

**MULTIPLE DISTRICT 21
LIONS CLUBS INTERNATIONAL**

PROCEDURES MANUAL

EFFECTIVE MAY 18, 2012

PREPARED BY THE MD21 CONSTITUTION AND BYLAWS COMMITTEE

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INTRODUCTION

PROCEDURES MANUAL

LIONS MULTIPLE DISTRICT 21

Per Article IX, Multiple District 21 Constitution, this "Procedures Manual" hereby sets forth the guidelines, principles, and requirements concerning the conduct and operation of the Multiple District, by defining its operation and the duties of the Council Chairperson, Vice Council Chairperson, District Governors, Vice District Governors, Council Secretary and Treasurer, and other appropriate committee positions.

A resolution adopted at the 2002 Multiple District 21 Midyear Conference gave direction to completely revise the Constitution and Bylaws of the Multiple District and the Procedures Manual. This task was assigned to the MD21 Standing Committee on Constitution and Bylaws.

This manual has been designed to assist and inform Multiple District Officers and Committee members on how to properly carry out their duties and responsibilities as set forth within the Constitution and Bylaws. This document should be used to the end that the Objects and Purposes of Lionism are adequately and properly served.

All requests for amendments or revisions in the Policies and Procedures Manual shall be submitted to the Constitution and By-Laws Committee for review as the need arises. After reviewing the proposed amendments or revisions, the Committee will submit them to the Council with their recommendations. All changes shall be acted upon and approved by the sitting Council no later than the last Council meeting of each fiscal year. Implementation shall take place immediately following the meeting at which the changes were approved by the Council. The Policy and Procedures Manual, in CD format, shall be issued to every in-coming Council Chairperson, District Governor elect and Vice-District Governor elect at the District Governors School conducted by the MD-21 Leadership Committee, prior to the International Convention of each given fiscal year.

The guidelines established in the MD21 Policy and Procedures Manual are easy to understand and it is intended that this will permit future Councils to benefit by the experience of Past Councils and of the international Officers who have been elected from Arizona. It is essential that the MD21 Council provide a sound and stable operation in the Multiple District for continued growth and strength.

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS
MULTIPLE DISTRICT 21
PRIVACY POLICY**

Collection and Use of Personal Membership Data by Multiple District 21

Multiple District 21 (MD21) recognizes the importance of protecting the private information of our Lions members. MD21 collects personal information out its Lions Club members to facilitate communications with and between its members. This information is to be used solely to further Lionistic purposes including that “to unite the MD21 Lions Clubs in bonds of friendship, good fellowship, and mutual understanding” and to conduct necessary operational activities including:

- Dues and other billings
- Distribution of the Canyon State Lion and membership/officer information and updates
- Compilation of membership trends to support membership growth, extension, and retention programs
- Convention and meeting planning
- Information for Lion leaders, Council, of Governors, District and Vice District Governors, Multiple District Projects, and Club Officers
- Furtherance of Public Relations activities, and Cooperative Alliances
- Support of Lions Clubs International Foundation and other adopted service projects
- Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objectives as determined by the International Board of Directors

MD21 protects personal information by restricting access to such information.

The MD21 Directory is not available on the internet. A club locator with club officer contact information may be available. Such a club locator should be designed so that it cannot be used as a commercial mailing list and Lions Club members should ensure that it is not used for that purpose.

Effective 03/26/2010

TABLE OF CONTENTS

TITLE PAGE	i
INTRODUCTION	ii
MD21 PRIVACY POLICY	iii
TABLE OF CONTENTS	iv

STANDING COMMITTEES

MULTIPLE DISTRICT COUNCIL	1 THRU 3
CONSTITUTION & BYLAWS & PROCEDURE & POLICY	4 THRU 5
CONVENTION & CONFERENCE (MULTIPLE DISTRICT)	6 THRU 8
CONVENTION (LIONS CLUBS INTERNATIONAL)	9 THRU 11
CREDENTIAL CERTIFICATION	12 THRU 13
ELECTION AND VOTING PROCESS	14 THRU 17
FINANCE AND PLANNING	18 THRU 20
POLICIES AND GUIDELINES FOR THE GMT & GLT	21 THRU 22
LONG RANGE PLANNING	23 THRU 25

APPOINTED COMMITTEES

HISTORICAL	26
PIN TRADING	27
PUBLICATIONS	28 THRU 29
RESOLUTIONS	30
RULES AND PROCEDURE (Convention and Conference)	31
SERGEANT AT ARMS & TAIL TWISTER	32 THRU 33
WHITE CANE	34

APPENDIX

	35
VOTING ELIGIBILITY FORM MD EL-1	36
DELEGATE/ALTERNATE CERTIFICATION FORM MD EL-2	37
CERTIFICATION RECORDS FORM MD EL-3	38
CERTIFICATION REMINDER FORM MD EL-4	39
CERTIFICATION ASSISTANCE REQUEST FORM MD EL-5	40
ADVANCE THANK YOU LETTER FORM MD EL-6	41
CERTIFICATION SCHEDULE FORM MD EL-7	42
CERTIFICATION PRELIMINARY REPORT FORM MD EL-8	43
ELECTION RESULTS FORM MD EL-9	44
DISTRICT ELECTION RESULTS FORM MD EL-10	45
PROJECTS FORM LETTER FORM MD EL-11	46
MD FINANCIAL REVIEW STATEMENT FORM MD FP-1	47
MD FINANCIAL REVIEW STATEMENT CONTINUED FORM MD FP-2	48
MD FINANCIAL REVIEW STATEMENT END FORM MD FP-3	49
DISTRICT FINANCIAL REVIEW STATEMENT FORM MD FP-4	50
MULTIPLE DISTRICT 21 FINANCIAL REVIEW STATEMENT FORM MD FP-5	51
MD21. COMMITTEES FINANCIAL REVIEW STATEMENT FORM MD FP-6	52
MD21 PROJECT FINANCIAL REVIEW STATEMENT FORM MD FP-7	53
DIRECTORY INFORMATION REQUEST FORM PUB-1	54

MULTIPLE DISTRICT COUNCIL

1. **OBJECTIVE:** To provide standardized procedures and guidelines for the operation of the Multiple District and to provide continuity in administration from year to year.
2. **COMPOSITION:** Membership on the Council shall include the Council Chairperson, the elected District Governors and Vice District Governors and the Immediate Past District Governors of the Districts. Each of the District Governors will have one vote. Vice Governors, Immediate Past District Governors, Past District Governors, Past International Directors and Past International Officers, who are active members of Lions Clubs within the Multiple District are non-voting members of the Council. The Council Chairperson will be a Past District Governor in the Multiple District selected and appointed by the elected District Governors.
3. **COUNCIL DUTIES AND RESPONSIBILITIES**
 - a. The Council shall be the governing body of the Lions of Arizona and shall have jurisdiction over all phases of LIONISM at the Multiple District level and shall determine all policies and be responsible for the execution of such policies.
 - b. Shall require an inventory of all physical properties, prepared by the previous Council, each year at the first Council Meeting.
 - c. The MD21 Council shall conduct regular meetings as follows:
 - (1). Within 60 days following adjournment of the International Convention which will be referred to as a Fall Council Meeting.
 - (2). No later than November following the first council meeting, which will be referred to as the Mid-Winter Leadership Forum.
 - (3). No later than April of the following calendar year, which will be referred to as Spring Council Meeting.
 - (4). No later than May of the same calendar year, which will be referred to as MD21 State Convention.
 - d. The Council shall hold special meetings as deemed necessary upon the call of the Council Chairperson as approved by a majority vote of the District Governors.
 - e. Form the Credential Committee at the Convention consisting of the Council Chairperson, Vice Council Chairperson, District Governors, the Multiple District Secretary, and the Multiple District Treasurer.
 - f. Make all contracts and approve all bills relating to Multiple District expenses, including those of the Multiple District conferences and conventions.
 - g. Take appropriate action on all matters brought before the Council, consistent with the Lions Clubs International and MD21 Constitution and Bylaws, and when appropriate at its Convention adopt resolutions, which recommend action to the International Board of Directors.
 - h. Review District boundaries and when needed propose changes for action at the Convention and obtain approval from the International Board of Directors.
 - i. Review and act upon all requests for reimbursements from Multiple District Committee Chairpersons within budgetary constraints.
4. **COUNCIL CHAIRPERSON DUTIES** - The incoming Council Chairperson will be selected through a process determined by the District Governors Elect as provided under Article V, Section 4(a) of the MD21 Constitution. The District Governors Elect will meet prior to May 1 to make their selection. Results of the selection process should be announced through the Canyon State Lion as soon as possible

- a. The Council Chairperson will call and preside over all regularly scheduled and special Council Meetings. Pending revision of the GMT AND GLT programs by Lions Clubs International, the Council Chairperson assumes additional duties as concurrent member of the MD21 GMT-MD and GLT-MD teams until Lions Clubs International mandates changes. The Council Chairperson and the Council Chairperson Elect also have the responsibility of gathering and collating data for the MD21 and the District's directory publication by the end of April of the current fiscal year.
- b. Provide initiative for the Multiple District programs, goals and long-range planning.
- c. Create and foster harmony and unity among the Districts.
- d. Assist the incoming Council in the preparation of its budget. Convene a special meeting of the Council Chairperson Elect, the District Governors Elect, and the MD21 Finance and Planning Committee Chairperson to prepare and review the budget for the incoming Council's fiscal year by April 30th of the current fiscal year.
- e. Ensure that District Governors-Elect have been properly trained in their duties before attending the International Convention.
- f. Ensure that all required financial reviews have been performed and reviewed prior to close of the Fiscal Year.
- g. Ensure that, within sixty (60) days after the close of the Convention, a copy of the complete proceedings is sent to Lions Clubs International and each District Governor and Vice District Governor.
- h. Ensure that, within sixty (60) days after the close of the fiscal year, a copy of an itemized statement of the receipts and disbursements for that year is sent to Lions Clubs International and to each Secretary of Clubs within the Multiple District. Such requirement can be fulfilled by publication of the same in the Multiple District publication.
- i. Submit reports and perform such duties as may be required by the MD21 and Lions Clubs International Constitution and Bylaws and/or by the International Board of Directors.
- j. At the termination of his/her term of office, deliver all Multiple District accounts, funds and records to the successor Council Chairperson.
- k. Serve as Credentials Committee Chairperson at the Convention with responsibility for coordinating, preparing and distributing credentials for delegates as well as alternate delegates prior to conventions.
- l. Assemble and forward for publication in the MD21 Directory, subject to Council approval, a directory of all MD21 standing and special committee members and chairpersons and ensure that all are functioning under the MD21 Constitution & Bylaws & the MD21 Procedures Manual.
- m. Responsible for the program at the Mid-Winter Leadership Forum and MD21 State Convention, subject to approval of the Council. Also responsible for the detachable Convention Evaluation page for attendees to complete and hand in at the conclusion of the Convention to assure that a feedback mechanism is in place for improvement purposes.
- n. Responsible for awards/gifts to outgoing District Governors to be presented at the MD21 Convention. Also responsible for coordinating recommendations for International Presidents medal recipients from the District Governors by December 30 of the current fiscal year.
- o. Responsible for designating where the MD21 "tail twister" monies are distributed.
- p. Responsible for forwarding to Lions Clubs International by April 30th of the current fiscal year the Council Chairperson Elect's name, spouse's name, address, telephone numbers, fax numbers, e-mail address, and other pertinent information.
- q. Preside over the caucus/breakfast at the International Convention with the help of the Council Chairperson Elect.

