



LIONS OF MICHIGAN

DISTRICT 11-E2

POLICY MANUAL

As Amended August 17, 2019

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LIONS INTERNATIONAL
DISTRICT 11-E2

POLICY MANUAL

SECTION A

Purpose

It is understood that all policies must conform to the International and the Multiple District 11 Constitution and By-Laws and the district 11-E2 Constitution and By-Laws.

The purpose of the Policy Manual is to put in easily readable and understandable form the pertinent procedures to be followed by the District Governor and the District Cabinet Officers in the performance of their duties.

Wherever the male gender or pronoun appears in this Policy Manual, it shall be interpreted to mean both male and female persons.

SECTION B

Adoption and Amendment

1. Publication and distribution of this Policy Manual will be the responsibility of the District Governor. The District Governor shall present a proposed Policy Manual to the Mini-Cabinet at their first organizational meeting prior to the first official District Cabinet meeting. After consideration by the Mini-Cabinet, the Policy Manual shall be presented to, considered by, and adopted by a majority vote of the District Officers at the first official District Cabinet meeting each year.
2. This Policy Manual as previously adopted pursuant to Paragraph 1, may be amended from time to time as deemed necessary by the Cabinet. The following procedures shall be adopted in amending the Policy Manual:
 - a. The District Governor may at his discretion propose any amendment(s) at any officially convened District Cabinet meeting. Any other person(s) wishing to change the Policy Manual shall submit the proposed amendment(s) in writing to the District Governor at least two (2) weeks prior to the official Cabinet meeting at which the proposed amendment(s) is/are to be considered.
 - b. Any amendment(s) properly presented at a District Cabinet meeting shall be considered adopted upon the affirmative vote of a majority of the District Officers in attendance at such meeting.
 - c. The above procedures may be altered by the District Cabinet by suspending this rule by 2/3 majority vote during any official District Cabinet meeting.

SECTION C

Policies of District 11-E2

1. General Policies

- a. If the District Governor is temporarily disabled, the 1st Vice District Governor shall serve as acting District Governor for the duration of the disability. In case the 1st Vice District Governor cannot or will not accept, the 2nd Vice District Governor or IPDG shall serve.
- b. The District Governor may, at his discretion and at any time replace any APPOINTED member of the District Cabinet that in his opinion is not adequately performing the duties of the position.
- c. The incoming District Governor shall provide each elected or appointed officer with a current District Constitution and By-Laws, and a District Policy Manual prior to July 1.
- d. The incoming District Governor will see that all district clubs have up to date information on where to send Membership and club activity reports via the internet or standard mail. This information should include the required content of the reports and when they are due. Contact information for Zone Chairs, Region Chairs, District Editor, and any other pertinent Lions should be included in the information that individual clubs receive.
- e. The compilation and printing of the District Directory shall be the responsibility of the District Governor and done at District expense. It should be ready for distribution at the first meeting of the Cabinet.
- f. The Immediate Past District Governor's Appreciation Dinner is a function and responsibility of the IPDG's home club. Clubs should contact the previous year's chairperson for advice and counsel. The date should be established as soon as possible to avoid conflict with other events. The IPDG, after consulting with other members of his Council, should indicate to his club the date most appropriate for all concerned.
- g. The Immediate Past District Governor's plaque is the responsibility of the District and should be presented at the IPDG's Appreciation Dinner. This item should be ordered by the Cabinet Secretary at the appropriate time. The Past District Governor's Pin is the responsibility of his home club. Plaques and pins are available through the Supply Division of Lions Clubs International via phone or on line.
- h. Region Chairpersons and Zone Chairpersons are expected to visit all of their clubs, hold their required meetings, attend all Cabinet meetings, and attend the District Convention.

