



The International Association of Lions Clubs



COUNCIL OF GOVERNORS ADMINISTRATIVE POLICY MANUAL

MULTIPLE DISTRICT 24 LIONS OF VIRGINIA

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Chapter I – APPLICABILITY AND REVIEW

Section 1. APPLICABILITY. This Council of Governors (COG) Administrative Policy Manual, hereafter referred to as the “Policy Manual,” applies to all Lions Districts, Clubs, and Lions within Multiple District 24 (MD24). This manual serves as a complement to the Lions of Virginia Constitution and By-Laws and the Lions International Board Policy Manual and enhances or amplifies sections contained within.

Section 2. REVIEW. This Policy Manual will be reviewed each year by the District Governors at the Second COG meeting in the year in which they will serve as District Governor.

Changes, modifications, and updates to this COG Administrative Policy Manual require a 2/3 vote of the voting members of the Council of Governors. Changes must be made available to all Districts and Lions Clubs within MD24 within 30 days of approval. Posting of the revised Policy Manual on the MD24 website, with a notice via the appropriate District communications media, serves this requirement. Changes will be distributed electronically by email to the District Secretaries.

Chapter II - PURPOSE AND SUPREMACY

Section 1. PURPOSE. This Administrative Policy Manual provides the foundation for implementing effective governance of the State Organization. The Policy Governance system of authority provides the COG with a set of tools that enable it to govern effectively and efficiently.

Section 2. SUPREMACY. This Administrative Policy Manual 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 MD24 Administrative Policy Manual, the policies of the Board of Lions Clubs International shall take precedence.

Chapter III - COUNCIL OF GOVERNORS

Section 1. POWERS. Subject to the provisions of the MD24 Constitution, By-Laws, and the Board Policy of the International Board of Directors, each Council of Governors shall supervise the administration of all MD24 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 the MD24 Constitution, and By-Laws.

Section 2. RESPONSIBILITIES. As noted in 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 MD24 and conventions.

- (b) Have management and control over the property, business, and funds of MD24.
- (c) Have jurisdiction, control, and supervision over all phases of the MD24 convention and all other meetings of MD24.
- (d) Have original jurisdiction, when authorized under policy of the International Board of Directors and under rules of procedure prescribed by the Board, to hear and rule upon any complaint of a constitutional nature raised by any District, Lions club, or any member of a Lions club, in the MD24.

All such rulings of the Council of Governors shall be subject to review and decision by the International Board of Directors. Note: Issues concerning complaints by unsuccessful candidates must be submitted by the host club directly to Lions Clubs International IAW Chapter 25 of the Board Policy Manual.

- (e) Have control and management of all budgetary matters of the MD24, committees, and conventions of MD24. No obligation may be approved or made that will create an unbalanced budget or deficit in any fiscal year.
- (f) In addition to any legal or other collection actions available to the MD24, the Council of Governors may, at its discretion, suspend any Lions Club that is behind in its state dues for more than 60 days from all MD24 activities, including voting at the MD24 State Convention. Suspension will be automatically lifted upon payment of past dues.

Note: suspensions must be lifted 15 days before a convention to restore voting rights.

Section 3. ADDITIONAL RESPONSIBILITIES. As noted in Article III, Section 1 of the Standard Form Multiple District By-Laws: The Council of Governors shall:

- (a) Make all contracts and approve all bills relating to MD24 conventions and administrative expenses.
- (b) Designate a depository for MD24 funds.
- (c) Determine the amount of surety bond for the State Secretary/Treasurer (SS/T) and approve the surety company issuing said bond.
- (d) Receive financial reports, semi-annually or more frequently, from the (SS/T), and provide for a review or audit at the end of the fiscal year of the books and accounts.

Section 4. MEETINGS OF THE COUNCIL OF GOVERNORS.

- (a) The Council Chair shall call meetings of the Council of Governors (COG), live or virtual, when circumstances warrant. Live meetings should be scheduled at the conclusion of the State Convention, during the Fall Conference of each District, a pre-State Convention site visit, prior to the District Governor (elect) training, and at the start of the State Convention.
- (b) Notice of COG meetings and the minutes shall be posted on the Multiple District website.
- (c) When practicable, meetings of the COG should be open to Lions in good standing as observers. Due to potential space constraints **or subject matter of a sensitive nature**, requests to attend a meeting of the COG should be submitted at least one week before the MD24 Secretary.

Chapter IV - STATE SECRETARY / TREASURER

Section 1. OFFICE OF THE STATE SECRETARY / TREASURER ((SS/T). The position of the SS/T is authorized by MD24 By-Laws, Article III, Section 3. The SS/T shall perform duties outlined by and under the supervision and direction of the COG. The salary of the SS/T shall be paid by the MD24 organization from the State Administrative Account.

