



POLICY & PROTOCOL MANUAL

Multiple District 23, Connecticut

JUNE 2017 EDITION
Updated Lions Year 2020/2021

Table of Contents

INTRODUCTION	5
PART ONE-POLICY.....	6
ARTICLE I.....	6
CONSTITUTION AND BYLAWS.....	6
1. STANDARD FORM SINGLE AND SUB-DISTRICT CONSTITUTION AND BYLAWS	6
2. THE STANDARD FORM CLUB CONSTITUTION AND BYLAWS	6
3. SUPREMACY OF STANDARD FORM.....	6
4. STANDARD LEO CLUB CONSTITUTION AND BYLAWS.....	6
5. LIONESSE CLUB CONSTITUTION AND BYLAWS.....	7
6. CONSTITUTIONAL COMPLAINTS PROCEDURE.....	7
ARTICLE II.....	7
STATE COUNCIL	7
1. MEETINGS OF THE STATE COUNCIL.....	7
2. COUNCIL SECRETARY TREASURER (MD CST).....	9
3. MULTIPLE DISTRICT PERMANENT CONVENTION COMMITTEE	9
4. HOSPITALITY	12
5. GLOBAL ACTION TEAM COMMITTEE (2021)	12
6. PUBLIC RELATIONS COMMITTEE	12
7. INFORMATION TECHNOLOGY COMMITTEE	14
ARTICLE III.....	15
CANDIDATE FOR INTERNATIONAL OFFICE.....	15
1. PROMOTION OF CANDIDATE	15
2. FUNDING	15
3. BUDGET	15
ARTICLE IV	15
CANDIDATES FOR DISTRICT GOVERNOR & VICE DISTRICT GOVERNORS.....	15
1. ANNOUNCEMENT OF CANDIDACY FOR DISTRICT GOVERNOR AND VICE DISTRICT GOVERNORS	15
2. NOMINATIONS FOR DISTRICT GOVERNOR AND VICE DISTRICT GOVERNORS	15
ARTICLE V	15
ELECTIONS.....	15
ARTICLE VI	20
FINANCE	20

1. CONNECTICUT SALES AND USE TAX.....	20
2. FEDERAL TAX RETURN	20
3. FUNDS RAISED FROM ACTIVITIES.....	20
4. FUNDS	21
5. SOLICITATION OF FUNDS OR AID	21
6. FINANCIAL AID TO CANDIDATES	21
7. PROMOTE CONNECTICUT FUND	22
8. CONVENTION COMMITTEE REPORTS	22
9. POSITION BOND.....	22
10. STATE COUNCIL PAYMENT AND REIMBURSEMENT POLICY	22
11. STATE CONVENTION PIN ALLOCATION	24
12. BUDGETS.....	24
ARTICLE VII	24
SPECIAL CONVENTION PROCEDURES	24
ARTICLE VIII.....	25
MISCELLANEOUS	25
1. CLUBS - GOOD STANDING	25
2. DISTRICT DIRECTORIES	26
3. MAILING LISTS	26
4. OFFICIAL CONNECTICUT LIONS UNIFORM	26
5. PAST CLUB, DISTRICT AND INTERNATIONAL OFFICER ORGANIZATIONS	27
6. RULES OF PROCEDURE - STATE CONVENTION	28
7. CLUB INCORPORATION	28
8. MELVIN JONES FELLOW RECOGNITION	28
9. DISTRIBUTION LISTS.....	28
10. RECORDS RETENTION POLICY (2021).	29
11. RULES OF PROCEDURES – The International Convention and the USA/Canada Forum for hotels and tours	31
12. CONVENTION/FORUM COMMITMENTS OF PAST DISTRICT GOVERNORS	31
• Appendix A	
FOREWORD	33
CHAPTER I - PROTOCOL FOR INTRODUCTIONS & SEATING.....	34
Order of Precedence.....	34
Non-Lion Dignitaries	35

Head Table Seating	35
Head Table Introductions.....	35
National Anthems	36
CHAPTER II - INVITATIONS TO LIONS AFFAIRS	36
CHAPTER III - INTERNATIONAL LEVEL SPEAKER.....	36
SPEAKER ENGAGEMENT GUIDELINES FOR AUTHORIZED MEETINGS	36
Official Speakers From Within Constitutional Areas	37
Invitation Procedure.....	37
Procedure to Secure Speakers for Lions Club Functions	38
Your Speaker Has Been Assigned	39
Your Speaker Arrives.....	39
THE EVENT.....	40
CHAPTER IV - INSTALLATION OF OFFICERS	41
CHAPTER V - INDUCTION OF NEW MEMBERS	42
CHAPTER VI - DEATH OF A PROMINENT LION OR OFFICIAL	43
PROCEDURE TO FOLLOW IN DEATH OF COUNCIL MEMBER, PAST DISTRICT GOVERNOR PROMINENT LION OR SPOUSE OF EITHER	43
VISITING HOURS.....	44
SERVICES FOR THE DECEASED	44
COUNCIL ACTION.....	44
CHAPTER VII - DEATH OF A LIONS CLUB MEMBER.....	45
PROCEDURE TO FOLLOW IN DEATH OF A LIONS CLUB MEMBER.....	45
VISITING HOURS.....	45
SERVICES FOR THE DECEASED	46
OTHER CLUB RESPONSIBILITIES.....	46
CHAPTER VIII - INVOCATIONS AND BENEDICTIONS	47
CHAPTER IX - FLAG ETIQUETTE.....	47
FLAG CEREMONY PROTOCOL.....	52
Flag Ceremony Suggested Order of March:	53
CHAPTER X - ORDER OF MARCH - INTERNATIONAL CONVENTION PARADE.....	53
PARADE ORDER OF MARCH	54
CHAPTER XI - ORDER OF MARCH - STATE CONVENTION/ CONFERENCE.....	55
CHAPTER XII - CHARTERING OF A NEW LIONS CLUB.....	55

INTRODUCTION

Policy and Protocol Manuals of Multiple District 23 shall be issued to all members of the State Council, all Past District Governors, and all Club Secretaries. Club Secretaries shall forward their copy of the Policy and Protocol Manual to their successors annually. The master copy of the Policy and Protocol Manual will be retained by the Council Secretary/Treasurer in both written and electronic format.

The revised manual will be distributed to members of the Council and Vice District Governors. All Clubs of the Multiple District will be provided copies upon request in electronic or hard copy format.

Completely revised and adopted: June 2017

PART ONE-POLICY

ARTICLE I

CONSTITUTION AND BYLAWS

1. STANDARD FORM SINGLE AND SUB-DISTRICT CONSTITUTION AND BYLAWS

Each Sub-District of Multiple District 23 shall promulgate and adopt its own Constitution and Bylaws. In the absence thereof and until each Sub-District has adopted its own Constitution and Bylaws, the Council of Governors of Multiple District 23 shall and hereby does adopt the Standard Form Constitution and Bylaws for Single and Sub-Districts as promulgated by the International Association of Lions Clubs, as the Constitution and Bylaws for such Sub-Districts.

Any Constitution and Bylaws adopted by the Sub-Districts may not be in conflict with the Standard Form as promulgated by the International Association of Lions Clubs. A copy of the adopted Constitution and Bylaws of each Sub-District shall be delivered to and placed on file with Council Secretary-Treasurer.

2. THE STANDARD FORM CLUB CONSTITUTION AND BYLAWS

Adopted by the Board of Directors of Lions International shall be the recommended form for all Lions Clubs in the Multiple District. Such Standard Form, as amended from time to time by the Board, shall be and hereby is deemed to be the duly adopted Constitution and Bylaws of each and every Lions Club in Multiple District 23 which shall fail to adopt a Constitution and Bylaws of its own.

3. SUPREMACY OF STANDARD FORM

With respect to any matter of District (Sub or Multiple) operation which is not covered by the Constitution and Bylaws of the respective District (Sub-or Multiple) and is covered by the Standard Form (Single or Multiple District) Constitution and Bylaws, the provisions of the latter shall govern and control.

4. STANDARD LEO CLUB CONSTITUTION AND BYLAWS

All Leo Clubs in Multiple District 23 shall adopt and be governed by the Standard Form Leo Club Constitution as framed by the Board of Directors of Lions International.

All activities, projects and programs of Leo Clubs shall be conducted in harmony with the Standard Leo Club Constitution and all amendments thereto and with the policies of Lions International.

The Board of Directors of Lions International, only, shall have the power to amend the Standard Leo Club Constitution.

Each Leo Club may adopt Bylaws which shall be consistent with the Standard Leo Club Constitution and with policy established by Lions International. These Bylaws and any subsequent amendments shall be subject to the approval of the sponsoring Lions Club.

5. LIONESSE CLUB CONSTITUTION AND BYLAWS

All Lioness Clubs within Multiple District 23 shall adopt and be governed by a Constitution and By-laws that has been approved by their sponsoring Lions Club. This document shall not contravene District, Multiple District or International Constitution and By-laws. All amendments thereto shall be subject to approval of the sponsoring Lions Club.

All activities, projects and programs of Lioness Clubs shall be conducted in harmony with the sponsoring Lions Club.

6. CONSTITUTIONAL COMPLAINTS PROCEDURE

All complaints pertaining to matters covered by club, district or multiple district Constitutions and By- Laws shall be handled as set forth in the applicable Standard Form Constitution and By-Laws.

ARTICLE II

STATE COUNCIL

1. MEETINGS OF THE STATE COUNCIL

A) Dates and Agenda

- 1) The Multiple District Council of Governors, herein referred to as the Council, shall hold a Special Executive Meeting within thirty (30) days after the close of the International Convention. The attendees at this meeting, which is called by the outgoing Council Chairperson, shall be all members of the outgoing and incoming Council and the new Vice District Governors.
- 2) The following actions shall take place at this meeting of the Council:
 - a) The outgoing Council shall: Vote to accept or reject the minutes of any previous regular or special meetings of the previous Council not already approved.
 - b) The incoming Council shall:
 1. Review the financial condition of the Multiple District.
 2. Appoint Elect the Council Chairperson, by rotation.
 3. Reconfirm or elect (if starting new 3-year term) the Council Secretary- Treasurer.
 4. Reconfirm the Chairperson of:
 - a. State Convention for the present fiscal year.
 - b. International Convention for the present fiscal year.
 - c. USA/Canada Forum for present fiscal year.
 5. Confirm the Chairperson of:
 - a. State Convention for the next fiscal year.
 - b. International Convention for the next fiscal year.

- c. USA/Canada Forum for the next fiscal year.
 - 6. Appoint Standing Committee Chairpersons.
 - 7. Establish and appoint Chairpersons for any Ad Hoc or Statewide Committees.
 - 8. Appoint any multiyear Chairpersons if position(s) is/are vacant.
 - 9. Announce dates of all regular Council meetings for the current fiscal year.
 - 10. Discuss committee charges.
 - 11. Act on any other matters pertaining to the Council.
- 3) The first regular meeting of the Council shall be held within sixty (60) days of the close of the International Convention. (Usually during the month of August).

The agenda for this meeting will include:

- a) Announcements of all Committee appointments.
- b) Announcement of the dates and times of all regular Council meetings for the fiscal year.
- c) Committee reports as called for in the agenda.
- d) Review of the MD Committee charges.
- e) Any policies adopted for the current fiscal year

- 4) The second regular meeting of the Council shall be held during the month of October.

