

# LIONS DISTRICT 22-C

## POLICIES AND PROCEDURES MANUAL



The *Lions District 22-C Policies and Procedures Manual* was reviewed and approved by the District 22-C Cabinet and implemented on:

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*Prepared by the*  
District 22-C Constitution and Bylaws/Policies and Procedures Manual Committee

**This 22-C Policies and Procedures Manual  
is dedicated in memory of  
Past District Governor  
Carl Vettel  
a dedicated Lion and leader  
who spearheaded the initiative  
to create this document.**

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## **DISTRICT 22-C POLICIES AND PROCEDURES MANUAL**

The District 22-C Policies and Procedures Manual provides guidance and information to the District Governor, members of the District Cabinet, committee chairs, and coordinators. The policies are either dictated constitutionally or are a continuation of accepted procedures that have become a tradition through usage. Following this manual can help to provide stability and continuity in administration of the District from one year to the next. This Manual is supplemental and subordinate to District 22-C Constitution and By-Laws, the Multiple District 22 Constitution and By-Laws, and the Lions Clubs International Constitution and By-Laws. The District 22-C Constitution and By-Laws/Policies and Procedures Manual Committee is responsible for reviewing the Policies and Procedures Manual annually, soliciting suggested revisions and or additions/deletions from the District Governor, Cabinet officers, committee chairs, and coordinators.

Procedures for amending the Policies and Procedures Manual:

- Recommended changes to the Policies and Procedures Manual should be forwarded to the Chair of the District 22-C Constitution and By-Laws/Policies and Procedures Committee.
- Any proposed additions, changes or updates to the District 22-C Policy & Procedures Manual must be submitted electronically to the District Cabinet no later than 15 days prior to the next scheduled Cabinet meeting.
- A simple majority vote by the Cabinet members will be required for adoption of additions, changes or updates.
- An electronic copy of the revised Policies and Procedures Manual will be provided to District Cabinet Officers, committee chairs, program coordinators, and Club Presidents. It will also be posted on the District 22-C website.
- All housekeeping changes (e.g. spelling, grammar, punctuation, spacing, lettering/numbering) must be approved by the Policy & Procedures Committee. Housekeeping changes may be made at any time and do not require the approval of the District Cabinet.

## **CABINET OFFICER POSITIONS AND RESPONSIBILITIES**

The purpose of this section is to set forth guidelines to assist in the administration of his/her activities and duties as a Cabinet Officer in District 22-C.

### **DISTRICT GOVERNOR**

The primary function of the District Governor is to coordinate the promotion of leadership and harmony among the members of District 22-C and to conduct the affairs of the District in accordance with the Constitutions and By-Laws of the District, Multiple District 22 and Lions Clubs International. The District Governor must be knowledgeable of the duties of the District Cabinet and all appointed committee and coordinator positions and is responsible for their functions being properly accomplished.

Prior to assuming office, he/she will have appointed a Cabinet and a chair or coordinator for each District committee or coordinator position. In addition, appointments for the MD 22 Committee or Coordinator positions must be filled. The District Governor must inform all appointees of their responsibilities.

The District Governor will:

- Hold a minimum of four (4) Cabinet meetings, two of which can be combined with the Advisory meetings, should be held during the Lions year. The First Cabinet/Advisory meeting should be held within thirty (30) days after the adjournment of the Lions International Convention. Special Cabinet meetings may be called with appropriate notice to resolve an urgent issue.
- Schedule Cabinet/Advisory meetings with at least ten (10) days written notice setting forth the date, time, and location of the meeting. An agenda will be prepared for each regular District Cabinet/Advisory or Special meeting.
- At the first Cabinet meeting the District Governor will submit for approval by the Cabinet the goals, projects and budgets for the year.
- Preside, when present, at all District Cabinet/Advisory or other district meetings.
- Maintain a close working relationship with the Vice District Governors, Cabinet Secretary, Cabinet Treasurer, Zone Chairs and all Cabinet members to keep them fully aware of all activities in District 22-C.
- As the District 22-C Governor, he/she is a member of the Multiple District 22 Council of Governors. There are five (5) Multiple District 22 Cabinet meetings held each year and each district is responsible to host a meeting of the Council. Based on the current schedule, District 22-C hosts the Multiple District 22 Council meeting held in April.

- Report to Lions Clubs International and Multiple District 22 Council of Governors relative to the affairs of the Lions of District 22-C.
- Preside or appoint a chair to conduct the District 22-C Business meeting held at the annual Multiple District 22 Convention. District 22-C elections are held on the last day of the annual Multiple District 22 Convention. The Chair of the District 22-C Nominations Committee will preside over the elections.
- Will attempt to visit every club within the District during his/her term in office in order to maintain communications with the clubs.
- Seek the advice of the Past District Governors who make up the District 22-C Honorary Committee should he/she need assistance and advice before finalizing decisions.
- Select a newsletter editor who will publish a District newsletter to be distributed electronically to all the clubs. This newsletter should be provided on a monthly schedule.
- Prepare a monthly message for the District newsletter.
- Prepare and publish, with the assistance of the appointed Editor, a District 22-C Directory each year. The Directory will be distributed to the clubs at the First Advisory meeting.
- Meet with the District Governor Elect as soon as possible after the election to discuss all pertinent affairs of the District and establish a Turnover meeting date to ensure a smooth transition.
- Oversee assigned District Committees and Coordinators to ensure that they are fulfilling their responsibilities (see *District 22-C Position and Appointments - Overview*).
- Prepare an End of Year Report by the end of the 2<sup>nd</sup> quarter of the following Lions year and distribute electronically to the District Governor, current Cabinet members, Past District Governors, District Historian, and club secretaries.
- Submit for reimbursement only expenses that are in accordance with the Rules of Audit as established by Lions Clubs International.

### **FIRST VICE DISTRICT GOVERNOR**

In the event of a vacancy in the office of the District Governor, the First Vice District Governor must be familiar with the duties of the District Governor so he/she will be prepared to assume the duties and responsibilities of said office as the acting District Governor until the vacancy is filled according to District 22-C Constitution and By-Laws.

The First Vice District Governor will:

- Attend all regular and special meetings of the District Cabinet and provide a report on their current activities, if requested by the District Governor.
- At the discretion of the District Governor, conduct Cabinet/Advisory or Special meetings.
- Work closely with the District Governor on special projects as may be assigned.
- Represent the District Governor whenever asked to do so at various District functions.

- Serves as the Chair of the District 22-C Honor Roll Award Committee. The Zone Chairs in District 22-C are members of the Committee. The Committee will meet to evaluate and select the recipients based on the Honor Roll Award criteria. The award is presented at the District 22-C Night event.
- Serves as a member on the District 22-C Long Range Planning Committee.
- Oversee assigned District Committees and Coordinators to ensure that they are fulfilling their responsibilities (see *District 22-C Position and Appointments - Overview*).
- In preparation to serve as the District Governor he/she must become knowledgeable of the duties of the District Cabinet and all appointed committees and coordinators positions and their functions. In addition, in keeping with the Multiple District 22 rotational schedule, there are several committee or coordinator positions that also must be filled by District 22-C appointments. It is suggested that the selection of individuals to serve in these positions be made early in the year and have all appointments completed by the third Cabinet meeting.
- Provide each appointee with a copy of the duties of the position and inform all appointees of their responsibilities.
- Plan to visit and meet with all the clubs in the District to solicit ideas and suggestions that can be incorporated into the planning for the upcoming year. This should not be in conjunction with the District Governor's visits.
- Working with incoming Cabinet Members, prepare the goals, projects and budgets for the coming year.
- Prepare a District 22-C Directory, with the assistance of the appointed editor, for distribution to the clubs at the first Advisory Meeting of the next Lions year.

## **SECOND VICE DISTRICT GOVERNOR**

The Second Vice District Governor should attend all regular and special meetings of the District Cabinet. In the absence of the District Governor, and the First Vice District Governor, he/she should be prepared to conduct the meeting.

The Second Vice District Governor will:

- Provide a report on their current activities, if requested by the District Governor.
- Assist in such duties as may be assigned by the District Governor.
- Become familiar with the duties of the District Governor so that, in the event of a vacancy in the offices of District Governor and/or First Vice District Governor, he/she would be better prepared to assume the duties and responsibilities as the acting District Governor or acting Vice District Governor until the vacancies are filled in accordance with the District 22-C Constitution and By-Laws.

- Represent the District Governor whenever asked to do so at various District functions.
- Oversee assigned District Committees and Coordinators to ensure that they are fulfilling their responsibilities (see *District 22-C Position and Appointments - Overview*).

## **CABINET SECRETARY**

He/she will act under the supervision of the District Governor and performs such duties as are implied by the title of this position. Primarily assists the District Governor in the performance of administrative duties and activities in the District.

The Cabinet Secretary will:

- Provides a printed agenda for all Cabinet/Advisory Meetings to assist the District Governor or First Vice District Governor in the conduct of the meeting.
- Keeps an accurate record of proceedings of all meetings of the Cabinet, and within 30 days forward copies of the same to all members of the Cabinet. Once approved by the Cabinet, copies can be sent to the clubs, Past District Governors, and Lions Clubs International.
- Develops and maintains a mailing list for all clubs, Cabinet Members and Past District Governors to provide timely information and notification of meetings and events.
- Maintains records submitted by the clubs for the District's Five Star Award. Assist the District Governor in the selection of awardees.
- Aids and assists in the preparation of the District Directory, District Year End Report, and District Newsletters.
- Turnover to his/her successor all records immediately following the end of the fiscal year.
- Responsible for handling cabinet correspondence.
- Responsible for the District's inventory (refer to Appendix).
- Contact Clubs to obtain the number of Directory (Roster) Books needed by Club members. Inform the incoming Cabinet Treasurer of the number requested for proper billing.
- Order the officer patches, officer pins, and name badges (excluding name badges for District Governor and Immediate Past District Governor) for the incoming Cabinet officers by the end of March of the current Lions year.

Should an Administrative Assistant not be appointed, their duties will be performed by the Cabinet Secretary (see section on Administrative Assistant duties).

## **CABINET TREASURER**

He/she will act under the supervision of the District Governor and perform such duties as are implied by the title of this position. The Cabinet Treasurer will:

- Prepare semi-annual club dues statements. Mail or email statements to clubs in July and January. The dues are based upon the total club membership reported on the LCI June and December Club Membership reports.
- Remit to the Multiple District Council Treasurer the Multiple District semiannual per capita dues collected in the District no later than October 1 and April 1.
- Assist the District Governor in the preparation of the District 22-C budgets, serving as a member of the District Budget and Finance Committee. The budgets are to be presented for approval at the First Advisory Meeting.
- Arrange facilities for banking and disbursement of all District funds.
- Receive all monies from the District Cabinet, Club Officers and/or District Committee Chair, and deposit these monies in the appropriate account.
- Assist the District Governor to operate within the approved District budgets.
- Prepare a financial report for each District Cabinet and Advisory meeting and a final report at the end of his/her year summarizing income and disbursements of all District Accounts. Reports should be emailed to all Cabinet officers and Past District Governors 7 days prior to each District Cabinet and Advisory meeting.
- Provides financial records for a financial review within sixty (60) days of the end of the fiscal year, and upon completion of the review release all records to his/her successor.
- Ensure that the Internal Revenue Service 990 is prepared and filed each year in keeping with the filing schedule and deadlines.
- Pay all bills and obligations of District 22-C.

## **IMMEDIATE PAST DISTRICT GOVERNOR**

The Immediate Past District Governor is a voting member of the District Cabinet. The Immediate Past District Governor will:

- Attend all Cabinet/Advisory or Special meetings called by the District Governor.
- Share any knowledge or information that will assist in carrying out a smooth transition from one administration to another.
- Assist the District Governor in carrying special assignments.
- Chair the District Honorary Committee that is composed of all Past International Officers and Past District Governors within the District.
- Call a special meeting of the Honorary Committee when requested by the District Governor or by a majority of the Honorary Committee members.
- Serves in an advisory role on the District 22-C Long Range Planning Committee.

## **REGION CHAIR (Optional position)**

If this position is filled, he/she will have been a Past President of a Lions Club and has served at least two (2) additional years on a Lions Club Board of Directors. He/she must be a member of a club within his/her Region and preferably have served as a Zone Chair. He/she will act under the supervision of the District Governor. The Region Chair will:

- Attend all regular and special meetings of the District Cabinet.
- Prepare and submit a written report at the Cabinet meetings and as the District Governor may request.
- Assist the District Governor in promoting Lionism in his/her Region.
- Attend a regular or board meeting of each club in his Region at least once during the year in addition to accompanying the District Governor on his/her official visit to each club.
- Supervise and assist the Zone Chair of his/her Region in the performance of their duties and coordinate with them in arranging and in holding Zone meetings.
- Attend the Zone meeting of his/her Zone Chair in an advisory capacity.
- Make every effort to attend the Multiple District 22 Convention.
- Be prepared to induct new members and/or install officers when requested to do so by Lions Clubs in his/her Region.
- Prepare and submit a written report at the Cabinet meetings and as the District Governor may request.

