The International Association of Lions Clubs

Policy and Procedures Manual

Multiple District 22
Council of Governors

As of June 30, 2017

Policy and Procedures Manual

Multiple District 22
Council of Governors

Prepared by: Research and Long Range Planning Committee 1983

Updates:
1987
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2004
2005
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October 2008
April 2009
May 2010
February 2012
April 2012
March 2, 2014
May 15, 2014
March 13, 2016
June 30, 2017

FOREWORD

This reference manual is a composite of responsibilities and obligations for those who serve as a District Governor of a sub-district in Multiple District 22.

The procedures covered are either dictated constitutionally, and are so identified, or are a continuation of an acceptable procedure that has become a tradition by continued usage.

Lions Clubs International provides each District Governor with the tools he/she will need to organize his/her sub-district. However, you will find participation in the Council of Governors an experience that is totally new. No prior introduction to Multiple District leadership is provided other than through our Candidate School, and this manual.

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OBLIGATIONS AND RESPONSIBILITIES OF THE MD 22 COUNCIL OF GOVERNORS

Under of the Multiple District 22 Constitution and By Laws, the Council of Governors is "To provide an administrative structure with which to advance the principles and objects of the International Association of Lions Clubs in the Multiple District."

The Multiple District 22 Council of Governors is composed of all the District Governors in the Multiple District and shall also include one Past District Governor who shall serve as Council Chairperson. Each member of the Council of Governors, including the Council Chairperson, shall have one (1) vote on each question requiring action of the Council of Governors. The Council Chairperson shall serve a one-year term only and cannot serve in that capacity again. (Article V, Section 1 of the MD22 Constitution and By Laws)

The Council of Governors has obligations and responsibilities with specific powers outlined in the MD 22 Constitution that should not be taken lightly. Here are some of the objectives assigned to the Council of Governors:

1. Liaison with Lions Clubs International headquarters
2. Approval of a committee to plan for and execute the Multiple District Convention
3. Approval of a committee to plan for the Multiple District's participation in the International Convention
4. Formation of the Multiple District Committees and provide direction and supervision for the proper discharge of duties
5. Unification of sub-districts to support Multiple District identity and esprit de corps
6. Provide and maintain financial management of Multiple District funds

ELECTION OF COUNCIL OFFICERS

The officers of the Council of Governors shall be a Chairperson, Secretary and Treasurer, all of whom shall be elected annually by a majority vote of the District Governors – Elect immediately following the close of the Multiple District Convention at which they were elected.

The nominee for Council Chairperson shall be a Past District Governor who has not served in this capacity from the sub-district that was predetermined by the rotation roster (see Appendix 1). Each Sub-District shall determine its own process for selecting a single candidate for the position of Council Chairperson. The name of the candidate must be submitted to the incoming Council of Governors by March 1st. If the candidate is not acceptable to the incoming council or in the event the Council Chairperson must be replaced, the sub-district per the rotation schedule must submit to the Council of Governors the name of a replacement candidate for their approval within 14 days.

The Council Secretary and Council Treasurer shall be members of the Council of Governors. The selection of these officers is predetermined by the Rotation Schedule (see Appendix 1).

OFFICER RESPONSIBILITIES

Council Chairperson

Under the general supervision of the International Board of Directors, he/she shall be the Coordinator of the Multiple District and shall act on behalf of and upon delegation from the Council of Governors. His/her specific responsibilities shall be to:

1. Further the Purposes and Objects of this Association.
2. Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long-range planning.
3. Create and foster harmony and unity among Sub-Districts, and assist District Governors to solve issues.
4. Submit reports and perform such duties as may be required by the Multiple District Constitution and Bylaws and by Lions Clubs International.
5. Perform other such administrative duties as may be assigned by the Multiple District Council of Governors
6. Facilitate; at the close of his/her term of office, the timely presentation of all Multiple District accounts, funds and records to his/her successor in office.

While serving as the MD 22 Council Chairperson, he or she shall not be either Chairperson of any Multiple District Committee, unless so designated by C & BL or this document, in order to avoid any appearance of conflict of interest.

Council Secretary

Under the supervision and direction of the Multiple District Council, the Council Secretary shall:

1. Keep an accurate record of the proceedings of all meetings of the Council and within ten (10) days after each meeting, forward copies thereof to all members of the Council and the Office of Lions Clubs International.
2. Assist the Council in conducting the business of the Multiple District and perform such duties as may be specified or implied, in the Multiple District Constitution and By-Laws, or as may be assigned to him/her from time to time by the Council.
3. Keep accurate books and records of accounts and minutes of all Council and Multiple District meetings, and permit inspection of the same by any member of the Council or by any Club in the Multiple District (or authorized agent of either) at any reasonable time for any proper purpose.
4. Collect and prepare final reports and submit to Lions Clubs International at the end of his/her term of office as required.
5. Following the close of their term of office, at a meeting of the Multiple District Council within forty-five (45) days after the date on which the succeeding District Governors officially took office, the Chairperson and Secretary of the Multiple District Council shall turn over to their respective and duly elected successors:
    a) All property of the Multiple District entrusted to their care and keeping
    b) All permanent records, accounts and files, both those transferred from prior years and those of the current year.

Council Treasurer

Under the supervision and direction of the Multiple District Council, the Council Treasurer shall:

1. Receive and record all per-capita taxes required to be paid over to him/her hereunder by the Sub-District Cabinet Secretary-Treasurers, or Sub-District Treasurers, and deposit them in a bank or banks designated by the Council.
2. Secure bond for the faithful performance of his/her duties in such sum and surety as may be required by the Council.
3. Following the close of his/her term of office, at a meeting of the Multiple District Council within forty-five (45) days after the date on which the succeeding District Governors officially took office, the Council Treasurer shall turn over to the duly elected successor the balance of all monies belonging to the Multiple District, properly designated as to their specific allocation, and a record of any accrued liabilities related thereto.

ADMINISTRATIVE ASSISTANT

Duties of the Multiple District Administrative Assistant

A Multiple District Administrative Assistant may be appointed for a two-year term to assist the Council of Governors and may be re-appointed at the discretion of the Council of Governors responsible for making such appointment. The Administrative Assistant may assist the Council in clerical, secretarial, and correspondence duties, financial record keeping and other administrative duties at the discretion of the council.
The Council of Governors will include the position of Multiple District Administrative Assistant in their annual administrative budget. However at the discretion of the Council of Governors, funds may be utilized from the accumulated Administrative Fund balance for the expense of this position in accordance with the rules of audit found in the Multiple District Policy and Procedures Manual.

COUNCIL MEETINGS

In addition to the Election of Officers Meeting held at the Multiple District 22 Convention in May, The Council of Governors shall meet no less than 8 times during the Lions year. These meetings will include:

1. **Turnover Meeting** Within 45 days after taking office
2. **Council Meeting** held on the weekend of the 22-W Social in October.
3. **Council Meeting** held on the weekend of the 22-A Social in November
4. **Council Meeting** held on the weekend of the 22-D Social in December.
5. **Council Meeting/Mid-Winter Conference** held in January or February,
6. **Council Meeting** held on the weekend of the 22-B Social in March.
7. **Council Meeting** held on the weekend of the 22-C Social in April.
8. **Multiple District 22 Convention** in May.

Additional meetings will be at the discretion of the Council of Governors

Complimentary Meals at District Socials: By agreement of the MD 22 2015-2016 Council of Governors the following meals will be complimentary; the District Governor, the First Vice District Governor, and the Second Vice District Governor from each of the other 4 Districts as well as the Council Chair for a total of 13 meals. The Hosting District Officers will be as is customary within their sub district for such events.

Communications via Electronic Means: The council may communicate via any means that is agreeable to them for the purpose of discussion on issues that may come to the COG. Any motion that may result will be distributed by email to the Council by the CC and each Governor shall respond individually by email to the CC. The resultant action will be included and noted in the minutes of the next formal meeting of COG.

Request for Action or Funding by the COG: Any request for action by the COG should be submitted at least 2 weeks prior to any established formal meeting to allow ample time for consideration. Request that involves funding or changes to the established MD budget not received 2 weeks prior to the formal meeting, will not usually be considered. Such requests are considered as "last minute" and will usually be tabled to the council's pleasure.