- r. Assume the duties of the International Convention Chairperson in the event of illness and/or resignation of the appointed Chairperson.
 - s. Be available to attend the USA/Canada Leadership Forum if possible.
5. **VICE COUNCIL CHAIRPERSON DUTIES** - The Vice Council Chairperson is a member of the MD21 Council, selected by his/her fellow District Governors. In the event that the Council Chairperson is unable to perform the duties described in Item 4 of this section, the Vice Council Chairperson will assume said duties on a temporary basis or for the remainder of the term of office as needed.
6. **COUNCIL SECRETARY DUTIES** - The Council Secretary is a member of the MD21 Council and is a sitting District Governor selected by his/her fellow District Governors. The duties of the Council Secretary shall include but not be limited to the following items
- a. Act as recording and corresponding secretary of the Council. Receive all correspondence addressed to the Multiple District Secretary from Lions Clubs International or other sources, and disburse and handle such correspondence in a timely and professional manner.
 - b. Prepare and keep minutes of all Council meetings and provide copies of such minutes to all members of the Council, Advisors and Lions International within ten (10) days of the meeting.
 - c. Keep minutes of all Multiple District meetings and within sixty (60) days after the close of the Convention provide a copy of the complete proceedings to International Headquarters with a copy to each MD21 District Governor, Vice District Governor, and Immediate Past District Governor. Provide copies of these minutes at cost to Clubs and individuals requesting them.
 - d. Issue calls for meetings and provide copies of agendas thereof to all Council members as requested by the Council Chairperson.
7. **COUNCIL TREASURER DUTIES** - The Council Treasurer is a member of the MD21 Council and is a sitting District Governor selected by his/her fellow District Governors. Under the supervision of the MD21 Council of Governors, the Council Treasurer shall receive and disburse all MD21 funds governed by the established MD21 Rules of Financial Review. In addition, prior to April 30th of the current fiscal year, the officer's crest for the in coming and out going Council Chairperson will be ordered so they can be presented at the closing ceremonies of the MD21 Convention. The duties of Council Treasurer shall include but not be limited to the following items
- a. Keep all financial records of funds designated in the MD21 Constitution and Bylaws.
 - b. Maintain accurate books and accounts and provide a detailed written financial statement to each Council member at least quarterly and at any time requested by the Council Chairperson.
 - c. Receive all per capita dues required to be paid to the Multiple District from the respective District Cabinet Secretary/Treasurers and deposit same in a financial institution as designated by the Council.
 - d. Within sixty (60) days after the close of the fiscal year, provide an itemized statement of receipts and disbursements of the Multiple District. Copies of this statement must be sent to the International Headquarters with a copy to the Council Chairperson, to each of the MD21 District Governors, Vice District Governors, Immediate Past District Governors, and the Finance and Planning Committee. Copies to each Club in the Multiple District will also be available at cost upon request.

CONSTITUTION AND BYLAWS COMMITTEE

1. **OBJECTIVE:** This Committee shall have two basic functions:
 - a. Advise the Council and District Governors on matters pertaining to the Constitution, its By-Laws, and the Procedures Manual.
 - b. Place in proper form any proposed amendment to the Constitution and Bylaws and Procedures Manual presented by a Lions Club, the Council, or the Constitution and Bylaws Committee.
2. **COMPOSITION:** This Committee shall be composed of three (3) members, the Constitution and Bylaws Committee Chairperson from each District, who are appointed for staggered three (3) year terms in accordance with the Bylaws, Article II, Sections 1 and 2. They shall also be serving as their District's Constitution and Bylaws Chairperson during this time.
3. **DUTIES:**
 - a. The Constitution and Bylaws Committee shall review any and all amendment proposals, timely received, as to their correctness, proper wording, conflicts with either the Lions International Constitution and Bylaws, Lions International Board of Directors Policy, and/or the Multiple District Constitution and Bylaws. If the committee feels that the proposal has merit, but it is not worded correctly, they may change the wording prior to submitting it to the Council for approval. The initiator shall be notified of the proposed change in wording and the reason(s) therefore as soon as the change is made.
 - b. The Committee shall review all proposed changes to the Procedures Manual as to their correctness and proper wording.
 - c. Any proposed amendments or resolutions deemed not to have merit will be reported to the Council with reasons why the proposal should be returned to the initiator without favorable action.
4. **PROCEDURES FOR PROPOSED CONSTITUTION AND BYLAWS CHANGES:**
 - a. Proposed amendments to the Constitution and Bylaws must be received by the Constitution and Bylaws Committee from a MD21 Lions Club in good standing, from a member of the current MD21 Council of Governors, a member of the Constitution and Bylaws Committee at least 120 days prior to the convening of the Multiple District Convention.
 - b. The Committee shall review and analyze all proposals to ensure that they are in proper form and in the spirit of Lionism.
 - c. Proposed amendments to the Constitution and Bylaws shall be presented to the Council for its review and approval not less than 90 days before the convening of the Convention.
 - d. All proposed amendments to the Constitution and Bylaws shall be published in the Canyon State Lion or mailed to each club not less than 60 days prior to the convening of the Convention. (See MD21 Constitution Article XII and Bylaws Article V.)
 - e. The Constitution and Bylaws Committee will prepare amendments to the Constitution and Bylaws as directed by the Council.
 - f. Funding for the printing and mailing shall be provided by the Council. (Publications Fund)
 - g. The Constitution and Bylaws Committee shall be available to explain all proposed amendments at the Convention.
 - h. The Constitution and By-Laws Committee shall prepare all ballots concerning changes to the Constitution and Bylaws for the Elections Committee.. Each proposed amendment shall be listed with a "yes" or "no" choice. (See Convention Certification/Election Procedures.)

5. PROCEDURES FOR AMENDING THE PROCEDURES MANUAL: (Constitution Article IX)
- a. Proposed changes to the Procedures Manual may be submitted at any time, from the Council, the Constitution and By-Laws Committee or any club within the Multiple District.
 - b. Within thirty (30) days after receipt of a proposal, the Committee shall review and analyze the proposal to ensure that it is proper and in the spirit of Lionism and then shall submit it to the Council for approval or denial with the reasons therefore.
 - c. If the recommended proposal is not approved by the Council, then it shall be presented as a written proposal for all delegates to vote upon at the next Convention that allows at least sixty (60) days notice to be provided to all clubs.
 - d. All approved changes to the Procedures Manual shall be provided to each club in the Multiple District at the beginning of the fiscal year in which they become effective, except when declared an emergency by the Council and approved by the voting delegates.
 - e. Funding for the printing and mailing shall be provided by the Council. (Publication Fund).

CONVENTION AND CONFERENCE COMMITTEE

1. PROCEDURES:

- a. A full Committee from the Host District, Chairperson, Vice-Chairperson, Secretary/Treasurer and Lion Tamer will be maintained throughout the planning, preparation and execution of the Convention and/or Conference. Vacancies, on this Committee or Sub-Committees should be filled by that committee's chairperson or by the Council as soon as possible.
- b. This Committee will begin plans and meetings to produce the Convention or the Conference. At least six months should be allocated for the planning, preparation and execution.
- c. This Committee and its Sub-Committees shall make recommendations to the sitting Council concerning the proposed City, Property, Date, and Time of the up-coming Convention or Conference. The Council has the final say.
- d. This Committee will also establish the hosting procedures to be followed:
 - (1). A Club
 - (2). More than one Club
 - (3). Sub-Committee or Sub-Committees
 - (4). Any combination of the foregoing
- e. Protocol as defined by Lions Clubs International should be followed wherever possible.
- f. For definition purposes, the following is a list of people or persons that may be identified as "Guests" of a Convention or Conference.
 - (1). Visiting International Officers or Past International Officers and their spouses.
 - (2). Council Chairperson and spouse
 - (3). District Governors and their spouses from Multiple District 21.
 - (4). Vice-Governors and their spouses from Multiple District 21.
 - (5). Lions Clubs International Executive Staff Members, Directors, Board Appointees and paid Lions Club International Staff Members.
 - (6). Multiple District Council Secretaries, Cabinet Secretaries and spouses.
 - (7). Convention Committee and Sub-Committee Members and spouses.
 - (8). Local dignitaries and spouses.

Any and all of these "guests" may be granted gratuities at the discretion of the Convention Committee and ratified by the Council.

Gratuities definition:

1. Hotel room accommodation
 2. Food items
 3. Transportation
 4. Refreshments, hotel room amenities and gifts.
- g. A Financial Officer for the Convention or Conference will be required and should come from within the Convention Committee. This finance officer shall be bonded under the Multiple District Blanket Bond. This Finance Officer of the Convention Committee shall be responsible for the keeping of all financial records of the Convention or Conference and submitting these same records and all surplus monies of the Convention and/or Conference to the Council Treasurer within thirty (30) days of the conclusion of the Convention or Conference for which the records are kept.

Copies of the financial records will also be provided to the Council and to the Finance and Planning Committee for financial review within thirty (30) days of the conclusion of the Convention or Conference.

- h. A bank account will be needed for handling the monies of the Convention or Conference. It shall be
 - (1). F.D.I.C. or F.S.L.I.C. Insured.
 - (2). Per MD21 Policy two signatures will be used for all withdrawals.
 - (3). Approved by the Council of Governors.
- i. A budget will be required. The budget shall:
 - (1). Be prepared by the Convention or Conference Committee
 - (2). Approved by the sitting Council of Governors.
 - (3). Adhered to with no major changes made without the approval of the Council.
 - (4). Monitored by the Convention or Conference Chairperson.
- j. Duties of the Convention or Conference Chairperson:
 - (1). Stay within the provisions of the Multiple District Constitution and By-Laws in the production of the Convention or Conference.
 - (2). Monitor all Convention or Conference committees.
 - (3). Serve as liaison to the Council. Report in a timely manner the progress of the Convention or Conference to the Council.
 - (4). Be responsible for the opening remarks to the General Assembly of the Convention or Conference.
- k. Official Program: Each Convention and Conference should have a printed official program listing among other things:
 - (1). A calendar of events.
 - (2). Messages or advertisements of candidates for International, Single or Multiple District offices, Multiple District Projects Board of Directors candidates, and special International, Single or Multiple District issues to be voted on at the Convention. (Constitution and Bylaws Procedures Manual).
 - (3). Messages from the Council of Governors and Multiple District Projects.
 - (4). Profiles of guest speakers.
- l. Raffles, door prizes, and pre-registration prizes. It is suggested that each Convention and Conference have the following:
 - (1). A raffle for all who are registered at the event.
 - (2). Special awards for those who pre-register.
 - (3). Door prizes for certain events.
 - (4). Sales of non-Lion items, not benefiting the Multiple District will not be allowed.
- m. Revenue to produce the Convention and/or the Conference should come from just two sources:
 - (1). The \$0.50 per capita tax collected annually for the production of a Convention and a Conference. The allocation of this fund is \$0.30 for the Convention and \$0.20 for the Conference, or a 60/40 split in the event the tax is increased or decreased in the future. This fund shall be provided the host club(s) at least 30 days prior to the Convention or Conference.
 - (2). A registration fee. This fee is to be set by the Convention Committee and ratified by the sitting Council of Governors. It should be based on the statistics of the previous five years Conventions and Conferences. The registration fee should allow each registrant:
 - (a). Attendance at all official functions of the Convention or Conference.
 - (b). A program which shall be printed and given to all delegates. This program shall be prepared by the Host Club(s) and financed by the sale of advertising.

Possible advertisers are Clubs, Candidates, Businesses, Projects, etc. Host Club(s) may conduct a raffle for various prizes at designated times and places as determined by the Council of Governors.

(c). Projects, Clubs or Special Raffles and sales may be held only in the individual Hospitality rooms.

(3). Pre-registration prizes and all other Convention or Conference expenses will be met by revenue from these two sources.

n. Committees: The following Committees are suggested:

- (1). Registration
- (2). Lion Tamer
- (3). Publicity and Imaging
- (4). Special Events. (Luncheons, receptions, etc.).
- (5). Certification .
- (6). Elections
- (7). Lioness Liaison
- (8). Leos
- (9). All special events (must be ratified by the sitting Council).

ENTERTAINMENT OF INTERNATIONAL GUESTS

1. GOAL: That this Multiple District be recognized as a "Gracious Host" by all International Guests after they have left our company to return home.
2. SPECIFICS:
 - a. The sitting Council appoints through the existing events Chairperson, a special "KEEPER" for each International Guest that visits our Multiple District and is our guest.
 - b. The "Keeper Couple" will escort the special International Guests (Guest and spouse) to and from the various events of the Multiple District Meeting.
 - c. The International Guest should be met by a Welcoming Committee at the point and time of their arrival.
 - d. All expenses incurred by the special Guests and their Keepers should be borne by the meeting budget, with the exception of any expenses that are covered in some other way. No double dipping.
 - e. Accommodations should be as "first class" as possible and as are available and affordable -- always in good taste.
 - f. Some room amenities should be provided for both the guests and the keepers, and again in good taste.
 - g. Guests should be escorted back to their point of their departure and on time.
 - h. Special guests should be made available to all Lions during their visit, and not "kept separate."
 - i. Early arrival or late departure by special guests sometimes occurs, and precipitate special lunches or dinners. Attendance at these unusual situations or occasions shall be determined by the Council, using good judgment, Lions protocol and frugality at all times. Additional expenses incurred other than standard expenses must be borne by the Council.
 - j. District Cabinet Meetings should follow the General Policies and Procedures which govern Multiple District Conventions and Conferences.

