

The International Association of Lions Clubs

# **Policy and Procedures Manual**

**Multiple District 22  
Council of Governors**



Approved January 28, 2007

# **Policy and Procedures Manual**

## **Multiple District 22 Council of Governors**

Prepared by: Research and Long Range Planning Committee 1983

### Updates:

1987

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## **FOREWARD**

This reference manual is a composite of responsibilities and obligations for those who serve as a District Governor of a sub-district in Multiple District 22.

The procedures covered are either dictated constitutionally, and are so identified, or are a continuation of an acceptable procedure that has become a tradition by continued usage.

Lions Clubs International provides each District Governor with the tools he/she will need to organize his/her sub-district. However, you will find participation in the Council of Governors an experience that is totally new. No prior introduction to Multiple District leadership is provided other than through our Candidate School, and this manual.

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## **OBLIGATIONS AND RESPONSIBILITIES OF THE MD 22 COUNCIL OF GOVERNORS**

Under Article II, Section 1. of the Multiple District 22 Constitution and By Laws, the Council of Governors is “To provide an administrative structure with which to advance the principles and objects of the International Association of Lions Clubs in the Multiple District.”

The Multiple District 22 Council of Governors is composed of all the District Governors in the Multiple District and shall also include one Past District Governor who shall serve as Council Chair. Each member of the Council of Governors, including the Council Chair, shall have one (1) vote on each question requiring action of the Council of Governors. The Council Chair shall serve a one-year term only and cannot serve in that capacity again. (Article V, Section 1 of the MD22 Constitution and By Laws)

The Council of Governors has obligations and responsibilities with specific powers outlined in the MD 22 Constitution (Article V, Section 5) and By Laws (Article II, Section 1) that should not be taken lightly. Here are some of the objectives assigned to the Council of Governors:

1. Liaison with Lions Clubs International headquarters
2. Approval of a committee to plan for and execute the Multiple District Convention
3. Approval of a committee to plan for the International Convention and participation therein
4. Formation of the Multiple District Committees and provide direction and supervision for the proper discharge of duties
5. Unification of sub-districts to support Multiple District identity and esprit de corps
6. Provide and maintain financial management of Multiple District funds

## **ELECTION OF COUNCIL OFFICERS**

The officers of the Council of Governors shall be a Chair, Secretary and Treasurer, all of whom shall be elected annually by a majority vote of the District Governors – Elect immediately following the close of the Multiple District Convention at which they were elected.

The nominee for Council Chair shall be a Past District Governor who has not served in this capacity from the sub-district that was predetermined by the rotation roster (see Appendix 1). Each Sub-District shall determine its own process for selecting a single candidate for the position of Council Chair. The name of the candidate must be submitted to the incoming Council of Governors by March 1st. In the event the Council Chair must be replaced, the sub-district per the rotation schedule must submit to the Council of Governors the name of a replacement candidate for their approval within 14 days.

The Council Secretary and Council Treasurer shall be members of the Council of Governors. The selection of these officers is predetermined by the Rotation Schedule (see Appendix 1).

## **OFFICER RESPONSIBILITIES**

### **Council Chair**

(MD 22 Constitution and By-Laws, Article II, Section 2.)

Under the general supervision of the International Board of Directors, he/she shall be the Coordinator of the Multiple District and shall act on behalf of and upon delegation from the Council of Governors. His/Her specific responsibilities shall be to:

1. Further the Purposes and Objects of this Association.
2. Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long range planning.
3. Create and foster harmony and unity among Sub-Districts, and assist District Governors to solve issues.
4. Preside over all Multiple District Convention and all Council Meetings.
5. Submit reports and perform such duties as may be required by the Multiple District Constitution and Bylaws.
6. Perform other such administrative duties as may be assigned by the Multiple District Council of Governors, and.
7. Facilitate; at the close of his/her term of office, the timely presentation of all Multiple District accounts, funds and records to his/her successor in office.

While serving as the MD 22 Council Chairperson, he or she shall not be either Chair of any Multiple District Committee in order to avoid any appearance of conflict of interest.

### **Council Secretary**

(MD 22 Constitution and By-Laws, Article II, Section 3.)

Under the supervision and direction of the Multiple District Council, the Council Secretary shall:

1. Keep an accurate record of the proceedings of all meetings of the Council and within ten (10) days after each meeting, forward copies thereof to all members of the Council and the Office of Lions Clubs International.
2. Assist the Council in conducting the business of the Multiple District and perform such duties as may be specified, or implied, in this Multiple District Constitution and By-Laws, or as may be assigned to him/her from time to time by the Council.
3. Keep accurate books and records of accounts and minutes of all Council and Multiple District meetings, and permit inspection of the same by any member of the Council or by any Club in the Multiple District (or authorized agent of either) at any reasonable time for any proper purpose.

4. Collect and prepare final reports to Lions Clubs International at the end of his/her term of office. (See Article VII, Section 9, Multiple District Constitution.)
5. Following the close of the their term of office, at a meeting of the Multiple District Council within forty-five (45) days after the date on which the succeeding District Governors officially took office, the Chair and Secretary of the Multiple District Council shall turn over to their respective and duly elected successors:
  - a) All property of the Multiple District entrusted to their care and keeping
  - b) All permanent records, accounts and files, both those transferred from prior year and those of the current year.

### **Council Treasurer**

(MD 22 Constitution and By-Laws, Article II, Section 4)

Under the supervision and direction of the Multiple District Council, the Council Treasurer shall:

1. Receive and record all per-capita taxes required to be paid over to him/her hereunder by the Sub-District Cabinet Secretary-Treasurers, or Sub-District Treasurer, and deposit it in a bank or banks designated by the Council.
2. Secure bond for the faithful performance of his/her duties in such sum and surety as may be required by the Council.
3. Following the close of his/her term of office, at a meeting of the Multiple District Council within forty-five (45) days after the date on which the succeeding District Governors officially took office, the Council Treasurer shall turn over to the duly elected successor the balance of all monies belonging to the Multiple District, properly designated as to their specific allocation, and a record of any accrued liabilities related thereto.

### **District Governor**

(MD22 Constitution and By-Laws, Article II, Section 5)

The District Governor shall under the general supervision of the International Board of Directors as the Representative of Lions Clubs International in his/her sub-district and shall have general supervision over all clubs therein. In addition, in his/her sub-district, he/her shall:

1. Further the purpose and objects of Lions International.
2. Supervise organization of new clubs.
3. Promote cordial relations of new clubs.
4. Preside over all Cabinet, Convention, and other sub-district meetings, except as provided for under Article X, Section 3, sub-paragraph b and d of this Multiple District Constitution.

5. Exercise such supervision and authority over Cabinet Officers and District Committee appointees as is provided in this Multiple District Constitution and Bylaws.
6. Assure that a current itemized statement of receipts and expenditures is submitted to the members of his/her Cabinet and make such reports available to any club in his/her Sub-District that may have a justifiable reason for see such a statement.
7. Submit such other reports and perform such other duties as may be required by the International Board of Directors.
8. Notify Lions Clubs International at the close of the Multiple District Convention of the name and assess of the District Governor-elect of his/her sub-district.

### **Vice District Governor**

(MD 22 Constitution and By-Laws Article II, Section 6)

The duty of the Vice District Governor with respect to the Multiple District is primarily one of learning. The Vice District Governor has no specific duties within the Multiple District except as required by the Multiple District Constitution and By-Laws, Article II, Section 5. He/She shall:

1. Further the purposes and objects of the Association
2. Familiarize himself/herself with the duties of the District Governor so in the event of a vacancy in the office of District Governor, he/she will be prepared to assume the duties and responsibilities of said office.
3. Perform such administrative duties as may be assigned to him/her by the District Governor.
4. Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governors Manual and other directives.