Election of Officers Meeting

Soon after the District Governors Elect Luncheon, the newly elected District Governors and newly elected 1st and 2nd Vice District Governors meet with the sitting Council of Governors and the Multiple District International Officers and Directors (present and past). The meeting is opened by the sitting Council Chairperson to accomplish two things:

1. Update the newly elected Council on any unfinished business that would be of immediate importance to the new Council, and
2. The newly elected Council of Governors will elect a new Council Chairperson. After the election of the Council Chairperson, the newly chosen Council Chairperson will preside over the meeting of the new Council of Governors and excuse from the room all members not required to conduct the meeting. The meeting agenda of the incoming Council is to include:

1. Election of a Secretary and a Treasurer from members of the new Council.
2. Appoint the Multiple District Administrative Assistant. The filling of this position is optional. The description of the position can be found in Appendix 10 of this Manual.
3. Recognition of the Multiple District 22 International Officers and Directors (present and past) as Advisors for active participation with the new Council at the discretion of the Council of Governors.
4. Appointment of the Multiple District Committee Chairpersons and Coordinators. These positions include:
   a) Constitution & By-Laws / Policy & Procedure Committee Chairperson
   b) Convention Committee
      1) Chairperson
      2) Vice Chairperson
      3) Treasurer
   c) International Convention Committee
      1) Chairperson
      2) Vice Chairperson
   d) Diabetes Coordinator
   e) Global Leadership Team Coordinator
   f) Global Membership Team Coordinator
   g) Hearing & Speech Coordinator
   h) Information Technology Coordinator
   i) Leader Dog Coordinator
   j) LCIF Coordinator
   k) LSKS Coordinator
   l) Public Relations Coordinator
   m) Records Retention Coordinator
   n) Research and Long-Range Planning Chairperson
   o) Roaring Lions Chairperson
   p) USA /Canada Leadership Forum
      1) Coordinator
      2) Vice Coordinator
   q) Women's Membership Development and Participation Chairperson
   r) Vehicle Tags Chairperson (Maryland)
   s) Youth Outreach Coordinator
5. Establish dates for Council meetings and District Socials
6. Authorize procurement of stationery for use by the entire Council and the committees (excluding Convention Committee). Based on previous usage, it is recommended that electronic letterhead be used. Envelopes may be ordered as appropriate.

Turnover Meeting

This meeting shall be called and conducted by the incoming Council within 45 days following the close of the International Convention where the Oath of Office was administered to the District Governors. The date and the specific location for the meeting should be at a time and place mutually agreeable to both Councils. The agenda should include:

1. Turnover reports by Council and Committee Chairpersons
2. Turnover of property, records and funds
3. Council approval of place and depository of funds and bonding coverage for the Council.
4. Any unfinished or new business for the good of the Multiple District.
5. Request for budgets to be prepared and submitted by all Committees, with copies to the five Council members and advisors, three (3) weeks prior to the October Council meeting.
6. Review of preliminary budget submitted by the Council Treasurer.

1st Council Meeting

This meeting has traditionally been held in October to coincide with the first sub-district Social. The agenda should include:

1. Review of Committee Budgets – Council of Governors is guided by the provisions contained in the Multiple District Constitution for approval of budget requests within each separate account: Administrative, Multiple District Convention, International Convention, and Multiple District Candidate for International Office, and Regional Lions Leadership Institute.
2. General review of each Committee Program
3. Unfinished or new business for the good of the Multiple District.

Other Council Meetings and Special Meetings

Normally, the other regular meetings of the Council should coincide with sub-district socials, with notification in writing two weeks in advance of the time and place for each meeting. The agenda should include:

1. Committee reports at each regular meeting.
2. Unfinished or new business for the good of the Multiple District.

Mid-Winter Conference

The mid-winter conference is generally a weekend involvement with one full day (Saturday) devoted entirely to reports and planning activities. Much of the meeting will be devoted to discussion of plans for the Multiple District 22 Convention.

1. Council Chairperson is responsible for business meeting agenda.
2. Multiple District Convention Committee Chairperson is responsible for providing adequate facilities at the chosen site, in accordance with the desires of the Council of Governors.
3. Committee reports should include:
    a. Multiple District Convention Committee reports and requirements.

b. Other committee reports as appropriate

The bulk of the meeting will be devoted to discussion of plans for the MD 22 Convention presented by the Multiple District Convention Committee.

MULTIPLE DISTRICT COMMITTEES

Multiple District Committee Chairperson should work closely with their counterparts in each of the Sub Districts. This might include holding meetings together and/or communicating by phone or e-mail to ensure each Sub District has a voice at the Multiple District level.

Committee Chairpersons Selection Criteria

The prerequisite for selection as a committee appointee should be based on the individual Lion's demonstrated interest and capabilities. Each of the committee assignments is a period of specialization, which is time consuming and demanding. The individual must be able to work harmoniously with others, plan capably, and be relied upon to execute the Council's approved plan of action.

It is most important that the Lions selected to serve with the Convention groups be permitted to continue from the entry position to the Chairpersonship.

Historically, the appointees have been from the Past District Governors ranks. These are Lions who have been exposed to the total picture, and share the image required for the Multiple District.

Constitution and By-Laws / Policy & Procedures Committee

This is a standing committee. The Constitution and By-Laws Committee Chairperson is selected as per rotation schedule. See Appendix 1 and 2. The committee consists of a representative from each sub-district named by the respective District Governor. This committee acts on behalf of the Council of Governors for the express purpose of keeping the Constitution and By-Laws and the Policy & Procedures Manual up-to-date. Any changes or revisions to the Constitution and By-Laws that are initiated in the Multiple District should be processed by this committee for recommendation to the Council of Governors with prior approval of the wording by Lions Clubs International. Amendments to the Constitution would be in conformity with Article XV and amendments to the By-Laws with Article VII. Changes and corrections to the Policy & Procedures Manual will be approved by the COG prior to inclusion.

The MD 22 Constitution and By-Laws and the Policy and Procedures Manual shall both be available electronically and placed on MD 22 Website.

Diabetes Awareness Coordinator

In March 1984, the Diabetes Awareness Program became a major commitment of Lions International. The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection and research. Diabetic retinopathy is the leading cause of new cases of adult blindness, and diabetes is the third leading cause of death by disease.

Multiple District Diabetes Coordinator responsibilities include:

1. Become familiar with the Information for Chairperson section on the Lions Clubs International Web site.
2. Become knowledgeable about diabetes and diabetic retinopathy.
3. Raise the level of diabetes awareness in the Multiple District by coordinating diabetes activities involving the entire Multiple District.
4. Be available for forums and presentations at conventions and rallies.
5. Serve as a liaison between local diabetes organizations and the medical community in planning diabetes activities.

Finance Committee

The Finance Committee will consist of ten (10) members, two (2) from each sub-district, elected by members of the District Governor's Honorary Committee and shall be Past District Governors of their respective sub-district. The Chairperson for this committee will be the Chairperson of the Council of Governors, who will have no vote (see MD 22 By-Laws Article II, Section 1.m). The committee will meet on the call of the Chairperson. The Committee will select an acting secretary from among the elected members who will be responsible for the minutes of the meeting, and will furnish each member a copy within a reasonable number of workdays. The Committee will address itself to fiscal matters, as presented by the Council Chairperson or in writing from the Council of Governors and signed by three or more District Governors of the Council. Action of the Multiple District Finance Committee must be reported to the delegates attending the next Multiple District Convention.

Global Leadership Team (GLT) Coordinator

The Council of Governors appoints the Global Leadership Team Coordinator. The appointment is made with the intent of it being a three-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment.
Responsibilities include the following:

1. Support and motivate the district GLT.
2. Assess training and leadership needs in the multiple district; communicate needs to Area leader.
3. Establish a training and development plan for the multiple district with guidance from the Area leader.
4. Organize and promote training at the multiple district convention
5. Collaborate with his/her GMT counterpart to identify needs and ensure suitability of training opportunities.
6. Educate the Lions in the multiple district on and encourage the use of LCI leadership development programs, tools and resources.
7. Organize first and second vice district governor training.
8. Evaluate training and development programs in the multiple district and provide feedback to the Area leader and the LCI Leadership Division.
9. Identify and encourage potential leaders based on aptitude, experience and interest. Recommend qualified candidates for Lions Leadership Institutes and Faculty Development Institutes. Encourage graduates' active involvement.
10. Ensure leadership training and development is emphasized in the multiple district.
11. Enhance awareness and understanding of the need for quality leadership at all levels of the association.

Global Membership Team (GMT) Coordinator

The Council of Governors appoints the Global Membership Team Coordinator. The appointment is made with the intent of it being a three-year commitment by the individual involved, as per Lions Clubs International guidelines and selected from the applications submitted to the Council the year before the appointment.

The major responsibilities of the GMT multiple district coordinator include area analysis, goal setting/action plan analysis, communication and collaboration – all guided by a strategic plan.

Recommended strategic planning steps are the following:

1. Analyze membership data and trends.
2. Appoint GMT multiple district team members.
3. Set goals and define action plans.
4. Communicate.
5. Motivate and execute.
6. Review and re-evaluate goals

Hearing and Speech Coordinator

Hearing conservation and work with the deaf became a major Lions activity in 1971. In 1977, the activities were expanded to take into account people with all types of communication difficulties. Deafness is a handicap of communication, and hearing/speech impairment is statistically more common than blindness.

Multiple District Hearing and Speech Coordinator responsibilities include:

1. Become familiar with the Information for Chairperson section on the Lions Clubs International Web site.
2. Develop training and educational programs for presentation at Multiple District meetings.
3. Encourage support of schools and rehabilitation centers for the deaf.
4. Coordinate public awareness campaigns.
5. Cooperate with professional organizations and agencies.
6. Consult with deaf and hearing-impaired members of the community and convey information concerning their needs to the sub district Coordinators.

