



## **The International Association of Lions Clubs**



## **BOARD POLICY MANUAL**

### **MULTIPLE DISTRICT 24 LIONS OF VIRGINIA**

*Fiscal Year 2023-2024*

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## Chapter I – APPLICABILITY AND REVIEW

**Section 1. APPLICABILITY.** This Board Policy Manual is applicable to all Lions Districts, Clubs, and Lions within Multiple District 24. This manual serves as a complement to the Lions International Board Policy Manual and enhances or amplifies sections contained within.

**Section 2. REVIEW.** This manual will be reviewed each year by the District Governors at the first Council of Governor's (COG) meeting after 1 July of the year in which they will serve as District Governor.

Changes, modifications, and updates to this Board Policy Manual require 2/3 vote of the voting members of the Council of Governors. Changes must be distributed to all Districts and Lions Clubs within MD24 within 30 days of changes being approved.

Distribution of changes will be electronically by email, to District Secretaries, and posting on MD24 and sub-district (L,C,I) websites.

## Chapter II - PURPOSE AND SUPREMACY

**Section 1. PURPOSE.** This Board Policy Manual provides the foundation for implementing effective governance of the State Organization. This board policy manual is the mechanism by which the Council of Governors (COG)

The Policy Governance system of authority provides the COG with a set of tools that enable it to govern effectively and efficiently. As is true of any tool used by craftsperson or artist, it must be kept sharp and ready for use. So too, must the COG keep its policy manual current, coherent and comprehensive. Regular review, accurate record of changes, and timely updates will keep this essential tool fully ready for use at all times.

**Section 2. SUPREMACY.** This MD24 Board Policy is presented to amplify and enhance the Lions International Board Policy Manual. Where a conflict exists between the Lions International Board Policy Manual and the Multiple District 24 (MD24) Board Policy Manual, the policies of Lions International shall take precedence.

## Chapter III - COUNCIL OF GOVERNORS

**Section 1. POWERS.** Subject to the provisions of the Constitution and the By-Laws, and the Board Policy of the International Board of Directors, each Council of Governors shall supervise the administration of all multiple district affairs, and may choose such officers, hold such meetings, administer such funds, authorize such expenditures and exercise such other administrative powers as are provided in its respective multiple district constitution.

**Section 2. RESPONSIBILITIES.** As noted in the Article VI of the Standard Form Multiple District Constitution:

(a) Have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the multiple district and multiple district convention;

(b) Have management and control over the property, business and funds of the multiple district; DA-YCOG

(c) Have jurisdiction, control and supervision over all phases of the multiple district convention and all other meetings of the multiple district;

(d) Have original jurisdiction, when authorized under policy of the International board of directors and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any sub-district or districts, and Lions club, or any member of a Lions club, in the multiple district. All such rulings of the Council of Governors shall be subject to review and decision by the International Board of Directors;

(e) Have control and management of all budgetary matters of the multiple district and committees of the multiple district and multiple district convention. No obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

**Section 3. ADDITIONAL RESPONSIBILITIES.** As noted in article III of the Standard Form Multiple District By-Laws: The Council of Governors shall:

(a) Make all contracts and approve all bills relating to multiple district convention administrative expenses.

(b) Designate a depository for multiple district funds.

(c) Determine the amount of surety bond for the council secretary-treasurer, and approve the surety company issuing said bond.

(d) Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council secretary-treasurer.

## Chapter IV - STATE SECRETARY / TREASURER

**Section 1. OFFICE OF STATE SECRETARY / TREASURER.** The position of State Secretary / Treasurer is, per the Multiple District (MD) 24 Constitution and By Laws, Article IV, Section 2, “either full-time or part-time... employee of the Lions of Virginia whose salary will be paid by the State Organization from the State Administration Account”. In this position the State Secretary / Treasurer shall be responsible for maintaining the operations of the Lions of Virginia (LoVA) State Office. In this capacity, the State Secretary / Treasurer fulfills the responsibilities of the State Secretary, the State Treasurer, as well as serving in a support and advisory capacity for the LoVA Council of Governors (COG).

**Section 2. VOLUNTEER ACTIVITIES.** As this is a paid position, volunteer activities should not be conducted on official / paid time.

**Section 3. MULTIPLE DISTRICT 24 STATE SECRETARY TREASURER.** In this position the State Secretary / Treasurer shall be responsible for maintaining the operations of the Lions of Virginia (LoVA)

State Office. In this capacity, the State Secretary / Treasurer fulfills the responsibilities of the State Secretary, the State Treasurer, as well as serving in a support and advisory capacity for the LoVA Council of Governors (COG).

