

# THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

DISTRICT 22- W

## POLICY AND PROCEDURE MANUAL



Approved August 9, 2014

## FOREWORD

This reference book is a composite of responsibilities and obligations for those who serve as a District Governor and on the District Governor's Cabinet for Sub-District 22-W in Multiple District 22 of Lions Clubs International. The policies are either dictated constitutionally or are a continuation of an acceptable procedure that has become a tradition by continued usage.

In accordance with procedures adopted in 1988-89 to enlighten the newly elected District Governor and the Cabinet, a committee composed of the current and Past District Governors and other officers was formed to provide guidance, resulting in the District 22-W Policy and Procedure Manual adopted April 14, 1989. The revisions herein were submitted by the Long-Range Planning Committee and were adopted by the Voting Cabinet on:

February 9, 2003

February 5, 2006

March 31, 2007

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August 9, 2014

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## OBJECTIVES

### District 22-W Constitution

#### Article II

Section 1. The object of this Constitution and By-Laws is to provide an administrative structure with which to advance the purposes and objectives of the International Association of Lions Clubs in District 22-W.

The Governor and the Cabinet have designated obligations and responsibilities with specific authority as outlined in the Constitution and By-Laws that should not be taken lightly. Some of the objectives assigned to the Governor and the Cabinet are:

- Liaison with Lions Clubs International Headquarters
- Liaison with the Multiple District Council of Governors
- Formation of the district cabinet and committees and providing direction and supervision for proper discharge of duties
- Unification of Regions, Zones and Clubs to support District identity and esprit de corps
- Provide and maintain financial management of the District funds

The Governor is ultimately responsible for everything that goes on during the year. Lions Clubs International provides the District Governor with all the tools needed to organize the Sub-District. Multiple District 22 holds a Candidate School. It is recommended that the First and Second Vice District Governors, the Cabinet Secretary and the Cabinet Treasurer attend this school. District 22-W holds training sessions for Region and Zone Chairpersons and Club officers.

## **RESPONSIBILITIES**

### **District Governor**

The District Governor's general duties are outlined in Article X, Section 2(a) of the International Association of Lions Clubs' By-Laws and in Article II, Section 2 of the District 22-W By-Laws.

The District Governor should

- 1) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
  - a. Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
  - b. Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
  - c. Collaborate with the multiple district's Global Action Team
- 2) Promote the Lions Clubs International Foundation and all service activities of the association.
- 3) Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- 4) Promote harmony among the chartered Lions clubs.
- 5) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in the district constitution.
- 6) Ensure that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- 7) Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.
- 8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- 9) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- 10) Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.
- 11) Further the purposes of this association.
- 12) Oversee the Global Membership Team at the district level and inspire other district officers to actively support membership growth and new club organization.
- 13) Oversee the Global Leadership Team at the district level and inspire other district officers to actively support Leadership development at the district level.
- 14) Make Cabinet appointments as early as possible
- 15) Advise appointees of potential cost of serving
- 16) Prepare budget items for submission to the Finance Committee by June 15 of the year elected to the office.

- 17) Formulate and document in writing programs and policies as early as possible for the coming year.
- 18) Set up contest rules/or guidelines and see that they are developed with care and properly adhered to.
- 19) Hold an informal meeting with the voting cabinet prior to the first cabinet meeting or as early as possible.
- 20) Set the dates, times and places for all cabinet meetings to be held during the fiscal year.
- 21) At the first cabinet meeting explain the voting and management duties.
- 22) Assure that a current itemized statement of receipts and expenditures is submitted at each district cabinet meeting to the members of the cabinet and make such reports available to any club in the district that may have a justifiable reason for seeing such a statement.
- 23) Publish a district directory (roster book) to be distributed by the first cabinet meeting. Accuracy, when it comes to names, addresses, phone numbers, dates and times, is imperative.
- 24) Ensure that all major expenses of the district are based on the comparison of at least two qualified bids subject to approval by the voting cabinet in accordance with the Constitution and By-Laws
- 25) Hold a transfer meeting with outgoing and incoming Cabinet Officers as soon as possible after the election.
- 26) Ensure that at least \$500 is transferred to the incoming administration within fifteen (15) days of the close of the District Convention.
- 27) Make sure that the outgoing administration has turned over the remaining district funds available for use by the new cabinet no later than the week of August 15.
- 28) Appoint one three-year Director to the Kusiak Lions Youth Foundation, Inc. by May 15 after seeking advice of the Honorary Committee.
- 29) Submit final report by first cabinet meeting of next administration.
- 30) Distribute copies of the District Policy and Procedure Manual adopted as a guide by Voting Cabinet during their term of office and post on district web site.
- 31) Appoint, designate the Chairperson of, and fill any vacancies on committees formed to promote the objects and purposes of this District, the Multiple District, and Lions International. These committees shall perform such duties as the District Governor shall designate.
- 32) The District Governor shall name Chairpersons to council designated committees to carry out the work of the Council including the conduct of the Multiple District Convention.
- 33) The District Governor will name District Lions to membership on the various Multiple District Committees as required by the Council of Governors.
- 34) Make sure the outgoing governor finalizes all reports according to the Constitution and By-Laws before signing the 100% District Governor's form.

## **First Vice District Governor**

The First Vice District Governor's general duties are outlined in Article X Section 2(b), of the International Association of Lions Clubs' By-Laws and Article II, Section 4 of the District 22-W By-Laws.

The First Vice District Governor, subject to the supervision and direction of the District Governor, should

1. Further the purposes of this association.
2. Perform such administrative duties assigned by the district governor.
3. Perform such other functions and acts required by the International Board of Directors.
4. Participate in the cabinet meetings and conduct meetings in the absence of the district governor and participate in council meetings as appropriate.
5. Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
6. Conduct club visitation as the representative of the district governor when requested by the district governor.
7. Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district.
8. At the request of the district governor, supervise other district committees.
9. Engage actively in all matters to be continued during the next year and participate in the planning of the next year including the district budget.
10. Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
11. Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as first vice district governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.
12. Serve as the key District Governor Team liaison to the Global Membership Team and take an active role in membership growth, extension of new clubs, and ensuring existing club success within the district.
13. Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.
14. Serve as a voting member of the district cabinet and attend as many of the four cabinet meetings as possible and give a report on the status of their work as Vice District Governor.

The First Vice District Governor will not be reimbursed by the International Association of Lions Clubs for travel or per diem expenses. (See Financial Section for District Funding)



## **Second Vice District Governor**

The Second Vice District Governor's general duties are outlined in Article X, Section 2(c) of the International Association of Lions Clubs' By-Laws and Article II, Section 5 of the District 22-W By-Laws.

The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

1. Further the purposes of this association.
2. Perform such administrative duties assigned by the district governor.
3. Perform such other functions and acts required by the International Board of Directors.
4. Participate in the cabinet meetings and conduct meetings in the absence of the district governor and first vice district governor and participate in council meetings as appropriate.
5. Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
6. Conduct club visitation, as the representative of the district governor, when requested by the district governor.
7. Assist the district governor and first vice district governor in planning and conducting the annual district convention.
8. Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
9. Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
10. At the request of the district governor, supervise other district committees.
11. Serve as the key District Governor Team liaison to the Global Leadership Team and actively participate and inspire other district officers to administer and promote effective leadership development.
12. Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
13. Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
15. Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
16. Serve as a voting member of the District cabinet and attend as many of the four cabinet meetings as possible and give a report on the status of their work as Vice District Governor.

## **Cabinet Secretary**

The Cabinet Secretary's general duties are outlined in Article X Section 2(f) of the International Association of Lions Clubs' By-Laws and Article II, Section 6 of District 22-W By-Laws.

The Cabinet Secretary should

- (1) Further the Purposes of this association.
- (2) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
- (3) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
- (4) Attend all cabinet meetings and make reports to the cabinet as the district governor or cabinet may require.
- (5) Serve as District 22-W Registration Chairperson at the Multiple District 22 Convention.
- (6) Deliver, in a timely manner, at the conclusion of his/her term in office, the general records of the district to his/her successor in office.
- (7) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

## **Cabinet Treasurer**

The Cabinet Treasurer's general duties are outlined in Article X, Section 2(f) of the International Association of Lions Clubs' By-Laws and Article II, Section 6 of District 22-W By-Laws.

