



District 25-A Policy Manual

District Policy Manual Introduction

This Policy Manual was initiated as a result of the District Need Assessments conducted at Zone Meetings, and other concerns expressed by the membership of this District.

The District Long Range Committee appointed a sub-committee, at the direction of Governor James Swalek, in April 1993 to review these needs and concerns.

The District membership was invited to voice their special concerns, via the Governor's News Letter, in order to have the State/District committee's function more effectively within District 25-A.

The input received was incorporated into this manual along with the guidance of the International, State, and District Constitution and By Laws.

The purpose of the Policy Manual is to be a reference tool for the Governor, Vice Governor, Region/Zone Chairman, State/District Committee Chairman, and the Cabinet to better understand their commitment and a guide for the growth of District 25-A and Lionism.

The Policy Manual does not replace or supersede the International, State or District Constitution and By-Laws.

The Policy Manual shall be updated as changes effect the operations of the Cabinet of District 25-A. As committees find it necessary to make changes in this Policy Manual, it is suggested that proposed changes be submitted in writing to the Long Range Planning Chair so that they may be discussed at next scheduled Cabinet Meeting. On approval, the Cabinet Secretary Treasurer will update this manual. The last page will show the most recent revision date.

We thank you for your input.

Long Range Planning Committee
District 25-A

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**District 25-A
Policy Manual**

This District Guidance / Policy manual is put forth as an instrument of learning. It is not meant to change the direction of the District activities but merely clarify what should be the norm.

SECTION ONE

District Governor (Elected)

1. The District Governor is the chief administrator in the District, acting as a member of the State Council of Governors.
2. He/She shall have direct supervision/control of the Vice Governor, Cabinet Secretary/Treasurer, Region Chairmen, Zone Chairmen and other such Cabinet Officers as may be provided in the District Constitution and By Laws.
3. He/She shall be responsible for the formation of the District Cabinet.
4. He/she shall perform duties as prescribed by Lions International.
5. He/She shall initiate meetings as deemed necessary
6. Any District property in control of the District Governor will be reported to the District Lion Tamer for accountability

SECTION TWO

A. *Vice Governor (Elected)*

The Vice Governor shall be the chief administrative assistant to the District Governor. Shall be familiar with all duties of the District Governor and shall be prepared to act in the Governor's position as the need should arise, as outlined in International and State Constitutions and By-Laws.

1. The Vice Governor should attend all Zone Meetings held within the District, representing the District. Governor.
2. The Vice Governor will be a member of the Long Range Planning Committee.
3. The Vice Governor will attend all cabinet meetings called by the District Governor.
4. The Vice Governor will be a member of the District Convention committee.
5. The Vice Governor will be Co-Chairman of the Leadership Development committee.
6. The Vice Governor shall perform other duties as requested by the District Governor.
7. Any District property in control of the Vice District Governor will be reported to the District Lion Tamer for accountability.

B. *In the event of a vacancy in the office of Vice Governor said vacancy shall be filled in accordance with the District Constitution and By Laws.*

SECTION THREE

C. *Cabinet Secretary / Treasurer (Appointed)*

1. The CS/T is responsible for the collection, safekeeping and disbursement of all District Funds.
2. The CS/T will cause a joint checking account, requiring dual signatures (Governor and CS/T), to be opened for the use of all District Funds.
3. He/she shall be responsible for the timely collection and disbursement of club dues, Assessments, and contributions:
 - a. Lions State Comptroller
 - b. Lions International
 - c. District Committees
4. He/She shall be a member of the District Long Range Planning Committee and district convention committee.
5. He/She shall attend all District meetings required by the Governor.
6. He/She shall be the custodian of all past District Audit reports.
7. He/She shall be responsible to insure that all monetary gifts are credited to Lions projects or committee for which such funds were intended, and send necessary thank you notes.
8. He/She shall keep minutes of Cabinet and District convention meetings.
9. He/She shall make timely verbal and written reports at Cabinet meetings
10. He/She shall dispense District Funds at the direction of the Governor.
11. Any District property in control of the CST will be reported to the District Lion Tamer for accountability.

