



## DISTRICT COMMITTEE-CHAIR DESCRIPTIONS DG Gary Sampson, 2021-2022



### **CHILDHOOD CANCER**

Childhood Cancer Chairpersons serve at the district and multiple district levels, and is appointed by the district governor. Childhood Cancer Chairpersons support Lions and Leos engaged or interested in projects to expand access to life-saving treatment and provide support to the children and families who face childhood cancers. They may collaborate with leadership throughout the organization, including the Global Service Team (GST).

Compile and submit written report at District Cabinet Meetings.

### **CONSTITUTION AND BY-LAWS COMMITTEE**

1. Each District Governor shall submit in writing to the State Council Chairperson the name of his/her representative to serve on the MD 6 Constitution and Bylaws Committee on or before the first regular (Summer) meeting of the State Council. The State Council Chairperson shall appoint, subject to approval of the Council of Governors, a Chairperson from the named representatives or another representative from any one (1) of the Districts and these representatives shall constitute the membership of the MD 6 Committee.
2. The District Constitution and Bylaws Committee shall be responsible for:
  - a. Reviewing of all proposed Constitutional and By-Laws Amendments that have been received by the District Cabinet Secretary not less than sixty (60) days prior to the convening of the next District Convention.
  - b. Make recommendations on the validity of the proposed amendments in writing to the Committee Chairperson not less than fifty (50) days prior to the convening of the next District Convention.
3. This Committee Chairperson shall be responsible for the following:
  - a. To request and receive from the District Cabinet Secretary all proposed amendments that have been received not less than sixty (60) days prior to the convening of the next District Convention.
  - b. Forward to each Committee Member, on or before fifty (50) days prior to the convening of the next District Convention, all proposed Constitution and By-Laws amendments, together with the Chairperson's recommendations as to the validity of such amendments.
  - c. Forward to the District Cabinet Secretary not less than forty-five (45) days prior to the convening of the next State Convention, the proposed amendments together with comments of the Committee.
  - d. Check with the State Council Secretary to ensure that all of the proposed amendments are mailed by the State Council Secretary to the Secretaries of each Club in the Multiple District 6 not less than thirty-five (35) days prior to the convening of the next State Convention.
  - e. Make arrangements with the District Governor and/or the District Cabinet Secretary that all proposed amendments are placed on a ballot for voting upon at the next District Convention.
  - f. Read to the assembled Convention all valid proposed amendments, together with the Committee's recommendation on each proposed amendment.



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### DIABETES AWARENESS & EDUCATION PROGRAM

The 6-NE District Governor will appoint a District Diabetes Awareness and Education Chairperson annually. The District Diabetes Awareness and Education chairperson shall follow the guidance provided in the LCI “District Diabetes Awareness Chairman Guide” to Learn, Teach,

Coordinate and Lead. At a minimum:

1. Learn – Be the best informed Lion diabetic resource in the district. Participate in medical meetings at local health care facilities, health fairs, and screening activities.
2. Teach – Be available and volunteer to provide presentations at all District Lions clubs, other charitable organizations, schools, and provide articles for the district newsletter.
3. Coordinate – Ensure district Lions clubs become involved in local diabetes awareness and education services, and participate in local activities and fundraisers such as “walks”, health fairs and screening programs.
4. Lead – Set the standard for participation, training, and assistance.

### ENSIGHT SKILLS CENTER FOR LOW VISION REHABILITATION CENTER

1. The 6-NE District Governor shall submit in writing to the State Council Chairman the name of his/her representative to serve on this committee on or before the first regular meeting of the State Council.
2. The District Chairperson is to encourage communication with the Lions Clubs within the District.
3. Provide written reports to the District Cabinet.
4. Shall provide articles about the Enight Low Vision Rehabilitation Center for publication in the District website, newsletter, and Mane Lioner.
6. The Committee shall make information available to Lions and Lions Clubs in the district about services available to those with low vision through the Enight Low Vision Rehabilitation Center.

### ENVIRONMENTAL CHAIRPERSON

Responsibilities:

1. Motivate clubs to undertake hands-on environmental service projects such as community projects such as community clean-ups, recycling, and tree planting throughout the year.
2. Inform clubs about available activity planning resources, including the Lions Green Team kit.
3. Encourage participation in the “Protecting Our Environment” global service action campaign during the month of April and/or plan activities in celebration of Earth Day (April 22) and UN Environment Day (June 5).
4. Promote participation in the Lions Environmental Photo Contest.
5. Encourage consideration of the environmental effects of personal and club actions.
6. Apprise club chairpersons of any imminent environmental crisis.
7. Compile and submit written report at District Cabinet Meetings.



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7. Solicit feedback on how the districts can further support their clubs in planning environmental service projects.
8. Keep the council informed of activities in the multiple district.