2. Financial Policies:

- a. The annual District budget shall be prepared by the District Governor, Immediate Past District Governor, and the incoming Cabinet Secretary/Treasurer. The budget is to be submitted for approval at the first Cabinet meeting of the new Lion Year.
- b. The Governor and the Cabinet Secretary and the Cabinet Treasurer shall be bonded at District expense and the approval of the bond submitted at the first Cabinet Meeting. This is the Governor's responsibility.
- c. Leadership Training Seminars/Workshops for current and/or incoming club Presidents, Secretaries, Treasurers and other club officers, and for the incoming Cabinet Officers shall be conducted each year at a time that is most useful to the roles being assumed. A date in May or June prior to the new Lion year is recommended.
- d. At the discretion of the Governor, the District will pay for meals of official guests and speakers invited by the District to a District function.
- e. The District Governor shall submit a financial report of total receipts and expenditures in printed form to all delegates at the Annual District Convention, and prepare and submit a yearly financial report at the end of his/her term. The Cabinet Treasurer will assist in preparation of these reports.
- f. District administrative and financial records for each fiscal year (including copies of all bank statements, Cabinet meeting minutes, convention proceedings, annual committee reports, and other documents deemed necessary by the District Governor) shall be maintained for a minimum of seven (7) years. These historical records shall be held collectively by the current Cabinet Secretary/Treasurer and shall be forwarded to the succeeding Cabinet Secretary/Treasurer by the Immediate Past District Governor.
- g. All checks drawn on the District account shall be signed by the District Governor and co-signed by the Cabinet Secretary/Treasurer (or) Secretary (or) Treasurer.
- h. The outgoing Cabinet Treasurer shall prepare an annual financial report and transfer all records and funds to the incoming Cabinet (District) Treasurer prior to August 15 following his term of office.
- i. On or about July 1 of each year, the outgoing Cabinet Treasurer shall provide the incoming Cabinet Treasurer a cash advance sufficient to cover District expenses until such time as the entire account can be transferred. (\$2,000.00 to \$2,500.00) is suggested.
- j. A \$200.00 District Governor's Discretionary Fund will be established for the purpose of memorial donations, funeral flowers, etc.
- k. It is the responsibility of the outgoing District Governor and outgoing District Treasurer to see that the Federal Form 990 Income Tax is completed and filed in a timely manner and a notice is placed in the District 11-E2 Newsletter indicating that this task has been completed. Failure to do this can lead to loss of tax exempt status.

- l. The District 11-E2 Cabinet shall designate the financial institution that will be the official depository of District funds for the Lion year (July 1 to June 30). This should be done at the last Cabinet meeting of the current year or at the first Cabinet meeting of the new year (special or regular meeting).
 - m. Any long term investment of District funds in notes or certificates of deposit must be made with the approval of the District Cabinet. No investments should be made in stocks or high risk instruments.
3. Reimbursement of expenses for Cabinet Officers and Committee Chairs:
- a. There will be no financial reimbursement to Committee Chairpersons for normal committee expenses, except as provided by the annual budget or as approved by the District Cabinet.
 - b. Region and Zone Chairpersons will be reimbursed up to one hundred (\$100) dollars each, provided they (1) visit all their clubs during the year, (2) hold the required meetings, and, (3) attend the District Convention. Any exception must be with due cause and the approval of the District Governor.
 - c. No reimbursement will be provided to the Immediate Past District Governor unless he/she is serving in a position covered by the reimbursement policy.
 - d. All expense claims for reimbursement must follow the general Expense Reimbursement Policy (IRS) and Lions Clubs International. Claims for expenses should include COPIES of mileage logs, phone bills, housing and meal expense receipts, etc. Mileage rates will be the same as allowed by Lions Clubs International. Officers will be reimbursed only for documented expenses up to the maximum allowed. Officers should retain original copies and provide the Governor and District Treasurer with clear copies. The Governor may provide an expense report form for each officer.
4. Governor's Reimbursement for Expenses:
- a. The incoming District Governor's International Convention expenses are paid by Lions Clubs International.
 - b. The outgoing District Governor's International Convention expenses are not a District expense. However, the Governor or Vice District Governors may elect to use the funds allocated by the District as reimbursement for expenses throughout the year.
 - c. The outgoing District Governor shall be reimbursed up to \$1,250.00 to attend the International Convention following his/her term for the purpose of installing the new District Governor. Outgoing Governors not attending the International Convention will not be eligible for \$1,250.00 of expense reimbursement.
 - d. The District Governor shall be reimbursed for District administrative expenses that are not otherwise reimbursed by Lions Clubs International such as telephone, postage, and office expenses by submitting itemized statements to the District Treasurer. International Expense Reimbursement Policy will apply.