SECTION FOUR

District Regional Chairman (Appointed)

1. Committed to informing, communicating and passing along concerns of the Club's membership and District Governor.
2. To be aware of potential club problems.
3. To make Club visitations during his/her term.
4. Attend R/ZC training provided by State trainer.
5. Attend R/ZC meetings initiated by District Governor.
6. Attend zone meetings in Region. (Sept, Nov, and 30 days prior to the District Conventions), The officers training will be late April or May.
7. Contact those clubs as advised by the District Governor or CS/T regarding outstanding indebtedness to District, State and International.
8. Be knowledgeable of District, State and International resources.
9. Regional Chairman is presiding officer at Regional meetings.
10. Attend District Convention, and give oral and written reports as required.
11. Report serious illness or deaths in Region to District Governor.
12. Encourage ZC to contact clubs for late MMR
13. Accept any other task given by District Governor.
14. Secure location for Regional New Officers Training, usually held in May or June.
15. You are a member of the District Advisory Committee and a member of the District Cabinet with voting rights.
16. Promote fellowship and understanding.
17. Will perform a needs assessment, and forward the results to the Long Range Planning Committee

SECTION FIVE

District Zone Chairman (Appointed)

1. Attend R/ZC training provided by State trainer.
2. Attend R/ZC meetings initiated by District Governor.
3. To be aware of potential club problems.
4. To visit each club in the Zone at least twice during his/her term. One of the visits should be made during the Governor's official visit. After each visit promptly complete Club Evaluation Form (#) and send copies to proper parties.
5. Promote District, State and International goals, seminars, training, conventions and projects.
6. Conduct four Zone Meetings (late August, early October, early February and late March).
7. Contact clubs, as directed by Regional Chairman, having outstanding indebtedness with the District, State and International.
8. Contact clubs for late M & A's.
9. Advise Regional Chairman of serious illness or deaths in the Zone.
10. Accept any other task given by District Governor.
11. You are a member of the District Advisory Committee and a member of the District Cabinet with voting rights.
12. Promote fellowship and understanding. Remind membership that we are "International". If there is a problem, get help.

Zone Meetings

1. The Zone Chairman is responsible for scheduling, acquiring suitable location, agenda, conducting and invitations to a Zone Meeting. He/She is the presiding officer. Invitations should be sent to each club president and secretary in the zone as well as notifying the District Governor, Vice Governor, Regional Chairman. Invitations should include date, time, location, meal vs. no meal, cost, if any, brief agenda and directions.

SECTION SIX

Activity Chair (Appointed)

1. All clubs will keep the Activities Chairman advised of all club activities. This information will be included in the Governor's newsletter as space permits. The purpose being to keep all clubs informed about what all clubs are doing and perhaps help in some way.
2. Shall administer District Activities Contest.
3. Shall attend Cabinet meetings.
4. Any District property in control of this committee will be reported to the District Lion Tamer for accountability

SECTION SEVEN

Public Relations and District Photographer (Appointed) r

1. This position shall be responsible for promoting public awareness of Lionism.
2. This committee will be the District Governor's liaison to the State Newspapers: "The Hoosier Lion" and "Lions Magazine".
3. This committee shall have use of the District Photo and Video equipment and shall be provided such film as may be needed to create photos and other press material.
4. Shall request and receive publicity information from Lions Clubs and Committees.
5. Any District property in control of this committee will be reported to the district Lion Tamer for accountability.

SECTION EIGHT

District Song Leader (Appointed)

The District Song Leader shall be prepared to lead all singing at official Lion functions requested by the Governor. (i.e. Cabinet Meetings and District Conventions)

SECTION NINE

District Chaplain (Appointed)

1. The District Chaplain shall lead all such activities as the District Governor shall direct; i.e.: prayer and memorial services throughout the District, as requested by the Governor.
2. The District Chaplain should attend all cabinet meetings and conventions.
3. The District Chaplain shall prepare Memorial Services for the District Convention.

SECTION TEN

District Audit Committee (Appointed)

1. District Audit Committee shall consist of at least two Lions with a background in fiscal affairs.
2. Will conduct an audit of all District funds prior to the transfer of such funds to incoming District Governor and Cabinet Secretary/Treasurer team.
3. At the completion of the audit, will sign and date the Audit.