### FINANCE COMMITTEE

1. A proposed budget shall be prepared by the Finance Committee for the next Lions fiscal year.
2. This proposed budget shall be presented at the last District Cabinet Meeting of the year for the next Lions fiscal year. At the first meeting of the new District Cabinet, action will be taken to approve this proposed budget.
3. Members of the Finance Committee shall be comprised of the District Governor, Immediate Past District Governor, Secretary, Treasurer, all Past International Directors or sitting International Director, 1<sup>st</sup> Vice District Governor, and the District Administrator. Additional members, at the discretion of the District Governor may be appointed to help prepare this Budget.
4. Budget meetings will be held in conjunction with District Cabinet Meetings. The District Governor will convene these meetings.

### GOVERNMENT COMPLIANCE

#### General

Individual Lions Clubs, the four districts, and the Lions of Colorado MD-6 are considered to be social welfare organizations, as described in Internal Revenue Code (IRC) section 501(c)(4). Such organizations must not be organized for profit and must be operated exclusively to promote social welfare.

The five Lions entities, Colorado Lions Camp, Colorado Lions Foundation, Colorado Lions KidSight Program, Rocky Mountain Lions Eye Bank, and Rocky Mountain Lions Eye Institute Foundation are 501(c)(3) charitable organizations. In addition, several Lions Clubs within the district have formed 501(c)(3) charitable organizations. According to IRS guidance, a 501(c)(3) organization is a corporation, trust, unincorporated association, or other type of organization exempt from federal income tax under section 501(c)(3) of Title 26 of the United States Code.

Nonprofits, including 501(c)(3) charitable organizations and 501(c)(4) social welfare organizations, differ when it comes to deductions available to individuals and businesses that donate to the organization. Donations to a 501(c)(3) are entirely deductible as a charitable contribution on the donor's tax return. This benefit to 501(c)(3) nonprofits can provide a greater incentive to donors, who otherwise might not contribute. In contrast, donations made to a 501(c)(4) are generally not deductible; however, depending on the nature of the donor's business, certain contributions to a 501(c)(4) may be considered deductible as business expenses.

Lions Clubs and the Districts should not engage in political activities, as proscribed by the Lions Clubs International Code of Ethics; these activities are also not tax-deductible. Both 501(c)(3) charitable organizations and 501(c)(4) social welfare organizations must file tax returns with the IRS each year. In consequence of the Lions fiscal year (July 1 – June 30), these filings are due by November 15th, following closure of the Lions fiscal year. Both types of organizations must file the appropriate version of Form 990 each year.



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Registration with the Office of the Colorado Secretary of State is required for charities and non-profit corporations in the state. These filings must be updated each year, in the form of a Periodic Report. Filing dates are the same as IRS filing dates.

Responsibilities of the Government Compliance Chairperson:

1. Engage in an education campaign for Lions Clubs regarding their tax and registration status and obligations.
2. Monitor the tax and registration status of Lions Clubs.
3. Provide advice and guidance to Lions Clubs regarding reinstatement, when and if their status is revoked.
4. Report the status and concerns of Government Compliance to the District Cabinet at each Cabinet meeting.
5. Provide assistance and guidance for clubs needing temporary with a 501c(3) for a specific fundraising event.
6. 5. Compile and submit written report at District Cabinet Meetings.

### **INTERNATIONAL HEARING DOG (IHDI) CHAIRPERSON**

District Program Objectives:

1. Promote IHDI and make all district Lions cognizant of this District Program.
2. Coordinate with Clubs to ensure they have literature, are visiting clubs and promoting IHDI fund raisers.
3. Utilize club and district newsletters, the Mane Lioner and district activities to publicize this program.
4. Submit to the District Cabinet a request for approval of any arrangements and space at all district conventions.
5. Compile and submit written report at District Cabinet Meetings.

### **INFORMATION TECHNOLOGY CHAIRPERSON**

1. Submits a 1-year IT budget to the Finance Committee for consideration prior to the 3rd regular Cabinet meeting.
2. Acts as liaison and distributor of information between the District and LCI Information Technology Department.
3. Provides training on the use of the "MyLion Reporting System".
4. Works with Clubs to promote their programs and activities on social media.
5. Promote "Web Accessibility" for the vision impaired/blind.
6. Promote the use of Social Media platforms (Facebook, Instagram, Google+, Twitter and YouTube).

### **INTERNATIONAL RELATIONS**

1. Contact other multiple district/district chairpersons



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2. Be familiar with the Lions
3. Help establish with clubs in other countries
4. Encourage Lions to visit other clubs when traveling to other countries
5. Support International Relations Month (October)
6. Handle (in consultation with the district governor) requests for international medical assistance and international assistance programs
7. Encourage Lions to participate in activities such as an international art exhibit
8. Work with the Lions international chairperson
9. Work with youth exchange chairpersons concerning the Lions international or other Lions-sponsored international youth programs

### **LEADER DOGS FOR THE BLIND CHAIRPERSON**

1. The District Governor shall submit in writing to the State Council Chairman the name of his/her representative to serve on this committee on or before the first regular meeting of the State Council.
2. The Chairperson shall work with the Lions Clubs within the District and the 1<sup>st</sup> Vice District Governor.
3. The Chairperson shall serve as a liaison between the District Cabinet and the Leader Dogs for the Blind office in Rochester, Michigan.
4. Shall make quarterly reports to the District Cabinet regarding current activities and donations to Leader Dogs for the Blind.
5. Shall provide articles about Leader Dogs for the Blind for publication in the District newsletter, web pages and social media.
6. The Chairperson shall make information available to prospective students for Leader Dogs for the Blind.