In addition to the normal Council business, the Finance Committee shall present, along with its recommendations, the following budgets for Council approval:

- a) Budget - Council Secretary-Treasurer
- b) All other State-wide committee budgets with the exception of the State Convention, International Convention and USA/Canada Forum budgets

- 5) The third regular meeting of the Council shall be held during the month of January.

In addition to the normal Council business, the Finance Committee shall present, along with its recommendations, the following budgets for Council approval

- a) State Convention Budget
- b) International Convention Budget

- 6) The fourth regular meeting of the Council shall be held during the month of February or March. At this meeting the Finance Committee will:

- a) Report on any recommended changes for the following year's dues structure.
- b) Present, along with its recommendations, the budget for the USA/Canada Forum.

- 7) The fifth regular meeting of the Council shall be held during the month **of May, or June.**

All candidates for the office of District Governor, 1st Vice District Governor and 2nd Vice District Governor, if an election has not yet been held, shall be invited to attend this meeting and shall be introduced to the assembly by the respective District Governors.

- B) Council meetings shall be called at the discretion of the Council Chairperson or on request by a majority of the Council members.
- C) Attendance at Council meetings is open to all Lions in the Multiple District and others at the discretion of the Council.
- D) Reports should be submitted to the Council in writing ten (10) days prior to the meeting with action items clearly identified in capital or bold letters.

2. COUNCIL SECRETARY TREASURER (MD CST)

The Council Secretary Treasurer (MD CST) shall keep accurate books and records of accounts and minutes of all Council and Multiple District meetings and permit inspection of the same by any member of the Council or any club in the Multiple District, or any duly authorized agent of either, at any reasonable time for any proper purpose; providing that prior notification has been given to the District Governor of the requesting club's District. Minutes shall be mailed at least 10 days prior to the next Council meeting.

The MD CST shall be responsible for billing each District in accordance with the Constitution & ByLaws and apprise the Council of any delinquency in the payment of dues by any district. (Reference Bylaws Article VIII, Section 1)

The MD CST shall receive and give proper receipt for all per capita assessments paid by the District Cabinet Secretaries and/or Treasurers, deposit the same in a bank or banks designated by the Council, and disburse the same under the supervision and control of the Council Chairperson or other duly authorized representative of the Council. Such disbursements shall be made by check signed by the MD CST and countersigned by a second signatory authorized by the Council.

The MD CST shall be bonded by a Blanket Position Bond to be negotiated by the Council.

The MD CST shall prepare an Administrative Fund Budget, covering all funds of the Multiple District, after consultation with the Council Chairperson; present same to the Council Finance Committee for study and recommendation, sufficiently in advance to ensure presentation for approval by the Council at its February or March meeting and eventual adoption by the delegates at the State Convention.

3. MULTIPLE DISTRICT PERMANENT CONVENTION COMMITTEE

Subject to Council approval, the Permanent Convention Committee shall:

- A) Research and determine all components needed to ensure the success of each

Conference and Convention. Develop a model contract, which shall include but not be limited by the specifications as listed below in subsection G. The Multiple District State Convention shall be held after the 15th of the selected month, allowing sufficient time for delegate information distribution. (2021)

- B) Review and update the Multiple District Convention and Conference manual annually, establish guidelines and procedures for the proper implementation and management of approved plans and policies established for each convention.
- C) Establish Negotiating Committees for any conference or State Convention, as outlined in the Multiple District By-laws. This committee will:
 - 1) Identify (through a letter to the Council-approved convention or conference site) precisely who has the authority from the venue to sign the contract, modify the contract, insure performance under the contract, and accept and/or modify payment under the contract. If the named person above changes, the venue shall submit in writing the new representative with the same authority.
 - 2) The Negotiating Committee shall bring the proposed contract back to the full Permanent Convention Committee for their review and recommendations to the Council.
- D) The Permanent Convention Committee shall submit all contracts to a legal advisor (one skilled in contracts and the like) before submitting to the Council for their approval.
- E) The Permanent Convention Committee shall prepare a comprehensive synopsis of each proposed conference and convention contract and submit it along with their recommendations to the Council for their consideration and approval. Once approved, the Council Chairperson may sign it. The Committee shall secure conference/convention contracts no more than two (2) years or for a third year, upon Council approval, beyond the current fiscal year. (2021)
- F) The Permanent Convention Committee shall meet with the Chairperson of each scheduled event and:
 - 1) Review the signed contract for the event with the Chairperson.
 - 2) Instruct the Chairperson to commit in writing and have both parties sign any agreements or commitments made pertaining to, or outside of the contract. These signed agreements shall include follow up in writing of all agreements made in person, on the phone or whenever conversing with the facilities authorized representative. There can be no gray area, no matter how minor the agreement may seem at the time. It must be reduced to writing and signed by both authorized parties.
 - 3) The Convention or Conference Chairperson must give the final count for meals immediately prior to the last date set forth in the contract. This count must be in writing and countersigned by the authorized person of the venue. Copies of all signed agreements shall be attached to the original contract and filed with the Council Secretary/Treasurer.
 - 4) At the close of the conference or convention, the Council Secretary / Treasurer shall mark on the back of the final check: Accepted only as payment in full of all sums due and owing for MD 23 Lions Clubs (Conference or Convention on (enter date)) and have the listed authority sign and mark the bill with paid in full, with any exception(s) so noted and signed by both parties.
 - 5) The Chairperson of each scheduled event shall report to the full Permanent Convention Committee at their regular scheduled meetings.

G) VENUE GUIDELINES - STATE CONFERENCE/CONVENTION

The following guidelines for conferences and conventions are included as guidelines

only, to assist Permanent Convention Committees in exploring new convention venues. Under no circumstances is any venue to meet every requirement set forth in these guidelines. These guidelines apply to single or multiple day events.

- 1) Minimum of 200 Double occupancy rooms.
- 2) Banquet facility seating 350 minimum plus head table for 16.
- 3) Minimum of 8 seminar rooms with minimum capacity of 40, theater style.
Must be separate from banquet facility.
- 4) Meeting hall with minimum 200 capacity, theater style. May be same space as banquet hall.
- 5) Minimum 200 cars parking on site. All parking free of charge.
- 6) Full disclosure of charges No charge for use of conventional audio and visual aids such as: Flip charts, digital projection equipment, easels, overhead projectors and microphone/speaker systems are required for meetings, banquets and some seminars.
- 7) Display or booth area: Space is required for approximately 15 display booths to be set up for the entire day on Saturday.
- 8) Space for pre-banquet cocktail hour for minimum 350 standing.
- 9) Agreement with Lions liquor policy: Lions organization must have the right to bring in and serve their own alcoholic beverages at functions of their choice, excluding banquets and cocktail parties.
- 10) Space for hospitality rooms: One large space for a minimum of 200 standing or a minimum of three smaller spaces in which bars can be set up.
- 11) Large hall (350 banquet style) for Friday night party.
- 12) Disclosure of general facility and in-room amenities.
- 13) Located within 200 miles driving distance of Hartford.
- 14) 2:00 PM checkout on Sunday.
- 15) All rates to be quoted "all inclusive".
- 16) Lions registration space available in lobby near hotel registration desk.
- 17) Open to guide dogs and guide dogs in training. Six to eight guide dogs or guide dogs in training may accompany the group and must be allowed to occupy rooms with owners.
- 18) Disclosure of handicap and smoking room availability.
- 19) Final bill reconciliation on Sunday: Hotel must make staff available who are authorized to present final bills and make any revisions necessary.
- 20) Advance site committee accommodations: Accommodations must be offered to an advance party not to exceed six people, prior to the convention.
- 21) Accommodation for special dietary needs.
- 22) Single-source designated hotel staff contact throughout: One person must be designated by the hotel who is authorized to make all decisions required during the weekend and who is present for the final reconciliation of all bills.
- 23) 500 brochures provided free of charge by hotel.
- 24) Weekly updates of reservation status during month prior to convention: The hotel will provide weekly updates to the Lions reservation of all reservations received during the month prior to the convention.
- 25) Sign-off by both parties on Sunday: All final negotiations of all bills and sign-off by both parties must be completed on the Sunday of the convention.
- 26) Hotel representation at committee meeting: Hotel must provide a

representative at one convention committee meeting during the month prior to the convention.

27) Committee meeting space available at no charge.

28) 72-hour guarantee for meal count. Written confirmation required from hotel.

29) Hotel must provide a promotional representative to be present at a Conference/Convention planning meeting held approximately five months prior to Conference/Convention.

30) Meal rates guaranteed for at least 6 months.

31) Follow procedures outlined in Chapter IV of Policy and Protocol Manual, invite an International Guest.

32) **OPTIONAL PREFERENCES - STATE CONVENTION**

- a) Six suites available.
- b) Indoor pool on premises.
- c) Child discount rates.
- d) Complimentary rooms based upon room reservation count.
- e) Golf and tennis facilities available on premises or within 10 minutes' drive.
- f) Recreational amenities available on site.
- g) Shopping or other facilities of interest available in immediate area.

H) The Permanent Convention Committee shall prepare a comprehensive synopsis of each convention site and submit this document with their recommendations to the Council for their consideration and approval. Once a site is approved, the Negotiating Committee shall contact them by letter and make arrangements to negotiate as set forth in this section.

4. **HOSPITALITY**

The responsibility of providing hospitality for the State Convention will be with the announced candidates for 1st Vice District Governor.

At the State Convention, the Hospitality extended to the Peace Poster winners and their guests (parents and siblings) and Leo of the Year and his/her family in addition to any plaques and awards shall be considered administrative expenses of the Council.

5. **GLOBAL ACTION TEAM COMMITTEE (2021)**

- A) Multiple District Global Action Team: The Council Chair will serve as the multiple district chairperson of the Global Action Team (MD GAT), and will ensure that the multiple district's GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand our humanitarian service. The MD GAT will be the driving force that ensures our multiple district is strong, stable and focused.
- B) The Multiple District Global Leadership Team (MD GLT) coordinator will serve as the leadership development expert ensuring districts achieve their goals, and the Multiple District provides collaborative leadership development. The MD GLT will educate, coach and mentor district coordinators, remove barriers that impede progress, and inspire and empower districts to be successful in developing quality leaders.
- C) The Multiple District Global Membership Team (MD GMT) coordinator will serve as the membership expert ensuring districts achieve their goals. The MD GMT will educate, coach

and mentor district coordinators, remove barriers that impede progress, and inspire and empower districts to be successful in developing and strengthening membership.

- D) The Multiple District Global Service Team (MD GST) coordinator will serve as the service program expert ensuring districts achieve the distinct goals of their area. The MD GST will educate, coach and mentor district coordinators, remove barriers that impede progress, and inspire and empower districts to be successful in maximizing service project implementation for the community beneficiaries.