SECTION ELEVEN

District Eye Bank (Elected)

1. This committee shall consist of six members elected (one each) from each Region and two at-large positions. Term of office is for two years on a staggered term.
2. If a vacancy occurs, the District Governor will appoint someone to fill the vacancy for up to one year (fiscal) or next District Convention.
3. The committee shall pick the Chairman of this committee.
4. District 25-A shall be represented at all State meeting of the Eye Bank and at the State Convention.
5. The Chairman shall hold at least two Eye Bank meetings within the District during the Lions fiscal year.
6. The Chairman or his/her representative shall attend all Cabinet meetings and District Convention and be prepared to give an oral or written report.
7. The committee shall make itself available to put on programs throughout the District.
8. Any District property in control of this committee will be reported to the District Lion Tamer for accountability.

SECTION TWELVE

Indiana Lions for Leader Dog (Elected)

1. This committee shall consist of six members elected (one each) from each Region and two at-large positions. Term of office is for two years on a staggered term.
2. If a vacancy occurs, the District Governor will appoint someone to fill the vacancy for one year or next District Convention.
3. The committee shall pick the Chairman of this committee.
4. District 25-A shall be represented at all State meeting of Indiana Lions for Leader Dog and at the State Convention.
5. The Chairman shall hold at least two Leader Dog meetings within the District during the Lions year.
6. The Chairman or his/her representative shall attend all Cabinet meetings and District Convention and be prepared to give an oral or written report.
7. The committee shall make itself available to put on programs throughout the District.
8. Any District property in control of this committee will be reported to the District Lion Tamer for accountability.

SECTION THIRTEEN

Cancer Control (Elected)

1. This committee shall consist of six members elected (one each) from each Region and two at-large positions. Term of office is for two years on a staggered term.
2. If a vacancy occurs, the District Governor will appoint someone to fill the vacancy for one year or next District Convention. The District Governor will appoint a Medical Advisor. The committee shall pick the chairman of this committee.
3. District 25-A shall be a represented at all State meeting of Cancer Control and at the State Convention.
4. The Chairman shall hold at least two Cancer Control meetings within the District during the Lions year.
5. The Chairman or his/her representative shall attend all Cabinet Meetings and District Convention and be prepared to give a report.
6. The committee shall make itself available to put on programs throughout the District.
7. The Chairman of this Committee shall be picked by this Committee.
8. Any District property in control of this committee will be reported to the District Lion Tamer for accountability.

SECTION FOURTEEN

Speech and Hearing (Elected)

1. This committee shall consist of six members elected (one each) from each Region and two at-large positions. Term of office is for two years on a staggered term.
2. If a vacancy occurs, the District Governor will appoint someone to fill the vacancy for one year or next District Convention.
3. The committee shall pick the Chairman of this committee.
4. District 25-A shall be a represented at all State meeting of Speech and Hearing and at the State Convention.
5. The Chairman shall hold at least two Speech and Hearing meetings within the District during the Lions year.
6. The Chairman or his/her representative shall attend all Cabinet meetings and District Convention and be prepared to give an oral and written report.
7. The committee shall make itself available to put on programs throughout the District.
8. Any District property in control of this committee will be reported to the District Lion Tamer for accountability

SECTION FIFTEEN

Youth Exchange (Elected)

1. This committee shall consist of six members elected (one each) from each Region and two at-large positions. Term of office is for two years on a staggered term.
2. If a vacancy occurs the District Governor will appoint someone to fill the vacancy for one year or next District Convention.
3. The committee shall pick the Chairman of this committee.
4. District 25-A shall be represented at all State meeting of the Youth Exchange and at the State Convention.
5. The Chairman shall hold at least two Youth Exchange meetings within the District during the Lions year.
6. The Chairman or his/her representative shall attend all Cabinet meetings and District Convention and be prepared to give an oral and written report.
7. The committee shall make itself available to put on programs throughout the District.
8. Any District property in control of this committee will be reported to the District Lion Tamer for accountability.

