



DISTRICT A3

POLICY MANUAL

REVISED: 15 June 2019

Preface

The purpose of the District A-3 Policy Manual is to enhance consistency and uniformity in the execution of the duties and functions of the District. It also assists to clarify the job descriptions or terms of reference for the Committee Chairpersons and Committee members. It outlines the policy and procedures involved in the carrying out of the duties and responsibilities of those persons tasked with the proper functioning of the District. It should be regarded as a supplement to the District A3 Constitution and Bylaws but with the same force and authority. The provisions should not be considered discretionary, although, where there appears to be an inconsistency with the District A3 Constitution and Bylaws, the provisions of the Constitution and Bylaws shall take precedence. Experience and common sense shall apply in the interpretation of the subject matter herein.

Contents

Preface	2
Policy 1.0 District Committees	4
Policy 2.0 District Financial Policy	6
Policy 3.0 District A-3 Annual Convention	8
Policy 4.0 New Club Regalia	10
Policy 5.0 Wearing of White Jackets and Official District Dress	11
Policy 6.0 Pre- Cabinet Meetings	12
Policy 7.0 Past Officers’ Experience	13
Policy 8.0 Fund Raising	14
Policy 9.0 Procedures for the Endorsement of A3 Candidates for International Director	15
Policy 10.0 Attendance and Club Visit Expectations for District Officers	17
Annex-A - Region Chair Visitation Report	19
Annex-B - Zone Chair Visitation Report.....	21
Policy 11.0 District Elections and Voting	22
Annex-C - Nomination and Endorsement Forms	24
Annex -D - Delegate Credential Certification	30
Appendix A – District Committee Job Descriptions	31

Policy 1.0 District Committees

Effective Date: 15 June 2019

Purpose:

To provide additional guidance with respect to District committees, their structure and terms of reference.

Reference:

- A. District A3 By-Laws; Article II Section 1,
- B. District A3 By-Laws; Article IV Section 1, 2, 4,
- C. District A3 By-Laws; Article VI Section, 7, 9, 10,
- D. District A3 By-Laws; Article IV Section 3, and
- E. District A3 Policy Manual Appendix A – Committee Chair Job Descriptions

Policy:

All District A3 Committees shall operate in accordance with the direction contained in the references and this policy. There are Seven (7) District Committees that are defined in references A, B, C, namely; The District Governors Advisory Committee, The Honourary Committee and the Budget Committee, Nominating Committee, Credentials Committee, Convention Executive Committee and Convention Host Committee. Reference D provides guidance for the other District committees that shall be appointed by the District Governor as required. The structure of these additional committees is described in reference E.

Guidance:

- A) Term of Office** – All committees shall conform to the standard Lions year unless otherwise specified.
- B) Committee Finances** – Committees shall not operate independent accounts, all funds handled by committees shall be part of the accounts maintained by the Treasurer of District A3. Committees shall turn over any funds collected to the District Treasurer as soon as possible. Committees shall keep complete records of all financial transactions and shall follow MDA rules of audit for any approved expenses.
- C) Job Descriptions** – Specific job descriptions for the committees are included in this Policy Manual. (see appendix A)

D) Cabinet Oversight – The Vice District Governors shall oversee district committees as directed by the District Governor, this should be approximately one half each. Vice District Governors may delegate responsibility for committees to Region Chairs as required for mentoring or training, not to exceed one third of all District Committees each. A report shall be presented to Cabinet by each Committee Chair at the first and last Cabinet meeting and when a report is otherwise warranted, said reports shall outline plans, progress and ongoing activities of the committee.

Date of Issue – 15 June 2019

Review interval – Bi annual

Sunset Date – N/A

Policy 2.0 District Financial Policy

Effective Date: 15 June 2019

Purpose:

To establish guidelines with respect to District financial issues.

