

Multiple District 5 Policy & Procedures Manual
(Approved at MD 5 Council Meeting 26 March, 2022)

PART A: OVERVIEW

Section I – General Policies

- A. The purpose of the Policy and Procedures Manual is to set forth the policies and procedures that are to be followed by the Council of Governors in the performance of their duties. It is understood that the policy conforms to the constitution and By-Laws of Lions Clubs International (LCI) and Multiple District 5 (MD5).
- B. This manual is ongoing and is to be brought to the attention of all Council members at the first official Council meeting of the fiscal year. It may be amended as deemed necessary. Any amendments to the Manual shall be submitted in the form of a resolution to the Council of Governors, with the understanding that it will be voted on at the next Council Meeting. To effect a change by amendment, two-thirds (2/3) majority vote is required by those Council members present.
- C. Wherever the term “international” appears in this manual, it shall be interpreted to mean the International Association of Lions Clubs and/or Lions Clubs International Association and the Board-
- D. Wherever the term “MD5” appears in this manual, it shall mean the International Multiple District 5.
- E. Wherever the term “Council” appears in the manual, it shall mean the Council of Governors of MD5.
- F. Wherever the term “Chairperson” appears without a description in front of it, it shall mean the Council Chairperson.

Section II: Council of Governors

- A. The Council shall be the governing body of MD5. The Council shall consist of the District Governors, Council Chairperson, and those officers identified in the Constitution and By-Laws of MD5. Each member of the Council shall be cognizant of the fact that they represent all of the Lions, and Leos of the Multiple District. The Council has the duty to create, foster, and maintain the goal of Lionism—“We Serve!”
- B. The Council Chairperson is responsible for the total operation of the Council. The Council Chairperson shall be an ex-officio member of all committees and shall be responsible for all appointments to committees.
- C. The election of the Council Chairperson shall proceed, as follows:
 1. District Governors currently serving MD5 are eligible for election as Council Chairperson for the following fiscal year. A person may be elected to serve as Council Chairperson only once.
 2. Candidates for the office of Council Chairperson shall declare their intentions in writing to the Multiple District Secretary no later than 30 days prior to the spring (third) meeting of the Council in the year in which the election will occur.
 3. Candidates for Council Chairperson shall be included as part of the agenda at the spring (third) meeting of the council.
 4. Election shall be the last item on the agenda at the spring meeting.
 5. Prior to the voting process, candidates shall be formally recognized and shall be provided the opportunity to address the Council for up to three minutes at the meeting. While preferred, candidates need not be physically present. Candidate comments may be made via electronic means either live or recorded or may be submitted in writing, to be read aloud by a surrogate. It is the candidate’s responsibility to arrange logistics with the current Council Chairperson and Multiple District Secretary prior to the election.

6. Election of the incoming Council Chairperson shall proceed by secret balloting and in accordance with the MD5 Constitution and By-Laws. The Council Chairperson will appoint three non-voting scrutineers to oversee the election process.
 7. Only voting members of the current Council and current District Governors-Elect are authorized to cast ballots in electing the incoming Council Chairperson. While preferred, voters need not be physically present. Voters may cast ballots live (real time) via electronic means with assistance of a surrogate. Ballot secrecy must be maintained. It is the voter's responsibility to arrange logistics with the Council Chairperson and Multiple District Secretary prior to election.
 8. Voting shall continue until one candidate receives a majority of the votes that are cast. With each successive ballot, the candidate with the least number of votes shall be removed from consideration. In the event of a tie vote between the final two candidates on three (3) successive ballots, the Council Chairperson shall be chosen by lot in a manner prescribed by the presiding officer.
- D. In recognition of the additional duties imposed upon the Council Chairperson, a suitable gift or plaque shall be presented at the MD5 Convention at which the Chairperson presides.
 - E. The Council, through the Multiple District Global Action Team (GAT), coordinated by the Global Leadership Team Chair shall conduct training of the Vice District Governors / Vice District Governors Elect in a manner as such to prepare each to assume the duties of District Governor in the event of their election to serve in that capacity in their respective Districts. The expenses incurred to provide such training shall be reimbursed as set forth under Section IV, Finance. (Grant for training VDG's through LCI shall be applied for yearly).
 - F. Where practical, the Council shall provide for involvement of the Vice District Governors / Vice District Governors Elect in Council proceedings. The Vice District Governors shall be invited to attend any and all Council meetings; however, reimbursement will be provided only for those meetings where training takes place.
 - G. A training seminar for incoming MD5 District Cabinet Secretaries and Treasurers shall be arranged prior to or at the MD5 convention (may be face-to-face or through electronic means). The Council Chairperson and the Global Leadership Team Chair shall be responsible for identifying trainers.
 - H. 2VDGE's, shall be invited to the third council meeting, to attend an orientation session for VDG's. (Hotels and meals will be covered by the council). (PER RULES OF AUDIT)