## **ZONE CHAIR**

He/she will have been a Past President of a Lions Club and one who has served at least two (2) additional years on a Lions Club Board of Directors. He/she must be a member of a club within his/her Zone. He/she will act under the supervision of the District Governor. The Zone Chair will:

- Attend all regular and special meetings of the District Cabinet.
- Prepare and submit a written report at the Cabinet meetings and as the District Governor may request.
- Serve as Chair of the District Governor's Advisory Committee in his/her Zone. The meeting of the committee is commonly referred to as a Zone Meeting. The Committee consists of the president, secretary, treasurer and membership chair of each club in his/her zone. At least three (3) meetings of this committee are to be held annually and it is preferred these meetings be held two (2) to four (4) weeks prior to each scheduled Cabinet Meeting. The meeting provides club officers a forum for discussion, e.g., learn about District programs and initiatives, exchange ideas, and discuss challenges clubs face; and provides the Zone

chair the opportunity to gather information on club activities, issues, and concerns that can be shared with the District leadership.

- Attend a regular or board meeting of each club in his/her zone at least twice during the year. Also, accompany the District Governor on his/her official visit of their Zone clubs.
- Meet with and assist problem clubs and aid in the formation of new clubs.
- Encourage all clubs to understand and become active in programs of the District, Multiple District and Lions Clubs International. This should be accomplished by using District committee chairs.
- Be available to the District Governor or any club within his/her zone for any purpose which furthers the cause of Lionism.
- Make every effort to attend the Multiple District 22 Convention and encourage each club within his/her zone to have a full delegation attend.

#### **GLOBAL LEADERSHIP TEAM COORDINATOR**

- Develops and executes plans and initiatives focused on leadership development in District 22-C.
- Promotes leadership development opportunities that encourages participants at all level of District 22-C.
- Leads or participates in leadership training classes or seminars
- Coordinate and lead two (2) sessions of the officer training prior to the start of the new Lions year.
- Identify potential new leaders to serve in District 22-C positions.
- Serves as a member of the Multiple District 22 Global Leadership Team.
- Attends all Cabinet/Advisory Meetings and report on leadership activities and events.
- Is a non-voting member of the District 22-C Cabinet.

#### **GLOBAL MEMBERSHIP TEAM COORDINATOR**

- Develops and executes plans and initiatives focused on membership development in District 22-C.
- Tracks membership status and provides reports to District Governor and Cabinet.
- Analyze the membership status of clubs to help determine potential problem areas.
- Promotes membership development opportunities that encourages clubs and Lions at all level in District 22-C to participate in membership development.
- Conducts membership training and seminars that will provide the clubs with new tools to attract and retain members.
- Assists the clubs and zones in the District with membership drives, formation of new clubs and member retention.

- Serves as a member of the Multiple District 22 Global Membership Team.
- Attends all Cabinet/Advisory meetings and reports on membership activities and events in the District.
- Is a non- voting member of the District 22-C Cabinet.

**GLOBAL SERVICE TEAM COORDINATOR**

- Develops and executes plans and initiatives focused on service projects in District 22-C.
- Promotes service project opportunities that encourages participants at all level in District 22-C.
- Support local community service projects that create a sense of pride and belonging to Lions in the District.
- Serve as a resource to clubs on potential new service projects.
- Assist clubs in grant applications to support new service projects.
- Serves as a member of the Multiple District 22 Global Service Team.
- Attends all Cabinet/Advisory meetings and reports on service activities and events.
- Is a non-voting member of the District 22-C Cabinet.

**LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) DISTRICT COORDINATOR**

Works closely with the MD 22 Coordinator in fostering the objectives of the Lions Clubs International Foundation. Appointed to a 3-year term by the District Governor in consultation with the MD22 LCIF Coordinator. The LCIF Coordinator will:

- Establish an annual monetary goal for the clubs in consultation with District Governor.
- Educate Lions about LCIF, its operations, and the benefits it provides.
- Encourage Lions to financially support LCIF.
- Assist District 22-C with LCIF grant requests.
- Arrange for a Melvin Jones luncheon to honor Melvin Jones Fellows.
- Is a non- voting member of the District 22-C Cabinet.

**ADMINISTRATIVE ASSISTANT (Optional Position)**

- Appointed by the District Governor to assist the Cabinet in clerical, secretarial, correspondence and financial record keeping duties. The Administrative Assistant is a voting member of the District 22-C Cabinet. The Administrative Assistant will:
- Prepares and provides notification of all District Cabinet/Advisory meetings at least ten (10) days prior to the date of the next meeting.
- Assists with the preparation and execution of Cabinet/Advisory Meetings as necessary.

- Contacts the clubs to determine number of attendees at Cabinet/Advisory meetings or other District functions. Tracks the reservations and number of club attendees.
- Assists the Treasurer in the collection of meal payments and proceeds from the sale of 50/50 tickets at Cabinet/Advisory meetings or other District functions.
- Should an Administrative Assistant not be appointed, those duties will be performed by the Cabinet Secretary.
- Contact clubs to schedule the District Governor's visit. Let the club know how many people will be accompanying the District Governor. Remind clubs not to schedule another speaker on the night of the visit.
- It is the District Governor discretion to make the Administrative Assistant a voting member of the Cabinet.

## DISTRICT 22-C POSITIONS AND APPOINTMENTS

### Overview

District Committee Chairs and Coordinators are important to the District organization. Together with the Zone Chairs, they assist in accomplishing the District Governor's goals and agenda for the year.

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. All the following committees and coordinators are considered to be standing committees or appointees. In addition, the District Governor can appoint short-term committees and coordinators as he/she deems appropriate. 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 Lions Community Outreach Foundation and Lions Camp Merrick.

Unless otherwise indicated, committee chairs and coordinators serve a one-year term beginning at the start of the Lions year (July 1).

The establishment or elimination of standing committee(s) or coordinator(s) should be reviewed by the Cabinet and Honorary Committee.

General responsibilities for committee chairs and coordinators include:

- Being Knowledgeable about the subject area of their committee or coordinator position.
- Being available for presentations at club and Zone meetings.
- At the request of the District Governor, giving an oral and/or written report at regularly scheduled Advisory/Cabinet meetings.
- Providing 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-C chair will serve as a member of the parallel Multiple District 22 committee.

The elected District officers are responsible to overseeing the District Committees and Coordinators to ensure that they are fulfilling their responsibilities. The following is a list of the officers and the Committees and Coordinators they are assigned:

**DISTRICT GOVERNOR**

Alert Coordinator  
Auditor  
Band and Music Scholarships  
Budget and Finance  
Constitution & Bylaws/  
Policy & Procedures Manual  
Distinguished Service Award  
District 22-C Night/Youth Band  
Environmental Coordinator  
Legal Counsel  
Newsletter Editor  
Parliamentarian & Protocol  
Records Retention  
Lions Community Outreach Foundation  
Lions Camp Merrick

**1ST VICE DISTRICT GOVERNOR**

Auto Tag  
Diabetes Awareness  
District Directory  
Historian  
Honor Roll  
Leader Dog for the Blind  
Lions Opportunity for Youth  
Long Range Planning  
MD22 Convention  
National Memorial Day Parade  
Peace Poster

**2ND VICE DISTRICT GOVERNOR**

Chaplain  
Information Technology  
LCI Convention  
Leo Club Coordinator  
Trading Pin  
USA/Canada Leadership  
Forum Coordinator

**District 22-C Standing Committees and Coordinators**

**ALERT COORDINATOR** - Aids the District Governor and clubs in the event of a natural, man-made, or public healthcare emergency. Responsibilities include:

- Comprehensive knowledge of Lions ALERT program resources.
- Coordinate with local emergency assistance services.
- Mobilize a Lions ALERT team after an emergency has been declared.
- Provide information to the District 22-C Clubs so that they may be prepared should an event happen.

**AUDITOR** – Performs a year-end review of the District 22-C financial records. The Auditor will:

- Verify the accuracy of District financial records.
- Ensure records meet with accepted accounting standards, and the financial records and tax forms are filed in compliance with IRS and Maryland State tax rules and regulations.
- Prepare a written report and provide copies to the outgoing and incoming District Governors, Cabinet Treasurers, and members of the Budget and Finance committee. This position may be filled with a non-lion appointment.

**AUTO TAG COORDINATOR** - Encourages Lions in the district to apply for Lions Club vehicle license tags. Responsibilities include:

- Assist Lions in procuring Lions vehicle license tags. Provide Lions the required information and application to procure a new vehicle tag or transfer a current tag to a Lions tag.
- Serves as the liaison between the MD 22 Auto Tag Coordinator and the Maryland Department of Motor Vehicles in obtaining LCI license plates.

**BAND AND MUSIC SCHOLARSHIPS CHAIR** - The role of the Honor Band & Scholarship Committee is to provide entertainment for the annual 22-C Night banquet while offering a scholarship opportunity for the participants who are high school students living within the service area of District 22-C. The responsibilities of the Chair include:

- Maintain a positive relationship with University of Maryland to secure a director and rehearsal space each year. The director is paid, and the school provides rehearsal space and legal use of music at no cost.
- Once the date for 22-C Night is determined, work with the director to set rehearsal schedule (2 days + night before dress rehearsal)
- Contact high school band directors to solicit their nominations for students to participate
- Using information provided from band directors, contact students and their parents to develop the roster for the year.
- Solicit donations from clubs to support the program. Expenses include transportation, stipends for non-Lion leadership and scholarships. Annual budget of approx. \$10,000.
- Manage rehearsal registration and maintain attendance for participating students.
- Secure use of needed percussion instrumentation for the night of the performance and transport equipment and music stands to/from banquet venue, if necessary.
- Oversee auditions for graduating seniors who apply for a scholarship. Adjudication of musicians is performed by UMD graduate music program students. Tabulate results and calculate scholarship number and value for each candidate.

**BUDGET AND FINANCE COMMITTEE** – The Budget and Finance Committee will assist the District Governor in the preparation the District budget. Members of the Committee will serve as advisors to the District Governor and Cabinet on financial matters. The Committee will be composed of five (5) members including the 1st Vice District Governor, the Cabinet Treasurer, the Immediate Past District Governor and two appointed Past District Governors, ideally, individuals with a financial background. The two (2) appointed Past Governors will also represent the District at the Multiple District 22 level. Each appointee will serve a two (2) year appointment with staggered years. The District Governor will appoint the committee chair.

**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. Responsibilities include:

- Provide an invocation and/or benediction at all District Cabinet Meetings and/or District functions.
- Conduct memorial services for deceased Lions if requested by the District Governor, the club, or deceased member's family.
- Participate in the Memorial Service held at the Multiple District 22 Convention.

**CONSTITUTION AND BY-LAWS/POLICIES AND PROCEDURES MANUAL COMMITTEE** – The committee reviews and updates, as necessary, the District 22-C Constitution and By-Laws and the District 22-C Policies and Procedures Manual. The committee consists of three (3) members recommended by the Honorary Committee and appointed by the District Governor. Each member will serve a three (3) year staggered term. The PDG who has served the longest on the committee will serve as committee chair. In as much as these two (2) documents are related, but distinctly different, the responsibilities will be discussed separately.

***District 22-C Constitution and By-Laws*** responsibilities include:

- Review all changes to the MD 22 Constitution and By-Laws and LCI Constitution and Bylaws and make any necessary changes to the District 22-C Constitution and Bylaws to ensure it is in compliance.
- Review all proposed revisions and additions to the District 22-C Constitution and By-Laws to ensure that they are in conformity with the MD 22 Constitution and By-Laws, and the Lions Clubs International Constitution and By-Laws.
- Present all proposed revisions to the District 22-C Cabinet for review and approval.
- Maintain a file of all District 22-C Constitutions and By-Law changes, together with the date of the review and action.
- Provides any proposed changes to the District 22-C Constitutions and By-Laws to the Lions clubs at least 30 days prior to the start of the MD 22 Convention.
- Prepare the ballots with proposed revisions for the voting delegates at the MD 22 Convention.
- After the revisions have been approved provide copies of the revised District 22-C Constitution and By-Laws to each Lions Club in District 22-C and provide a copy for the District 22-C website.
- Changes to correct spelling, punctuation, and formatting errors do not require Cabinet approval if the changes do not alter the intent or meaning of the statement(s).

The ***District 22-C Policies and Procedures Manual*** is subject to frequent revisions as the organizational structure changes, especially in the committees and coordinator positions.