Information Technology Coordinator (Webmaster)

Responsibilities:

1. Develop and maintain the Multiple District web site; update it regularly with info relevant to members of the MD22; and maintain the domain name registration.
2. Serve as the Maryland or Delaware Node Master for LionNet.
3. Coordinate with and assist, as necessary, the webmasters of the five sub districts.
4. Promote the use of the internet for online submission of reports to LCI, ordering of Lions supplies, and other features noted on the LCI homepage.
5. Encourage the use of email for communication among clubs and members.
6. Encourage clubs to create and publish web sites; assist clubs in registering with LionNet, Lion e-Clubhouse, etc. if necessary; and promote linking to other Lions sites, especially to LCI, MD22 and sub district web sites.
7. Provide seminars and training, as requested, on use of information technology (IT) to perform tasks in the various levels of Lionism.
8. Submit an annual budget to Council Treasurer.

9. Provide reports at Council of Governors meetings on the status of the MD22 web site and associated actions.

Qualifications:

1. A working knowledge of the internet, email and web page development.
2. Eagerness to promote the use of IT within the Multiple District
3. Knowledge of the organization and functions the Multiple District
4. Willingness to track and report the various actions of MD22 on the web site
5. Ability to travel and present reports at the five Council of Governors meetings.

International Convention Committee for Multiple District 22

The same Constitutional controls prevail for this committee as for the Multiple District 22 Convention Committee. Two members are appointed, Chairperson and Vice Chairperson.

Some of the functions and activities that involve this Committee are:

1. Conduct Trading Pin Contest for selection of a Multiple District pin. Council approval is required for pin selection, number procured, and distribution.
2. Secure and maintain a Hospitality Room at the Convention Hotel to accommodate the Lions and their families.
3. Coordinate the details for parade participation.
4. Make arrangements with Convention Hotel for a breakfast to accommodate the Lions and their families. Provide an opportunity to allow for the exposure of the International Candidates.
5. With Council approval, secure a Travel Agent for transportation to and from the Convention City with pre and post-convention tours.
6. Provide gifts for Incoming District Governors and the International Family (Council to make selection if deemed appropriate). Procure and make arrangements for delivery.
7. When the Multiple has a candidate for an International Office, this committee has an active role for promotion and coordination with the candidate's campaign committee.
8. The International Convention Committee's monetary allocation for operation shall be based on the allotted per capita tax, using the July 1 club membership report. 95 percent of the allocation will be advanced to the International Convention Committee at the Turnover Meeting to begin operations.
9. The International Convention Committee will present a preliminary budget to the Council of Governors no later than three weeks prior to the October Council meeting.
10. The International Convention Committee shall present to the Council of Governors at the Mid-Winter Conference, a detailed plan of the International Convention program and activities for MD-22 participants which reflects negotiated costs. Upon approval of the International Convention Committees report, the Council of Governors will advance the final 5 percent of the annual allocation, based on the Council Treasurer's per capita tax adjustment after the January 1 club membership report.

The Council of Governors must exercise its influence throughout the Multiple District to encourage International Convention registration of all participants. Hotel room allotment is based on the official registration of the previous year.

LCIF Coordinator

The LCIF Multiple District Coordinator serves as an ambassador for LCIF in all aspects, including fundraising, promotion, training and education about LCIF's grants and programs.

Leader Dog Coordinator

The coordinator's responsibilities include education about Leader Dogs for the Blind and encouragement for financial support. He/she should coordinate with the district coordinators and encourage fundraising activities. He/she should obtain periodic reports from the district coordinators and compile them into reports to the Council of Governors.

Multiple District 22 Convention Committee

1. Article VII, Section 3, MD 22 *Constitution* states that "The Council of Governors shall be the officers of the Annual Multiple District Convention "with a Multiple District Convention Committee (MDCC) to execute its approved plans.

2. The Council of Governors shall control the budget and major policy items. The Council of Governors shares in the planning and entrusts the fulfillment of those plans, which encompass a multitude of details, to the MDCC. The MDCC will consist of a Chairperson, a Vice Chairperson, and a Treasurer.

3. The Multiple District Convention Committee will negotiate all contracts and justify all bills relating to the planning and operation of the Multiple District Convention. Once the Convention Committee's plans for the operation of the convention have been approved by the Council of Governors, the Convention Committee should receive the support and the assurance required to *properly* execute the plans.

4. **Multiple District Convention Committee Budget**

   A. The MDCC shall develop a three (3) year "Trend Sheet" reflecting the existing year's actual budget compared to the previous two year's actual budgets and the percent of change in each category from each prior year. The MDCC shall present that Trend Sheet to the First Vice District Governors (FVDG) six (6) months (by January) prior to the FVDGs taking office. See: Appendix 12.

   B. The MDCC will prepare a tentative budget for the ensuing year and present it to the FVDGs for review approximately six (6) months (by January) prior to their year as District Governors. See: Appendix 11.

   C. The proposed budget for the current year presented to the Council of Governors shall reflect the number of attendees who attended the prior convention.

   D. The MD 22 Convention Committee's monetary allocation for operation shall be based on the allotted per capita tax, using the July 1 club membership report. 95 percent of the allocation will be advanced to the MD 22 Convention Committee at the Turnover Meeting to begin operations.

E. The MDCC Chairperson shall submit to the Council of Governors prior to their December meeting a letter requesting approval by the Council for ticket sales, booth rentals, golf tournament, etc., per C & BL.

F. The MD 22 Convention Committee shall present to the Council of Governors at the Mid-Winter Conference a detailed plan of the Convention program, activities, and operation, which reflects negotiated costs. Upon approval of the MD 22 Convention Committee's report the Council of Governors will advance the final 5 percent of annual allocation, based on the Council Treasurer's per capita tax adjustment after the January 1 club membership report.

G. The MD CC's final reports, including the final version, which shall be submitted at the Turnover Meeting, shall be uniform in reporting variances. See: Appendix 11.

H. The newly appointed MDCC shall prepare a "Committee Activity" schedule prior to the Turnover Meeting as a tool for the Council and the Committee to track items accomplished or pending at any given time. MDCC shall review the schedule with the Council of Governors during this meeting and update as necessary to meet the Council's and the Committee's objectives and insure smooth operation to fulfillment. See: Appendix 13.

Here are some of the functions and activities that involve the Multiple District Convention Committee:

1. Program Booklet
2. Opening night Pre-Convention Dinner for the Council
3. Opening night Pre-Convention Mixer
4. Convention Meals
    - 5 Sub-district Luncheons
    - District Governors Banquet
    - Theme Luncheon
    - Meal for Past District Governors
    - Leadership Luncheon
    - Some Breakfast arrangements
5. Facilities for business meetings
6. Combined Necrology Service for the 5 Sub-Districts (Printed program)
7. Registration of Delegates, Alternates and guests
8. Merchandise Sales
9. Club and commercial exhibits
10. Housing and entertainment of Distinguished Guests
11. Sale of Hospitality Cards and individual tickets
12. Arrange for reserved seating at major functions
13. Plan Golf Tournament

Lions Saving Kids Sight Coordinator

The Coordinator shall be the Chairperson of the Lions Saving Kid's Sight Foundation and will report to the COG the actions of all screening programs within Multiple District 22.The Coordinator for each sub-district should have the subordinate responsibility in his

or her sub-district to maintain uniformity of the screening program within his or her District.

It is essential for the Program Coordinator to provide uniformity and harmony to the Multiple District 22 Screening Program so that it will continue to fulfill the mission of the program that all children of pre-school age within Multiple District 22 receive a vision screening at no cost to the child's family.
The coordinator shall provide the minutes of all meetings to the Council of Governors after approval of the LSKS Board of Directors.

Public Relations Coordinator

This committee shall concern itself with the promotion and dissemination of Lions Information, and shall devise and develop ways and means of improving public relations for Lionism and Lions clubs within Multiple District 22. The Multiple District Coordinator shall pass such information to the sub district coordinators.

Records Retention Coordinator

The Records Retention Coordinator is responsible to maintain the historical records of the Multiple District.

Multiple District 22 has implemented a records retention project to meet all applicable federal, state and legal requirements. This document sets forth the requirements and responsibilities for preserving records containing adequate and proper documentation of the functions, decisions, procedures and essential transactions of Multiple District 22. The records will establish a historical account of the Multiple District's activities.and provide information for the future and if necessary, to protect the legal and financial rights of the organization and persons directly affected. Records will be retained in an accessible and electronic format.

It will be the responsibility of the Council of Governors at the conclusion of their year to ensure that all records and information are turned over to the Records Retention Coordinator and entered into the database. This includes all annual reports, documents, contracts, publications, letters of commitment, financial reports and tax documents of the Council of Governors, the standing committees and the foundations of the Multiple District. Electronic documents are preferred but paper copies are acceptable. Paper copies will be scanned to form the electronic version.

Generally, all documents will be retained in the active file for a 7-year period. A record review will be conducted each year and records may be placed in an inactive file at the end of the 7 -year period or destroyed depending on the type of document and the need for that information. There may be situations, for historical purposes, reference purposes, or legal purposes that necessitate longer period.

All documents will be available to those who have a need to access, review or gather historical information. Records will be available in a read only format and protected against unauthorized users. To protect electronic records against technological storage obsolescence, migration to a new system before the current system is retired will be necessary.