Specific responsibilities include:

#### **STATE OFFICE OPERATIONS:**

- Answer / respond to all correspondence (telephonic and electronic) in a professional manner
- Demonstrate appropriate handling of all calls or emails coming in to the state office. This will entail forwarding information to appropriate clubs, district cabinet, any other relevant persons/offices or providing callers with the appropriate phone numbers or email addresses for the needed resource. This relay of information will occur within a timely manner of receipt of the call/email.
- Relay all vital information received by the SS/T to the COG immediately. All return correspondence, if by email, will cc the COG.
- Transfers, forwards, or sends correspondence to intended recipients
- Maintain all MD24 capital equipment in an operational state
- Develops and maintains financial, administrative, and COG information books to ensure continuity of operations.
- Maintains historical records of financial, administrative, and COG activities.
- Maintains MD24 Board Policies.
- Keep accurate books and records of accounts and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose.

#### **MULTIPLE DISTRICT SECRETARY:**

- Assist each District Governor, as requested, with special projects by providing needed information from the state office and assisting with ordering name badges, pins, awards, etc., as requested.
- Maintains Lions of Virginia history and keeps files at the state office. Minutes of Council of Governors meetings and conventions.
- Assists District Governors with year-end awards such as State Achievement, 100% Secretary and 100% Treasurer.
- Assists the MD24 State Convention committee by provide needed documents, supplies, school certificates and protocol guidance for the banquets (as approved by the COG).
- Coordinate with the State Convention Chair for updates to the COG on the program for the upcoming convention beginning six months prior to the upcoming convention.
- Attends meetings as required by the COG
- Serves as support staff for any Multiple District 24 provided training as directed by the Council of Governors.
- Coordinate Fall Conference dates with District Governors.
- Maintain the official MD24 Constitution & By-Laws and make this document available electronically upon the request of any person or organization, Lion or non-Lion.
- Perform other duties as assigned by the COG

## **MULTIPLE DISTRICT TREASURER:**

- The State Treasurer will receive funds and maintain accurate financial records for all accounts.
- Provide, to the Council of Governors, affirmation that accounting software used to manage the MD24 financial accounts is maintained and updateable by the developing software company.
- Provide a copy of the financial statements to COG within 14 business days of the end of the quarter.
- Provide periodic updates to financial status as requested by the COG.
- Perform monthly reconciliations of accounts.
- Carefully review all expense reports submitted to the state office.
- Ensure completed, approved expense reports are reimbursed by the state office within five (5) business days of receipt to the state office.
- Provide all pertinent, required documents to the accounting firm performing the annual financial review/audit
- Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors
- Keep an accurate record of the proceedings of the Annual State Convention, making a copy of same a part of the State records.
- Assist the MD24 investment committee and execute COG investment direction.
- Coordinate with applicable elements to provide an annual update on investments at the January COG meeting.
- Prepare monthly payroll. Payroll is processed by direct deposit.
- File State withholding tax, FICA and Federal withholding tax and any other required tax forms.
- Receive and give proper receipts for all dues and taxes required to be paid over to him/her by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by checks drawn against said deposits signed by himself/herself and countersigned by the council chairperson or other duly authorized council member. The per capita annual taxes levied on Lion members will be distributed / coded with appropriate amounts per the MD24 Constitution and By Laws, into the five categories which are:
  - Administration of all districts (District Administration Account Book)
  - Maintain and administration office of State Secretary / Treasurer (State Administration Account Book)
  - Paying expenses of committee general chair travel (if required by GOC)
  - International Convention fund
  - State Convention fund
- Per the MD24 C&BL, Article VIII, Section 3 “shall give surety bond in such amount as may be determined by the Council of Governors.”
- Receive funds and maintain accurate financial records for all accounts.
- Assure complete transparency in all activities and promotes financial responsibility in all aspects of Lions treasury.
- Assist the MD24 Budget Committee General Chair with annual State Administration Budget.
- Perform other duties as assigned by the COG.