### **LIONS ALERT CHAIRPERSON**

The District Governor appoints a Lion to the position of district Lions ALERT chairperson. This Lion should fulfill the following criteria:

1. Willingness to organize a Lions ALERT plan in the event of a local emergency.
2. Understanding of program parameters.
3. Knowledge of Lions ALERT program resources.
4. Ability to cooperate with local emergency assistance resources.
5. Ability to mobilize a Lions ALERT team after an emergency has occurred.
6. Understanding of Lions Club International Foundation (LCIF) resources.

Responsibilities:

1. Familiarity with Lions ALERT program resources including the Lions ALERT guide (IAD911) and the four (4) checklists:



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- a. How to Develop a Lions ALERT Plan
  - b. Disaster Relief Opportunities
  - c. Personal Safety Checklist
  - d. After a Disaster Occurs
2. Ability to work with local authorities in the development of a Lions ALERT plan After an Emergency Occurs.
3. District Lions ALERT chairperson responsibilities
- a. Serve as the central figure in implementing the district Lions ALERT plan. Communicate with club, District, and multiple district leaders as well as outside agencies about the situation and the capabilities of the Lions ALERT Team.
  - b. Assist Multi-district when implementing a Lions ALERT plan.
  - c. Encourage clubs to work together in the event of a natural, man-made, or healthcare emergency.
  - d. Remind Lions ALERT team members to comply with safety regulations.
  - e. Work with the public relations chairperson to submit Lions ALERT news and photos to local media.
  - f. Remind Lions to use Lions-logo signs and wear Lions-logo apparel when serving as members of a Lions ALERT team.
4. District Lions ALERT Chairpersons are responsible for rewarding Team Members with Lions ALERT Awards
- a. The Lions ALERT Banner Patch Award is available to any club, district, or multiple district that submits a Lions ALERT Plan to Lions International Headquarters.
  - b. Downloadable Certificates of Appreciation are available for presentation to Lions ALERT team members.

### **LIONS SERVICE FOR YOUTH**

Organize service projects and activities for underserved children in the district. Motivate clubs to undertake service projects that:

1. Support efforts that aim to improve the lives of children and adolescents living in adverse circumstances.
2. Provide programs and assistance to underserved children, such as: health screenings, provision of eyeglasses, hearing aids, or assistive technology to improve literacy, summer reading programs, immunizations, toy and clothing collections, school lunch and community feeding programs, support of recreational camps and sporting events for children with disabilities, and participation in global missions.
3. Provide programs and assistance to children and youth in support of other needed services as determined by individual clubs.

The Lions Service for Youth D 6-NE chairperson is appointed by the District Governor.

### **NEW CLUB DEVELOPMENT TEAM**

We serve. We have more volunteers in more places than any other service organization in the world.



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Since 1917, Lions clubs have offered people the opportunity to give back to their communities and help those in need. Whenever a Lions club gets together, problems get smaller, and communities get better. That's because we help where help is needed – in our own communities and around the world – with unmatched integrity and energy.

Organizing a new Lions club gives more people the chance to make a difference, assist those in need and introduce new projects to local communities. There is no limit to where or how many community-based clubs can be formed. Where there is need, a Lions club can help. Over the years, as community needs have increased, Lions have broadened their focus toward humanitarian efforts. Each Lions club is autonomous, and therefore may choose projects and activities that fit the lifestyles of its members and impact the community the greatest.

The Global Membership Team Coordinator is the Chair with District Lion Club members working to inform communities of opportunities to form new clubs. All leads and ideas for helping build new clubs should be directed to the GMT for follow up. Each opportunity needs to have a plan put forward on how best to strategically move forward with friend building, educating, and chartering a new club.

### PEACE POSTER CONTEST

The District Peace Poster Chairperson coordinates efforts with the Multi-District Peace Poster Chair. Communicate to the club chairs, who you are and that you are available to them should they need any assistance. Make sure they understand that there are rules and conditions that must be adhered to.

Once you receive the posters from the clubs, you must have them judged. You should have at least 2 to 3 judges to look at each of the club winning posters and determine if they have followed all the rules set forth (contest rules and conditions can be found on the LCI website). Judges should have some background in art, such as an art teacher, media or an artist and they should not have any affiliation with the students or schools that have participated.