6. PUBLIC RELATIONS COMMITTEE

A) Makeup:

This committee shall be comprised of a Public Relations Chairperson, appointed by the MD 23 Council for a one (1)-year term, with a potential for two (2) one (1)-year extensions, and the District Public Relations Chairpersons. (2021)

B) Responsibilities: Promote and disseminate MD 23 information to Lions and the Public through:

- 1) Traditional Sources {Print/Radio/TV}
- 2) Lions Clubs International
- 3) Web Based/Blog Sites
- 4) Facebook and other social media
- 5) Advertising
- 6) Assist the Council of Governors and Committee Chairpersons with press releases for both programs and events, encouraging ample time for pre-event releases and timely dissemination of post-event releases.
- 7) Check for and encourage/assist in applying for available grants to help with Public Relations efforts
- 8) Create a MD wide media database.
- 9) Work Directly with Webmasters/Social Media coordinators to ensure current and correct information is published.
- 10) Encourage Clubs to appoint and maintain an active Public Relations Committee.
- 11) Coordinate with and assist district Public Relations Chairpersons/Clubs as necessary.
- 12) In coordination with the Global Leadership Training Coordinator (GLTC) provide seminars and training, as requested, on public relations and promoting club events.
- 13) Assist in creating "Press Kits" for use by districts and clubs
- 14) Create an annual calendar of programs/activities/events requiring press releases and recommended dates of dissemination.
- 15) Submit an annual budget to Council.
- 16) Provide reports at Council of Governors meetings on the status of the MD 23 public relations actions.
- 17) In coordination with the Council Secretary/Treasurer and IT Committee post all disseminated press releases on MD 23 Website
- 18) Create and maintain a "Pressbook" of published news articles. Ensure proper attribution of publication name, reporter, date of publication.

C) Qualifications (Recommended):

- a. Good communications skills
- b. Knowledge of the public relations concepts and an effective press program development.
- c. Eagerness to promote Lions Clubs activities and accomplishments within the

Multiple District

- d. Knowledge of the organization and functions of the Multiple District
- e. Willingness to track and report the various public relations actions of MD23.

7. INFORMATION TECHNOLOGY COMMITTEE

- A) Makeup: This committee shall be comprised of an Information Technology (IT) Committee Coordinator, assigned by the Council for a 3-year term and the District IT Chairpersons.
- B) Responsibilities:
 - 1) Develop and maintain the Multiple District 23 web site; update it regularly with information relevant to members of the MD23; and maintain either: the domain name registration or E-Clubhouse login and registration, as directed by the Council.
 - 2) Create and maintain Facebook Page and/or other media which provides broader access to Connecticut Lions programs, events, and coordinators
 - 3) Encourage the use of the E-Clubhouse "Members" section for Council communications and working documents.
 - 4) Post dates, times, and locations of future MD 23 Conference/Conventions on the MD website. Additional information should be posted as soon as possible and ensure that Districts link information.
 - 5) In cooperation with the Council Secretary/Treasurer post official documents to include, but not limited to:
 - a) MD 23 Constitution and By-Laws.
 - b) MD 23 Policy & Protocol Procedures.
 - c) Schedule and locations of MD 23 Council Meetings.
 - d) MD 23 Council Meeting Agendas and minutes.
 - e) MD 23 Approved Budgets.
 - f) Press Releases/News Articles
 - 6) Ensure links to District Websites are maintained.
 - 7) Encourage Clubs to create/maintain websites.
 - 8) Coordinate with and assist district IT Chairpersons/Clubs as necessary.
 - 9) Promote use of MyLCI and MyLion in both membership and activity reporting.
 - 10) Encourage use of email in communications between the Multiple District/District/Clubs/Lions.
 - 11) In cooperation with the Global Leadership Training Coordinator (GLTC), provide seminars and training, as requested, on use of information technology.
 - 12) Submit an annual budget to Council.
 - 13) Provide reports at Council of Governors meetings on the status of the MD 23 website and associated IT actions.
 - 14) Coordinate with Public Relations Chairpersons/Committee Chairpersons/MD 23 Lions Organizations posting of appropriate programs and events
- C) Qualifications (Recommended):
 - 1) A working knowledge of the internet, email and web page development.
 - 2) Eagerness to promote the use of IT within the Multiple District
 - 3) Knowledge of the organization and functions of the Multiple District
 - 4) Willingness to track and report the various actions of MD23

ARTICLE III

CANDIDATE FOR INTERNATIONAL OFFICE

1. PROMOTION OF CANDIDATE

The Promote Connecticut Committee, appointed by the Council, shall be responsible for and primarily interested in promoting the candidacy of the MD 23 Convention certified candidate for International Office and shall serve as the nucleus around which Connecticut's participation is generated.

2. FUNDING

Funds in the Promote Connecticut Account shall be used to assist MD 23 Convention certified candidates for International Office.

3. BUDGET

A budget for such purpose shall be submitted to the Council Finance Committee for their consideration and recommendation. Final approval of such budget shall be made by the MD 23 Council before any allocation is made from such account.

ARTICLE IV

CANDIDATES FOR DISTRICT GOVERNOR & VICE DISTRICT GOVERNORS

1. ANNOUNCEMENT OF CANDIDACY FOR DISTRICT GOVERNOR AND VICE DISTRICT GOVERNORS

Candidates for the office of District Governor and 1st & 2nd Vice District Governor shall not officially announce their candidacy, before the second sub-district cabinet meeting, to the clubs in their Sub-District or actively campaign for such office until January 1st of each year, or in accordance with the policy specified by each sub-district.

2. NOMINATIONS FOR DISTRICT GOVERNOR AND VICE DISTRICT GOVERNORS

Nominating speeches shall be limited to one for each candidate of not over five (5) minutes duration and one seconding speech for each candidate of not over three (3) minutes duration. Nominating and seconding speeches for District Governor, 1st Vice District Governor & 2nd Vice District Governor Candidates shall be presented at the State Convention.

ARTICLE V

ELECTIONS

A) VOTING PROCEDURE

- 1) Balloting for the office of District Governor and 1st & 2nd Vice District Governors shall take place on the last day of the Sub-District or Multiple

- District annual convention, between the hours of 8:00 A.M. to 10:00 A.M.
- 2) The ballot for the election of each District Governor and 1st & 2nd Vice District Governor shall be separated from all other matters voted on at the convention.
 - 3) Each delegate or alternate must be present in person and certified before balloting for the office of District Governor and 1st & 2nd Vice District Governor.
 - 4) Balloting shall be held separately by each Sub-District and shall be by written secret ballot. The candidate receiving a plurality of the votes cast shall be declared elected.
 - 5) In case of a tie on any ballot, balloting shall continue in accordance with procedures set forth in the LCI Standard Form Multiple District By-Laws (LA-5). All delegates shall be re-certified before each successive ballot. Ballots used for each successive round shall be of a different color.
 - 6) Ballot forms shall be provided by the Cabinet Secretary-Treasurer or Secretary of each Sub-District in a form set forth in the LCI Standard Form District By-Laws (LA-4).

B) ELECTIONS COMMITTEE

- 1) The Sub-District or Multiple District Elections Committee will oversee the voting, count the ballots, conduct a thorough audit and prepare and present a report of the election results at the final business session of the convention.
- 2) The Chairperson of the Elections Committee shall call a meeting of the entire committee at a time and place, sufficiently prior to the opening of voting, to provide adequate instruction in the procedure to be followed.
- 3) Only the Elections Committee members will have access to the secured "voted ballots" container and will have complete control and responsibility for ballot forms which have been cast.
- 4) The ballots shall be retained by the Chairperson of the Elections Committee for a period of at least thirty (30) days after each convention, after which they are to be destroyed.
- 5) The Elections Committee will keep complete and accurate records of votes cast, both valid and invalid.
- 6) No member of the Elections Committee shall be permitted to leave the counting and tabulating area until all counting has been completed, except upon permission of the Chairperson.

C) CREDENTIALS COMMITTEE

- 1) The Credentials Committee of the State (Multiple District) Convention shall be composed of the Council Chairperson and the District Governor and 1st & 2nd Vice District Governor and Cabinet Secretary-Treasurer or Secretary of each Sub-District. The Council Chairperson shall be the Credentials Committee Chairperson and shall convene a meeting of the committee on the first day of the annual Multiple District Convention.
- 2) In the event that a separate Sub-District convention is held, the Credentials Committee shall be composed of the District Governor, Cabinet Secretary-Treasurer or Secretary and two (2) other non-officers of the Sub-District, appointed by the District Governor. The District Governor shall be the Chairperson

of the Sub-District Credentials Committee and shall convene a meeting of the committee sufficiently prior to the opening of certification of delegates.

- 3) It shall be the responsibility of the Credentials Committee to verify and approve the exact number of delegates and alternates qualified to vote in each club in the Multiple District.
- 4) It may, in the event of unforeseen circumstances, vary the dates and time for operation of the Credential Certification area as established in this Policy Manual.
- 5) It shall be responsible for developing all phases of the procedures as they relate to certification of credentials.
- 6) It shall act in an advisory and supervisory capacity only and shall rule on any questionable matters relating to an individual Lion's eligibility to be certified, which shall require a majority agreement of the committee.

D) CREDENTIALS AND CERTIFICATION OF DELEGATES

- 1) At least thirty (30) days prior to any Sub-District or Multiple District Convention, the Cabinet Secretary-Treasurer or Secretary of each Sub-District shall mail a "Credential Certificate Form" to each Club Secretary in the Sub District. The letter of transmittal shall indicate the following:
 - a) Date of the convention
 - b) The fact that each club is entitled to one (1) voting delegate and one (1) alternate for each ten (10) members who have been enrolled in the club for at least one year and a day or major fraction thereof (5) as shown by the records of the International office as of the first day of the month last preceding the month during which the convention is held.
 - c) The fact that the club must be in good standing. (Must have paid all District and International dues not later than fifteen (15) days prior to the date of the convention.)
 - d) Credential Certificate Form must be signed by the Club President and/or Secretary.

E) CREDENTIALS - OTHER THAN OFFICIAL FORM

- 1) In the absence of an official credential certificate form from a club, a letter duly signed by the President or Secretary or other duly authorized member of such club certifying the appointment of named delegates and alternates shall be delivered to the Cabinet Secretary-Treasurer. The District Governor and/or District Cabinet Secretary-Treasurer or Secretary shall be authorized to certify delegates if the official credential certificate has not been submitted but a letter signed by the Club President or Secretary is presented by a Lion requesting certification.

F) CERTIFICATION OF DELEGATES AND ALTERNATES

- 1) It shall be the responsibility of each Sub-District Cabinet Secretary-Treasurer or Secretary to establish the procedures to supervise the certification of delegates and alternates in the Credential Certifying Area assigned to the Sub-District.
- 2) The hours of certification shall normally be from 8:00 A.M. to 10:00 A.M. on

the last two (2) days of the annual State Convention.

- 3) In the event that a Sub-District Convention is held, the Sub-District Credentials Committee shall establish the date and hours of certification, at such convention.
- 4) The Cabinet Secretary-Treasurer or Secretary may assign other qualified Lions from the Sub-District to assist in the certification of delegates and alternates.
- 5) The Cabinet Secretary-Treasurer or Secretary shall be responsible for the acquisition of and safe-keeping of whatever Delegate and Alternate Identification is used on the Convention Name Badge; i.e., Rubber Stamp, self-adhering labels, etc.

SAMPLE - CREDENTIAL CERTIFICATE FORM

IMPORTANT

IMPORTANT

OFFICIAL
CREDENTIAL CERTIFICATE FORM
20 LIONS DISTRICT 23 CONVENTION

We, the President and Secretary of the LIONS CLUB of _____, District 23-____, certify, by affixing our individual signatures hereon, that the following named persons have been elected Delegates and Alternates to the 20__ District 23 Convention.

DELEGATES

NAMES

ADDRESSES

1. _____
2. _____
3. _____

ALTERNATES

NAMES

ADDRESSES

1. _____
2. _____
3. _____

Number of Active Members in good standing _____

President

Secretary

PLEASE COMPLETE THIS FORM AS SOON AS POSSIBLE AND RETURN TO CABINET SECRETARY AND/OR TREASURER: (Name and Address of Cabinet Secretary-Treasurer or Secretary)

Certification hours will be 8 AM to 10 AM on _____ and _____.