## **COUNCIL OF GOVERNORS ADVISOR:**

- Assist the Council of Governors in conducting the business of the multiple district, and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the Council of Governors
- Receive, at least seven (7) days prior to a COG meeting, any proposed agenda items or other pertinent information for preparation of COG agenda.
- Prepare agendas and meeting packages for all Council meetings after getting final approval of the agenda by the Council Chair (CC).
- Submit final draft of the agenda and meeting packages to the COG and CC no later than three (3) days prior to the COG meeting.
- Provide a full meeting package to all attending COG meetings, including copies of all reports for action.
  - Note: Some materials may be provided to District Governors and Council Chair only.
- Keep an accurate record of proceedings of all meetings of the Council and shall, within ten (10) days after each meeting, forward copies of minutes to all members of the Council and to the office of Lions International. The State Secretary / Treasurer shall also make these documents available, excluding Executive Sessions, electronically upon the request of any Lion of Virginia member in good standing.
- Transcribe and distribute State Convention General Sessions minutes to the Minutes approval committee within thirty (30) business days from end of state convention.
- Act as the corresponding officer for the COG including correspondence to MD24 committee members, Lions International, COG, Past District Governors, MD24 Lions and Vendors.
- Receive approval by the COG of all vital correspondence between the COG and LOV or LCI prior to transmission.
- Ensure any critical, controversial, or important correspondence bears the names and signatures of the Council of Governors and the Council Chair unless deemed unnecessary by the COG.
- Ensure any correspondence related to endorsement of a candidate for an International Office should bear the names and signatures of the Council of Governors and the Council Chair.
- Coordinates State functions as requested by the COG.
  - Work with COG to determine the date and locations of the COG's meetings.
- Send Council Chair applications to all eligible candidates prior to December 1 with a deadline to return to the SS/T by January 31 of each year. All applications will be sent to the First Vice District Governors for consideration the first week of February.
- Assist the preparation for the International Convention, coordinating parade uniform orders, Delegation event tickets and other events.
- Assist International officer candidates with campaign. Transport parade paraphernalia to convention and parade site.
- Provide support and assistance to all MD24 committees.

**Section 4. SUPPLEMENTAL POSITION INFORMATION.** State Secretary/Treasurer expenses for Conferences, Conventions, and Events where attendance by the State Secretary / Treasurer is deemed necessary by the COG and for official duties will be covered by the State Administration Account. The State SS/T may not be a delegate at the State Convention, but may be appointed a delegate at any International Convention.

- (a) **FULL TIME POSITION.** If the MD24 Secretary / Treasurer position is filled as a full-time position the following applies:
- Three (3) weeks' vacation per year, of which one (1) week may be carried over to the next year, not to accumulate more than five weeks (5).
  - Ten (10) days of paid sick leave with unused days allowed to be carried over to the next year, but at no time can the number of sick days exceed 20 days of paid sick leave per year.
  - Observed holidays, in addition to vacation days, shall include:
    - New Year's Day
    - Memorial Day
    - Independence Day
    - Labor Day
    - Thanksgiving Day
    - Day Following Thanksgiving Day
    - Christmas Day
    - New Year's Eve
    - Good Friday
    - Christmas Eve
- (b) **PART TIME POSITION.** If the MD24 Secretary / Treasurer position is filled as a part-time position the following applies:
- Two (1) week vacation per year, of which one (1) week may be carried over to the next year, not to accumulate more than five weeks (5).
  - Ten (5) days of paid sick leave with unused days allowed to be carried over to the next year, but at no time can the number of sick days exceed 20 days of paid sick leave per year.
  - Observed holidays, in addition to vacation days, shall include:
    - New Year's Day
    - Memorial Day
    - Independence Day
    - Labor Day
    - Thanksgiving Day
    - Day Following Thanksgiving Day
    - Christmas Day
    - New Year's Eve
    - Good Friday
    - Christmas Eve

## Chapter V - CODE OF ETHICS

**Section 1. RESPONSIBILITIES.** Our responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Ethical conduct demands an ongoing vigilance to maintain these standards of honest and ethical conduct. We must always guide against impropriety or the appearance of impropriety. In all matters, transparency is recommended.

In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of the appropriate club, district or multiple district leadership. Ethical or legal concerns may also be brought to the

attention of the International Board of Directors, the Executive Officers, or the Administrative Officers of the association.

## Section 2. GUIDELINES.

**(a) Commitment to SERVICE** We are responsive to the needs of Lions. We seek to understand their priorities, values and needs, and to empower their service. We are committed to our shared goal of community and humanitarian service.

**(b) Dedication to EXCELLENCE** We are passionate about the causes Lions serve and the quality of our work. We go beyond what is expected, striving for excellence and continuous improvement in all we do.

**(c) Appreciation for DIVERSITY** We create and foster a spirit of understanding among the people of the world, knowing that diversity is our strength. We appreciate individual and cultural differences, and we embrace the experiences and talents of others because together we are more.