The winner must be the one that best depicts the Expression of the Theme, Artistic Merit and Originality. These are the three criteria that are used at all levels of judging. May the best poster win! Timeline depicted below:

January 15: Kits go on sale from Club Supplies at LCI

October 1: Deadline to purchase kits from LCI

November 15: Postmark deadline for a club to send 1 winning poster to district chair

December 1: Postmark for district chair to send 1 winning poster to state chair

December 15: Postmark deadline for state chair to send one winning entry to the Public Relations Dept at LCI

February 1: International winners are notified by this date

### POLICY MANUAL

The policy manual chairperson shall:





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1. Review and update the D6NE Policy Manual that sets forth the policies and requirements of the Lions District Cabinet by defining the operation and the duties of the District Governor, D6NE Administrative, Cabinet Secretary and Treasurer, and all other elected, and appointed positions.
2. Be responsible for making sure the District Policy Manual has the latest descriptions of committees and groups that from time to time may be organized and appointed by the District Cabinet to carry out necessary functions of the District.
3. Be responsible for making sure the District Policy Manual sets forth time schedules for putting out the necessary information, such as preliminary and follow-up information, to ensure that such information is given to the proper persons or committees.
4. Be responsible for writing the job descriptions for any additional committees and same shall, upon the approval of the District Cabinet, become part of the D6-NE Policy Manual.
5. It will be the duty of subsequent committees to review this manual annually and recommend revisions or additions to the District Cabinet.

### PROTOCOL

Within Lionism, protocol is the act of doing things proper and treating your guests in a courteous manner. Advanced planning is critical if we are to create a dignified image in the eyes of all attending a particular function. If we achieve this atmosphere, we will surely create the desire on the part of our guests to return to our future events.

Protocol within Lionism is designed to eliminate confusion regarding the proper recognition of dignitaries from within the organization, as well as those from outside the organization. Whether for purposes of introduction or head table seating, it provides a simple and definitive answer to the question of "Who comes first?" Obviously, local traditions or customs should always be taken into consideration when determining the order of precedence for introductions of non-Lion dignitaries.

However, as a general rule for introductions of Lions officials, we begin with the lowest ranking persons to the highest ranking.

Chairperson duties include:

1. Serve as the primary advisor to the District Governor on all matters of Lions protocol.
2. Provide head table seating arrangements for all District functions, including the D 6-NE Convention. When there is insufficient space (do not overcrowd) to accommodate all, reserved tables may be deemed appropriate.
3. Ensure that the U.S. flag is placed to the right of the speaker.
4. Ensure that any Lions banners that are to be displayed are behind the head table and that they DO NOT in any way obscure the U.S. flag.
5. Where possible, and when appropriate, secure place cards for use at the head table and any reserved tables that may be necessary to accommodate the distinguished guests.
6. When requested, provide the names and Lion titles of all who may be expected to be introduced or



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recognized during an event.

7. If names of individuals to be recognized are difficult to pronounce, make sure that the person who is expected to make the introduction is fully aware of the proper pronunciation.

8. Provide protocol assistance to clubs within the District, when requested.

9. When the District Governor makes his/her an official visit to a club within the District, He/she IS the program. It is considered a serious breach of protocol to schedule any other program.

10. The club should appoint a specific member, usually a PDG or a Past President of the club, to serve as the host during the DG's visit.

11. It shall be the responsibility of the host to introduce the DG to as many club members as possible and to otherwise keep the DG "occupied" during the period preceding the actual meeting.

12. The DG is always seated at the head table with the club president and other club and/or district officials.

13. The DG is not introduced until he/she is expected to speak.

14. The introduction of the DG shall be made by the club president or, if considered appropriate, by the ranking Lions official in attendance. The introduction should be brief in order to avoid "stealing" the time allotted for the program.

15. Although the DG is always considered a guest of a club and is not expected to pay for meals, it is recognized that local custom may dictate that other District officials shall be expected to pay. To avoid any embarrassment, it shall be the policy for all other District officials to offer to pay.

16. The DG is expected to meet briefly with the club's board of directors, immediately following the regular meeting. At this time, it is appropriate to question the DG on any and all matters under his purview, district matters, MD or constitutional areas, irrespective of local custom. The principal speaker should acknowledge all dignitaries present.

17. Develop a succession mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

### **PUBLIC RELATIONS AND MARKETING**

This chairperson is responsible for providing guidance and support to club Public Relations Chairpersons, publicizing District activities to the community and informing Lions of District activities. It is suggested that a Past District Governor serve in this position. This function is split between a Chair and Associate Chair.

#### **Duties of the Chair include:**

1. As the District's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons. This will be accomplished by giving presentations to clubs or at the District Governor's discretion a group presentation at specified venues.

2. Handle the public relations for the District, including news releases to all media.

3. Motivate clubs to promote continuous public relations programs in each community, including local



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newspapers, newsletters, and local radio stations.

4. Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication.
5. Encourage representation at the District Convention.
6. Assist Club Public Relations Chairpersons with presenting relevant information about association programs.
7. Provide advance notice to clubs of the District Governor's visit with biographical information and photographs. This has traditionally been handled by Region/Zone Chairs, but information can be disseminated as requested.
8. Arrange publicity for visits of International Officers, Directors, and other dignitaries within the District.
9. Store and account for District-owned property such as publications, audio/visual materials, etc.
10. Inform Club Public Relations Chairpersons that they are responsible for erecting and maintaining Lion highway signs at entrances to communities.
11. Check for available Grants to help with District Public Relations efforts.
12. Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Director.