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

Section 3. Duties of the MULTIPLE DISTRICT 24 STATE SECRETARY / TREASURER. Duties include, but are not limited to, the following:

STATE SECRETARY

- Maintain operations of the Lions of Virginia State Office.
- Attend all COG meetings held each Lions year.
- In conjunction with the Council Chair (CC), prepare agendas and meeting packages for all Council meetings. Distribute the CC approved agenda.
 - The agenda and any other pertinent information to be presented at the meeting must be submitted to the Council Chair for approval seven (7) days before the COG meeting.
 - The final draft of the agenda and meeting packages will be submitted to the COG and CC no later than three (3) days before the COG meeting.
 - Provide a full meeting package to all members of the COG and advisors, including copies of all reports for action. Upon the direction of the Council Chair, some sensitive materials may be provided only to District Governors and the Council Chair.
- Record and transcribe all COG meetings, State Convention General Sessions, and other events as requested by the COG and maintain all records for the COG.
 - Minutes from the COG meetings will be transcribed and emailed to the COG for approval ten (10) business days following the COG meeting.
 - State Convention General Sessions will be transcribed and provided to the Minutes Approval Committee thirty (30) business days from the end of the State Convention.
- As outlined in the MD24 Constitution, Article IV, Section I, the SS/T may act as an advisor to the COG. Consultation may include historical perspective, clarification on a constitutional item, and reference to previous meeting minutes.
- Function as the correspondence officer for MD24, including correspondence to MD24 committee members, Lions Clubs, Lions Clubs International, COG, Past District Governors, MD24 Lions, associated Lions organizations and Foundations, and vendors.
 - All vital correspondence between the COG and LOVF or LCI should be reviewed by the Council Chair and approved by the COG prior to being sent.
 - Once approved, any controversial or important correspondence should bear the names and signatures of the District Governors and the Council Chair unless otherwise decided.
 - Correspondence concerning the endorsement of a candidate for an International Office should bear the names and signatures of the District Governors and the Council Chair unless otherwise decided upon by the COG.

- Coordinates State functions as directed by the COG.
 - Work with COG to determine the dates and locations of the COG's meetings, three of which will coincide with the upcoming Fall Conferences. First Vice District Governors will schedule their Fall Conferences for the year they will be District Governors, as soon as possible.
 - Fall Conference dates are typically in September, October, and November. A November meeting should be scheduled with the dates of the annual Virginia Pin Traders Club (PTCV) Pin Swap in mind. The PTCV Pin Swap has traditionally been in early November.
 - Coordinate with the State Convention Chair for updates to the COG on the program for the upcoming convention beginning six months before the upcoming MD24 convention.
 - Send Council Chair applications to all eligible candidates before December 1, with a deadline to return to the SS/T by January 31 of each year. All applications for Council Chair will be sent to the First Vice District Governors for consideration in the first week of February.
- Serves as an ex-officio member of the State Convention Committee, International Convention Committee, Budget Committee, and others assigned by the COG.
 - Assists the MD24 State Convention committee by creating the State Convention program and providing needed documents, supplies, school certificates, and protocol guidance for the banquets (as approved by the COG). Organizes Friday dinner in honor of visiting International guests.
 - Prepare for the International Convention, coordinating parade uniform orders, Delegation event tickets, and other events. Plan events to be held at the International Convention, such as the Mid-Atlantic Breakfast. Assists International officer candidates with campaign. Transport parade paraphernalia to the convention and parade site.
 - Assist the MD24 Budget Committee General Chair with the annual State Administration Budget.
- Serves as support staff for training held in MD24 for the Regional Lions Leadership Institute, DG-E training, and State Convention schools.
- 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.
- Assists District Governors with year-end awards such as State Achievement, 100% Secretary, and 100% Treasurer.
- Maintains Lions of Virginia history and keeps files at the state office. Maintain minutes of the COG meetings and MD24 conventions.
 - Appropriately handling all calls, e-mails, and correspondence coming into the state office. This will entail forwarding information to appropriate District Leaders, clubs, or other relevant people/offices. When possible, provide callers with the appropriate phone numbers or email addresses for the needed response. Respond in a timely manner to all contacts.
 - All vital information received in the state office, be it by phone, email, or written correspondence, will be relayed to the COG, along with any response, immediately.

STATE TREASURER

- As a bonded officer of the Lions of Virginia, the State Treasurer will receive funds and maintain accurate financial records for all accounts.

- A copy of the financial statements will be provided quarterly to the COG with updates as requested.
- Perform monthly reconciliations of accounts.
- Carefully review all expense reports submitted to the state office.
 - Completed, approved expense reports will be reimbursed by the state office within five (5) business days of receipt to the state office.
- Assists the accounting firm in performing the annual financial review/audit.