If your club is eligible for more than the number of delegates and alternates on this form, please feel free to make additional copies to accommodate all of your eligible delegates.

ARTICLE VI

FINANCE

1. CONNECTICUT SALES AND USE TAX

- A) All Lions Clubs in the State of Connecticut are subject to the Sales and Use Tax and there is no basis for a blanket exemption for the Lions Clubs of Connecticut. (Ruling - State of Connecticut Tax Dept.-Sept. 1971) Only Lions organizations which have been approved for 501(c)(3) tax exempt status may be exempt from sales and use taxes.

2. FEDERAL TAX RETURN

- A) If required, each Lions Club and each District (Single, Sub- and Multiple) must file annually, by the 15th day of the 5th month following the close of its fiscal year, an information return known as Form 990. A "Short Form" (Form 990N) may be filed if gross receipts for the year or total assets at end of year do not exceed \$50,000.
- B) Lions International files a similar return for itself, but its return does not cover the Clubs and Districts individually. According to Treasury Department regulations which concern organizations exempt from the payment of income tax under Section 501(c)(4) of the Internal Revenue Code, each Lions Club and District must file this information return each year.
- C) Lions International has received a Letter of Exemption under which each officially reported Lions Club and District is also exempt for Federal Income Tax purposes. The exemption is under Section 501(c)(4) of the 1954 Internal Revenue Code and the Letter of Exemption is dated December 4, 1940 and is reconfirmed annually.
- D) A copy of the Exemption Letter and a sample 990 Return Form is on file in the office of the Council Secretary-Treasurer, who will make same available to any club or District upon request.

3. FUNDS RAISED FROM ACTIVITIES

The following is a legal opinion from the International Association:

Question: May funds raised from the public be used for administrative or other non-public purposes?

Opinion: No. The Articles of Incorporation of the International Association of Lions Clubs state that the Association is organized, among other things, "to govern all such chartered clubs so that they shall be non-political, non-sectarian, not for profit of the individual club or its individual members". Therefore, the Articles of Incorporation of the International Association of Lions Clubs expressly forbid that any part of the net earnings from activities shall inure to the benefit of any individual Lion or Lions Club. Since Districts are created by the Association to facilitate its administration of individual Lions and Lions Clubs, this proscription, by implication, runs to District Administration expenses as well.

The wisdom of this proscription is clear. To finance and fulfill their basic function of service, Lions Clubs ask the public to patronize fairs, circuses, raffles, shows and the like, and to purchase products infinite in variety. This public support is sought, and given, on the mutual understanding that the net funds raised thereby will go to finance some community need. Consequently, any diversion of such funds to other purposes constitutes a breach of faith with the contributing public. The proscription in the Article quoted exists to prevent any such breach and to protect and preserve the image of Lions International. Therefore, the use of any such funds to finance convention trips, politics or candidates, or administrative dues, deficits or expenses of the club, District or International level is a breach of faith and an express violation of the basic document of the Association.

4. FUNDS

All Lions Clubs shall maintain at least two separate funds governed by generally accepted accounting practices. The first fund is to record administrative moneys such as dues, tail twisting fines and other internally raised club funds. A second fund shall be established to record activity or public welfare moneys raised by asking support from the public. Lions Clubs shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of the club by which funds are raised from the public.

5. SOLICITATION OF FUNDS OR AID

- A) No Lions Club, or member thereof, and no Lions Sub-District shall solicit funds or aid for anything of material or commercial value in the chartered territory of any other Lions Club or the defined boundary of any other Sub-District, as the case may be, without the written consent of such other club or district, as the case may be.
- B) In the event of a major calamity or disaster, a Sub-District Cabinet or the Multiple District Council may authorize solicitation of relief aid from and among clubs within its respective Sub-Districts. Disaster funds may also be available from Lions Club International Foundation.
- C) Application for LCIF funds should be made in the manner proscribed by Lions International through the District Governor and the Council.
- D) No Lions Club, Lions Club member, Lions Sub-District or any other Lions organization shall use the membership relationship for any solicitation promoting private commercial benefit.

6. FINANCIAL AID TO CANDIDATES

The following is a legal opinion from Lions International:

Question: May a Multiple District levy assessments to finance campaigns of candidates for International office?

Opinion: YES. The International Constitution grants Multiple Districts the right of representation at the International level. Inherent in this right is the right to finance efforts necessary to gain such representation. Therefore, it is implied that such funds may be raised from the membership of the respective Multiple District. Said levy must be made in accordance with provisions contained in the Multiple District Constitution for a dues increase.

7. **PROMOTE CONNECTICUT FUND**

- A) A Promote Connecticut Fund shall be established for the purpose of maintaining an account to assist candidates for International office who have met the requirements for the office as established by Lions International, who have received the endorsement of the Lions of the Multiple District at Convention and who have been certified for such office by the Council.
- B) Council certified candidates for International office shall submit a budget to the Council Finance Committee for their consideration and recommendation. Final approval of such budget shall be made by the Council before any allocation is made from such fund.

8. **CONVENTION COMMITTEE REPORTS**

Any request for extension of the sixty (60) day provision required by Multiple District Bylaws (Article VI, Section 10) must be submitted in writing and must be received by the Council at least ten (10) days prior to the next regularly scheduled Council meeting. All bills must be submitted within 60 days of the convention or a letter must be submitted within the 60 days with a reason why the bill cannot be submitted within the 60 day period.

9. **POSITION BOND**

- A) All multiple District Officers and Committee Chairpersons, accountable for funds in excess of \$500, shall be covered by adequate Position Bonds.
- B) The cost of such bonds shall be borne by the Council.

10. **STATE COUNCIL PAYMENT AND REIMBURSEMENT POLICY (6/2020)**

(See Table on next Page)

STATE COUNCIL & CONVENTION CHAIRPERSON PAYMENT AND REIMBURSEMENT POLICY (Principal Only)					
Officer	LCICON		USA/Canada	State Conventions/Conferences	Miscellaneous
Council Chairperson	In CONUS Up to \$500	Out of CONUS Up to \$1,000	(Or designee) As Chairperson of USA/Canada Forum, reimbursed for transportation (the cheapest of lowest economy round-trip airfare, OR mileage as established by LCI), lodging for 4 consecutive nights, forum meals, and registration. Also, reimbursed in full for expenses related to operation of a hospitality room authorized by the Council, proposed in the proposed budget* and supported by receipts. <i>Convention account *Shall present Budget in March</i>	Registration and meals related to Convention. <ul style="list-style-type: none">No Lodging reimbursement for one-day convention.If multiple days, payment for 2 Days lodging (Fri/Sat).	Charter Night (Or designee) shall be reimbursed for expenses when attending a charter night to make a flag set presentation on behalf of council <i>Council funds</i>
Council Secretary-Treasurer <i>Convention Account</i>	In CONUS Up to \$500	Out of CONUS Up to \$1,000	Up to \$1,000	Registration and meals related to Convention. <ul style="list-style-type: none">No Lodging reimbursement for one-day convention.If multiple days, payment for 2 Days lodging (Fri/Sat).	
Governors	Reimbursed by LCI		Up to \$1,000	Registration and meals related to Convention. <ul style="list-style-type: none">No Lodging reimbursement for one-day convention.If multiple days, payment for 2 Days lodging (Fri/Sat).	Reimbursed up to \$200 for uniform based on receipts. <i>Council funds</i>
Outgoing Governors	In CONUS Up to \$500	Out of CONUS Up to \$1,000	<i>Convention Account</i>		
Convention Chairperson <i>Convention Account</i>	Shall be reimbursed for transportation (lowest economy round trip airfare, or mileage established by LCI), lodging for 4-5 consecutive nights, and registration. Also, reimbursed in full for expenses related to operation of a hospitality room authorized by the Council, in the proposed budget and supported by receipts.			Registration and meals related to Convention. <ul style="list-style-type: none">No Lodging reimbursement for one-day convention.If multiple days, payment for 2 Days lodging (Fri/Sat).	
Notes: 1. Should Hotel provide complimentary rooms for Conference/Convention based on attendance and/or contract, such rooms are to be distributed at the discretion of the Conference/Convention Chairperson. 2. Except as specifically authorized by the Council of Governors, no meals shall be paid for Council or Committee meetings.					
Updated Lions Year 2020/2021					

11. STATE CONVENTION PIN ALLOCATION

Each District Governor-Elect shall be given 50 pins and each District Governor 25 pins each year as the official policy. In addition, an International Director shall be given 50 pins for the two years of his term and each PID be given 25 pins each year. In addition to an International Director's 50 current pins they will also be given 100 prior year pins during each year of their term and each International Director and PID and each District Governor may buy, at cost, additional current and prior year pins over and above their allocation.

12. BUDGETS

All convention/conference Chairpersons shall submit their budget requests with the budget and actual income and expenses of the two prior like conventions/conferences.

ARTICLE VII

SPECIAL CONVENTION PROCEDURES

1. In the event it is necessary to have a Special Convention for any purpose, the Convention may be called by a vote of the Council of Governors or a vote of the District Cabinet as the case may be, with notice of the convention given to each club in the Multiple District/District at least 30 days in advance stating the purpose, location and time of the Convention.
2. Delegates will be selected in the same manner as for a District or Multiple District regular annual convention.
3. The following committees will be selected as necessary: Rules, Credentials, Nominating, Elections, and Resolutions.
4. The Chairperson of the Convention will be a Past District Governor selected by the Council or District Governor.
5. The Committee Chairpersons will be appointed by the Council or District Governor except that the Chairperson of the Credentials Committee shall be the District Secretary or MD Secretary as the case may be.
6. The Elections Committee shall consist of 3 members. Each duly nominated candidate shall also be entitled to designate 1 (one) observer through his/her club, as spelled out in the MD23 Bylaws, Exhibit B, Rule 6.
7. The order of business shall be as follows:

Call Convention to Order – Convention Chairperson
Pledge of Allegiance

Invocation
Opening Remarks
Report of the Rules Committee
Adoption of Rules
Report of the Credentials Committee
Credentials Challenges
Vote to accept report of Credentials Committee
Report of the Nominating Committee (If an election is being held)
Nominating and seconding speeches (If election is being held)
Balloting
Report of the Election Results – Elections Committee Chairperson
Acceptance Speech of winning candidate
New Business
Adjournment

8. In the event that multiple balloting is required, the ballots used in each successive round of balloting shall be of a different color.
9. In the event that multiple balloting is required, all delegates must be re-certified prior to each round of balloting.
10. The Rules of Procedure governing the Special Convention must be read aloud at the start of the convention. Waiving of the reading of the Rules of Procedure shall not be permitted unless such rules are provided in writing to each delegate prior to the opening of the convention.

ARTICLE VIII

MISCELLANEOUS

1. CLUBS - GOOD STANDING

A) A Club in good standing is one:

- 1) Which is not in "status quo";
- 2) Which operates in accordance with the provisions of the International Constitution and Bylaws, including but not limited to Article III, VIII and XI thereof, and;
- 3) Which, with respect to its financial obligations, has:
 - a. current per capita dues, International and District (Sub and Multiple), paid in full fifteen (15) days prior to the date of the convention; no unpaid balances of more than \$50.00, ninety (90) days past due.