CONVENTION COMMITTEE (LIONS CLUBS INTERNATIONAL CONVENTION)

1. **PURPOSE:** This MD21 Standing Committee shall advise and assist the Council in the arrangements and endeavors of the Multiple District at the International Convention. This Committee shall assist the International Convention Committee Chairperson in obtaining reservations from their respective Districts and shall assist the Chairperson in any manner requested. The Committee responsibilities are set forth in this procedure. Throughout this procedure, the “Council” shall refer to the “sitting Council” unless otherwise specified.
2. **COMPOSITION:** This MD21 Standing Committee is appointed by the MD21 Council, and consists of three (3) members, one from each District, that are appointed by their District Governors to serve staggered three (3) year terms. The Chairperson is the Committee Member with only one (1) year remaining on his/her term.
3. **GENERAL:**
 - a. This Committee shall secure and arrange for housing in the Convention city for the Arizona delegation. At the discretion of the Council, reservations shall be directed by the Chairperson of this Committee to the International office.
 - b. The Committee shall secure information regarding the various means of transportation and shall assist with reservations when requested.
 - c. It shall make all arrangements for any hospitality rooms as deemed necessary by the Council. Arrangements shall include providing for refreshments, publicity, gifts, and assignment of personnel to staff the room.
 - d. It shall be responsible for all phases of the International Parade, including making the necessary arrangements with the International office, i.e., applications for floats, marching delegations, bands, etc., insuring compliance with the Multiple District uniform by marchers, obtaining the necessary banners, flags, etc. **The Convention Committee Chairperson shall be responsible for seeing that all equipment, property and parade trappings including the banners and flags are returned in good order to the Lions Foundation of Arizona Offices for storage immediately upon returning from the International Convention.**
 - e. The Committee shall be responsible for all phases of the Multiple District 21 Breakfast (or lunch). Duties include the securing of the hotel, room, selection of menu, printing and sale of tickets, providing entertainment, assisting in extending invitations to dignitaries, arranging the seating at the head table. The Committee Chairperson will provide or act as Master of Ceremonies. The Committee Chairperson shall also be responsible for the selling of tickets, and the collection and accounting for all monies.
 - f. All arrangements for the purchase and distribution of gifts to the International Board of Directors shall be the responsibility of the Chairperson, subject to the direction of the Council.
 - g. If requested by the Council, the Chairperson shall obtain and distribute gifts to the MD21 District Governors-Elect.
 - h. Provide information to the Arizona delegation concerning candidates for International office, arrange for caucuses, and provide information as to voting.
 - i. If requested by the Council, the Committee shall make all necessary arrangements for a Multiple District 21 booth, including application to International office, appropriate staffing, and obtaining any materials for distribution, including Arizona Highways magazine or other literature depicting the State.

- j. The Committee, subject to the approval of the Council, shall make all necessary arrangements for a designated official travel agent. No person or firm shall be designated as an official travel agent for the Multiple District 21 Lions unless and until designated by the Council and not until the Committee shall have first solicited bids from at least three (3) interested travel agents. The Committee shall assist and guide such travel agent in the arrangement of tours, and transportation.
- k. The Committee shall instill enthusiasm for the International Convention throughout the year at the various District Cabinet meetings, Conference and Convention. Subject to the approval of the Council, the Committee may select qualified Lions for any assignment required to assist the Committee.
- l. The Chairperson shall assist the Council in getting reservations from all Districts and assist the Council in any legal way they may request.
- m. A financial review of monies generated and spent will be coordinated with the incoming Finance and Planning Committee after completion of the International convention.

4. PARADE UNIFORM

- a. The uniform shall consist of a white Polo-shirt with a Lions emblem on the left sleeve and "Arizona MD 21 Lions" on the left front and a Katchina on the back. No Club designation is permitted. Tan trousers/skirt will be worn with white shoes.
- b. The uniform shall not be changed except by vote at the Midyear Conference before the following International Convention and in any event at a frequency of not more often than five (5) years.
- c. Any change in the uniform shall be subject to the recommendation of a committee of Lions with equal representation from each District that is appointed by the Council.
- d. When MD21 has a candidate for the office of International 2nd Vice President, 1st Vice President, or International President, a shirt and trousers/skirt in support of the candidate may be substituted for the parade uniform shirt and trousers/skirt described in paragraph a. above in the years when the elections take place.

5. COMMITTEE MEMBERSHIP REQUIREMENTS

- a. Has served as MD21 Lions International Convention Committee Chairperson within the past ten (10) years.

OR

Has served as a Lions Clubs International Director or Lions Clubs International Vice President and/ or President.

OR

Has attended at least two Lions Clubs International Conventions in the previous six (6) years and will actively participate on the MD21 International Convention Committee the two years prior to becoming the Committee Chairperson, including attendance at one (1) of the two International Conventions during that time as a working assistant to the MD21 International Convention Committee Chairperson.

- b. As MD21 International Convention Committee Chairperson will attend that International Convention and oversee the Committee members both during the Convention and during the year prior to that Convention. While at the Convention will ensure that all Committee and Committee Chairperson duties outlined in the MD21 Procedures Manual are properly and fully performed according to protocol and as representatives of the MD21 Lions.

Check list of items to be covered by this Committee:

- | | |
|-------------------------------|---------------------------------|
| (1). Hotel Reservations | (2). Plane Reservations |
| (3). Side Trips | (4). MD 21 Breakfast/Lunch |
| (5). Parade | (6). Receptions |
| (7). Caucus | (8). International Family Gifts |
| (9). Booths/Hospitality Rooms | (10). Budget Approval |
| (11). Banners, Flags | (12). Entertainment |

The Convention Committee may consider appointing subcommittees to perform the above tasks and/or others that may be identified.

CREDENTIAL CERTIFICATION PROCEDURES

NOTE: THE DISTRICT CREDENTIALS CERTIFICATION COMMITTEE IS THE DISTRICT GOVERNOR AND THE CABINET SECRETARY/TREASURER (LCI CONSTITUTION AND BY-LAWS)

1. **OBJECTIVE:** - To provide for the orderly certification of delegates and alternates attending the Multiple District Annual Convention, as prescribed by the Constitution and By-Laws of Multiple District 21 and Lions Club International

2. **DELEGATE QUALIFICATION:** - The International Constitution's Bylaws, Article V, Section 8, provides for the qualification of delegates to both the Multiple District Convention and the annual District Conventions as follows:

"Each chartered club in good standing in the Association and its District (Single and Multiple) shall be represented by one or more delegates at the annual convention of its District (Single and Multiple) and shall be entitled in each such convention to one (1) voting delegate and one (1) alternate for ten members, or major fraction thereof, who have been enrolled in said club for at least one year and a day as shown by the records of the Lions International Office on the first day of the month last preceding that month during which the convention is held, PROVIDED, however that each such club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be five or more members. Any club which in newly chartered, and any other chartered club which takes in new members prior to the convening of any such convention, shall have its delegate quota determined on the basis of members who have been enrolled in the club for at least one year and a day as shown on such record date in the records of Lions International Office."

As stated in the International Constitution, Article VI, Section 5, "Proxy voting is strictly prohibited in Club, District and Association affairs."

3. **"CLUBS BEING IN GOOD STANDING:"** Interpretations adopted with regard to the meaning of "Clubs in Good Standing" to be used in connection with sending certified lists of members and accounts to the District Governor for qualifying delegates at Multiple District and District Conventions:

- a. Current per capita tax must be paid in full.
- b. Old balances of more than \$50.00, ninety (90) days past due must be paid.
- c. Entrance fees for new members affecting voting strength of more than one (1) delegate must be paid.

4. **COMPOSITION** of the Multiple District Certification Committee:

- a. District Governors and Cabinet Secretary Treasurers of each District, with the Chairperson being the Council Chairperson
- b. Chairperson for the District Certification Committee will be the Cabinet Secretary.
- c. Members shall be appointed by Cabinet Secretary in sufficient numbers to complete the on-site requirements of delegate/alternate certification at the Convention site. (Recommended number: 6-8) See also STAFFING REQUIREMENTS following.

5. DUTIES AND RESPONSIBILITIES:

- a. To notify each duly chartered club in Multiple District 21 of the total number of eligible delegates and alternates as authorized by Article VI, Sec. 8 of the MD 21 Constitution and Article VII, Section 6, of the Constitution and Bylaws of Lions Clubs International.
- b. To receive and certify the eligibility of the names of the duly elected Delegates and Alternates to the Multiple District Annual Convention.
- c. To certify those delegates and alternates upon arrival at the Multiple District Annual Convention and provide them with proper credentials.
- d. To assist the Elections Chairperson in the election process for those issues to be voted upon at the Multiple District Convention .
- e. To verify and certify the election results and report the same to the Multiple District Elections Committee.

6. PROCEDURES:

- a. Ninety (90) days prior to the Multiple District Annual Convention, notify each Secretary of each Chartered Club in good standing of the approved procedures for the exercise and control of the Multiple District Certification of Delegates for the election(s) to be held at the Convention. (See Forms MD EL-1 and -2 and all attachments).
- b. Upon receipt of the names of the duly elected delegates and alternates (Form MD EL-2), record said names on a Master List of Delegates/Alternates in duplicate. (See Form MD EL-3) One set will be used at the time of Certification where the Delegates/Alternates will sign after their respective names, and receive their Delegate or Alternate sticker. The stickers will be of different colors for identification.. At the time of voting the duplicate Master List will be used. Changes in names of Delegates/Alternates, approved by the Cabinet Secretary, will be entered and the duplicate list then will be used to check off the voters when they receive their ballots.
- c. Approximately thirty (30) days before the commencement of the Multiple District and District Convention, send a second notice to all clubs who have not yet responded to the original notification with a copy to the clubs Zone Chairperson. (See Form MD EL-4)
- d. Establish, together with the Convention Committee, the date(s), time(s) and location of on-site certification of delegates and alternates. Determine the number of committee members necessary to staff the certification process, and notify said members of their assignments and designated work hours. (See Forms MD EL-5, 6 and 7)
- e. Upon receipt of the listing of ineligible clubs from Lions Clubs International, notify those clubs deemed ineligible, the reason for said ineligibility and the means necessary to cure the problem. Then prepare a list of ineligible clubs. (Form MD EL-8).
- f. Approximately 24 hours prior to commencement of the Convention, contact Lions Club International, District Operations, Club Accounts, to determine if any club listed ineligible by Lions Clubs International for non-payment of dues and/or bills to International have cleared their account(s) and are now eligible to vote at the Convention.
- g. Set up and coordinate the on-site registration and certification of all duly elected delegates and alternates and provide the same with proper identification.
- h. Consult with the Credentials Certification Chairperson as to the time and place established for the actual balloting, and determine the number of Lions necessary to staff the election process.

ELECTION PROCEDURE
MULTIPLE DISTRICT 21

1. RESPONSIBILITY

- a. Each Elections Chairperson for Districts A, B and C shall be responsible for, and in control of, the voting room of his/her district.
- b. Each District Cabinet Secretary, or representative will be responsible for the registration and certification of all delegates and alternates. Responsibility also extends to the verification of delegates and issuance of ballot(s) in the voting process.
- c. District Sergeants at Arms will be in charge and maintain control of all areas adjacent to the voting area. Enforcement of the rules and regulations of the voting procedure are essential.
- d. Duties of Observers – Observers for the Multiple District Projects and candidates for office in the District or Multiple District will be responsible for ensuring that they carry out their duties as observers. They will observe the casting of ballots and the counting of ballots without intruding or interfering with either. The observers for the Multiple Projects will have the duty of informing the President of their Project of the results of the election. These results will be held in the strictest confidence and relayed only to the President of the Multiple District Project which the observer represents.