The Cabinet Treasurer should

- (1) Further the Purposes of the association.
- (2) Mail the proposed budget to the voting cabinet two (2) weeks prior to the first cabinet meeting.
- (3) Collect the stipulated per capita dues from clubs in the District.
- (4) Deposit funds in such bank or banks as are designated by the Cabinet.
- (5) Disburse funds only on authorization of the District Governor's Cabinet.
- (6) Give bond for the faithful discharge of duties in an amount set by the Cabinet.
- (7) Attend all cabinet meetings and make reports to the cabinet as the district governor or cabinet may require.
- (8) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
- (9) Submit a semi-annual financial report to the Cabinet and such other special reports as requested by the Cabinet.
- (10) Keep accurate books and records of account and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose.
- (11) Submit books and accounts for audit/review no later than August 15<sup>th</sup>.

- (12) Transfer at least \$500 to the incoming administration within fifteen days of the close of the District Convention.
- (13) Transfer all remaining funds and records that pertain to the office into the hands of his or her successor no later than the week of August 15.
- (14) Assist newly appointed District cabinet Treasurer in preparing incoming budget.
- (15) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.

### **District Global Action Team**

Chaired by the district governor and includes the GMT district coordinator, GST district coordinator and GLT district coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's Global Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

### **Global Service Team (GST) District Coordinator**

The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities.
- (c) Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- (d) Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- (h) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

- (i) Serve as a voting member of the District cabinet and attend as many of the four cabinet meetings as possible and give a report on the status of the GST in the district.
- (j) Submit a written report to the Cabinet Secretary at least two weeks prior to each of the four cabinet meetings, or when requested.

### **Global Membership Team (GMT) District Coordinator**

GMT District Coordinators and other team members are appointed by the District Governor, in consultation with the GMT Multiple District Leader and First and Second Vice District Governors. GMT-D member responsibilities include setting membership goals, implementing action plans, and communicating the goals and plans to the GMT multiple district coordinator. The GMT-D, comprised of a District GMT Coordinator and the District Governor Team, with the First Vice District Governor serving as liaison to the DG Team, will work in cooperation with the GLT-D.

The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (1) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (2) Develop and execute an annual district membership development plan.
- (3) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (4) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- (5) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (6) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
- (7) Include diverse populations to participate in Global Action Team Initiatives.
- (8) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.
- (9) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- (10) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- (11) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.
- (12) Serve as a voting member of the District cabinet and attend as many of the four Cabinet meetings as possible and give a report on the status of the work done or planned for membership growth and development in the district
- (13) Submit a written report to the Cabinet Secretary at least two weeks prior to each of the four Cabinet meetings, or when requested.

## **Global Leadership Team (GLT) District Coordinator**

The GLT-District is comprised of a GLT-District Coordinator and the District Governor Team, with the Second Vice District Governor serving as liaison to the DG Team. Other qualified Lions may be added as necessary. The GLT-D will work in cooperation with the GMT-D (DG Teams are core members of both GLT and GMT at the district level). GLT District Coordinators and other team members are appointed by the District Governor, in consultation with the GLT Area Leader, GLT Multiple District Coordinator (where applicable) and First and Second Vice District Governors.

The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (1) Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (2) Develop and execute an annual district leadership development plan.
- (3) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- (4) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- (5) Promote leadership development opportunities that encourages participation all levels of the association.
- (6) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
- (7) Include diverse populations to participate in Global Action Team initiatives.
- (8) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (9) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (10) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
- (11) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.
- (12) Serve as a voting member of the District cabinet and attend as many of the four Cabinet meetings as possible and give a report on the status of the work done or planned for leadership growth and development in the district
- (13) Submit a written report to the Cabinet Secretary at least two weeks prior to each of the four Cabinet meetings, or when requested.
- (14) Encourage the Lions of District 22 W to attend Regional Lions Leadership Institute as well as other leadership opportunities during the Lions year.

## **Lions Clubs International Foundation (LCIF) District Coordinator**

The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-

year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in district publications, during district events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (g) Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.
- (h) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.
- (i) Serve as a voting member of the District cabinet and attend as many of the four Cabinet meetings as possible and give a report on the status of the work done or planned for LCIF growth and development in the district.
- (j) Submit a written report to the Cabinet Secretary at least two weeks prior to each of the four Cabinet meetings, or when requested.

## **Region Chairperson**

The Region Chairperson's general duties are outlined in Article X, Section 2(d) of the International By-Laws and Article II, Section 7 of District 22-W By-Laws

The region chairperson, subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

- (a) Further the Purposes of this association.
- (b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- (c) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- (d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator, as appropriate.

- (e) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator as appropriate.
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Quality Initiative to the clubs within the region.
- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.
- (i) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, district or multiple district.
- (j) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- (k) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- (l) Perform such additional assignments as shall be given to him/her from time to time by the district governor.
- (m) Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairperson's Manual and other directives.
- (n) Attend as many of the four Cabinet meetings as possible and give a report on the status of the clubs in his/her region.

### **Zone Chairperson**

The Zone Chairperson's general duties are outlined in Article X, Section 2(e) of the International Association of Lions Clubs By-Laws and Article II, Section 8 of the District 22-W By-Laws.

The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (c) Endeavor to include the GMT district coordinator, the GLT district coordinator and the GST district coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
- (e) Promote the Club Quality Initiative to the clubs within the zone.

- (f) In coordination with the GMT district Coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- (h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- (i) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- (j) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (k) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (l) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- (m) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor).
- (n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.
- (o) Attend as many of the four Cabinet meetings as possible.
- (p) Provide a quarterly report on the status of the clubs in his/her zone to the region chair.
- (q) Attend the Multiple District Convention
- (r) In conjunction with the Region Chair, hold four meetings of the District Governor's Advisory Committee within two weeks of each Cabinet meeting.
- (s) Attend staff meetings at least bi-monthly with the Region Chairperson of his or her Region for reviewing and analyzing the status of the Clubs in the Zone, including their service programs, membership status and attendance records, and reporting delinquencies, financial problems and other pertinent Club information.
- (t) Suggest and implement methods for assisting problem clubs.
- (u) Support the formation of new clubs in the Zone.
- (v) Guide and assist clubs in exchanging ideas on programs, projects, activities and methods of fundraising.
- (w) Know and understand the structure and function of the District organization.
- (x) Work in assuring that all clubs understand the programs of the District and Lions Clubs International by working in close cooperation with all District committee chairpersons.

### **Administrative Assistant**

The District Governor may appoint an administrative assistant who will assist the Governor, as he/she deems necessary and appropriate for the effective operation of the district. The appointee shall not be a voting member of the district cabinet.



### **Awards Coordinator**

The District Governor may appoint an awards coordinator who will be responsible for collecting and tracking club awards eligibility. The appointee shall not be a voting member of the district cabinet.

Duties of the Coordinator:

- Collect information from the clubs as described in the Awards section of the district roster book.
- Keep an updated list of clubs eligible for awards as described in the Awards section of the district roster book.
- Assist with the preparation of award certificates to be presented to clubs at the annual Change of Banner and Awards Night.
- Send periodic reminders of the awards and reporting requirements to the clubs through the district newsletter editor or the cabinet secretary.

### **DISTRICT GOVERNOR'S CABINET**

The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, Global Membership Team district coordinator, Global Leadership Team district coordinator, Global Service Team district coordinator, LCIF district coordinator, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. Each such cabinet member shall be a member in good standing of a Lions club in good standing in the district.

The district governor's cabinet shall:

- (a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.
- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
- (c) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet secretary-treasurer.
- (e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet secretary and cabinet treasurer (or secretary-treasurer).
- (f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer

## **District Governor's Advisory Committee**

In each zone, the zone chairperson and the presidents, first vice presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding international convention; a second meeting in the month of November; a third meeting in the month of February or March; and a fourth meeting approximately thirty days prior to the multiple district convention. The club service chairpersons, club marketing communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the district governor and his/her cabinet.

The duties of the District Governor's Advisory Committee are:

- To hold at least four regularly scheduled meetings during the fiscal year
- To assist the Zone Chairperson so that every club within the Zone is operating efficiently
- To promote attendance from the clubs in the Zone at the annual Multiple District and International Conventions, USA Canada Lions Leadership Forum and MD 22 Leadership Training Institute
- To assist the Zone Chairpersons in promoting attendance at the charter night of newly organized clubs
- To exchange ideas and suggest solutions to club problems
- To cooperate with the Zone Chairpersons in arranging functions with the clubs in the Zone
- Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.
- Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.

