoices from the MD2 Secretary for State dues. In turn, the Cabinet Treasurer bills and collects such revenue from the district clubs. Additionally, the Cabinet Treasurer bills district clubs for dues/fees to support district funds. The District Governor sets the donation level for a club to support the Charities of the District. Dues shall be based upon the membership of the Club as shown on the membership reports on file with LCI as of June 30 and December 31st. All dues and donations will be remitted to the District Cabinet Treasurer who disburses the revenue as provided herein. The Cabinet Treasurer shall remit only that amount collected from the clubs. For MD2 billing, a statement of delinquent clubs, if such exist, shall accompany the remittance. Further payments may be made as collected.

**Section 2. District Administration Fund:**

A. Provision and Amount: To provide operating revenue for the district, an annual per capita dues of \$6.00, billed semi-annually at \$3.00, shall be levied on each club for each member. Exception: Campus Lions Clubs shall be levied an annual per capita dues of \$3.00 for each Student Member as evidenced by submission of Lions Clubs International Form STU-5, Student Member Certificate. The amount of said dues shall be determined by vote at the District Convention prior to its levy. As part of the Administrative Fund, dues of \$0.25 per member per year shall be assessed for the District Convention Fund and dues of \$0.25 per member per year shall be assessed for the State Convention Fund; except District Convention Funds and State Convention Funds shall not be levied for Student Members of Campus Lions Clubs. Disbursement shall be by checks drawn and signed by the cabinet treasurer and countersigned by the District Governor.

B. Billing: Each club in the District shall be billed by the Cabinet Treasurer not sooner than sixty (60) days nor later than thirty (30) days prior to the due date. The due dates are September 10th and March 10th respectively of each fiscal year.

C. New and Reorganized Clubs: Newly organized and reorganized clubs shall pay prorated semi-annual per capita dues beginning the first day of the month following that in which the club is chartered or organized. Said dues shall be due and payable not later than the first day of the second month following that which the club is chartered or organized.

**Section 3. Multiple District 2 Administrative Fund:** To provide operating revenue for Multiple District 2, a semi-annual per capita fee shall be levied on each club for each member, thereof. The amount of said fee shall be determined in accordance with the Multiple District 2 Constitution and By-Laws.

**Section 4. District Convention Fund:** The District Convention Fund shall be for the purpose of defraying part of the administrative expenses of the District Convention.

**Section 5. State Convention Fund:** The State Convention Fund shall provide operating revenue for the administrative costs of the State Convention when it is held in District 2-S3. A semi-annual per capita dues shall be levied on each club for each member, thereof. The Convention Committee shall make a full accounting to the Cabinet Treasurer for use of these monies.

**Section 6. International Association of Lions Clubs Convention Fund:** The International Association of Lions Clubs Convention Fund shall be established for contributing to the expenses of the outgoing District Governor, and his/her spouse, when going to the International Association of Lions Clubs Convention when and only when it is held outside the forty-eight contiguous states. Additions to this fund shall be 60% of any balance of monies remaining in the District account at the end of the Governor's term of office. Expenses when the Convention is within the states are covered by the Governor's budget.

**Section 7. Contingency Operating Fund:** The **Contingency Operating** Fund shall consist of 40% of the balance of monies remaining in the District account at the end of the Governor's term of office and surpluses from any special purpose collections. This fund shall be used to meet emergency operating needs of the District as determined by the Past District Governors Committee.

**Section 8. Unbudgeted Transfer:** The Cabinet shall provide in the District Administrative Budget an amount of \$2,000.00, which shall be designated as an unbudgeted transfer. Said amount shall be transferred to the incoming District Governor to provide for District operating expenses prior to the receipt of the first semi-annual per capita fees from the clubs in the District.

**Section 9. Youth Contest Fund:** In addition to the amount the District has budgeted for the Youth contests (Drug Awareness Speech, Diabetes Awareness Essay, Outstanding Youth, and Poster Contest) the District has collected funds through such means as the Governor's 100% donations, Tail Twisting at District meetings, etc. These additional funds have reduced the burden on the District budget and enabled the contests to be fully funded. When these annually collected funds are not fully expended at the end of the Lion's fiscal year, the remainder will be transferred to the Youth Contest Fund. The Youth Contest Funds will be expended only for the purpose of supporting the aforementioned contests. These funds will not be subject to transfer as described in Article IV, Section 11.