2. RULES AND REGULATIONS

VOTING ROOMS AND ADJACENT AREAS

- a. No loitering in voting room.
- b. No campaigning in voting room or its entry way.
- c. Only authorized Lions are allowed in the voting room
 - (1). Workers
 - (2). Authorized candidate observers
 - (3). Certified delegates in the process of voting
 - (4). MD21 Constitution and Bylaws Committee Members
 - (5). No member of the MD21 Constitution and Bylaws Committee, MD21 Nominations and Elections Committee, or any authorized Observer or Poll Worker will be permitted to perform their duties in the same polling place where their name/names appear on the ballots being voted upon.
- d. Delegates must:
 - (1). Display registration badge with delegate tag.
 - (2). Sign for and receive ballots from a voting room worker and place the voted ballots in the designated ballot boxes before exiting the voting room.
- e. Ballots must:
 - (1). Be numbered
 - (2). Be accounted for
 - (a). Ballots signed for plus spoiled ballots must add to total number of ballots supplied.
 - (b). Ballots spoiled must be retained and marked as “Spoiled- Re-issued”

- f. All election materials, including used and unused ballots are the property of MD21 and must be retained and given to the MD21 Nominations and Elections Committee Chairperson. He/she will place the used and unused ballots in a sealed envelope and have it placed in storage at LFA for 60 days after the election. At the end of the 60 day period, are to be shredded by the LFA with the concurrence of the MD21 Nominations and Elections Committee Chairperson. The balance of the election materials will be stored at the LFA after the election and will remain in storage at the LFA until the next election.

Since the Convention Report must be filed with Lions Clubs International within 60 days following close of the Convention, any election result challenges must be filed in writing with the MD21 Council Chairperson and resolved by the MD21 Constitution and Bylaws Committee and/or the MD21 Nominations and Election Committee within te 60 day period following the election in question so that the election ballots may be reviewed if necessary.

Immediately following the election, if requested, the MD21 Nominations and Elections Committee Chairperson will give the results of a Multiple District Project to an approved Observer representing that Multiple District Project. The results of the election will be held in the strictest Confidence until announced by the Chairperson of the Nominations and Elections Committee. Any preannouncement of any election results will cause that election to be null and Void.

- g. Certification and voting hours will be determined by the Council and publicized through the Convention Committee.

BALLOT AND NOTICE AND ORDER AND CALL FOR ELECTION FORMAT AND VOTING ROOM PROTOCOL

1. All ballots for any office or constitution & bylaws amendment shall be the same size (8 ½" x 5 ½")
Districts will be color coded as follows:

21-A	Orange
21-B	Light blue
21-C	Grey
2. Ballots for Multiple District Projects Board of Directors will be of the same size (8 ½" x 5 ½") and will be color coded as follows:

Sight and Hearing Foundation	Green
Lions Camp Tatiyee	White
Lions Foundation of Arizona	Yellow
Melvin Jones Lions International Memorial	Pink
3. Ballots will be numbered for control purposes

4. Each Multiple Project will publish a Notice and Order and Call for the Election and a Nomination Form to fill vacancies on their Board of Directors no later than Ninety (90) days prior to the MD21 Annual Convention being convened. Each Multiple District Project's Notice and Order and Call for Election shall contain, by individual District, a breakdown of the number of full term positions and the number of positions in each partial term category that are being filled by the election. Each Nominee will designate the term they seeking (Full Term or one of the partial terms identified for their District on the Notice and Order and Call for Election) on their Nomination Form. The Nomination Form will be submitted to the Multiple District Project on later than Forty-five (45) days prior to the beginning of the MD21 Annual Convention.

The Candidates For Election to each Multiple District Project in each District will be listed on the Election Ballot for that District under separate headings in accordance with the term of office they are seeking (Example: Three Year Term, Two Year Term, One Year Term). Each term of office heading will also contain the statement "Vote for a maximum of X candidates" where "X" is equal to the number of positions being filled for that specific term of office in that District.

In January of each year, the MD21 Nominations and Elections Committee Chairperson will notify each Multiple District Project by letter of the format requirements detailed above for the Notice and Order and Call for Election, the Nomination Form, and the Elections Ballot in each District.

Each Multiple District Project will send their Notice and Order and Call for Elections, Nomination Form, and Election Ballots for each District to the MD21 Nominations and Elections Committee Chairperson for review as to format prior to publication and/or printing. All printed elections ballots will be delivered to the LFA offices five (5) days prior to the beginning of the MD21 Annual Convention for pickup by the MD21 Nominations and Elections Chairperson or designee.

5. Voting will be held in individual rooms by District.
6. Only certified delegates will be allowed to vote (alternates are required to re-certify as delegates if delegate defaults).
7. If a second day vote is required, the delegate tab will be punched to receive the second day ballot..
8. Only authorized Lions working as the Election Committee, Lion delegates in the act of voting, qualified observers, one (1) representative each from the other two (2) Districts and one (1) Constitution and Bylaws Committee member will be allowed in each voting room.
9. No member of the MD21 Constitution and Bylaws Committee, MD21 Nominations and Elections Committee, or any authorized Observer or Poll Worker will be permitted to perform their duties in the same polling place where their name/names appear on the ballots being voted upon.
10. The Sergeant-at-Arms for each District shall be responsible for, and in control of, the immediate area outside each of the voting rooms. Strict observance of the election procedure rules will be enforced.
11. The Chairpersons of the Elections Committee and the Constitution and Bylaws Committee shall be present at all times during the voting and counting processes.

VOTING PROCEDURES CONTINUED

1. RECOMMENDED STAFFING REQUIREMENTS & ROOM SET UP: (VOTING)

- a. Door - Entrance to voting room (1 ea.)
- b. Ballot Desk (CST + 1 ea.)
- c. Observers (2 ea.) (optional)
- d. Ballot Box (1 ea. MD-21)(1 ea. District)(4 MD Projects--provided by Projects)
- e. Exit door (1 ea.)

2. RECOMMENDED STAFFING REQUIREMENT: (COUNTING):

- a. One counter and one checker (observer) for each MD Project Election as well as any other ballot question
- b. One person at the entrance and one at the exit door during counting of ballots.
(Form X) Sample voting room setup.

In all cases the District Elections Chairpersons are to oversee the entire operation of the casting and counting of the ballots within their District. If any questions arise, they should be addressed to the Multiple District Elections Chairperson. It is highly recommended that the In-coming Cabinet Secretary for the following year be a member of the Certification Committee in order to observe the entire process and thus prepare themselves for the following year.

3. COMPLETION: Upon completion and verification of the balloting and tallying of votes:

- a. Report the results of the District's election to the Chairperson of the Elections Committee.
(Forms MD EL-9&10)
- b.. Turn in all election supplies to the Elections Committee.
- c. Using Forms MD EL-9 & 10, turn in a final report to the Council, each Project and each District Cabinet Secretary, indicating the following:
 - (1). Total number of eligible delegates/alternates. (This is the number of all eligible delegates, whether the club sent in certification or not.)
 - (2). Total number of certified delegates/alternates. (This is the number of delegates who actually certified at the Convention.)
 - (3). Total number of ballots cast.
 - (4). Summary of Election Winners (Form MD EL-10).

4. RESOURCES AVAILABLE:

- a. From Multiple District 21:
 - (1). Elections Chairperson
 - (2). Delegate and Alternate Stickers to be put on name badges.
 - (3). All ballots, ballot boxes and counting sheets.
- b. From Districts:
 - (1). The respective Districts can provide the forms for listing the names of the delegates/alternates as well as the cover letters and other documentation.
 - (2). Lion volunteers to man Certification, Voting and Counting.
- c. From Multiple District Projects:
 - (1) Ballots in proper size and color
 - (2) Lion volunteers.

FINANCE AND PLANNING COMMITTEE

1. **PURPOSE:** The three (3) MD21 Finance and Planning Committee members are appointed for staggered three (3) year terms and also shall serve their respective District as its District Finance and Planning Committee Chairperson. The MD21 Finance and Planning Committee shall advise the Council in all financial matters for the Multiple District. To carry out this purpose, the Finance and Planning Committee has the responsibility for the following functions: Budgeting, Counseling, Monitoring, and Financial Review.
2. **BUDGETING:** To carry out the provisions of the Multiple District Constitution, Articles VII & VIII, regarding the Multiple District budget, the Finance and Planning Committee shall have these duties:
 - a. To assist the Vice Governors as directed in Multiple District Constitution concerning budget preparation.
 - b. To present to the general session of the Convention the proposed annual budget of the Multiple District Administrative Fund for the coming year. The report shall be presented by the Finance and Planning Committee early in the session. If not approved at the first Council meeting, the Committee shall revise and report until an approved budget is adopted.
3. **PROCEDURE:**
 - a. In addition to the three members of the Finance and Planning Committee as established in the Constitution and Bylaws, the following members may be appointed to the Committee by the Council to assist in the preparation of the budget: the Past Council Chairperson, one Immediate Past District Governor and the Constitution and Bylaws Committee Chairperson.
 - b. The incoming Chairperson of the Finance and Planning Committee shall establish the date, time and place for the budget preparation meeting, but in no event shall it be less than thirty (30) days prior to the MD21 Convention.
 - c. The Multiple District Administrative Budget and Financial Review Statement form set forth in the appendix shall be used as a guide for the Multiple District Budget. (Forms MD FP-1, 2, &3)
4. **COUNSELING:** The Finance and Planning Committee members shall maintain a current understanding of Lionistic policies, procedures, and rules relating to financial matters in order to provide competent counsel to the Governors and the Council.
5. **MONITORING:** The Finance and Planning Committee members should each be furnished copies of all Multiple District Council, Convention, Conference, Project and District financial reports by the Treasurer of each such entity. The Committee shall monitor compliance of these entities with the financial requirements of the Budget, Constitution and Bylaws, Rules of Financial Review, this manual and good financial practice. The Finance and Planning Committee may bring to the attention of the Multiple District Council, or any entity, matters it believes to be of concern, non-compliance, importance or for improvement.

6. **FINANCIAL REVIEW:** This Committee has the duty to perform all of the financial reviews called for by the Multiple District Constitution and Bylaws, this manual and to perform such other Financial Reviews as requested by the Council or Multiple District activities or any District Governor as to his District activities. Among the financial reviews to be performed are:
- a. Multiple District books including but not limited to:
 - (1) All books and accounts of the Council.
 - (2) Convention Financial Report, records and books.
 - (3) Conference Financial Report, records and books.
 - (4) Canyon State Lion Financial Report
 - (5) Multiple District Directory Financial Report.
 - (6) Pin Trading Committee Financial Report, records and books
 - (7) Financial reports of activities receiving any advancements from the Council.
 - (8) International Convention Committee Financial Report.
 - (9) Drug/Lions Quest Fund, records and books.
 - b. Multiple District Project books and accounts financial reviews must be performed by a qualified outside Auditor and presented to the Council and the Finance and Planning Committee (MD21 Constitution, Article X, Section 6.)
 - c. Financial Reviews requested by either the Council or Multiple District entities or the District Governor concerning District entities such as:
 - (1) Rules of Financial Review compliance.
 - (2) Fund raising rules compliance.
 - (3) Multiple District committees with respect to financial matters.
 - (4) District project financial actions.
 - (5) Financially troubled clubs or other Lionistic entities.