The Policies and Procedures Manual responsibilities include:

- Ensure that the Policies and Procedures Manual adheres to the District 22-C, MD 22, and LCI Constitutions and By-Laws.
- Reviews, recommends and prepares any necessary revisions or additions.

- Provide copies of the proposed revisions to the Honorary Committee and Cabinet at least one (1) week prior to scheduled Cabinet meeting.
- Revisions must be approved by the District 22-C Cabinet.
- Changes to correct spelling, punctuation, and formatting errors do not require Cabinet approval if the changes do not alter the intent or meaning of the statement(s).
- Upon approval provide copies of revisions to all Cabinet officers, committee and program chairs, coordinators, and members of the Honorary Committee. Provide a copy to the District 22-C webmaster

**DIABETES AWARENESS COORDINATOR** - Promote Diabetic awareness and programs to reduce the prevalence of diabetes and improve the quality of life for those diagnosed. Responsibilities include:

- Knowledge about diabetes and diabetic retinopathy.
- Educate the Lions and Lions clubs about diabetes - it's causes, effects on overall health, and treatment.
- Encourage clubs to sponsor diabetes awareness projects in their communities.
- Serve as a liaison between local diabetes organizations and the medical community in planning diabetes activities.

#### **DISTRICT 22-C NIGHT COMMITTEE**

The District 22-C Night Committee is responsible for organizing the annual District 22-C Night, an event promoting fellowship and recognition of outstanding Lions service. The committee consist of a chair, treasurer, a ticket coordinator, a program book coordinator, a protocol coordinator and the Honor Band coordinator, a media coordinator, a photographer and any additional member that may be needed. The chair is appointed by the District Governor. For additional information, see section on *District 22-C Night*.

**DISTRICT DIRECTORY BOOK EDITOR** - Responsible for updating and producing the District Directory Book, commonly referred to as the Roster Book, which contains important information about District 22-C officers, committees and programs, club officer rosters, MD 22 committees, District calendar, and District award programs. The District Directory is distributed at the First Advisory meeting.

**ENVIRONMENT COORDINATOR** - Provide information and encourages the clubs to participate in activities and programs which are related to care of the environment. Encourages clubs to implement environmental projects such as: planting trees, organizing recycling programs, picking up trash on roads, etc.

**HISTORIAN** – Keeps a historic record of the District's activities and achievements over the years. Uses the District Governor's year-end report to update the historical record.

**INFORMATION TECHNOLOGY COORDINATOR (WEBMASTER)** – The incumbent in this position serves as the Information Technology Coordinator for District 22-C. He/she is appointed by the District Governor and serves a one-year term. The website is the informational center for Lions in the district and as such needs to have current information. Responsibilities include:

- Develop and maintain the website.
- Enhance and update as necessary to improve appearance and functionality.
- Update with information relevant to clubs and members of District 22-C
- Ensure that information on the website is current.
- Promote the use of the internet for online submissions of reports and serves as a consult to clubs if necessary.
- Encourage clubs to create and publish websites. Assist clubs in registering with LionsNet and Lion e-Clubhouse.
- Promote the use of LCI website – [www.lionsclubs.org](http://www.lionsclubs.org) and the MYLion app.
- Attend Cabinet/Advisory meetings and provide report on activities.
- Provide seminars and training, as requested, on use of information technology.
- Work closely with the committee chairs and coordinators to assure significant district events are published in social media.

**LEADER DOG FOR THE BLIND COORDINATOR** – Promotes support for the Lions Leader Dog for the Blind Program in Rochester, Michigan which provides trained dogs to assist visually impaired persons. Responsibilities include:

- Educate the Lions about the importance of the Leader Dog for the Blind program.
- Encourage clubs and individual Lions to financially support Leader Dogs for the Blind.
- Encourage clubs to seek potential guide dog users.
- Encourage Lions to consider raising a young dog for training as a guide dog.

**LEGAL COUNSEL** - The Legal Counsel for District 22-C is an individual with legal experience who will safeguard the District by guaranteeing that the District strictly follows laws, guidelines, and give legal advice on relevant issues. The candidate will effectively ensure legal conformity and minimize probability of exposure. Legal Counsel responsibilities include:

- Be versed in Lions Clubs International Constitution and By-Laws, the MD 22 Constitution and By-Laws, the District 22-C Constitution and By-Laws, and the appropriate legal rules of the Organization.
- Give accurate and timely counsel on a variety of legal topics related to Lions.
- Consult with the District Governor on all legal matters.
- Provide clarification on legal language or specifications.
- Provide legal advice as requested without compensation unless mutually agreed to between Legal Counsel and the District 22-C Cabinet.

**LEO CLUBS COORDINATOR** – Promotes the establishment of new LEO Clubs and assist existing LEO Clubs. LEO Clubs are designed to develop Leadership, Experience and Opportunity through Community Service projects and to provide the youth an opportunity to contribute individually and collectively as responsible members of society. All LEO Clubs are sponsored programs of a local Lions Club with Lions from the sponsoring Club serving as counselors and facilitators. The age for a LEO in the United States\_(Alpha LEOS) is 12 to 18. Responsibilities include:

- Encourage Lions clubs to sponsor LEO clubs in their local middle schools and high schools.
- Promote and participate in a LEO Leadership Retreat.
- Assist the District 22-C clubs with Leo programs and encourage involvement in District 22-C Projects.
- Work with the MD 22 LEO Coordinator (if one exists) in order to communicate the needs and plan of action for the program.

**LIAISON TO DISTRICT 24-L** - Serves as the District's representative to Virginia District 24-L. Responsibilities include:

- Attend District 24-L Cabinet and other District 24-L sponsored meetings.
- Explore opportunities to work jointly on projects of mutual interest or benefit.
- Share information about 22-C projects that may be of interest to District 24-L Lions.
- Become knowledgeable about 24-L projects and issues.

**LIONS CLUBS INTERNATIONAL CONVENTION COORDINATOR** – Promote attendance at the annual Lions Clubs International Convention. Responsibilities include:

- Attend clubs, Zone and District meetings to inform and motivate club members to attend the Lions Clubs International Convention.
- Inform Lions about making registration and hotel reservations.
- Coordinate efforts with the MD 22 LCI Convention Chair.

**LIONS OPPORTUNITIES FOR YOUTH CHAIR** – Committee coordinates all Lions youth programs including: Leo clubs, international youth exchanges and youth camps, International Peace Poster Contest, Lions Quest, drug awareness, youth volunteerism, Scouting, Special Olympics, speaking and essay contests, scholarships, and Young Leaders in Service Awards. Chair responsibilities include:

- Familiar with the various youth programs in the District.
- Arrange meetings for youth chairs to exchange ideas and coordinate activities.
- Encourage Lions clubs to support youth activities.
- Promote youth awards available from District 22-C and Lions Clubs International.

**LONG RANGE PLANNING COMMITTEE** - Determine, by thorough and systematic studies, long range issues affecting the District 22-C operations and to make recommendations to the District Governor and District Cabinet so that actions to meet the challenges can be taken. The

committee consists of the Immediate Past District Governor, 1st Vice District Governor, and two (2) Past District Governors nominated by the Honorary Committee and approved by the District Governor. To ensure continuity, the appointed PDGs serve a staggered two (2) year term. The PDG who has served the longest on the committee will serve as committee chair. The chair will also serve as the District 22-C representative on the MD 22 Long Range Planning Committee. Responsibilities include:

- Identify and analyze current and future areas of concern in District 22-C and make recommendations to address the problems.
- Develop and maintain a five-year strategic plan for District 22-C.
- Report to the District Governor and Cabinet on the Committee activities.

**MD 22 CONVENTION COORDINATOR** - Promote attendance at the annual MD 22 Lions Convention. Responsibilities include:

- Attend clubs, Zone and District meetings to inform and motivate club members to attend the MD 22 Lions Convention.
- Inform Clubs to designate delegates/alternates to the Convention.
- Provide Lions with information on convention registration and hotel reservations.
- Coordinate efforts with the MD 22 Convention Chair.

**NATIONAL MEMORIAL DAY PARADE COORDINATOR** - The National Memorial Day Parade Coordinator, in partnership with the Virginia Lions District 24-L, coordinates and organizes the Lions participation in the National Memorial Day Parade. Responsibilities include:

- Serves as Parade Coordinator on alternate years.
- Encourage District 22-C Lions to participate in the parade.
- Coordinate and arrange with the National Memorial Parade Committee for a float.
- Apply for a Public Relations grant from Lions Clubs International.
- Arrange for a staging and assembly area in the vicinity of the parade.

**NEWSLETTER EDITOR** - The incumbent of this position serves as the Editor of the official newsletter is "The Voice of District 22-C". Guidelines for the publication will be provided to Lions Clubs, District 22-C Cabinet and Honorary Committee. The principle audience for the newsletter is the Lions Clubs of District 22-C. The Editor is appointed by the District Governor and serves a one-year term. Responsibilities include:

- Serves as an unbiased voice of the District.
- Provides a monthly issue.
- Newsletter is to be published in an electronic format.
- Copies will be provided to club officers for distribution, Cabinet members, and Honorary Committee.
- Information copies may be provided to other Multiple District 22 clubs or officials.

**NOMINATIONS COMMITTEE** - Responsible for reviewing qualifications of candidates for District 22-C and International office and determine the eligibility of candidates and presides over the District 22-C election. The committee is comprised of three (3) Past District Governors nominated by the Honorary Committee and approved by the District Governor. Members serve a staggered three (3) year term. The PDG who has served the longest on the committee will serve as committee chair. Responsibilities include:

- Review the qualifications of candidates for District 22-C and International office to ensure they meet the criteria outlined in the LCI, MD 22, and District 22-C Constitutions and Bylaws.
- Prepare certification letters for qualified candidates and forward a copy to the respective candidate, District Governor, Cabinet members, Past District Governors, and club presidents.
- Instructs the candidates in proper protocol.
- Presents the candidates for office at the 2<sup>nd</sup> Advisory Meeting.
- Prepares the ballot for 22-C election held at the MD 22 Convention.
- Presides at the District 22-C elections held at the MD 22 Convention. See section on *District 22-C Election* for additional information.
- Announces the election results.

**PARLIAMENTARIAN & PROTOCOL OFFICER** – Provide guidance to District officers on matters of parliamentary procedure. Responsibilities include:

- Thorough knowledge of parliamentary procedures (Robert’s Rules of Order).
- Familiar with the District 22-C, MD 22, and LCI Constitution and Bylaws.
- Attend all District Cabinet meetings or District functions to provide guidance to District officers on matters of parliamentary procedure.

**PEACE POSTER CONTEST CORDINATOR** - Inform and encourage clubs to participate in the International Peace Poster competition. Responsibilities include:

- Attend club, zone, and District meetings to encourage Clubs to sponsor the Peace Poster Contest in their local schools.
- Assist clubs in obtaining Peace Poster Contest kits.
- Ensure that all Peace Posters entries are received by November 1<sup>st</sup>.
- Assist the District Governor in judging the poster entries for District 22-C. Selected poster is submitted to the MD 22 Council Chair for judging at the MD 22 Council of Governors meeting in December.
- Arrange the venue for presenting the award for the Peace Poster winner.

#### **RECORDS RETENTION COORDINATOR**

The Records Retention Coordinator is responsible to maintain the records of District 22-C. The records provide an account of District 22-C activities and provide information for the future,

and if necessary, to protect the legal and financial rights of the organization and persons directly affected. Records are to be maintained for at least a seven (7) year period. In some cases, documents may be maintained for a longer period. At the conclusion of each year the District Governor will appoint a records review committee of knowable individuals to examine and determine records to be removed and those that are to be retained. Historical records can be turned over to the District 22-C Historian.

- Records will be retained in an accessible and electronic format.
- Records are to be maintained in a yearly file.
- Records will be available in a read only format to those who need to access, review or gather information for legitimate purposes.
- Records are to be protected in a secure environment.
- Records include, but not limited to, Cabinet/Advisory meeting minutes, annual reports, financial reports, tax documents, documents considered to be important for historical or legal purposes, and contracts or letters of commitment of District 22-C.
- Records of all District 22-C major programs are to be included.

**TRADING PIN COORDINATOR** - Responsible for the design, procurement, and sale of the District 22-C trading pin and DC trading pin. Trading Pins are a tradition that is intended to promote fellowship and interaction at the Lions Clubs International Convention.

- Solicit pin designs early in the year, have the pin design completed for presentation and approval at the Second Cabinet Meeting.
- Work with the MD 22 Trading Pin Coordinator on designs and distribution.
- District will receive MD 22 pins to be sold to District 22-C Lions. It is the responsibility of the District 22-C Trading Pin Coordinator to also promote the sale of these pins.
- Pins not sold by June of the Lions Year, will be provided to the incoming District 22-C Governor to trade or give away at the International Convention.