## **COUNCIL MEETINGS**

The Council of Governors shall meet no less than 8 times during the Lions year. These meetings will include:

1. **Election of Officers Meeting** held at the Multiple District 22 Convention in May.
2. **Turnover Meeting**
3. **1<sup>st</sup> Council Meeting** held on the weekend of the 22-W Social in October.
4. **2<sup>nd</sup> Council Meeting** held on the weekend of the 22-D Social in December.
5. **3<sup>rd</sup> Council Meeting/Mid Winter Conference** held on the weekend of the 22-A Social in January
6. **4<sup>th</sup> Council Meeting** held on the weekend of the 22-B Social in March.
7. **5<sup>th</sup> Council Meeting** held on the weekend of the 22-C Social in April.
8. **Multiple District 22 Convention** in May.

### **Election of Officers Meeting**

Soon after the District Governors Elect Luncheon, the newly elected District Governors and newly elected Vice District Governors meet with the sitting Council of Governors and the Multiple District International Directors (present and past). The meeting is opened by the sitting Council Chair to accomplish two things:

1. Update the newly elected Council on any unfinished business that would be of immediate importance to the new Council, and
2. The newly elected Council of Governors will elect a new Council Chair.

After the elected of the Council Chair, the newly chosen Council Chair will preside over the meeting of the new Council of Governors and excuse from the room all members not required to conduct the meeting. The meeting agenda of the incoming Council is to include:

1. Election of a Secretary and a Treasurer from members of the new Council. .
2. Appoint the Multiple District Administrative Assistant. The filling of this position is optional. The description of the position can be found in Appendix 10 of this Manual.
3. Recognition of the Multiple District 22 International Officers and Directors (present and past) as Advisors for active participation with the new Council at the discretion of the Council of Governors.
4. Appointment of the Multiple District Committee Chairs and Coordinators. These positions include:
  - a) Constitution & By-Laws Committee Chair
  - b) Convention Committee
    - 1) Chair
    - 2) Vice Chair
    - 3) Treasurer
  - c) International Convention Committee

- 1) Chair
  - 2) Vice Chair
  - d) Diabetes Coordinator
  - e) Extension Chair.
  - f) Hearing & Speech Coordinator
  - g) Information Technology Coordinator
  - h) Leader Dog Coordinator
  - i) Leadership Development Chair
  - j) LCIF Coordinator
  - k) Membership Chair
  - l) Pre School Vision Coordinator
  - m) Public Relations Coordinator
  - n) Research and Long Range Planning Chair
  - o) Retention Chair
  - p) Roaring Lions Chair
  - q) USA /Canada Leadership Forum
    - 1) Coordinator
    - 2) Vice Coordinator
  - r) Women's Membership Development and Participation Chair
  - s) Vehicle Tags Chair (Maryland)
  - t) Youth Outreach Coordinator
5. Establish dates for Council meetings and District Socials
  6. Authorize procurement of stationary for use by the entire Council and the committees (excluding Convention Committee). Based on previous usage, it is recommended that 500 sheets of letterhead and envelopes be ordered.

### **Turn-over Meeting**

This meeting shall be called and conducted by the incoming Council within 45 days following the close of the International Convention where the Oath of Office was administered to the District Governors. The date and the specific location for the meeting should be at a time and place mutually agreeable to both Councils. The agenda should include:

1. Turn-over reports by Council and Committee Chairs
2. Turn-over of property, records and funds
3. Council approval of place and depository of funds and bonding coverage for the Council.
4. Any unfinished or new business for the good of the Multiple District.
5. Request for budgets to be prepared and submitted by all Committees, with copies to the five Council members and advisors, three (3) weeks prior to the October Council meeting.
6. Review of preliminary budget submitted by the Council Treasurer.

## **1<sup>st</sup> Council Meeting**

This meeting has traditionally been held in October to coincide with the first sub-district Social. The agenda should include:

1. Review of Committee Budgets – Council of Governors is guided by the provisions contained in the Multiple District Constitution for approval of budget requests within each separate account: Administrative, Multiple District Convention, International Convention, and Multiple District Candidate for International Office.
2. General review of each Committee Program
3. Establish responsibility for conducting a District Governor Candidate School
4. Unfinished or new business for the good of the Multiple District.

## **Other Council Meetings and Special Meetings**

Normally, the other regular meetings of the Council should coincide with sub-district socials, with notification in writing two weeks in advance of the time and place for each meeting. (MD 22 Constitution, Article V, Section 4). The agenda should include:

1. Committee reports at each regular meeting.
2. Unfinished or new business for the good of the Multiple District.

## **Mid-Winter Conference**

The mid-winter conference is generally a weekend involvement with one full day (Saturday) devoted entirely to reports and planning activities. Much of the meeting will be devoted to discussion of plans for the Multiple District 22 Convention.

1. Council Chair is responsible for business meeting agenda.
2. Multiple District Convention Committee Chair is responsible for providing adequate facilities at the chosen site, in accordance with the desires of the Council of Governors.
3. Committee reports should include:
  - a. Multiple District Convention Committee reports and requirements.
  - b. International Convention Committee report and requirements.
  - c. Constitution and By-Laws Committee report and requirements.
  - d. Multiple District Leadership Training report and requirements.
  - e. Research & Long Range Planning report and requirements.
  - f. Multiple District Membership Committee report and requirements.
  - g. Multiple District Extension Committee report and requirements.
  - h. District Governor Candidate School report and presenter assignments.
  - i. Multiple District 22 Lions Vision Research Foundation, Inc. report and requirements.

The bulk of the meeting will be devoted to discussion of plans for the MD 22 Convention. presented by the Multiple District Convention Committee.

## **MULTIPLE DISTRICT COMMITTEES**

### **Committee Chairs Selection Criteria**

The prerequisite for selection as a committee appointee should be based on the individual Lion's demonstrated interest and capabilities. Each of the committee assignments is a period of specialization, which is time consuming and demanding. The individual must be able to work harmoniously with others, plan capably, and be relied upon to execute the Council's approved plan of action.

It is most important that the Lions selected to serve with the Convention groups be permitted to continue from the entry position to the Chairmanship.

Historically, the appointees have been from the Past District Governors ranks. These are Lions who have been exposed to the total picture, and share the image required for the Multiple District.

### **Constitution and By-Laws Committee**

(MD 22 By-Laws Article III, Section 2)

This is a standing committee. The Council appoints the Chair, with a representative from each sub-district named by the respective District Governor. This committee acts on behalf of the Council of Governors for the express purpose of keeping the Constitution and By-Laws up-to-date. Any changes or revisions to the Constitution and By-Laws that are initiated in the Multiple District should be processed by this committee for recommendation to the Council of Governors with prior approval of the wording by Lions Clubs International. Amendments to the Constitution would be in conformity with Article XV and amendments to the By-Laws with Article VII.

The MD 22 Constitution and By-Laws shall be available electronically and placed on MD 22 Website.

### **Multiple District 22 Convention Committee**

Article VII, Section 3 of the MD22 Convention states that "The members of the Council shall be the officers of the Annual Multiple District Convention."

The Council of Governors controls the budget and major policy items. The Council of Governors shares in the planning and entrusts the fulfillment of those plans that encompass a multitude of detail to the appointed committee. The Multiple District Convention Committee will make all contracts and approve all bills relating to the planning and operation of the Multiple District Convention. Once the committee's plans for the operation of the convention have been approved, it should receive the support and the assurance required to properly execute the plans.

Here are some of the functions and activities that involve the Multiple District Convention Committee:

1. Program Booklet
2. Opening night Pre-Convention Dinner for the Council
3. Opening night Pre-Convention Mixer
4. Convention Meals
  - 5 Sub-district Luncheons
  - District Governors Banquet
  - Theme Luncheon
  - Meal for Past District Governors
  - Leadership Luncheon
  - Some Breakfast arrangements
5. Facilities for business meetings
6. Combined Necrology Service for the 5 Sub-Districts (Printed program)
7. Registration of Delegates, Alternates and guests
8. Merchandise Sales
9. Club and commercial exhibits
10. Housing and entertainment of Distinguished Guests
11. Sale of Hospitality Cards and individual tickets
12. Arrange for reserved seating at major functions
13. Plan Golf Tournament

## **International Convention Committee for Multiple District 22**

(MD 22 Constitution Article V, Section 5c)

The same Constitutional controls prevail for this committee as for the Multiple District 22 Convention Committee. Two members are appointed, Chair and Vice Chair.