- e. The District Governor is also entitled to District reimbursement for mileage and actual expenses for attending official Lions functions that are not reimbursed by Lions Clubs International. Such reimbursements shall not exceed the amount allowed by Expense Reimbursement Policy of District 11-E2, fifteen hundred (\$1,500.00) dollars.

5. 1st Vice District Governor's Duties/Responsibilities:

In addition to the duties listed in the District Constitution and By-Laws (International Standard Version), the 1st Vice District Governor shall also:

- a. Attend all Cabinet Meetings
- b. Supervise and assist Region and Zone chairpersons, and coordinate the activities between regions.
- c. Attend Region and Zone meetings as requested by Region and Zone Chairpersons.
- d. Serve as Vice Chairperson of the District Convention Committee and be responsible for developing the program of the convention. A committee may be set up by the 1st Vice District Governor for the program aspect of the District Convention. This can be done through a host club (s) if they are prepared to handle the function.
- e. Shall attend the Lions Leadership Institute or Lions Graduate Institute, payable by the District.
- f. Represent the Governor at Lion functions when requested to do so.
- g. Attend both the District and Multiple District Conventions while in office.
- h. Attend 1st Vice District Governor and Multiple District training.
- i. Serve as the key District Governor Team liaison to the District Global Action Team and take an active role in their programs.

6. 1st Vice District Governor's Reimbursement of Expenses:

The 1st Vice District Governor shall be reimbursed from District Administrative Funds for expenses incurred in carrying out his/her duties. An appropriate voucher with receipts must be submitted to the District Treasurer. Reimbursement shall not exceed the amount allowed by Lions Clubs International Expense Reimbursement Policy and shall not exceed the maximum amount authorized by the annual district budget, one thousand (\$1,000.00) dollars. District 11-E2 will purchase the official uniform jacket for the 1st Vice District Governor. The District will provide up to \$500.00 toward expenses of the 1st Vice District Governor to attend the USA-Canada Forum.

7. 2nd Vice District Governor Duties and Responsibilities:

In addition to the duties indicated in the District By-Laws, the 2nd Vice District Governor shall also:

- a. Attend all Cabinet Meetings
- b. Attend region and zone meetings as requested by Region and Zone Chairpersons.
- c. Attend the Lions Leadership Institute or Lions Graduate Institute payable by the District.
- d. Represent the Governor at Lions functions when requested to do so.
- e. Attend both District and Multiple District conventions while in office.
- f. Chair the District 11-E2 Melvin Jones Selection Committee.

8. 2nd Vice District Governor Reimbursement:

The 2nd Vice District Governor shall be reimbursed from District Administrative Funds for expenses incurred in carrying out his/her duties. An appropriate voucher with receipts must be submitted to the District Treasurer. Reimbursement shall not exceed the amount allowed by Lions Clubs International Expense Reimbursement Policy and shall not exceed the maximum amount authorized by the annual district budget, Five hundred (\$500.00) dollars. District 11-E2 will purchase the official uniform jacket for the 2nd Vice District Governor per budget adopted by the cabinet.