B. Clubs – Status Quo (2021)

Requests for placement into status quo for failure to fulfill the obligations of a Lions club are made by the District Governor with the approval of the First Vice District Governor and the Zone Chair or Region Chair. The objective of status quo is to stop activity of the identified

club(s) until the reason is resolved, or the club is cancelled. The District Governor shall provide sufficient documentation demonstrating that the club(s) is not in compliance with International Constitution and Bylaws or Board Policy. The District Governor Team must document actions taken to encourage compliance and submit with the request. The request must be at least 90 days prior to a state or district convention. For additional information, please see Lions Clubs International Board Policy, Clubs, and their obligations.

2. DISTRICT DIRECTORIES

- A) The Council of Governors, Council Committee members, Officers and Directors of the Connecticut Lions Eye Research Foundation, Inc. and resident employees of the International Association of Lions Clubs and Multiple District 23 shall be listed in each Sub-District directory.
- B) Each District Governor shall forward to the Council Secretary-Treasurer an adequate supply, at least fifteen (15) of the District directories for use by the Multiple District. Additional (30 copies) to each District Governor for distribution as stated in Section 9.
- C) Directories shall be available by September 1st of each Lions year.

3. MAILING LISTS

- A) No current mailing lists or address labels of Lions Clubs, officers and members, or Sub or Multiple District organizations, members and officers, shall be furnished to non-Lion organizations without prior approval of the Council.
- B) The Council shall exercise extreme caution in approving the furnishing of such lists or labels, to ensure that the list or labels shall not be used for political activity or commercial purpose.

4. OFFICIAL CONNECTICUT LIONS UNIFORM

- A) The official uniform of the Lions of Connecticut shall be:
 - 1) Navy blue blazer with Lions lapel pin on the left lapel
 - 2) Gray slacks or skirt
 - 3) White oxford style shirt or blouse
 - 4) Blue (CT State) tie/scarf (available from District CST for purchase)
 - 5) Black footwear, black hose for men and neutral for women
 - 6) MD23 patch (optional) worn on left breast pocket

- B) The official Lions uniform may be worn at all club, District or other Lions functions subject to the following guidelines:

What to Wear When	
Cabinet Uniform (CU)	Cabinet meetings*, Club Visitations, Council Meetings, Zone Meetings, Midwinter Conference (MWC)/Convention: Sat. Business Meeting/Breakfast, Night of Giving, NELC
Business Attire (BA)	MWC VIP Dinner*, CLERF/LLVC/CRIS Dinners, Charter Nights
Business Suit/ Banquet Dress	Melvin Jones Dinner, DG Testimonials
CU/BA Optional	Wakes/Funerals, Governor's Awards Dinner, Awards Breakfasts
Formal Black Tux (Dress Suit)/ Formal Dress	MWC/Convention Banquet
White Dinner Jacket (Dress Suit)/ Formal Dress	Summer Convention Banquet, International Banquet*
Lions Casual	State Convention Friday Night, Picnics, outside events, International Convention Plenary Sessions, MWC/Convention Friday Night events.

- Check with DG or Event Chairperson for specifics, if unsure.

NOTE: Always wear pin or Lions logo to any Lions activity, meeting, or event

The Council may amend this uniform as appropriate at its summer meeting.

- 1) Name badges, pins and awards should be worn as follows:
 - Wear your name badge on your right side
 - Pins should be worn with the most significant or highest award worn above the others, progressing downward
 - Special awards with ribbons are only worn on formal occasions
 - 2) Conference/convention
 - If you are marching into the formal banquet as part of your Cabinet, formal attire is preferred. The Chairperson may direct, as seasonally appropriate, black tuxedo or white dinner jacket for men. Women may wear formal dresses or pants suits.
- C) The Connecticut Lions Official Parade Uniform for the International Convention shall be:
- 1) Multiple District blue golf shirt with insignia
 - 2) Stone-colored slacks or skirts
 - 3) White belt
 - 4) White shoes or white sneakers
- NOTE: The Council may amend this uniform as appropriate to climate conditions at the parade venue. In the event that the Multiple District has a candidate for International Office, the parade uniform may be changed. See Article III, Paragraph 1 of the Policy Manual.
- D) The Connecticut Lions official leisure/summer uniform shall be:
- 1) Multiple District blue golf shirt with Lions insignia;
 - 2) Stone-colored slacks or skirts (or shorts, if appropriate); and
 - 3) White shoes or white sneakers.

5. PAST CLUB, DISTRICT AND INTERNATIONAL OFFICER ORGANIZATIONS

Although the Board of Directors of Lions International does withhold official recognition of Past Club, District and International Officer organizations, they do permit their existence and operation so long as they shall not in operation:

- A) contravene the International Constitution and Bylaws and policies of the International Board of Directors;
- B) involve participation on other than a voluntary basis;
- C) super-impose or create any governing structure over and above, or which hinders the proper function of, the regular club and District organizations.

6. RULES OF PROCEDURE - STATE CONVENTION

A) RULES COMMITTEE

The Rules Committee shall review the rules of the convention as provided in the MD23 Constitution and Bylaws for continuity, completeness and conformance with Robert's Rules of Order Newly Revised. They shall ensure that the rules of the convention do not conflict with the MD23 Bylaws and shall provide these rules, in writing, to all convention attendees.

- B) The Rules of Procedure for the State Convention shall be printed in the Official Program of such Convention. The reading of such Rules of Procedure at the First Business Session of the State Convention shall not be necessary since every Lion attendee at the Convention shall receive the Official Program upon registration.

C) RESOLUTIONS COMMITTEE

The Resolutions Committee shall prepare a report expressing the desires of the Convention Committee and the convention attendees to illustrate their gratitude to those who helped make the convention a success. The report shall be read aloud to the attendees at the close of the convention

7. CLUB INCORPORATION

It is recommended that each Lions Club incorporate to avoid individual liability.

8. MELVIN JONES FELLOW RECOGNITION

The Lions Club International Foundation Committee shall be charged with setting the policy for the annual Melvin Jones event for the state. This committee will work with the sub-district LCIF Chairpersons to organize this event where proper recognition to the Melvin Jones Fellows is bestowed. This self-supporting event could end with a dinner or include a program for Melvin Jones Fellow recognition. The MD 23 Council may decide to participate in a New England Lions Council sponsored New England wide Melvin Jones event. In such case, this committee will work with the NELC Committee to promote MD 23 participation in the event.

9. DISTRIBUTION LISTS

Constitution and Bylaws complete revisions and proposed amendments. Amendments passed will be included in the State Convention Report.

To: Club Secretaries, State Council, VDGs, PIDs, CSTs.

Policy & Protocol Manual complete revisions as adopted	To: Club Secretaries, State Council, VDGs, PIDs, CSTs.
Council Meeting Notices/Minutes & Agenda	To: Club Secretaries, State Council, VDGs, PIDs, CSTs.
State Convention Reports	To: State Council, VDGs, PIDs, CSTs, MD Committee Chairpersons (Minutes only to LCI) PDGs upon request
District Directories	To: Club Secretaries, State Council, VDGs, PIDs, CSTs, LCIF Chairperson Each Governor will distribute to his or her own District and will supply other DGs of the MD with 30 copies for distribution to their PIDs, PDGs, and VDGs.

10. RECORDS RETENTION POLICY (2021)

Purpose

The purposes of this document retention policy are for Multiple District 23 to comply with appropriate laws and regulations and to promote the proper treatment of business records of Multiple District 23.

Policy

- A) General Guidelines. Records should not be kept if they are no longer needed for the operation of the Multiple District or required by law. An organized record retention file eliminates difficult searches.

From time to time, the Multiple District may establish retention or destruction policies or schedules for specific categories of records to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

- B) Exception for Litigation Relevant Documents. The Multiple District expects all officers, council members, and Lions to comply fully with any published records retention or destruction policies and schedules, provided that all officers, council members, and Lions should note the following general exception to any stated destruction schedule: If you believe, or the Multiple District informs you, that records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

C) Minimum Retention Periods for Specific Categories.

- 1) **Organizational Documents.** Organizational records include the Multiple District's Constitution, By-laws and IRS Application for Exemption. Organizational records should be retained permanently. IRS regulations require that appropriate IRS forms such as IRS form 1023 for 501(c)(3) nonprofit organizations, or IRS Form 990 for tax-exempt nonprofit organizations, be available for public inspection upon request
- 2) **Tax Records.** Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Organization's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.
- 3) **Council Materials.** Meeting minutes should be retained in perpetuity in the Organization's minute book or electronically. A copy of all other Committee materials should be kept for no less than three (3) years by the Multiple District Committee Chair.
- 4) **Press Releases/Public Filings.** The Multiple District should retain permanent copies of all press releases and publicly filed documents.
- 5) **Legal Files.** Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- 6) **Contracts.** Final, execution copies of all contracts entered into by the Multiple District should be retained for at least three years beyond the life of the agreement.
- 7) **Correspondence.** Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years. Any correspondence deemed worthy may be transferred to electronic media.
- 8) **Banking and Accounting.** Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.
- 9) **Insurance.** Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- 10) **Audit Records.** External audit reports should be kept permanently. Internal audit reports should be kept for three years.

D) Electronic Mail. E-mail that needs to be saved should be either:

- 1) printed in hard copy and kept in the appropriate file; or
- 2) downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Those records which are retained but not required to be kept in original form should be scanned and saved with appropriate keywords (for easier retrieval) whenever possible.

10. RULES OF PROCEDURES – The International Convention and the USA/Canada Forum for hotels and tours

- A) The MD-23 Council Officers, their appointees and (respective) Cabinet Members, or any Lion, as representatives of the District Governor's, the Council of Governors and/or Lions Clubs International, shall not promote or sanction the promotion of International Convention or USA/Canada Forum housing arrangements for MD-23 Lions Delegates, Members, or Guests in hotels other than the Lions Clubs International and/or USA/Canada Forum Committee assigned delegation Hotel at the International Convention or USA/Canada Forum. Any deviation from this policy will only be permitted by a vote of two thirds of the Council of Governors, and only after a comprehensive review and analysis of the conditions that may warrant such deviation.
- B) The International Convention or USA/Canada Forum , when selecting and preparing pre and post-convention/forum tour options, other than those provided by Lions Clubs International or USA/Canada Forum Committee, as part of the package to be presented to the Multiple District 23 Council of Governors for their approval, will obtain such options by providing equal opportunity of participation to a variety of agencies, for the purpose of identifying and obtaining the best valued options which enhances the participation of the Multiple District 23 Lions in attendance at the Convention or Forum.

11. CONVENTION/FORUM COMMITMENTS OF PAST DISTRICT GOVERNORS

Within two years of completion of a Governor's term on the council, he/she shall Chairperson a Multiple District or International Convention or USA/Canada Forum in accordance with the rotation established by the matrix attached hereto as "APPENDIX A".