Some of the functions and activities that involve this Committee are:

1. Conduct Trading Pin Contest for selection of a Multiple District pin. Council approval is required for pin selection, number procured, and distribution.
2. Secure and maintain a Hospitality Room at the Convention Hotel to accommodate the Lions and their families.
3. Coordinate the details for parade participation.
4. Make arrangements with Convention Hotel for a breakfast to accommodate the Lions and their families. Provide an opportunity to allow for the exposure of the International Candidates.
5. With Council approval, secure a Travel Agent for transportation to and from the Convention City with pre and post convention tours.
6. Provide gifts for Incoming District Governors and the International Family (Council to make selection). Procure and make arrangements for delivery.
7. When the Multiple has a candidate for an International Office, this committee has an active role for promotion and coordination with the candidate's campaign committee.

The Council of Governors must exercise its influence throughout the Multiple District to encourage International Convention registration of all participants. Hotel room allotment is based on the official registration of the previous year.

### **Diabetes Awareness Coordinator**

In March 1984, the Diabetes Awareness Program became a major commitment of Lions International. The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection and research. Diabetic retinopathy is the leading cause of new cases of adult blindness, and diabetes is the third leading cause of death by disease.

Multiple District Diabetes Coordinator responsibilities include:

1. Become familiar with the Information for Chairpersons section on the Lions Clubs International Web site.
2. Become knowledgeable about diabetes and diabetic retinopathy.
3. Raise the level of diabetes awareness in the Multiple District by coordinating diabetes activities involving the entire Multiple District.
4. Be available for forums and presentations at conventions and rallies.
5. Serve as a liaison between local diabetes organizations and the medical community in planning diabetes activities.

### **Extension Chair (MERL Team)**

The Council of Governors appoints this Extension Chair. The appointment is made with the intent of it being a three-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment.

#### ***Responsibilities***

1. To be responsible to LCI, the multiple district and the district governors for the formation of new clubs in the multiple district;
2. To act as consultant to the district governors in the identification of prospective clubs and the techniques used to form these clubs;
3. To have a personal involvement in conjunction with the district extension Chairs in the formation of new clubs;
4. To recommend to LCI changes in policy which would enhance the prospects of forming new clubs;
5. To oversee the Urban Marketing Plan and other extension efforts;
6. To encourage district governors to support the efforts for forming new clubs;
7. To report to the council of governors on progress being made and encourage council members to become actively involved in extension;
8. To provide expertise in the marketing and promotion of Lionism in such a way that it fosters the chartering of new clubs;
9. To provide encouragement, coaching and motivational aids for all Lions, especially district extension Chairs, who are actively involved in extension;

10. To conduct annually a full day meeting of all district extension Chairs, which DGE's would also attend. Suggested agenda for this meeting would include but not be limited to: a review of accomplishments, next year's goals, review of DG extension survey, and work coordination with LCI;
11. To meet at least quarterly and individually with district extension Chairs to give and receive feedback, adjust goals, and to provide any necessary hands on coaching in any area of extension;
12. To provide training for the district extension Chairs as follows:
  - a. A one day workshop at the beginning of the commitment of the district extension Chair;
  - b. A half-day "reinforcement refreshment" workshop at the end of the Chair's first year.

### *Qualifications*

1. A proven track record in extension work or similar work, such as successful organization of community groups, civic associations, mission churches, etc.;
2. A fundamental grasp of social and group dynamics as they relate to affiliation and group formation;
3. A knowledge of or a strong willingness to learn fundamentals of marketing promotion and mass communication, as they relate to extension in Lionism;
4. Effective interpersonal skills;
5. Respect and credibility within much of the multiple district;
6. The proven availability of a minimum of 15 hours each week for extension work. A very strong likelihood that there would be no change in family or job status of such a nature that he or she would have to seriously curtail this time or drop the position;
7. A strong, positive attitude in valuing the need for new Lions clubs and the goodness of Lionism itself;
8. The willingness and ability to travel extensively within the multiple district, if required;
9. No other volunteer position in Lionism that would compete with his/her energy or time required for this new position;
10. A commitment to Lionism;
11. The temperament to take charge of a group more as a "servant-leader" than as authority figure;
12. Enthusiasm about forming new clubs;
13. An attitude of understanding and tolerance toward people;
14. A high comfort level in dealing not only with difficult people, but with people in high positions of authority;
15. The ability to give an effective presentation before a group of people;
16. The willingness and temperament to take directions and guidelines from either the multiple district council or International Headquarters;
17. The willingness and temperament to experiment with new ways to get things done;
18. The ability to lead a conversation or discussion;

19. The ability to persuasively sell the benefits of Lionism to a wide spectrum of audiences with different profits.

### **Hearing and Speech Coordinator**

Hearing conservation and work with the deaf became a major Lions activity in 1971. In 1977, the activities were expanded to take into account people with all types of communication difficulties. Deafness is a handicap of communication, and hearing/speech impairment is statistically more common than blindness.

Multiple District Hearing and Speech Coordinator responsibilities include:

1. Become familiar with the Information for Chairpersons section on the Lions Clubs International Web site.
2. Develop training and educational programs for presentation at Multiple District meetings.
3. Encourage support of schools and rehabilitation centers for the deaf.
4. Coordinate public awareness campaigns.
5. Cooperate with professional organizations and agencies.
6. Consult with deaf and hearing-impaired members of the community and convey information concerning their needs to the sub district Coordinators.

### **Information Technology Coordinator (Webmaster)**

Responsibilities:

1. Develop and maintain the Multiple District web site; update it regularly with info relevant to members of the MD22; and maintain the domain name registration.
2. Serve as the Maryland or Delaware Node Master for LionNet.
3. Coordinate with and assist, as necessary, the webmasters of the five sub districts.
4. Promote the use of the internet for online submission of reports to LCI, ordering of Lions supplies, and other features noted on the LCI homepage.
5. Encourage the use of email for communication among clubs and members.
6. Encourage clubs to create and publish web sites; assist clubs in registering with LionNet, if necessary; and promote linking to other Lions sites, especially to LCI, MD22 and sub district web sites.
7. Provide seminars and training, as requested, on use of information technology (IT) to perform tasks in the various levels of Lionism.
8. Submit an annual budget to Council Treasurer.
9. Provide reports at Council of Governors meetings on the status of the MD22 web site and associated actions.

Qualifications:

1. A working knowledge of the internet, email and web page development.
2. Eagerness to promote the use of IT within the Multiple District
3. Knowledge of the organization and functions the Multiple District
4. Willingness to track and report the various actions of MD22 on the web site
5. Ability to travel and present reports at the five Council of Governors meetings.

## **Leader Dog Coordinator**

### **Leadership Development Chair (MERL Team)**

The Leadership Trainer is appointed by the Council with a specific mission: to chair the District Governor Candidate School, organize the seminars at the Multiple District Convention, and to develop trainers in each of the sub-districts to engage in leadership training as part of the Officer Schools. The appointment is made with the intent of it being a three-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment.

#### ***Job Description:***

1. Submit a report to the International office concerning the results of the multiple district's District Governors-Elect (DGE) Seminar within 30 days after the seminar is held;
2. Instruct district leadership development Chairs on leadership skills and conducting workshops;
3. Assist the Leadership Division, multiple district and district with leadership development skills;
4. Motivate Lions in the multiple district to develop and improve leadership skills;
5. Develop articles on leadership for multiple district and district publications;
6. Report to the multiple district council on leadership developments from International Headquarters and within the multiple district and districts;
7. Communicate with past international presidents and directors residing within the multiple district, district governors, past district governors, and district secretaries about leadership initiatives at the International and multiple district levels;
8. Assist other multiple district Chairs with the development of workshops, seminars, conferences, etc.;
9. Work with previous multiple district leadership development Chairs and trainers to coordinate leadership programs;
10. Assist with the multiple district DGE Seminar and serve as LCI's Leadership Division representative to assure implementation of the core curriculum;
11. Assist with coordinating all International Headquarters leadership development funded programs.