Reference:

- A. District A3 By-Laws Article VIII, Section I.
- B. District A3 By-laws Article X

Policy

1. The per capita tax, (Annual Dues), established at Ref A to provide administrative funds for the district will be reviewed periodically and any proposed changes shall be recommended by the cabinet and voted on at the Annual District convention in accordance with the amending procedure for the Constitution and By-Laws.
2. Ref B details additional Financial obligations listed in the By-Laws.
3. Ref B section 1 applies to District Governors International Convention expenses, the cabinet and budget committee shall determine the budgeted amount. (Currently \$1000.00)
4. Funds shall be disbursed by Cabinet, keeping in mind the following aims; the efficiency of the Clubs and the promotion of Lionism within the District.
5. The Cabinet may reimburse, from Cabinet funds, up to 50% of any deficit for any Zone, Region meeting or any other Cabinet approved meeting.
6. To help defray the cost of meals, reimbursements may be made to the members of the Honourary Committee; any invited reporting Lion(s), the Cabinet Secretary and the Cabinet Treasurer or Cabinet Secretary/Treasurer attending Cabinet Meetings.
7. The immediate Past District Governor, who is a voting member of the Cabinet, may submit his/her expenses for reimbursement to attend meetings so assigned to him/her by the District Governor or Cabinet, as per the rules of audit, as outline in the MD "A" Constitution and By-Laws.
8. All Committee financial obligations are listed in the District Committee policy.

9. Unless otherwise stated in this policy manual only those events identified in the Multiple District Rules of Audit may be expensed with approval of the District Governor.
10. Region and Zone chairs may expense one (1) official visit to each club in their region/zone using the expense form provided by the Cabinet treasurer. Additional expensed visits must be preapproved by the District Governor prior to submitting an expense form.
11. Expense forms shall be submitted as soon as possible in the month following the expense to the District Governor for approval. Note that all expenses claims must be submitted no later than 10 Jul.
12. All reimbursement of expenses shall be as per the MD "A" Constitution and By-Laws, Rules of Audit.
13. Funds shall be disbursed, with approval of the Cabinet, to provide awards for various District Contests. These Contests should be such that they contribute to the efficiency of the Lions Clubs within the District.
14. A suitably-worded plaque and lapel pin will be presented to the out-going District Governor by the District Governor elect at a convenient occasion. The expense for which is a District administration cost.
15. To defer printing costs for Zone and Region chairs an honorarium in the amount determined by the budget committee shall be paid at the start of the Lion's year.

Responsible Department:

District Cabinet, District Treasurer

Date of Issue – 15 June 2019

Review - Annual

Sunset Date -

Policy 3.0 District A-3 Annual Convention

Effective Date: 15 June 2019

Purpose:

To provide guidance for planning and conduct of District A3 Annual Conventions.

References:

- A. District A3 Constitution - Article VII,
- B. District A3 By-Laws - Article VI,
- C. District A3 By-Laws – Article VII
- D. District A3 By-Laws - Article X section 4, and
- E. District A3 By-Laws - Exhibit A
- F. Host Committee Guidelines

Policy

The planning and execution of the District A3 Annual Convention will be guided by the direction provided in the constitution and By-Laws listed as references above.

Date and place - The date and location for District A3 Conventions shall be established at least 2 years in advance in accordance with Ref A and Ref B Section 1.

District Convention Executive Committee- This committee will be formed and empowered in accordance with Ref B section 9. The duties and responsibilities of this committee can be found in Appendix A Committee Job Descriptions.

Convention Host Committee – A host committee will be formed for each convention in accordance with Ref B Section 10 and specific responsibilities in Appendix-A Committee Job Descriptions.

Financial issues – All financial issues with respect to the annual Convention are included in Ref C. With the exception that all expenses related to the international guest shall be handled in accordance with Lions International guidelines and Board Policy

Convention Procedure- Reference E details the rules of procedure for the Convention. Reference F is a separate document maintained by the convention committee that will assist Host Committees with their duties and responsibilities in regards to running the convention.

Responsible Department:

District A3 Governor and District A3 Convention Committee

Date of Issue – 15 June 2019

Review - Annually

Sunset Date -

Policy 4.0 New Club Regalia

Effective Date: 15 June 2019

Purpose:

To outline what regalia is necessary for a newly chartered club and who will provide said regalia.