Note: A financial review will be conducted in two successive years. In the third year, there will be a full audit.
- Track trends of accounts and make recommendations to the COG when funds need to be transferred.
 - The Finance Committee will annually review all investments of funds to ensure that the investments are bringing in a fair return and may make recommendations for adjustments to the COG. At that time, the COG may decide to investigate new options. If funds are to be transferred, the SS/T will work with the COG and Finance Committee to execute the COG's direction.
 - Coordinate with the Financial Advisor that manages investment accounts for an annual update on the funds 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 state per capita taxes from clubs and assign the appropriate amount of dues to the five designated categories:
 - Administration of all districts
 - Maintaining and administration of the State Office
 - Paying expenses of the Council Chair
 - International Convention fund and
 - State Convention fund
 - Assists the MD24 Council Chair in preparing the proposed fiscal MD24 budgets.
 - Assures complete transparency in all activities and promotes financial responsibility.
 - Perform other duties as assigned by the COG or CC.

Section 2. 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 SS/T position is filled as a full-time position, the following applies:

- Three (3) weeks of vacation per year, of which one (1) week may be carried over to the next year, not to accumulate more than five (5) weeks.
- 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 SS/T position is filled as a part-time position, the following applies:

- Two (2) weeks of vacation per year, of which one (1) week may be carried over to the next year, not to accumulate more than five (5) weeks.
- Five (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 10 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 an understanding of the core values and Ethical Standards of Lions Clubs International. Ethical conduct demands ongoing vigilance to maintain these standards of honest and ethical conduct. We must always guard against impropriety or the appearance of impropriety. In all matters, transparency is recommended.

In many instances, ethical standards intersect with 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 MD24 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 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, partner organizations, 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 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 MULTIPLE DISTRICT CONSTITUTION AND BY-LAWS.

The COG acknowledges and recognizes the LCI Standard Form Multiple District Constitution and ByLaws as the recommended structure, form, and outline for all multiple districts to serve as the basis for multiple district guidance with the acknowledgment there are unique articles, provisions, requirements, language, and guidelines necessary to operate the multiple district of Virginia efficiently and properly.

Section 2. SUPREMACY OF STANDARD FORMS. The COG shall and hereby does declare as policy that concerning any matter of district or MD24 operation which is not covered by the constitution and BY-LAWS of the respective district or MD24 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 COG shall and hereby does declare as policy that with respect to any matter of club operations which is consistent with the International Constitution and BY-LAWS 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, the annual state dues as set forth in the MD24 Constitution and By-Laws, the allocated seed money from the State Convention reserves, and any event-related fundraising activities.

Section 2. STATE CONVENTION EXPENSES. Convention expenses shall include such expenses as: postage, official reporting requirements to LCI and the COG (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, audio-visual support, provisions for exhibitors, Melvin Jones Recognition, meals and room accommodations for keynote speaker (and companion), entertainment and such other expenses deemed appropriate by the COG. Associated organizations, such as LOVF, Pin Traders Club of Virginia, Past District Governors Association, the Bland Foundation, etc, shall be liable for any expenses associated with their activity not covered by the registrations for their event.

Section 3. STATE CONVENTION COMMITTEE. The State Convention Committee will be the

current Convention Chair, the two following Convention Chairs, and the Multiple District Treasurer. The current practice is to rotate the hosting of the State Convention between the three Districts. Once the host District is identified, the designated District can propose a State Convention Chairman and approve the Host Club. It shall be the duty of the State Convention Committee to interpret to coordinate with the State Convention Chair and the Host Club Committee the implementation of the plans and desires of the COG for the conduct of the Annual State Convention. The Convention Chair will negotiate on behalf of the Convention Committee. As a State Convention, the responsibilities and potential liabilities belong to the State Convention Committee.

Section 4. HOST CLUB. Once the State Convention Chairman has been identified and appointed, the Chairman will identify the Host Club for that convention. Once the Host Club is identified, there will be a Memorandum of Understanding (MOU) established between the State Convention Committee and the Host Club where the expectations, roles, and responsibilities for the Host Club will be spelled out in detail.

Section 5. FINANCIAL REQUIREMENTS, GUIDELINES, AND LIMITATIONS.