**USA/CANADA LEADERSHIP FORUM COORDINATOR** - The USA/Canada Leadership Forum is designed to help develop leadership skills and abilities, with its focus on various aspects of Local Club and District operations and activities. Locations vary from year to year within the boundaries of the United States and Canada. The District 22-C Coordinator is responsible to promote the USA/Canada Leadership Forum. Responsibilities include:

- Encourage attendance to the annual USA/Canada Lions Leadership Forums.
- Communicate with clubs, using available resources, to inform them of the date, location, and costs of the Leadership Forum.
- Consult with the MD 22 Forum Coordinator on plans for special District gatherings/events to be held during the Leadership Forum. Relay those plans to club members who are planning to attend.

## **MAJOR DISTRICT 22-C SUPPORTED PROGRAMS**

### **Lions Community Outreach Foundation**

The Lions Community Outreach Foundation (LCOF) is a District 22-C sponsored foundation 501(c)(3) whose primary purpose is to promote sight and hearing health. It is financially supported by the Lions clubs in District 22-C.

The LCOF is governed by a Board of Directors consisting of the President, Vice President, Secretary, Treasurer, Immediate Past President, District Governor or an appointed representative, four (4) Regional representatives, two (2) At-Large members, Legal representative, and medical advisor. Officers are elected by the LCOF Council which is made up of representatives from each of the clubs in District 22-C. Board members are elected to a two (2) years term. Board and Council meetings are held quarterly. The LCOF office and Eyeglasses Recycle Center are housed at the Melwood Center, located at 5606 Dower House Road in Upper Marlboro, MD.

The LCOF sponsors five (5) major programs:

- Vision and Hearing Screenings - LCOF, in partnership with volunteers from the local Lions Clubs, conducts free vision, glaucoma (eye pressure), and hearing screenings. Operates a 26-foot trailer that's equipped with vision, hearing, glaucoma, and preschool screening equipment.
- Recycle Eyeglasses and Hearing Aids – LCOF collects used eyeglasses for redistribution to the poor in underdeveloped nations and areas of need in the U.S. Donated eyeglasses are taken to our Melwood Recycling Center where they are cleaned, inspected, sorted by prescription, and packaged for distribution. Hearing aids are also collected and donated to the Dept. of Hearing and Speech Sciences at the University of Maryland where usable they are refurbished and provided to low income individuals.
- Francis Garner Memorial Endowment Fund – The Francis Garner Fund provides financial aid for vision or hearing related medical expenses to individuals who need financial assistance. The fund will award a one-time matching grant up to \$2,500 to pay for medical expenses for qualified candidates.
- Vision Screening for Preschool Children – Vision screening for preschool children is a free screening program aimed at identifying eyesight problems in preschool age children. Using PlusOptix handheld screeners, Lions are able to screen children for serious but treatable vision disorders.
- Affordable Hearing Aids – The LCOF, in partnership with the Dept. of Hearing and Speech Sciences at the University of Maryland, provide affordable hearing care to low income individuals with hearing loss.

## **Lions Camp Merrick**

Lions Camp Merrick provides summer camp programs that promote the education, creative expression and social growth of children who are deaf, blind, and diabetic.

Lions Camp Merrick, Inc. is a 501(c)(3) non-profit organization. Lions Camp Merrick is governed by its Constitution and By-Laws. It is managed by a Board of Directors that includes Lions and non-Lions. The Camp office is located at 3650 Rick Hamilton Place, P.O. Box 56, Nanjemoy, MD 20662.

The day-to-day operation of the Camp is the responsibility of the professional staff who ensure that the facility along with the programs and services are properly managed and promoted. The Director and the camp Office Manager staff the office at the Camp in Nanjemoy, Maryland.

Lions Camp Merrick is accredited by the American Camp Association (ACA), a member of the Conference of Lions Camps (CLC) and the Diabetes Camping Association (ADA) and is licensed by the Maryland Department of Health.

## **MULTIPLE DISTRICT 22 POSITIONS AND APPOINTMENTS**

This section covers the Multiple District 22 Committee and Coordinator Appointments, Program and Foundation Appointments, the Multiple District 22 Council of Governor Position, and the Selection of International Director Candidate from District 22-C. These appointments and positions, with the exception of the International Director Candidate, are considered to be standing positions. The terms of some positions vary depending on the committee structure. Information on the responsibilities and guidelines of these positions can found in the Multiple District 22 Constitution & By-Laws as well as the Multiple District 22 Policy and Procedure Manual.

### **Multiple District 22 Committee and Coordinator Appointments**

Multiple District 22 has several standing committee and coordinator positions for which appointments are made each year in keeping with the Multiple District 22 Rotational Schedule or at the pleasure of the incoming Multiple District 22 Council of Governors. The Rotational Schedule is in Appendix 1 of the Multiple District 22 Policy and Procedure Manual. District 22-C candidates to fill these positions are presented to the Incoming Council of Governors and approved at the Whisk Meeting following the close of the Multiple District 22 Convention.

Prerequisite for selection as a Multiple District 22 committee or coordinator appointee is based on the individual Lion's demonstrated interest and capabilities. The individual must be able to work harmoniously with others, plan appropriately and be relied upon to execute the Council of Governor's approved plan of action. In addition, they should work closely with their counterparts in each of the Sub-districts.

Candidates for any committee or coordinator position should be given a written copy of existing committee or coordinator duties, responsibilities and guidelines from the Multiple District 22 Constitution & By-Laws and/or the Multiple District 22 Policy Procedures Manual.

Where applicable, District 22-C committee and coordinator appointees serve as the District representative on Multiple District 22 committee and coordinator functions. In those cases where a District 22-C appointee is serving as the committee chair it is left to the discretion of the District to decide if a separate committee member should be appointed to represent the District.

It is noted in the following positions and appointments listing that the International Convention Committee have a chair and vice-chair position and the USA/Canada Form Coordinator have a coordinator and vice coordinator position. The MD 22 Convention Committee has a three (3) year rotational appointment starting with the Treasurer position. Appointees serve in these positions per the rotational schedule and advance each year.

The Multiple District 22 Committee and Coordinator appointments are:

<b>Position</b>	<b>Procedure</b>	<b>Term of Office</b>
Administrative Assistant	Council Pleasure	2 Years
Auditor	Rotation	1 Year
Constitution & By-Laws/Policy & Proced.	Rotation	1 Year
Diabetes Coordinator	Council Pleasure	1 Year
Finance Committee (2 members)	District Appointment	1 Year
Global Leadership Team Coordinator	Council Pleasure	3 Years
Global Membership Team Coordinator	Council Pleasure	3 Years
Global Service Team Coordinator	Council Pleasure	3 Years
Hearing and Speech Coordinator	Council Pleasure	1 Year
International Convention Chair	Rotation	1 Year
International Convention V. Chair	Rotation	1 Year
Information Technology Coordinator	Council Pleasure	1 Year
Leader Dog Coordinator	Council Pleasure	1 Year
LCIF Coordinator	Council Pleasure	3 Years
MD 22 Convention Chair	Rotation	1 Year
MD 22 Convention Vice Chair	Rotation	1 Year
MD 22 Convention Treasurer	Rotation	1 Year
Pre-School Vision Coordinator	Council Pleasure	1 Year
Public Relations Coordinator	Council Pleasure	1 Year
Records Retention Coordinator	Council Pleasure	1 Year
Research & Long-Range Planning Comm.	Council Pleasure	2 Years
Roaring Lions	Council Pleasure	1 Year
USA/Canada Leadership Forum Coord.	Rotation	1 Year
USA/Canada Leadership Forum V. Coord.	Rotation	1 Year
Vehicle Tag Coordinator –	Council Pleasure	1 Year
Youth Outreach Coordinator	Rotation	1 Year

The Multiple District 22 Convention Committee requires several subcommittee appointments each year to support the many functions of the convention. These subcommittee appointments are included in the Rotational Schedule, Appendix 1, Multiple District 22 Policy and Procedure Manual and also listed below. Appointees for these subcommittee positions are selected by the District Governor and provided to the Convention Committee Chair at the December Multiple District 22 Cabinet meeting.

- Decorations — 2 per District
- Elections — 1 per District
- Golf— 1 per District
- Merchandise — 3 per District
- Memorial Service 1 per District
- Parliamentarian — 1 per District
- Pianist — 1 per District

- Protocol — 1 per District
- Publicity — 1 per District
- Registrations and Credentials — 3 per District
- Resolutions — 1 per District
- Rules— 1 per District
- Sergeant at Arms — 4 per District
- Song Leader - 1 per District
- Tail Twister — 3 per District
- Ticket Sales — 2 per District

### **Multiple District 22 Foundation Appointees**

Multiple District 22 has three (3) foundations that require appointments namely: Lions Vision Research Foundation, Inc., Lions of MD 22 Preschool Vision Screening Foundation, Inc. and the Kusiak Lions Youth Foundation of Multiple District 22, Inc. The purpose and function of these foundations are outlined in the Multiple District 22 Policy and Procedure Manual. While there are no position descriptions in the documentation Lion appointees with non-profit foundation experience who have previously served on board of trustees is highly desirable. The appointees for each foundation are different and outlined below.

#### **Lions Vision Research Foundation, Inc**

The District 22-C Governor and three (3) elected voting members serve on the Board of Trustees. The three trustees are recommended by the District Honorary Committee. Each trustee serves a three (3) year staggered term.

#### **Lions of MD 22 Preschool Vision Screening Foundation, Inc.**

The Lions of MD 22 Preschool Vision Screening Foundation, Inc. also operates as the Lions Saving Kids Foundation, Inc. The MD 22 Policy and Procedure Manual list no appointments to the Foundation. District 22-C Lions serving on the board of trustees are members of the Preschool Vision Screening Program at the District 22-C Lions Community Outreach Foundation, Inc.

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

The Kusiak Lions Youth Foundation of Multiple District 22, Inc. is also known as the Lions Youth Foundation. District 22-C recommends three (3) members to the Board of Trustees to serve a three-year term with a staggered schedule. The District Governor, with the advice of the District Honorary Committee, will make the appointment 30 days prior to the MD 221 Convention. Any trustees will be eligible to succeed themselves on the Board.

### **Multiple District 22 Council Chair**

The Multiple District 22 Council Chair position is filled by a Past District Governor from District 22-C 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 Multiple Policies and Procedures Manual.

Potential candidates from District 22-C should submit their intent for consideration to the District Honorary Committee by October 1<sup>st</sup> 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.

Should there be more than one candidate, the Honorary Committee will make recommendations regarding qualifications. 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. 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-C 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 International Director Candidate from District 22-C**

The qualification of this position is 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 Policies and Procedures Manual.

Any interested candidate must submit their intentions to the District Honorary Committee no earlier than October 1<sup>st</sup> 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-C delegates at the District 22-C business meeting. Upon endorsement by the District 22-C 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 of the final day of the convention.

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

## **DISTRICT 22-C MEETINGS**

District 22-C holds four (4) Cabinet meetings, two (2) of which can be combined with the Advisory meetings.

### **District 22-C Advisory/Cabinet Meetings**

The District Governor holds two (2) District 22-C Advisory meetings during the Lions year. The District Governor will preside over the meeting. Club President, Secretaries, Treasurers, and Membership Chair are required to attend both Advisory Meetings to meet the requirement of the Five Star Award. At the discretion of the District Governor, both such meetings may be held jointly with cabinet meetings.

The First Advisory Meeting is to be held in July or August. At the First Advisory Meeting, the District Governor will present their program and agenda for the year. The District Governor will designate the voting members of the Cabinet. Cabinet members will be installed at this meeting. Cabinet Treasurer will present the District administrative and activities budgets for approval by the Cabinet.

The Second Advisory Meeting will be held in March. Candidates for District Governor, First Vice District Governor, and Second Vice District Governor will be introduced and the candidate or their representative will be given the opportunity to make a five (5) minute campaign speech.

The Cabinet Secretary, in consultation with the District Governor, will prepare the agenda. A typical meeting agenda includes the following items:

- Opening by District Governor or 1<sup>st</sup> Vice District Governor
- First and Second Vice District Governor's reports
- Cabinet Secretary's report
- Cabinet Treasurer's report (Present annual budgets at First Advisory/Cabinet meeting)
- Program and Committee reports
- Zone Chair reports
- District Officer candidate campaign speeches (Second Advisory/Cabinet meeting)
- Old business
- New Business
- Announcements
- 50/50 drawing

### **Regular Cabinet Meetings**

A regular meeting of the District Cabinet will be held in each quarter of the Lions Year, with the first meeting held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days prior to the meeting date, a meeting announcement will be sent by the Cabinet Secretary or Administrative Assistant to each Cabinet member, program coordinator, and committee chair, announcing meeting date, time and location. Clubs will also be notified of the meeting, but attendance is not required. The Cabinet Secretary will prepare the agenda, example cited above.