**Section 10. Fund Management:** The District 2-S3 District Convention, State Convention, International Association of Lions Clubs Convention and Contingency Funds, as established in Sections 4, 5, 6 and 7 of this Article, are maintained in one account, with a ledger for each Fund. The funds shall be placed in a banking institution with multiple offices around the district in



order for the treasurer to have better access to the bank. The funds will be deposited under the Tax ID Number of the District. These Funds shall be administered by the District 2-S3 Past District Governors Committee.

**Section 11. Transfer of Money Between Funds:** In the event one or more of the following Funds: District Convention Fund, State Convention Fund, International Association of Lions Clubs Convention Fund and Contingency Fund, is deemed to have a surplus of money and one or more of these same funds is deemed to be in need of money to meet expenses or desired disbursements, then by two-thirds (2/3) vote of the District Cabinet money may be reallocated between these same four above mentioned Funds as long as a minimum of \$5,000.00 remains in the District Convention Fund, a minimum of \$10,000.00 remains in the State Convention Fund, a minimum of \$5,000.00 remains in the International Convention Fund and a minimum of \$5,000.00 remains in the Contingency Fund.

**Section 12. Accounting And Disbursements:** Deposits to, disbursements from, and accounting of all District Funds shall be accomplished by the Cabinet Treasurer in accordance with Cabinet approvals and instructions.

**Section 13. Promote Texas Fund:**

A. Purpose, Provision and Amount: The Promote Texas Fund provides monies to publicize Texas Lionism. The fund shall be used:

- (1) to promote good will among the Lions of other states and countries;
- (2) to exalt Texas Lionism to the general public both within and without the state;
- (3) in support of the promotion of a State Candidate for International Office;
- (4) for any other good and just cause, at the discretion of the Council of Governors in pursuance of these and/or related goals.

B. To provide said fund a semi-annual per capita dues shall be levied on each club for each member. The dues shall be remitted by each club to the Cabinet Treasurer. The amount of the dues, currently fifty (\$0.50) cents annually billed at twenty-five (\$0.25) cents semi-annually, shall be determined in accordance with the Multiple District 2 Constitution and By-Laws. The same criteria for billing and due dates apply.

**Section 14. Remaining Funds:**

A. Convention Operating Funds (District & State): Any balance remaining in the convention administrative (operating) fund after payment of all convention administrative expenses in that year shall be transferred to the INTERNATIONAL CONVENTION, CONTINGENCY, STATE CONVENTION, DISTRICT CONVENTION & YOUTH OPPORTUNITIES ACCOUNT under the applicable convention fund section and become available for future convention expenses.

B. District Administrative Fund: Similarly, any balance remaining in the district administration fund after payment of all district administrative expenses in that year shall be transferred to the INTERNATIONAL CONVENTION, CONTINGENCY, STATE CONVENTION, DISTRICT CONVENTION & YOUTH OPPORTUNITIES ACCOUNT. Distribution will be 60% to the International Convention and 40% to the Contingency. The District Governor can bring before the Cabinet a motion to use the excess funds in the operating account to complete the District

Charities 100% Contributions by donating to those charities that did not receive 100% Contributions from all of the clubs.

## **ARTICLE V DISTRICT CONVENTION**

**Section 1. Purpose And Provisions:** The District Convention shall be held annually. At such time an election will be held to vote on:

- A. Election of District Governor, and Vice District Governors.
- B. Election of Director to the Texas Lions Camp and Eye Bank Directors as defined in Article I, Sec 2
- C. The Multiple District 2 Council of Governor's Chairperson-Elect-Elect in the time period four years prior to the year the Multiple District 2 Convention is scheduled to be held in this District.
- D. The candidate for an International Association of Lions Clubs office.
- E. Proposed changes presented by the International Association of Lions Clubs and Multiple District 2 Texas.
- F. Proposed changes (as presented) to the provisions of this Constitution and By-Laws.
- G. All matters of District business as may require District Convention action.
- H. Approving the depository for District funds; and signatories.

Note: The club delegate quota will be as set out in Article VII, Section 2 of the Standard District Constitution. However, pursuant to Article IX Section III of the International By-Laws, the District grants full delegate status to each past district governor who is a member of a club in such district **independent** of the club delegate quotas. Their names must be submitted on the Delegate Form. The PDGs will be considered "Delegates at Large".

**Section 2. Operating Expenses:** The District Governor shall set the fee to be collected, under procedures set by the District Governor, from each delegate, alternate, and guest attending the district convention to defray the actual cost of convention meals and entertainment. The Convention Committee shall make a full accounting of all expenditures to the Cabinet Treasurer.