- a) ***FINANCIAL PLANNING PROJECTIONS.*** The Convention Chair, SS/T, and 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 COG, may be in such amounts and at such times as the State Convention Committee recommends.
- c) ***DETAILED FINANCIAL STATEMENT.*** The Convention Chair, MD Treasurer, and Host Club of each Annual State Convention shall submit a detailed financial statement to the Council of Governors within thirty (30) days following the 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 State Convention. This review is to be made within sixty (60) days following the adjournment of the Annual State Convention. This financial review should be conducted by a team of three Lions appointed by the Council of Governors and the MD24 Treasurer. 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 District and Club acting as Host to the Convention establishes to the satisfaction of the COG that it has sustained a financial loss or deficit in the proper conduct of the State Convention in accordance with the Convention Chair and Host Club Financial Planning Projection, the COG may, in the exercise of its discretion, reimburse such Hosts for such loss or deficit out of the State Convention Fund. In no event, however, shall the Host Club receive from the State Convention Fund any amount that exceeds the total of said fund as of June 30th following the close of the Annual State Convention.

- f) **HOST CLUB AWARD.** After the completion of a successful convention, and all bills are paid the Convention Chair may recommend a cash award to the Host Club for approval by the Convention Committee. The cash award will not exceed 50% of the net profit of the current convention.
- g) **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.

Section 6. NOMINATIONS AND ELECTIONS

Each District Governor in the State Organization shall appoint one (1) member to the Nominations Committee, and the Council of Governors shall designate one of said members as Chairperson. Each such appointee shall be notified by the State Secretary/Treasurer of their appointment at least ninety (90) days prior to the first day of the Annual State Convention, and each Club in the State Organization shall be notified by the State Secretary/Treasurer of the names and addresses of the members of this committee **at least seventy-five (75) days prior to the first day** of the Annual State Convention. No Lion shall be appointed to the Nominations Committee who is an Officer of the International Association of Lions Clubs (as defined in the Constitution of the International Association), who holds the office of the State Secretary/Treasurer, or who is a candidate for election to, or endorsement for, any such office, nor shall more than one member from any Club be appointed to the Nominations Committee.

A candidate for the office of District Governor or Vice District Governor shall meet the qualification requirements of the Constitution and By-Laws of Lions International and must secure the endorsement of their Club, or a majority of the Clubs in their Sub-District. Such fact shall be certified to the Chairperson of the Multiple District Nominations Committee and the State Secretary/Treasurer in writing by the President and Secretary of each such club at least sixty (60) days prior to the convening of the Annual State Convention, stating the name of the candidate, their qualifications, their mailing address, classification, and any other information required by such committee, and no person other than those so qualified shall thereafter be placed in nomination at the said State Convention, except as hereinafter provided: If no candidate for the office of District Governor or the office of Vice District Governor has been so declared and certified prior to said sixty (60) day period or, if so declared but, because of death, withdrawal, or other cause, there is no candidate for such office at the time of convening the Annual State Convention, candidates who have the qualifications for the office may be nominated from the floor of the Sub-District Meeting of the Annual State convention, without prior declaration.

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 SS/T 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 their term of office or at any future time, serve as an auditor/reviewer of the records of the SS/T as it pertains to said member's term of office on the Council of Governors.
- (c) The review/audit referred to herein shall be made during August of each year, and an electronic copy thereof shall be available to the immediate Past District Governors, and upon request for review by any Club or Lion in the Multiple District.

Chapter IX - TECHNOLOGY

Section 1. ELECTRONIC MEETINGS. Teleconferences (VOIP), video conferences (ZOOM / MS Teams, etc.), Web, email, etc., are permitted sources of communication for electronic meetings (emeeting). All participants must have access to the necessary equipment for participation in the emeeting.

- (a) **PARTICIPATION.** All participants must be able to simultaneously hear and/or see to participate in the e-meeting. A member participating in an e-meeting by this means is deemed to be present in person.
- (b) **EMERGENCY / SAME-DAY MEETINGS.** For emergency or same-day meetings, a minimum of two notices shall be provided to all participants (via e-mail, fax, or telephone) by the SS/T, Council Chairperson, Vice Council Chairperson, District Governor, or Committee Chairperson. Notice of the meeting 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. Members may speak in debate, offer a motion, or pass. After each member has had an opportunity to speak, the presiding officer or Committee Chairperson shall call upon each member to speak further in debate, offer a motion, or pass. A motion and vote to "call the question" will end the debate. All votes on a motion shall be by roll call.
- (e) **MINUTES.** 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 documenting each e-meeting.

Section 2. ELECTRONIC CORRESPONDENCE. Where possible, electronic means of correspondence are recommended. Timely transmission, record of communications, historical documentation, and the ability to respond, when possible, make 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 updated by the developing software company. No software will be used that is beyond end-of-life and cannot be updated. The inability to be updated for security vulnerabilities places great risk on the MD24. Proposed accounting software, including complete upgrade costs, must be presented to the COG at a regular 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 Redundant Array of Independent / Inexpensive Disks (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 of 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 the efficient operation of the multiple district, there are a number of committees recommended by Lions Clubs International.