APPENDIX A

YEAR	DISTRICT	GOVERNOR	INSTALLATION CONVENTION	COUNCIL CHAIRMAN	COUNCIL CST	USA/CANADA CHAIR	MIDWINTER CONFERENCE CHAIR	STATE CONVENTION CHAIR	INTERNATIONAL CONVENTION CHAIR
2021-2022	A	BENINSON	VIRTUAL	F. ROWE	LEMIRE	F. ROWE	LYONS	GRISÉ	MANTHEY
	B	FENTON	6/25-6/29-21	DIST C IPDG	3RD YR. OF 3	9/9-9/11/21			6/24-6/28/22
	C	WYATT				DES MOINES, IA			MONTREAL
2022-2023	A	MARINELLI	MONTREAL	BENINSON		BENINSON	F, ROWE	STURTZ	ZACCHERA
	B	ROBERTS	6/24-6/28-22	DIST A IPDG	1ST YR. OF 3	9/15-9/17/22			7/17-7/11/23
	C	S.FISHER				CALGARY			BOSTON
2023-2024	A	ZAPPONE	BOSTON	ROBERTS		ROBERTS	BENINSON	FENTON	WYATT
	B	NEVERS	7/17-7/11-23	DIST B IPDG	2ND YR. OF 3	9/14-9/16/23			6/21-6/25/24
	C	SCHLOSSER				RENO			MELBOURNE
2024-2025	A		MELBOURNE	SCHLOSSER		SCHLOSSER	ROBERTS	S. FISHER	MARINELLI
	B		6/21-6/25-24	DIST C IPDG	3RD YR. OF 3				7/4-7/8/25
	C					LOUISVILLE, KY			MEXICO CITY
2025-2026	A		MEXICO CITY				SCHLOSSER	ZAPPONE	NEVERS
	B		7/4-7/8-25						7/3-7/7/26
	C								ATLANTA
2026-2027	A		ATLANTA						
	B		7/3-7/7-26						7/2-7/6-27
	C								WASHINGTON, DC
2027-2028	A		WASHINGTON, DC						
	B		7/2-7/6-27						6/23-6/27/28
	C								SINGAPORE
2028-2029	A		SINGAPORE						
	B		6/26-6/27-28						
	C								

PART TWO - PROTOCOL

FOREWORD:

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

Protocol means respect for position. It also means using diplomacy and tact in your relations with others. Protocol is dictionary-defined as a code of diplomatic etiquette and precedence. It is all these things rolled up into one single word.

A well-organized and problem-free experience will be guaranteed if the correct use of protocol is recognized and practiced.

Following the correct procedures of protocol does not involve great expense. What it does involve, however, is time and thoughtful planning.

The guidelines described in this section are intended to aid you in following proper protocol on a club, District or Multiple District level and in the successful reception of visiting Lion officials.

Remember these are guidelines and in no way should they interfere with local customs and procedures, developed in good taste.

CHAPTER I - PROTOCOL FOR INTRODUCTIONS & SEATING

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.

Order of Precedence

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President/
LCIF
3. International Vice President (according to rank)
4. Past International President (b)
5. International Director (Board Appointee) *(a)
6. LCIF Board of Trustees
7. Past International Directors (c)
8. GLT/GMT International Coordinators, Family
and Women International Coordinator (FWC) (a)
9. GLT/GMT Constitutional Area Leader (a)
10. LCIF Area and Regional Coordinators,
FWC/GLT/GMT Area Leaders and Special Area
Advisors/Japan Vice Constitutional Area
Leaders (a)
11. , Council of Governors (a)
12. District Governors
13. International Administrative
Officers/Constitutional Area Executive Staff
14. Immediate Past Council
15. Past Council s (a)
16. Multiple District FWC/GLT/GMT and LCIF
Coordinators
17. Immediate Past District Governor (a)
18. Vice District Governors (according to rank)
19. Multiple District Committee s (a)
20. Past District Governors (a)
21. Multiple District Secretary (volunteer) (a)
22. Multiple District Treasurer (volunteer) (a)
23. District Secretary (a)
24. District Treasurer (a)
25. District FWC/GLT/GMT and
LCIF Coordinators (a)
26. Region Chairperson (a)
27. Zone Chairperson (a)
28. District Committee Chairpersons (a)
29. Club Presidents (a)
30. Immediate Past Club President (a)
31. Club Past Presidents (a)
32. Club Secretary (a)
33. Club Treasurer (a)

34. Multiple District Secretary (staff) (a)
 35. Multiple District Treasurer (staff) (a)
 36. District Administrative Secretary (staff) (a)
- * Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

Explanation of notes used above:

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

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

Non-Lion Dignitaries

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he/she should be seated directly to the right of the Chairperson.

Head Table Seating

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

Figure 1

(Audience)						
7	5	3	1	2	4	8

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

Figure 2

(Audience)								
7	5	3	1	Podium	2	4	6	8

Master of Ceremonies and Meeting Secretaries

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

Multi-Head Tables

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

Head Table Introductions

Introduction of the head table should begin with the meeting Chairperson or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., “Past International Director John Doe and his wife Jane”).

National Anthems

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

CHAPTER II - INVITATIONS TO LIONS AFFAIRS

An invitation to a current or past International, Multiple District, District or Cabinet Officer, or others, should state the following:

1. Time, date and place
2. Whether Partner in Service is invited
3. Whether guest will be seated at the head table
4. Whether guest has a part in the program
5. Type of dress to be worn
6. If cocktail party is being held prior to the affair and guest is to be invited, advise as to time and place.

If invitation reads "You are invited to attend as our Guest", it is taken for granted that the guest is not expected to pay for the ticket.

Tickets should be included with the invitation. It is suggested, to avoid possible embarrassment, that "Invited Guest" or Complimentary" be written on the ticket.

If tickets have not been forwarded, it is suggested that an individual or Greeter Committee meet the guests at the entrance to ensure clearance past the ticket officer, who in many instances is not informed or does not know that the guests are invited dignitaries.

CHAPTER III - INTERNATIONAL LEVEL SPEAKER

SPEAKER ENGAGEMENT GUIDELINES FOR AUTHORIZED MEETINGS

Lions Clubs International will reimburse the travel expenses for an official speaker (and spouse) to attend one district (single, sub- or multiple) authorized meeting (convention, conference or similar function) each year. Reimbursement is paid to the speaker in accordance with the association's Rules of Audit.

To qualify as an authorized meeting, the function must represent the entire district, rather than just a segment of it, and be an event in which all clubs within the district are invited to participate.

The host district (single, sub- or multiple) will be responsible for all local expenses of official speakers, including accommodations, meals and local transportation. If it fails to meet this obligation, the district will forfeit eligibility for a future speaker's travel reimbursement until the expenses are paid.

Official Speakers From Within Constitutional Areas

With the exception of the international president, no official speaker may be assigned to an authorized meeting outside of the speaker's constitutional area of residence without prior written approval of the international president. However, eligible speakers elected from Constitutional Areas I (United States & Affiliates, Bermuda & the Bahamas) or II (Canada) may receive reimbursement for travel to functions in both constitutional areas without presidential approval. The seven constitutional areas are:

- I. USA & Affiliates, Bermuda & the Bahamas
- II. Canada
- III. South America, Central America, Mexico & Islands of the Caribbean Sea
- IV. Europe
- V. The Orient & Southeast Asia
- VI. South Asia, Africa & The Middle East
- VII. Australia, New Zealand, Papua New Guinea, Indonesia & Islands of the South Pacific

Invitation Procedure

Districts may invite a prospective speaker residing within their constitutional area, subject to the following priority:

1. Any executive officer or international director or, if none are available, then,
2. Any past international president or past international director or, if none are available, then,
3. A past district governor residing in the district in which the function will be held. Since current board members have priority, no past presidents or directors should be invited until their eligibility is confirmed by the Travel and Administrative Services Department at International Headquarters.

Upon request, the Travel and Administrative Services Department can provide districts with names of eligible speakers. In such cases, after the district has made its selection, the department will confirm the speaker's acceptance.

Official Speaker Request/Notification Form

The district governor (for single or sub-district functions) or the Council Chairperson (for multiple district functions) needs to submit this form for receipt by the Travel and Administrative Services Department at least 60 days before the date of the function for the speaker to be eligible for travel reimbursement. This 60-day requirement is waived for emergency substitute speakers and for the third vice president and first year directors invited to meetings held in July, August and September.

Procedure to Secure Speakers for Lions Club Functions

To secure a speaker for a club anniversary, charter night or other Lions function, the following rules have been established:

1. Eligible speakers entitled to attend any Lions club function within their own single or multiple district and whose allowable expenses would be reimbursed (directly to the speaker) in accordance with the Rules of Audit, include:
 - a. The international president, who may attend any Lions function in the world, provided the expense falls within his U.S. dollar budget.
 - b. Any member of the current International Board of Directors, any past international president and the two most recent past international directors elected from and residing in the district.
 - 1) The three most recent past international directors elected from and residing in the district are considered eligible speakers for multiple districts with membership in excess of 20,000.
 - 2) The four most recent past international directors elected from and residing in the district are considered eligible speakers for multiple districts with membership in excess of 30,000.
2. Whenever an eligible past international director fails to use his budget for a period of three years, he forfeits his budget and it is made available to the next most recent past international director.
3. If your choice of speaker resided within your single or multiple district and is considered an eligible speaker in accordance with the Rules of Audit, the invitation need not clear through Travel and Administrative Services Department.
4. If a speaker cannot be secured from those eligible speakers within your single or multiple district, you are then entitled to contact an eligible speaker from a single or multiple district adjacent to yours. However, any expenses a speaker from an adjacent district would incur in connection with your Lions function must be charged against that individual's in-district travel budget. Also, when securing a speaker from an adjacent district, the assignment is to be authorized in advance through Travel and Administrative Services Department.

5. If a club is willing to cover all expenses, it may extend a direct invitation to the speaker of its choice. It is recommended, however, that you contact the Protocol & Itineraries Department regarding the availability of executive officers and current board members.

Your Speaker Has Been Assigned

As soon as you have been advised by Lions International that a speaker has been assigned for your event, a letter should be sent immediately to the invited guest, thanking that person for acceptance of the speaking engagement and furnishing any pertinent information.

Copies of all correspondence with the International Officer or Director should be sent to the International Office and to any local International officer or director.

Your Speaker Arrives

If the International Officer or Director is traveling by airline or train, arrangement should be made to have a delegation of prominent Lions on hand to greet the guest upon arrival.

Also, if appropriate, invite the Mayor and/or other leading citizens to help welcome an honored guest to your city.

HOTEL ACCOMMODATIONS

It is the responsibility of the hosts to arrange hotel accommodations for the visiting Officer or Director prior to arrival. Comfortable accommodations should be provided but at the same time, consideration should be given to the cost of the hotel room or suite.

Thoughtful gestures may include arranging to have morning or evening newspapers sent to the guest's room or perhaps having liquor, candy, flowers or a basket of fruit delivered.

OFFICIAL LION ESCORT

One customary courtesy that should never be overlooked is designating someone who will escort the guest to and from planned activities during his or her stay.

SCHEDULE OF EVENTS AND APPOINTMENTS

It is suggested that well in advance of the guest's arrival, you send a list of scheduled events and possible appointments; ask if these are agreeable and convenient, and make such changes as may be suggested. Consideration should be given to the fact that the guest will very probably welcome a period of relaxation between the time of arrival and the scheduled meetings, particularly if the guest is on an extended itinerary.

PUBLICITY

With consent, it is a good plan to have members of the press, radio and television interview the visiting Officer or Director. If such an interview is arranged, close cooperation should be given press photographers to help them obtain good photographs. When a press photographer is not available, you may wish to supply the newspaper with photographs taken by a qualified member of the club or District, or photographs, and biographical sketches of the visiting Officer or Director which are sent in advance to the host club or District, by the International Office.

Remember ... much favorable publicity for your Club, District and International Association can be obtained in this manner.

