

## GENERAL COUNSEL AND CONTRACTS

### PURPOSE:

The purpose of this policy is to assure that a State Council appointed Attorney-at-Law reviews each proposed written contract involving Pennsylvania MD 14 Statewide activities prior to such contracts being signed.

### GENERAL

1. Any normal or routine expenditure of funds exceeding \$2,500.00 for goods and/or services must be submitted in written bid form to the PA Lions State Office for appropriate action. Blank Bid Forms shall be supplied to bidders upon request. The State Council Chairperson and the State Administrator will handle emergencies as exceptions.

A minimum of three bids are required on all items above the amount of \$2,500.00

2. All bids must be submitted to the PA Lions State Office for State Council Projects/Activities, the Lions State Office and all other subjects that come under the jurisdiction of the Council of Governors. The bids must be submitted in sealed envelopes or packages, **CLEARLY MARKED "BID"**, to the attention of the Lions State Administrator.
3. The State Administrator is to stamp the date of receipt on the outside cover of the envelope or package and maintain custody of the unopened bid forms until such time as they are to be publicly opened per a pre-scheduled date.
4. This policy shall apply to all written contracts and/or bids being negotiated by representatives, committee chairpersons, coordinators and other Lions of MD 14 statewide projects, activities, programs or other Council of Governors sanctioned activities wherein such activity represents or affects all Lions, Lionesses and Leos in Pennsylvania.
5. All contracts shall be forwarded to the PA Lions State Office, for review, prior to being forwarded to the Council of Governors appointed Attorney-at-Law, who shall be a Lion, for their review, and prior to being signed by an authorized representative of State Council.
  - a. All contracts shall be signed by the State Administrator and/or State Council Chairperson as directed by the Council of Governors.
  - b. Contracts for State Conventions and State Council meetings shall be signed by the State Administrator after the proposed location has been approved by the State Administrator.
  - c. The Host Committee Chairperson for the State Conventions and State Council Meetings **IS NOT AUTHORIZED TO SIGN ANY CONTRACTS.**
  - d. If the Host District is providing hospitality or entertainment with funds provided by the district, this contract shall be signed by the District Governor or the Host District Chairperson.

6. The Attorney-at-Law shall be responsible to see that all terms within said contracts presented for review, are consistent with the Constitution and By-Laws; and State Council Policy, in hand and form sufficient for signing of said document(s).
7. The Attorney shall, in cooperation with the submitting party or parties, see that all legal and other requirements of MD 14 for consistent operation of subject activity or project is written within said contract.
8. Should no agreement be consummated between the MD 14 Attorney-at-Law and the opposite party, then the contract shall be submitted to the Council of Governors for their review. The Council of Governors shall have the final say when such opposition occurs.
9. The Council of Governors shall name the Legal Counsel for MD 14 (Pennsylvania) annually at the first Council of Governors Meeting of the Lions year.
10. The Pennsylvania State Trading Pin and any other proposed pins or banners by any other state committee shall follow the following procedure:
  - a. Present the pin or banner Idea and design to Council of Governors for their approval.
  - b. If Council of Governors approves the idea and design, three bids shall be obtained from an approved Lions Clubs International manufacturer.
  - c. The Council of Governors shall then approve the trading pin or banner and the number of pins to be ordered.