**(d) Dynamic COLLABORATION** We work as a team to improve the quality and relevance of our programs and initiatives. We welcome and encourage the participation of Lions, partners and colleagues, solving problems and meeting challenges together.

**(e) Personal and Professional INTEGRITY** We promote and live by the principles of good citizenship. We are dependable, honest and trustworthy professionals who are accountable for our actions and their results.

**(f) Spirit of INNOVATION** We evolve to meet the changing needs of those we serve, embracing an environment of growth and creativity. We rigorously test and optimize new ideas, and encourage the adoption of best practices globally.

## Chapter VI – CONSTITUTION AND BYLAWS

**Section 1. STANDARD FORM SINGLE AND SUB DISTRICT CONSTITUTION AND BYLAWS.** The Council of Governors shall and hereby does adopt the Standard Form Constitution and By-Laws as a recommended structure and form for single and sub-districts, as amended from time to time by LCI, shall be and hereby is deemed to be the duly adopted constitution and by-laws of each and every single and sub-district which shall fail to adopt a constitution and by-laws of its own. Items so identified in yellow are mandatory provisions to the Standard Form District Constitution and By-Laws that shall not be amended except as noted.

**Section 2. STANDARD FORM CLUB CONSTITUTION AND BYLAWS.** The Council of Governors shall and hereby does adopt the Standard Form Club Constitution and By-Laws as the recommended form for all Lions clubs and decrees that the same, as amended from time to time by LCI, shall be and hereby is deemed to be the duly adopted constitution and by-laws of each and every Lions club which shall fail to adopt a constitution and by-laws of its own.

**Section 3. STANDARD FORM MULTIPLE DISTRICT CONSTITUTION AND BYLAWS.** The Council of Governors acknowledges and recognizes the Standard Form Multiple District Constitution and By-Laws as the recommended structure, form, and outline for all multiple districts to serve as the basis for multiple

district guidance with the acknowledgement there are unique articles, provisions, requirements, language, and guidelines necessary to operate the multiple district in an efficient and proper manner. This standard form multiple district constitution and bylaws, thereby, serves as the basis for each multiple district to identify and document unique traits, actions, efforts, and operating guidelines as they deem fit.

**Section 4. SUPREMACY OF STANDARD FORMS.** The Council of Governors shall and hereby does declare as policy that with respect to any matter of district (single, sub or multiple) operation which is not covered by the constitution and by-laws of the respective district (single, sub or multiple) and is covered by the Standard Form (single or multiple district) constitution and by-laws, that the provisions of the latter shall govern and control. The Council of Governors shall and hereby does declare as policy that with respect to any matter of club operations which is consistent with the International Constitution and ByLaws and is not covered by the constitution and by-laws of the respective club and is covered by the Standard Form Lions Club Constitution and By-Laws that the provisions of the latter shall govern and control.

## Chapter VII – STATE CONVENTION

**Section 1. STATE CONVENTION FINANCIAL REQUIREMENTS.** Each annual State Convention should be revenue neutral and should not incur costs above the revenue received via the registration process

**Section 2. STATE CONVENTION EXPENSES.** Convention expenses shall include such expenses as: postage, official reporting requirements to Lions International and Council of Governors (current and incoming) and as requested by individual Lions Clubs, and required credentialing documents, Convention programs, ballots, delegates and alternates registration cards, badges, convention hall, breakout / committee rooms, liability insurance if not indemnified by Lions International, decorations, and such other expenses deemed appropriate by the Council of Governors.

**Section 3. HOST CLUB.** In the event a host club is identified to plan and hold an annual state convention it shall be the duty of the State Convention Chairman to refamiliarize the identified Host Club on their responsibilities and liabilities in connection with the holding of the Annual State Convention. Potential host clubs are required to provide written acknowledgement of the responsibilities and potential liabilities prior to submitting the bid to host an annual state convention.

**(a) COG REPRESENTATIVE.** The State Convention Committee shall be the representative for the Council of Governors. The Host Club Committee shall receive their instructions from the State Convention Committee for the planning and holding of the Annual State Convention. It shall be the duty of the State Convention Committee to interpret for and to coordinate with the Host Club Committee the implementation of the plans and desires of the Council of Governors for the conduct of the Annual State Convention.