THE EVENT

Here are some tips that will contribute to the success of your program:

1. Try to arrange your visiting Officer or Director's schedule so that arrival at the main meeting, dinner or convention session will be a short time before the event begins.
2. Whether your guest is an International Officer, Director or District Governor, the entrance and introduction should be marked with enthusiasm. If the audience is seated, members should rise and applaud.
3. If a reception has been planned just prior to the evening banquet or event, it is suggested that the guest be escorted to the reception a short time prior to the scheduled conclusion, allowing the guest sufficient time to meet the gathered Lion dignitaries, and making sure of not tiring the guest before the event.
4. If a meal is included in the festivities, the guest should, of course, be served first. If the dinner is buffet-style, the head table should lead the line.
5. The flag of the country or state of the International Officer or Director should be displayed, if possible.
6. The guest's National Anthem should be played. (The Protocol and Itineraries Department will provide a cassette recording of an International Officer's National Anthem.) In the case of an International representative from the United States, the Pledge of Allegiance should be said during the meeting or dinner.
7. Avoid lengthy introductions. The audience is more interested in hearing what the speaker has to say, and will be eager for the talk to begin. Two or three minutes should be all

that's needed to introduce your guest of honor. Be sure to include the following in the introduction:

- a) The speaker's name
 - b) Position in Lionism
 - c) Business or profession
 - d) Hometown
 - e) Background in Lionism
 - f) The subject of the talk, if known
8. Every effort should be made to give the guest speaker the best spot on the program so that the audience will be in a receptive mood. A speaker is at a tremendous disadvantage if called on at a time when the audience is tired. Although it is a good idea to save the guest speaker for last so that the audience will go away with a message fresh in their minds, it is not a good idea if it takes place after the audience is worn out. Remember it is a breach of Lions' etiquette to introduce a Lion speaker after 10:00 P.M. Therefore, if the meeting is running late, re-arrange the program as it goes along, always keeping in mind the necessity of getting to your guest speaker on time.
9. If the program calls for the presentation of a token of appreciation to your guest speaker, the best time to present it would be directly after the speech. The appropriate responding remarks should be made at this time, and given by the most prominent Lion official in attendance.

IN CONCLUSION

The event to which you have channeled so much of your time and energy is complete. The evening has been a great success. Yet, there are additional considerations which remain to be directed to your guest.

It is extremely important to arrange departure transportation for your International representative. An International President, Officer or Director should be escorted to the airport. Punctuality is often crucial since flight connections are customarily intricate and precise.

During the week following the event, send a note of thanks to your guest and to all other Lions (and non-Lions) who helped to make the event a success.

CHAPTER IV - INSTALLATION OF OFFICERS

Few events in the calendar of the average Lions Club are more important than the installation of the officers. In a sense, it sets the tone for the club for the whole year. It is a criterion of

judgment - it expresses to the new officers about to be installed, the club membership in general and the community at large how important we believe Lionism to be.

If a club is going to do a good job of installing its officers, it must realize that careful planning is most necessary. Impressive installation services just don't happen. Too often in some clubs, they are hurried after-thoughts.

Because of the seriousness of the event, everything should be in keeping with the serious business at hand.

It is equally important that the installation occurs near the end of the fiscal year. If the installation is too early, it becomes rather an anti-climax when the newly installed officers finally take over their duties.

Seek to get the best installing officer available. It should be someone who knows Lionism and should be able to inspire the new officers and membership to face the challenge of their new duties. Your District Governor, Vice District Governors, Zone Chairperson, Region Chairperson, or a Past District Governor would be appropriate or could supply you with suggestions.

Have a readable list of the new officers prepared for the installing officer.

Often it is necessary to find a place for the installation that is different from the regular meeting place. The atmosphere of the place should lend dignity to the installation, not detract from it, allowing a maximum of privacy and few distractions during the service.

Get all the publicity you can for your installation service. Take pictures of the event and forward, along with a press release, to the local newspapers.

CHAPTER V - INDUCTION OF NEW MEMBERS

The Induction Ceremony is the impressive occasion on which the new member is given membership in Lions International and welcomed into the fellowship of your club.

If the recommended procedure has been followed, several preliminary steps have been taken prior to the ceremony. The new member has been proposed by a member-sponsor, recommended by the Membership Committee and approved by the club's Board of Directors. He or she has attended an indoctrination meeting and is now ready to receive the privileges and assume the obligations of Lion membership.

This is an important moment for the new member and for your club. The candidate has accepted membership, at your invitation, because the candidate has respect for your group as fellow citizens, coworkers and community leaders. The new member has looked at Lionism, compared

it with other service clubs, and made a decision that is complimentary to your club. Much of that respect can be destroyed by a careless, "let's get it over with" Induction Ceremony. There are many opportunities for fun in the fellowship of a Lions club. but the Induction meeting is not one of them.

The induction of a new member should always be conducted before the full membership of the club at a regular meeting or special Lions affair. A special effort should be made to get as many members as possible to attend the Induction Ceremony.

Always be sure that the sponsoring members are seated with their candidates. If possible, assign them to a special table centrally located, with space available so that the candidates and sponsors can stand without crowding during the ceremony.

Have a readable list of the candidates and sponsors prepared and necessary paraphernalia available for the inducting officer.

There are many impressive Induction ceremonies available throughout the Multiple District. Ask your District Governor, Vice District Governors, Zone Chairperson, or Region Chairperson to supply you with the names of Lions who can perform the ceremony properly and with dignity.

CHAPTER VI - DEATH OF A PROMINENT LION OR OFFICIAL

The following protocol requires family approval before being put into action:

PROCEDURE TO FOLLOW IN DEATH OF COUNCIL MEMBER, PAST DISTRICT GOVERNOR PROMINENT LION OR SPOUSE OF EITHER

To ensure that proper notification is made, proper respect is paid and proper protocol is followed in the case of the death of a member of the Council, a Past District Governor or a prominent Lion, or the spouse of either, the following procedures shall be followed:

1. The District Governor, upon learning of the death of any Lion or his or her spouse, as mentioned above, shall immediately telephone the Council Chairperson and Council Secretary-Treasurer, providing them at that time with the following pertinent information:
 - a) Name, title and address of deceased Lion
 - b) Name of spouse or next of kin
 - c) Visiting Hours - Date, time and location
 - d) Funeral - Date, time and location
 - e) Name of club of deceased Lion

2. The Council Secretary-Treasurer will then immediately call each District Governor and Cabinet Secretary-Treasurer, furnishing them with all information mentioned above.
3. Each District shall have formulated its own method of death notification to all Past District Governors and past and present Cabinet members and clubs within the District that the District Governor considers should be notified.

VISITING HOURS

Lion officials and others notified should assemble outside the Funeral Home at the hour designated on the first night of the scheduled visiting hours.

With family approval, they should file into the Funeral Home with the District Governor at the front of the line, followed immediately by Council officers and then others.

The District Governor after paying his or her respects should stand next to the family and introduce the Lions as they file by to pay their respects.

SERVICES FOR THE DECEASED

With family approval, Lions should assemble at least thirty minutes prior to the services and should line up on both sides of the entrance way, if enough Lions are present to form an Honor Guard, when the funeral procession arrives.

A designated Lion should contact the Funeral Director in advance to advise him or her of the Lion's plans and to make sure that seating will be reserved for the Lion Honor Guard and that they can be ushered in properly.

If the funeral services are being held in the Funeral Home, where the body of the deceased has been lying in State, the Honor Guard can be formed as the body is taken from the Funeral Home.

If the funeral services are not held in the Funeral Home and there are Lions present who will be going to the cemetery, these Lions should be at the head of the procession so that they can also form a Guard of Honor at the grave.

COUNCIL ACTION

The Council Secretary-Treasurer shall make arrangements for the sending of an appropriate floral piece from the Council or a memorial contribution to an organization or project of the family's choice.

A moment of silence and words of remembrance of the deceased Lion should be included in the opening prayer of the next Council meeting.

A formal resolution, expressing the sympathy of the Council, should be adopted at the next Council meeting; a copy of which should be forwarded to the family of the deceased and the Lions Club of which he or she was a member.

CHAPTER VII - DEATH OF A LIONS CLUB MEMBER

The following protocol requires family approval.

PROCEDURE TO FOLLOW IN DEATH OF A LIONS CLUB MEMBER

To ensure that proper respect is paid and proper protocol is followed in the case of the death of a Lions club member, each Lions club should adopt and implement the following procedures:

1. All Club members should be made aware of the fact that the death of a club member should be reported to the Club President or Secretary immediately.
2. The Club President and Secretary shall formulate plans for Visiting Hour and Funeral participation and notify the club members in one of the following manners:
 - a) Have the telephone calling committee notify each member of the club.
 - b) In the event that there is no calling committee, the President, Secretary and other Club officers should be enlisted to contact each member by telephone.
3. In the event that the deceased Lion is a past or present Cabinet member, District or International Officer or otherwise prominent Lion in the District, the Club President shall notify the District Governor immediately so that he or she may disseminate this information as soon as possible.

VISITING HOURS

With family approval, Club members shall be expected to assemble outside the Funeral Home at the hour designated on the first night of the scheduled visiting hours.

Club members should assemble to file into the Funeral Home with Club Officers, cabinet officers and other Lion dignitaries at the front of the line.

The Club President or someone so designated should precede the group and speak to the family members. This same person should stand next to the family and introduce the Lions as they file by to pay their respects.

SERVICES FOR THE DECEASED

With family approval, Lion members may assemble at least thirty minutes prior to the services and may line up on both sides of the entrance way, if enough Lions are present to form an Honor Guard, when the funeral procession arrives.

The President, Secretary or someone designated by the President, should contact the Funeral Director in advance to advise him or her of the Lion's plans and to make sure that seating will be reserved for the Lion Honor Guard and that they can be ushered in properly.

If the services are not at the Funeral Home and there are Lions who will be going to the Cemetery, these Lions should be at the head of the procession so that they can also form a Guard of Honor at the grave.

OTHER CLUB RESPONSIBILITIES

Each club should consider the appointment of a Standing Committee or designated officer or club member to ensure that the foregoing is followed and that the following be considered and implemented:

1. Review adopted procedures at a regular club meeting so that all members are made aware of what is expected of them.
2. Contact a local florist to design a floral piece that is representative of Lionism and with the budget prescribed by the Club Treasury, so that upon the death of a member, the problem of flowers can be handled expeditiously.
3. Have a club member visit the home of the deceased Lion to offer any assistance the club can provide.
4. Ascertain if the family wishes to have Lions serve as pallbearers.
5. Provide transportation for out of town family members, if needed.
6. Assist the family in any other areas, if needed.
7. A moment of silence and words of remembrance of the deceased Lion member should be included in the opening prayer of the next club meeting.
8. A formal resolution expressing the sympathy of the Club should be adopted at the next club meeting; a copy of which should be forwarded to the family of the deceased Lion.

It should be the personal responsibility of all Club members to attend the visiting hours and the funeral. If this is not possible, the Lion should attend one or the other or send a note of sympathy to the family.

CHAPTER VIII - INVOCATIONS AND BENEDICTIONS

It must be remembered that sectarian religion has no place in the Lions Club, but rather that our Club membership embraces those of many faiths.

This should be borne in mind when giving invocations and benedictions, particularly when the invocation or benediction is given by lay members.

We expect members of the clergy to give invocations and prayers appropriate to their faith, and we should not criticize them for this.