FINANCIAL REVIEW PROCEDURES

1. **PURPOSE:** This procedure sets forth the rules concerning the reimbursement of expenses for the operation of the Multiple District, District, Multiple District Committee or Multiple District Project
2. **GENERAL:**
 - a. **Allowable Expenses:** Reimbursement of expenses more than any allowable amounts will be considered only upon submission of evidence justifying the excess. Any request for consideration of an increase in the allowance must be made by submitting a complete itemized budget and travel plan, along with reasons for the increase to the Audit and Finance Committee before the expense is incurred.
 - b. **Presentation of Claims:** Expenses are to be rendered on the official forms, properly itemized and accompanied by the necessary receipts.
 - c. **Transportation:** Automobile expenses may be reimbursed at the same rate as that allowed by Lions Clubs International. Taxi and car rental expenses are not allowed. Plane or rail reimbursement shall be made on the basis of economy fares and canceled transportation tickets shall be submitted. If a private plane is used, reimbursement shall be made as established and adjusted from time to time by Lions Clubs International rules of Audit.
 - d. **Hotel:** Maximum allowance as established and adjusted from time to time by Lions Clubs International rules of Audit. Itemized receipted bill is required for substantiation. .
 - e. **Meals:** Reimbursement of the actual cost expended for meals up to a maximum as set by Lions Clubs International and adjusted from time to time. A receipted bill is required.
 - f. **No duplication:** Should payment be made by another source, i.e., International, Club, District, etc., no reimbursement shall be allowed for such expense. In other words, when visiting a District or Club, no Lion who has been provided a meal, lodging, etc., shall be entitled to reimbursement.
 - g. **Financial Review Forms:** The following forms are to be used as a guideline in order that a year-to-year analysis may be used as a tool for better budgeting.
 - (1) Multiple District Financial Review Statement Form MD FP-1, FP-2 & FP-3
 - (2) District Financial Review Statement Form MD FP-4
 - (3) Multiple District/District Financial Reviewer's Report Form MD FP-5
 - (4) Multiple District/District Committees Financial Reviewer's Report Form MD FP-6
 - (5) Multiple District Project Financial Review Statement Form MD FP-7
 - h. **Multiple District State Project Submission:** Multiple District projects having a fiscal year ending on June 30 will submit required reports/financial reviews to the incoming (new) Finance and Planning Committee. Those having a fiscal year ending prior to June 30 will give the reports/financial reviews to the current sitting Finance and Planning Committee. These financial reviews must be completed and turned in within 90 days after the completion of the respective fiscal year.
 - i. **Submission By All Other District and Multiple District Entities:** Units completing their activities prior to May 31 will submit their reports to the current and Finance and Planning Committee. Those units, other than the Multiple District Council, that finish after May 31 (excluding the Convention Committee) will give their reports to the new Committee. The clearing of the outgoing District Governor's accounts will be done by the new Council and new Finance and Planning Committee after the International Convention.

POLICIES AND GUIDELINES FOR THE GMT & GLT
GLOBAL MEMBERSHIP TEAM
GLOBAL LEADERSHIP TEAM

Lions Clubs International has recognized that more emphasis needs to be placed upon the Leadership area for several years. Thus the previous MERL structure has been segmented with Membership retaining the retention, and extension functions, and Leadership being separated to its own category. These two segments have been designated as the **Global Membership Team (GLT)** and the **Global Leadership Team (GLT)**.

1. Purpose

The Global Membership Team (GMT) and the Global Leadership Team (GLT) bring together the two key functions responsible for maintain the health of Lions Clubs International. The Global Membership Team and the Global Leadership Team operate as independent, parallel structures to expand membership growth and to enhance leadership development. The two structures mirror each other, which will allow for collaboration, through assessment of the needs of the multiple district and the individual sub-districts. **The objective of the GMT is to expand membership and club growth and maximize club success. The objective of the GLT is to identify and cultivate effective leaders through active training and leadership development initiatives.**

2. Structure and Appointments

Both the GMT and GLT work in coordination with the Council Chairperson and Council of Governors at the Multiple District level and in coordination with the District Governor Team at the District level.

The Multiple District has a GMT (GMT-MD) and a GLT (GLT-MD). Each is comprised of a GMT-MD or GLT Coordinator, the Council Chairperson, and up to three additional Lions with expertise in membership growth for the GMT or leadership development for the GLT. The GMT-MD and the GLT-MD work in cooperative manner.

Each District has a GMT (GMT-D) and a GLT (GLT-D), each comprised of a GMT-D or GLT-D Coordinator and the District Governor Team. The 1st Vice District Governor serves as the primary GMT-D liaison to the District Governor Team, and the 2nd Vice District Governor serves as the primary GLT-D liaison to the District Governor Team. Other qualified Lions may be added as needed. The GMT-D and the GLT-D work together in a cooperative manner.

Given the need for continuity in order to maximize results, both the Multiple District and Sub-Districts GMT and GLT members are appointed for a three-year term subject to annual review and confirmation of appointment or removal based upon performance. Changes to GMT or GLT members should only be considered when performance is below expectations and deemed unsatisfactory.

3. Duties

The following summarizes the general duties of the GMT and GLT. Detailed information related to the specific responsibilities of the GMT and GLT at the Multiple District and District levels appear in the position description for each GMT and GLT position which are available from Lions Club International.

GMT

a) Develop and grow new members and clubs

- Analyze membership trends to identify opportunities
- Develop and implement membership strategies for target markets
- Establish and implement new club extension plans then organize extension teams
- Develop and implement membership campaigns and systems for recruiting former and prospective members
- Familiarize local Lions with membership growth programs, initiatives, and resources

b) Develop club success to realize long term retention

- Promote club participation in the Club Excellence Process
- Develop club rebuilding experts to assist clubs in difficulty
- Review Club Health Assessments to identify opportunities for improvement
- Identify and implement ways to increase Club Member satisfaction and improve retention
- Support Certified Guiding Lions to ensure health and growth of new clubs

GLT

a) Identify and develop future leaders

- Identify potential leaders based upon objective criteria
- Educate members about leadership development opportunities
- Encourage potential leaders to assume leadership roles and responsibilities to enhance their skills
- Promote the active involvement of Lions Leadership Institute graduates and other trained Lions in leadership responsibilities
- Motivate Lions to seek out proven leaders in the community to join as new members

b) Train, educate, mentor, and motivate leaders to maximize effectiveness

- Establish and implement annual leadership development plans
- Organize training for zone chairpersons, guiding lions, and others
- Ensure effective delivery of club officer training
- Implement Club Excellence Process workshops
- Encourage active coaching through the Lion Mentoring Program

LONG RANGE PLANNING COMMITTEE

1. **PURPOSE:** The purpose of this committee is to provide an approach to imaginative but well-informed planning that will help Lions Clubs to enhance their effectiveness as a membership organization. It is not to provide a specific long range plan or blueprint for the future. Such a plan, if it is to be effective and meaningful, can only be formulated by the Long Range Planning Committee of the Multiple District.
 - a. **“If it isn’t broken, don’t fix it.” is a commonly quoted saying.** The message of this maxim is to leave well enough alone; get carried away by a well-intentioned desire for improvement, the conventional wisdom implies, and you risk breaking something that works.
 - b. On the surface, applying such a rule of conduct to Lions Clubs would seem perfectly sensible. After all, if clubs have been operating happily for decades, why tinker with success? In change there is risk and no guarantee of improvement.
 - c. But maintaining the status quo also runs significant and perhaps even greater risks for two important reasons:
 - (1). The world and the environment in which Lions Clubs operate are changing.
 - (2). The world and the environment in which Lions Clubs operate are competitive.
 - d. By providing a framework for key issues and acting as a catalyst, long range planning is basically a method of managing change, taking advantage of opportunities, avoiding potential problems and being prepared for the future. Businesses and corporations long have understood the need to move forward and be competitive. Lions Clubs International, too, has understood this need and has invested resources of leadership and expertise in long range planning. To stay ahead as the world’s leading service organization, Lions Clubs need continuously to improve.
 - e. There is much a Multiple District can do through intelligent planning to make clubs more dynamic and responsive to the community and to members. As a suggested procedure, the following steps might be considered.
 - (1). **Understand the mission.** Know the purpose of Lions Clubs and why they exist. The mission should be externally focused, reflecting how clubs are viewed by the community, and unique, making Lions Clubs distinctive from other organizations with similar objectives.
 - (2). **Know the values on which Lions Clubs are based.** Specifically, refer to the Association’s Objects and the Lions Code of Ethics as guides in fulfilling the mission.
 - (3). **Be aware of the environment in which Clubs operate.** Identify the economic, political, demographic and other social factors that influence the success of Clubs, and recognize both opportunities and potential pitfalls.
 - (4). **Set future objectives.** Ask, “Where should Lions Clubs be in five, ten and twenty years from now?” Formulate a vision of Lions Clubs of the future.
 - (5). **Plot a course of action.** Establish a systematic plan to implement desired changes. An action plan is an essential part of every long range strategy. It should include specific recommendations for reaching goals, a time table, and a means of evaluating whether objectives have been met. Generally, a time frame of 2-5 years is suggested for completing a long range objective.

2. **THE MULTIPLE DISTRICT LONG RANGE PLANNING COMMITTEE CHAIRPERSON APPOINTMENT:** The Board of Directors of Lions Clubs International has officially approved the position of Multiple District Long Range Planning Chairperson. Accordingly, the Council shall appoint a qualified Lion to the position. The name and address of the Chairperson for the coming year should be reported to the International Headquarters Office by June 30 annually, using the Multiple District Chairperson Report Form that is provided in March/April to the Council Chairperson. The appointee shall be a Lion who possesses extensive Lionistic experience, demonstrates strong leadership qualities and is committed to the future success of Lionism. Professional experience in organizational planning can be helpful but is not essential.
3. **DUTIES:** The duties of the Multiple District Long Range Planning Chairperson include:
 - a. Review what has been done by the predecessor committees.
 - b. Plan the goals and activities of the committee for the entire year. Confer with committee members as to the goals the committee is to accomplish.
 - c. Provide committee members in advance with a detailed agenda of committee meetings, including meeting time and place.
 - d. Be responsible for obtaining relevant background information on any subject on the agenda of the committee.
 - e. Make certain each committee member receives all information, both pro and con, relating to issues on the agenda.
 - f. Preside over meetings of the committee, ensuring that adequate minutes are kept of each meeting and distributed to each committee member and the Council.
 - g. Act as liaison between the committee and the Council.
 - h. Keep the Council informed and familiar with the activities and progress of the Committee.
 - i. Report committee recommendations to the Council as requested.
 - j. Turn over all the records and papers to the successor Chairperson
4. **ANNUAL REPORT:** A brief report summarizing the actions of the Long Range Planning Committee will be submitted by the Chairperson to International Headquarters annually. The report will mention current planning activity and progress on items adopted in previous year as part of the Plan of Action of the Multiple District. The report is to be submitted no later than August 15 following the end of the fiscal year and addressed to:

Executive Services Division
Lions Clubs International
300 22nd Street
Oak Brook, Illinois 60521-8842 USA
5. **COMMITTEE COMPOSITION:** The Long Range Planning Committee shall consist of six (6) Lions, two (2) from each District. Initially two (2) were appointed from District 21A for (1) year, two (2) appointed from District 21B for two (2) years and two (2) appointed from District 21C for three (3) years. Subsequent appointments shall be for three (3) years as the vacancies occur. The Council normally shall appoint the Chairperson from those with one year remaining.
 - a. Appointments to the Committee will meet the following three objectives
 - (1) Members will consist of Lions representing broad Lionistic and Professional experience.
 - (2) Lions who know and can represent and provide input from their District and whose knowledge and experience is respected.
 - (3) Members must be willing to serve for three (3) years to provide continuity of effort.
 - b. The Committee will meet at least four (4) times a year or more frequently as requested by the Council.

6. METHOD OF LONG RANGE PLANNING:

- a. **SUBJECT MATTER:** Any subject dealing with an activity, objective or initiative projected to affect Lionism within the Multiple District or Lions Clubs International may be considered as an appropriate topic of study for the Committee. Examples might include: membership development, major service or fund-raising projects, leadership development and training, administrative support to Clubs, public relations, finances, conventions, redistricting and others. Such topics are normally submitted by the Committee Chairperson for approval by the Council or may be referred to the Committee by the Council.
- b. **ACTION PLAN:** The Committee will develop an action plan, consisting of an objective, a time frame in which to accomplish it and determination of who will be responsible for undertaking it as a means for evaluating the success. The plan will be submitted to the Council for approval and possibly the delegates at a Convention for adoption.
- c. The Committee objectively will define the issue to be studied. For example, if the issue is heightening public awareness of Lions Clubs within the Multiple District, the question for study might be, "Should a public information program be undertaken in the Multiple District?" Then a background summary of the issue should be provided. I.E. the current level of public awareness should be examined, based upon previous public relations efforts. The next phase is a discussion of the arguments for or against the issue and based on a consensus of opinion a conclusion should be reached upon which a recommendation would be made. Such recommendation will become a part of the suggested action plan.
- d. **IMPLEMENTATION:** The suggested time frame for completing an objective in a long range plan is 2-5 years. Measurements of results is important in evaluating whether or not a goal has been reached. Goal statements are only meaningful if they have quantified objectives that define their accomplishment in a given time period. Such objectives are unlikely to be reached unless specific strategies also have been formulated to achieve them.
- e. Finally, it is important to emphasize that whereas the purpose of the Committee is essentially to "brainstorm" and make recommendations, it is not to decide whether the plan will be adopted or implemented. That decision is for the Council and possibly the delegates at a Convention.
- f. Though the role of the Committee is largely advisory, the Committee is vital to the success and development of Lionism within Multiple District 21. Successful planning will move the organization forward, to manage change for the benefit of the organization and to keep Lionism relevant to the communities in which Clubs operate.