### **(b) FINANCIAL REQUIREMENTS, GUIDELINES, AND LIMITATIONS.**

- a. **FINANCIAL PLANNING PROJECTIONS.** The host club must present a detailed financial projection to include revenue, costs, requested advance funds, and dates when anticipated revenue will arrive.
- b. **STATE CONVENTION FUND ADVANCE.** Advances, if approved by the Council of Governors, may be in such amounts and at such times as the State Convention Committee recommends, subject to the approval of the Council of Governors.

- c. ***DETAILED FINANCIAL STATEMENT.*** The Host Club of each Annual State Convention shall submit a detailed financial statement to the Council of Governors within thirty (30) days following adjournment of the Annual State Convention. This detailed financial statement shall be presented to the State Convention Chairman for the following Annual State Convention.
- d. ***FINANCIAL REVIEW.*** The Council of Governors shall provide for a financial review of the Host Club as it pertains to the State Convention. This review is to be made within forty-five (45) days following adjournment of the Annual State Convention. This financial review should be conducted by a team of three Lions appointed by the Council of Governors. No member of the Host Club or Council of Governors shall serve on the financial review team. The financial review report shall be presented to the Council of Governors immediately upon completion and included as an addendum to the State Convention minutes.
- e. ***FINANCIAL LOSS.*** After completion of the financial review, if the Club acting as Host to the Convention finds and establishes to the satisfaction of the Council of Governors that said Club has sustained a financial loss or deficit in the proper conduct of the State Convention and in accordance with the Host Club Financial Planning Projection, the Council of Governors may, in the exercise of its discretion, reimburse such Club or clubs for such loss or deficit out of the State Convention Fund, to such extent and in such amount as may be determined and fixed by said Council of Governors. In no event, however, shall the Host club receive from the State Convention Fund any amount in excess of the total of said fund as of June 30th following the close of the Annual State Convention.
- f. ***STATE CONVENTION FUND ACCUMULATED BALANCE.*** Any balance accumulated in the State Convention fund from year to year shall be maintained in a separate account and used only to defray expenses incurred in the conduct of the Annual State Convention and is not transferable to any other fund or account, except as provided for in subsection (f) following.

## Chapter VIII – FINANCE

**Section 1. FINANCIAL ACCOUNTING.** Specifics related to financial accounting, per capita annual tax assessment and allocation, and financial requirements are identified in the MD24 Constitution and By Laws, Article IX.

**Section 2. MISCELLANEOUS.** Items that relate to financial accounting and bookkeeping are included here.

- (a) The books of the State Organization shall be kept on the accrual method of accounting.

(b) The books of the State Secretary/Treasurer shall be reviewed annually with a complete audit every third year beginning August 2013 by a Certified Public Accountant or Certified Public Accounting Firm completely independent of the State Organization of Lions Clubs and its members, or by a Lion or Lions who are accountants who will provide this service with or without compensation; provided however, that no member of the Council of Governors shall, during his term of office or at any future time, serve as an auditor / reviewer of the records of the State Secretary/Treasurer pertaining to said member's term of office on the Council of Governors. The review / audit referred to herein shall be made during August of each year, and an electronic copy thereof shall be available upon request for review by any Club or Lion in the Multiple District.

## Chapter IX - TECHNOLOGY

**Section 1. ELECTRONIC MEETINGS.** Teleconference (VOIP), videoconference (ZOOM / MS Teams, etc.), Web, email, etc. are permitted sources of communication. All participants must have access to the necessary equipment for participation in the e-meeting.

(a) **PARTICIPATION.** All participants must be able to simultaneously hear and/or see in order to participate during the e-meeting. A member participating in an e-meeting by this means is deemed to be present in person at the e-meeting.

(b) **EMERGENCY / SAME-DAY MEETINGS.** For emergency or same day- meetings, a minimum of two hours-notice shall be provided to all participants (via e-mail, fax, or telephone) by the State Secretary, Chairperson of the Council of Governors, District Governor, or Committee Chairperson. Notice shall include the agenda and any supporting documentation for business to be conducted at the e-meeting.

(c) **QUORUM.** A majority of the Council of Governors, District Cabinet, or Committee shall constitute a quorum for an e-meeting and, once established, shall be assumed present until the e-meeting is adjourned. Members are deemed present when they respond to the roll call.

(d) **MEETING ORDER.** The presiding officer or Committee Chairperson shall announce each agenda item in order. Each member shall be called upon (by predetermined order) to speak. The member may speak in debate, offer a motion, or pass. After each member has had an opportunity to speak for the first time, the presiding officer or Committee Chairperson shall call upon each member to speak further in debate, offer a motion, or pass. By unanimous consent, a third opportunity to speak may be offered. All votes on a motion shall be by roll call.