- (a) **MULTIPLE DISTRICT PROTOCOL CHAIRPERSON.** The Council of Governors shall annually appoint a protocol chairperson for MD24. Under the direction of the COG, the protocol chairperson shall:

- (1) At all events attended by visiting dignitaries, provide seating charts in keeping with the association's official protocol; ensure that spoken introductions are based on the same and that appropriate 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 ensure 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, 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 the airport (or other departure venue).

(b) **MULTIPLE DISTRICT GLOBAL ACTION TEAM (MD GAT)**. Chaired by the Council Chairperson, MD GAT Coordinator, appointments are made by the COG to include the Global Membership Team (GMT) Multiple District Coordinator (MDC), the Global Service Team (GST) MDC, the Global Extension Team (GET) MDC, and the Global Leadership Team (GLT) MDC. The MD GAT develops and initiates a coordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within MD24. The MD GAT will meet regularly to discuss the progress of the plan and initiatives that may support the plan. The MD24 GAT will collaborate with the COG, Area GAT leads, and members of district Global Action Teams to share best practices and achievements and meet challenges.

(c) **GLOBAL SERVICE TEAM (GST) MULTIPLE DISTRICT COORDINATOR (MDC)**. The GST-MDC is a member of the MD24 GAT. His/her responsibilities include:

- (1) Develop and execute an annual MD24 GST action plan and monitor progress toward established goals. Support districts by providing information and motivation to reach district goals.
- (2) Collaborate with GMT-MDC, the GLT-MDC, and the MD24 GAT Coordinator 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 MD24.
- (4) Collaborate with GMT-MDC and GLT-MDC 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) GST district coordinators to promote service projects that attract multiple generational Encourage 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 MD24 coordinator, monitor LCIF Grants given to the multiple district.
- (10) Act as the advocacy champion for MD24 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-MDC is a member of the MD24-GAT. His/her responsibilities include:

- (1) Collaborate with the GLT-MDC, the GST-MDC, the GET-MDC 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 each district reach its 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 a status report of forwarded leads.
- (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 GST MDC, GMT MDC, GET MDC, and MD GAT Coordinator to further initiatives focused on leadership development, membership growth, and expanding humanitarian service.
- (2) Develop and execute an annual MD24 GLT 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 monitor the progress of GLT district coordinators, zone chairpersons, and club leadership to achieve leadership development goals.
- (5) Encourage GLT district coordinators to include diverse populations to participate in GAT initiatives.
- (6) Promote leadership development opportunities that encourage participation at all levels of the association.
- (7) Organize and facilitate instructor-led and web-based training in coordination with LCI.
- (8) Collaborate with GMT MDC and GST MDC to provide retention strategies to districts.
- (9) Identify potential and new leaders to participate in service, membership, and leadership development opportunities such as the Regional Lions Leadership Institute (RLLI) and the USA/Cabada Leadership Forum.
- (10) Complete requirements and submit applications to receive multiple district funding from LCI for leadership development activities.

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

(1) Work with the Multiple District GET (including the district governor and vice district governors) to ensure new club goals of the districts are met and sustainable.

(2) Support efforts to identify opportunities to charter new clubs in communities, or within groups of a larger community, that are not served or are underserved.

(3) Collaborate with district leadership to help them build a team capable of completing the tasks required in the successful chartering of new clubs, including membership recruitment, leadership development, and engagement in meaningful service projects.

(4) Identify best practices, identified by the Area GAT that can help develop new club planning by following proven processes for new club development. These might include site selection, needs assessments, identification of sponsoring clubs and guiding lions, informational and organizational meetings, and charter member recruitment

(5) Understand and communicate the process and policies of new club development to team members and ensure that accurate information is conveyed to prospective members.

(6) Support District GET efforts by supporting efforts that ensure new club applications are complete, properly approved, and submitted efficiently.

(g) **LCIF MULTIPLE DISTRICT COORDINATOR.** The LCIF MDC is appointed by the LCIF chairperson and LCI president to serve for a three-year term. This position serves as an ambassador for the Lions Clubs International Foundation and reports directly to the LCIF chairperson and the 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 MD24 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 MD24 receive proper promotion and follow grantcriteria guidelines.

(5) Encourage all Lions within MD24 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, when appropriate, be involved in the gift-request process.

(7) Assist with the submission of LCIF funds, Melvin Jones Foundation (MJF) applications, and other donation information when necessary.

(8) Report progress quarterly to the area LCIF Coordinator.

Chapter XI – STATE ACHIEVEMENT AWARD

Section 1. ANNUAL REVIEW OF AWARD CRITERIA. The criteria for the State Achievement Award will be reviewed by the COG at their first Fall Conference meeting.