## **Honorary Committee**

The District Honorary Committee membership consists of the following Lions within the District:

- Past International Officers
- Past International Directors
- Past District Governors

This committee functions only at the request of the District Governor, or at the request of the Committee, with the Immediate Past District Governor as Chairperson. The Honorary Committee Chairperson will be invited to all meetings of the District. In the event the Immediate Past District Governor cannot fulfill this position, then the next Immediate Past District Governor shall be the Chairperson.

The Honorary Committee shall act under the direction of the District Governor in promotion of harmony throughout the District.

The Committee Chairperson shall call a meeting at least 45 days prior to the convening of the annual District Convention for the following purposes:

- There cause the election of two Honorary Committee members when called upon to serve on the Multiple District Finance Committee permitted under Multiple District By-Laws Article V, Section 3, with the first election being for one member to be elected for a one-year term, the second for a two-year term, and after which one member shall be elected each year thereafter for a term of two years.
- To elect three members to the Lions Vision Research Foundation Board with one member to be elected to a one-year term, the second to be elected to a two-year term and the third to be elected for a three-year term and after which one member shall be elected each year thereafter for a term of three years.
- Confirm three members to the Lions Youth Foundation with one member to serve a one-year term, the second to serve a two-year term and the third to serve a three-year term and after which one member shall be confirmed each year thereafter for a term of three years.
- They will select a candidate for Council Chairperson of Multiple District 22 from among their ranks to be forwarded to the Multiple District 22 Council of Governors for approval by March 1st of the year provided for in the Policy and Procedure Manual of Multiple District 22. The Candidate cannot have previously served as Council Chairperson.

## **DISTRICT COMMITTEE CHAIRS AND COORDINATORS**

District Chairpersons are important to District organization. Together with the Region Chairpersons and the Zone Chairpersons, they assist in accomplishing the District Governor's goals for the year. Lions Clubs International provides guide booklets for each chairperson. The information covers the function, responsibilities and suggested operation of each position.

The District Governor will appoint as many standing committees and coordinators as he/she deems appropriate. All committees will consist of a committee chair and as many members as the chair deems appropriate to carry out the task. The District Governor will be an ex-officio member of all committees. The District Governor will also serve, or appoint a representative to serve, on the board of directors of the District 22-W Foundation.

General responsibilities of committee chairs and coordinators include:

- Unless otherwise indicated, committee chairs and coordinators serve a one-year term beginning at the start of the Lions year (July 1).
- Knowledgeable about the subject area of their committee or coordinator position.
- Available for presentations at club and Zone meetings.
- At the request of the District Governor, give an oral and/or written report at regularly scheduled Cabinet meetings.
- Provide a written year-end report summarizing the accomplishments of their committee or coordinator position.
- All committee chairs and coordinators are recommended to meet as often as necessary with their members to accomplish the work.

- For a select number of committee and coordinator positions, the District 22-W chair will serve as a member of the parallel Multiple District 22 committee.
- Attend as many of the four Cabinet meetings as possible and give a report on the status of ALERT.
- Submit a written report to the Cabinet Secretary at least two weeks prior to each of the four Cabinet meetings, or when requested.

### **ALERT and District Safety Officer**

The objective of the Lions ALERT Program is to develop a plan of action in case of a Level One (affecting a few people), Level Two (affecting a community) or Level Three emergency (affecting hundreds or thousands of people in a region). The emergency may be a natural disaster, a man-made disaster or a public healthcare crisis such as a large-scale (pandemic) influenza (flu) outbreak.

#### **Duties of the Chairperson:**

- Willingness to organize a Lions ALERT plan in the event of a local emergency
- Understanding of program parameters and knowledge of Lions ALERT program resources
- Ability to cooperate with local emergency assistance resources
- Ability to mobilize a Lions ALERT team after an emergency has occurred
- Understanding of Lions Club International Foundation (LCIF) resources
- Familiarity with Lions ALERT program resources including the Lions ALERT guide (IAD 911) and these checklists:
  - o How to Develop a Lions ALERT Plan
  - o Disaster Relief Opportunities
  - o Personal Safety Checklist
  - o After a Disaster Occurs
- Ability to work with local authorities in the development of a Lions ALERT plan.

#### **Before an Emergency occurs:**

- Develop a district Lions ALERT plan.
- The District chairperson should share the plan with the Multiple District Lions ALERT chairperson.
- Encourage and promote club Lions ALERT plans.
- Organize district training classes and seminars for club Lions ALERT chairpersons.
- Remind all Lions ALERT chairpersons to complete an annual review of their Lions ALERT plan.

#### **After an Emergency occurs:**

- Serve as the central figure in implementing the district Lions ALERT plan. Communicate with district and multiple district leaders as well as outside agencies about the situation and the capabilities of the Lions ALERT Team.
- Assist clubs implementing a Lions ALERT plan.
- Encourage clubs in the district to work together in the event of a natural, man-made, or healthcare emergency.
- Remind Lions ALERT team members to comply with safety regulations.
- Work with the public relations chairperson to submit Lions ALERT news and photos to local media.

- Remind Lions to use Lions-logo signs and wear Lions-logo apparel when serving as members of a Lions ALERT team.

Other responsibilities:

- Schedule visits to as many clubs in District 22W as possible to give programs about ALERT.

### **American Heritage, Preservation and Patriotism Committee**

Duties of the Chairperson:

- Educate and motivate clubs to seek information and participate in the annual essay contest on selected topics of American Heritage, Preservation and Patriotism
- Develop topics for each level of the contest: elementary school, middle school, high school, Lion and adult non-Lion.
- Assist clubs in promoting the essay contest by providing the following:
  - Sample news release
  - Sample letter to schools
  - Lists of contact information for the schools (private, public and parochial) in each school district (Garret, Allegany, Washington, Frederick and Carroll Counties)
- Select a committee to judge essays submitted by Region Chairs
- Hold an awards ceremony to honor the finalists in each category. The awards ceremony is usually held at the fourth Cabinet meeting.
- Provide each district winner with an appropriate certificate, an American flag and a check from the District for \$100.00  
(Free flags flown over the US Capital are available by contacting your Congressional office or online at <https://www.aoc.gov/flags>. A flag request form can also be obtained at the AOC website listed above or <https://www.aoc.gov/sites/default/files/flagform.pdf>.)
- Submit articles about the essay contest to the District 22W Newsletter Editor prior to the end of each month for inclusion in the next month's newsletter. These articles should encourage club participation, list the themes and guidelines for clubs, and after the contest identify the winners and the clubs which participated.
- Schedule visits to as many clubs in District 22W as possible to give programs about the essay contest.

### **Auditor**

The auditor must understand the differences between nonprofits and for-profits to serve effectively. These differences include:

- a nonprofit's focus is to achieve a philosophical mission or a vision rather than to gain profit;
- a nonprofit's funding and support comes from the public, foundations, and government rather than customers and clients;
- a nonprofit operates under a tax-exempt status versus paying taxes; and
- a nonprofit has an obligation to the public and donors rather than stockholders to acquire, manage, and allocate financial resources to accomplish its mission.

The auditor is an extension of the cabinet to assure that proper financial management is in place. Both the auditor and the members of the cabinet have the same fiduciary duty, which is to exercise the level of care "an ordinary prudent person would exercise in a like position under similar circumstances." The auditor should be considered "financially literate."

The objective of the ordinary audit of financial statements by the independent auditor is the expression of an opinion on the fairness with which they present, in all material respects, financial position, results of operations, and its cash flows in conformity with generally accepted accounting principles. The auditor's report is the medium through which he expresses his opinion or, if circumstances require, disclaims an opinion. In either case, he states whether his audit has been made in accordance with generally accepted auditing standards. These standards require him to state whether, in his opinion, the financial statements are presented in conformity with generally accepted accounting principles and to identify those circumstances in which such principles have not been consistently observed in the preparation of the financial statements of the current period in relation to those of the preceding period.