9. Club Dues and Delinquent Balances:

- a. The Cabinet Secretary is responsible for collecting Multiple District and District dues (taxes) from clubs in the District. Such are to be paid in advance by each club in semi-annual payments as follows: One half (1/2) by August 15 of each year, to cover the semi-annual period of July 1 to December 31; and one half (1/2) by January 15 each year to cover the semi-annual period of January 1 to June 30 with billings or the same to be based on club membership reports for the months of June and December respectively, or the last available membership report filed.
- b. The newly appointed Cabinet Secretary shall prepare and submit to the clubs the August billing for semi-annual dues.
- c. The District Governor shall advise any club with delinquent balance (s) from Lions Clubs International, the District, an/or Multiple District [account balances of fifty (\$50.00) dollars or more which are ninety (90) days or more past due]. Status of delinquent accounts shall be reported to the District Cabinet at each meeting.

10. District Convention:

- a. District Convention dates shall be officially set three (3) years in advance by the second Cabinet meeting. A district club or clubs may submit bids to host a convention. In the event no clubs step forward to be hosts, a district wide committee should be formed. Dates will be communicated to the Lions of Michigan State Office by the Cabinet Secretary. The District Governor has the authority to change the date, time, and/or place of the Annual District Convention for good reason. Any change in such case should be made by November 1st in order to have time to secure and plan for an alternate site.
- b. All expenses incurred at the District Convention are to be paid from income from the convention, District Administrative Fund, and from any per capita convention fee (tax) levied under provisions of the District Constitution and By-Laws. Proceeds from the District Raffle will become part of the Convention Fund. The present Convention Committee should plan a budget that leaves a significant start up fund for the following year's Convention Committee. A minimum of \$2,000.00 is suggested.
- c. The District Convention Chairperson shall submit a proposed convention budget for approval of the Cabinet no later than the second regular meeting in the Fall.
- d. Advance payments for convention expenses may be made from the District Administrative Fund when necessary to prepare for and operate the convention.
- e. The District Convention Committee Chairperson shall submit a financial statement showing all convention receipts and expenditures to the District Governor and District Treasurer within thirty (30) days after the conclusion of the convention.
- f. The Convention Committee shall select a Convention Treasurer who shall set up a separate account either through the District or at a financial institution of convenience or through the host club's account. Such accounts shall be temporary and closed out at the conclusion of convention business. All monies left over will be transferred back to the District Convention Fund. The District Treasurer can serve as the Convention Treasurer only if he/she volunteers to do so.
- g. The district and host club(s) are the only ones authorized to conduct fundraising activities at the District Convention. Other clubs should not be selling raffle tickets nor doing other fundraising activities either openly or on the sly.
- h. Hotel rooms will be complimentary only to (1) Guest Speaker from Lions Clubs International and his/her District Host, (2) District and Vice District Governors, (3) Lion Secretary and Treasurer for the District. Any free rooms that are provided by the convention hotel/motel will be used toward the complimentary rooms.
- i. Meals at official functions will be complimentary for the following persons only: (1) International Speaker and Spouse, (2) District Host and Spouse, (3) District and Vice District Governors and Spouses, (4) Lion District Secretary and Treasurer and Spouses, (5) visiting District Governors and Spouses will be complimentary for their choice of one (1) meal.

- j. The District Banquet is formal for District Governors and Past District Governors; optional for others. Business attire is suggested.
- k. The Friday evening VIP Dinner will be restricted to the following individuals at District Convention expense. The intent of the event is to meet and welcome the visiting International Director or Dignitary. To keep costs at a manageable level, the invited individuals are the International Director and Spouse, District Governor and Spouse, Vice District Governors and Spouses, District Host and Spouse, Lion District Secretary and Treasurer and Spouses. Any others invited should be paid for by the attendees or the person making the invitation.
- l. Consumption of alcohol at convention events will be on a CASH BAR basis. No District 11-E2 funds may be utilized for the purchase of alcohol. Alcohol provided at hospitality rooms will be the responsibility of the sponsoring person, club or organization.
- m. The cost of special gifts and awards given out at the District Convention will be a District cost and not a convention cost. The following items and the like should be paid for by the District.
 - contest prizes such as the PEACE POSTER award
 - awards and recognitions for district officers and other Lions....Examples: International Awards, Melvin Jones Fellowships, Lions of Michigan Foundation Lautzenheiser and Noel Fellowships, etc.
- n. Personal gifts given by the District Governor or other District Officers should be at their own expense and not a convention expense.
- o. In the event the convention has profits exceeding \$500, the excess profits over \$500 will be returned to the convention host club. The excess profits will only be returned to the host club when the convention fund has a balance in excess of \$5000.