Research and Long-Range Planning Committee

This is a standing committee. The Council appoints the Chairperson, with a representative from each sub-district named by the District Governor. This committee acts on behalf of the Council of Governors by exercising the following:

1. Cooperation with International Headquarters to conduct surveys from time to time on various items that have the objective of improving services and materials to Clubs and Districts.
2. Identify and analyze current and future areas of concern in the Multiple District including redistricting plans and make suggestions and recommendations of actions to address the problems.
3. Make projections into the next five or ten years as to what could possibly take place in Lionism in the area and discussing these projections at Council Meetings.
4. Report to the Council of Governors on the activities of the Multiple District Research and Long Range Planning Committee with a copy to International Headquarters.
5. Develop and maintain a five-year strategic plan.
6. Look to identify possible Multiple District Convention venues for use beyond the current 5-year plan.

Roaring Lions Chairperson

The Multiple District Roaring Lions Chairperson is *appointed* by the Council of Governors.

Roaring Lions classes are provided to help Lions develop the confidence needed to become stronger leaders and to overcome their fear of speaking in public. Each participant will learn the basics of speaking – from the simplest outline form to a dynamic presentation.

Chairperson Duties

- Become familiar with the program that the multiple district has available for each district chairperson.
- Encourage district chairpersons to implement the Roaring Lions program throughout the clubs in their district by conducting basic training classes.
- Provide instructors with materials available to conduct classes; this includes materials for participants as well.
- Assist district chairpersons with questions and concerns relevant to the program.
- Ask each district chairperson to provide the name of their “most outstanding” participant by the end of April.
- Stress to district chairpersons the rules that will be applied for the “Roaring Lions Speak-Off” at the multiple district convention.
- Encourage representation at the multiple district convention’s “Roaring Lions Speak-Off” session.
- Select qualified lions to judge the “Speak-Off” at the multiple district convention.
- Purchase a plaque for the multiple district convention “Speak-Off” winner.
- Keep the governors and multiple district council informed of district activities.
- Provide a summary report to successor.

USA/Canada Leadership Forum Coordinator (Vice Coordinator)

The Council of Governors appoints the Coordinator and Vice Coordinator per the Rotation Schedule. The Coordinator will do the promoting and planning for the Forum held in September of the first Calendar year. The Vice Coordinator will do the promoting and Planning for the Forum to be held in the next Calendar Year. The Coordinator will be responsible to make the report of the USA/Canada Leadership Forum that was held in the Fall of the Lions Year at the Multiple District Convention. The Coordinator and Vice Coordinator will have the following responsibilities for their respective Forums:

1. Promote their Forum through the use of the District Newsletters and Web Sites.
2. Arrange to hold a Breakfast for the Multiple District Attendees on one morning of the Forum.
3. Invite the Speakers for the District Socials and their spouses to the Breakfast as our Guests.
4. Send invitations to all of the Multiple District Attendees for the Breakfast.
5. Provide as much information as possible about the Forum and Tours to the Attendees.
6. Work closely with the District Chairpersons so they can promote the Forum in their respective Districts.

Vehicle Tags Chairperson

The Council of Governors shall appoint two (2) Auto Tag Chairpersons – one for Maryland and one for Delaware. The Auto Tag Chairperson's term of office shall be at Council pleasure.

Each Chairperson shall have a bank account in a financial institution approved by the Council of Governors. An updated financial statement shall be presented to the Auto Tag Chairperson at each Multiple District Council meeting. A fee shall be added to the cost of each license to defray the printing of a directory and any other expenses. Excess profit shall be turned over to the Multiple District. The fee for Maryland tags is $5.00.

Youth Outreach Coordinator

The Multiple District Youth Coordinator is to coordinate youth activities within Multiple District 22. The Youth Coordinator should communicate frequently with the Leo Coordinators throughout the multiple district, and advise, assist and show support from the Multiple District Council of Governors for youth projects within the multiple district. The Coordinator should work closely with the Kusiak Lions Youth Foundation, suggesting how local Lions clubs can request grants and other resources to support their youth projects. The coordinator should work with Lions Quest, HOBY, and other such youth oriented organizations to ensure that Lions efforts are not being duplicated, as well as ensure all areas of needs for the youth in the multiple district be may consolidated.

The Coordinator should keep the Council of Governors aware of the needs, resources, activities, training for youth in the multiple district and function to ensure all the resources and all volunteer expertise are being considered and applied to maximize the efforts of Lionism to support youth activities throughout the multiple district. This also means working with the Peace Poster Contest Coordinators, and other Youth Projects throughout the multiple district, and gather information about community activities that support our youth such as Leos, scouting, little leagues, 4-H, and such other groups that are teaching leadership, cultural, and educational skills to our youth in the multiple district.

Prepare reports for the District Governors keeping them informed of events and committees that are working within the multiple district to support our youth and submit a final report at the Multiple District Convention

Kusiak Lions Youth Foundation of Multiple District 22, Inc.
(MD22 Lions Youth Foundation)

The Kusiak Lions Youth Foundation of Multiple District 22, Inc., also known as the Lions Youth Foundation, was established in 2004 to provide opportunities for youth advancement through existing and new initiatives for youth by the Lions of Multiple District 22 in the name of International President Clement F. Kusiak.

The Mission of the Kusiak Lions Youth Foundation is to empower young people to help themselves and others through activities supported by the Lions Clubs of Maryland, Delaware and the District of Columbia and their communities.

The purpose of the Kusiak Lions Youth Foundation of Multiple District 22, Inc. is

- To promote public awareness and support of the Foundation and its mission
- To provide funding and services for results-oriented youth development initiatives
- To recognize leadership in volunteer participation and financial support for youth development objectives, and
- To encourage high standards in community youth services.

The Board of Trustees shall consist of three (3) Trustees from each sub district in Multiple District 22, PIP Clement F. Kusiak or a Lion member of his family and a total of three (3) non Lion Advisors who have experience and interest in youth programs. The non-Lion Advisors shall not be voting members and shall be appointed to one-year terms by the Board of Trustees at the annual meeting.

The officers of this Corporation shall be a Chairperson, Vice-Chairperson, Secretary and Treasurer. The officers are elected by the members of the Board at the Annual meeting held in conjunction with the Multiple District 22 Convention each year.

Each year, the sitting District Governor shall appoint one three-year Trustee from their respective sub-district at least 30 days prior to the convening of the Multiple District 22 Convention. The District Governor shall seek the advice of the Honorary Committee before making said appointment. Any Trustee shall be eligible to succeed their selves on the Board of Trustees.

The Kusiak Lions Youth Foundation of MD 22, Inc. has been classified by Internal Revenue Service as a charitable Non-Profit Organization and a Tax Exempt Entity under Section 501 (c)(3). All contributions to the Foundation are Federal Income Tax deductible.

Kusiak Lions Youth Foundation of Multiple District 22, Inc.
(MD22 Lions Youth Foundation)

Organization Chart:

Membership
District Governor, Vice District Governor, and District Governor's Advisory Committee from each Sub District
(Non-Voting)

Board of Trustees
3 Trustees from each Sub District (Voting)
3 Non-Lion Advisors (Non- Voting)
PIP Clement F. Kusiak or a Lion Member of his Family (Voting)

Officers
Chairperson Vice Chairperson Secretary Treasurer

Committees
Executive Committee
Audit Committee
Corporate Affairs Committee
Education Committee
Finance Committee
Fund Raising Committee
Grants Committee
Long Range Planning Committee
Recognition Committee

LIONS SAVINGS KID'S SIGHT FOUNDATION, INC.

The Foundation was approved by the Delegates at the Annual Multiple District 22 Convention on May 17, 2003.
The Foundation Constitution was approved at the MD convention May 18, 2016.

The Purpose of the Foundation is to provide vision screening for preschool children.

Membership of the Foundation shall be all Lions Clubs of the Multiple District 22, which are chartered or certified by Lions Clubs International.

Minutes of all meetings will be provided to the Council of Governors after approval of the Board of Directors.

Multiple District 22 Lions Vision Research Foundation, Inc.

The Multiple District 22 Lions Vision Research Foundation, Inc. is a project in which the responsibility is shared equally by all five District Governors. The Foundation is a separate entity from the Council of Governors. The District Governors responsibility starts when he/she is elected Governor and ends when the term ends.

Each Governor is automatically a voting member of the Board of Trustees for the term of the Governorship. He/She will, along with the three elected members from the District, represent the District at all regular bi-monthly meetings of the board and at all special meetings of the Board. The Immediate Past Chairperson of the Foundation and the Chairperson of the Council of Governors shall also be voting members of the Board of Trustees.

As a member of the Board of Trustees and the Council of Governors simultaneously, the Governor is in a key position to promote and further the growth and involvement of the Foundation. The Governor should also include information about the Foundation in his/her message on Official Visits to the clubs in the respective District and at all other appearances, where appropriate.

The Board of Trustees consists of 21 Lions members from active clubs in Multiple District 22, three members from the Wilmer Ophthalmologic Institute at the Johns Hopkins Hospital, and the Immediate Past Chairperson of the Board.