#### ***Qualifications:***

1. Comprehensive understanding of LCI;
2. Credibility within the multiple district;
3. Desire and ability to work with others in leadership development;
4. Effective presenter;
5. Time available to develop and assist with leadership initiatives;
6. Willingness to commit to a three year term;
7. Ability to travel within the multiple district;

8. Willingness to attend a Leadership Workshop sponsored by LCI's Leadership Division.

## **LCIF Coordinator**

### **Membership Chair (MERL Team)**

The Council of Governors appoints Membership Chair. The appointment is made with the intent of it being a three-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment.

#### ***Responsibilities***

Multiple District Membership Chair responsibilities include:

1. Commit to serve in the position for a minimum of three years;
2. Be the key person for membership in the multiple district;
3. Be responsible for the clubs' membership growth and retention;
4. Help select the district membership Chairs;
5. Conduct training sessions for district membership Chairs;
6. Establish objectives to reach the goals for net gains and plan strategies to meet these objectives;
7. Act as Chair of the committee comprised of district membership Chairs;
8. Hold meetings with the committee for information, follow-up and motivation;
9. Assist district membership Chairs in training and developing zone membership advisors;
10. Maintain close communication with the district membership Chairs to achieve net gains through new members and retention of members;
11. Report regularly to the multiple district council;
12. Cooperate with the International Headquarters, when requested to;
13. Conduct surveys and provide rapid input;
14. Procure photographs for audio-visual presentations
15. Help in critiquing membership materials.

#### ***Candidate Qualifications***

Candidates for the position should be rated using the following qualifications:

LIONS who have the

1. ability to maintain a good rapport with the Council of Governors;
2. reputation for successful membership gains;
3. communication skills to keep the district Chairs informed;
4. willingness and ability to travel within the multiple district, if required;
5. desire to hold only the one voluntary position in Lions, and all the dedication of energy and time required during this three-year commitment;
6. creativity needed to develop the talents and skills of district membership Chairs.

Lions with personal and professional skills who have the

1. Knowledge of, or a strong willingness to learn, the fundamentals of marketing, promotion and targeted communication as they relate to membership growth and retention;
2. Interpersonal skills to be effective, even when dealing with difficult individuals or those in authority;
3. Attitude of understanding and tolerance toward all people;
4. Ability to follow-up on assigned tasks;
5. Capability and temperament to experiment with new methods;
6. Competence to give effective presentations and lead discussions to attract new members as well as retain current members.
7. Overall appearance, character and personality to be role model to others.

***Candidate Commitment***

All candidates for Multiple District Membership Chair are asked to read the following and sign, indicating their approval to be nominated.

*I understand that if I am selected, my commitment as a Multiple District Membership Chair will be as follows:*

- *To guide the membership growth and retention programs within the multiple district for three years;*
- *To chair a committee of the district membership Chairs in establishing plans, education, and the promotion of membership gains through new members, and the reduction of drops;*
- *To maintain coordination, cooperation and communication with Membership Operations Manager (international headquarters) and your Council of Governors;*
- *To participate in the membership growth and retention training within the multiple district;*
- *To follow the guidelines established by The International Association of Lions Clubs.*

**Pre School Vision Screening Coordinator**

**Public Relations Coordinator**

This committee shall concern itself with the promotion and dissemination of Lions Information, and shall devise and develop ways and means of improving public relations for Lionism and Lions clubs within Multiple District 22. The Multiple District Coordinator shall pass such information to the sub district coordinators.

**Research and Long-Range Planning Committee**

(MD 22 By-Laws Article III, Section 2)

This is a standing committee. The Council appoints the Chair, with a representative from each sub-district named by the District Governor. This committee acts on behalf of the Council of Governors by exercising the following:

1. Cooperation with International Headquarters to conduct surveys from time to time on various items that have the objective of improving services and materials to Clubs and Districts.
2. Identify and analyze current and future problems in the Multiple District and make suggestions and recommendations of actions to address the problems.
3. Make projections into the next five or ten years as to what could possibly take place in Lionism in the area and discussing these projections at Council Meetings.
4. Report to the Council of Governors on the activities of the Multiple District Research and Long Range Planning Committee with a copy to International Headquarters.
5. Be responsible for the update and maintenance of the Multiple District 22 Policy & Procedure Manual.

### **Retention Chair (MERL Team)**

The Council of Governors appoints Retention Chair. The appointment is made with the intent of it being a three-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment.

The Retention Chair provides training material for the sub-district Retention Chairs and assists them in conducting programs that will reduce the Lion members that are lost each year. The Retention Chair will work with the District Governors to provide assistance and guidance in the area of retaining members that have joined individual Lions Clubs in the Multiple District

### **Roaring Lions Chair**

### **USA / Canada Leadership Forum Coordinator (Vice Coordinator)**

### **Women's Membership and Development and Participation Chair (MERL Team)**

The Council of Governors appoints Women's Membership and Development Chair. The appointment is made with the intent of it being a three-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment.

### **Vehicle Tags Chair**

The Council of Governors shall appoint two (2) Auto Tag Chairs – one for Maryland and one for Delaware. The Auto Tag Chair’s term of office shall be at Council pleasure.

Each Chair shall have a bank account in a financial institution approved by the Council of Governors. An updated financial statement shall be presented to the Auto Tag Chair at each Multiple District Council meeting. A fee shall be added to the cost of each license to defray the printing of a directory and any other expenses. Excess profit shall be turned over to the Multiple District. The fee for Maryland tags is \$5.00.

## **Youth Outreach Coordinator**

### **Kusiak Lions Youth Foundation of Multiple District 22, Inc.**

The Kusiak Lions Youth Foundation of Multiple District 22, Inc. was established in 2004 to provide opportunities for youth advancement through existing and new initiatives for youth by the Lions of Multiple District 22 in the name of International President Clement F. Kusiak.

The Mission of the Kusiak Lions Youth Foundation is to empower young people to help themselves and others through activities supported by the Lions Clubs of Maryland, Delaware and the District of Columbia and their communities.

The purpose of the Kusiak Lions Youth Foundation of Multiple District 22, Inc. is

- To promote public awareness and support of the Foundation and its mission
- To provide funding and services for results-oriented youth development initiatives
- To recognize leadership in volunteer participation and financial support for youth development objectives, and
- To encourage high standards in community youth services.

The Board of Directors shall consist of three (3) Directors from each sub district in Multiple District 22 and a total of three (3) non Lion Advisors who have experience and interest in youth programs. PIP Clement F. Kusiak or a Lion member of his family shall serve as an ex-officio member of the Board. The non-Lion Advisors shall not be voting members and shall be appointed to one-year terms by the Board of Directors at the annual meeting.

The officers of this Corporation shall be a Chairman, Vice-Chairman, Secretary and Treasurer. The officers are elected by the members of the Board at the Annual meeting in May of each year.

Each year the sitting District Governor shall appoint one three-year Director from their respective sub-district by May 15. The District Governor shall seek the advice of the Honorary Committee before making said appointment.. Any director shall be eligible to succeed themselves on the Board of Directors.

The Kusiak Lions Youth Foundation of MD 22, Inc. has been classified by Internal Revenue Service as a charitable Non-Profit Organization and a Tax Exempt Entity under Section 501 (c)(3). All contributions to the Foundation are Federal Income Tax deductible.

**Kusiak Lions Youth Foundation of Multiple District 22, Inc.**

Organization Chart:

**Membership**

District Governor, Vice District Governor, District Governor's Advisory Committee from each Sub District  
(Non-Voting)

**Board of Directors**

3 Directors from each Sub District (Voting)  
3 Non-Lion Advisors (Non- Voting)  
PIP Clement F. Kusiak or Lions Member of his Family (Ex-officio)(Voting)

**Officers**

Chairman                      Vice Chairman                      Secretary                      Treasurer

**Committees**

Executive Committee  
Audit Committee  
Corporate Affairs Committee  
Education Committee  
Finance Committee  
Fund Raising Committee  
Grants Committee  
Long Range Planning Committee  
Recognition Committee

## **Multiple District 22 Lions Vision Research Foundation, Inc.**

The Multiple District 22 Lions Vision Research Foundation, Inc. is a project in which the responsibility is shared equally by all five District Governors. The Foundation is a separate entity from the Council of Governors. The District Governors responsibility starts when he/she is elected Governor and ends when the term ends.