Reference:

District A3 By-Laws article VIII Section 3

Policy:

When a new Club is chartered in the District a fee in accordance with the reference will be levied to purchase club regalia for the new club.

A) The following regalia shall be provided by the District to a newly chartered club;

- (I) Club Banner
- (II) Three Officer Pins (President, Secretary, Treasurer)
- (III) Charter member name badges
- (IV) Lions Flags
- (V) Flag poles and stands
- (VI) Frames for Charter
- (VII) Speaker Stand (optional at request of new club or sponsor)
- (VIII) Two Highway Signs

B) Other Regalia:

- (I) Gavel and Gong – provided by Sponsoring Club
- (II) Fine Box – provided by District Governor
- (III) Canadian Flag – requested from Member of Parliament
- (IV) Queens portrait – requested from Member of Provincial Parliament

Responsible Department:

The Sponsoring Club and Guiding Lions in conjunction with the GMT team.

Date of Issue – 15 June 2019

Review – Bi-annually

Sunset Date – N/A

Policy 5.0 Wearing of White Jackets and Official District Dress

Effective Date: 15 June 2019

Purpose:

To establish a protocol for standard and proper dress at Lions functions.

Reference:

N/A

Policy

- A. The Governor and Past District Governors should be encouraged to wear white jackets at:
 - a. Charter Nights
 - b. Charter Anniversaries in multiples of 5 years
 - c. District Governors Ball as the A-3 Convention

- B. Official District Dress as determined by the Governor shall be worn at all District Functions.

Responsible Department:

The District Governor and Honourary Committee

Date of Issue – 15 June 2019

Review – Bi annually

Sunset Date – N/A

Policy 6.0 Pre- Cabinet Meetings

Effective Date: 15 June 2019

Purpose:

To allow for in camera meeting of Cabinet for organizational purposes and issues involving personnel or other sensitive issues.

Reference:

District A3 By-Laws Article V Section 1

Policy:

The Cabinet shall meet in an informal session prior to each Cabinet Meeting at a time determined by the District Governor and relayed to all Cabinet members.

Responsible Department:

District Governor

Date of Issue – 15 June 2019

Review - Annually

Sunset Date – N/A

Policy 7.0 Past Officers' Experience

Effective Date: 15 June 2019

Purpose:

To take advantage of Past Officers' Experience in assisting District Committees.

Reference:

N/A

Policy:

All Past District Officers, particularly Past District Governors and Past International Directors have amassed a huge amount of significant Lion's experience and education. Having access to this experience and education is invaluable to new leaders within the district and to the sitting cabinet. It is for these reasons that the District Governor is encouraged to recruit Past District Officers as advisors to committees, mentors to new leaders and advisors to the cabinet. Where it is most appropriate Past District Officers can be offered chairmanship of District committees.

Responsible Department:

District Governor and Honourary Committee

Date of Issue – 15 June 2019

Review – Bi-annually

Sunset Date -

Policy 8.0 Fund Raising

Effective Date: 15 June 2019

Purpose:

To ensure that Cabinet is aware of all District Committee Fundraising requests.

Reference:

Multiple District A Policy Manual – Part III Fundraising Applications- Clubs

Policy:

District Committees wishing to conduct district wide fund-raising campaigns shall provide all cabinet members with copies of all letters regarding the fund-raising activity. Copies of these letters shall form a portion of the committee's historical record.

Clubs wishing to fund raise outside their agreed upon community should inform neighboring clubs of their intent and inform cabinet.

Any Committee/ Club that desires to seek fund-raising outside the district shall follow the policy set forth at Ref. The first step in this process is to seek approval of the District Governor and Cabinet, using the MDA Fundraising Application form providing complete information with respect to the proposed fund raiser.

Responsible Department:

Committee Chairs and Cabinet

Date of Issue – 15 June 2019

Review – Bi-annually

Sunset Date -

Policy 9.0 Procedures for the Endorsement of A3 Candidates for International Director

Effective Date: 15 June 2019

Purpose:

To provide additional guidance and clarification with respect to the endorsement of A3 Candidates for International Director in accordance with the Constitution of Lions International.