The Executive Committee, consisting of the Chairperson, the Vice-Chairperson, the Immediate Past Chairperson, the Treasurer, and the Secretary, except that the Secretary and Treasurer need not be Trustees are elected by the members of the Board at the Annual Meeting held in May of each year. A Secretary or Treasurer who is not a Trustee shall not have a vote on the Board of Trustees.

Each year, prior to the Multiple District Convention, the Governor and Honorary Committee elect a new member to replace the retiring member of the Board from the District. The new member is elected for a period of three years.

Much of the success of the Foundation will depend on how the District Governor pulls his/her District together as a unified group working toward one Multiple endeavor.

The purposes of this organization are to advance Lionism within the Multiple District in accordance with the Objects of Lions Clubs International, to bring greater strength to the Lions Clubs in the Multiple District through unity of effort, and to provide proper administration to achieve this objective.

AUDIT AND MONETARY CONTROLS

The Council of Governors shall exercise authority as covered in the Multiple District Constitution. As the elected officials for the Council of Governors, the Council Chairperson, Council Secretary and Council Treasurer shall exercise duties as specified in the Multiple District By-Laws.

Continuous cooperation and coordination is required between the Council officials and their counterparts of the sub-districts to administer and maintain proper monetary controls. All funds must be administered and controlled by proper bookkeeping standards. All monies received and all monies distributed must be supported by validly executed vouchers. See Appendixes 8 and 9.

The Council Treasurer should be satisfied that the agency or individuals utilized for audit purposes are acceptable by the standards specified in the Multiple District Constitution and By-Laws.

The Multiple District 22 Council Treasurer, Multiple District 22 Convention Treasurer and the Multiple District International Convention Treasurer will be bonded each year in accordance with Multiple District 22 By-Laws. All other monies and expenditures will be controlled by the Council Treasurer utilizing a voucher and receipt for each expenditure.

Rules of Audit

1. Three authorized signers on all accounts, one of whom shall be the Council Treasurer.
2. Two signers on all checks.
3. The individual seeking such reimbursement can sign no check for reimbursement of personal expenses. The two other authorized signers must sign these checks.
4. One common auditor is to be used for all Multiple District financial accounts.
5. No check may be written to “cash”
6. A written financial report, with vouchers, shall be submitted at each Council Meeting.

Budget Formulation

Budgets must be prepared – based on an overall view and analysis of requirements, order of priority, and finally methods of financing the activity for the coming year. The foremost item to keep in mind is the prime requirement of the Multiple District Constitution.

With respect to each Multiple District Fund; establish monetary controls so that no indebtedness shall be planned for, or budgeted, that would cause the budget to exceed the anticipated receipts for the fiscal year of the Council’s term.

With respect to each Multiple District Fund, the Council of Governors of the Multiple District shall make available to the Committee charged with the administration of each fund and/or activity that portion of the Multiple District dues allocated to each fund and/or activity, plus any fees, ticket sales, tail-twister fines, and other miscellaneous income

resulting from the activities of the Committee in administering the fund and/or activity. At the discretion of the Council of Governors an amount up to, but not exceeding, 10% of the accumulated balance of the General Administrative Fund may be turned over to the appropriate committees.

It must be noted that funds held in reserve for the support of a candidate for International Office, sponsored by Multiple District 22, are governed by the second paragraph of Article IX Section 1 of the constitution.

The approved budget and the report referenced above, must include the monies required to prepare and deliver the required reports for the outgoing council.

"Administrative Fund" –. The Council of Governors shall establish a budget within the confines of dues collected for the current fiscal year (July 1 to June 30) to provide for:

Stationery, printing and postage expense;
Expenses of Council Meetings;
Blanket Bonding;
Annual Report preparation and distribution;
Other normal administrative expenses of the Council."

Also, to be included in the Administrative budget is funding for the office of Council Chairperson. The Council Chairperson is to be reimbursed per the same Rules of Audit as the District Governors for the annual meetings the Council Chairperson is required to attend and other expenses as defined in this Manual.

No expenses other than those enumerated above shall be included in the Budget nor expended unless and until the By-Laws have been amended by the delegates to a Convention of the Multiple District, and shall only be effective for those years following the approval by Delegate vote at Convention.

All planned expenditures in the sub and Multiple District should have as base, the current revenue derived from the dues paid by the individual clubs and club members. Additional revenues should be gained in a proper and legal and well-planned method of financing by adding:

- Sale price of tickets to various affairs

- Gaining revenues from advertising methods which are in keeping with Lionistic approaches

- Sub-Districts gain their operational funds from the present dues structure that allows them to collect and disburse from Administrative Funds.

- Dues shall be collected from each member of the sub-district in an amount of not more that $3.75, as established by the Sub-District Constitution and By-Laws.

Multiple District Funds

There are three funds, two of which have allotments for additional activities:

1. Council Administrative Fund, of which a portion is allocated to membership and leadership activities
2. Multiple District Convention Fund
3. International Convention Fund, of which a portion is held in reserve for such times as there is an International Candidate

"When the Multiple District 22 monies are in one interest-bearing account, the Treasurer will prorate the interest by percentage on a periodic basis (monthly or quarterly, etc.), allocating the interest to the individual funds and showing same as interest received for the particular fund."

The Multiple District Constitution provides methods whereby the Council of Governors may use the excess funds held in the General Administrative Fund to better serve the Lions of the Multiple District. This money should be used wisely and for the best interest of the Lions of the Multiple District.

1. May expend up to but not exceed 10% of surplus funds of the Multiple District General Administrative Fund.
2. By gaining a majority vote of the Multiple District Finance Committee to expend funds from the General Administrative Fund in excess of the 10% limitation.

The authority covering the previously mentioned measurers is covered in the Multiple District 22 Constitution Article V, Section 6e and By-Laws Article II, Section 1g and 1l,

The balance left in the Multiple District Convention fund after paying all of the Multiple District Convention planning and operating expenses shall be turned over to the Council Treasurer prior to the Turnover Meeting of the Council of Governors. The balance will be placed in the General Administrative Fund and used as defined in the Multiple District 22 Bylaws. The same procedure applies to the Multiple District International Convention Fund and all other separate operating funds that are from time to time established.

Expenses

Expenses are an everyday occurrence for businesses, homes and service organizations. The control given by setting guidelines prior to developing the budget will provide a balanced budget. The following controls can and should be used for the administrative budget and also standing committees:

1. No one shall receive free tickets, hospitality cards, free rooms, or any other benefit at the Multiple District Convention except:
   a) Current District Governors and their spouse/guest;
   b) Council Chairperson and spouse/guest,
   c) Multiple District Convention Committee members and their spouse/guest;
   d) Current International Director from MD 22 and Guest Speaker and their spouse/guest.

2. Multiple District 22 Chairperson and others serving on Multiple District Committees or acting in advisory capacities to the Council of Governors shall receive no more than the cost of transportation to any meeting called or authorized by the Multiple District Council of Governors, unless that person would be required to be in attendance at a meeting when an overnight stay would be for the convenience of the Multiple District or the Council of Governors.

3. When required for a lunch to be provided at the Council meetings, due to the length of the meeting, the Council of Governors will only expend monies for lunches for the following individuals:

   Council of Governors
   Council Chairperson
   Council of Governors Spouses
   Administrative Assistant
   Committee persons requested to be at the meeting
   International Director (if applicable)
   Past International Officers and Directors

   All other Lions would be most welcome to attend, but any expense as to lunch would be the expense of the individual Lion or their sub-District. It is also recommended that the Council of Governors be cognizant as to the general cost of such required lunches in a public facility and therefore try to schedule and plan meetings and that the Turnover meeting be hosted by Lions who operate their own Lion's den or a recommended non-profit organization such as a fire house, church or lodge.

PROCEDURE TO SECURE SPEAKERS

The matter of obtaining speakers for the District Convention and the various District Socials is a matter of immediate concern for the newly elected District Governors. What follows are Lions Club International's rules and procedures for securing authorized speakers.

Travel schedules for the various International Officers are being made up many months and years in advance. It is, therefore, appropriate and wise to make speaker contacts well in advance of the election in May or at the International Convention in late June. Even though there may be contests, it is usually known that a particular District Social will be held on a historically designated weekend. Certainly the candidates from that District can agree on a speaker to be invited for an affair, even though the details have not yet been finalized. The sooner a contact is made, the more sure you can be that a speaker of your choice is available. Eighteen months in advance is not too soon.

It is right and proper to try to contact the desired speaker directly. The best and most efficient way to do this is through our International Director, if we have a current Director on the Board, or through one of our Past International Directors. These Lions are knowledgeable, they are aware of travel schedules; they have friends and contacts that can be of assistance in securing speakers. They are pleased and honored to help.

In regard to club anniversaries, the question arises, "We are having a 50th anniversary, who are we entitled to have as a speaker?" The answer is simple – a club is "entitled" to no one for an anniversary party. If there was at some time in the past, there is now no anniversary that entitles the Club to have the President, a Vice President, a Director, or anyone else at such an occasion.