To form the opinion, the auditor gathers appropriate and sufficient evidence and observes, tests, compares and confirms until gaining reasonable assurance. The auditor then forms an opinion of whether the financial statements are free of material misstatement. Some of the more important auditing procedures include:

- Evaluating and understanding the internal control system
- Performing analytical procedures on expected or unexpected variances in account balances or classes of transactions
- Testing documentation supporting account balances or classes of transactions
- Confirming accounts receivable and other accounts

All District financial accounts, including Social Committee, Lions Quest account and any other checkbooks approved by the District, must be included in the financial review.

At the completion of the audit, the auditor may also offer objective advice for improving financial reporting and internal controls to maximize a company's performance and efficiency.

### **Chaplain**

The Chaplain attends to the religious needs of the District. The Chaplain can be a religious leader (such as a minister, priest, pastor, rabbi, or imam) or a lay representative. All religious references are to be ecumenical and non-denominational.

Duties of the Chaplain:

- Provide an invocation and/or benediction at all District Cabinet Meetings and/or District functions.
- Participate in the planning of the Memorial Service and stand with the District Governor at the service held at the Multiple District Convention.
- Send cards on behalf of the District and District Governor to the spouse and/or family of Lions who pass away.
- Conduct memorial services for deceased Lions if requested by the District Governor, the club, or deceased member's family.

### **Constitution and By-Laws Chairperson**

The position is appointed with the intent that it is a two-year commitment by the person involved and acts on behalf of the District for the express purpose of keeping the Constitution and By- Laws

up to date. Amendments to the Constitution and By-Laws will be in conformity with Article IX, District 22-W Constitution, and Article IX, District 22-W By-Laws.

**Duties of the Chairperson:**

- be familiar and current with the International, Multiple and District Constitutions and By-Laws and be able to answer questions that might arise
- serve on the Multiple District Constitution and By-Laws Committee
- process any changes or corrections initiated in the District for recommendation to the cabinet by the February Cabinet meeting with prior approval of the wording by Lions Clubs International
- publish amendments to the Constitution and By-Laws at all levels after adoption
- Prepare and submit articles for the District 22-W newsletter featuring selected portions of the Constitution and By-Laws.
- Submit a written report to the Multiple District Constitution and By-Laws Chairman at least two weeks prior to each of the five Council of Governor's meetings or as requested
- Schedule visits to as many clubs in District 22W as possible to give programs about the Constitution and By-Laws.
- Assist clubs in writing club Constitution and By-Laws and answer any relevant questions about this.

### **Convention Chairperson**

The International, Multiple District and District Conventions require a liaison for coordination and promotion throughout the District.

**Duties of the Chairperson:**

- Educate and motivate club members to participate in conventions at all levels of Lionism
- Urge clubs to appoint an active Club Convention Chairperson
- Communicate with the clubs using all available resources such as the District newsletter, visitations, Zone and District meetings, and special meetings
- Inform clubs of the dates, location, registration procedures, programs and costs of each of the Lions Conventions
- Manage and coordinate the District convention
- Submit a written report to the Multiple District Convention Chairman at least two weeks prior to each of the five Council of Governor's meetings or as requested.
- Schedule visits to as many clubs in District 22W as possible to give programs about the convention and to encourage attendance at the convention

### **Diabetes Awareness and Action Chairperson**

The Diabetes Awareness and Action Program was adopted in March 1984 to raise awareness about diabetes through community education, advocacy efforts, and direct service delivery. 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.

**Duties of the Chairperson:**

- Become familiar with the Information for Diabetes Chairpersons section on the association's website

- Connect with Lions diabetes chairs worldwide via the LCI Facebook Group for diabetes chairpersons
- Utilize current resources from official diabetes associations to become knowledgeable about diabetes and diabetic retinopathy
- Identify appropriate projects in the district
- Develop partnerships with relevant organizations and professionals to leverage resources
- Raise the level of diabetes awareness in the District by coordinating diabetes activities involving the entire District
- Establish liaison with local diabetes organizations and the medical community for assistance in planning diabetes activities
- Accept funding and application for camperships at Camp Merrick
- Encourage and facilitate club or district level participation in:
  - Strides: Lions for Diabetes Awareness events (banner patch available for participating clubs)
  - LCIF Core 4 Diabetes grant program
  - Diabetes Awareness Month (November)
  - World Diabetes Day (November 14)
- Encourage clubs to appoint a club diabetes awareness chairperson
- Promote club awareness of the opportunity to earn the annual “New Horizons: In Diabetes Education” award
- Plan and facilitate diabetes awareness presentations and programs for club meetings, forums, zone meetings, region meetings, and district and multiple district conventions
- Keep the district governor informed of district activities
- Encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI
- Provide a summary report to successor
- Submit a written report to the Multiple District Diabetes Chairman at least two weeks prior to each of the five Council of Governor’s meetings, or when requested.

### **District 22-W Foundation Chairperson**

Duties of the Chairperson:

- The chairman should establish, in good order, the Foundation, ensuring compliance with Federal and State regulations and develop the appropriate documentation for Cabinet approval.
- Make an annual report to the District on the status of the Foundation including financial and philanthropic actions.

### **District Newsletter Editor**

A newsletter or bulletin is an excellent way to communicate with the clubs in the district. It may be written by the District Governor, the Public Relations Chairperson or any other Lion designated by the District Governor.

The following may be helpful in producing a newsletter

- Newsletter will be e-mailed to clubs
- Make it easy to read
  - Use an easy to read type



- Divide parts of the newsletter so that past activities will be separated from future activities
- Avoid long, drawn-out paragraphs
- Use tasteful artwork and photographs whenever possible
- Include the month and district number on the front page of each issue to ensure proper credit for reimbursement and record keeping
- Contents of the newsletter
  - Upcoming projects of District and Clubs
  - Mention International Convention, etc. months in advance
  - Continually stress membership
  - Mention names whenever possible (Lions watch for their names)
  - Compliment:
    - Secretaries who get reports in on time
    - Committee Chairpersons that do a good job
    - Clubs on good projects, anniversaries
- Give precedence to news of future events and projects
- E-mailing dates: E-mail to distribution list so that recipients receive by first week of month

### **Environment Chairperson**

The district environment chairperson encourages clubs in the district to implement Lions Green Team projects such as cleaning the environment, planting trees, recycling and environmental education. The chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.

#### **Duties of the Chairperson:**

- Become familiar with the Information for Chairpersons section on the association's website.
- Connect with Lions environment chairs worldwide via the LCI Facebook Group for environment chairpersons;
- Utilize current resources from official environmental agencies/organizations to become knowledgeable about the environmental priorities in your region;
- Meet with Lion leaders to develop a coordinated Lions Green Team plan for the year.
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
  - Lions Environmental Photo Contest
  - Ensure that the selected district photo is submitted to the council chairperson by January 15
  - Protecting Our Environment Centennial Service Challenge (April)
- Ensure that the selected district photo is submitted to the Council Chairperson by January 15
- Visit clubs to explain the importance of protecting our natural resources, provide information about activity planning resources, and solicit feedback and suggestions.
- Encourage clubs to appoint an environment chairperson.
- Keep the governor and the international office informed of district activities.
- Provide a summary report to successor.
- Schedule visits to as many clubs in District 22W as possible to give programs about the environment.

### **Ethics Chairperson**

The Ethics Chairperson will assist the District Governor to resolve any ethical issues that may arise during the year.

### **Finance Committee**

- The Finance Committee will consist of two (2) Past District Governors who shall be the Immediate Past District Governor and the previous year's Past District Governor.
- The Immediate Past District Governor will serve a two-year term.
- The Past District Governor serving in his or her second year will be the Chairperson of the Committee.
- The Committee will address itself to fiscal matters as referred by the District Governor or requested, in writing, by a majority of the Voting Cabinet members.
- The Finance Committee will assist the District Governor and the Cabinet Treasurer in preparing the proposed budget and the treasurer's report in a uniform manner.
- The District 22-W Finance Committee will meet with the Governor-Elect for budget review on or before June 15th of the year in which elected.
- The District Finance Committee should review the District Treasurer's report with the Treasurer and the District Governor after the third (3rd) Cabinet Meeting.
- All conclusions and recommendations issued by the Finance Committee will be presented to the District Governor and Cabinet for whatever action is deemed appropriate.
- The Chairperson and Vice Chairperson also serve on the Multiple District Finance Committee, which is presided over by the Chairperson of the Council of Governors who has no vote. (See Article I, Section 1.m., Multiple District 22 By-Laws.)