Reference:

District A3 By-Laws Article I

Policy

The reference District A3 By-Law provides general guidance with respect to nominating a member of a District A3 Lions club for the position of International Director. The following procedure shall be followed at the Club and District Levels. The Multiple District By-laws and those of LCI will govern procedures beyond the District level

A. At the Club Level:

- A candidate must be qualified in accordance with the Lions Club International Constitution,
- A notice of motion needs to be made and recorded,
- A date and time of vote shall be set and provided to Club members (min 15 days notice),
- The vote shall be by secret ballot,
- Endorsement shall be by a majority vote of the Club members in attendance,
- By endorsing a candidate for International Director, the Club involved takes on a long term of support, both locally and through to the International Convention where the fourth and final election will take place. Therefore, all Lions of the Club must be informed in advance of the nomination, so that when the endorsed candidate is assured of major support from the Club,
- The candidate should be prepared to pay all personal expenses involved in the campaign, although the Club may wish to assist the candidate in such expenses, and
- The Club will be expected to assist financially with the travelling expenses of the Lions who will accompany the candidate while seeking support of the clubs in the district, as well as expenses for the necessary promotional material the campaign committee suggest.

B. At the District Level

- All Clubs in the District shall be notified of the Candidate's nomination as per the procedure set down in the District Constitution, By-Laws and Policies with regards to other District Office e.g. deadlines, etc,
- Voting for District endorsement will take place at the A-3 Convention by secret ballot,
- If the candidate is endorsed, a Promotion Committee will be set up, chosen by the candidate and the candidate's Club, and approved by the District Governor,
- The Promotion Committee will assist the candidate to seek the endorsement of the clubs in MD "A",
- The committee will be charged with the added responsibility of raising funds at the District level for the campaign. Response to the appeal for funds from clubs of the District will be on a voluntary basis. The clubs should be reminded, however, that the candidate was duly endorsed in a democratic manner by all clubs in the District, and that they therefore have an obligation to fund the campaign,
- The candidate is again reminded of the responsibility for most personal expenses during the campaign, and that funds raised are mainly for Promotion Committee expenses and promotional material, and
- If successful at the MD "A" Level, the candidate will be subject to the MD "A" Rules of Audit, which would apply to the campaign at the International level.

Responsible Department:

Nominating Club, Cabinet, Promotion Committee, Constitution & By-Laws Committee

Date of Issue – 15 June 2019

Review – Bi-annually

Sunset Date -

Policy 10.0 Attendance and Club Visit Expectations for District Officers

Effective Date: 15 June 2019

Purpose:

To outline the expectation of District Officers Attendance at District Functions.

Reference:

District A3 By-Laws Article III, Sections 1, 2, 3, 9, 10

Policy

Attendance

As the elected and/or appointed representatives of the District there are expectations on when and where District officers should be in attendance.

A. District Officers are expected to attend the following;

- Officer Training Seminar
- Governors Barbeque and Get-together
- Lions Learning Day
- All regular and special Meetings of the Cabinet
- District A-3 Convention and Governor's Ball
- Relevant Committee Meetings

B. District Officers should attempt to attend the following:

- Memorial Visitations and Lions Services
- Charter Night Anniversaries (multiples of 5 years)
- Any other significant District or Multiple District or International event

Note: Only those events detailed in the Multiple District A Rules of Audit are eligible for expense claims and any such claims are subject to those rules of audit. See also Policy 2.0 – District Financial Policy.

Club Visits

The requirements for Club visits by District Officers are described in the referenced By-law with each section detailing the requirement for specific District Officers.

Whenever a District officer makes an official visit to a Club either in accordance to the requirements laid out in the reference or at the request of the District Governor, they shall submit a Club visit report. The purpose of these reports is to keep the governor apprised of the health and well being of clubs in the district and to identify potential problems at the earliest opportunity.

Club Visit reports shall be sent to the District Governor, 1st Vice District Governor and 2nd Vice District Governor. Zone Chairs shall also submit their reports to their respective Region Chair. The District Governor may forward visitation reports to the GLT, GMT or GST coordinator for follow-up if required.