However, when invocations or benedictions are given by laymen, it is a mark of consideration that awareness be evidenced that there may be those in our audience who may not hold the Christ as a savior, and that a simple Amen to conclude a prayer may be better than a strictly Christian ending.

CHAPTER IX - FLAG ETIQUETTE

Here is the complete text of the Flag Code adopted by Congress in 1942 and subsequently amended:

“Resolved, ...

That the following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America be, and it is hereby, established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States.

Sec. 2. (a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, the flag may be displayed at night upon special occasions when it is desired to produce a patriotic effect.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement.

(d) The flag should be displayed on all days when the weather permits, especially on New Year's Day, January 1; Inauguration Day, January 20; Lincoln's Birthday, February 12; Washington's Birthday, February 22; Army Day, April 6; Easter Sunday (variable); Mother's Day, second Sunday in May; Memorial Day (half staff until noon), May 30; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, October 12; Navy Day, October 27;

Veterans' Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; such other days as may be proclaimed by the President of the United States; the birthdays of States (dates of admission); and on the State holidays.

(e) The flag should be displayed daily, weather permitting, open or near the main administration building of every schoolhouse.

Sec. 3. That the flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i).

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the radiator cap.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy.

No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, that nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence of honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crosses staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be

hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the flag of the United States.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one national above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When the flag is displayed otherwise than by being flown from a staff, it should be displayed flat, whether indoors or out, or so suspended that its folds fall as free as though the flag were staffed.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, if it is displayed in the chancel of a church, or on the speaker's platform in a public auditorium, the flag should occupy the position of honor and be placed at the clergyman's or speaker's right as he or she faces the congregation or audience. Any other flag so displayed in the chancel or on the platform should be placed at the clergyman's or speaker's left as he or she faces the congregation or audience. But when the flag is displayed from a staff in a church or public auditorium elsewhere than in the chancel or on the platform it shall be placed in the position of honor at the right of the congregation or audience as they face the chancel or platform. Any other flag so displayed should be placed on the left of the congregation or audience as they face the chancel or platform.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for a statue or monument.

(m) The flag, when flown at half staff, should be first hoisted to the peak for an instant and then lowered to the half staff position. The flag should be again raised to the peak before it is lowered for the day. By "half staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff. Crepe streamers may be affixed to spear head or flagstaffs in a parade only by order of the President of the United States.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

Sec. 4. That no disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down save as a signal of dire distress.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as drapery of any sort whatsoever, never festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of a platform, and for decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner as will permit it to be easily torn, soiled or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard; or used as any portion of a costume or athletic uniform. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(j) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

Sec. 5. That during the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present should face the flag, stand at attention, and salute. When not in uniform, men should remove the headdress with the right hand holding it at the left shoulder, the hand being over the heart. Men without hats should salute in the same manner. Aliens should stand at attention. Women should salute by placing the right hand over the heart. The salute to the flag in the moving column should be rendered at the moment the flag passes.

Sec. 6. That when the national anthem is played and the flag is not displayed, all present should stand and face toward the music. Those in uniform should salute at the first note of the anthem, retaining this position until the last note. All others should stand at attention, men removing the headdress. When the flag is displayed, all present should face the flag and salute.

Sec. 7. That the following is designated as the pledge of allegiance to the flag: "I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all." Such pledge should be rendered by standing with the right hand over the heart. However, civilians will always show full respect to the flag when the pledge is given by merely standing at attention, men removing the headdress. Persons in uniform shall render the military salute.

Sec. 8. Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Army and Navy of the United States, whenever he or she deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation."

FLAG CEREMONY PROTOCOL

If, at the request of the Conference/Convention Chairperson, there is to be a Flag Ceremony to be conducted at the Conference/Convention, the below chart indicates the placement of the flags. They will be directly behind the head table when room permits. If there is insufficient room, the flags will be distributed evenly to the left and right of the head table using the priority as indicated.

15	5	6	7	9	10	11	12	13	14	1	2	3	4	8
US	CT	STATE	COUNTRY	ARMY	USMC	USN	USAF	USCG	POW	MD 23	LION	LIONESS	LEO	UN
HEAD TABLE														

AUDIENCE

The procession of flags will be determined by the Flag Ceremony Chairperson. The below chart is the suggested order. It may be in order of junior to senior or senior to junior. However, whenever practicable, the United States Flag should be the last flag presented in order to compliment the opening ceremonies.

The primary bearers will be the nine District Governor candidates and Vice District Governor candidates. Other bearers will be at the discretion of the Ceremony Chairperson. The U.S. Flag should be carried by the District Governor candidate of the Conference/Convention Chairperson. When used, and whenever possible, Service Flags should be carried by an appropriate veteran of that service.

Flag Ceremony Suggested Order of March:

MD 23 Flag	
Lions Flag	
Lioness Flag	
LEO Flag	
Connecticut Flag	
State Flags	<p>This is a State Flag for: The state of the Sitting International President (if from U.S.) State of the next International Convention (if in the U.S.) State of our LCI Guest (There may be multiple State flags. They will be posted in seniority based on date of admission, the oldest to the left.)</p>
Country Flags	<p>This is country flag for: The country of the Sitting International president (if non-U.S.) The country of the next International Convention. (Flags will be posted as listed above)</p>
United Nations Flag	
U.S. Army	
U.S. Marine Corps	
U.S. Navy	
U.S. Air Force	
U.S. Coast Guard	
POW Flag	
United States	

CHAPTER X - ORDER OF MARCH - INTERNATIONAL CONVENTION PARADE

This chapter will establish the order of march and the way in which participants will line up for the International Convention Parade.

The order will be as follows:

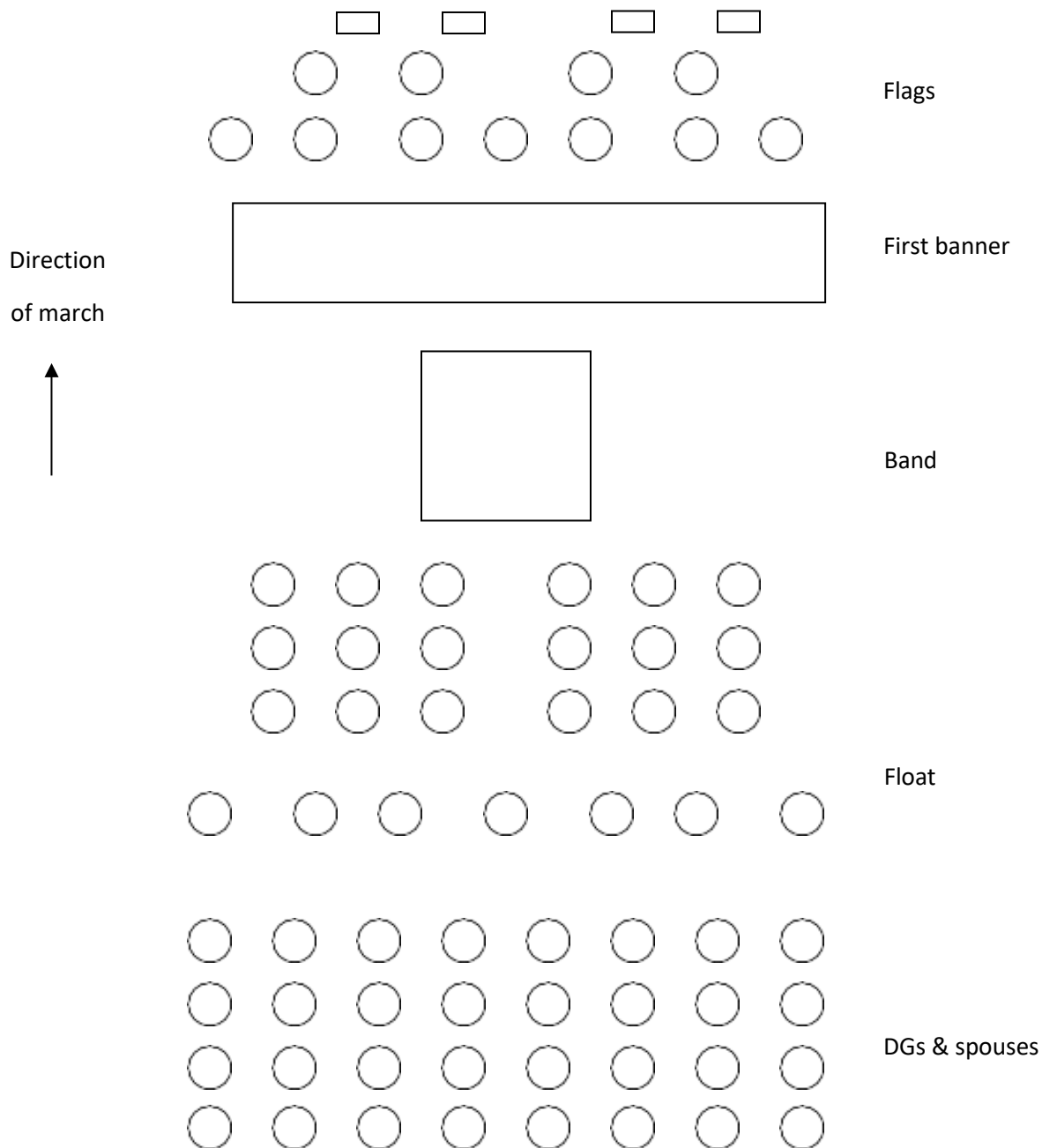
1. Flags (with Flag Protocol, Chapter X, observed)
2. First Connecticut banner
3. Marching band (if one is part of the contingent)
4. Float (if one is part of the contingent)
5. District Governors and their spouses (first row)
6. Vice District Governors and their spouses (second row)
7. Vice District Governors-elect and their spouses (third row)
8. Second Connecticut banner
9. Lions of Multiple District 23 (in parade block of marchers)

The Multiple District Council of Governors shall designate the flag bearers.

The Parade Chairperson shall appoint the Banner Carriers

A graphic presentation of the parade order of march follows:

PARADE ORDER OF MARCH



CHAPTER XI - ORDER OF MARCH - STATE CONVENTION/ CONFERENCE

This chapter will set forth the order of march for district officers upon entering the official banquet at the Conference/Convention.

The order of march for each district generally follows the official protocol of Lions Clubs International and shall be as follows:

1. Immediate Past District Governor
2. 1st Vice District Governor
3. 2nd Vice District Governor
4. Past District Governors (most recent placed last)
5. Cabinet Secretary-Treasurer
6. Cabinet Chairperson Coordinators (if applicable)
7. Region Chairperson
8. Zone Chairperson
9. Cabinet Chairperson

Any past council officer or higher ranking officer who marches with his or her district shall revert to the highest district position to determine the correct place in the order of march.

The lead district in the order of march shall be the district of the conference/convention chairperson with the other districts following in alphabetical order. For example, if the Conference/Convention Chairperson is from 23B, then, District 23B will be first, District 23C will follow and District 23A will follow next.

CHAPTER XII - CHARTERING OF A NEW LIONS CLUB

When a new Lions Club is chartered in any district of this Multiple District the Council shall provide the new club with an American flag and a Lions flag with appropriate poles and bases. The cost of these items shall be drawn from the Multiple District Council Administrative Fund. The items shall be presented to the new club by the Council Chairperson or his/her designee.

In addition, the district in which the club is chartered shall be responsible for providing the new club banner and shall request that the sponsoring club provide the new club with a bell and gavel.