(e) **MINUTES.** Board procedures for minutes shall be the same for e-meetings as for face-to-face meetings. Committees should designate a member to prepare a memorandum of each e-meeting.

**Section 2. ELECTRONIC CORRESPONDENCE.** Where possible, electronic means of correspondence is recommended. Timely transmission, record of communications, historical documentation, and the ability to respond, when possible, makes electronic correspondence favorable.

**Section 3. BUSINESS CONTINUITY.** The reliability, resilience, and continued viability of Multiple District 24 is crucial to the organizations, districts, and clubs of the Lions of Virginia.

**(a) FINANCIAL ACCOUNTING SOFTWARE.** Software used for accounting will be maintained and updateable by the developing software company. No software will be used that is beyond end-of-life and can not be updated. The inability to be updated, for security vulnerabilities, places great risk on the Multiple District. Proposed accounting software, to include complete upgrade costs, must be presented to the Council of Governors at a Council of Governors meeting.

**(b) DATE RESILIENCY.** The State Office will maintain a data storage capability with adequate storage for COG, financial, and administrative documents. The data storage capability will be at the RAID level sufficient to ensure complete recovery and timely data restoration.

**(c) RISK MANAGEMENT.** The Council of Governors shall review and approve the risk management plan to ensure the continued viability and operability of the Multiple District and the Multiple District State Office. Risk Management planning and implementation shall include, above the data resiliency, these elements:

- i. **PERSONNEL CONTINUITY** – The State Secretary Treasurer presents a single point of failure for the state office and, as such, provides the most pressing element of business continuity and risk management. The Council of Governors may recruit Lion volunteers to develop familiarization with select parts to the State Secretary Treasurer position. Having some organizational familiarization with State Office operations will reduce the impact of a catastrophic incident.
- ii. **OPERATIONAL CONTINUITY** – The State Secretary Treasurer shall create, update, and maintain a continuity book containing critical elements such as financial institutions, information systems, account numbers, user IDs, passwords, etc. The continuity book shall be held in the State Office with an electronic copy held offsite with the location and access information provided to the Council of Governors.

**Section 4. OFFICE SUITE SOFTWARE.** All correspondence will utilize the Microsoft Office suite of applications. Where editing is not required or desired, documents will be saved in .pdf format.

## CHAPTER X – MULTIPLE DISTRICT COMMITTEES

**Section 1. RECOMMENDED COMMITTEES.** While the Council of Governors may create and appoint such other committees and positions as it deems necessary and appropriate for efficient operation of the multiple district, there are a number of committees recommended by Lions International.

- (a) **MULTIPLE DISTRICT PROTOCOL CHAIRPERSON.** The Council of Governors shall appoint annually a protocol chairperson for the multiple district. Under the supervision and direction of the Council of Governors, the protocol chairperson shall:
  - (1) At all events attended by visiting dignitaries, provide seating charts in keeping with the association's official protocol; insure that spoken introductions are based on the same and ensure that dress requirements are clear for all events.
  - (2) Arrange for proper airport (or other arrival) greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to insure its suitability, and provide appropriate amenities (flowers, fruit, etc).

- (3) Arrange for the proper escort of visitors to each function on the schedule.
  - (4) Arrange courtesy calls on local government leaders (or regional and/or national leaders if the location suggests this as a possibility), as the visitor's schedule permits.
  - (5) Coordinate public relations media exposure such as television, radio and print media, as necessary.
  - (6) Coordinate departure from hotel, and transportation to airport (or other departure venue).
- (b) **MULTIPLE DISTRICT GLOBAL ACTION TEAM.** Chaired by the council chairperson and includes the GMT multiple district coordinator, GST multiple district coordinator and GLT multiple district coordinator. Develops and initiates a coordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within the multiple district. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with area leaders and members of district Global Action Teams to share best practices, achievements and meet challenges.
- (c) **GLOBAL SERVICE TEAM (GST) MULTIPLE DISTRICT COORDINATOR.** The GST multiple district coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:
- (1) Develop and execute an annual multiple district action plan and monitor progress toward goals. Support districts and offers motivation to reach district goals.
  - (2) Collaborate with GMT and GLT multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth, and expanding humanitarian service.
  - (3) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
  - (4) Collaborate with GMT and GLT to provide retention strategies to districts.
  - (5) Communicate regularly with GST district coordinators to inform them of LCI and LCIF programs, partnerships and grants.
  - (6) Serve as a resource and content expert for regional best practices in service project implementation for LCI initiatives.
  - (7) Encourage GST district coordinators to promote service projects that attract multiple generational participants, including the integration and leadership development of LEOs.
  - (8) Increase LCIF coordinator collaboration at the multiple district and district level to maximize LCIF resources and fundraising.
  - (9) In coordination with the LCIF multiple district coordinator, monitor LCIF Grants given to the multiple district.
  - (10) Act as the advocacy champion for the multiple district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships" and re-lettering the remaining items.
- (d) **GLOBAL MEMBERSHIP TEAM (GMT) MULTIPLE DISTRICT COORDINATOR.** The GMT multiple district coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:
- (1) Collaborate with the GLT and GST multiple district coordinators and the Global Action Team Multiple District Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
  - (2) Develop and execute an annual multiple district membership development plan.
  - (3) Communicate regularly with the GMT district coordinators to ensure that they are aware of available membership programs and resources.
  - (4) Monitor each district's progress towards membership goals. Offer motivation and support to help district reach their goals.