### **Hearing Preservation, Awareness and Action Chairperson**

Hearing Preservation, Awareness and Action became a major Lions activity in 1971. Deafness is a communication handicap and, statistically, hearing and speech impairments are more common than blindness.

Duties of the Chairperson:

- Become familiar with the Information for Hearing Chairpersons section on the association's website
- Connect with Lions hearing chairs worldwide via the LCI Facebook Group for hearing chairpersons
- Develop training and educational programs
- Utilize current resources from official hearing/deaf associations to become knowledgeable about hearing impairment and deafness
- Identify appropriate projects in your district
- Develop partnerships with relevant organizations and professionals to leverage resources
- Encourage and facilitate club or district level participation in:
  - Lions Hearing Aid Recycling Program (HARP)
  - LCIF's Affordable Hearing Aid Program (AHAP)
- Encourage clubs to appoint a club hearing preservation, awareness and action chairperson
- Plan and facilitate hearing preservation awareness presentations for forums, zone meetings, district and multiple district conventions

- Keep the district governor informed of district activities; encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI
- Provide a summary report to successor
- Encourage support of schools and rehabilitation centers for the deaf
- Conduct public awareness campaigns
- Consult with deaf members of the community and report information concerning their needs to clubs in the district
- Suggest deaf activities to clubs
- Promote screenings to detect hearing loss
- Support research on ear diseases
- Establish collection areas for used hearing aids
- Report plans and accomplishments to the district cabinet
- Accept funding and application for camperships at Camp Merrick
- Schedule visits to as many clubs in District 22W as possible to give programs about the hearing and speech action program.

### **Historian**

Duties of the Chairperson:

- Maintain a history of District events and Cabinet Officers of the District
- Publish and distribute a yearly report (history) to each club, Cabinet members and Past District Governors via email
- Post the District history on the District website and add the yearly report to the previous information
- If the history of the District is not currently available via the website, scan the existing history document and make it available for inclusion on the web.

### **Information Technology Chairperson**

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each district is encouraged to stay in the main stream of the digital world by appointing an Information Technology Chairperson.

Duties of the Chairperson:

- Create and maintain the district's webpage
- Update the district's e-clubhouse page on a regular and consistent basis
- Establish communication system through e-mail between members and other clubs
- Assist clubs with obtaining the association's official publications, newsletters, directories, and many other Lions information materials through the Internet
- Work on other innovative projects
- Monitor club web sites and publications for use of official logos only
- Remind clubs with web sites that only members should have access to member information
- Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
- Encourage and assist clubs with using the e-Clubhouse web site.
- Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

- Post the district roster book on the district's e-clubhouse page in the member's only area and provide password access as requested by the Lions of the District.

### **International Relations Chairperson**

The International Relations Chairperson's role is to create and foster a spirit of understanding among the peoples of the world.

Duties of the Chairperson:

- Become familiar with the Information for Chairperson' section on the association's web site.
- Identify appropriate projects for the district.
- Facilitate participation in:
  - International club twinning's
  - Lions Day with the United Nations
  - International Relations Month (October)
- Meet with Lion leaders to develop a coordinated plan for the year. Work with LCIF and the youth and camp exchange chairpersons, whenever requested.
- Visit clubs. Explain the importance of international programs.
- Keep the governor and the international office informed of district activities.
- Provide a summary report to successor.
- Submit a written report to the Cabinet Secretary at least two weeks prior to each of the four Cabinet meetings, or when requested.
- Schedule visits to as many clubs in District 22W as possible to give programs about the International relations, club twinning and Lions Day with the United Nations.

### **Leader Dog Chairperson**

Duties of the Chairperson:

- Coordinate with Leader Dog headquarters in Rochester Hills, Michigan and the Multiple District Leader Dog Chairperson to determine the visiting Leader Dog representative for the banquets in April.
- Set dates in April for Leader Dog Programs in each Region, working with the Region Chairpersons on time, location and host club.
- Pick up the visiting Leader Dog representative at the airport and bring him/her to their hotel within the district.
- Transport the Leader Dog representative to the banquets in each of the Regions of the District.
- Arrange visitations to schools, Leo Clubs or other locations of interest to the Leader Dog representative during his/her stay in the District.
- Submit a written report to the Multiple District Leader Dog Chairman at least two weeks prior to each of the five Council of Governor's meetings.
- Submit articles about Leader Dog to the District 22W Newsletter Editor prior to the end of each month for inclusion in the next month's newsletter
- Schedule visits to as many clubs in District 22W as possible to give programs about Leader Dog. (Leader Dog has programs available.)
- Contact Leader Dog at least 30 days in advance for materials to be used at the school visits such as bookmarks and pencils
- Contact Leader Dog at least 30 days in advance for placemats to be used at the banquets

## **LEO Chairperson**

To provide effective guidance to sponsoring Lions clubs and their appointed Leo club advisors. The Leo club advisors guide Leos in managing club activities and developing effective community service projects. Advisors also foster the development of Leos by creating an environment for exchange and connecting Leos with community leaders.

- Provides support to the club advisors
- Reports on the status of Leo clubs to the district governor and the cabinet
- Organizes training needs as necessary for the advisors and/or Leos
- Coordinates with clubs seeking to establish or regenerate a Leo club and oversees the orientation and assist with ongoing development of the Leo club members.
- Promotes Leo club activities, attends, whenever possible Leo club and board of directors' meetings
- Ensures new Leos receive orientation and new member materials
- Recognize Leos for their achievements
- Encourages graduating Leos to become Lions
- Ensures the sponsoring Lions clubs report their Leo club advisor and Leo club officers to ensure effective communication with International Headquarters. The sponsoring Lions club presidents, secretaries and Leo club advisors can submit this information using MyLCI.

## **Lions Quest Chairperson**

Lions Quest is a comprehensive, positive, youth development program, sponsored by Lions Clubs International and Lions Clubs International Foundation. It involves the home, school, and community to cultivate capable, healthy young people of strong character through life skills, character education, civic values, service-learning, tolerance, and substance abuse prevention.

### **Duties of the Chairperson**

- Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence, and Skills for Action) as described on the Lions Quest Web site [www.lions-quest.org](http://www.lions-quest.org), and the Lions Quest program informational CD and DVD
- Speak at Lions Club meetings, district cabinet meetings and other Lions gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to Lions clubs that request it.
- Network with educational institutions and other organizations involved in education in the district
- Learn about the scope of Lions Quest activity currently occurring in the district/multiple district including the clubs that have sponsored the program in recent years and schools that utilize the program.
- Encourage clubs in the district to promote the program to school officials in their communities
- Encourage clubs in the district to sponsor Lions Quest training or material purchases for local schools.
- Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program.
- Generate publicity about Lions Quest activity in the district
- Keep the district governor and the LCIF Lions Quest Department informed of the progress of Lions Quest activity in the district

- Assist with coordination of Lions Quest training workshops in the district and the drafting of Lions Quest Core 4 grant proposals as appropriate

### **Lions Vision Research Foundation, Inc. (LVRF) Chairperson**

The Foundation is a separate entity from the District and the Council of Governors. The District Governor's responsibility starts when elected as First Vice District Governor and, if elected, ends at the conclusion of his/her term as Governor.

The District Governor is automatically a voting member of the Board of Directors. The District Governor, First Vice District Governor and three appointed Trustees from the District represent the District at all regular bi-monthly meetings of the Board and at all called special meetings of the Board. The District Governor shall interact and work with the Trustees, utilizing their expertise and consider them as part of the district LVRF Team.

#### **Duties of the Chairperson**

- Become familiar with the mission and goals of the Lions Vision Research Foundation.
- Educate Lions Clubs about LVRF at meetings, district cabinet meetings and other Lions gatherings and conferences about LVRF. Know what resources are available from LVRF and provide information to Lions clubs that request it.
- Generate publicity about LVRF activity in the district.
- Promote attendance at the LVRF Rally held in November.
- Encourage club and personal donations to LVRF, emphasizing the 120 Club.
- Encourage and support club Vision Days projects in the community.