Section 2. AWARD PRESENTATION. A State Achievement Award shall be awarded annually to each Lions Club in the State Organization which meets the requirements outlined 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. Such awards shall be presented before or at the Fall Conference for each District 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 3. 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. Additional MD recognitions are for President, Secretary, Treasurer, Bland, and Peace Poster

Chapter XII – ASSOCIATED ORGANIZATIONS

Section 1. Overview. There are many Foundations and Partner non-profit organizations (NPOs) providing support to Lions-related activities across the three Districts that comprise MD24. Many are captured in APPENDIX 2. Most have an expectation of support from simple access to our Lions via websites, newsletters, Facebook, and e-mail. Most expect some fundraising support. Many have an expectation of service on their Boards and Committees. Each of these organizations may have detailed Constitutions and By-Law's, spelling out the expected support from the Districts. However, for most, no Memorandum Of Understanding (MOU), signed by both parties, or complimentary entry in the MD24 Constitution and By-Laws has been put in place.

Section 2. Roles and Responsibilities. Absent a firm agreement/ Memorandum of Understanding (MOU), each District Governor (DG) is encouraged to work with the identified Lions-related Foundations and NPOs consistent with the DG goals, LCI mission areas, and available resources. The SS/T will request from the Associated Organizations an annual update of their Board of Directors, an electronic copy of changes to the organizational documents (Charter, Constitution, and By-Laws), and a financial review.

Section 3. Foundations and Partner NPOs operating across MD24.

The following organizations operate across all three Districts that comprise MD24.

- (1) Lions Clubs International Foundation (LCIF). LCIF is the charitable side of Lions Clubs International (LCI). Grants are made available to all districts and Clubs. DGs are expected to appoint District LCIF Chairs, encourage financial support of LCIF by meeting annual financial goals, and encourage the use of LCIF Grants. Each year 15% of unrestricted donations to LCIF are returned to the districts to be managed as the District / Club community impact grants.
- (2) Bland Foundation. The Bland Foundation conducts an annual music competition to award scholarships to gifted vocal and musician school children. This annual event, which concludes with the MD24 State Convention, is unique to Virginia Lions. DGs are requested to appoint district chairs to encourage club, Zone, and regional competitions to identify their top two vocal and musician contestants before the State convention. The costs of these competitions and district awards are funded by donations to the districts. For the State competition DGs are requested to encourage financial support of the Bland Foundation and to make provisions for the final contest during the State convention. Costs associated with the State competition and scholarship awards are the responsibility of the Bland Foundation.
- (3) DR. E.G. Gill Blue Ridge Lions Sight Foundation. The purpose for which The Foundation was organized to operate exclusively for charitable, scientific, literary, or educational purposes. The focus of the Foundation is on sight-related issues. It is no longer involved with eye harvesting and transplants. Their building is being used for housing of the VA Lions Eyeglass Recycling, Inc. – Roanoke Center, rental space for other organizations, meeting space for Lions, and houses the Lions State Secretary’s Office. The Foundation has supported clubs with financing purchases of vision-related needs such as vision screening equipment. The foundation was founded and supported by, and in essence is owned by, the Lions clubs in the former SubDistricts of 24-C, 24-E, and 24-F. The current 24-I has a stake in the operation of the organization due to the support provided to the Lions State Secretary’s office.

There is an expectation of Board participation and support from 24-L and 24-C. No compensation is given for travel.

- (a) The outgoing DG from 24-L will appoint one Director for a 3-year term to represent the “Old 24-C District.”
 - (b) The outgoing DG from 24-C will appoint 2 Directors for a 3-year term. One will represent the “Old 24-E and the other the Old 24-F Districts.
 - (c) The DGE from 24-L will appoint one Alternate Director for a one-year term to represent the “Old 24-C District.”\
 - (d) The DGE from 24-C will appoint 2 Alternate Directors for a one-year term to represent the “Old 24-E and the other the Old 24-F Districts.”
- (4) Leader Dogs For The Blind. Leader Dogs for the Blind’s mission is empowering people who are blind or visually impaired with lifelong skills for safe and independent daily travel. Each

District Governor is requested to appoint a representative for their district. The district representative's goal is to increase the public's knowledge about Leader Dogs and particularly to educate Lions about their programs. The representative encourages clubs to support Leader Dog financially through various programs specifically designed for Lions Club. The district representative may also be asked by Leader Dogs to assist future clients with the application process and to visit clients and their families when a need arises. The district representative would like to have an exhibit table at the state convention and possibly at each district's fall conference.