Section III: Committees

- A. In accordance with the By-Laws, the Council Chairperson shall appoint a Chairperson for the committees set forth on the organizational chart Appendix A.
- B. Committee Chairs as specified by the Constitution and By-Laws and approved by the MD5 Council of Governors shall be appointed by the Council Chair in consultation with the Executive Committee.
- C. All appointed committee chairs shall submit a written report to the Council Secretary for each meeting of the Council of Governors. Appointed committee chairs and/or members shall be reimbursed only for those meeting to which they are invited by the Council to attend and according to Section IV, Finance.
- D. All MD5 committees included among the LCI committee structure shall function according to the job descriptions provided by Lions Clubs International. All committee chairs pertaining only to MD5 shall function according to job descriptions provided by the MD5 Council of Governors.
- E. The Council Chairperson may appoint a Selection Committee to assist in the identification of potential candidates for committee chair positions. Once identified, the Council Chairperson will consider candidates based upon, but not limited to, finding a balance between the districts so that no one district or state/province enjoys overrepresentation.

- F. Any committee member is welcome to attend any meeting of the Council at his/her own expense, and they shall be granted a seat near the meeting table, and they shall be encouraged to enter into discussion of any agenda item, but they will not have voting privileges.
- G. Lions elected to positions serving the Council will have three -1 year terms, (Maximum of six years) with performance ratings provided by the District Governors after the first meeting and again after the second meeting. Annual performance ratings (Appendix B) to be used include the following levels: Meets expectations of the position, exceeds expectations of the position, or fails to meet expectations for the position. If the position holder receives a majority of ratings from the District Governors that meet or exceed expectations, he or she will continue in the position for another year. If the position holder receives a majority of ratings at the fails to meet expectations level, a performance improvement plan will be created to help improve performance levels. If the position holder agrees to the plan, he or she will be able to continue in the position. If the performance level has improved, he or she will continue in the position for the remainder of the year. If the performance level has not improved, he or she will be asked to step down and a replacement will be found to take on the position. The process will repeat each year for the three-year period. If the Lion has received ratings that meet or exceed expectations throughout the three-year period, he or she may be eligible for an additional three-year term.
- H. All Committee Chairpersons shall prepare Goals and Action Plans for their respective positions and they are to be presented to Council at the last Council Meeting of the year preceding their appointment and are to be updated as needed.
- I. The Long-Range Planning Committee will be comprised of the Immediate Past Council Chair, Council Chair, Council Vice Chair, State/Provincial Representatives, Council Secretary, Council Treasurer, the Constitution and By-Laws Chairperson, any current or Past International Director(s) actively involved in the ongoing work of the Council.
- J. **Protocol Committee.**
 The purpose of this standing committee is to serve as a communications link between the leaders of the District and the leaders of International. The committee is a source of information to the Council on matters related to protocol and the future activities and leadership of International. The committee should also coordinate activities at the International Convention relating to the future activities and leadership of International. The membership of this standing committee shall be the Council Chairperson and no more than four (4) current or past international officers approved annually by the Council at its first meeting after the International Convention. The Council may change the makeup of the members by majority vote at any regular meeting of the Council. The Chairperson of the Protocol Committee shall be the highest-ranking member of the committee as determined by international protocol.
- K. **Convention Advisory Committee.**
 This committee is to serve in an advisory capacity to facilitate the Annual MD5 Convention. A convention handbook shall be reviewed and updated annually and shall contain information pertinent to the planning, publicity and implementation of the convention. Membership shall consist of the Chair and Vice-Chair of the Council Convention Committee and three (3) Host Committee Chairpersons of the three consecutive conventions beginning with the convention held in the year in which the current Council Chairperson was elected. The term of office shall be for three years on a staggered basis according to the year in which the represented convention is held. Expenses for attending the designated meetings of the council shall be limited to lodging, meals and mileage according to the Rules of Audit as provided in Section IV.
- L. **Agenda Planning Committee.**