### **Mobile Screening Unit Chairperson**

#### **Duties of the Chairperson**

- Develop the mobile screening unit project by preparing an action plan utilizing a needs assessment. The plan shall identify needs, costs, and the feasibility for such a unit in District 22W.
- The needs assessment is a means to acquire and collect real data on the reach into the communities our clubs have in the health areas envisioned.
- Provide a status report at each cabinet meeting with a timeline for implementation.

### **Nominations Chairperson**

Potential candidates for the positions of Second Vice District Governor, First Vice District Governor and District Governor should outline his or her qualifications in writing and should make this known in writing to the District Nominations Chairperson.

The District Nominations Committee will determine if candidates meet the Constitutional eligibility requirements. The candidates will be notified in writing that there will be a five-minute nomination speech and a three-minute seconding speech at the meeting set by the District Governor.

### **Peace Poster Contest Chairperson**

#### **Duties of the Chairperson**

- Educate and motivate clubs to information and participate in the international peace poster contest
- Select a committee to judge posters as submitted by clubs
- Hold an awards ceremony to honor the finalists in each category
- Submit articles about the Peace Poster Contest to the District 22W Newsletter Editor encouraging club participation and describing the rules and guidelines.
- After the winners are selected, submit an article with pictures of the winners and their posters.
- Schedule visits to as many clubs in District 22W as possible to give programs about the Peace Poster Contest.

### **Pin Coordinator**

#### Duties of the Chairperson

- Act as the keeper of the district pins.
- Bring the pins to the Cabinet meetings and other Lions meetings and events and offer them for sale.
- At least twice during the year provide a list or description of pins available to the district newsletter editor, with sale prices, so that the pins might be sold to interested Lions.

### **Pre-school Vision Screening Program Chairperson**

Through this program, participating Lions, Lioness and Leo Clubs are trained to screen the vision of pre-school age children using a specially designed photo-screening device. The resulting picture is used to identify children with normal vision or children with a potential vision problem requiring professional attention.

#### Duties of the Chairperson

- Represent the District on the MD 22 Pre-school Vision Screening Committee.
- Appoint regional coordinators to the District Pre-school Vision Screening Steering Committee
- Act as District Governor's spokesperson to encourage club participation

#### Duties of District Pre-school Vision Screening Steering Committee

- Responsible for major district program decisions and actions
- Provide appropriate program handbooks, training and program information materials
- Prepare and submit reports to the District Governor
- Coordinate program implementation across regions
- Coordinate the storage, maintenance and schedule use of devices

### **Marketing and Communications Chairperson**

Public relations involve all forms of communication – written, verbal and non-verbal. It includes writing news releases, sending emails, using social media, cable television, and encouraging the wearing of Lions lapel pins and marching in a parade. People want to belong to a successful and reliable organization and the public relations chair should assist clubs in promoting the club and their worthwhile activities. Promote a positive image in the community and show the public that the club is worth joining.

#### Duties of the Chairman

- Review each club's previous efforts to evaluate what worked, what didn't and why.
- Encourage each club to determine a public relations budget for their club.
- Ensure planning and timely execution of public relations efforts.
- Promote district activities, noting to whom and when news releases are sent and who used them.
- Assist clubs in writing and submitting news articles.
- Report regularly on publicity efforts and results at each of the four cabinet meetings.
- Submit written reports to the Cabinet Secretary at least two weeks prior to each of the four Cabinet meetings, or when requested.

#### **Research and Long-Range Planning Committee**

The Research and Long-Range Planning Chairperson shall be the Immediate Past District Governor and the committee shall consist of the Past District Governors of the Honorary Committee.

#### Duties of the Committee

- Cooperate with Multiple District 22 to conduct surveys from time to time on various items that have the objective of improving services and materials to Clubs
- Identify and analyze current and future problems in the District, and make suggestions and recommendations as to what actions are advisable in order to cope with the problem
- Make projections into the next five or ten years as to what could possibly take place in Lionism in the area and discuss the projections at Cabinet meetings
- Update and maintain the District 22-W Policy and Procedures Manual

#### **Sight Conservation Chairperson**

Sight Conservation and work with the blind are synonymous with Lions Clubs International in many places. All activities are aimed at the integration of blind persons into society with respect to their human dignity, rights, and potential.

#### Duties of the Chairperson

- Become familiar with the District Sight Chairperson Guide
- Develop training and educational programs for presentation at club meetings
- Encourage work with the blind, such as:
  - Mobility training
  - Rehabilitation programs
  - Social and recreational services
- Conduct public awareness campaigns
- Stimulate club activities in the preservation of eyesight
- Glaucoma screenings
- Collection and distribution of used eyeglasses
- Encourage clubs to cooperate with professional organizations and agencies in developing programs
- Accept funding and application for Camperships at Camp Merrick



## **Social Committee**

A Social Committee shall be established in accordance with Article VII, Section 1, District 22-W Constitution and By-Laws.

The Chairperson is responsible for maintaining the Social Fund and arranging the Events of District 22-W Governor's Social, informing both the community and the clubs of Lions activities, promoting events, ticket sales and Ad Book sales pertaining to the District 22W Social.

### **Duties of the Chairperson**

- Open or maintain existing District 22W Social Fund account
- Set up social committee to coordinate events
- Prepare the proposed budget and mail to the Voting Cabinet two (2) weeks prior to the first Cabinet meeting.
- Collect the money for tickets and Governor's Ad Book
- Deposit funds in approved Social Committee Fund Account
- Sign all contracts associated with the District Social
- Submit a preliminary financial report to the Cabinet at the end of the Social
- Turn over (\$2,500.00) twenty-five hundred dollars for reservation of the next year's site
- Submit a Final report and all records for internal audit/review by the last Cabinet Meeting of the current Lions year
- In any fiscal year, any balance remaining in the social fund after payment of all social expenses in that year shall remain in said social fund and become available for future social expenses as approved by the Social Committee and Voting Cabinet. Turn over balance of social fund at third Cabinet Meeting to next year's Chairperson. This fund shall be shown as a separate item of the District Financial Records.
- Two signatures are required on social checking account

The Social's purpose is to honor the District Governor. No solicitations for other activities or purposes are to be conducted during this event.

## **Song Leader**

### **Duties of the Chairman**

- Promote harmony at district and multiple-district meetings through song

## **USA/Canada Lions Leadership Forum**

- Promote attendance of Lions at the annual USA Canada Lions Leadership Forum
- Prepare regular news articles for the District 22W newsletter which promote attendance at the Forum
- Attend club meetings, region and zone meetings as well as cabinet meetings to promote attendance at the Forum

## **Vehicle Tag Chairman**

### **Duties of the Chairman**

- Receive requests for a vehicle tag application by phone, email, personal contact, etc.
- Send application VR124 and instructions by mail to the requestor.
- Receive the application back with check(s).

- Verify that the information on the application form is correct and complete.
- Assign the next number from the running list.
- Prepare a letter to the MVA outlining your request.
- If the applicant wants you to process their renewal notice, they must also include a check for that amount made payable to the MVA. Send this check along with the above items in the same letter.
- Address the letter to: Motor Vehicle Administration, Organization Tag Unit, Room 104, 6601 Ritchie Highway N.E., Glen Burnie, MD 20162, Attn: LaRue Saucer.
- The MVA will send the Lions tags to the applicant in about 2 weeks.
- Schedule visits to as many clubs in District 22W as possible to give programs about the vehicle tag process thereby encouraging Lions to obtain a Lions vehicle tag.

### **VIP Committee and Lions Information**

#### **Duties of the Chairman**

- Remain current with Lions Clubs International information and advise clubs, as necessary.
- Escort any International guests at the Multiple District convention and at other such occasions as needed.

### **NOMINATIONS PROCEDURES FOR A MULTIPLE DISTRICT COUNCIL CHAIR**

The Multiple District 22 Council Chair position is filled by a Past District Governor from District 22-W on a rotational basis every five (5) years. The Council Chair candidate is selected by the District's Honorary Committee and the name forwarded to the incoming Council of Governors. The Incoming Council of Governors must approve the candidate.

The qualification of the Council Chair position is outlined in the Lions Clubs International Constitution and By-Laws as well as the MD 22 Constitution and By-Laws and MD 22 Policy and Procedures Manual.