(5) Lions of Virginia Foundation (LOVF). All current District Governors, First Vice District Governors, Second Vice District Governors, Past Presidents of LOVF who choose to serve, and others who may be appointed by the President for one-year terms are members of the Advisory Board. These persons provide advice, information, and recommendations to the Board of Directors on any aspect of the Foundation's interest. As members of the Advisory Board, they shall not have a vote in the affairs or management of the Foundation and shall not receive any compensation for their services.

Any President, Vice President, or Director of the International Association of Lions Clubs, who is a member of a Lions Club in MD 24 shall be an ex officio voting Director of the Foundation during their term of office in such position and for two years after the end of such term as long as they remain a member in good standing of a Lions Club in good standing in MD 24 during such additional two years.

Each outgoing District Governor shall appoint two (2) appointees (one of which may be himself), from their district to serve for two years.

Two Lions Club members in good standing in a Lions Club in good standing in each of the sub-districts in MD 24 shall be elected as District Representatives by the Lions Clubs in good standing of such sub-district. Such elections shall take place at the annual state convention. Each Representative shall serve a term of three years (one-third to be elected each year).

(6) Virginia Eyeglass Recycling Inc. (VLERI). VLERI is a 501.c.3 Foundation, chartered by Lions International as a Multiple District 24 Lions Foundation. The purpose and objective of VLERI is to oversee the administration, operation and maintenance of Satellite facilities in the Sub-Districts of Multiple District 24, Virginia who process used eyeglasses and make them available for distribution to those in need in the US and around the world.

VLERI has a board of Directors comprised of Lions in good standing from each of the Districts in MD24, which is a requirement from Lions International for a Multiple District foundation. The VLERI Constitution and By-Laws, approved by delegates at State Convention, stipulates that there are 3 Board members from each district, serving rotating 3 years terms, one of which is nominated annually by the District Governor Elect. It also provides one Alternate Board Member from each

District who serves a one-year term and is nominated by the sitting District Governor leaving office. The Board elects executive Officers, who consist of a President, Vice President, and Secretary/Treasurer. Each serves a one-year term of office.

VLERI is required to have one meeting of the Board of Directors every Quarter. Three can be in person or remote by ZOOM [or similar vehicle], and the fourth is the Annual Meeting held at the State Convention where the President gives the annual report to the delegates who elect the Board and the slate of Officers for the next year. The organization of the Foundation provides for each District to have an independent satellite Recycling Center. Each center operates independently with its own Board of Directors, officers, and income. Collectively, they operate under the guidance of the VLERI Board. There are annual financial reviews with a formal audit every 5 years of the Foundation and its entities. Legal counsel prepares our annual documents, and an auditing firm prepares the financial review.

- (a) The original Roanoke Recycling Center in Roanoke, Virginia, serves District 24-C. It has a satellite branch in Weyers Cave, VA, which may become an independent center for District 24-L.
- (b) The Southeastern Virginia Recycling Center in Chesapeake, Virginia, serves District 24-I. It has satellite branches in Newport News, Virginia, and Mathews, Virginia.

(7) Pin Trading Club of Virginia. known as PTCV. The purpose of the PTCV is to foster and encourage camaraderie between Lions through the trading of all types of Lions pins, including Leo, Club, State, International, and Personal Pins.

The PTCV provides a proposed design to the COG for the Annual Virginia State Pin. These pins are provided to the District Pin Trading Chairs to sell to interested Lions within their respective Districts. The incoming District Governors will receive a predetermined quantity of these pins for trading at the International Convention.

The PTCV provides advice and guidance to any incoming District Governor, Club, Lion, or LEO when designing and ordering Lions Trading Pins. The PTCV website, www.ptcvalions.org has information for pin swap activities and a comprehensive catalog of all Virginia pins, including State, club, Special Issues, and PTCV collections.

Membership: Applicants shall be requested to pay a fee of \$15.00 for a two-year membership. **Regular Members:** Any Lion or Leo Club Member in good standing of a Lions Club within the State of Virginia shall be eligible for membership.

Associate Members: Any Lion or Leo Club Member in good standing of a Lions Club outside the State of Virginia shall be eligible for membership.

The District Governors of 24L, 24C, and 24I are granted a one-year free membership during their term as Governor. Annual Virginia Script Pins and MD-24 Council of Governors Distinguished Service Medals are designed by PTCV to be presented to the COG for approval. The Script Pins and COG Distinguished Service Medals are used by the outgoing District Governor for a special presentation to Lions members within their District.

Yearly, the COG shall direct the State Convention Committee to provide logistics support for the annual PTCV luncheon, including the collection of payments by attendees and Pin Trading. The COG approves the time and place for that luncheon.

A PTCV Annual Pin Swap shall be held in November at a location designated by the PTCV Board of Directors. All Lions and Leos, including non-Pin Traders, are invited to attend. District Governors are encouraged to promote this event.