This committee is to serve in a planning capacity on agenda items, which shall be presented to the full Council of Governors at any regular or special meetings. The committee shall consist of the Council Chairperson, Council Secretary, and Council Treasurer.

M. History Committee.

A Committee appointed by the Chairperson in office at the time shall update the history of MD5 every five years. The most recent revision was in 2009-2010.

Section IV. Finance

All expenses will be paid according to the Rules of Audit with certain exceptions as approved annually by the Council.

- A. The financial records of MD5 shall be maintained for a period of five years. (Records to be sent to archives).
- B. Each chairperson and officer position shall have a line item in the budget adopted by the Council to which strict adherence shall be required.
 1. Council officers or Chairpersons shall submit their budget requests to the Treasurer at least one week prior to the first meeting of the Council which requests shall be referred to the appropriate committee meeting at or before the first meeting of the Council for their recommendation to the Finance Committee.
 2. The Council committees shall make their budget request recommendations to the Finance Committee prior to the presentation of the proposed budget to the Council.
 3. If a MD5 Committee Chairperson (i.e., GMT or GLT) receives a written invitation to present a program or seminar at a state or sub-district convention or single district visit, the said individual shall be reimbursed from the MD5 Council of Governors for mileage. Registration, room, and meals shall be paid by the inviting district. Any additional invitation/visitations to said district shall be paid in full by the district.
 4. In the event deficit spending shall occur in any line item, prior Council approval is required. Vouchers for any expenditure incurred by the Council officer or Chairperson must be submitted to the Treasurer within sixty (60) days of the expenditure.
 5. Vouchers not submitted within 60 days of the expenditure shall require approval by the Council Chairperson and Treasurer for reimbursement. Under no circumstances will any expense be paid if submitted more than one hundred eighty (180) days from the date of the expenditure. All vouchers submitted for payment relative to expenditures immediately prior to or at the Annual Multiple District Convention must be delivered to the Treasurer no later than noon of the first day of the MD5 Convention in order that all expenditures will be accounted for within the annual budget period.
- C. **Funding for Council Committees**
 1. **Global Leadership Team Coordinator.** The expenses incurred for the Global Leadership Team program shall be paid on the basis of an approved budget by the Council for training, which may include a cost sharing between the Council and districts.
 2. **Global Membership Team Coordinator.** The expenses incurred for the ~~is~~ Global Membership Team program shall be paid on the basis of an approved budget by the Council, which may include cost sharing between the Council and districts.
 3. **Global Service Team Coordinator.** The expenses incurred for the Global Service Team program shall be paid on the basis of an approved budget by the Council, which may include cost sharing between the Council and districts.

4. **Lions Clubs International Foundation Coordinator.** The expenses incurred for the Lions Clubs International Foundation program shall be paid on the basis of an approved budget by the Council, which may include cost sharing between Council, LCIF, and districts.
5. **Youth Exchange.** The expenses for the Youth Exchange Program shall be paid according to the approved budget of the Council, which may be shared between the Council and districts.
6. **Lions Opportunity for Youth.** The expenses for the Lions Opportunity for Youth Program shall be paid according to the approved budget of the Council, which may be shared between the Council and districts.
7. **Multiple District Pins.** The expenses for the MD Pin Program shall be paid according to the approved budget of the Council, which may be shared between the Council and districts.
8. **International Director or Third Vice President Promotion Fund.** A fund shall be established by means of budgetary approval each year. This fund shall be designated and allocated for promotion of a candidate for International Director or Third Vice President from MD5. Monies will be available only when a candidate secures the proper certification and when s/he would submit a budget plan to the Council for approval. The maximum fund will be subject to approval by the Council of Governors at the time of the campaign.