Potential candidates from District 22-W should submit their intent for consideration to the District Honorary Committee by October 1st of the Lions Year immediately preceding the year in which he or she would serve.

Candidates will meet with the District Honorary Committee, or designated members thereof to review and confirm candidate qualifications and to review all responsibilities and requirements of the position.

Each candidate is to submit a resume, provide a short narrative on why they should be considered for the position and be prepared to address the Honorary Committee with a short speech outlining their qualifications and plans. Should there be more than one candidate, the Honorary Committee will vote by secret ballot. Only one candidate name will be sent forward by the current District Governor to the incoming Multiple District 22 Council of Governors for consideration.

The District 22-W candidate will be officially voted on at that years Multiple District 22 Convention Whisk business meeting that is held at the close of the convention. Should the candidate not be selected, the Honorary Committee will be reconvened to select a new candidate for the Council Chair position and that candidate's name forwarded to the incoming Council of Governors.

### **SELECTION OF AN INTERNATIONAL DIRECTOR CANDIDATE FROM DISTRICT 22-W**

The qualifications of this position are outlined in the Lions Clubs International Constitution and By-Laws as well as the Multiple District 22 Constitution and By-Laws and Multiple District 22 Policy and Procedures Manual.

Any interested candidate must submit their intentions to the District Honorary Committee no earlier than October 1st of the year immediately preceding the year the candidate seeks to be elected.

Candidates will be given a copy of the qualifications and duties of International Director as well as both the Lions Clubs International and the Multiple District 22 Constitution & By-Laws and Policy & Procedures and will acknowledge receipt thereof.

Candidates will meet with the District Honorary Committee, or designated members thereof, to review qualifications as well as to have an understanding and required commitment of the position

The Honorary Committee will validate the qualifications of the candidate and submit their report regarding same to the District Governor. The candidate's name will be placed on the ballot at the Multiple District 22 Convention for endorsement by the District 22-W delegates at the District 22-W business meeting. Upon endorsement by the District 22-W delegates, the District Governor will immediately submit the endorsed candidate's name to the sitting Council of Governors in order that the candidate can stand for endorsement along with any endorsed candidates from the other sub-districts of Multiple District 22. Delegate voting on all endorsed candidates will take place at the election meeting on the final day of the convention.

If endorsed, the candidate must resign from any Multiple District 22 committee that he/she chairs.

### **VACANCIES**

#### **District Governor Vacancy**

In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons, the cabinet secretary and cabinet treasurer (or cabinet secretary/treasurer) and past district governors, past international directors and past international presidents in the district shall convene at a date,

time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors.

For a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Have served or will have served at the time he/she takes office as district governor:
  - (i) As officer of a Lions club for a full term or major portion thereof; and
  - (ii) As a member of the district cabinet for two (2) full terms or major portion thereof.
  - (iii) With none of the above being accomplished concurrently.

It is encouraged that the first vice district governor fulfills his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

### **First and Second Vice District Governors and Other Vacancies**

Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term. In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

For a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Have served or will have served at the time he/she takes office as first or second vice district governor:
  - (i) As officer of a Lions club for a full term or major portion thereof; and
  - (ii) As a member of the district cabinet for a full term or major portion thereof.
  - (iii) With none of the above being accomplished concurrently.

### **Region/Zone Chairperson Vacancy**

If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease, and the district governor shall appoint a successor to fill said office. Provided, however, the district

governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

## **FISCAL AND MONETARY CONTROLS**

The budget must be prepared, based on an overall view and analysis of requirements, order of priority, and the methods of financing activities for the coming year. The foremost item to keep in mind is the prime requirement of the District Constitution and By-Laws. The following items should be followed for a sound financial year:

1. The Governor's Proposed Budget and the Treasurer's reports should be set up with the help of the Finance Committee in a uniform manner and be kept that way in future years.
2. The Governor-Elect must meet for budget review with the District 22-W Finance Committee on or before June 15th of the year in which elected and provide all members of the Governor's Voting Cabinet and all Past District Governor's with a copy of the proposed budget ten (10) days prior to the first Cabinet meeting.
3. The District Finance Committee should review the District Treasurer's report with the Treasurer and the District Governor after the third (3rd) Cabinet Meeting.
4. Both budgeted and actual figures should be shown on the Treasurer's report. This will help the new Governor to prepare the proposed budget.
5. No District owned CD's Bonds, etc. will be removed or cashed without the approval of the Voting Cabinet. Only FDIC banks are to be used for the deposit of district funds.
6. The District books and bank accounts should be audited/reviewed by an internal auditor with appropriate remarks at the end of the Lions' fiscal year. Checks and receipts should be furnished to the internal auditor.
7. Vouchers used by the various District chairpersons who handle money for the District should be sent monthly to the District Treasurer.
8. No salary or other form of compensation may be paid to any Officer or Committee Chairperson of the District with the exception of the cabinet secretary and cabinet treasurer (or secretary-treasurer) whose compensation, if any, shall be fixed by the district cabinet.
9. Article IV, Section 3 is the only exception — District Governor's expense to the International Convention at the end of the term of office. Article IV, Section 3a, states: The District will include in their annual Administrative Budget an amount equal to \$0.50 per capita to defray the expenses incurred by the First and Second Vice District Governor in his/her official capacity.
10. It has been the policy of this District to compensate the Cabinet Secretary and Cabinet Treasurer for part of their expenses to the Mid-Winter Conference and the Multiple District Convention. These two trips are required by the Multiple District 22 Constitution and By-Laws. It is suggested that the Cabinet Secretary and the Cabinet Treasurer each receive \$150.00 for the Mid-Winter Conference and \$150.00 for the Multiple District 22 Convention and a Cabinet Secretary-Treasurer receive \$300.00, for each of the two events and that no other compensation be paid out of District Funds.

## **CLUB DISPUTE RESOLUTION**

All disputes arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club's constitution and by-laws, or the expulsion of any member from the club, or any other matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution.

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district constitution and by-laws, or any policy or procedure adopted from time to time by the district cabinet, or any other internal Lions district matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district or any club(s) and the district administration, shall be settled by the following dispute resolution procedure. Any time limits specified in this procedure may be shortened or extended by the district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

Any party to the dispute may file a written request with the District Governor asking that dispute resolution take place. Within fifteen (15) days of receipt, the District Governor shall appoint a conciliator to hear the dispute. The conciliator shall be a Past District Governor who is currently a member in good standing of a club in good standing, other than a club, which is a party to the dispute in the district in which the dispute arises. The selected conciliator shall be acceptable to the parties. Upon being selected, the conciliator shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliator. If such conciliation efforts are unsuccessful, the conciliator shall have the authority to issue his or her decision relative to the dispute, which decision shall be final and binding on all parties.

### **Section 1. COMPLAINTS AND FILING FEE**

- a- Any Lions club in good standing within the association (the "complainant") may file a written request with the district governor (a "complaint") asking that dispute resolution take place under this procedure. The complaint must be filed with the district governor within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club.
- b- A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district) which shall be submitted to the district governor at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the district as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the district as an administrative fee and US\$650.00

shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the district as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

## **Section 2. RESPONSE TO COMPLAINT**

The respondent(s) to the complaint may file a written response to the complaint with the district governor within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

## **Section 3. CONFIDENTIALITY**

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor and conciliators should be kept confidential to the extent possible.

## **Section 4. SELECTION OF CONCILIATORS**

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, in the district in which the dispute arises, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within fifteen (15) days, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson.

## **Section 5. CONCILIATION MEETING AND DECISION OF CONCILIATORS**

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor and, upon request, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

## **PROTOCOL**

### **Section 1. PROCEDURE TO SECURE SPEAKERS**

Obtaining speakers for the District Convention and District Socials is a matter of immediate concern for the newly elected District Governor. Lions Clubs International has responsibility for scheduling speakers in accordance with established rules and procedures.

Travel schedules for International Officers are established many months, even years, in advance. Therefore, it is appropriate to contact the desired speaker well in advance of the activity, as early as prior to the election in May or at the International Convention in June. Even though there may be contests in sub-districts, District Socials are usually held on a historically designated weekend. Candidates for Sub-Districts should agree on a speaker to be invited for the affair, even though the details have not been finalized. The sooner a contact is made, the more likelihood of obtaining the speaker of your choice. Eighteen months in advance is not too soon.