APPOINTED COMMITTEES

HISTORICAL COMMITTEE

1. **PURPOSE:** This Committee shall prepare and maintain a history of Lionism in the Multiple District and provide this information to the Council on request. This Committee shall maintain and study records of past events and maintain an up-to-date chronological record of MD 21 historical records based on its research for presentation to the Council as well as to the Publications Committee and other interested parties.
2. **BUDGET:** Any request for funds shall be submitted to the Finance and Planning Committee as provided in the procedure relating to the Finance and Planning Committee. Note: The Past District Governors' Association may provide financial assistance to the Historical Committee also if requested.
3. **GENERAL:**
 - a. The Historian of each District shall collect all material, including, but not limited to, the following: programs and any pertinent material of conferences, conventions, necrology services, cabinet meetings, club bulletins, articles from newspapers, Multiple District Publications, magazines, etc., which may pertain to his/her District.
 - b. If requested by the District Governor, the Historian shall maintain gavels, gongs, charters of closed clubs and any other material deemed appropriate or important by the Historian and District Governor of that District.
 - c. The Historian of each District shall write a biography of the current District Governor that will include the governor's name, place of birth, occupation, family, when and where he became governor, where his four cabinet meetings were held, the names of distinguished visitors, the names, place and date of all new clubs, the names of clubs whose charters were deactivated, special events that took place in his district, and any other interesting happenings. Such biography shall be completed within thirty (30) days of the close of the fiscal year and shall be compiled and kept with the Multiple District records. A copy of such compilation shall be provided to the District Governor. A special effort should be made to secure information, wherever possible, from District Governor years not presently covered.
 - d. Each Historian should seek the cooperation of the MD 21 and District Publications Committees, District Cabinet Secretaries, and the MD21 Council Secretary to procure pertinent information for the necessary reports.
 - e. It is recommended that the MD21 Historical Committee Chairperson be charged with the responsibility of making sure a "Master History" is in current status at all times.

PIN TRADING COMMITTEE

1. **PURPOSE:** This Committee shall make recommendations to the Council as to trading pins, medallions, and other various and sundry items that the Council may request.
2. **GENERAL:**
 - a. All designs for the Multiple District Pin, for the following year, must be presented to the Council.
 - b. The Council must select the Lions Pin design for the ensuing year prior to August 1st of each year.
 - c. After selection of the design, the Chairperson of this Committee shall send full color copies to at least three (3) Lions International licensed pin manufacturers for sample pins and price quotes.
 - d. When submitting full color designs to the Lions licensed pin manufacturers for samples and quotes, a resume of the specifications shall include the following: (1) Quality of Pin Artwork, soft enamel, poly pin, cloisonné pin; (2) Exact size of pin to be manufactured; (3) Type of Lions Emblem --raised or stamped; (4) Type of fastener - safety pin or clutch; (5) total amount of pins to be bid on.
 - e. After receiving the full color designs and specifications, all bidders must submit their samples and bid prices to the Chairperson.
 - f. After final decision, the Chairperson must issue a purchase order to the successful bidder within ten (10) days after the close of the Council meeting at which the successful bidder was selected.
 - g. This Committee shall submit any requests for funds to the Finance and Planning Committee for inclusion in the annual budget. A profit and loss documented statement must be presented to the Finance and Planning Committee and to the Council Treasurer within thirty (30) days following the MD21 Annual Convention. Profits are to be credited to the Activities Account.
 - h. This Committee shall also be responsible for the sale and distribution of trading pins, etc., to the Lions of this Multiple District. The cost of such trading pins, etc., shall be set by the Council. The Committee shall be responsible for staffing a trading pin room at each Conference/Convention and shall enforce all rules of this Multiple District and/or Lions Clubs International concerning the sale of pins.
 - i. This Committee also shall recommend to the Constitution and By-Laws Committee such rules as may be necessary for inclusion in this Manual in the future concerning the sale or trading of pins in this Multiple District and such rules as may govern the Arizona Pin Trading Club.

PUBLICATIONS

1. **PURPOSE:** This procedure sets forth the duties and responsibilities of the Council as it applies to the printing and publishing of publications for the Multiple District.
2. **GENERAL:**
 - a. The Council shall publish a Multiple District Directory and a monthly Multiple District Lion Publication known as "The Canyon State Lion."
 - b. **DIRECTORY:** The Directory shall be distributed annually within sixty (60) days after the District Governors officially take office and shall include the following:
 - (1). A roster of all Multiple District Officers and Committee Chairpersons, including title, name, address, phone number, email address and spouse's first name.
 - (2). A roster of District Officers and Committee Chairpersons, including title, name, address, phone number, email address and spouse's first name.
 - (3). A listing of all Lions Clubs, including Club meeting place, day and time, charter date and mailing address. Also included should be the name of the new President and Secretary with address, phone number, email address and spouse's first name. See Form MD PUB-1 for sample information for the Directory to be submitted by Clubs of the Multiple District.
 - (4). A roster of club members in the district along with their club affiliation and phone number.
 - (5). All Multiple District Projects, their Presidents, Secretaries, and Directors
 - (6). Affiliated organizations such as Lioness and Leos clubs and other pertinent information about Lionism.
 - (7). All Past District Governors, Past International Directors and Past International Presidents of Multiple District 21 and other Districts where known.
 - (8). The Council shall provide one copy of the Directory for each President, Secretary, and Multiple District, or District, Officer/Chairperson and one copy for each twenty (20) members of the Club; one copy for each Multiple District or District Officer/Chairperson, Presidents and Secretaries of Affiliated Lioness/Leo Clubs, Pin Traders Clubs, etc.; and five (5) copies to each of the Multiple District Projects.
 - c. **MULTIPLE DISTRICT PUBLICATION:** The official publication of the Multiple District is "The Canyon State Lion" (CSL) which shall be distributed monthly to each Lion in good standing.
 - (1). The Council shall select a Publisher of the Canyon State Lion to manage the production, printing, and mailing of the Canyon State Lion and submit invoices for these services to the Canyon State Lion Treasurer for payment.
 - (2). The Council shall appoint Lions in good standing as Editor, Advising Editor, and Treasurer of the CSL.
 - (3). Distribution of the publication shall be monthly to all MD21 Lions in good standing unless altered by the Council with notice to and approval of the MD21 Lions.
 - (4). The officers of the CSL shall be responsible to and subject to the supervision of the Council. The CSL Treasurer will establish a separate CSL Bank Account for use in all CSL financial transactions by the CSL Treasurer.
 - (5). The publication and distribution of the CSL shall be provided for in the Publication Fund. All CSL allocations of Publication Fund receipts received by the MD21 Council Treasurer will be transferred to the CSL Treasurer upon receipt or at least monthly.

- (6). The Canyon State Lion Treasurer shall submit monthly an accounting of CSL receipts and expenditures to the Finance and Planning Committee for financial review in compliance with Article VIII, Section 7 of the MD21 Constitution and to the MD21 Council.

RESOLUTIONS COMMITTEE

1. **PURPOSE:** This Committee shall receive all resolutions to be read floor at the Convention/Conference.
2. **GENERAL:**
 - a. Other than resolutions of respect, all resolutions shall be submitted to the Resolutions Committee before the opening of the Convention/Conference.
 - b. The Resolutions Committee Chairperson, under the direction of the presiding officer of the Convention/Conference, may report such resolutions to the Convention/Conference with the Committee's recommendation.
 - c. Any resolution submitted to the Resolutions Committee prior to the Convention/Conference may be published in the Canyon State Lion whenever time allows.
 - d. All resolutions, except those prepared by the Resolutions Committee, must first have been submitted to and approved by either the membership, or by the Board of Directors, of a Club. A certification by the Club Secretary shall be submitted in writing together with any proposed resolution.
 - e. Any resolution which affects Procedure, the MD21 Constitution or the MD21 Bylaws must be referred to the MD21 Constitution and Bylaws Committee for review by the Resolutions Committee before reporting it to the Convention/Conference. If so referred, the MD21 Constitution and Bylaws Committee may report its recommendation in lieu of a report by the Resolutions Committee.

RULES AND PROCEDURES COMMITTEE

1. **PURPOSE:** This Committee shall review and announce the rules applicable to the Convention. The rules shall be in form and contain the information set forth in this Procedure.
2. **GENERAL:**
 - a. The purpose of this Convention/Conference shall be:
 - (1). To promote fellowship and mutual understanding among all of the Lions who are members of clubs located in Multiple District 21.
 - (2). To furnish an open forum for the exchange of experiences and ideals of Club and District Administration and Lion activities.
 - (3). To promote the objectives of Lions Clubs International.
 - (4). To provide an opportunity for open discussion of Lions activities in Multiple District 21.
 - (5). To promote and carry out the current goals and objectives of the President of Lions Clubs International.
 - b. All registered members of Lions Clubs in this Multiple District and any registered visiting Lions or guests shall be allowed to attend and actively participate in all official functions of this Convention/Conference.
 - c. All functions of this Convention/Conference shall be conducted in accordance with all of the provisions of the Lions International Constitution and Bylaws, the Multiple District Constitution and Bylaws, and Procedures Manual, and the objectives of Lions Clubs International, and any actions taken or decisions made shall be strictly in compliance therewith.
 - d. The parliamentary authority of procedure for all official functions of this Convention/Conference shall be Robert's Rules of Procedure, Newly Revised.
 - e. The official printed agenda shall be the order of business.
 - f. Proper decorum shall be maintained at all functions of this Convention/Conference. No person shall be allowed to speak without first being recognized by the presiding officer. Each speaker shall be limited to three (3) minutes, but may be permitted another three (3) minutes by decision of the presiding officer.
 - g. At no time during the Convention/Conference shall any non-Lionistic activity be permitted to be carried on. No commercial promotion of any kind shall be permitted during the Convention/Conference without prior Council approval.
 - h. Order and decorum shall be maintained by the Sergeant-At-Arms.
 - i. These rules may be amended, modified, or suspended in whole or in part by a three-fourths (3/4) vote of the certified Lions Clubs Delegates present.

SERGEANT AT ARMS

1. **PURPOSE:** The purpose or mission of this Committee is the “Preservation of Order” at all Multiple District meetings
 - a. Convention
 - b. Conference
 - c. Elections
 - d. Others as required.
3. **COMMITTEE:** This committee is composed of three (3) Lions, one from each District, each appointed for a term of three (3) years. The Lion with only one-year left to serve will serve as Chairperson. This Committee has the authority to recruit as many deputies or assistants as needed for any special meeting or occasion. The Council shall approve all such appointments.
3. **SPECIFIC DUTIES:**
 - a. Preserve order at general or special elections, special meetings, as requested by the assembly Chairperson.
 - b. Enforce the Rules and Procedures at all Multiple District meetings as have been adopted at said meetings.
 - c. Assist with “Greeting Parties” of visiting dignitaries, officers of Lions Clubs International or local dignitaries, at airports, train depots, etc.
 - d. Enforce the rules that have been adopted by the Council as regards the “open times” for Hospitality rooms.
 - e. Enforce the “Clean-up” rules that pertain to election campaign materials.
 - f. All performances of these and any other duties that may be prescribed or required of this Committee shall be done in the guidelines of “Good Lionism.”

SERGEANT AT ARMS & TAIL TWISTER

SERGEANT AT ARMS

District 21A	District 21B	District 21C
(Name, Address, City, State, Zip & Phone)		
_____	_____	_____
_____	_____	_____
_____	_____	_____

RESPONSIBILITIES

1. To maintain order and decorum during all meetings of the Multiple District at the direction of the presiding officer. See next page for more details.
2. To enforce the election procedure rules relative to campaigning and other infractions in the areas adjacent to the District voting room.
3. To report any and all violation, to the elections Chairperson.
4. To escort the ballot boxes to the counting room.

TAIL TWISTER

District 21A	District 21B	District 21C
(Name, Address, City, State, Zip & Phone)		
_____	_____	_____
_____	_____	_____
_____	_____	_____

RESPONSIBILITIES

1. To collect fines, as directed by the presiding officer, at the meetings of the Multiple District. (All three serve the Multiple District at meetings thereof). Receipts of fines collected at Multiple District meetings go to the Council Secretary.
2. To assist the Sergeant at Arms to maintain order, if requested and needed.