D. Secretary and Treasurer

1. The Council Secretary and Council Treasurer shall be appointed annually as provided for in the Constitution and By-Laws. The Council will review the term of appointment for the Secretary and Treasurer annually. At the spring (third) meeting, the Secretary and Treasurer will state their intent to continue for the following year. The Council will appoint the Secretary and Treasurer at that time for a term of one year.
2. In recognition of the many duties performed by the Secretary and Treasurer, the following shall apply:
 - a. An honorarium shall be paid for each year and he/she is acting in the capacity of the Secretary and Treasurer. The amount of the honorarium shall be set during the budget process each year.
 - b. Expenses incurred for attendance at Council meetings shall be reimbursed.
 - c. Expenses incurred for attendance at the International Convention shall be reimbursed according to MD5 By-Laws Article VI Section 7.
 - d. The Organization and Finance Committee shall complete a job performance review of the Council Secretary and Treasurer at the Third Council meeting, prior to the Declaration of Intent on the part of the Council Secretary and Treasurer.

E. Chairperson Travel to Convention

1. The Chairperson shall be paid travel expenses to the respective State conventions in South Dakota and North Dakota, and to a maximum of two district conventions in the province of Saskatchewan, provided there is no Provincial Convention. The Chairperson shall make every attempt to alternate the convention visits within Saskatchewan. It shall be the responsibility of the state or provincial Convention Committee to cover the registration, meals, and housing of the Chairperson and companion.
2. If the Convention Committee wishes to invite the Chairperson and companion, and if it is not the designated convention for payment, the host Convention Committee is responsible for all expenses.
3. Expense reimbursement for the incoming Council Chairperson to attend the International Convention shall be reimbursed according to MD5 By-Laws Article VI Section 7.

F. **MD5 Convention and Council Meetings.** The members of the Council shall be reimbursed for three nights and three days for the Convention and two days and two nights for a regular Council Meeting. It is understood that only those meetings not reimbursed by International shall be reimbursed to the District Governors. (Rules of Audit)

G. Vice District Governor Training

1. Vice District Governor training shall be coordinated by the Vice District Governor Trainer. The Vice District Governor Trainer will be nominated by the Global Leadership Team, approved by the Membership and Leadership Council Committee, and ratified by the Council of Governors for a three-year term.
2. The curriculum shall be prepared by the Trainer, in consultation with the Global Leadership Team and the Global Membership Team, and approved by the Council through presentation to the Membership and Leadership Chairperson. Whenever possible, current Council members shall be utilized for this training, if appropriate.
3. The curriculum and the face-to-face and electronic systems that may be used to deliver it will be evaluated annually prior to the Multiple District 5 Convention by the Membership and Leadership Council Committee to determine its effectiveness and relevance to changing dynamics and circumstances within the larger Lions Clubs International organization.
4. The financing of the training shall be:
 - a. MD5 shall be responsible for the housing, meals, and mileage for one training session only for the 1st VDG, 2nd VDG and 2nd VDG Elect from each district.
 - b. The Districts shall be responsible for the additional training sessions.
5. The financing for the Global Action Team Summit is as follows:
One night hotel and one day meals at MD5 rules of audit for incoming district and multiple district GAT, the entire DG teams including 2nd VDGE (4 per district), incoming district GAT, New Voices, LCIF and including the Champion for the coming year (6 per district), in-coming Zone Chairpersons for the incoming year (two per district) and incoming multiple district GAT team including Champion (four). No mileage will be paid by MD5 for attendance at the Summit. If space allows the summit can be opened to any interested Lion at their own expense.

H. MD5 Officer Travel to International Convention.

1. The incoming Council Chairperson shall be reimbursed travel expenses to attend the International Convention. Reimbursement shall proceed as follows:
2. Reimbursement shall be made only after all expenses are submitted to the Council Treasurer with pertinent supporting documents and/or receipts attached and only after the close of said convention, to which the Council Chairperson must have been registered.
3. Expense reimbursement shall be according to the Lions Clubs International Rules of Audit for travel expenses except as follows:
 - a. Travel expense shall be reimbursed at a rate commensurate with the lesser of the best coach airfare and automobile mileage to the convention site.
 - b. Hotel accommodations up to US\$100 shall be reimbursed from the night prior to the opening ceremonies of the convention through the day following the close of the convention inclusive.
 - c. No expense reimbursement shall be provided for meals.
 - d. Expense limits shall be according to By-Laws Article VI, Section 7.