It is appropriate to try to contact the preferred speaker directly. However, the best and most efficient way to obtain a speaker is through the International Director, if there is a current Director on the Board, or through one of the District's Past International Directors. Those Lions are knowledgeable, they are aware of travel schedules, they have friends and contacts that can assist in securing speakers and they are willing and honored to help.

If a Club desires a speaker from the Executive group of Lions Clubs International and does not have the resources to pay the speaker's expenses, a way may be found. However, this would require cooperation between the Club and the District Governor or District Governors from other districts. For example, if a Club's charter celebration was scheduled for the Friday night prior to one of the Sub-District's Socials, utilizing the same speaker, the club would be required to pay only the one night's lodging accommodations for the speaker. Since the speaker would be on an



authorized trip for the Social, the remaining expenses would be paid by Lions Clubs International or by the host District. This has proven successful on numerous occasions, both in Multiple District 22 and more extensively in other Multiple Districts. Any of these arrangements can be worked out, but it takes some planning on the part of the District Governors and the clubs.

Public relations play an important role by informing the Lions of a visiting guest speaker, whether it is a Sub- or Multiple District function. The event should be publicized in bulletins, newspapers, and programs so that the membership will know about the featured speaker.

## **Section 2. OFFICIAL PROTOCOL**

Protocol is an official expression of good manners. The courtesy shown in our everyday lives affects our attitudes, our work and, in turn, how we view ourselves as human beings. Protocol is the format accepted as correct in official situations. It is a form of etiquette and respect.

The responsibility for protocol rests with the District Governor for Sub-District functions or the designated Committee Chairpersons for Multiple District functions.

On the arrival of the guest:

- a. Have a delegation, including the District Governor, meet the plane or train.
- b. Escort the guest to the hotel
- c. Have the guest pre-registered so that he/she will not need to stand around filling out forms
- d. Have refreshments or flowers in the room, if appropriate
- e. Advise the guest (in advance, if possible) of the order of events at which he/she will be expected to be in attendance
- f. Allow ample time for relaxation and rest.

At pre-function activities:

- a. Allow time for leisurely change of clothes
- b. Do not exhaust the guest with extraneous activities
- c. Escort the guest to receptions and cocktail parties
- d. Do not leave the guest standing alone. Introduce him/her to all, especially any other dignitaries who are present.

At the main function:

- a. Escort the guest to the main function
- b. Escort the guest to his/her seat
- c. Introduce the guest to all those who will be at the head table
- d. Give the guest and the spouse (if present) a very respectful introduction. Horseplay is definitely a breach of good manners
- e. A gift is not required; however, a gift is customary for an invited speaker
- f. A moderately priced gift that is representative of the area being visited is appropriate. If in doubt, suggestions may be obtained from Lions Clubs International, Protocol and itineraries.
- g. DO NOT leave the guest standing or sitting alone after the function. Have a place for distinguished guests to gather and/or sit.

On the departure of the guest:

- a. The hotel bill, meals and other function costs of the guest should be paid by the District
- b. Have a delegation including the District Governor escort the guest to the plane or train.
- c. Wait until the plane or train leaves before departing from the airport or station.
- d. A note of thanks is not only appropriate; it is very much appreciated by the guest. The District Governor should send the note of thanks when his/her District is visited by a guest. The Council Chairperson should send a note of thanks to a guest at Multiple District function.

### **Section 3. 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/LCIF Chairman
3. International Vice Presidents (according to rank)
4. Past International Presidents (b)
5. International Directors (a) Board Appointees (\*)
6. LCIF Board of Trustees
7. Past International Directors (c)
8. Past LCIF Trustees and Past Board Appointees
9. GLT/GMT/GST/LCIF Constitutional Area Leader, New Voices Constitutional Area Chairperson\*\* (a)
10. GLT/GMT/GST/LCIF Vice Constitutional Area Leader
11. LCIF Area Leaders, FWC/GLT/GMT/GST Area Leaders and Special Area Advisors/Japan Vice Constitutional Area Leaders, New Voices Constitutional Area Speaker\*\* (a)
12. Chairperson, Council of Governors (a)
13. District Governors
14. International Administrative Officers
15. Multiple District FWC/GLT/GMT/GST and LCIF Coordinators
16. Immediate Past District Governor (a)
17. Vice District Governors (according to rank)
18. Multiple District Committee Chairpersons (a)
19. Past Council Chairpersons (a)
20. Past District Governors (a)
21. Multiple District Secretary (volunteer) (a)
22. Multiple District Treasurer (volunteer) (a)
23. District Secretaries (a)
24. District Treasurers (a)
25. District FWC/GLT/GMT/GST and LCIF Coordinators (a)
26. Regional Chairpersons (a)
27. Zone Chairpersons (a)
28. District Committee Chairpersons (a)

29. Club Presidents (a)
30. Immediate Past Club Presidents (a)
31. Past Club Presidents (a)
32. Club Secretaries (a)
33. Club Treasurers (a)
34. Multiple District Secretaries (staff) (a)
35. Multiple District Treasurers (staff) (a)
36. District Administrative Secretary (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.

\*\* Should the New Voices program be discontinued at any point, this position will be removed from protocol.

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 should be followed with the first given name; if these are the same, then 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 Past International Presidents, as in (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.

#### **Section 4. GENERAL COMMENTS**

The Head Table should be introduced first as detailed in the Head Table Introduction section below. Other guests are then introduced in the order detailed in the Order of Precedence section above.

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

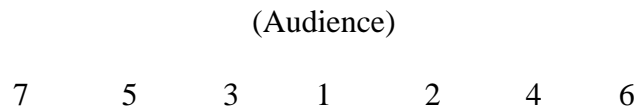
#### **Section 5. NON-LION DIGNITARIES**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or customs, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated to the right of the chairperson (see below).

## **Section 6. HEAD TABLE SEATING**

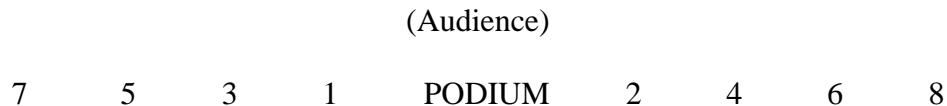
The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (Figure 1). The principal speaker should occupy seat number two, then other Lion dignitaries in accordance with the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

Figure 1



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

Figure 2



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.

### Section 7. MULTIPLE 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 given not to seat Lions of the same rank at different tables.

### Section 8. HEAD TABLE INTRODUCTIONS

Introductions of the head table should begin with the meeting chairperson or presiding officer then continue from the person with the lowest rank on the order of precedence to the person with the highest rank. 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).

## DISTRICT 22-W SOCIAL USUAL AND CUSTOMARY INCOME AND EXPENSES

Income: all proceeds from the social program book

Income: all ticket sales

Carry over from last year

Expenses:      Printing of Social Program Book

Expenses:      All expenses of the International Guest or Guests (spouse) which may include:  
All meals after picking up at the airport: all breakfasts, all lunches and dinners  
Gift basket in room, drinks and snacks in the room  
Depending on the arrival date: entertainment and/or tour  
Gift presented at Social  
Gift in the guest's name to LCIF  
Hotel room the entire stay

Expenses:      District Governor and Spouse:

All meals during the entire Social weekend (usually with the guests)  
Gift basket in room, same as the guest  
Hotel rooms during the entire social depending upon the arrival of the guest

Expenses: The following meals may be complimentary by agreement of the Council of Governors - the District Governor, the First Vice District Governor, and the Second Vice District Governor from each of the other 4 Districts as well as the Council Chair for a total of 13 meals.

Expenses: Chairperson of the Social  
All meals during the entire Social (starting with the arrival of the guest)  
Hotel room during the entire Social (starting with the arrival of the guest)

Expenses: Decorations Committee  
All decorations at the Social

Expenses: Entertainment

Expenses: Ticket Chairperson  
Printing of the tickets, envelopes and postage for mailing

Expenses: All meeting rooms (including all meeting rooms and MD22 Council room for Sunday)

### **AMENDMENT PROCEDURE**

This Policies and Procedures Manual may be amended only at a district cabinet meeting by a majority of cabinet members present and voting.