SECTION SIXTEEN

Ed Paine Care and Helping Hand (Elected)

1. This committee shall consist of six members elected (one each) from each Region and two at-large positions. Term of office is for two years on a staggered term.
2. If a vacancy occurs, the District Governor will appoint someone to fill the vacancy for one year or next District Convention.
3. The committee shall pick the Chairman of this committee.
4. The Chairman or his/her representative shall attend all Cabinet meetings and District Convention and be prepared to give an oral or written report.
5. The committee shall make itself available to put on programs throughout the District.
6. All requests for money should be in writing and presented to Cabinet Secretary/Treasurer.
7. The committee shall meet as required when a need should arise.
8. Moneys received by Ed Paine Care and Helping Hand should be retained for Club or District 25-A Projects.

SECTION SEVENTEEN

Long Range Planning Committee (Appointed)

1. The District 25-A Long Range Planning Committee shall be a standing committee. The committee will be charged with reviewing the ideas of the Lions of District 25-A and continually update a long range plan to expand the growth of Lionism in District 25-A. Said committee to base their plan on a two-five year frame.
2. Committee to be made up of District Governor, Cabinet Secretary/Treasurer, Vice Governor, Immediate Past District Governor, Immediate Past Cabinet Secretary/Treasurer, and three Lions, having five years experience at the District 25-A Cabinet level and any announced candidates for Vice Governor. Three Lions shall be selected for a three-year term on a staggered basis with the then current District Governor appointing one Lion for a three-year term.
3. The District Governor shall appoint the Chairman of this Committee.
4. The Committee should hold at least four (4) meetings per year.
5. Make recommendations to the proper District Committee.
6. The Chairman shall be the district's representative at the State Long Range Planning Committee

SECTION EIGHTEEN

Leadership Development (Appointed)

1. This committee shall consist of representatives from each Region.
2. This committee will have the responsibility of conducting training events within the District.
3. The District Governor shall appoint the Chairman of this Committee.
4. The Chairman will keep the District Cabinet informed of all District Training dates and locations.
5. This committee will make oral or written reports of its progress at each District Cabinet meeting.
6. The Chairman will notify the Governor and Vice Governor by mail of all training events and locations.
7. The Chair shall submit potential program dates and locations for upcoming year.
8. The Vice Governor shall be Co-Chairman.
9. Any District property in control of this committee will be reported to the District Lion Tamer for accountability.
10. The Chair of this committee may not hold this office for more than three (3) years.
11. Committee members will attend Zone and club Meetings as requested.

SECTION NINETEEN

Membership Development & Retention Committee

1. This committee shall consist of a chairman and a member representing each Region of the District.
2. The Chairman will report to and be a member of the District Cabinet.
3. The Chair of this Committee may not hold this office for more than three (3) years
4. This committee shall hold such meetings, as the chairman and District Governor deem necessary.
5. This committee will function as outlined in the District Constitution and By Laws.
6. Any District property in control of this committee will be reported to the District Lion Tamer for accountability.
7. Committee members will attend Zone and Club Meetings as requested.
8. The Chair or a representative shall attend Cabinet Meetings.
9. The Chair or a representative shall attend the State Membership meetings.

SECTION TWENTY

District Interpreters for the Hearing Impaired (Appointed)

1. The District Governor appoints this committee.
2. This committee is responsible for getting qualified interpreters for District functions as deemed necessary. Interpreters to be paid by District/State Funds.
3. Committee members do not need to be interpreters.
4. Advance notice shall be given when interpreters are required.
5. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability.

SECTION TWENTY ONE

District Tail twister (Appointed)

1. The District Tail twister shall be appointed by the District Governor.
2. He shall perform his tail twister duties as he sees fit, to create fun and fellowship.
3. At no time shall he/she be a hindrance to District business sessions.
4. Funds and fines raised by the District Tail twister will be turned over to CS/T for proper accounting.
5. The District Governor shall select a Lions project for these funds.

SECTION TWENTY TWO

Lion Tamer (Appointed)

1. The District Lion Tamer shall be a member of the District Cabinet and will be charged with the responsibility of the District's equipment.
2. The Lion Tamer will keep a record of the location of all district equipment and paraphernalia.
3. The Lion Tamer will also keep an active list of equipment owned by the Lions Clubs, which could be loaned or rented to another club.
4. The District Governor will appoint the District Lion Tamer.
5. Shall give accountability to the District Audit Committee.
6. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability.