### **Duties of the Associate Chair include:**

1. Assist with creating a District wide public relations outline for clubs to emulate.
2. Create sample media kits to be available on the web.
3. Help to ensure brand continuity by creating and sending out information on branding and checking to see if all district clubs are in compliance by the end of the first quarter of each new Lions year.
4. Create a District wide media database that can be put onto the District website. This will take time and should not be expected to be an immediate usable function.
5. Create a standard SWOT (Strengths, Weaknesses, Opportunities, and Threats) Club evaluation form for distribution.
6. Work with other chairs to put together one-page information sheets to be available on the website. (Addressing items such as protocol and District wide responses to things such as Haiti relief or local emergency responses).
7. Be available to assist in answering questions on how to implement a public relations plan.
8. Conduct seminars yearly on PR and the importance of Branding.
9. Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Associate Chair.

### **VISION**



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The Vision Committee provides information and assistance to Lions across the district about issues related to blindness and low vision. The primary purpose and goals for this are as follows:

1. Research, write, and submit articles to the monthly District newsletter, quarterly "Mane Lioner" Magazine, club and district web sites to:
  - a. Educate Lions about what blindness is and is not
  - b. Discuss society's myths, discrimination, prejudices, and misunderstandings about blindness
  - c. Introduce Lions to successful blind/low vision persons in Colorado
  - d. Inform Lions about statewide resources and organizations serving blind/low vision persons
  - e. Help Lions assist local community residents who are losing, or have lost, their eyesight
2. Provide information, resources, and suggestions as needed for local club blindness and low vision projects.
3. Work with and advise the Cabinet on blindness and low vision matters when requested.
4. Assist and advise clubs requesting information for members of their communities wanting help in securing assistance with vision related surgeries.

### DISTRICT CONVENTION COMMITTEES

The membership of the respective Committees for the district convention shall consist of those Lions designated by the District Governor to serve on each Committee.

The following are the Committees for the District Convention:

1. **RULES COMMITTEE:** This Committee outlines the Rules of Procedure which shall govern the Convention at the opening session. In the absence of a ruling by the Committee, Robert's Rules of Order, newly revised shall govern. The Chairperson of the Rules Committee, when called upon for his/her report, reads the Rules which the Rules Committee proposes be adopted for governing the Convention. He/she then makes the following motion: "Lion Chairperson, I move the adoption of these Rules of Procedure."

The following are suggested Rules:

- a. **ORDER OF BUSINESS:** The regular order of business, as shown on the program, will be strictly adhered to and new business will be in order each session only at the conclusion of the regular program.
- b. **RESOLUTIONS:** Resolutions are not to be read from the floor. All resolutions must be type-written on one side of the paper and delivered to the Chairperson of the Resolutions Committee.
- c. **SPEAKERS:** No person, exclusive of those who have been assigned set speeches and discussions, shall be allowed to speak more than twice, nor shall he be permitted to speak more than three (3) minutes each time on any subject, without the consent of the Convention Committee.
- d. **VOTING:** On all matters presented, each chartered Club in good standing in the District, shall be entitled in this Convention to one (1) voting delegate and one (1) alternate, who must be present in person, for each ten (10) members of said Club, or major fraction thereof, as shown by the records of



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the International Office on the first day of the month last preceding that month during which the Convention is held. The major fraction referred to in this section shall be five (5) or more members.

Each delegate upon surrender of his certified credential card shall be entitled to one (1) ballot.

2. CREDENTIAL COMMITTEE: This Committee is composed of the District Governors of the State and their Cabinet Secretary. The Chairperson may appoint from the regular members of the Committee, with the approval of the members of the Committee, a Co-Chairperson whose duty it is to compile the Credential statistics and report same to the Convention when the Report of the Credential Committee is called for as scheduled on the Convention program.

The Credential Statistics include:

1. Total number of delegates registered and certified.
2. Total number of alternates registered and certified

A Credentials booth shall be set up in the headquarters hotel lobby or any other place designated for registering. This may be in the form of a table which is long enough to seat one (1) member of the Credentials Committee from each Zone in the District. The District Secretary should be in attendance at all Convention sessions with his/her Credential records to certify the Clubs which are in good standing. The Cabinet Secretary will have a record sheet for each Club in his/her district on which is shown the number of Delegates and Alternates to which that Club is entitled, and on which may be written the names of the Delegates and Alternates as they have their Credential Cards certified.