### **Special Cabinet Meetings**

Special meetings of the cabinet may be called by the District Governor at their discretion or called upon written request made to the District Governor or the Cabinet Secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written notice (including letters or emails) of special meetings, setting forth the purposes and a date, time and place determined by the District Governor, will be given to each Cabinet member by the Cabinet Secretary. The District Governor will preside over the meeting. The Cabinet Secretary will prepare the agenda.

### **Quorum and Voting Privileges**

The attendance of a majority of the members of the cabinet shall constitute a quorum for any meeting. In all District meetings, the voting privilege will extend to the District Governor, the Immediate Past District Governor, First and Second Vice District Governors, the Region Chairs, Zone Chairs, Cabinet Secretary, Cabinet Treasurer, Global Membership Team Coordinator, Global Leadership Team Coordinator, and the Global Service Team Coordinator. The District Governor may also establish and appoint other members to the Cabinet, as he/she deems necessary and appropriate for efficient operation of the District.

## **Other District Meetings**

### **Turnover Meeting**

A turnover meeting with outgoing and incoming Cabinet Officers (excluding Region and Zone Chairs) will be held within 15 days after the start of the new Lions year. The date and location for the meeting should be at a time and place mutually agreeable to both the incoming and outgoing Cabinets. The meeting agenda should include:

- Turnover of District records and property (see section on *District 22-C Records Inventory*).
- Transfer of funds to the incoming administration. The outgoing administration must provide the incoming administration with sufficient funds to pay bills, as described in the *Budget and Monetary Procedures* section of this manual.
- Discuss any unfinished business that needs to be addressed.

### **District 22-C Business Meeting at MD 22 Convention**

The District will hold a business meeting at the MD 22 Convention, time and place to be determined by the Convention Committee. The District Governor will preside over the meeting or may appoint another Lion to run the meeting. The chair of the Nominations Committee will place in nomination the names of all candidates so qualified. Each candidate will be allowed a nominating speech of no more than five (5) minutes duration and only one seconding speech of more than three (3) minutes duration.

If there are any proposed additions or revisions to the MD 22 and/or 22-C Constitution and Bylaws, the proposed amendment(s) must be read and explained by a member of the Constitution and By-Laws committee during the 22-C Business Meeting. In addition, a paper copy of the proposed resolution must be made available to the certified delegates at the time of registration.

During the meeting, expect a brief visit by the International guest. The business meeting will be temporarily suspended during the visit. The International guest will make a brief address and may make a few award presentations. Following the departure, the meeting will be reconvened.

### **District 22-C Election at the MD 22 Convention**

The District 22-C Election will be held on the last day of the MD 22 Convention. The Nominations Committee Chair will preside over the election. Delegates will cast ballots for District Governor, First Vice District Governor, Second Vice District Governor, International Director candidate, and proposed changes to MD 22 and /or 22-C Constitution and Bylaws. The voting will be by secret written ballot.

All candidates must secure a majority of the votes cast by the delegates present and voting, in order to be declared elected. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes will be eliminated and balloting will continue until one candidate receives a majority. In case of a tie on any ballot, balloting will continue on the tied candidates until one is elected.

For information on delegate formula, see Article 7, Section 6 of the MD 22 Constitution and Bylaws. All Lions in good standing are eligible to serve as delegates or alternates.

See section on *District 22-C Election* for additional information.

## **BUDGET AND MONETARY PROCEDURES**

### **District 22-C Budget and Revenue**

- A proposed balanced budget for the administrative and activities accounts will be prepared on or before July 1<sup>st</sup> of the year based on all overall view and analysis of the district's requirements. Copies of the proposed budget will be provided to the District Governor's voting Cabinet and all Past District Governors ten (10) days prior to the first Cabinet meeting. The proposed budget will be presented at the first Cabinet meeting for approval by the voting Cabinet.
- A standardized budget report will incorporate all planned items of income and expenses. Both budgeted and actual figures will be shown on the report. The Cabinet Treasurer will report on the budget, income, expenses and budget variations at each Cabinet meeting. An updated budget report will be provided in early June to the Committee planning for the next fiscal year budget.
- Approved budget income and expense line items will be assigned to the responsible District officer, Cabinet member, committee chair or coordinator. Financial obligations that will exceed the budget will require approval by the Cabinet.
- The proposed budgets will include a contingency line item to account for unplanned or unforeseen obligations.
- Funds will be transferred from the current administration to the incoming administration within 15 days after the closing of the Multiple District 22 Convention to meet early obligations and expenses. This transfer includes the sum of \$2,500 from the administrative account and \$1,000 from the activity account. These funds are to be placed in appropriate and separate bank accounts by the incoming administration.
- The incoming treasurer is authorized to expend funds as necessary within the limits specified above.
- All end of year funds are to be turned over by no later than August 15<sup>th</sup> of the current Lions year.
- In keeping with the District 22-C By-Laws, the District Governor, First Vice District Governor, Second Vice District Governor, Secretary and Treasurer are all bonded.
- Semi-annual club dues statements are to be mailed or emailed by the Cabinet Treasurer to clubs in July and January. The dues are based upon the total club membership reported on the LCI June and December Club Membership reports. The per capita dues to be collected are listed in Section 1, Article VI of the District 22-C Bylaws and Article VI of the Multiple District 22 Constitution and Bylaws.

### **Event/Meeting Expenses**

All planned district events and meetings such as Advisory/Cabinet meetings, 22-C Night and/or special meetings that require financial commitments must ensure that the income will cover all expenses that are not included in the approved budget. This includes, but not limited to, meal cost, room or facility rental, speakers, invited guests, overnight accommodations, gifts, and gratuity. Revenue collected from fundraisers conducted in concert with these events, such as 50/50, is considered a part of the event's financial income. At district events all District Officers and Cabinet members are paying attendees unless otherwise informed.

### **Reserve Fund**

A reserve fund will be established and maintained for the activity and the administrative accounts. The purpose of the reserve fund accounts is to set aside unobligated or unexpended end of year funds to meet future emergencies or special needs. In any fiscal year, any remaining balance in the administrative or activity accounts will be placed in the appropriate reserve fund. With Cabinet approval up to ten (10) percent of the total activity reserve funds or administrative reserve funds may be used to balance the current year budget. Amounts in excess of ten (10) percent require an analysis and justification from the Budget and Finance Committee and the approval of the Cabinet. If necessary, and with Cabinet approval, reserve funds may be used at the beginning of the year to meet early obligations, but with the understanding that they must be replaced.

### **Financial Audit/Review**

- The District financial records will be audited/reviewed not later than 60 days after the close of the fiscal year.
- A copy of audit/review report will be provided to the Budget and Finance Committee.
- All financial records will be provided for the preparation of the annual IRS tax return.
- Financial records are to be turned over to the Records Retention Coordinator and retained for a period of not less than seven (7) years.

### **Banking Procedures**

- Only FDIC Banks are to be used for the deposit of District funds.
- A new bank account must be established for each new Lions year. Treasurer may establish new account at same bank.
- Signatory authority for signing all checks will reside with the District Governor and Cabinet Treasurer. Payments or withdrawals out of the District administrative and activities

accounts of one hundred dollars (\$100) or more must bear the signature of the District Governor and the Cabinet Treasurer or Cabinet Secretary. Payments or withdrawals less than one hundred dollars (\$100) may be made with only one (1) of these signatures.

- Monthly bank statements are to be retained and available for review by members of the Budget and Finance Committee.

### **District Officer Renumeration**

No compensation for services will be paid to the Cabinet Secretary and Cabinet Treasurer. Out of pocket expenses for items purchased may be reimbursed upon the presentation of a receipt.

## ROLE OF THE HONORARY COMMITTEE

The District Governor's Honorary Committee serves in an advisory capacity to the District Governor. The committee is composed of Past International Officers and Past District Governors who are members in good standing in the clubs within the District, and the District Governor who serves as an ex officio member of the committee. The First Vice District Governor and Second Vice District Governor may attend committee meetings, but only at the invitation of the Honorary Committee Chair. However, the Vice District Governors can only attend as observers and are not allowed to participate in any of the discussions and may be asked to leave the meeting if any sensitive topics are to be discussed.

The Immediate Past District Governor (IPDG) will serve as the Honorary Committee Chair and convene meetings at the District Governor's request or at the request of a majority of the Honorary Committee members. In the event the Immediate Past District Governor cannot fulfill this position, then the next Past District Governor in line will serve as the Chair.

The committee will meet at least twice during the Lion year. The first meeting should be held early in the Lions year. An Honorary Meeting is normally held following the Past District Governors luncheon, a traditional event that is organized by the District Governor for Honorary Committee members and their spouses or partners in service.

The responsibilities of the Honorary Committee include:

- Advise the DG in forming plans, policies, and procedures that affect the District.
- Make recommendations of Past District Governors for Multiple District 22 offices including: LVRF, LYF, LSKS, and MD 22 Budget & Finance (*see section on MD 22 Appointments*).
- Make recommendations to the District Governors for District 22-C Committees, including: Nominations, Constitution and Bylaws/Policies and Procedures, Long Range Planning, and Budget and Finance.
- Select, endorse, and promote a candidate for an International office.
- Encourage qualified candidates to serve in District leadership positions.
- In accordance with the MD 22 rotation schedule, recommend a Past District Governor candidate to serve as the Multiple District 22 Council Chair, a person who has not previously served in the position (*see section on Selection of MD 22 Council Chair Candidate from District 22-C*).

## **DISTRICT 22-C NIGHT**

District 22-C Night is the highlight of the District Governor's year. It is a celebration of the District's accomplishments, it honors the District Governor for his/her leadership, and it recognizes individual Lions from our many clubs for their contributions to their communities. It is formal in nature and therefore requires those seated at the Head Table to dress in formal wear. Formal wear is optional for other attendees although business attire is suggested. It is a night of fellowship and friendship as the District "Puts its best foot forward" to showcase its accomplishments. It does take a great deal of planning in order to have a successful event. Since this is a night to honor the District Governor, the District Governor and partner-in service are guests of the district.

The following is a listing of the process for a successful event. This is meant to be a guideline and may be adapted as needed.

### **District Governor**

The initial step is for the Governor to secure a Chair for the event and set a date and location at which it is to be held. The Chair may be one of the Past District Governors or any other highly qualified individual within the Lions of the District.

### **International Guest**

The next step is to determine a visiting dignitary. LCI generally provides the Governor with a listing of International Directors from which the governor chooses one. Arrangements for transportation of this individual are generally made by LCI. When the International Director comes to the District, he/she becomes under our care (This will be further addressed in the Chairman's section). The Governor should communicate with the International Guest early in his/her year (An opportunity to meet with the ID or PID is usually offered at the USA Canada Lions Forum which occurs early in the Governor's year). A welcoming committee should greet the International Guest at the airport or other arrival venue. The Governor and his/her spouse also provide the visiting guest with gifts that recognize their visit at some point in the C Night Celebration.

NOTE: The International Guest usually has several International President's Certificates to present. The Governor should consider which District Lion or Lions should receive this award. See section on *District 22-C Awards*.

### **Humanitarian Recipient**

The District Governor should also select a Humanitarian recipient. A list of past recipients may be found in one of the many C Night Program Books. The Humanitarian is presented with a Humanitarian Trophy and usually a financial contribution to the charity that is represented.

**Theme**

The governor should think about a theme for the evening and how it could be tied into the recognition of Lions. It should coincide with the International President's theme.

**22-C Night Committee**

Upon agreeing to be the chairman for the event, the chair should form a committee to assist in preparing for the event. The committee may consist of a treasurer, a ticket coordinator, a program book coordinator, a protocol coordinator and the Honor Band coordinator, a media coordinator, a photographer and any additional member that may be needed.

**Chair**

The success of any event is the selection and recruitment of qualified Lions that are willing and able to accomplish the assignments that they are given. You may draw on individuals who have served in the past or select someone of your own choosing. Choose wisely because the committee will either make or break the process. An initial meeting should be held sometime in the fall, usually sometime in November. A convenient meeting place is the LCOF office. This is the formative meeting at which assignments are discussed and tasks are assigned. It's important to set a calendar of future meetings. You don't need many as much can be done electronically. It would be good to have a meeting in February, and March to discuss needs, concerns and progress. (Possibly one in early April, if needed).

The chair should meet with the manager of the event site in August to select the menu and discuss needs for meeting rooms (VIP reception, band rehearsal room, etc.). The DG should be invited to this meeting as well. Make sure to keep in mind that there may be a few attendees who may have dietary restrictions and arrangements should be made to accommodate these individuals. The Chair should also advise the DG that his/her club is responsible for the cost of the VIP Reception.