Section V: MD Convention

- A. A Memorial Service honoring deceased members shall be held in conjunction with the Convention. The deadline to recognize deceased Lions, Lionesses and Leos at the MD5 Convention will be based on April 30 M&A reports.
- B. The proceedings of the MD5 Convention shall be recorded. The highlights of said recordings shall be preserved in written form. These records shall be made available upon written request.
- C. A Global Action Team Annual Summit shall be conducted in conjunction with the MD Convention. The purpose of the MD5 Summit is to provide training to incoming multiple district and district leaders in the areas of leadership, membership and service. It also provides the framework for collaboration and cooperation within MD5 for the purpose of achieving all districts goals.

Section VI: Awards & Recognition

- A. The Council shall recognize the following by an appropriate presentation at the annual convention.
 - 1. Lions Club of the Year (banner patch or year bar patch)
 - 2. Leos Club of the Year (banner patch or year bar patch)
 - 3. Most miles traveled to the convention by:
 - a. Lions Clubs with 25 members or below
 - b. Lions Clubs with 26 members or above
 - 4. Newsletter, Scrapbook, and Website contest for Lions and Leo Clubs
 - 5. A Certificate to the Club with 10% of its membership in attendance
 - 6. A financial prize will be awarded to a new Lions Club with the highest percentage of its membership present at the convention. The amount of the prize will be set by the Convention Committee, in consultation with the Council Chair. A new club is defined as having received its charter within the two fiscal years prior to the convention year. A club may win the prize only once.
- B. The Convention awards shall be based on pre-registrations filed with the Convention Committee before noon on the first day of the convention.
- C. Senior Counselor Awards shall be presented at the Convention to those Past District Governors who have remained active in Lionism ten years after serving as District Governor.
- D. The District Governors-Elect shall be presented with their red jackets with crest affixed.
- E. The outgoing District Governors shall be presented with a Past District Governor's lapel pin. (The outgoing District Governors may purchase a jeweled pin at extra cost.)
- F. In recognition of the additional duties imposed upon the Council Chairperson, a suitable gift or plaque shall be presented at the MD5 Convention at which the Chairperson presides.
- G. The spouse/companion of the outgoing District Governor shall be presented with a name badge as the spouse/companion of a Past District Governor.
- H. At the death of an International Director, Past International Director, Council Chairperson, Past Chairperson, District Governor, or Past District Governor from MD5, a card and/or memorial will be sent to the family, nearest relative or companion of the deceased.

Section VII: Trading Pins

The MD5 Pin Chairperson at the first meeting of the council will be responsible to design and upon approval by Council, supervise ordering of said pin yearly. The pin design shall state the location and year of the International Convention and incorporate some symbol of its location, as well as the MD5 shield. The pin shall be a trader pin. If possible, the Pin Chairperson should have designs approved for at least three years in advance.