At a minimum this report will be in narrative form and will include the date, club visited, number of Lions and guests in attendance, purpose of the visit and any comments/ observations about the meeting that may be appropriate.

Region and Zone chairs shall use the report forms at Annex A and Annex B to this policy, they may also include a narrative report detailing any observations not covered by the report form. Region and Zone Chairs may submit expense forms for official visits in accordance with the District Financial policy (Policy 2.0).

Copies of all visitation reports shall be provided to the Club President.

Responsible Department:

All District Officers

Date of Issue – 15 June 2019

Review – Bi-annually

Sunset Date -

Annex-A - Region Chair Visitation Report

LIONS CLUBS INTERNATIONAL – DISTRICT A3

Region Chairperson Visitation report



Region Chairperson:	Club Visited:
Region:	Date:
Number of members:	Number present:

Please review all information available prior to your visit, e.g. MyLCI, MyLion, Club Bulletin, website etc.

ADMINISTRATION

	Yes	No
Did the meeting start on time?		
Did the President follow a prepared agenda?		
Were guests properly received and introduced?		
Does the Club regularly send members to Club Officer Training Sessions?		
Are LCI, MDA, and District A3 dues paid?		
Are all accounts with LCI up to date?		
Does the Club secretary submit monthly MMRs on time?		
Does the secretary submit monthly Service Activity reports on time?		
Does the Club have an active up to date website or Facebook page?		
Will the Club be sending delegates to the District A3 Convention?		
Will the Club be sending delegates to the MD"A" Convention?		

Notes on any above Administration Items include ways in which you can be of help.

SERVICE

Briefly describe a recent or planned service activity, include date and how event was publicized

LEADERSHIP

Record name and contact information for members with potential beyond the club level.

GENERAL OBSERVATIONS

Please record any additional observations not included elsewhere

President

Region chairperson

Distribute Copies to DG, 1st VDG, 2ndVDG, and Club Records

Annex-B - Zone Chair Visitation Report

LIONS CLUBS INTERNATIONAL – DISTRICT A3

Zone Chairperson Visitation report



Zone Chairperson:	Club Visited:
Zone:	Date:
Number of members:	Number present:

Please review all information available prior to your visit, e.g. MyLCI, MyLion, Club Bulletin, website etc.

ADMINISTRATION

	Yes	No	Action if needed
Did the meeting start on time?			
Was there a prepared agenda?			
Was an official opening observed?			
Were guests properly introduced and recognized?			
Does the Club have a Membership Committee and a Membership plan?			
Did Club Officers attend training sessions?			
Did required Club Officers attend Zone meetings?			
Does the Club have an active up to date website or Facebook page?			

SERVICE SUPPORT OR PARTICIPATION

LCIF	LFC	Diabetes	Vision	Hunger	Childhood Cancer
Environment	Leader Dog	Hearing	Eye Glasses	Eff Speaking	Peace poster
Lions Quest	Special Olympics	Camp Kirk	Camp Dorset	CNIB Lake Joe	Camp Huronda
Other:					

DISTRICT SUPPORT REQUEST

	Yes	No	Specifics
Additional Membership support, GMT?			
Additional Leadership Training?			
Specific Committee Chair visit?			
Participation in CQI?			
Other?			

GENERAL COMMENTS/ FUTURE ACTION

President

Zone chairperson

Distribute Copies to DG, 1st VDG, 2ndVDG, Region Chair, Club Records

Policy 11.0 District Elections and Voting

Effective Date: 15 June 2019

Purpose:

To establish a clearly understood agreement on delegate formula calculation and eligibility to vote at District Conventions

Reference:

- A. District A3 Constitution Article VII, Section 2.
- B. District A3 By-Laws, Exhibits D, E, F, and G
- C. LCI Board Policy Manual Chapter V, B.1.

Policy

Club Delegate Formula calculation

Elections and Credential committee shall use the MyLCI Club Health assessment effective 1 Mar each year to determine the number of delegates each club will have at convention. The number of delegates shall be based on the lower of “Current member count” and “Member count 12 months ago” using the formula one (1) vote for every ten (1) club members of majority fraction thereof with five (5) being the majority fraction.