If a Club desires a speaker from the Executive group of Lions Clubs International and does not have the funds to pay a large amount for his expenses, a way can be found, but it takes some cooperation between the Club and the District Governor or District Governors from other Districts. If a Club would have it's Charter Party on Friday evening just prior to one of the District Socials and use the same speaker, then the Club would be required to pay only the cost of one night's lodging for the speaker. The balance would be paid by Lions Clubs International or by the District, since the speaker for the District Social would be on an authorized trip. This has proven successful on numerous occasions both in Multiple District 22 and even more extensively in other Multiple Districts.

Two or more clubs could also have joint Charter parties and share expenses of a speaker, or clubs from two or more Districts could have charter parties on successive nights, use the same speaker and share expenses.

Any of these arrangements can be worked out, but it takes some planning on the part of the District Governor and the clubs to make it happen. It is not too soon to start the planning now.

Public Relations play an important role by informing the Lions of a visiting guest speaker, whether it is a sub or Multiple District function. Advertising should be in bulletins, newspapers, and programs so that the membership will know whom they are coming to see and hear.

OFFICIAL PROTOCOL

Protocol is an official expression of good manners. The courtesy we show each other in our daily lives affects our attitudes, our work and in turn, how we view ourselves as human beings.

Protocol is respect for the position. Protocol is a form of etiquette. Protocol is nothing more than GOOD MANNERS to an invited guest to your District or Club.

The responsibility to see that proper protocol is followed lies in the hands of the District Governor for Sub-District functions, and the designated Committee Chairperson for Multiple District functions.

The following information is from "The International Visitor A Hosting & Protocol Guide" from Lions Clubs International (PR 768 750 5/02)

Tips for a Successful Visit

Before the Visit

- Provide advance information concerning
    1. an agenda (make it clear what events your guest is expected to attend)
    2. dress code (formal, business, etc.) for each event
    3. weather conditions in your area
    4. background information (newsletters, bulletins)
- Communicate fully and often
- Keep in mind that the local expenses, including special events (tours, golf, etc.) are the host's responsibility.

Meeting and Greeting Your Guest

- The Chairperson of the meeting or convention (council Chairperson, district governor, etc.) should head the group meeting your guests.
- Plan on meeting your guests at the gate. If this is not possible, plan a meeting place in advance.
- Make sure you are readily identifiable with Lions clothing and badges.
- Plan on carrying your guest's luggage.
- Make sure your car is large enough to accommodate all guests and their luggage. Many times your guest may have been away from home for awhile and have more luggage than you expect. Having an extra car available in case of extra luggage is prudent.
- If your guests are driving, provide them with complete directions, including a map.

Making the Stay an Enjoyable Experience.

- Before your guests' arrival, handle check in and inspect the room thoroughly. Deal with any problems prior to your guests' arrival.

- Amenities are always a nice touch – the personal preference sheet sent by International Headquarters before your guests' arrival will give you ideas for these items.
- Prepare a welcome packet with the final agenda for your meeting or convention, information about the area and some regional publications. Also include a list of room numbers and/or telephone numbers for key Lions.
- Once you bring your guests to their room, plan a time to go over their schedules in detail. Review pick up times and proper dress for all events.
- Give your guests time to settle in.
- Appoint a full time host and hostess to the couple. This is usually best handled by a past international director and spouse. This will ensure your guest's needs are taken care of, and that they arrive at events on time.
- Provide some free time for rest in the schedule.

Program Suggestions

- Your guest's address should be the centerpiece of the banquet or event. In most cases, this means directly after dinner and before any entertainment or other presentations.
- Your guest should only be expected to make one major address.
- It is appropriate to present your guest with a gift at the banquet or other major event. Please keep in mind space and travel considerations. A donation in the guest's name to LCIF is always welcome. If possible, offer to mail larger gifts.
- If you expect your guest to assist in giving out awards during the event, make sure a script is prepared, including background information on recipients.

Departure

- Attend to your guests' departure with the same care you gave their arrival. Handle check out for your guests and arrange for baggage pick up.
- Escort them from their hotel room all the way to the airport gate.
- Check that your guests' flight is leaving on time. If there is a serious delay, make necessary transportation and lodging arrangements.

Some Final Notes

- Treat your guests as you would a family member or close friend. Ask yourself: how would I wish to be treated if I was the guest? Act accordingly.
- While a gift is optional, remember that a sincere thank you note is not.

Order of Precedence: "Subject to change by LCI Check for changes"

The following is the official protocol policy of the International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.
Lions shall be recognized in the following order: (Effective March 27, 2017)

1.International President
2. Immediate Past International President/LCIF Chairperson
3. International Vice President (according to rank)
4. Past International President (b)
5. International Director (Board Appointee) * (a)
6. LCIF Board of Trustees
7. Past International Directors (c)
8. GLT/GMT International Coordinators, Family and Women International Coordinator (FWC) (a)
9. GLT/GMT Constitutional Area Leader (a)
10. LCIF Area and Regional Coordinators, FWC/GLT/GMT Area Leaders and Special Area Advisors/Japan Vice Constitutional Area Leaders (a)
11. Chairperson, Council of Governors (a)
12. District Governors
13. International Administrative Officers/Constitutional Area Executive Staff
14. Immediate Past Council Chairperson
15. Past Council Chairpersons (a)
16. Multiple District FWC/GLT/GMT and LCIF Coordinators
17. Immediate Past District Governor (a)
18. Vice District Governors (according to rank)
19. Multiple District Committee Chairpersons (a)
20. Past District Governors (a)
21. Multiple District Secretary (volunteer) (a)
22. Multiple District Treasurer (volunteer) (a)
23. District Secretary (a)
24. District Treasurer (a)
25. District FWC/GLT/GMT and LCIF Coordinators (a)
26. Region Chairperson (a)
27. Zone Chairperson (a)
28. District Committee Chairperson (a)
29. Club Presidents (a)
30. Immediate Past Club President (a)
31. Club Past Presidents (a)
32. Club Secretary (a)
33. Club Treasurer (a)
34. Multiple District Secretary (staff) (a)
35. Multiple District Treasurer (staff) (a)
36. District Administrative Secretary (staff) (a)

- Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned. After their term of appointment is concluded, special recognition shall cease.

Explanation of notes used above:

(a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process shall be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
(b) When more than one is present, the one who served most recently is given precedence, and so on.
(c) When more than one is present, precedence should be the same as for the Past International Presidents (see [b] above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

General Comments – When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they shall be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

Appendix 1

ROTATION SCHEDULE

Lion Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22
Chairperson of Council of Governors	D	A	B	C	W	D	A
Secretary of Council of Governors	B	C	W	D	A	B	C
Treasurer of Council of Governors	C	W	D	A	B	C	W
Constitution and By Laws	C	D	W	A	B	C	D
Youth Outreach Coordinator	B	C	W	D	A	B	C
International Convention Chairperson	D	W	A	B	C	D	W
International Convention Vice Chairperson	W	A	B	C	D	W	A
Financial Review/Audit	C	W	D	A	B	C	W
USA/Canada Forum Coordinator (See Note 5)	W	D	A	B	C	W	D
USA/Canada Forum Vice Coordinator (See Note 6)	D	A	B	C	W	D	A
MD 22 Convention Chairperson	A	B	C	D	W	A	B
MD 22 Convention Vice Chairperson	B	C	D	W	A	B	C
MD 22 Convention Treasurer	C	D	W	A	B	C	D
MD 22 Convention Sub-Committee Chairpersons							
Distinguished Guest	PIP, ID or most recent PID						
Multiple District Banquet (CC)	D	A	B	C	W	D	A
Elections	D	W	A	B	C	D	W
1st Business Session (COG)	B	C	W	D	A	B	C
2nd Business Session (COG)	C	W	D	A	B	C	W
Victory Luncheon (COG)	W	D	A	B	C	W	D
Decorations	D	W	A	B	C	D	W
Golf Tournament	B	C	D	W	A	B	C
Lions Memorial	W	A	B	C	D	W	A
Merchandise Chairperson	B	C	D	W	A	B	C
Merchandise Vice Chairperson	C	D	W	A	B	C	D
Parliamentarian	A	B	C	D	W	A	B
Past District Governor's Event	C	D	W	A	B	C	D
Pianist	D/W	W/A	A/B	B/C	C/D	D/W	W/A
Protocol	B	C	D	W	A	B	C
Publicity	W	A	B	C	D	W	A
Registration and Credentials	D	A	B	C	W	D	A
Resolutions	A	B	C	D	W	A	B
Rules	W	A	B	C	D	W	A
Sergeant of Arms	C	D	W	A	B	C	D
Song Leader	C	D	W	A	B	C	D
Tail Twister	A	B	C	D	W	A	B
Ticket Sales	C	D	W	A	B	C	D

NOTES:

1. The Rotation Schedule will not change if, for any reason, the Council needs to appoint someone out of rotation.
2. To maintain continuity in work, the vice Chairperson should progress to the Chairperson position the following year.
3. The MD 22 LCIF Coordinator should serve as Chairperson of the Melvin Jones Luncheon at the MD 22 Convention.
4. The MD 22 Convention Treasurer shall serve as Chairperson of the Ticket Sales.
5. The USA/Canada Forum Coordinator shall serve for the current Calendar Year.
6. The USA/Canada Forum Vice Coordinator shall serve for the next Calendar Year.