3. RESOLUTIONS COMMITTEE: It is the duty of this Committee to receive, analyze, and re-draft, if necessary, all resolutions designated to come before the Convention. All such resolutions must be presented to the Resolutions committee in writing before presentation to the Convention. The Committee selects those resolutions which it deems should be presented to the Convention, and at the time the Committee is called upon to make its report, it presents said resolutions. Provided, however, resolutions shall not alter or amend Policy as approved by the District Cabinet and set forth in this Policy Manual. It is also the duty of this Committee to draft, certain resolutions, such as those thanking the Mayor or the Host City, the Press, the Host Club, the Past District Governors, and other who assisted with the successful handling of the Convention. In the event this Committee deems it inadvisable to present a proposed resolution to the convention, it shall immediately so notify the delegate from whom the resolution was received.

4. DISTRICT NOMINATIONS COMMITTEE: (For the Convention City two (2) years hence.) The District Nominations Committee receives the names of the Cities bidding for the next available Convention. It shall consult with the District Cabinet in connection with the cities bidding for the next available convention, to determine whether they are qualified to bid, as specified in Section 2, Article VII of the District Constitution.

When called upon at the Convention session, the Chairperson of the District Nominations Committee reports to the Convention the names of the qualified cities bidding for the next available Convention.

5. CONSTITUTION AND BY-LAWS: The function of this Committee shall be the same as set forth in the District Constitution and By-Laws and this Policy Manual under "Constitution and By-Laws Committee".



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6. ELECTIONS COMMITTEE: The duty of this Committee is to take complete charge of the balloting at the Convention, counting the votes, and announcing to the Convention the results of the voting.

a. Immediately after the nominations for (1) the next Convention City, (2) International Officers, and (3) other legal nominations are closed, the Election Committee shall deliver to the District Cabinet Chairperson the names, in writing, of all qualified nominees.

b. On the day of voting, the Committee must be at the location designated for voting, and check to see that all necessary equipment, including ballots, ballot boxes, pencils, tables, etc. is on hand and in readiness before the hour set for voting to begin. Voting shall be by secret ballot. Only delegates with Delegate Credential Cards properly certified by the Credentials Committee are entitled to vote. When the delegate arrives to vote, he hands to a member of the Elections Committee his credential card and that member of the Committee checks to see that the card is properly certified. The ballot must be closely guarded, and no one shall be issued a ballot except Delegates who surrender their properly certified credential cards. The Delegate is then handed a ballot and his/her credential card is stamped "voted" and placed in a file, which file for each Club is turned over to the District Secretary for future use in case of problems. The poles must open and close at specified hours. At the time specified for the voting to cease, the Elections Committee shall proceed to the Convention session and, when called upon by the presiding officer, the Committee shall make its report on the results of the voting. No Committee member shall divulge or release the results of the voting prior thereto.

7. TAIL TWISTERS: The Tail twister shall keep harmony, good fellowship, life and enthusiasm in the meeting. He shall collect fines from the members and there shall be no ruling from his/her decision in imposing a fine. The Tail twister may not be fined except by the unanimous vote of members present. He/she shall also promote fun and laughter at the meeting by the inauguration of appropriate stunts and games. All monies collected by the Tail twister shall be immediately turned over to the District Treasurer and a receipt taken thereof.

8. SERGEANT-AT-ARMS: The Sergeant-at-Arms inspects the convention hall and sees that everything is in readiness for the sessions; assists the presiding officer in keeping order, calling sessions to order, during the sessions and closing them; cooperates with the Election Committee in keeping order while balloting is taking place. At the Convention sessions, the Sergeant-at-Arms and assistant Sergeant-at-Arms are stationed at the doors to the convention hall to receive wires, messages and inquiries, and to see that only those properly qualified are admitted to the Convention sessions. It is also his duty to see that all ushers receive proper instructions, and that they perform the duties assigned to them, such as properly seating all delegations, distributing the song sheets, etc. It is the duty of the Sergeant-at-Arms to instruct the assistants in their duties and to see that they properly carry out the duties assigned to them at the District Governors' Banquets.

9. CONVENTION EVALUATION COMMITTEE: The Evaluation Committee will evaluate the Convention as to what comments they heard, favorable and unfavorable. They will make recommendations as to how the Convention could be improved, taking each part of the convention and making recommendations that this part of the program be eliminated altogether or be eliminated and replaced. It is important that the Evaluation Committee meet with the Convention Committee and go over all phases of the Convention regarding recommendations.



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10. PARLIAMENTARIAN: There shall be only one (1) Parliamentarian appointed by the District Convention Chairperson and approved by the District Cabinet. The Parliamentarian shall rule on all matters which may be controlled by the District Constitution and By-Laws and, if not so controlled, then under Robert's Rules of Order.