Each Governor is automatically a voting member of the Board of Directors for the term of the Governorship. He/She will, along with the three elected members from the District, represent the District at all regular bi-monthly meetings of the board and at all special meetings of the Board.

As a member of the Board of Directors and the Council of Governors simultaneously, the Governor is in a key position to promote and further the growth and involvement of the Foundation. The Governor should also include information about the Foundation in his/her message on Official Visits to the clubs in the respective District and at all other appearances, where appropriate.

The Board of Directors consists of 20 Lions members from active clubs in Multiple District 22, three members from the Wilmer Ophthalmologic Institute at the Johns Hopkins Hospital, and the Immediate Past Chair of the Board.

The Executive Committee, consisting of the Chair, the Vice-Chair, the Treasurer, and the Secretary are elected by the members of the Board at the Annual Meeting held in May of each year.

Each year, prior to the Multiple District Convention, the Governor and Honorary Committee elect a new member to replace the retiring member of the Board from the District. The new member is elected for a period of three years.

Much of the success of the Foundation will depend on how the District Governor pulls his/her District together as a unified group working toward one Multiple endeavor.

The purposes of this organization are to advance Lionism within the Multiple District in accordance with the Objects of Lions Clubs International, to bring greater strength to the Lions Clubs in the Multiple District through unity of effort, and to provide proper administration to achieve this objective.

## **AUDIT AND MONETARY CONTROLS**

The Council of Governors shall exercise authority as covered in Article V, Section 5 of the Multiple District Constitution. As the elected officials for the Council of Governors, the Council Chair, Council Secretary and Council Treasurer shall exercise duties as specified in Article II, Sections 1-3 of the Multiple District By-Laws.

Continuous cooperation and coordination is required between the Council officials and their counterparts of the sub-districts to administer and maintain proper monetary controls. All funds must be administered and controlled by proper bookkeeping standards. All monies received and all monies distributed must be supported by validly executed vouchers. See Appendixes 8 and 9.

The Council Treasurer should be satisfied that the agency or individuals utilized for audit purposes are acceptable by the standards specified in the Multiple District Constitution and By-Laws.

The Multiple District 22 Council Treasurer, Multiple District 22 Convention Treasurer and the Multiple District International Convention Treasurer will be bonded each year in accordance with Multiple District 22 By-Laws Article II Section 1. All other monies and expenditures will be controlled by the Council Treasurer utilizing a voucher and receipt for each expenditure.

### **Rules of Audit**

1. Three authorized signers on all accounts, one of whom shall be the Council Treasurer.
2. Two signers on all checks.
3. The individual seeking such reimbursement can sign no check for reimbursement of personal expenses. The two other authorized signers must sign these checks.
4. One common auditor is to be used for all Multiple District financial accounts.
5. No check may be written to “cash”
6. A written financial report, with vouchers, shall be submitted at each Council Meeting.

### **Budget Formulation**

Budgets must be prepared – based on an overall view and analysis of requirements, order of priority, and finally methods of financing the activity for the coming year. The foremost item to keep in mind is the prime requirement of the Multiple District Constitution.

Article II, Section 1f of the By-Laws provides “With respect to each Multiple District Fund; establish monetary controls so that no indebtedness shall be planned for, or budgeted, that would cause the budget to exceed the anticipated receipts for the fiscal year of the Council’s term”.

Article II, Section 1g states “With respect to each Multiple District Fund, the Council of Governors of the Multiple District shall make available to the Committee charged with the administration of each fund and/or activity that portion of the Multiple District dues allocated to each fund and/or activity, plus any fees, ticket sales, tail-twister fines, and other miscellaneous income resulting from the activities of the Committee in administering the fund and/or activity. At the discretion of the Council of Governors an amount up to, but not exceeding, 20% of the accumulated balance of the respective fund which was turned over to the current Council of Governors by the preceding Council of Governors may be turned over to the appropriate committee”.

It must be noted that funds held in reserve for the support of a candidate for International Office, sponsored by Multiple District 22, shall be exempt from Article II, Sections 1f, 1g, and 1k of the By-Laws.

The approved budget and the report referenced in sub-paragraph 1f, above must include the monies required to prepare and deliver the required reports for the outgoing council.

“Administrative Fund” – Article II, Section 1j of the By-Laws. The Council of Governors shall establish a budget within the confines of dues collected under Article VI of the Constitution for the current fiscal year (July 1 to June 30) to provide for:

- Stationary, printing and postage expense;
- Expenses of Council Meetings;
- Blanket Bonding;
- Annual Report preparation and distribution;
- Other normal administrative expenses of the Council.”

Also, to be included in the Administrative budget is funding for the office of Council Chair. The Council Chair is to be reimbursed per the same Rules of Audit as the District Governors for the annual meetings the Council Chair is required to attend and other expenses as defined on page 22 of this Manual.

No expenses other than those enumerated above shall be included in the Budget nor expended unless and until this By-Law Article VI, section 1j has been amended by the delegates to a Convention of the Multiple District, and shall only be effective for those years following the approval by Delegate vote at Convention.

All planned expenditures in the sub and Multiple District should have as base, the current revenue derived from the dues paid by the individual clubs and club members. Additional revenues should be gained in a proper and legal and well-planned method of financing by adding:

- Sale price of tickets to various affairs
- Gaining revenues from advertising methods which are in keeping with Lionistic approaches

- Sub-Districts gain their operational funds from the present dues structure that allows them to collect and disburse from Administrative Funds.
- Dues shall be collected from each member of the sub-district in an amount of not more than \$3.75, as established by the Sub-District Constitution and By-Laws.

## **Multiple District Funds**

At present there are seven funds for use by the Multiple District Council of Governors:

1. Council of Governors' Administrative Fund
2. Funds allotted to the Multiple District Convention Fund
3. Funds allotted to the International Convention Fund
4. Funds reserved for election of an International Officer
5. Membership Fund
6. Extension Fund
7. Auto tag Fund

“When the Multiple District 22 monies are in one interest-bearing account, the Treasurer will prorate the interest by percentage on a periodic basis (monthly or quarterly, etc.), allocating the interest to the individual funds and showing same as interest received for the particular fund.”

The Multiple District Constitution provides methods whereby the Council of Governors can gain relief in emergency situations to have funds available that are outside of the limits of Constitutional authority.

1. May expend up to but not exceed 20% of surplus funds of the Multiple District Convention Funds.
2. By gaining a majority vote of the Multiple District Finance Committee to expend funds from the Surplus Unobligated Funds in excess of the 20% limitation.

The authority covering the previously mentioned emergency measures is covered in the Multiple District 22 Constitution Article V, Section 5e and By-Laws Article II, Section 1g. It must be stressed that these are emergency measures.

The balance left in the Multiple District Convention fund after paying all of the Multiple District Convention planning and operating expenses shall be turned over to the Council

Treasurer prior to the Turnover Meeting of the Council of Governors. The balance will be held in the Multiple District Convention Fund and used as defined in Article II, Section 1, Paragraph (g) of the Multiple District 22 Bylaws. The same procedure applies to the Multiple District International Convention Fund.

## **Expenses**

Expenses are an everyday occurrence for businesses, homes and service organizations. The control given by setting guidelines prior to developing the budget will provide a balanced budget. The following controls can and should be used for the administrative budget and also standing committees:

1. No one shall receive free tickets, hospitality cards, free rooms, or any other benefit as the Multiple District Convention except:
  - a) Current District Governors and their spouse/guest;
  - b) Council Chair and spouse/guest,
  - c) Multiple District Convention Committee members and their spouse/guest;
  - d) Current International Director from MD 22 and Quest Speaker and their spouse/guest.
  
2. Multiple District 22 Chair and others serving on Multiple District Committees or acting in advisory capacities to the Council of Governors shall receive no more than the cost of transportation to any meeting called or authorized by the Multiple District Council of Governors, unless that person would be required to be in attendance at a meeting when an overnight stay would be for the convenience of the Multiple District or the Council of Governors.
  