Appendix 1A
Convention sub-committee assignments required by <u>every</u> Sub-District
The sub-committee <u>chairs</u> are selected by the appropriate District Governor from this list in accordance with the <u>rotation schedule</u>.

Committee	Lions Needed/Dist	Total # needed MD
Distinguished Guest	PIP, ID, PID	5
Elections	One per Sub-District	5
Decorations	Two per Sub-District	10
Golf Tournament	One per Sub-District	5
Lions Memorial (Chaplin)	One per Sub-District	5
Merchandise	Three per Sub-District	15
Parliamentarian	One per Sub-District	5
Protocol	One per Sub-District	5
Publicity	One per Sub-District	5
Registration & Credentials	Three per Sub-District	15
Resolutions	One per Sub-District	5
Rules	One per Sub-District	5
Sergeant at Arms	Four per Sub-District	20
Song Leader	One per Sub-District	5
Tail Twister	Three per Sub-District	15
Ticket Sales	Two per Sub-District	10

Appendix 2

MULTIPLE DISTRICT 22 APPOINTMENTS

Position	*Procedure*	*Term of Office*
Administrative Assistant	Council Pleasure (2 of 2 16/17)	2 yrs.
Auditor	Rotation	1 yr.
Constitution and By-Laws/ Pol & Procd.	Rotation	1 yr.
Diabetes	Council Pleasure	1 yr.
Global Leadership Team Coordinator	Council Pleasure (3 of 3 16/17)	3 yr.
Global Membership Team Coordinator	Council Pleasure (3 of 3 16/17)	3 yr.
Hearing and Speech	Council Pleasure	1 yr.
Information Technology Coordinator	Council Pleasure	1 yr.
International Convention Chairperson	Rotation	1 yr.
International Convention Vice Chairperson	Rotation	1 yr.
Leader Dog Coordinator	Council Pleasure	1 yr.
LCIF Coordinator	Council Pleasure (2 of 3 16/17)	3 yr.
MD 22 Convention Chairperson	Rotation	1 yr.
MD 22 Convention Vice Chairperson	Rotation	1 yr.
MD 22 Convention Treasurer	Rotation	1 yr.
Pre School Vision Coordinator	Council Pleasure	1 yr.
Public Relations Coordinator	Council Pleasure	1 yr.
Research and Long Range Planning	Council Pleasure (2 of 2 16/17)	2 yrs.
Roaring Lions	Council Pleasure	1 yr.
USA/Canada Forum Coordinator	Rotation	1 yr.
USA/Canada Forum Vice Coordinator	Rotation	1 yr.
Vehicle Tags (Maryland)	Council Pleasure	1 yr.
Youth Outreach Coordinator	Rotation	1 yr.

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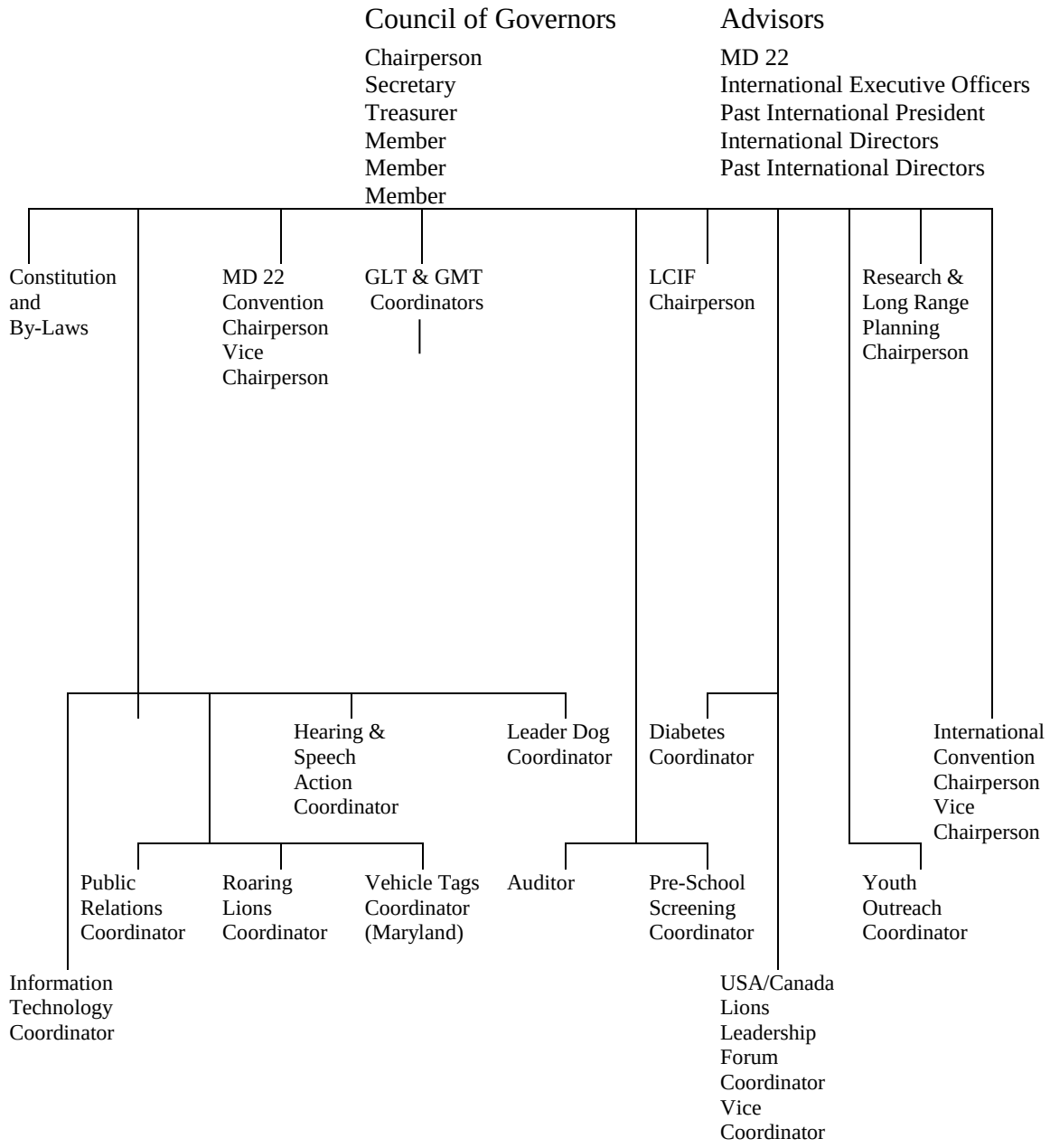
Appendix 3

ORGANIZATION CHART

Lions Clubs International



SUB DISTRICTS

A B C D W

Appendix 4

HEAD TABLE SEATING

The presiding officer or meeting Chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (Figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the Chairperson or presiding officer (who would normally be the Club President, District Governor, Council Chairperson or International President).

Figure 1

(Audience)

7	5	3	1	2	4	6

As shown in Figure 2, seating at the head table with a podium is essentially the same, except the meeting Chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

Figure 2

(Audience)

7	5	3	1	Podium	2	4	6	8

When spouses are present, they should be seated to the member's left when on the left side of the table and to the member's right when on the right side of the table.

Master of Ceremonies and Meeting Secretaries
At some events, the Master of Ceremonies will be someone other than the Chairperson or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again local customs should rule.

Multi-Head Tables
If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

Head Table Introductions
Introduction of the head table should begin with the meeting Chairperson or presiding officer, then continue from the person with the lowest rank on the order of precedence to the

person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g. “Past International Director John Doe and his wife “Jane”).

National Anthems

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should also be extended the privilege of having their anthem played.

Appendix 5

MULTIPLE DISTRICT 22
ADMINISTRATIVE BUDGET

INCOME

Balance from Previous Administration	_____
Dues	_____
Interest	_____
Total	_____

DISBURSEMENTS

Postage and Copying	_____
Stationary	_____
Telephone	_____
Trainer Expenses	_____
Constitution & By-Laws Committee	_____
Long Range Planning Committee	_____
Bond	_____
Audit Expenses	_____
Final Report	_____
Council Expenses	_____
Turn-over Meeting	_____
TOTAL	_____
Anticipated Amount on Hand (date)	_____

Appendix 6

CASH TRANSMITTAL FORM

MULTIPLE DISTRICT 22
THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
CASH TRANSMITTAL

TO: Council Treasurer _____, 2____

FROM: _____, District 22- ____

I enclose herewith checks/cash totaling $ _____ which are to be credited to the following activity/activities:

	AMOUNT		
	Checks	Cash	Total
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____

My records indicate that the total sent to you to date for credit to this activity is $_____.

ACKNOWLEDGMENT FOR CHECKS/CASH RECEIVED

Date_____

Checks	$_____
Cash	$_____
Total	$_____

_____
COUNCIL TREASURER

Appendix 7

REQUEST FOR PAYMENT FORM

MULTIPLE DISTRICT 22
THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
REQUEST FOR PAYMENT

TO: Council Treasurer _____, 2____

FROM: _____, District 22- ____

Please issue a check in the amount of $_____ payable to:

Name: _____
ADDRESS: _____
_____

This expenditure is a proper charge for the following:

_____
_____
_____
_____
_____

Invoices, receipts or other supporting data are attached.