Chapter XIII – AMENDING

Section 1. AMENDMENT. Even though COG can amend any policy at any time, it must maintain normal business practices. Amending guidelines:

- The COG shall amend the COG Administrative Policy Manual only at an official COG meeting.
- 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, highlighting the proposed changes.
- 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 and the nature of the change. The revised (or new) policy is attached as an appendix to the COG minutes.
- If, after reviewing a policy, the board decides no change is needed, no motion is required. The board’s minutes can record that it reviewed the policy manual and determined that no change was deemed necessary.
- The MD Secretary shall capture changes into the full manual as soon as practicable so that the COG, the Lions of MD24, shall have ready access to the current version of its policies.
- Changes, amendments, or updates to the COG Administrative Policy Manual shall be posted on the Multiple District webpage as part of the appropriate minutes. Notification, either written or electronic, must be sent to each district secretary.

APPENDIX 1 – PERFORMANCE ASSESSMENT FORM

Lions of Virginia, Multiple District 24 Employee Performance Assessment

Name		
Date of Assessment		Assessment Period (Lions Year) Dates

Date of Previous Review/Assessment		Exceeds Expectations	Meets Expectations	Needs Improvement
Job knowledge/skills. Demonstrates an understanding of the tasks assigned and delivers the expected products assigned to the position.				
Planning and organization. Demonstrates an ability to manage time and tasks to meet the expectations of the COG.				
Quality of work products. Delivers required work products that need few corrections to go final.				
Initiative. Draws upon past experience and knowledge to initiate or follow up on needed actions, reports, and activities without guidance from the COG.				
Teamwork. Demonstrates a positive commitment towards fostering a good working relationship with the COG, assigned committees, and associated organizations. Supports training.				
Communications. Effectively communicates with the COG, Lions of Virginia, LCI, and other organizations that collaborate with MD24.				
Adaptability. Demonstrates a willingness and capability to adjust to new changes needed to complete assigned tasks and responsibilities.				
Dependability. Demonstrates a proactive approach to tasks and assigned duties that contribute to the confidence by the COG that the assigned roles and responsibilities will be met with success.				
Improvements since last assessment. Demonstrates a willingness to accept performance feedback and work to make improvements.				

Provide supporting comments for ratings “Exceeds Expectations” and “Needs Improvement”.

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Signatures
Employee Name, Date, Signature
Council Chair Name, Date, Signature
District Governor 24L Name, Date, Signature
District Governor 24C Name, Date, Signature
District Governor 24I Name, Date, Signature

All signatures are required for the performance assessment to be complete.

APPENDIX 2 – MD 24 FOUNDATIONS and PARTNER NON-PROFIT ORGANIZATIONS

Foundations & Partner Organizations in MD24

Name	District		
	24-C	24-I	24-L
24-C Charity Foundation	X		
24-L Charity Foundation			X
Bland Foundation (Scholarships)	X	X	X
Bland Music Contest (not Foundation)	X		
Camp Too Sweet	X		
Canine Companions			X
Central VA Lions Hearing Aid Bank		X	
Diabetes (JDRF)	X		X
Diabetes Awareness			X
Dr. E. G. Gill Blue Ridge Lions Sight Foundation	X	X	X
Foundation Fighting Blindness - DC Metro Chapter.			X
Hearing Aid Bank Foundation			X
Hearing Conservation - Bristol Hearing & Speech	X		
Leader Dogs for the Blind	X	X	X
Lions Charity Foundation of Southeastern VA		X	
Lions Clubs International Foundation (LCIF)	X	X	X
Lions Eyeglass Recycling of Eastern VA *		X	
Lions Eyeglass Recycling of Northern VA			X
Lions Medical Eye Bank & Research Center Eastern VA, Inc.		X	
Lions Mobile Sight & Hearing Unit of Southeastern VA		X	
Lions of Central VA Mobile Health Unit		X	
Lions of Virginia Foundation (LOVF)	X	X	X
Lions Youth Exchange/Camp		X	
Northern VA Lions Youth Camp			X
Old Dominion Eye Foundation	X		X

Sight & Hearing Mobile Screening Unit			X
VA Association of Workers for the Blind		X	
VA Lions Eye Institute Foundation (VLEIF)			X
VA Lions Eyeglass Recycling – Roanoke *	X		
VA Lions Eyeglass Recycling Center - Weyers Cave *			X
VA Lions Eyeglass Recycling, Inc. (VLERI) *	X	X	X
VA Rehab Center for the Blind and Visually Impaired		X	
VA Voice			
Pin Trading Club of Virginia (PTCV)	X	X	X

*** Related organizations of VLERI**