- (5) Encourage GMT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- (6) Respond quickly to prospective member leads provided by LCI, track recruitment and provide status report of the lead.
- (7) Complete requirements and submit applications to receive multiple district funding from LCI for membership development activities.
- (8) Provide retention strategies to districts in collaboration with GLT and GST multiple district coordinators.
- (9) Motivate districts to charter specialty clubs.

(e) **GLOBAL LEADERSHIP TEAM (GLT) MULTIPLE DISTRICT COORDINATOR.** The GLT multiple district coordinator is a member of the Multiple District Global Action Team. His/her responsibilities include:

- (1) Collaborate with your GMT and GST multiple district coordinators and Global Action Team Chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (2) Develop and execute an annual multiple district leadership development plan.
- (3) Communicate regularly with GLT district coordinators to ensure they are aware of leadership development programs and resources available.
- (4) Provide ongoing motivation to and monitors progress of GLT district coordinators, zone chairpersons and club leadership to achieve leadership development goals.
- (5) Encourages GLT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- (6) Promote leadership development opportunities that encourages participation all levels of the association.
- (7) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (8) Collaborate with GMT and GST multiple district coordinators to provide retention strategies to districts.
- (9) Include diverse populations to participate in Global Action Team initiatives.
- (10) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (11) Complete requirements and submits applications to receive multiple district funding from LCI for leadership development activities.

(f) **LCIF MULTIPLE DISTRICT COORDINATOR.** The LCIF Multiple District Coordinator is appointed by the LCIF chairperson and LCI president to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF chairperson and LCIF Board of Trustees. His/her responsibilities include:

- (1) Identify, recruit and train a Lion in each district to serve a three-year term as the LCIF district coordinators.
- (2) Be familiar with LCIF initiatives and educate Lions within the multiple district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- (3) Promote foundation initiatives in multiple district publications, during district and multiple district events and to the public at large.
- (4) Ensure that LCIF-funded projects within the multiple district receive proper promotion and follow grant-criteria guidelines.
- (5) Encourage all Lions within the multiple district to contribute to LCIF and promote recognition programs as incentives to donate to LCIF.
- (6) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.

- (7) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (8) Report progress quarterly to the area LCIF Trustee.

## Chapter XI – STATE ACHIEVEMENT AWARD

**Section 1. AWARD PRESENTATION.** A State Achievement Award shall be awarded annually to each Lions Club in the State Organization, which meets the requirements set forth in the Requirements and Point Evaluation established by the Council of Governors. In each District, the Clubs earning the State Achievement Award shall be determined by the District Governor subject to final review and approval by the Council of Governors, and such awards shall be presented before or at the Fall Conference for each District next following the close of the fiscal year. The Achievement Award shall be in the form of an appropriate certificate and streamer, patch, or similar device suitable for attachment to the Club banner.

**Section 2. CRITERIA.** The criteria for the State Achievement Award can be found on the Multiple District 24 e-district website under State and International Forms and Publications.

