

LCIF Dispute Resolution Guidelines

This information is being provided as a guide to assist the Lions in the event that a dispute arises regarding any of the following situations, as it relates to funds granted by Lions Clubs International Foundation (LCIF) for Lions humanitarian projects.

- The use and control of the grant funds.
- The control and direction of the projects with ongoing LCIF grant funds.
- Any other matters that may directly or indirectly impact grants awarded by LCIF.

Time Frame

The time within which an LCIF grant is carried out may last several years, depending upon the scope of the initiative. These guidelines, therefore, shall be in effect once the grant is approved, during project completion, through the submission of a final report and the lifespan of the project.

Authority

The guidelines are written with the assumption that a Lions multiple district and multiple district council chairperson is in place to administer and manage the dispute resolution process on behalf of the foundation. In the event that the dispute arises in an area without a multiple district, the dispute shall be resolved consistent with the principles of this policy, and with the assistance of the LCIF Chairperson. This exception also applies to situations where it is not appropriate for the multiple district or multiple district council chairperson to oversee the process.

Filing a Complaint

Any party to the dispute may file a written request, including the nature of the issues and requested remedy, with the council chairperson asking that dispute resolution take place. A copy of the written request should be sent to all persons involved in the complaint and LCIF. All requests for dispute resolution must be filed with the council chairperson within ninety (90) days after the party filing the request knew or should have known of the occurrence of the event or events upon which the request is based.

Conciliation Committee

Within fifteen days of receiving the complaint, the council chairperson shall ask the parties to the dispute to each name one conciliator to a dispute resolution panel. These conciliators will name a third conciliator who will also serve a chairperson of the panel. These Lions must be members in good standing of clubs in good standing, in a club other than that which is directly or indirectly a party to the dispute, and in the multiple district in which the dispute arises. These individuals will then be officially appointed and authorized to serve as conciliators by the council chairperson in consultation with the council of governors. In the event the conciliators cannot agree on the appointment of the third conciliator, the council chairperson shall appoint the conciliator/chairperson. The council chairperson's decision relative to the appointment of the conciliator/chairperson shall be final and binding.

Upon being selected and appointed as described above, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute that ensures that the financial and programmatic interests of LCIF are met. The respective parties may, as appropriate, decide to appoint an independent auditor to help resolve the matter; however, the costs of such outside assistance must be borne by the complainant.

Decisions

If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. All decisions of the conciliators are subject to the authority of the LCIF Board of Trustees.

Additional Procedures

- LCIF reserves the right to be kept informed of all proceedings of the conciliation committee, and take appropriate steps to preserve the integrity of the process;
- Any time limits specified in this procedure may be shortened or extended upon showing of good cause; and
- Parties to the dispute shall not pursue administrative or judicial actions during the complaint process.