### **USED EYEGLASS PROGRAM**

The Used Eyeglass Program Chairperson shall:

1. Stay in close contact with the Sterling Lions Club who does the majority of work needed to make this program successful. Help the clubs with problem solving and planning for any needed changes to our program. Responsible to ensure the Sterling club:
  - a. Receives the eyeglasses from the district clubs and feeds them into the process when needed.
  - b. Helps with the pickup of used eyeglasses from locations in the district.
  - c. Provides off-site storage of glasses if needed.
  - d. Arranges the sorting to get rid of all the unusable material.
  - e. Arranges transport or transports the glasses to and from the Sterling Correctional Facility.
  - j. The Sterling club sorts the processed glasses by prescription and puts them in storage to be distributed to the mission groups.
2. Keep the clubs Used Eyeglass chairs informed of things they should be aware of for this program. This includes Cabinet meeting details in the committee report as well as items from our State Office, and anything new from LCI.
3. Write a report to the D6-NE Cabinet for each of the council meetings to include a profit and loss statement.
4. Write articles for the District newsletter and Mane Lioner about the Used Eyeglass program.
5. Arrange club drop off locations for glasses and schedule a pickup to get these glasses to Sterling.
6. Represent and promote the Used Eyeglass program at District meetings and convention.
7. Build and show the Used Eyeglass display at Lions conventions.
8. Order equipment and large quantity supply orders for the program.
9. Speak at Lions club meetings about the Used Eyeglass program.

### **WEBMASTER**

Webmaster's duties include:

1. Develops and maintains district website and computerization goals for the district.
2. Actively assists Club IT Chairpersons with the computerization of district and club administration with a constant eye toward program compatibility.
3. Acts as a website consultant for Multi-District IT Chairpersons, when requested.



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4. Actively solicits information, announcements and articles from MD Council and Chairpersons for posting on District website.
5. Provides training on the use of LCI Membership Reporting System and website navigation.
6. Works with d 6-NE Chairpersons to promote their programs and activities on the website.

### YOUTH CAMP & EXCHANGE

The Youth Camp & Exchange Chairperson shall be appointed by the District Governor with the approval of the District Cabinet. The Lions International Youth Camp and Exchange (YCE) Program is life changing. Participants have a unique cultural learning experience whether in their own country or traveling to another, living with a host family, and taking part in a camp.

#### General Types of Youth Exchanges

1. Youth Exchanges can be arranged in hundreds of countries where there are Lions clubs. Most exchanges last between 4-6 weeks during which the participants (ages 15-21) stay with one or more host families in another country. Participants experience life as part of their host family.
2. Youth Camps are 1-2 weeks long and bring together young people (ages 16-22) from around the world. Camps usually include a family stay that lasts between 1-4 weeks. More than 100 Lions camps are held each year in about 39 countries. Activities include visits to places of cultural or natural interest, sporting events and country presentations by the camp participants of cultural or natural interest, sporting events and country presentations.

Around the World each year, the Lions International Youth Camp and Exchange Program introduces young people to life in other cultures by helping them travel abroad. Each Youth Camp and Exchange includes an extended stay hosted by one of our many international clubs.

#### How the Youth Camp and Youth Exchange Program Works

1. The success of the Youth Camp and Exchange Program is the result of cooperation among many people.

The program begins when:

- a. A young person requests sponsorship from a local Lions club to become a Lions youth camp or youth exchange participant
  - b. A Lions club seeks young people to participate in their youth camp and exchange program.
2. Participation in the YCE program is open to all young people who are:
    - a. The appropriate age
    - b. Sponsored by a Lions club
    - c. Capable of representing their sponsoring Lions club, community, and country
    - d. Willing to accept the customs of another culture

#### Youth Exchange





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Being involved in an international cultural exchange program is exciting, and Lions want to make the experience as rewarding and interesting as possible. That is why exchange participants are encouraged to attend an orientation arranged by the sponsoring Lions club.

The orientation session is meant to help prepare you for one of the most exciting experiences of your life, and to answer any questions you may have about the exchange program. Topics can include:

- |  |                  |
|--|------------------|
| 1. Cultural tolerance  | 6. Travel        |
| 2. Cultural adaptation (including host family relations)                         | 7. Passports     |
| 3. Host family role  | 8. Visas         |
| 4. Rules and logistics, along with other pertinent information about Lions clubs | 9. Immunizations |
| 5. Role of sponsor Lions club and host Lions club and districts                  | 10. Insurance    |
|  | 11. Money        |

According to Lions Clubs International Board Policy, the following insurance requirements must be met:

1. It is the responsibility of the sponsor Lions club to verify or ensure that the Youth Camp and Exchange applicant has adequate medical, life, personal property and liability insurance to cover any and all contingencies during the entire duration of the exchange visit, including all travel time. Information on the amount of coverage considered necessary shall be obtained from the hosting Lions and/or competent insurance representative.
2. Sponsor Lions shall furnish satisfactory proof of insurance coverage to host Lions for participant before their acceptance. This may be communicated through the Youth Camp and Exchange chairperson.
3. Prior to the exchange, the applicant's parents, or guardians (if a minor) must sign a statement releasing Lions clubs, club members, districts, multiple districts and Lions Clubs International from liability. The sponsor Lions club should have this indemnity agreement prepared by a local attorney.
4. The host Lions shall have the option of requiring any inbound exchange participant to subscribe, at the participant's own expense, to medical, life, personal property, liability, or other type of insurance, as deemed appropriate by the host Lions, to cover the duration of the camp and/or exchange visit, regardless of whether said youth is already insured under a policy issued in the youth's home country.
5. Lions host families need insurance as well. Lions-approved host families can be officially designated as "volunteer workers" by the Lions club. When the names of official host families are added to the Lions clubs' meeting minutes, then the Lions club can provide a basis for establishing the host families as "additional insured's" for general liability coverage.