The chair should also select a hotel that can be used as Headquarters Hotel. Many hotels are willing to offer reduced rates for groups attending. He/she should make sure to book a room for the visiting International Guest.

Plan to attend Advisory and Cabinet meetings to discuss the C Night event.

**Treasurer**

The treasurer is the financial advisor to committee. The requirement is to develop a budget and keep the Chair advised of any financial decision.

### **Ticket Coordinator**

The ticket coordinator makes arrangements for mailing and receiving ticket requests. The coordinator mails either electronically or snail mail ticket information to the Clubs, the District officers, Past District Governors as well as the Multiple District Cabinet Officers. The ticket responses are returned to the coordinator and a master listing of those attending is compiled. The coordinator also compiles a seating chart. For the event.

### **Ad Book Coordinator**

This person is responsible for developing the ADBOOK. Mailings for Ads are sent to each Club as well as to those businesses that choose to place an ad. The responses are coordinated with a graphic artist who sets up the layout for the ADBOOK. Once this is complete, the layout is sent to the printer for production. The C Night Chair composes the Welcome Message for the book.

Clubs are restricted to the use of Administrative account funds for the purchase of the ads. Any excess ad revenue over the production cost of the book may be used to defray other event expenses. Individuals and businesses outside of Lionism may be solicited for ads, with the understanding that all such revenues received will be used for the benefit of the Lions.

### **Protocol Coordinator**

One of the main jobs of this person is to make arrangements for the Honor Guard for the opening ceremony of the Night. We usually attempt to get the Armed Forces Joint Service Honor Guard. The coordinator also ensures that the Head Table Seating Chart is correct. In the past the coordinator has made arrangements for certificates for the District Honorees. For additional information, please see Appendix 5.

### **Honor Band Chair**

The Honor Band Chairman makes arrangements for the performance of the District Youth Honor Band which has been an annual activity at our C Night event. Several musical selections are performed by this group which includes student musicians from high schools throughout our District. Some of them are selected to receive scholarships. These scholarships are presented immediately following the Band's performance. The District Governor, International Guest and the Band Director make the presentations.

### **Media Coordinator**

The Media Coordinator develops a video presentation that recognizes honorees from each of the clubs in the District. This has been a very well received video presentation that is shown from time to time during the evening's activities.

## **Photographer**

A photographer is selected to take pictures of the evening's activities. He/she is usually asked to do photographs of the District Honorees. This usually occurs during the Social Hour preceding the beginning of the event. Honorees pictures are taken with the International Guest and the District Governor. Pictures are also taken during the Awards portion of the program.

## **Receptions**

There are two (2) receptions held prior to the program – a VIP reception and general reception. The VIP reception, which is optional, is normally sponsored and paid for by the District Governor's club. The VIP reception typically includes an open bar and hors d'oeuvre. Invitees include District Governor's family, International guests, Cabinet members, Past District Governors, MD 22 Council members, and members of the host club. The general reception, which is held after the VIP reception, is sponsored by the 22-C Night Committee and is open to all Lions and guests. The general reception includes a cash bar and hors d'oeuvre.

## **Items for Consideration**

1. Select /determine a greeting group that will meet the guest upon his/her arrival.
2. Make sure that snack items and other recognition items are in the International Guest's hotel room. International can provides a listing of the International Guest's preferred beverage and snack items.
3. There is usually a Friday informal meet and greet with the DG, International Guest. This is usually held at one of the local restaurants on Friday evening.
4. On Saturday, have a group that is designated to set up the venue with table decorations and items needed for the head table.
5. Make arrangements for the International guest(s) to visit the Wilmer Eye Institute, Lions Community Outreach Office, and/or Lions Camp Merrick. If not, perhaps a visit to a District 22-C club sponsored project.
6. There may be an informal Council of Governors' meeting. Make sure that the meeting is adjourned in time to arrive to following events.
7. Coordinate a place where the Honor Band can rehearse.
8. Make sure that all awards, plaques and needed media items are in place in the meeting room.
9. Designate a person to oversee the Processional Lineup. Be sure to follow Protocol in introducing the Honored Guests.
10. There is a Script for the evening that has been developed. It may be adapted as needed.
11. HAVE A GREAT TIME!!!!

## **DISTRICT 22-C AWARDS**

### ***Individual Lion Awards***

#### **District 22-C Distinguished Service Award**

District 22-C will bestow this most prestigious award, annually, upon a Lion in the District who best exemplifies the desire, as well as the ability, to promote the spirit of Lionism through their outstanding performance in leadership and service. The award honors those individuals whose activities and accomplishments have made a significant contribution to the achievement of goals and objectives of Lionism at the Club, District, Multiple District or International levels. The recipient of the award will be selected from among the nominees by a committee, comprised of the previous five (5) award recipients. The award will be presented at District 22-C Night.

Any revisions to the award criteria must be approved by the District 22-C Cabinet. A copy of the Distinguished Service Award criteria is listed in Appendix II.

#### **District 22-C Honor Roll**

The District 22-C Honor Roll Award has been established to honor individual Lions who have rendered outstanding service to their clubs and their communities at the "Grass Roots" level, over an extended period of time, who have exemplified the spirit of Lionism through their unselfish dedication and who are deserving of District wide recognition for their efforts in the support of Lionism. Recipients of this award will be selected from among the nominees by a committee consisting of the Zone Chairs and chaired by the 1st Vice District Governor. The names of the recipients are to be added to the Honor Roll plaque and each recipient is to receive a trophy. The names of the Honor Roll recipients are announced at District 22-C Night.

Any revisions to the District 22-C Honor Roll requirements must be approved by the District 22-C Cabinet. A copy of the District 22-C Honor Roll requirements are listed in Appendix III.

#### **100% Secretary Award**

The 100% Club Secretary Award is a District 22-C award to honor Club Secretaries for their outstanding dedication and service in the performance of their duties. The criteria are established by the District Governor and Cabinet Secretary. The award criteria are published in the District 22-C Directory Book. The venue for the award is presentation is determined by the District Governor.

#### **District Governor's Youth Leadership Award**

The District Governor's Youth Leadership Award is designed to encourage involvement of the LEO Clubs with their sponsoring Lions Club and their community. The criteria are established by the District Governor and LEO Club Coordinator. The award criteria are published in the District 22-C Directory Book. The venue for the award is presentation is determined by the District Governor.

### ***International Awards***

The District Governor will coordinate with the designated MD 22 current or former International officer who will submit the candidate to the International President.

#### **Lions Clubs International President's Certificate of Appreciation**

The International President's Certificate of Appreciation is presented to a Lion who has performed significant service to Lionism. The nominee is selected by the District Governor. Nomination is subject to review by the International President, Past International President, International Director and/or Past International Director. The Certificate is presented by a current or past International officer at 22-C Night and/or at the 22-C Convention Business Meeting during the MD 22 Convention.

#### **Lions Clubs International President's Leadership Medal**

The International President's Leadership Medal is presented to a Lion who has performed significant service to Lionism. The nominee is selected by the District Governor. Nomination is subject to review by the International President, Past International President, International Director and/or Past International Director. The medal is presented by the International President or International Director at the MD 22 Banquet at the MD 22 Convention.

#### **Lions Clubs International Presidential Medal**

The International Presidential Medal is presented to a Lion who has performed significant service to Lionism. The nominee is selected by the District Governor. Nomination is subject to review by the International President, Past International President, International Director and/or Past International Director. The medal is presented by the International President or International Director at the MD 22 Banquet at the MD 22 Convention.

### ***Lions Club Awards***

#### **Five Star Award and Special Recognition Awards**

The District 22-C Award Program is designed to recognize clubs that exemplify the Lions Club motto 'We Serve' in service to their communities and to the district. The District 22-C Awards Program for clubs consist of three parts: Five Star Club Award, District Governor's Special Recognition Awards, and the Governor's Exceptional Club Award. The District Governor establishes the criteria for these awards. The award criteria are presented at the Incoming Officer Training. The award criteria are published in the District 22-C Roster Book.

## **CABINET OFFICER ATTIRE**

The District Governor and members of the Cabinet will wear a distinctive uniform when representing District 22-C at official meetings and functions.

The formal uniform for the Multiple District 22 District Governors is black blazer, gray slacks or skirt, tie or scarf, officer patch, and lapel pin. This uniform is worn at all Multiple District 22 meetings.

The incoming District Governor may select a different formal uniform for the 22-C Cabinet. The formal uniform is to be worn at all cabinet meetings, Advisory meeting, and other functions as appropriate, including Governor's visitations and public appearances where blazer and tie is appropriate. However, the 22-C uniform cannot be worn at Multiple District 22 meetings or functions.

An optional casual attire is allowed. Casual attire consists of a collared shirt (polo-style shirt or casual button-down collar shirt) with the Lions emblem and District name embroidered on the front, and appropriate slacks or skirt.

The decision for which attire to wear will be determined by the District Governor.

The cost for the officer patch, pin, and name badges will be the responsibility of the District. The cost for the tie and scarf will be the responsibility of the District Governor. Unless otherwise determined by the District Governor, the cost of the other clothing items (blazer, slacks or skirt, and casual shirt) will be the responsibility of the individual officer.

## **ZONE/REGION BOUNDARIES**

The District Governor has sole authority within the District to establish and/or change zone and region boundaries and determine which clubs are assigned to each zone and region. However, there are guidelines the District Governor should follow before making zone or region boundary changes.

- The DG should consult with the Club(s) in the zone or region that will be affected by change.
- Clubs within a zone and/or region should be geographically close.
- The number of clubs in a Zone should be in keeping with the average number of clubs in other zones and regions within the District.
- Working relationships between the clubs should be considered, such as, fundraisers, cooperative programs, etc.
- Number of clubs for Zone Chair to supervise.

## **DISTRICT 22-C HARASSMENT POLICY**

Sexual harassment includes any unwelcome behavior of a sexual nature that could be reasonably expected to make someone feel offended, humiliated or intimidated.

District 22 C realizes that a complaint concerning sexual harassment, either verbal or physical, will be complex in nature. District 22-C is also aware that the current leadership of District 22-C may not have the expertise to handle these complaints properly. It will be the policy of District 22-C to encourage the complainant to file a complaint with the proper legal authorities. After a report has been filed, the case will be referred to the LCI legal department.

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

For information on District Dispute Resolution Procedures, please refer to Article VIII in the District 22-C Constitution.

## **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 referred to LCI dispute resolution.

Any party to the dispute may file a written request with the District Governor asking that a dispute resolution take place. Within 15 days of receipt, the District Governor shall appoint a Conflict Resolution arbitrator to hear the dispute. The arbitrator shall be a Past District Governor who is currently a member in good standing of a club in good standing, other than the club that is a party to the dispute. The arbitrator shall be acceptable to the parties. The arbitrator shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within 30 days of the appointment of the arbitrator. If such efforts are unsuccessful, the District Governor will refer the matter to the dispute resolution procedure as outlined in Article VIII of the District 22-C Constitution and Bylaws.

## **DISTRICT 22-C OFFICER CANDIDATE CAMPAIGN RULES**

Elections are held each year to select a District 22-C Lions to serve as District Governor, First Vice District Governor and Second Vice District Governor. While the District Governor and First Vice District Governor run unopposed there can be competition for the Second Vice District Governor position. These rules standardize the manner in which candidates and their campaign committees will conduct their campaigns, and to assure that the integrity and best interest of Lionism is maintained. They are also written and designed to reduce the expenses of candidates seeking District office. The candidates will be guided by the “Lions Code of Ethics” and abide by these rules throughout the campaign.

### **CANDIDATE:**

Candidate shall be defined as a Lion who has stated his or her intention to be a candidate for the office of District Governor, First Vice District Governor, or Second Vice District Governor and meet all of the requirements set forth in Article IX, Section 4 of the Lions Clubs International Constitution and By-Laws and in Article III of the District 22-C Constitution and Bylaws. These requirements include:

1. Be an Active Member in good standing of a Lions club in good standing.
2. Secure the endorsement of his/her club or a majority of the clubs in District 22-C.
3. Served as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.
4. Served as Zone chair or Region chair or cabinet secretary and/or treasurer for a full term or major portion thereof.
5. None of the above positions can be held concurrently.

### **ANNOUNCEMENT OF DESIRE TO SEEK OFFICE:**

Any qualified Lion in District 22-C seeking the office of District Governor, First Vice District Governor or Second Vice District Governor must submit a letter to the Nominations Committee announcing his/her intention to run and furnish evidence of his/her compliance with the qualifications for the office specified in the LCI Constitution and Bylaws. No candidate will officially announce his or her intentions until approved by the Nominations Committee.