SECTION TWENTY THREE

Elections Committee (Appointed)

1. It shall be incumbent on this committee to be fully aware of all elected positions within the District.
2. This Committee will give oral or written reports to the District Governor and the Cabinet about upcoming vacancies within the District.
3. This Committee will work in close harmony with the Region and Zone Chairs on upcoming vacancies.
4. Roberts Rules of Order shall be the guide for this Committee.
5. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability.

SECTION TWENTY FOUR

For future use

SECTION TWENTY FIVE

Drug Awareness (Quest) (Appointed)

1. The District Governor shall appoint the Chair of this Committee.
2. Members of this Committee shall be appointed from all Regions of the District.
3. Chair or a representative shall attend all Cabinet Meetings and provide an oral or written report.
4. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability.

SECTION TWENTY SIX

Lioness Clubs (Appointed)

1. The Chair of this committee shall be appointed by the District Governor
2. Chair of a representative shall attend all Cabinet Meetings and provide an oral or written report.
3. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability.

SECTION TWENTY SEVEN

District Convention Committee (Appointed)

This committee is responsible for planning all activities of the District Convention (s). This shall include: programs, special arrangements, housing, and other arrangements to make the convention a success.

1. District Governor and Vice Governor will be active participants in all convention planning.
2. This committee shall consist of the following:
 - a. Chair appointed by District Governor
 - b. Immediate Past District Governor (1)
 - c. Past District Governor (2)
 - d. CS/T
 - e. Immediate Past CS/T
 - f. District Public Awareness Chairman
 - g. District Elections Chairman
 - h. Host Club Representative
 - i. Immediate Past Host Club Representative
3. This committee shall have complete control of all aspects of the District Convention.
4. This District Governor, while being an integral part of all convention planning, shall not bring undue pressure on this committee with untimely program changes.
5. This committee shall hold such meetings as are deemed necessary by the District Governor and the committee Chair.
6. This committee will select the Convention site.
7. This committee rules apply to special District Conventions as well as the regular yearly convention.
8. The District Convention Chair shall submit a proposed budget for the District Convention.
9. The District Convention Chair or a representative shall provide a written or oral report at all Zone or Cabinet meetings.
10. The CST shall prepare a detailed written financial report to the District Cabinet.
11. The Convention Committee Chair shall hold a meeting to critique the convention within 21 days of the conclusion of the District Convention.

SECTION TWENTY EIGHT

Parliamentarian (Appointed)

1. Roberts Rules of Order shall be the guide for all meetings.
2. These rules shall not bind any Lions function in any manner. This subparagraph is included for the sole purpose of insuring that common sense shall be the guiding and predominant RULE.
3. The State and International Constitution will be used as a guide.
4. All Lions shall consult the District Parliamentarian as needs arise.
5. This committee shall be advisor to the District Convention committee.

SECTION TWENTY NINE

Rules (Appointed)

1. This committee shall comply with the District, State and International Constitution.

SECTION THIRTY

Credentials (Appointed)

1. This committee shall follow the District, State and International Constitution.
2. This committee will be advisors to each District convention, be it regular or special.
3. The Cabinet Secretary and Treasurer will be apart of this committee.

SECTION THIRTY-ONE

Melvin Jones Committee (Appointed)

1. The Chairman of this committee shall be appointed by the District Governor
2. Members of this committee shall be appointed from all Regions of the District.
3. All members of this committee will be Melvin Jones Recipients.
4. A meeting should be held 45 days prior to the district convention.
5. A numerical list of candidates should be drawn up and, the list to be forward to the next years chairman.

SECTION THIRTY-TWO

Eyeglass Recycling (Appointed)

1. The District Governor shall appoint the Chair of this Committee.
2. Members of this Committee shall be appointed from all Regions of the District.
3. Chair or a representative shall attend all Cabinet Meetings and provide an oral or written report.
4. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability

SECTION THIRTY-THREE

Lions Law Camp (Appointed)

1. The Chair of this Committee shall be appointed by the District Governor
2. The Chair or a representative shall attend all State Law Camp Meetings
3. The Chair or a representative shall provide an oral or written report at all Cabinet Meetings.
4. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability.