11. District Convention Fund:

- a. The purpose of the District Convention Fund is to help defray the District Convention Expenses.
- b. A District Convention per capita tax of \$.50 will be collected semi-annually (\$1.00 total annually) from each District Lion.
- c. The District Treasurer will identify the District Convention Fund as a line item and he/she will maintain a separate accounting of this fund.
- d. The amount of Convention Fund money allocated for District Convention expenses shall be indicated in the annual convention budget and approved by the Cabinet.
- e. The District Governor shall provide for an annual or more frequent examination of the District Convention Fund and shall give a financial report of said fund to the District Cabinet at the first meeting after the convention.

SECTION D

Certification of Delegates

1. Procedure for Certification of Delegates:
 - a. The hours for Registration and Certification of Delegates and Alternates shall be listed in the Official Convention Program.
 - b. No club delegate and/or alternate shall be certified as a Convention Delegate and/or alternate unless or until he has registered for the Convention and has received a Convention Badge. Only certified delegates may vote at the Convention.
 - c. The District Credentials Committee Chairman will guide and supervise the entire certification procedure.
 - d. The District Credentials Chairman will appoint and train four (4) committee members, one from each Region, to assist with the certification.
 - e. The Credentials Committee, under the direction of its Chairman, shall meet with all credentials personnel at a designated time and place, prior to opening the Credentials Desk, to provide adequate instructions to the Committee members.
 - f. Delegate Certification forms will be mailed to each Club during the month of February via the Governor's Newsletter. Completed forms should be returned to the Credentials Committee Chairman no later than two (2) weeks prior to the Convention.
 - g. The number of delegates and/or alternates allowed for each Club will be determined by Article VI, Section 2 of the District 11-E2 Constitution.
 - h. Delegates and/or alternates who are not pre-certified must (1) complete the Delegate and/or Alternate form at the Certification Desk at the Convention, and (2) said form must then be signed by the Club President or Secretary. If no such officer is present at the Convention, the form must be signed by the District Governor. Signing must take place in the presence of the Credentials personnel.
 - i. A certified Alternate may be changed to Certified Delegate by clearing same with the Certification personnel.
 - j. The Credentials Chairman shall make an oral report at the Convention Business Session, as indicated in the Convention Program.

SECTION E

Election Procedures

1. Nominations can be made up to one (1) day prior to the District Convention under the Lions Clubs International Standard District Constitution.
 - a. The District Nominations Chair will set a suggested date to have nominations filed. The one day rule will prevail, but out of courtesy to the Elections Chairperson, it would be appreciated that clubs try to meet the suggested date as it takes time to prepare printed ballots.
 - b. A copy of each nomination (signed by the club president or club secretary) should be sent to the district Elections chairperson and to the Lions of Michigan State Office.
2. Nominations will be received for the following District 11-E2 Officers:
 - District Governor (one to be elected)
 - 1st Vice District Governor (one to be elected)
 - 2nd Vice District Governor (one to be elected)
 - Trustee to the Lions of Michigan Foundation (one to be elected to a two year term)
3. Qualifications for the various offices are set in the District Constitution.
4. Specific procedures are as follows:
 - a. The Elections Chairperson is appointed by the Governor.
 - b. The Elections Chairperson will appoint tellers to distribute and count ballots.
 - c. Each candidate may select one (1) observer to monitor ballot handling and counting.
5. The District Governor presides at the Election Meeting and he/she may delegate duties to the Nominations Chairperson, the Elections Chairperson, and the Credentials Chairperson.
 - a. Each club will be called and the number of entitled delegates will be announced. Delegates will be seated at the front. If the allotted number of delegates is not present, alternate delegates may be seated to fill vacant slots.
 - b. Nominating and seconding speeches are outlined in the District Constitution. The Elections Chair shall appoint an official time keeper to monitor speeches to keep them within the time limits allowed.
 - c. Ballots will be distributed by the tellers.
 - d. The Elections Chair will announce what number constitutes a majority vote (one half of the delegates plus one).