## Chapter XII – AMENDING

**Section 1. AMENDMENT.** Even though COG can amend any policy at any time, it must maintain the discipline of a structured annual review. By doing this, the board's policies stay current with its values and the organization's circumstances. Amending guidelines:

- The COG can only amend the board policy manual at an official COG meeting.
- If the COG amends the board policy manual in any way, amendments must be documented in the COG meeting minutes.
- If the amendment is minor, adding or deleting a phrase, the motion should include the full version of the amended policy statement.
- If the COG has decided to add or replace a large part of a policy, or add a new policy, the motion should identify the name and number of the policy, the nature of the change, and that the revised (or new) policy is attached as an appendix to the minutes. The appendix then becomes part of the COG's official record.
- If after reviewing a policy, the board decides no change is needed – no motion is needed. The board's minutes can record that it reviewed the policy and agreed no change was needed. If the board is not making a change, it does not require a motion to maintain the status quo.
- Incorporate any changes into the full manual as soon as practicable so that the board has ready access to the current version of its policies.
- Changes, amendments, or updates to MD24 Board Policy Manual must be posted on the Multiple District webpage within 15 days, and notification, either written or electronic, must be sent to each club secretary.

APPENDIX 1 – PERFORMANCE ASSESSMENT FORM

Lions of Virginia (LoVA), Multiple District 24 Performance Assessment

Name		Position				
Date of Assessment		Assessment Period Dates				
Date of Previous Assessment		Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)
<b>General Office Operations</b>						
Perform all functions in a professional and courteous manner.						
Knows and understands the nature and details of their job and its relationship and dependence on other positions.						
Demonstrate appropriate handling of all calls or emails coming in to the state office.						
Maintains all MD24 capital equipment in an operational state.						
Maintains financial, administrative, and COG information books to ensure continuity of operations.						
Serve as corresponding officer for the COG. Keep COG members fully informed on official correspondence.						
Maintains historical records of financial, administrative, and COG activities.						
Maintains MD24 Board Policies						
<b>Multiple District 24 State Secretary</b>						
Prepare agendas and meeting packages for all Council meetings, submit for approval. After getting final approval of the agenda by the Council Chair (CC), distribute meetings packages to attendees (as directed).						
Record minutes of all Council meetings, distribute for approval within ten (10) business days.						
Maintains Lions of Virginia history and keeps files at the state office. Minutes of Council of Governors meetings and conventions.						
Answer / respond to all correspondence (telephonic and electronic) in a professional manner.						
Assists District Governors with year-end awards						

Assist each District Governor, as requested, with special projects by providing needed information from the state office.					
Transcribe and distribute State Convention General Sessions minutes to the Minutes approval committee within thirty (30) business days from end of state convention.					
<b>Multiple District 24 State Treasurer</b>					
Receive funds (MD dues, grants, donations) and maintain accurate financial records for all accounts.					
Provide a copy of the financial statements to COG within 14 business days of the end of the quarter.					
Perform monthly reconciliations of accounts.					
Review, complete, approve and send reimbursement of expense reports (in accordance with LCI and Rules of Audit) within five (5) business days of receipt by the state office.					
Coordinate with reviewers, auditors, and investment committee as required to ensure financial records are accurate and in accordance with generally accepted accounting principles.					
Prepare and process payroll, withholding, taxes, FICA, and other regulatory required employee related documents as required					
Receive state per capita taxes from clubs and delegates and distribute / code appropriate amount, in accordance with the MD24 Constitution and By Laws, to the appropriate accounts.					
Assure complete transparency in all activities and promotes financial responsibility in all aspects of Lions treasury.					
<b>Council of Governors (COG) Advisor</b>					
Advise COG on matters such as historical perspective, clarification on a Constitutional item, and reference to previous COG meeting minutes.					
Prepare agendas and meeting packages for all Council meetings.					
Provide a full Cog meeting package, as directed, including copies of all reports for action.					

Transcribe and distribute, to the COG, minutes from the COG meetings for approval within ten (10) business days following the COG meeting					
Transcribe and distribute State Convention General Sessions minutes to the Minutes approval committee within thirty (30) business days from end of state convention.					
Send Council Chair applications to all eligible candidates prior to December 1 with a deadline to return to the SS/T by January 31 of each year.					
Provide meeting, conference, etc. protocol, in accordance with LCI, to all conference planning elements.					
<b>General Comments</b>					
<b>Interim Scoring</b>					
<b>Total Assessment Score</b>					
<b>Previous Assessment Score</b>					
<b>Signatures</b>					
Employee Name, Date, Signature					
<b>Council Chair Name, Date, Signature</b>					
<b>District Governor 24L Name, Date, Signature</b>					
<b>District Governor 24C Name, Date, Signature</b>					
<b>District Governor 24I Name, Date, Signature</b>					

**Performance Assessment is not valid without all District Governors and Council Chairperson signatures**