Example;

- 1. Club XXYY current member count 55, Member count 12 months ago 50, club delegate number will be based on 50 giving the club 5 delegates.
- 2. Club VVVV current member count 20, Member count 12 months ago 25, club delegate number will be based on 20 giving club 2 delegates.

Eligible Delegates

Any Lion in good standing from a club in good standing, as per Ref B, is an eligible delegate and may cast one (1) vote for each office to be filled in the district, their Zone, Region, and on any question submitted for vote at the Convention.

Special Voting Provision

All Past District Governors and Past International Officers in good standing from Clubs in good standing, as per Ref B, shall be entitled to cast one (1) vote for each District office to be filled, applicable to their home club location, and on any question submitted for vote at the Convention. Lions exercising this provision are not eligible to vote as a Club delegate nor do they count against the Club Delegate formula above.

Candidate Nomination

Clubs shall use the applicable forms at Annex-C- to endorse nomination of candidates for District Office. These forms shall be sent to the District Governor no later than 30 Days prior to the convention at which the election will be held. The District Governor shall forward these forms to the Nomination Committee as soon as they are received.

Delegate Credential Certification

The form at Annex-D – shall be used to provide certification of delegate credentials. Clubs shall be provided with sufficient forms to match their Club delegate allocation and any Lions who wish to exercise the special voting provisions above. Once credentials are confirmed and the Certified Voter section completed the voting Lion will be issued the appropriate ballot(s).

Responsible Department:

District Cabinet, and Elections & Credentials Committee, Nominations Committee

Date of Issue – 15 June 2019

Review interval - Annually

Sunset Date - none



Nomination and Endorsement Form



District A3

The Lions Club of: _____

Nominates and Endorses Lion: _____

For the Office of: _____

For Lion's Year: _____

On (date) _____ at a General meeting of the Club a motion making this endorsement. was moved, seconded and duly passed.

The motion was moved by Lion _____ and

Seconded by Lion _____.

The candidate is an active member in good standing of this Club. The Club is in good standing with District A3, Multiple District A and Lions Clubs International. This candidate meets the qualification criteria established in the District A3 Constitution and By-Laws (summarized on the reverse) for the office to which he/she is endorsed.

The above information pertaining to the nomination and endorsement is certified true and correct.

Signed: Lion _____, Secretary _____ Lions Club

Dated; _____

I, Lion _____ (print name) do hereby accept this nomination and endorsement.

Signed: Lion _____, Dated; _____

This notice of nomination and endorsement and a completed Nominating Committee Checklist for the nominated office (By-Laws Exhibit D – G attached) shall be filed with the District Governor no later than thirty (30) days prior to the District Convention.

Received by District Governor; and passed to Nomination Committee

Signed: Lion _____, Dated; _____

Candidate for District Governor shall

1. Be an active member in good standing of a chartered Lions Club in good standing in his/her single or sub-district.
2. Secure the endorsement of his/her club or majority of clubs in his/her single or sub-district.
3. Currently be serving as the First Vice District Governor within the District from which he/she is to be elected.
4. Only in the event the current First Vice District Governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, any member who fulfills the qualifications for second vice district governor as set forth in the Lions Club International by-laws or constitution and who is currently serving or who has served one (1) additional year as a member of the district cabinet, shall fulfill the requirements of item 3 above.

Candidate for First Vice District Governor shall

1. Be an active member in good standing of a chartered Lions Club in good standing in his/her single or sub-district.
2. Secure the endorsement of his/her club or majority of clubs in his/her single or sub-district.
3. Currently be serving as the Second Vice District Governor within the District from which he/she is to be elected.
4. Only in the event the current Second Vice District Governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, any member who fulfills the qualifications of second vice district governor shall fulfill the requirements of item 3 above.