### **ENDORSEMENT:**

In order to be considered, a candidate for the office of District Governor, First Vice District Governor or Second Vice District Governor must be an active Lion in good standing of a chartered Lions Club in District 22-C that is in good standing in LCI. The candidate must secure the endorsement of his/her Lions Club’s Board of Directors or a majority of the clubs in District 22-C and send the letter of endorsement to the chair of the District 22-C Nominations Committee after July 1st of current Lions year, and at least thirty (30) days prior to the Multiple District 22 Convention in the year he/she intends to seek election. The Letter/Letters of Endorsement must state the office for which the candidate is seeking and sent to the Chair of the Nominations Committee.

**CANDIDATE CERTIFICATION:**

It is the responsibility of the District 22-C Nominations Committee to review the qualifications of candidates for District office and certify that they meet the criteria outlined in the LCI, MD 22, and District 22-C Constitutions and Bylaws. The committee will prepare certification letters for qualified candidates and forward a copy to the respective candidate and the District Governor.

**CAMPAIGN COMMITTEE:**

A candidate may organize a campaign committee to manage their campaign no earlier than July 1<sup>st</sup> prior to the Lions year in which the candidate wishes to hold office. No member of the current District 22-C Cabinet is allowed to be part of this Campaign committee.

**COMMENCEMENT OF CAMPAIGN:**

A candidate may officially commence campaigning no earlier than September 1<sup>st</sup> prior to the Lions year in which the candidate wishes to hold office. However, a candidate cannot begin campaigning before receiving certification by the District 22-C Nominations Committee.

**CAMPAIGN VISITS:**

Candidates, once certified, may begin club visits on or after October 1<sup>st</sup> prior to the Lions year in which they wish to hold office. Candidates or anyone on their behalf may make a brief presentation at Region or Zone Meetings with the permission of the Region or Zone Chairman. A candidate cannot campaign at a club meeting where the District Governor is making a visit.

**SECOND ADVISORY MEETING:**

Each candidate, or a representative, will be allowed five (5) minutes, to make a campaign speech at the Second Advisory Meeting. Only campaign brochures may be distributed at the meeting.

**FUNDRAISING:**

A fundraising event to help cover the candidate's expenses is allowed provided it is properly identified as such and the Lion emblem is not used in any manner. Each candidate will be limited to one (1) fundraising event. However, with Honorary Committee approval, a second fundraiser will be allowed with sufficient justification. Donations or ticket sales for this fundraising event is limited to Lions and their families and not intended for the general public.

Campaign fundraising activities will not be conducted at any club meeting by Lions who are not a member of such Club without the prior permission of the host Club.

No campaign fundraising activities will be conducted at any official District 22-C sponsored function or at the Multiple District 22 Convention.

**DISTRICT NEWSLETTER:**

Candidates may publish two (2) articles or campaign ads in *The Voice of District 22-C*. Equal space will be made available to all candidates for articles pertaining only to their own candidacy. Arrangements must be made with the “The Voice of District 22-C” editor to determine the dates and amount of space to be provided and shared on an equal basis.

**22-C NIGHT ADS:**

The candidate will be permitted to purchase and place an ad in the *22-C Night Program Book* pertaining to his/her candidacy for the office of District Governor, First Vice District Governor, or Second Vice District Governor. The candidate’s club may also purchase a campaign ad.

**PROMOTIONAL MATERIAL:**

- Each candidate may publish and distribute one (1) brochure.
- The number of give-away items distributed to Lions Clubs and Lions during the campaign or at the Multiple District 22 convention will be limited to campaign buttons, brochures, pens, and stickers. Items of equal or lesser value may be substituted for the aforementioned with the approval of the Nominations Committee.
- Campaign signs and posters will not be posted along roadways to the Multiple District 22 convention site. No campaign signs will be displayed at any public gathering. A poster containing a photograph of the candidate can be placed at the designated location in the hotel lobby and the convention center site. The Multiple District 22 Convention Committee will determine the size of the poster.
- No political literature of any kind will be placed on the convention registration desks or distributed in any meeting rooms or convention functions except during the officially designated hospitality night.

**RECOGNITION:**

Candidates appearing on the same platform or program will be recognized alphabetically as determined by their last name.

**HOSPITALITY ROOMS:**

Candidates may have a hospitality room at the MD22 Convention. The date and hours that the hospitality room may be open will be determined by the Multiple District 22 Convention Committee.

**NOMINATING SPEECHES:**

At the District 22-C Business meeting of the Multiple District 22 Convention each candidate will be limited to one (1) nominating speech of not more than five (5) minutes duration and one (1) seconding speech not to exceed three (3) minutes.

**DEMONSTRATIONS:**

Demonstrations will not be permitted during any official District or Multiple District forum. Such demonstrations are banned in concern of safety, control, fairness and expense.

**DELEGATES AND ALTERNATES:**

The official number of delegates and alternates to which each Club is entitled will be provided by LCI to the Cabinet Secretary. For information on the delegate formula, see Article 7, Section 6 of the Multiple District 22 Constitution and Bylaws. All Lions in good standing are eligible to serve as delegates or alternates. Current or past International officers are automatically delegates, and this does not count against their club allotment; this does not include Past District Governors in District 22-C.

**VOTING:**

The District 22-C Election will be held on the last day of the MD 22 Convention. The election will be by secret written ballot at the District 22-C election held at the MD 22 Convention. The candidate or candidates must secure a majority of the votes cast by the delegates present and voting in order to be declared elected. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks ballots. In case of a tie on any ballot, balloting will continue until a candidate secures a majority of the votes cast.

**ELECTION MONITORS:**

Elections are held at the annual Multiple District Convention and conducted by the District 22-C Nominations Committee. To ensure fairness and compliance with election rules, each candidate will provide one (1) counter and one (1) observer from non-voting Lions present at the convention. A member of the District 22-C Nominations Committee will also serve as an observer.

**CAMPAIGN PARTICIPATION:**

The District Governor, Cabinet Secretary, Cabinet Treasurer, Region and Zone Chairs, or any other members of the District Governor's cabinet are prohibited from participating in any campaign. Members of the Nominations Committee are also prohibited from participating in any campaign. Committee chairs who are not members of the cabinet will be free to participate in any candidate's campaign to the degree they choose, if their duties do not conflict with their District duties. No paid employees of a Lions sponsored program may participate in any campaign fundraising or other campaign related activities.

**ARBITRATION:**

Any violation of the District 22-C campaign rules should be reported to the District Governor and the chair of the Nominations Committee. Should a candidate refuse to cease and desist activities that violate these rules after having been directed by the Nominations Committee to do so, the District Governor will call a meeting of the Honorary Committee to discuss and recommend the appropriate action to be taken. Notification to all the Lions Clubs within District 22-C of the candidate's violations and refusal to cease and desist will be an option to be considered by the District Governor.

## **GUIDELINES FOR PUBLISHING INFORMATION IN THE DISTRICT NEWSLETTER**

- *The Voice of District 22-C* will be published at least once a month.
- Articles must be received at least seven (7) days prior to the end of each month, unless otherwise noted in the newsletter.
- Articles are to be submitted electronically in a Microsoft Word file format (.doc or .docx). Pictures or graphics must be in a format that can be sized to fit space availability.
- Articles must contain the name and contact information of the person or persons submitting the information.
- No individual sales ads will be allowed (i.e., selling a vehicle or other personal items). Sales ads will be allowed if proceeds benefit a Lions Club.
- No professional self-promotion ads or articles will be allowed.
- A candidate for District office may publish two (2) articles or campaign ads in *The Voice of District 22-C*.
- The Editor is not responsible for the content of the articles. The person or persons submitting the article must ensure that the facts are correct. However, editor can edit articles for grammatical and spelling errors.
- Any submission which the editor thinks should not be published is to be sent to the District Governor for final determination.
- The Newsletter will be distributed electronically to all club presidents, club secretaries, Cabinet members, and members of the Honorary Committee. It is the responsibility of the club president or club secretary to distribute copies to the club members.

## DISTRICT 22-C ELECTION

The District 22-C election is held on the last day of the MD 22 Convention. The responsibilities for preparing and conducting the 22-C election falls primarily on the Nomination Committee chair and the Cabinet Secretary. This section outlines the tasks that must be completed both before and during the election. Following these guidelines will help to make for an orderly election and ensure the integrity of the election.

### Pre-Election Preparations

#### CABINET SECRETARY

In early April, the Cabinet Secretary will receive from LCI the *Certified List w/ Eligible Member Count Report* which shows the number of members in each club that have been enrolled in the club for at least one year and a day, as of the first day of the month last preceding the month during which the convention is held. This list is used to determine the number of delegates from each club that are in good standing and are entitled to vote in the 22-C election, held at the MD Convention. The Cabinet Secretary will:

- 1) Provide each club secretary the number of voting delegates/alternates their club is allowed.
- 2) Request the names of the delegates/alternates.
- 3) Sends delegate/alternate cards to the club secretaries by April 15. Instruct club secretaries to fill in the names of the delegate/alternate and have their club president sign the cards.
- 4) Prepare for the Nomination Committee Chair a list of clubs that includes the number of voting delegates allowed for each club.
- 5) Seek volunteers to staff the 22-C registration table at the MD22 Convention. There should be 2 volunteers assigned per work shift. Prepare a work schedule to ensure the registration table is fully staffed.

#### NOMINATION COMMITTEE CHAIR

The Nomination Committee Chair will organize and oversee the 22-C election held at the Multiple District 22 Convention. The Nomination Committee Chair will:

- 1) Seek Lions to serve in the following positions:
  - Election Observers - Ask each candidate to appoint one (1) Election Observer. It is the responsibility of the Election Observer to oversee the ballot counting for their candidate to ensure there are no irregularities.

- Ballot Counters - Appoint two (2) Lions to serve as Ballot Counters. Appointees should not be affiliated with any candidate's campaign. It is the responsibility of the Ballot Counters to count the ballots cast and tally the results.
  - Election Judge - Appoint one (1) Lion to serve as an Election Judge. Appointee should not be affiliated with any candidate's campaign. The Election Judge serves as the 22-C representative on the MD 22 Election Committee. It is the responsibility of the Election Judge to oversee the 22-C ballot counting to ensure there are no irregularities, countersign final tallies, and forward the results to the MD 22 Election Chair.
- 2) Prepare and print the election ballots (a sample candidate ballot is attached). If there is a revision to the District 22-C Constitution and Bylaws, contact the chair of the Policy and Procedures Manual / Constitution and Bylaws Committee for a copy of the resolution that is to be voted on. If there is a revision to the Multiple District Constitution and Bylaws, the ballots will be provided by the Multiple District 22 Policy and Procedures Manual / Constitution and Bylaws Committee at the MD 22 Convention. Use the list of clubs, that includes the number of voting delegates allowed for each club, to determine the number of ballots to print.
  - 3) Make sure the ballot boxes are transported to the Convention. The ballot boxes are stored at the LCOF office. There should be a separate ballot box for the District Governor, First Vice District Governor, Second Vice District Governor, and each referendum ballot.
  - 4) Obtain from the Cabinet Secretary a list of 22-C Clubs that includes the number of voting delegates allowed for each club.

### **Election Preparations During the Convention**

#### CABINET SECRETARY

Oversee the certification of club delegates and alternates.

- 1) Registration table should be staffed during the hours specified by the MD22 Convention Committee.
- 2) Verify that the delegate or alternate card is signed by the club president. If the card has not been signed, the District Governor may sign the card.
- 3) Certify the delegate or alternate card by stamping the back of the card with the appropriate stamp, stamp the date of certification, and initial.
- 4) Return the card to the delegate or alternate and remind the delegate that they will need to present the card to the election official before casting their vote.

## NOMINATION COMMITTEE CHAIR

- Setup the room where the 22-C election is to take place.
  - 1) Contact a member of the MD 22 Convention Committee to locate the room where the 22-C election will take place and the location of the ballot counting room.
  - 2) Ensure the room is large enough to accommodate the number of delegates and there are enough chairs and tables.
  - 3) Set up 2 (two) voting stations – one on each side of the room.
  - 4) Place the ballot boxes in the center of the room. There should be separate ballot boxes for District Governor, First Vice District Governor, Second Vice District Governor, and each referendum ballot. Make sure the ballot boxes are clearly marked.
  - 5) Provide enough pens for marking ballots.
  - 6) Ensure there is a list available of 22-C Clubs that includes the number of voting delegates allowed for each club.
- At the 22-C Business Meeting, announced that each candidate for district office has been certified and introduce the Lions designated to present the nominating speeches. Each candidate shall be entitled to five (5) minutes for the nominating speech and three (3) minutes for a seconding speech, only one of each being permitted.
- Conduct the District 22-C election, which is held on the last day of the MD 22 Convention.
  - 1) Invite the District Governor to call the election meeting to order and make some initial remarks.
  - 2) Instructs the Sergeant at Arms to close the door to the meeting room. Remind those present that if they leave the room during the election process, they will not be permitted to re-enter the room until the voting is complete and results announced
  - 3) Explain the voting procedures and oversee the voting.