3. When required for a lunch to be provided at the Council meetings, due to the length of the meeting, the Council of Governors will only expend monies for lunches for the following individuals:
  - Council of Governors
  - Council Chair
  - Council of Governors Spouses
  - Administrative Assistant
  - Committee persons requested to be at the meeting
  - International Director (if applicable)
  - Past International Officers and Directors

All other Lions would be most welcome to attend, but any expense as to lunch would be the expense of the individual Lion or their sub-District. It is also recommended that the Council of Governors be cognizant as to the general cost of such required lunches in a public facility and therefore try to schedule and plan meetings and that the Turnover meeting be hosted by Lions who operate their own Lions den or a recommended non-profit organization such as a fire house, church or lodge.

## **PROCEDURE TO SECURE SPEAKERS**

The matter of obtaining speakers for the District Convention and the various District Socials is a matter of immediate concern for the newly elected District Governors. What follows are Lions Club International's rules and procedures for securing authorized speakers.

Travel schedules for the various International Officers are being made up many months and years in advance. It is, therefore, appropriate and wise to make speaker contacts well in advance of the election in May or at the International Convention in late June. Even though there may be contests, it is usually known that a particular District Social will be held on a historically designated weekend. Certainly the candidates from that District can agree on a speaker to be invited for an affair, even though the details have not yet been finalized. The sooner a contact is made, the more sure you can be that a speaker of your choice is available. Eighteen months in advance is not too soon.

It is right and proper to try to contact the desired speaker directly. The best and most efficient way to do this is through our International Director, if we have a current Director on the Board, or through one of our Past International Directors. These Lions are knowledgeable, they are aware of travel schedules; they have friends and contacts that can be of assistance in securing speakers. They are pleased and honored to help.

In regard to club anniversaries, the question arises, "We are having a 50<sup>th</sup> anniversary, who are we entitled to have as a speaker?" The answer is simple – a club is "entitled" to no one for an anniversary party. If there was at some time in the past, there is now no anniversary that entitles the Club to have the President, a Vice President, a Director, or anyone else at such an occasion.

If a Club desires a speaker from the Executive group of Lions Clubs International and does not have the funds to pay a large amount for his expenses, a way can be found, but it takes some cooperation between the Club and the District Governor or District Governors from other Districts. If a Club would have its Charter Party on Friday evening just prior to one of the District Socials and use the same speaker, then the Club would be required to pay only the cost of one night's lodging for the speaker. The balance would be paid by Lions Clubs International or by the District, since the speaker for the District Social would be on an authorized trip. This has proven successful on numerous occasions both in District 22 and even more extensively in other Multiple Districts.

Two or more clubs could also have joint Charter parties and share expenses of a speaker, or clubs from two or more Districts could have charter parties on successive nights, use the same speaker and share expenses.

Any of these arrangements can be worked out, but it takes some planning on the part of the District Governor and the clubs to make it happen. It is not too soon to start the planning now.

Public Relations play an important role by informing the Lions of a visiting guest speaker, whether it is a sub or Multiple District function. Advertising should be in bulletins, newspapers, and programs so that the membership will know whom they are coming to see and hear.

## **OFFICIAL PROTOCOL**

Protocol is an official expression of good manners. The courtesy we show each other in our daily lives affects our attitudes, our work and in turn, how we view ourselves as human beings.

Protocol is respect for the position. Protocol is a form of etiquette. Protocol is nothing more than GOOD MANNERS to an invited guest to your District or Club.

The responsibility to see that proper protocol is followed lies in the hands of the District Governor for Sub-District functions, and the designated Committee Chair for Multiple District functions.

The following information is from “The International Visitor A Hosting & Protocol Guide” from Lions Clubs International (PR 768 750 5/02)

### **Tips for a Successful Visit**

#### Before the Visit

- Provide advance information concerning
  1. an agenda( make it clear what events your guest is expected to attend)
  2. dress code (formal, business, etc.) for each event
  3. weather conditions in your area
  4. background information (newsletters, bulletins)
- Communicate fully and often
- Keep in mind that the local expenses, including special events (tours, golf, etc.) are the host’s responsibility.

#### Meeting and Greeting Your Guest

- The Chair of the meeting or convention (council Chair, district governor, etc.) should head the group meeting your guests.
- Plan on meeting your guests at the gate. If this is not possible, plan a meeting place in advance.
- Make sure you are readily identifiable with Lions clothing and badges.
- Plan on carrying your guest’s luggage.
- Make sure your car is large enough to accommodate all guests and their luggage. Many times your guest may have been away from home for awhile and have more luggage than you expect. Having an extra car available in case of extra luggage is prudent.
- If your guests are driving, provide them with complete directions, including a map.

#### Making the Stay and Enjoyable Experience

- Before your guests’ arrival, handle check in and inspect the room thoroughly. Deal with any problems prior to your guests’ arrival.

- Amenities are always a nice touch – the personal preference sheet sent by International Headquarters before your guests' arrival will give you ideas for these items.
- Prepare a welcome packet with the final agenda for your meeting or convention, information about the area and some regional publications. Also include a list of room numbers and/or telephone numbers for key Lions.
- Once you bring your guests to their room, plan a time to go over their schedules in detail. Review pick up times and proper dress for all events.
- Give your guests time to settle in.
- Appoint a full time host and hostess to the couple. This is usually best handled by a past international director and spouse. This will ensure your guest's needs are taken care of, and that they arrive to events on time.
- Provide some free time for rest in the schedule.

#### Program Suggestions

- Your guest's address should be the centerpiece of the banquet or event. In most cases, this means directly after dinner and before any entertainment or other presentations.
- Your guest should only be expected to make one major address.
- It is appropriate to present your guest with a gift at the banquet or other major event. Please keep in mind space and travel considerations. A donation in the guest's name to LCIF is always welcome. If possible, offer to mail larger gifts.
- If you expect your guest to assist in giving out awards during the event, make sure a script is prepared, including background information on recipients.

#### Departure

- Attend to your guests' departure with the same care you gave their arrival. Handle check out for your guests and arrange for baggage pick up.
- Escort them from their hotel room all the way to the airport gate.
- Check that your guests' flight is leaving on time. If there is a serious delay, make necessary transportation and lodging arrangements.

#### Some Final Notes

- Treat your guests as you would a family member or close friend. Ask yourself: how would I wish to be treated if I was the guest? Act accordingly.
- While a gift is optional, remember that a sincere thank you note is not.

### **Order of Precedence**

The following is the official protocol policy of the International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present. Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)

4. International Directors (a)
  5. Past International Presidents (b)
  6. Past International Directors (c)
  7. Campaign Sight First II National/Multi-national Coordinators
  8. Mission 30 International Team Leaders
  9. Chair. Council of Governors (a)
  10. Campaign Sight First II Sector Coordinators
  11. District Governors (a)
  12. Campaign Sight First District Coordinators
  13. Association Executive Administrator
  14. Association Secretary
  15. Association Treasurer
  16. Immediate Past Council Chair (a)
  17. Mission 30 District Coordinators
  18. Immediate Past District Governors (a)
  19. Vice District Governors (a)
  20. Past District Governors (c)
  21. Mission 30 District Coordinators
  22. Multiple District Secretaries (volunteer) (a)
  23. Multiple District Treasurers (volunteer) (a)
  24. District Secretaries (a)
  25. District Treasurers(a)
  26. Campaign Sight First II Group Coordinators
  27. Region Chairs (a)
  28. Zone Chairs (a)
  29. District Chairs (a)
  30. Club Presidents (a)
  31. Immediate Past Club Presidents (a)
  32. Club Secretaries (a)
  33. Club Treasurers (a)
  34. Past Club Presidents (c)
  35. Multiple District Secretaries (staff) (a)
  36. Multiple District Treasurers (staff) (a)
- Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned. After their term of appointment is concluded, special recognition shall cease.

Explanation of notes used above:

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process shall be followed with the first given name; if these

are the same, the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.

- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for the Past International Presidents (see [b] above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

General Comments – When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have multiple positions in addition to those listed above, they shall be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

# Appendix 1

## ROTATION SCHEDULE

<i>Lion Year</i>	06/07	07/08	08/09	09/10	10/11	11/12	12/13
Chair of Council of Governors	A	B	C	W	D	A	B
Secretary of Council of Governors	C	W	D	A	B	C	W
Treasurer of Council of Governors	W	D	A	B	C	W	D
Constitution and By Laws	D	W	A	B	C	D	W
Roaring Lions Coordinator	B	C	D	W	A	B	C
Youth Outreach Coordinator	C	W	D	A	B	C	W
LCIF Coordinator	D	A	B	C	W	D	A
International Convention Chair	W	A	B	C	D	W	A
International Convention Vice Chair	A	B	C	D	W	A	B
Auditing	W	D	A	B	C	W	D
USA/Canada Forum Coordinator	D	A	B	C	W	D	A
USA/Canada Forum Vice Coordinator	A	B	C	W	D	A	B
MD 22 Convention Chair	B	C	D	W	A	B	C
MD 22 Convention Vice Chair	C	D	W	A	B	C	D
MD 22 Convention Treasurer	D	W	A	B	C	D	W
MD 22 Convention Sub-Committee Chairs							
Distinguished Guest							
District Governors Banquet	A	B	C	D	W	A	B
Elections	W	A	B	C	D	W	A
1 <sup>st</sup> Business Session	C	D	W	A	B	C	D
2 <sup>nd</sup> Business Session	W	A	B	C	D	W	A
Golf Tournament	C	D	W	A	B	C	D
Leadership Luncheon	B	C	D	W	A	B	C
Multiple District Theme Luncheon	B	C	D	W	A	B	C
Merchandise Chair	C	D	W	A	B	C	D
Merchandise Vice Chair	D	W	A	B	C	D	W
Necrology	A	B	C	D	W	A	B
Parliamentarian	B	C	D	W	A	B	C
Past District Governor's Banquet	D	W	A	B	C	D	W
Pianist	D/A	A/B	B/C	C/D	D/W	W/A	A/B
Protocol	C	D	W	A	B	C	D
Publicity	A	B	C	D	W	A	B
Registration and Credentials	A	B	C	D	W	A	B
Resolutions	B	C	D	W	A	B	C
Roaring Lions Speak-off	W	A	B	C	D	W	A
Rules	A	B	C	D	W	A	B
Scrap Book and Club Displays	A	B	C	D	W	A	B
Sergeant of Arms	D	W	A	B	C	D	W
Song Leader	D	W	A	B	C	D	W
Tail Twister	B	C	D	W	A	B	C
Ticket Sales	D	W	A	B	C	D	W

**NOTES:**

1. The Rotation Schedule will not change if, for any reason, the Council needs to appoint someone out of rotation.
2. To maintain continuity in work, the vice chair should progress to the chair position the following year.
3. The MD 22 LCIF Coordinator should serve as chair of the Melvin Jones Breakfast at the MD 22 Convention.
4. The Multiple District Leadership Chair shall chair the Leadership Luncheon.
5. The Multiple District Council Secretary shall serve as the chair of the 1<sup>st</sup> Business Session.
6. The Multiple District Council Treasurer shall serve as chair of the 2<sup>nd</sup> Business Session.
7. The District Secretary of the Council Chair shall serve as chair of Registration and Credentials.
8. The MD 22 Convention Treasurer shall serve as chair of the Ticket Sales.

## Appendix 2

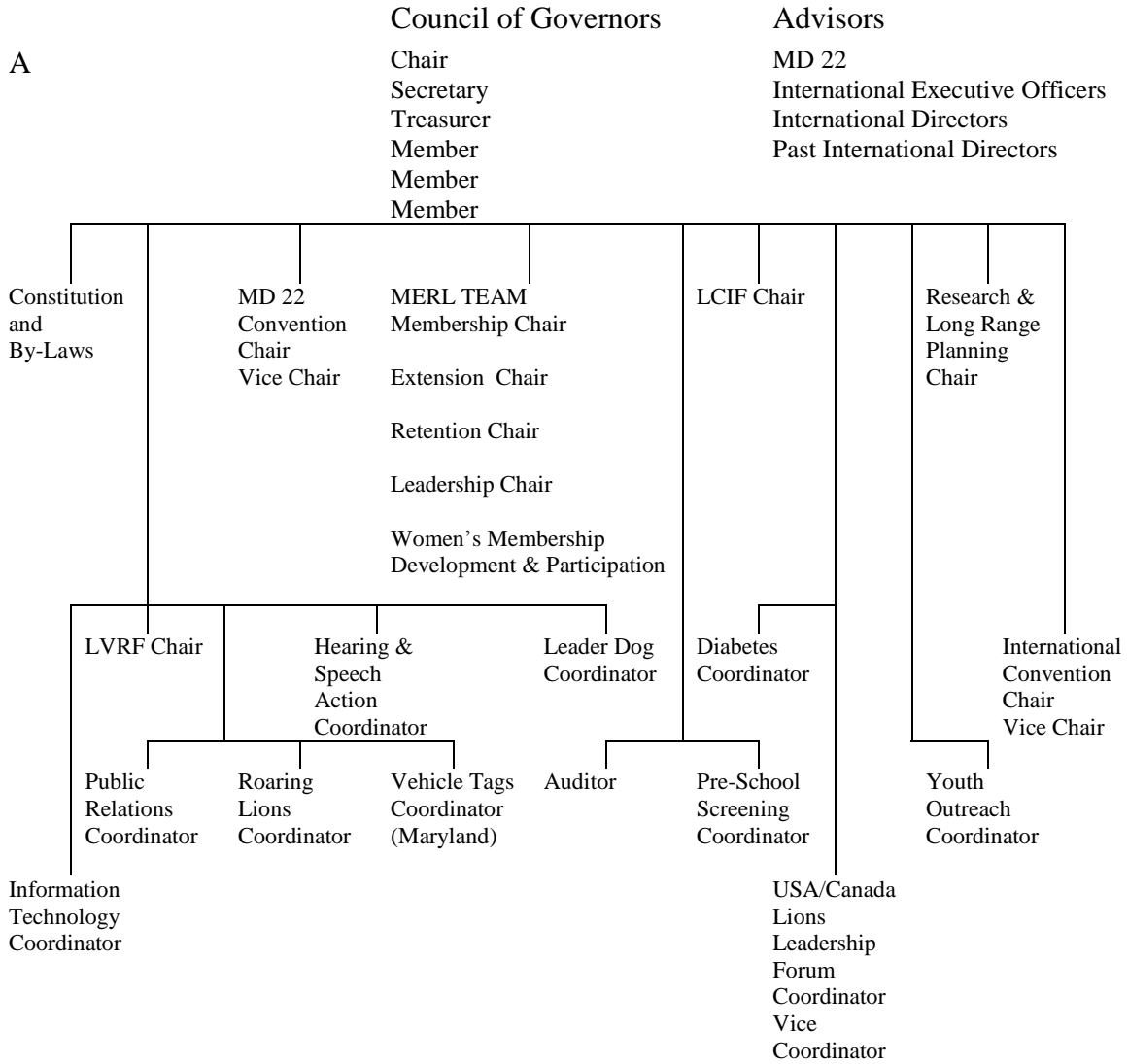
### MULTIPLE DISTRICT 22 APPOINTMENTS

<i>Position</i>	<i>Procedure</i>	<i>Term of Office</i>
Administrative Assistant	Council Pleasure	2 yrs.
Auditor	Rotation	1 yr.
Constitution and By-Laws	Rotation	1 yr.
Diabetes	Council Pleasure	1 yr.
Hearing and Speech	Council Pleasure	1 yr.
Information Technology Coordinator	Council Pleasure	1 yr.
International Convention Chair	Rotation	1 yr.
International Convention Vice Chair	Rotation	1 yr.
Leader Dog Coordinator	Council Pleasure	1 yr.
LCIF Coordinator	Rotation	1 yr.
MD 22 Convention Chair	Rotation	1 yr.
MD 22 Convention Vice Chair	Rotation	1 yr.
MD 22 Convention Treasurer	Rotation	1 yr.
Pre School Vision Coordinator	Council Pleasure	1 yr.
Public Relations Coordinator	Council Pleasure	1 yr.
Research and Long Range Planning	Council Pleasure	2 yrs.
Roaring Lions	Council Pleasure	1 yr.
USA/Canada Forum Coordinator	Rotation	1 yr.
USA/Canada Forum Vice Coordinator	Rotation	1 yr.
Vehicle Tags (Maryland)	Council Pleasure	1 yr.
Youth Outreach Coordinator	Rotation	1 yr.
MERLW Team		
Membership	Council Pleasure	3 yrs.
Extension	Council Pleasure	3 yrs.
Retention	Council Pleasure	3 yrs.
Leadership	Council Pleasure	3 yrs.
Womens' Membership Development and Participation	Council Pleasure	3 yrs.