Candidate for Second Vice District Governor shall

1. Be an active member in good standing of a chartered Lions Club in good standing in his/her single or sub-district.
2. Secure the endorsement of his/her club or majority of clubs in his/her single or sub-district.
3. Have served or will have served at the time he/she takes office as second vice district governor:
 - a. As president of a Lions Club for a full term or major portion thereof, and a member of the board of directors of a Lions Club for no less than two (2) additional years; and
 - b. As a Zone chairperson or Region Chairperson or cabinet secretary and/or Treasurer for a full term or major portion thereof;
 - c. With none of the above being accomplished concurrently.

Candidate for Region Chairperson shall

1. Be an active member in good standing of a chartered Lions Club in good standing in his/her single or sub-district.
2. Secure the endorsement of his/her club or majority of clubs in his/her region.
3. Have served or will have served at the time he/she takes office as region chair:
 - a. As president of a Lions Club for a full term or major portion thereof, and a member of the board of directors of a Lions Club for no less than two (2) additional years; and
 - b. As a Zone chairperson or Region Chairperson or cabinet secretary and/or Treasurer for a full term or major portion thereof;
 - c. With none of the above being accomplished concurrently.

Candidate for Zone Chairperson shall

1. Be an active member in good standing of a chartered Lions Club in good standing in his/her single or sub-district.
2. Secure the endorsement of his/her club or majority of clubs in his/her Zone.
3. Have served or will have served at the time he/she takes office as zone chair:
 - a. As president of a Lions Club for a full term or major portion thereof, and a member of the board of directors of a Lions Club for no less than two (2) additional years; and
 - b. With none of the above being accomplished concurrently.

EXHIBIT D

**Nominating Committee Checklist
District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the first vice district governor within this district.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications:

- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served _____
- District Cabinet (check one)
 - Zone or Region Chairperson Year Served _____
 - Cabinet Secretary and/or Treasurer Year Served _____
- One (1) additional year as a member of district cabinet
Position held: _____ Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

EXHIBIT E

Nominating Committee Checklist
First Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the second vice district governor within this district,

In the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served _____
- District Cabinet (check one)
 - Zone or Region Chairperson Year Served _____
 - Cabinet Secretary and/or Treasurer Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

EXHIBIT F

**Nominating Committee Checklist
Second Vice District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served _____
- District Cabinet (check one)
 - Zone or Region Chairperson Year Served _____
 - Cabinet Secretary and/or Treasurer Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

EXHIBIT G

**Nominating Committee Checklist
Region/Zone Chairman Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the Region/Zone.
- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Region Chair/ Zone Chair in accordance with the District A3 By-Laws, Article II, Section 7.

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

Annex -D - Delegate Credential Certification

Lions Clubs International



District A3

DELEGATE’S CREDENTIAL CERTIFICATION

This is to certify that Lion _____

Is a member in good standing of the _____ Lions Club.

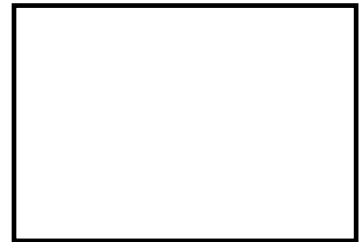
And has been appointed as a voting delegate to the District A-3 Convention.

Club	Secretary	Year
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Note: Following their convention registration, the delegate must present this signed certificate along with a valid (current Lions’ year) Lions Club International Membership Card to the Credentials Desk in order to be registered as a Certified Voting Delegate entitled to vote on all questions presented at the convention. (Life membership metal ID Cards are not valid for delegate certification)

DELEGATE’S VOTING CERTIFICATION

The above noted Lion has been certified as a voting delegate for the 20xx Convention and is entitled to vote on District A3, Region ___ and Zone ___ questions.



Elections and Credentials Chair (print name& sign)	Date	Stamp
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Note: This signed and stamped form must be presented to election officials along with the valid membership card to receive the appropriate ballot(s). This form shall be retained by the elections committee until the end of the current Lion’s year.

Appendix A – District Committee Job Descriptions

The District Committee Job Descriptions manual is maintained as a separate document; however, it forms an integral part of this policy manual. Where there is a conflict between the Committee Job Description and this manual, this manual shall have precedence.