SECTION THIRTY-FOUR

Extension Committee (Appointed)

1. The Chair of this Committee shall be appointed by the District Governor
2. The Chair or a representative shall attend the State Extension meetings.
3. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability.
4. The Chair or a representative shall provide oral or written reports at all Cabinet Meetings.
5. The Chair of this Committee may not hold this office for more than three (3) years
6. This committee shall hold such meetings as the chairman and District Governor deem necessary
7. This committee will function as outlined in the District Constitution and By Laws.
8. Committee members will attend Zone and Club Meetings as requested.

SECTION THIRTY-FIVE

Leo Clubs Liaison Committee (Appointed)

1. The Chair of this Committee shall be appointed by the District Governor
2. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability.
3. The Chair or a representative shall attend all State Leo Club meetings.
4. The Chair or a representative shall provide oral or written reports at all District Cabinet Meetings.

SECTION THIRTY-SIX

Diabetes Committee (Appointed)

1. The Chair of this Committee shall be appointed by the District Governor
2. The Chair or a representative shall provide oral or written reports at all District Cabinet Meetings.
3. Any District property in control of this Committee will be reported to the District Lion Tamer for accountability.

SECTION THIRTY-SEVEN

Amendments

1. The District Cabinet shall make amendments with approval.
2. Amendments shall be submitted in writing to the Long Range Planning Committee.

EYE GLASS RECYCLING COMMITTEE

Q

2001

DG George Miller
District 25-A

District 25-A Policy Manual
Eye Glass Recycling and Sight Conservation

Ref. MD 25 Policy Manual *where is this in the MD MANUAL*
Section XIV-Y, page 48
DST 25 Policy Manual, page 14

The references listed above are not very informative to anyone seeking information about the operation of this committee. The District 25-A Eyeglass recycling committee proposes the following changes to our District policy manual. We would also like to encourage other committees to update their listings in this policy manual.

It is our belief that "sight conservation" does not need to be a committee. Each Lions club is involved in sight conservation in one form or another. With so many clubs it would be most difficult to cover all that they do in a policy manual. Sight Conservation is mentioned in the MD 25 policy manual, but all it says is that the committee shall work with the eyeglass recycling "work groups"

We hereby submit the following to be a part of the District 25-A Policy manual

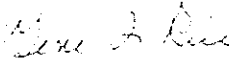
EYE GLASS COMMITTEE

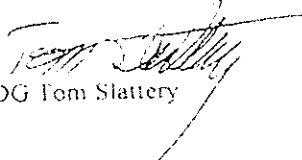
The committee shall be made up of Lions from each of the four regions of our District. This committee shall elect a chairman and a treasurer from among its members. The number of Lions on this committee shall not be limited to only one member from a Lions region.

1. This committee shall encompass all areas of sight conservation. The committee shall provide guidance when needed to the various Lions Clubs of District A.
2. This committee will assist the Indiana Lions Eye Bank whenever and wherever it can.
3. The committee shall collect, store and process used eyeglasses.
4. The committee will cooperate with other Lions District's in all matters pertaining to Eye Glass recycling.
5. The committee will work with the state of Indiana prison system in all matters pertaining to eyeglasses.
6. The committee shall collect and accumulate funds for its use. Any monies raised by this committee shall be controlled and dispensed by the committee. These funds to be secured in a federal bank of the US and dispensed only upon the order of the committee and the checks signed by the chairman and the treasurer. A financial report will be submitted at each district cabinet meeting, the fund books will be available for District Audit.
7. The committee shall, from time to time conduct eyeglass missions outside of the United States. These missions shall be led by the Chairman or his/her representative.

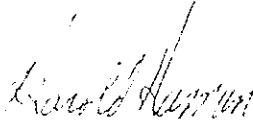
Key Σ

This Committee welcomes assistance and guidance from all Lions and encourages all Lions to more active in all areas of sight conservation / eyeglass recycling


PID Gene Rice


PDG Tom Slattery

PDG Sam Reisinger


Lion Harold Haman