- e. PROXY VOTING IS PROHIBITED! District 11-E2 has passed one exception. If the International Director's Official Host is a registered delegate, and he/she must miss the election Meeting in order to transport the International Director to catch an early flight, the Official Host may cast an early ballot. The Elections Chairperson shall alert the delegates to this fact and the Official Host will be counted as a seated delegate.
- f. Tellers will collect the ballots and along with any designated Observers, move to a place away from the balloting area to conduct the count.
- g. BALANCING THE VOTES SHOULD TAKE PLACE FIRST. Placing all of the ballots face down, a count is made of the total ballots cast and this count is balanced with the number that was distributed by the tellers. Actual tallying should not begin until the numbers are balanced. Failure to balance requires that the vote be taken over again starting with a roll call of the delegates.
- h. COUNTING THE VOTES SHOULD BEGIN WITH AN ANNOUNCEMENT OF THE MAJORITY NUMBER (one half plus one). As each ballot is read one at a time, they should be placed face up split into piles by candidate keeping a tally for each. As soon as the count for one candidate reaches the majority number (and is verified), ALL TALLYING CEASES. The ballots are then put in an envelope and sealed. The winner's name is written on the face of the envelope and delivered to the District Governor or Election Chairperson.
- i. At the conclusion of the elections, a motion is in order to DESTROY ALL BALLOTS.

ADDENDUM

DISTRICT MELVIN JONES FELLOWSHIP

DISTRICT 11-E2

MELVIN JONES FELLOWSHIP AWARD SELECTION PROCEDURES

DISTRICT 11-E2 MELVIN JONES FELLOWSHIP AWARD COMMITTEE MEMBERSHIP

This committee shall be comprised of eight (8) members from District 11-E2. The eight members shall include one (1) Past Melvin Jones Fellowship recipient (appointed by the committee chairperson), the Immediate Past District Governor once removed from office, the current 1st and 2nd Vice District Governors, and the current four (4) Region Chairpersons. In the event region chairs are not appointed, then four (4) Zone Chairpersons, one from each region, shall be appointed by the governor.

If a member of the committee is nominated for the Melvin Jones Fellowship, the committee chairperson will bring this fact to the attention of the District Governor, at which time a decision will be made as to whether to replace this member with another cabinet member as a voting member of the committee.

The current 2nd Vice District Governor shall serve as the chairperson of this committee. The 1st Vice District Governor shall serve as vice chairperson of the committee. Neither the chairperson nor vice chairperson shall have a voice in the voting process, except in case of a tie vote, when the vice chairperson may vote to break the tie. The vice chairperson may also vote in the absence of one of the six (6) voting members.

The deadline for submitting a nomination for the District Melvin Jones Fellowship shall be December 31st of any given year, unless determined differently by the District Governor and the Melvin Jones Selection Committee Chairperson. The Melvin Jones Fellowship Selection Committee shall hold its first meeting no later than the third District 11-E2 Cabinet meeting in January and report to the Cabinet as to the status of the selection process.

The Melvin Jones Fellowship account is a standing project account of the District in support of the Lions Clubs International Foundation. It is funded by donations from clubs and individuals in District 11-E2. A balance of \$1,000.00 must be attained in order to select a recipient. More than one selection may be made in a given year if funds are available.

The District Melvin Jones Fellowship is intended to recognize those individuals who have made contributions to Lionism at the district level and beyond. It is not for service at the club level. Clubs should take on that responsibility. The District Melvin Jones Committee may opt to not make a selection if the nominees are not worthy of recognition in the opinion of the committee. In the event that they do not make a selection, the District Governor may select a recipient that he feels is worthy of recognition.