# Appendix 3

## ORGANIZATION CHART

Lions Clubs International



### SUB DISTRICTS

A    B    C    D    W

## Appendix 4

### HEAD TABLE SEATING

The presiding officer or meeting Chair must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (Figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the Chair or presiding officer (who would normally be the Club President, District Governor, Council Chair or International President).

*Figure 1*

(Audience)

7	5	3	1	2	4	6
---	---	---	---	---	---	---

As shown in Figure 2, seating at the head table with a podium is essentially the same, except the meeting Chair or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

*Figure 2*

(Audience)

7	5	3	1	Podium	2	4	6	8
---	---	---	---	--------	---	---	---	---

When spouses are present, they should be seated to the member's left when on the left side of the table, and to the member's right when on the right side of the table.

#### **Master of Ceremonies and Meeting Secretaries**

At some events, the Master of Ceremonies will be someone other than the chair or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again local customs should rule.

#### **Multi-Head Tables**

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

#### **Head Table Introductions**

Introduction of the head table should begin with the meeting Chair or presiding officer, then continue from the person with the lowest rank on the order of precedence to the

person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g. “Past International Director John Doe and his wife “Jane”).

### **National Anthems**

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should also be extended the privilege of having their anthem played.

**Appendix 5**

**MULTIPLE DISTRICT 22  
ADMINISTRATIVE BUDGET**

INCOME

Balance from Previous Administration	_____
Dues	_____
Interest	_____
Total	_____

DISBURSEMENTS

Postage and Copying	_____
Stationary	_____
Telephone	_____
Trainer Expenses	_____
Constitution & By-Laws Committee	_____
Long Range Planning Committee	_____
Bond	_____
Audit Expenses	_____
Final Report	_____
Council Expenses	_____
Turn-over Meeting	_____
TOTAL	_____
Anticipated Amount on Hand (date)	_____

## Appendix 6

### CASH TRANSMITTAL FORM

MULTIPLE DISTRICT 22  
 THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS  
 CASH TRANSMITTAL

TO: Council Treasurer \_\_\_\_\_, 2 \_\_\_\_\_

FROM: \_\_\_\_\_, District 22- \_\_\_\_\_

I enclose herewith checks/cash totaling \$ \_\_\_\_\_ which are to be credited to the following activity/activities:

	AMOUNT		
	Checks	Cash	Total
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

My records indicate that the total sent to you to date for credit to this activity is \$\_\_\_\_\_.  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACKNOWLEDGMENT FOR CHECKS/CASH RECEIVED**

Date _____	Checks	\$ _____
	Cash	\$ _____
	Total	\$ _____

\_\_\_\_\_  
 COUNCIL TREASURER

**Appendix 7**

**REQUEST FOR PAYMENT FORM**

MULTIPLE DISTRICT 22  
THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS  
REQUEST FOR PAYMENT

TO: Council Treasurer \_\_\_\_\_, 2 \_\_\_\_\_

FROM: \_\_\_\_\_, District 22- \_\_\_\_\_

Please issue a check in the amount of \$ \_\_\_\_\_ payable to:

Name: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

This expenditure is a proper charge for the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invoices, receipts or other supporting data are attached.

By \_\_\_\_\_

Name

\_\_\_\_\_  
Committee

APPROVED FOR PAYMENT BY COUNCIL OF GOVERNORS ON \_\_\_\_\_

Date

DATE PAID: \_\_\_\_\_ CHECK NO. \_\_\_\_\_

\_\_\_\_\_  
COUNCIL TREASURER

## Appendix 8

### **RULES OF AUDIT FOR COMMITTEE CHAIR**

Multiple District Council Chair, Multiple District Chairs, Multiple District Administrative Assistant and others serving in advisory capacities to the Council of Governors shall receive no more than the cost of transportation to any meeting called or authorized by the Multiple District Council of Governors, except for the Multiple District and International Convention Committees.

No Multiple District Council Chair, Multiple District Chair or Multiple District Administrative Assistant shall submit expenses for tickets, hospitality cards or lodging at the Multiple District Convention.

1. Automobile- \$.26 per mile

No mileage will be allowed for any meeting at your own Sub-District Social and Council Meeting. Also no mileage will be paid for travel outside Multiple District 22.

2. Hotel - \$50.00 per night with receipt.

Only if required to be in attendance at a meeting when an overnight stay would be for the convenience of the Multiple District or the Council of Governors. No hotel night will be covered for a social.

3. Meals - \$16.00 per day

As necessary and with receipt. This does not include spouse or dinner at a social.

4. Telephone – Fax- Telegraph

As necessary with receipt and explanation.

5. Postage – As incurred with receipt and explanation.

6. Printing - As incurred with receipt and explanation.

All requests for reimbursements of expenses must be approved by the Council Treasurer and the Council of Governors before payment is made.

## **Appendix 9**

### **RULES OF AUDIT FOR CONVENTION COMMITTEES\*\***

Due to the extraordinary time and effort commitment required of members of the Convention Committees, Rules of Audit shall be as follows and for the purpose of these Rules of Audit, "Committee" includes spouses.

1. Hotel rooms of Committee covered 100%.
2. Committee meals covered 100% (No alcohol shall be included.).
3. Committee business mileage reimbursed 100% at same rate as for District Governors. This does not include meals at a district social.
4. No Reimbursement for any expenses, including but not limited to rooms, meals and mileage, for District Meetings, such as District Socials, if Committee member would have attended the event anyway, whether or not a member of this committee. Exceptions shall be allowed at the discretion of the Committee Chair for good cause, such as where essential committee business must be conducted notwithstanding the lateness of the hour.
5. No reimbursement for non-essential personal expenses such as dry cleaning, cable movies, hotel room upgrades not otherwise required for proper committee function.

## **Appendix 10**

### **ADMINISTRATIVE ASSISTANT**

Duties of the Multiple District Administrative Assistant (MD 22 Constitution and By-Laws, Article II, Sections 1.n. and 1.o.)

A Multiple District Administrative Assistant may be appointed for a two year term to assist the Council of Governors and may be re-appointed at the discretion of the Council of Governors responsible for making such appointment. The Administrative Assistant may assist the Council in clerical, secretarial, and correspondence duties, financial record keeping and other administrative duties at the discretion of the council.

The Council of Governors will include the position of Multiple District Administrative Assistant in their annual administrative budget as defined in Article II, Section 1.j. of the By-Laws; however, at the discretion of the Council of Governors, funds may be utilized from the accumulated Administrative Fund balance for the expense of this position in accordance with the rules of audit found in the Multiple District Policy and Procedures Manual.

## **Appendix 11**

### **FINANCE COMMITTEE**

The Finance Committee will consist of ten (10) members, two (2) from each sub-district, elected by members of the District Governor's Honorary Committee and shall be Past District Governors of their respective sub-district. The Chair for this committee will be the Chair of the Council of Governors, who will have no vote (see MD 22 By-Laws Article II, Section 1.m). The committee will meet on the call of the Chair. The Committee will select an acting secretary from among the elected members who will be responsible for the minutes of the meeting, and will furnish each member a copy within a reasonable number of workdays. The Committee will address itself to fiscal matters, as presented by the Council Chair or in writing from the Council of Governors and signed by three or more District Governors of the Council. Action of the Multiple District Finance Committee must be reported to the delegates attending the next Multiple District Convention.