### **Outline of Voting Procedures**

- The election will be by secret ballot.
- Only delegates with certified voting cards will be permitted to vote. Once the doors to the voting room are closed, no delegate cards will be certified.
- Delegates are to present their delegate card to the election official (Cabinet Secretary and other designated officials) when they are called forward to cast their vote. The election official will verify that the delegate card has been properly certified (stamped, initialed, and dated). If all is correct, the election official will endorse the delegate card.
- Once verified, the delegate will be issued ballots for each office and any referendum items.
- The delegate will cast their vote by checking the appropriate box on the ballot. Any ballot not clearly marked will be declared invalid, as determined by the Election Judge.

- Marked ballots must be placed in the proper ballot box.
- The candidates, Election Observers, Election Judge, Ballot Counters, and election officials will be call forward to vote first.
- After the candidates have voted, they will be escorted from the room by the Sergeant-At-Arms. Candidates should remain close by so that they can be escorted back into the room after the voting results are announced.
- Call the delegates forward to vote by club. Announce the club name and the official number of votes per club.
- When the voting is concluded, the Election Judge, Ballot Counters, and Election Observers will take the ballot boxes to the counting room.
- A majority vote is necessary to elect the District Governor, First Vice District Governor, Second Vice District Governor, and amend the District 22-C and Multiple District 22 Bylaws. A majority is defined as a number more than one-half (1/2) of the total valid votes cast, excluding blanks and abstentions.
- An affirmative vote of two-thirds (2/3) of the total valid votes cast are required to approve resolutions to amend the District 22-C Constitution and/or Multiple District 22 Constitution.
- In the event any candidate or resolution fails to receive the required number of votes to be elected or approved, balloting will continue until the candidate or resolution secures a majority of the votes required.
- After receiving the election results, announce the names of the winners beginning with the Second Vice District Governor Elect. Do not report the vote counts.
- Each newly elected officer should be afforded the opportunity to briefly address the audience.
- The District Governor Elect should be recognized last and then given an opportunity to address the group and introduce the members of the incoming Cabinet who are present.

***Sample Ballots***

*Non-Competitive Race*

**DISTRICT GOVERNOR  
BALLOT**

Candidate  
**JOHN SMITH**

Indicate your vote by placing  
a check ✓ or “X” in the box indicating  
a YES or a NO vote for the candidate.

**FOR**

**AGAINST**

*Competitive Race*

**DISTRICT GOVERNOR  
BALLOT**

Indicate your vote by placing  
a check ✓ or “X” in the box  
next the candidate’s name.

**JOHN SMITH**

**MARY JONES**

**APPENDIX I**  
**ABBREVIATIONS**

AA	Administrative Assistance
CS	Cabinet Secretary
CT	Cabinet Treasurer
DG	District Governor
GAT	Global Action Team
GLT	Global Leadership Team
GMT	Global Membership Team
GST	Global Service Team
ID	International Director
IPDG	Immediate Past District Governor
LCI	Lions Clubs International
LCIF	Lions Clubs International Foundation
LCM	Lions Camp Merrick
LCOF	Lions Community Outreach Foundation
LOVRNET	Low Vision Rehabilitation Network
LSKS	Lions Saving Kids Sight
LYF	Lions Youth Foundation
LVRF	Lions Vision Research Foundation
MD 22	Multiple District 22
PDG	Past District Governor
PIP	Past International President
RC	Region Chair
VDG	Vice District Governor
ZC	Zone Chair

## **APPENDIX II**

### **DISTRICT 22-C DISTINGUISHED SERVICE AWARD**

District 22-C will bestow this most prestigious award, annually, upon a Lion in the District who best exemplifies the desire, as well as the ability, to promote the spirit of Lionism through their outstanding performance in leadership and service. The award honors those individuals whose activities and accomplishments have made a significant contribution to the achievement of goals and objectives of Lionism at the Club, District, Multiple District or International levels.

#### **ELIGIBILITY CRITERIA**

All Lions in the District are eligible, with the exceptions of those so noted in this section. The eligibility criteria to be followed in the submission of nominations is as follows:

- Each Lions Club in the District may nominate one candidate each year.
- Nominee has been a District 22-C Lion for at least ten (10) years and exemplifies the Lions Code of Ethics.
- District Governor may submit one nomination of a candidate.
- District Governor and other elected officers are not eligible as candidates.
- Past District Governors will become eligible three (3) years after completing their term of office.
- Former Bull Thrower's Award recipients or previous Distinguished Service Award winners are not eligible.
- Posthumous award nominations may be made up to two (2) years following the passing of a Lion.

#### **NOMINATION PROCEDURES**

The Award Committee Chair will mail or email a nomination request letter, including the rules and eligibility criteria, to all Club presidents and Club secretaries by February 1<sup>st</sup>.

Nominations are to be in writing, signed by the Club President or Secretary, and approved by the Board of Directors. An electronic signature is acceptable. Submissions should provide a complete description of the nominee's activities and accomplishments.

The District Governor may submit one nomination of a District Lion who is not a member of the cabinet. The nomination will be reviewed with the nominee's Club and/or Board of Directors.

Nominations are to be submitted to the Chair of the Awards Committee no later than March 1<sup>st</sup>.

## **EVALUATION AND SELECTION CRITERIA**

Nominations will be evaluated by the Award Committee, comprised of the previous five (5) award recipients. The Chair of the Committee shall be the award recipient with the earliest year. The Chair will convene a meeting of the Award Committee, after the closing date, for evaluation and selection of the award recipient. If a Committee member is unable to serve his/her term, the Award Committee shall convene for the purpose of selecting a prior recipient to serve out the full term of the Committee member who is unable to serve.

Only information submitted in the nomination will be used in the evaluation. Committee members will not inject any personal knowledge or feelings regarding the nominee. The Committee will evaluate the nominations in relation to the criteria listed below.

### *Selection Criteria*

- Demonstrated leadership and service during their career in Lionism at the Club, District, Multiple, or International levels.
- Record of activities and accomplishments that have made a significant contribution to the achievement of goals and objectives of Lionism at the Club, District, Multiple District or International levels.
- Previous awards or recognition received at the Club, District, Multiple District or International levels.
- Volunteer services to the community in such areas as, but not limited to, involvement with the visual or hearing impaired, youth groups, elderly, hospitals, churches, libraries, schools, fire and /or rescue organizations, the needy, etc.

## **AWARD PRESENTATION**

All Award Committee Members are obligated to keep the selection confidential. The announcement and award presentation will be made by the District Governor and Award Committee Chair at the annual 22-C Night event held in April of each year. Recipients will be listed in the District 22-C Roster Book and website.

## **APPENDIX III**

### **DISTRICT 22-C HONOR ROLL**

The District 22-C Honor Roll Award has been established to honor individual Lions who have rendered outstanding service to their clubs and their communities at the “Grass Roots” level over an extended period of time, who exemplify the spirit of Lionism through their unselfish dedication and who are deserving of District-wide recognition for their efforts in the support of Lionism.

#### **ELIGIBILITY CRITERIA**

Lions who have been members for five (5) years are eligible for nomination to the Honor Roll. Current members of the District Cabinet and current Club Presidents are not eligible and may not be nominated. Past District Governors shall become eligible five (5) years after completing their term of office. Bull Thrower Award recipients shall become eligible five (5) years after receiving that award.

#### **NOMINATION PROCEDURES**

Each Club may nominate one member per year for the award. Nominations are to be in writing, signed by the Club President or Secretary, and shall explain the reasons that the nominee is considered deserving of the award by providing a description of the nominee’s service and activities in support of Lionism. A form letter, provided by the District, may be used to help facilitate the nomination process. Nominations may be submitted at any time during the year but should be submitted to the 1st Vice District Governor no later than March 1<sup>st</sup> of the current Lions’ Year.

#### **SELECTION PROCEDURES**

Recipients of this award shall be selected from among the nominees by a committee consisting of the Zone Chairs and chaired by the 1st Vice District Governor. The number of award recipients selected by the committee may not exceed twenty-five percent (25%) of the total number of nominations. Additionally, the District Governor may name two Lions in addition to the number previously selected by the committee. Please note, clubs cannot nominate a Lion for more than one District award in the same Lions’ year.

#### **AWARD PRESENTATION**

Honor Roll recipients will be announced at the annual District 22-C Night. The names of the recipients, together with the names of their respective Clubs, will be inscribed on a master plaque that will be updated each year and displayed at 22-C Night, the MD 22 Convention and other District 22-C events. Each recipient will receive an award certificate. The final selection of award recipients will be based solely upon the above criteria.

## APPENDIX IV

### INVENTORY AND STORAGE OF DISTRICT 22-C PHYSICAL PROPERTY

The District 22-C Cabinet Secretary is responsible for the District's physical property. At the District Turnover Meeting the outgoing Cabinet Secretary will transfer all physical property to the incoming Cabinet Secretary along with a detailed printed inventory of all property.

Physical property is to be stored at the Lions Community Outreach Foundation (LCOF) office located at Melwood, Dower House Road, Upper Marlboro, Maryland.

The inventory of physical property includes:

- One (1) United States Flag, poles and base
- One (1) Maryland Flag, poles and base
- One (1) District of Columbia Flag, poles and base
- One (1) Leo Flag, poles and base
- One (1) Lions International Flag, poles and base
- Black storage container for poles
- Buntings
- Four (4) 6" Welcome Lions Banners for front of tables
- Two (2) white sheets
- Six (6) Black ballot boxes
- Five (5) small District 22-C banners
- Two (2) 8' x 18" Lions International Banners
- One (1) Black Plastic Flag Holder
- Display Board (large with wheels)
- One (1) Large brass color easel (this is used for the Honor Roll plaques)
- One (1) 2-wheel handcart (this is used for the Honor Roll plaques)
- Projector
- District 22-C Honor Roll plaques
- District Bull Thrower's Trophy (this will be placed at a site to be determined.)
- Gavel
- Bell
- Name Plates

## **APPENDIX V**

### **LIONS 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 (ceremonial) forms accepted as correct in official situations. It is a form of etiquette and respect.

The responsibility for protocol rests with the District Governor for District 22-C functions.

On the arrival of the guest:

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

At pre-function activities:

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

At the main function:

- Escort the guest to the main function.
- Escort the guest to his/her seat.
- Introduce the guest to all those who will be at the head table.
- Give the guest and the spouse (if present) a very respectful introduction. Horseplay is definitely a breach of good manners.
- A gift is not required. However, it is customary for an invited speaker.
- 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.
- 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:

- The hotel bill, meals and other function costs should be paid by the District.
- Have a delegation, including the District Governor; escort the guest to the plane or train.
- Wait until the plane or train leaves before departing the airport or station.
- 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.

### **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 will be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors
5. Past International Presidents
6. Past International Directors
7. Chair, Council of Governors
8. District Governors
9. Past Council Chairs
10. Immediate Past District Governor
11. Vice District Governors
12. Past District Governors
13. Multiple District Secretaries
14. Multiple District Treasurers
15. District Secretaries
16. District Treasurers
17. Regional Chairs
18. Zone Chairs
19. District Chairs
20. Club Presidents
21. Immediate Past Club Presidents
22. Club Secretaries
23. Club Treasurers
24. Immediate Past Club Presidents
25. Past Club Presidents

**General Comments**

When a Lion holds more than one title, he/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.

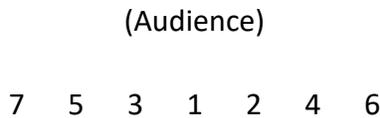
**Non-Lion Dignitaries**

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

**Head Table Seating**

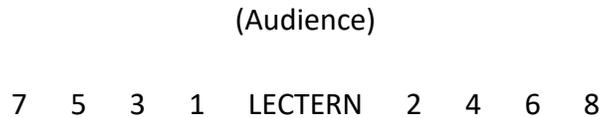
The presiding officer or meeting chair must always be seated at the most central seat at the table when there is no central lectern, shown as seat number one in the following diagram (Figure 1). The principal speaker should occupy seat number two, then other Lion dignitaries in accordance with the general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

Figure 1



As shown in Figure 2, seating at the head table with a lectern is essentially the same, except the meeting chair, or presiding officer is always seated at the left of the lectern (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. However, men should be seated on the extreme ends of the head table.

**Multi-Head Tables**

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

**Head Table Introductions**

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

**National Anthems**

When official representatives of the International Board of Directors (current or past International Director) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played. The anthem of the host country is played last. The flag of a visiting International President or Director should always be displayed. Normally to the left of the United States Flag.