## **ARTICLE VI AWARDS**

**Section 1. Club Awards: C. W. A. MacCormack Award:** Presented by the Austin Founder Lions Club to the most active District 2-S3 Lions Club based on the Monthly Membership Reports and the Monthly Activities Reports. The Award is named for one of the delegates from the Austin Lions Club who was present at the first Convention of Lions Clubs International. The District Governor makes the selection of the award recipient. The award is presented by the Austin Founder Lions Club at the District Convention.

**Section 2. Individual Awards:**

- A. The Honorary Committee shall review any proposed award and, if endorsed, the award will be submitted to the Cabinet for consideration.

B. District 2-S3 Hall of Honor: This an award to recognize those lions that have served at the District level for five years or more. Service as a cabinet officer, standing committee chair, or coordinator for Leadership, Service, and Membership would be eligible to receive the recognition. It will be up to the District Governor to select the Lion for this recognition annually. Once recognized and awarded, that individual is no longer eligible to receive a second award. This award is not based on a club resolution.

C. Other Individual Awards and Procedures:

1. Nominations: Written nominations depicting the candidate's years of service in Lionism and his/her community involvement shall be dated and signed by the Club President and Club Secretary and sent to the District Governor to arrive no later than thirty (30) days prior to the District Convention.

2. Selection: The District Governor shall appoint a secret Selection Committee consisting of three (3) Lions in good standing in the District to select award recipients for the Harry Reasonover, Gold Spur, and Silver Spur Awards based on nomination reports from the clubs. Awards shall be presented at the District Convention. Previous award winners are not eligible to receive the individual award a second time.

3. Harry Reasonover Award: The Harry Reasonover Award is the highest award given to an individual Lion of District 2-S3 and is named for one of the delegates from the Austin Lions Club who was present at the first Convention of Lions Clubs International. Nomination is made by vote of the membership of the candidate's club. The selection is based on the outstanding service rendered by the candidate over his/her years of membership in District 2-S3. A plaque is donated and presented by the West Austin Lions Club at the District Convention.

4. Gold Spur Award: This award is presented by District 2-S3 for outstanding service to Lionism by a Lion member during the year in which it is presented. Nomination is made by vote of the membership of the candidate's club. This award is presented by the District Governor at the District Convention.

5 Silver Spur Award: Awarded by the District to a new Lion for outstanding service to Lionism in their first year of service. For the purpose of this award, the first year of service is the year that begins on the Lion's entry date of that member as recorded in MYLCI, the year prior to the presentation of the award. Nomination is made by vote of the membership of the candidate's club. This award is presented by the District Governor at the District Convention.

**Section 3. Texas Lions Hall of Fame Award:** The purpose of this award is "to bestow honor to outstanding Lions who have given usefully of their time, talent and means to further the cause of humanitarian services". Each District has the privilege of nominating one (1) Lion for the Texas Lions Hall of Fame every third year. The District Governor shall notify all clubs in the District, in writing, of the request for nominations and the procedure to be followed in making nominations for this award. Candidates are nominated by a vote of the membership of their club. Nominations shall be in the form of a Resolution with an attachment depicting the years of service, activities, positions held, awards received, current position, etc. Also, include community involvement. Nominating Resolutions must be received by the District Governor thirty (30) days prior to the Mid-Winter Conference\_. Nominations are to be sent to the District Governor in a sealed envelope with only the words, "Texas Lions Hall of Fame", and enclosed in an envelope addressed to the District Governor. The sealed Resolutions are presented to the Selection Committee, consisting of Texas Lions Hall of Fame members of the District for their selection. Nominees are prohibited from campaigning for the award. The District's selection is

presented at the District Mid-Winter Conference and the award recipient is presented at the MD-2 State Convention and receives a plaque and medallion.. The name, photo, write-up and required funds from the District as budgeted by the District Governor must be received by the State office by the February Council of Governors meeting.

## Record of Changes

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This page includes a table showing the changes made to this document including the date of the change, a description, and rationale, if applicable, and the name of the person who made the change. Any comments or recommendations for changes to this document should be emailed to (insert the District officer, i.e. Secretary) responsible to maintain the document.

Date	Description of Change	Name
07/01/2016	Original compilation	District 2S3 Honorary Committee
05/13/2017	Clarification of PDG delegate status	P&P Chair
01/13/2018	Clarification of Nominating Committee Action and Resolutions	Honorary Committee
7/21/18	Further clarification of Nominating Procedures	Honorary Committee
1/25/2020	Removal of Campus Club Billing and clarification of awards	Honorary Committee
7/24/21	Clarification of criteria for the Silver Spur Award	Honorary Committee