The International Association of Lions Clubs

(Lions Clubs International[®])

DR. JOHN C. MEYER
DISTRICT GOVERNOR, DISTRICT 11-E2
MICHIGAN 1995-1996
6487 LOUD DRIVE
OSCODA, MICHIGAN 48750

**MODEL
LETTER**

December 23, 1995

TO: District Governor, Vice District Governor, Past District Governors, and Club Presidents

RE: District Melvin Jones Fellowship Award Nominations

Of the many awards that are given in Lionism, the L.C.I.F. Melvin Jones Fellowship Award is one of the most prestigious awards to be presented to a person. This District Level Award will be presented at the annual District 11-E-2 Spring Convention, Saturday Night Banquet. If your nominee is selected, it is imperative that you make every effort to have that person in attendance at that event.

In the selection and nomination of the District Melvin Jones Fellowship, the selection committee will consider only those who have contributed notably at the District level, State level, and the local club level. Although recipients may be those who have previously received a Melvin Jones Award, first consideration will be given to those nominees who have not been previously recognized with this award.

We wish to thank you for your time and effort in nominating a Lion with outstanding leadership in our District 11-E2 for a District Melvin Jones Fellowship.

The deadline for all nomination to be submitted is January 15, 1996. The nomination forms enclosed should be sent to PDG John A. Karoly, 3336 Bert St., P.O. Box 66, Glennie, Michigan 48737. The phone number is (517) 735-2354.

Yours in Lion Service,

John A. Karoly, PDG
Chairman, 11-E2 Melvin Jones Comm.

MELVIN JONES FELLOWSHIP NOMINATION

Melvin Jones founded Lionism in the spirit of Service to Others. Recognition of **OUTSTANDING** service is therefore the number one criterion for selecting a recipient for this most prestigious award that is given by the Lions International Service Foundation (L.C.I.F.).

Because this is an award that is to be made at the DISTRICT LEVEL, the first consideration for recipients will be those who have served notably at the District and State levels, as well as at their own local club level.

With above in mind, we submit the following person _____
(Name of Nominee- Print Please)
as a nominee for the District 11-E2 Melvin Jones Fellowship Award. The person to contact as it pertains to this nomination is:

(NAME) _____

Club: _____

Address: _____

A. NARRATIVE INFORMATION:

Please write a narrative section here, detailing why you believe this person is a worthy nominee for the Melvin Jones Fellowship Award for District 11-E2. Keep in mind that the selection committee will depend on what you write about your nominee in considering the nomination. Feel free to use back of this page or additional pages as needed to complete this narrative.

MELVIN JONES FELLOWSHIP AWARD NOMINEE

Personal Data Sheet

Name of Person being Nominated: _____

Years of Service as a Lion: Local Club _____ Other Clubs _____

Years of Perfect Attendance: _____

Offices and Years Held: Local Club _____

District _____

Special District, State, or Local _____

Projects Nominee has played a _____

Key Role In: _____

Community Service beyond those _____

listed above _____

Any other information in support _____

of Nominee: _____

Name of Nominator (Print)

Signature of Nominator

District 11E-2 Melvin Jones Fellowship Award

Selection Committee Voting Ballot

To vote, list nominees in the order that you would rank them as a nominee for the District 11-E2 Melvin Jones Fellowship Award.

- 1st Choice --- 5 points
- 2nd Choice --- 4 points
- 3rd choice --- 3 points
- 4th choice --- 2 points

1st Choice _____

2nd Choice _____

3rd Choice _____

4th Choice _____

Count ballots by adding up total points received by each nominee. Highest number of points received is the "number one" nominee. Next highest point count is "number two" nominee in case more than one MJF is to awarded. Continue this process for as many nominees as are to be recognized in any given year.

If a tie vote should occur, re-vote in effort to break the tie. If not attained, have V.D.G. cast deciding vote.