By _____
Name

_____
Committee

APPROVED FOR PAYMENT BY COUNCIL OF GOVERNORS ON_____
Date

DATE PAID: _____ CHECK NO. _____

_____
COUNCIL TREASURER

Appendix 8

RULES OF AUDIT FOR COMMITTEE CHAIRPERSON

Multiple District Council Chairperson, Multiple District Committee Chairpersons, Multiple District Administrative Assistant and others serving in advisory capacities to the Council of Governors shall receive no more than the cost of transportation to any meeting called or authorized by the Multiple District Council of Governors, except for the Multiple District and International Convention Committees.

No Multiple District Council Chairperson, Multiple District Chairperson or Multiple District Administrative Assistant shall submit expenses for tickets, hospitality cards or lodging at the Multiple District Convention.

1. Automobile- $.50 per mile (same as LCI for District Governors)

   No mileage will be allowed for any meeting at your own Sub-District Social and Council Meeting. Also no mileage will be paid for travel outside Multiple District 22.

2. Hotel - $50.00 per night with receipt.

   Only if required to be in attendance at a meeting when an overnight stay would be for the convenience of the Multiple District or the Council of Governors. No hotel night will be covered for a social.

3. Meals - $16.00 per day

   As necessary and with receipt. This does not include spouse, dinner at a social, or alcohol.

4. Telephone – Fax- Telegraph

   As necessary with receipt and explanation.

5. Postage – As incurred with receipt and explanation.

6. Printing - As incurred with receipt and explanation.

All requests for reimbursements of expenses must be approved by the Council Treasurer and the Council of Governors before payment is made.

Appendix 9

RULES OF AUDIT FOR CONVENTION COMMITTEES

Due to the extraordinary time and effort commitment required of members of the Convention Committees, Rules of Audit shall be as follows and for the purpose of these Rules of Audit, "Committee" includes spouses.

1. Hotel rooms of Committee covered 100%.

2. Committee meals covered 100% (No alcohol shall be included.). This does not include meals at a district social.

3. Committee business mileage reimbursed 100% at same rate as for District Governors.

4. No Reimbursement for any expenses, including but not limited to rooms, meals and mileage, for District Meetings, such as District Socials, if Committee member would have attended the event anyway, whether or not a member of this committee. Exceptions shall be allowed at the discretion of the Committee Chairperson for good cause, such as where essential committee business must be conducted notwithstanding the lateness of the hour.

5. No reimbursement for non-essential personal expenses such as dry cleaning, cable movies, hotel room upgrades not otherwise required for proper committee function.

Appendix 10

MULTIPLE DISTRICT 22 GUIDELINES FOR INTERNATIONAL CANDIDATE/DIRECTOR

1. The candidate for International Director shall submit a preliminary budget to the Council of Governors after receiving the endorsement of the Lions of Multiple District 22 or prior to the endorsement based on provisions given in the MD22 Constitution for a single candidate seeking endorsement.
2. The endorsed candidate (only) is entitled to the following expenses:

    a. Air Fare (coach) to the International Convention for 2 years as the endorsed candidate.
        First year – Round Trip
        Second year – One way (if elected)
    b. Expenses for hotel, meals and taxi fare for a maximum of 5 days and 6 nights.
    c. Campaign Brochures, posters (English and other languages if necessary)
    d. Campaign giveaways

    For the above expenses to be reimbursed, receipts must be submitted to the Council Treasurer.

3. Any candidate, who is speaking in any Sub-District in Multiple District 22, prior to election, shall use his/her own campaign funds.
4. Personal pins or banners shall be purchased from the International Directors personal campaign funds.
5. Any candidate is allowed to campaign throughout Multiple District 22, however candidates wishing to campaign at any sub district social (Governors Ball) must obtain approval from that sub district's Governor.
6. Once the candidate is elected to the office of International Director, Lions Clubs International shall reimburse all expenses! The newly elected International Director will no longer be entitled to expenses from the International Candidate Fund.

Note: The Council of Governors will not be responsible for the raising of funds, licensing, permits or insurances related to a Club or District Candidate seeking the office of International Director. Also local ordinances (gambling and or alcohol), relating to liabilities must be followed by the person(s) representing the candidate. The appropriate reporting of income and receipts is required to be completed within the respective club endorsing a candidate. A member of the candidate's campaign committee will be responsible to complete the appropriate IRS forms relating to the Club or District Campaign.

The Campaign Treasurer shall report for each year the endorsed candidate is seeking the office of International Director in addition to filling a complete final report for inclusion in the Multiple District Council Treasurers Report. The Multiple District Council Treasurer shall coordinate and include the MD Campaign report with the Multiples filing to the IRS with copies to the Council of Governors.

Appendix 11

APPENDIX 11	MD-22 Convention Expense Sample Spreadsheet			2015
ITEMS	proposed budget 8/2/14	approved budget	% difference	2014 -15 Actual 07/26/15
Bank Charge	$100.00	$100.00	0%	$ -
Committee Expenses				
Hotel	$ 2,676.00	$ 2,676.00	0%	$ 1,936.36
Meals	$ 1,752.00	$ 1,752.00	0%	$ 1,867.72
Miscellaneous	$ 65.00	$ 65.00	0%	$ 12.65
Site Visits	$ 330.00	$ 330.00	0%	$ -
Telephone and Fax	$ -	$ -		$ -
Travel	$ 2,000.00	$ 2,000.00	0%	$ 2,279.68
Badges & Pins	$ 500.00	$ 500.00	0%	$ 445.71
Banners & Signs	$ 200.00	$ 200.00	0%	$ 343.17
Mini-Golf **(1)**	$ 400.00	$ -	-100%	
Convention Center	$ 1,900.00	$ 1,900.00	0%	$ 3,815.75
Decorations	$ 300.00	$ 300.00	0%	$ -
Distinguished Guest	$ 850.00	$ 850.00	0%	$ 211.20
Entertainment	$ 2,670.00	$ 2,670.00	0%	$ 1,410.00
Exhibit Services	$ 600.00	$ 600.00	0%	$ 120.00
Golf Tournament	$ 3,800.00	$ 3,800.00	0%	$ 4,235.52
Color Guard	$ -			$ 50.00
Hospitality	$ 1,000.00	$ 1,000.00	0%	$ 978.00
Meals	$ 46,650.00	$ 46,650.00	0%	$ 44,151.70
MD Sales Tax				
Merchandise	$ 1,500.00	$ 1,500.00	0%	$ 1,284.54
Raffle Prizes	$ 3,900.00	$ 3,900.00	0%	$ 3,741.50
Basket Raffle Expense				$ -
Ticket Refunds	$ 800.00	$ 800.00	0%	$ 1,569.00
LYF Breakfast	$ 1,000.00	$ 1,000.00		$ 630.00
PDG Breakfast	$1,000.00	$1,000.00	0%	$ 900.00
COG Expenses	$ 4,700.00	$ 4,700.00	0%	$ 4,132.10
Gifts & Awards	$ 800.00	$ 800.00	0%	$ 907.89
Meetings				
Critique	$ -	$ -		$ -
Mid-Winter Conference	$ 100.00	$ 100.00	0%	$ 100.00
Office	$ 100.00	$ 100.00	0%	$ 124.02
Other Expenses	$ 60.00	$ 60.00	0%	$ 114.85
Photographs		$ -		$ -
Postage and Delivery	$ 100.00	$ 100.00	0%	$ 3.92
Printing and Reproduction	$ 2,200.00	$ 2,200.00	0%	$ 2,721.63
Tickets	$ 210.00	$ 210.00	0%	$ 381.16
TOTAL EXPENSES	$ 82,263.00	$81,863.00		$ 78,468.07

(1) Mini Golf Dropped

Appendix 12

Appendix 12

Multiple District 22 Convention Committee Expenses
Budgets/Actual Comparison
2011 through 2015

2011				2012				2013				2014				2015			
Attendees	Budget approved 10/03/10	Attendees	Actual	Attendees	Budget	Attendees	Actual	Attendees	Budget	Attendees	Actual	Attendees	Budget	Attendees	Actual	Attendees	Budget	Attendees	Actual
795	$83,170	744	$79,510	744	$71,684	637	$68,824	637	$70,049	762	$84,545	762	$80,515	645	$78,812	700	$83,315	645	$78,960
7% increase over 2010 budget				Budget 14% less than 2011 budget				Budget 2% less than 2012 budget Budget approved 2/3/13				Budget 15% higher than 2013 Attendance 15% less than 2013				Budget 3.5% higher than 2014 Attendance same as 2014			
Includes $5,000 from WYCC and $10,000 from Council. Subtract $15,000 from budget = 12% less than 2010 budget				Includes $11,200 from Council to supplement budget. Returned $252.84 to Council. Expenses 13% less than 2011				Includes $4,200 from Council to supplement budget. Returned $854.85 to Council. Expenses 22% more than 2012				Includes $2,200 from Council to supplement budget. Additional $2,064 requested. Expenses 6.8% le less than 2013				Includes $2,200 from Council to supplement budget. Returned $492.58 to Council. Expenses 0.5% more than 2014.			