WHITE CANE COMMITTEE

1. OBJECTIVE:

- a. To organize a successful White Cane program.
- b. To facilitate the raising of funds for the blind and visually challenged on the Multiple District level.
- c. To enable all clubs to participate at the same time, or as close as possible to the same date, to enhance the available publicity such as mayoral or governor's proclamation.

2. COMMITTEE:

- a. There shall be three (3) Lions appointed, one from each District, who normally serve for three (3) year terms. However, initially one will serve for one year; one, for two years; and one, for three years. The Lion with one year to serve will be Chairperson.
- b. Each year thereafter, there will be one (1) Lion appointed to fill the vacancy of the Lion whose term is over. This appointment will be for a three (3) year term.
- c. Initially, the one, two and three year appointments will be in District order, 21-A, B and C, respectively. The Multiple District Chairperson will rotate in the same order, so that the most senior member is Chairperson.

3. DUTIES AND RESPONSIBILITIES:

- a. The three District Chairpersons and Co-chairpersons, if any, will meet in July each year to set a date for the fund drive.
- b. They shall prepare order forms for distribution to all Clubs so that Club White Cane Chairpersons can order supplies in September. These forms should be ready by the first District Cabinet Meeting.
- c. Between the July meeting and the date set for the fund drive, each Chairperson or Co-chairperson shall visit as many clubs in their District to promote the White Cane Drive. They will also insure publicity is provided in the Multiple District publication and will try to obtain as many mayoral proclamations as possible.
- d. Since Multiple District Funds are not available to maintain a stock of supplies, the Chairpersons will provide information so that the Club may purchase supplies before the date of the Multiple District drive.
- e. They will locate the best sources of supplies and provide prices so that Clubs may determine what to order.

4. PROCEDURES:

- a. The District Chairpersons will set up their visitation schedule long before the date of the fund drive in order to explain the benefits of all Clubs performing at the same time.
- b. They will help clubs with plans on how to develop a successful drive.
- c. They will assist Clubs in obtaining permits from local governments.
- d. The Multiple District Committee will contact the Governor of Arizona to obtain his proclamation of "White Cane Month/Week/Day."
- e. They will assist Clubs in obtaining publicity in the media, Newspapers, Television and Radio and be a ready source of information regarding successful publicity of other Clubs in the District. The publicity will stress how the funds raised will be used and the fact that no monies are used for administrative purposes.
- f. They shall provide summaries of amounts collected in the Multiple District and provide awards to top Clubs in the District and Multiple District to provide encouragement for all Clubs to participate.

APPENDIX

TO

PROCEDURES MANUAL

The following documents are examples of those needed to gather the information necessary to carry out the MD Policy and Procedures

FORM MD EL-1
NOTICE & RULES/REGULATIONS GOVERNING ELIGIBILITY TO VOTE
(NOTE: To be mailed by each District Cabinet Secretary to all clubs ninety (90) days prior to MD Convention)
(ON DISTRICT STATIONERY IF AVAILABLE)

Date: _____

From: C.S.T (or C.S.) _____ District 21-____

To: President _____, _____ Lions Club

Dear Lion President and Secretary:

Enclosed are the approved and adopted procedures for the exercise and control of the MD Election to be held _____ (date) during the Convention.

PLEASE TAKE NOTE OF THE FOLLOWING:

1. Delegate and Alternate lists must be in the hands of the Cabinet Secretary at the address below no later than _____. The club M reports will be used to determine the number of eligible Delegates and Alternates from each Club. It is extremely important, that these M & A's be completed and mailed, with your Delegate list, prior to the above date.
2. Requirements for certification of Delegates and Alternates as stated in item 3 under Delegate/Alternate Certification of the attached form MD EL-2.
3. The effort that is contained throughout the election process is defined, in the attached, to exercise control and to reduce errors in the voting procedure as much as possible.

In closing, please accept our appreciation, in advance, for making your Delegates and Alternates aware of the ELECTION PROCEDURES, and, thereby making the election a success.

Sincerely,

(Signed and Typed)
[The Election Committee Chairperson]

NOTICE: Please mail your Delegate/Alternate lists to YOUR District Cabinet Secretary before the above date.

DISTRICT 21-____ CABINET SECRETARY _____
Address _____
City _____, AZ. 85____

FORM MD EL-2
DELEGATE AND ALTERNATE CERTIFICATION
LIONS CLUBS INTERNATIONAL
DISTRICT 21 - ____
DELEGATE AND ALTERNATE CERTIFICATION
MULTIPLE DISTRICT 21 CONVENTION
(Date) _____, 20 ____

LIONS CLUB: _____

TOTAL MEMBERS FROM CLUB M REPORT FOR _____, 20____: _____

DELEGATES:	(Please type or print)	Number Qualified _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ALTERNATES:	Number Qualified _____
_____	_____
_____	_____
_____	_____
_____	_____

We hereby certify that the Lions listed above have been duly approved as delegates or alternates to the 20 ____ Convention of MD21.

Date: _____, 20 ____

Signed: _____ PRESIDENT

Signed: _____ SECRETARY

MUST BE RETURNED NO LATER THAN _____, 20 ____

TO: CST _____

FORM MD EL-3 **CERTIFICATION RECORDS**

DISTRICT 21-___ CERTIFICATION RECORDS

Report: Date _____, 20 ____

CLUB NAME	MEMBERS	DEL/ALT	STATUS	DELEGATE	INITIAL	ALTERNATE	INITIAL
CAMELBACK	19	2/2	OK	HOWARD JONES _____ MEL REESE _____	_____	MARY HOLMES _____ JAY PARKER _____	_____
CAMP VERDE	33	3/3	OK	RICHARD PARKS _____ PETER CHURCH _____ GEORGE PAYNE _____	_____	OLLIE GONZALOS _____ JUNE TURNER _____ MARY RICH _____	_____
CHICO	12	1/1	NOT		_____		_____
CHOCO	54	5/5	OK		_____		_____
					_____		_____
					_____		_____
					_____		_____
COTTON	39	4/4	OK	HARRY BREEN _____ PAUL BRENT _____ CLONE STONE _____	_____	MART HART _____ CARL SMITH _____ FRED LYON _____	_____

ETC.

IMPORTANT

CONTINUE FOR ALL CLUBS OF THE DISTRICT

1. TO BE USED FOR CERTIFICATION
2. TO BE USED FOR CHECK OFF WHEN ISSUING BALLOTS

FORM MD EL-4
CERTIFICATION REMINDER

(Sample copy to Club Secretaries, 30 days prior to the Convention, to remind them that they have NOT mailed Delegate/Alternate Lists) (Enclose another copy of Form MD EL-2)

Date _____, 20 ____

To: Secretary, _____ Lions Club

RE: Delegate/Alternate Certification

Dear Lion Secretary:

As of (date) _____, 20 ____ I have not received your delegate/alternate certification listing for the upcoming Convention.

In order for your registered Delegates/Alternates to be eligible to vote, the attached form must be completed and returned to the Cabinet Secretary NO LATER THAN (Date) _____. 20____. If I do not receive this form by that date, your delegates will need to present a letter signed by you or your Club President stating that the each of the delegates/alternates are current, paid up members in good standing of your club or they must have in their possession a current good-standing membership card.

PLEASE GET THIS CERTIFICATION FILLED OUT AND RETURNED TO ME AS SOON AS POSSIBLE.

Yours in Lionism,

(Signed) _____
Cabinet Secretary

NOTE: ENCLOSE ANOTHER FORM MD EL-2

FORM MD EL-5
CERTIFICATION ASSISTANCE REQUEST

Date _____, 20 ____

Lion _____

_____, AZ 85____

RE: DELEGATE CERTIFICATION

As you know, a vital part of the upcoming Multiple District Convention is the election that will take place. A part of this process is the certification of the delegates and alternates beginning on Friday, _____, 20 ____.

As the Certification Chairperson for District 21- ____, it is my responsibility to staff the 21- ____ Certification desk during the designated hours. Therefore, I am asking if you would be available during ONE OR MORE of the following time slots to assist in this vital task.

If you can lend a hand, please give me a call with your preferred time slot, and I will do my best to fill your request. Thank you in advance for your assistance.

FRIDAY, _____, 20 ____ 2:00 - 5:00 P.M.

SATURDAY, _____, 20 ____ 7:00 - 10:30 A.M.

10:30 - 2:00 P.M.

2:00 - 5:00 P.M.

SUNDAY, _____, 20 ____ 7:00 - 9:00 A.M.

We will also need assistance on Sunday to work the actual voting procedures as well as the counting of the votes. If you are available for this process, please give me a call at () ____-____,

SUNDAY, _____, 20 ____ 9:00 - Until finished counting

Your consideration of my request will be greatly appreciated, and I thank you in advance for any and all help you can give.

Yours in Lionism,

Cabinet Secretary/Certification Chairperson

FORM MD EL-6
ADVANCE THANK YOU LETTER--CERTIFICATION WORKERS

(Date) _____, 20 ____

To: Lion _____

_____, AZ. 85____

It is truly great to know that there are Lions such as yourself and all of the volunteers who have come forward, when asked, to assist in the Certification and Election process for the Convention.

Words can never thank you enough for the giving of your time to make this all important event a success.

Enclosed is a copy of the work schedule for your information. If there is any problem effecting your hours as scheduled, please call me as soon as possible. My number is (____) ____-____.

We thank you again for your help and I look forward to working with you at the upcoming Convention.

Yours in Lionism--We Serve,

Lion _____
Cabinet Secretary, District 21- ____
Certification Chairperson

Enclosure a/s (Enclose Form MD EL-7)

FORM MD EL-7
DELEGATE CERTIFICATION SCHEDULE
DELEGATE CERTIFICATION SCHEDULE

MULTIPLE DISTRICT CONVENTION 20 ____

FRIDAY, _____, 20 ____ 2:00 - 5:00 P.M.

SATURDAY, _____, 20 ____ 7:00 - 10:30 A.M.

10:30 - 2:00 P.M.

2:00 - 5:00 P.M.

SUNDAY, _____, 20 ____ 7:00 - 9:00 A.M.

VOTING SCHEDULE

SUNDAY, _____, 20 ____ 9:00 - 10:30 A.M.
Or Until Finished

ELECTION CHAIRPERSON _____

CST _____

CST-(FUTURE) _____

LION _____

LION _____

LION _____

LION _____

LION _____

LION _____

FORM MD EL-8

PRELIMINARY REPORT TO ELECTIONS CHAIRPERSON

REPORT TO ELECTIONS CHAIRPERSON, AT LEAST THREE (3) DAYS PRIOR TO THE
MULTIPLE DISTRICT CONVENTION

DELEGATE/ALTERNATE CERTIFICATION REPORT

TO: PDG LION _____ ELECTIONS CHAIRPERSON 20__/20__

FROM: CST LION _____ CERTIFICATION CHAIRPERSON 21- ____

AS OF _____, 20 ____ DISTRICT 21- ____ REPORTS THE FOLLOWING
REGISTERED DELEGATE AND ALTERNATE CERTIFICATION TOTALS.