Review the Request for Certificate of Insurance to access information on the association's General Liability Insurance Program and note it in club meeting minutes; then the Lions club can provide a basis for establishing the host families as "additional insureds" for general liability coverage.

### **Lions of Colorado YCE Programs**



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The Lions of Colorado typically engage in three types of YCE programs, including:

1. A program wherein youths (ages 16-21) from other countries come to Colorado in the summer to spend two weeks with a host family and then attend the International Camp at the Colorado Lions Camp. This camp is typically at the end of the Camp's regular season for handicapped campers.
2. A program wherein Colorado youths, sponsored by a MD-6 Lions Club, attend an International Camp in another country.
3. A program wherein youths from other countries spend 2-3 weeks in the winter with Colorado Lions host families; this is during the youths' summer break. Youths in this program are typically from countries south of the equator.

### **Youth Camp & Exchange Chairperson Responsibilities**

Responsibilities and duties of the **Multi-District Youth Camp & Exchange Chairperson** include:

1. In accordance with the provisions of Item 8 of the State Council Chairperson section of the Policy Manual, ensure that the name of the Multiple District 6 Youth Camp & Exchange Chairperson is sent to Lions International as soon as appointed for inclusion in the International Directory.
2. As a part of planning for an International Camp at the Colorado Lions Camp the following summer, coordinate with the Camp Director in September in regard to schedule, costs, activities, and other relevant matters; forward this information to Lions International for inclusion in the world-wide LCI camp directory.
3. Determine whether there will be a winter-time Youth Exchange; if so, plan and organize the exchange.
4. Inform all Lions Clubs and districts within MD-6 of YCE programs available to Colorado students, as well as programs involving international students coming to Colorado; a key to the latter is arranging host families to support international students while in Colorado.
5. Arrange for host families for international students attending exchange programs in Colorado.
6. Coordinate youth exchanges with Lions counterparts in other countries; this is needed in the springtime, in order to allow adequate time for planning, applications, and other related matters
7. Encourage Colorado students to apply for attendance at Lions Camps in other countries, to include stays with host families; plan and organize such activities.
8. Communicate on a timely basis with the Camp Director, Colorado Lions Camp, in regard to planned attendance at International Camp at the camp; this typically involves 24 campers and requires significant advance planning.

Responsibilities and duties of the **District Youth Camp & Exchange Chairperson** include:

1. In coordination with the Multi-District Youth Camp & Exchange Chairperson arrange for host families for international students attending exchange programs in Colorado.
2. Inform all Lions Clubs in the district of YCE programs available to Colorado students, as well as programs involving international students coming to Colorado; a key to the latter is arranging host families to support international students while in Colorado.



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3. Encourage Colorado students to apply for attendance at Lions Camps in other countries, to include stays with host families; plan and organize such activities.

### YOUTH SPEECH CONTEST

#### MISSION STATEMENT:

1. Provide an opportunity for public speaking on a subject of interest to contestants and American people.
2. Provide a vehicle for youth and members of Lions Clubs to interact in the community.
3. Stimulate self-expression and independent thinking.

#### SPONSORSHIP:

1. Lions Clubs agree to extend to the participating students their fullest cooperation. Individual clubs agree to provide for the requirements and welfare of any student whom they may be sponsoring when the student appears in a Club, Zone, Region, District and State Competition.

#### TOPIC:

1. The topic shall be chosen by the chairperson or by a committee (as the program grows) with a different topic each year.

#### ENTRANTS:

1. The contest is open to any student of high school age.
2. Entrants must submit a written manuscript of their speech to the sponsoring Lions Club prior to the first competition; the SAME SPEECH MUST BE USED for all competitions.
3. This written manuscript must be given to the District 6NE Speech Chairperson prior to the District 6NE Contest.

#### TIME LIMITATIONS:

1. Contestant's speech should last not less than five (5) minutes and no longer than seven (7) minutes.

#### JUDGING

1. Three (3) judges will score the competition.
2. Lions shall not be a judge above the Club level when their Club's winner is a participant.

#### DISQUALIFICATION:

1. Failure to comply with the General Instructions are grounds for disqualification.



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2. Additional grounds include the use or display of props, the use of uniforms or any other form of identification to obtain an unfair advantage of the publication of the speech in local media, etc. prior to the contest, or if the SAME SPEECH is NOT used throughout the competition.

### **PRIZES:**

1. Each Lions Club participating in the Contest will decide the prizes for their contestants.
2. The District will decide the prizes for their district contestants.
3. The State Council members will decide the multiple district prizes.
4. Second place will advance if first place cannot continue.