CLUBS IN GOOD STANDING No. _____

CLUBS NOT IN GOOD STANDING... No. _____

Outstanding Bills: (List)

Status Quo: (List)

LCI, Mult Dist, Dist	AMT.	ID No.	
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

TOTAL DELEGATES REPORTED _____ ALTERNATES REPORTED _____

CLUBS REPRESENTED BY CERTIFIED DELEGATES OR ALTERNATES _____

CLUBS WITH NO DELEGATES OR ALTERNATES _____ (List)

**FORM MD EL-9
ELECTION RESULTS**

Date _____, 20 ____
(Prepare for all three Districts)

ELECTION RESULTS - (Year) _____

To: Council Secretary

The election results of Multiple District 21 Convention held at
_____ on Sunday morning _____, 20 ____ are as follows:
(Location & City) (Date)

DISTRICT 21- ____

TOTAL ELIGIBLE DELEGATES _____ TOTAL CERTIFIED DELEGATES _____

VOTES CAST _____

PROJECTS:

NAME

VOTES RECEIVED (* Winner)

Lions Foundation of Arizona (_____ Openings)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Lions Sight & Hearing Foundation (_____ Openings)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Lions Camp Tatiyee (_____ Openings)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Melvin Jones Lions International Memorial (_____ Openings)

_____	_____	_____
_____	_____	_____

FORM MD EL-10
DISTRICT ELECTION RESULTS

Date _____, 20 ____
(Prepare for all three Districts)

DISTRICT ELECTION RESULTS

PROPOSED AMENDMENTS

DISTRICT _____

MULTIPLE DISTRICT A B C

CONSTITUTION & BYLAWS PROPOSED AMENDMENTS:

2/3 Vote needed for Constitution Amendments
50% + 1 Vote needed for Bylaws Amendments

21 ____ TOTAL

3 DISTRICT TOTAL

Item Votes

Votes

1. Yes ____ No ____

Yes ____ No ____

2. Yes ____ No ____

Yes ____ No ____

3. Yes ____ No ____

Yes ____ No ____

4. Yes ____ No ____

Yes ____ No ____

5. Yes ____ No ____

Yes ____ No ____

6. Yes ____ No ____

Yes ____ No ____

7. Yes ____ No ____

Yes ____ No ____

PROJECTS PROPOSED AMENDMENTS

3 DISTRICT TOTAL

LIONS SIGHT & HEARING FOUNDATION

Yes ____ No ____

Yes ____ No ____

LIONS FOUNDATION OF ARIZONA

Yes ____ No ____

Yes ____ No ____

LIONS CAMP TATIYEE

Yes ____ No ____

Yes ____ No ____

MELVIN JONES LIONS INTERNATIONAL MEMORIAL

Yes ____ No ____

Yes ____ No ____

This Election report completed and recorded _____, 20 ____

Multiple District 21
Election Chairperson

FORM MD EL-11
PROJECTS FORM LETTER
MULTIPLE DISTRICT 21 PROJECTS

TO: (EACH MULTIPLE DISTRICT PROJECT)

SUBJECT: PROCEDURES FOR NOMINATION AND ELECTION OF PROJECT DIRECTOR
NOMINEES AND/OR APPROVING OR AMENDING PROJECT CONSTITUTION
OR BYLAWS

Ninety days prior to the Convention, a letter shall be mailed to the President of each Club listed in the current MD21 Directory , notifying him/her of the vacancies existing and requesting nominations to fill those vacancies on the Board of Directors of your Project.

To place a nominee's name on the ballot, a resolution of nomination must be approved, in writing, by the Board of Directors of the nominee's club, and submitted to the Secretary of your Project no later than 60 days prior to the MD21 Annual Convention.

All nominations will be acknowledged by your project, to both the nominee and the Club Secretary, within 10 days of the receipt of same, by your Secretary.

If your Constitution or Bylaws are to be approved or amended, they must first be approved by your Project Board of Directors and copies of the proposed Constitution or Bylaws or amendments mailed to the MD21 Constitution and Bylaws Committee 120 days prior to the MD Convention. Copies shall be published in the Canyon State Lion or mailed to the President of each Club in the Multiple District 60 days prior to the MD Convention.

Projects will furnish ballots, in proper color, quantity and size, (4 on each 8 ½ X 11" sheet) cut into 4 ballots. Ballots which also include request for By-Laws approval or amendments will indicate a "yes" or "no" choice.

Ballot boxes will be color coded and identified as follows: Lions Sight & Hearing (green), Lions Camp Tatiyee (White), Melvin Jones Lions International Memorial (pink) and Lions Foundation of Arizona (yellow).

NOTE: EACH PROJECT WILL SEND SAMPLES OF ITS COLORED PAPER FOR IDENTIFICATION OF BALLOT BOXES TO THE MD ELECTION CHAIRMAN. BALLOT BOXES WILL BE FURNISHED BY THE ELECTIONS COMMITTEE.

QUANTITIES OF PRINTED BALLOTS TO BE FURNISHED EACH DISTRICT ARE 150.

Sincerely yours in Lionism,

Council Secretary

FORM MD FP-1
MULTIPLE DISTRICT FINANCIAL REVIEW STATEMENT

DATE _____, **20** _____

<u>RECEIPTS</u>	BUDGET	ACTUAL
Previous Administration	_____	_____
General Administration Fund	_____	_____
Dues Income	_____	_____
Multiple District Committee	_____	_____
Other	_____	_____
TOTAL ADMINISTRATION	_____	_____
<u>CONVENTION FUND</u>		
Dues Income	_____	_____
Convention/Conference left over fees	_____	_____
TOTAL CONVENTION	_____	_____
<u>PUBLICITY FUND</u>		
Dues Income	_____	_____
Other	_____	_____
TOTAL PUBLICITY	_____	_____
<u>PROMOTION FUND</u>		
Dues Income	_____	_____
Presidents' Week End	_____	_____
MD 21 Breakfast/Luncheon (Int'l Conv)	_____	_____
Speaker's Training	_____	_____
Other	_____	_____
TOTAL PROMOTION	_____	_____
<u>ACTIVITIES FUND</u>		
Dues Income	_____	_____
Flags	_____	_____
Trading Pins	_____	_____
Other	_____	_____
TOTAL ACTIVITIES	_____	_____
Drug/Lions Quest Fund	_____	_____
GRAND TOTAL	_____	_____

FORM MD FP-2
MULTIPLE DISTRICT FINANCIAL REVIEW STATEMENT (Continued)

<u>DISBURSEMENTS</u>	BUDGET	ACTUAL
<u>General Administrative Fund</u>		
Transfer to succeeding Administration	_____	_____
Gifts/Award	_____	_____
Council Chairperson	_____	_____
Multiple District Committees	_____	_____
D.G. Travel to M.D. Projects	_____	_____
Vice Governor Council Meetings	_____	_____
I.P.D.G. Council Meetings	_____	_____
Officers' Bond	_____	_____
Supplies	_____	_____
Postage and Telephone	_____	_____
Council Administrator (Secy/Treas)	_____	_____
Other	_____	_____
TOTALS	_____	_____
Drug/Lions Quest Fund TOTALS	_____	_____
<u>Convention Fund</u>		
	BUDGET	ACTUAL
Awards	_____	_____
Minutes Expense	_____	_____
Mailing Expense	_____	_____
Printing	_____	_____
Badges	_____	_____
International Officers' Gifts	_____	_____
Governor's Conv/Conference Expense	_____	_____
Election Expense	_____	_____
Other	_____	_____
TOTAL CONVENTION FUND	_____	_____

FORM MD FP-3

MULTIPLE DISTRICT FINANCIAL REVIEW STATEMENT (Continued)

<u>DISBURSEMENTS</u>	BUDGET	ACTUAL
<u>PUBLICATION FUND</u>		
Canyon State Lion	_____	_____
Multiple District Directory	_____	_____
Constitution/By-Laws, Procedures	_____	_____
Other Publications	_____	_____
TOTALS	_____	_____
<u>PROMOTION FUND</u>		
Governor-elect to International	_____	_____
District Governor to International	_____	_____
Convention Chairperson to International	_____	_____
District Governors to USA/Canada Forum	_____	_____
Vice Governors to USA/Canada Forum	_____	_____
Reception at International	_____	_____
Gifts to International Family-Annual	_____	_____
MD 21 Luncheon/Breakfast	_____	_____
Leadership Training	_____	_____
Presidents' Weekend	_____	_____
Speakers' Training	_____	_____
District Governor's School	_____	_____
Train the Trainer	_____	_____
Other	_____	_____
TOTALS	_____	_____
<u>ACTIVITIES FUND</u>		
Flags	_____	_____
Trading Pins	_____	_____
TOTALS	_____	_____
GRAND TOTALS		
Current Bank Statement Balance \$ _____	Account Number _____	
Checkbook Balance \$ _____		
Outstanding Checks \$ _____		
Balance in Money Mkt Account \$ _____	Account Number _____	
Name of Depository _____	TOTAL ALL FUNDS \$ _____	
Total all Funds	\$ _____	

FORM MD FP-4

DISTRICT FINANCIAL REVIEW STATEMENT

Date _____, 20____

RECEIPTS

BUDGET

ACTUAL

From Previous Administration
Per Capita Tax, Multiple District
Per Capita Tax, District
Other

Total Revenue Available

EXPENDITURES

Per Capita Tax, Multiple District
Merchandise Purchased
Awards and Trophies
Printing and Office Supplies
D.G. Cabinet Meeting Expense
CST Cabinet Meeting Expense
CST Multiple District Meeting Expense
Gifts to Speakers
Committee Expense
Other

Total Expenditures

Balance at the end of the year

Available for succeeding Administration

Name of Bank (Checking Account) _____

FORM MD FP-5

MULTIPLE DISTRICT REVIEW STATEMENT

Date _____, **20**____

To the Lions of Multiple District 21:

We have examined the books and records of Multiple District 21.

Our examination was made in accordance with generally accepted financial review standards and accordingly included such tests of the accounting records as checking expenditures against Articles VII, VIII, IX, X, and XI of the Multiple District Constitution and such other financial review procedures based on good business practices and the principles of Lionism. In our opinion, the records of the Multiple District 21 accurately reflect the financial position of the Multiple District 21 as of _____, 20____

Finance & Planning Committee Chairperson 21-A

Finance & Planning Committee Chairperson 21-B

Finance & Planning Committee Chairperson 21-C

Note: In the event that the Finance and Planning Committee cannot sign the above statement, they must make a full documented report to the succeeding Multiple District Council.

FORM MD FP-6

MULTIPLE DISTRICT COMMITTEES FINANCIAL REVIEW STATEMENT

Date _____, **20**____

To the Lions of Multiple District 21 (or District 21-(A, B, or C):

This statement should include the following:

- a. Revenue received.
- b. Revenue due and from whom.
- c. Expenses paid.
- d. Expenses due and to whom.
- e. Who is responsible for collecting any monies due the Multiple District/District?
- f. A statement as to any discrepancy noted and any additional comments by the Finance and Planning Committee.

Finance & Planning Committee Chairperson 21-A

Finance & Planning Committee Chairperson 21-B

Finance & Planning Committee Chairperson 21-C

FORM MD FP-7

MULTIPLE DISTRICT PROJECT FINANCIAL REVIEW STATEMENT

Date _____, **20**____

To: The Multiple District Council

From: _____

We have reviewed the outside Financial Review of the Multiple District Project

_____ dated _____, 19 ____.

Statement of opinion:

_____:

_____:

_____:

_____:

_____:

Note: Include a statement of opinion as to whether or not the project should continue to operate under the Lions of the Multiple District.

Sincerely,

_____, 20 ____
Finance & Planning Committee Chairperson 21-A

_____, 20 ____
Finance & Planning Committee Chairperson 21-B

_____, 20 ____
Finance & Planning Committee Chairperson 21-C

Note: As a general rule, each committee person should date his/her signature, which may be different from the date the report was prepared.

FORM MD PUB-1

TO ALL CLUB PRESIDENTS & SECRETARIES OF MULTIPLE DISTRICT 21

The following information is requested and needed for the multiple district directory. Please return this completed form and other information needed as soon as possible.

CLUB NAME _____ DATE CHARTERED _____

MEETING PLACE _____ DAY _____ TIME _____

LOCATION (ADDRESS) _____

PRESIDENT _____ SPOUSE _____

ADDRESS _____ APART/BOX _____

CITY _____ STATE ____ ZIP _____

EMAIL ADDRESS _____

PHONE (H) (____) ____ - ____ (W) (____) ____ - ____ FAX (____) ____ - ____

SECRETARY _____ SPOUSE _____

ADDRESS _____ APART/BOX _____

CITY _____ STATE ____ ZIP _____

PHONE (H) (____) ____ - ____ (W) (____) ____ - ____ FAX (____) ____ - ____

EMAIL ADDRESS _____

NOTICE: If you have a Past District Governor or a Past International Officer or Director in your Club, regardless of where they served, PLEASE include their Name, address, phone number, spouse, the year(s) they served and where they served.

If your club sponsors a Lioness Club and/or a Leo Club, the following information is required:

For Lioness Club - the same information as for a Lions Club.

For Leo Club - the same information as for a Lions Club, including the name, address, phone number and spouse of the Leo Advisor.

Mail this information to the Vice District Governor as soon as it is available and not later than MAY FIRST each year.

FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN THE POSSIBILITY OF YOUR CLUB BEING OMITTED FROM THE DIRECTORY.

PLEASE SEND CURRENT ROSTERS OF YOUR CLUB, LIONESSE CLUB IF ANY TO THE VICE DISTRICT GOVERNOR BY APRIL 1ST.