PART B: DESCRIPTIONS AND QUALIFICATIONS OF COUNCIL POSITIONS

Section I: Council Chairperson

- A. The following are several qualifications, which are very important for the Chairperson. NOTE: These same qualifications apply to all Chairpersons of the Council, including the Secretary and Treasurer.
 - 1. Leadership and communication skills, extensive knowledge about Lionism, and dedication to properly fulfill the duties of the Chairperson.
 - 2. Maintain a high profile with credibility in MD5, possess effective people skills, an attitude of understanding and tolerance toward all people and have available time to do that job.
 - 3. Have the ability to follow through on tasks, ability and temperament to experiment with new and different methods, and the ability to work effectively with other people.
- B. The Chairperson has the important and rewarding task of leading the Council in its quest to advance the goals of LCI. The Chairperson shall lead MD5 through and with the support and cooperation of the Council.
- C. All the District Governors in MD5 constitute the Council, which provides an administrative structure to further the purposes of LCI in MD5. In MD5, the Council includes six (6) District Governors, the Council Chair, the Council Vice Chair, the Secretary and Treasurer. Each member has one vote on each question that requires action of the Council.
- D. Job Description. According to and consistent with the By-Laws, the Chairperson shall:
 - 1. Further the purposes and objectives of LCI.
 - 2. Provide leadership, direction, and initiative for LCI and MD5 programs, goals, and long-range planning.
 - 3. Create and foster harmony and unity among districts and assist District Governors to solve issues.
 - 4. Preside over MD5 conventions and all Council meetings.
 - 5. The Chairperson, in consultation with the Secretary, decides the time and the place of the first meeting, and allows the dates of the following meetings to be determined by the Council. The Chairperson or the Secretary under the direction of the Chairperson shall issue a written call for each Council meeting specifying the time and place in the call.
 - 6. Submit reports and perform such duties as may be required by the Constitution, By-Laws and Policy and Procedure Manual.
 - 7. Perform other such administrative duties as may be assigned by the Council.
 - 8. Shall be responsible for the total operation of the Council, be an ex officio member of all committees, and be responsible for all appointments to the committees.
 - 9. Facilitate, at the close of his/her term of office, the timely presentation of all Multiple District 5 accounts, funds, and records to his successor in office.
 - 10. Recognize that the personal presence of a majority of the Council will constitute a quorum at any meeting of the Council and all questions of order and procedure are to be determined by *Robert's Rules of Order, newly revised*.

Section II: Council Secretary

- A. The position is reviewed annually at the March meeting by the Chairperson and Council, and the Council will make a decision to renew/discontinue the term of service at that meeting.
- B. Performance Review. The Council of Governors will evaluate the job performance of the council Secretary at the March Council of Governors meeting. The Council Chairperson will compile the evaluation forms. The Council Chairperson will review the evaluation with the Council Secretary.
- C. Job Responsibilities. The following is a month-by-month descriptive list of the duties of the Secretary.
 - 1. July

- a. Inform LCI of the names, addresses, and contact information of the Council Chairperson, Council Secretary, and Council Treasurer for MD5.
 - b. Work on the Convention Proceedings for the convention which was completed during the prior May or June.
 - c. After conferring with the Council Chairperson, prepare the agenda for the August Council meeting and email it with other necessary information concerning the Council meeting to the members of the Council and others that you know that will be attending the meeting.
 - d. Update on the MD5 website, the Constitution and By-Laws that were approved at the Annual Convention or the Policy and Procedures Manual approved by the Council of Governors and have the revised electronic copies ready for distribution at the August Council meeting. The Chairperson can also delegate this procedure to any member of the Council.
2. August
- a. Make nameplates for all members of the Council and Chairpersons of Standing Committees.
 - b. Make hotel reservations for all members of the council and others that you know will be attending the meeting. Confirm with the hotel the meeting rooms and space that will be required for the Council meeting. Make arrangements for the Saturday luncheon and Saturday evening meal and entertainment. In addition, make meeting room arrangements for other committees that may be meeting prior to or at the same time as the Council meeting.
 - c. Record the minutes of the Council meeting. Serve as a non-voting member on other committees as requested by the committee chairperson.
 - d. Transcribe the meetings of the Council meeting, post them on the MD5 website, and distribute to the Council members in a timely manner (within 30 days of the MD5 convention). Complete other correspondence as directed by the actions of the Council at its meeting.
 - e. Continue to work on the Convention proceedings.
 - f. Update the History Sheet with Clubs gained and lost, etc. Place in the Historical file, so information is easily accessible when needed for the five (5) year report.
3. September
- a. Complete the MD5 Convention proceedings and post them on the MD5 website; as well as, send electronic copies to the Council of Governors.
4. October
- a. After conferring with the Council chairperson, prepare the agenda for the November Council meeting. E-mail this along with any other information relative to the meeting to the Council members and others you know are to attend the meeting and Past District Governors.
 - b. Working together with the Treasurer, secure bids from motels/hotels to host scheduled meetings for the upcoming year(s). Normally, Council meetings are held in August, November, and March. The fourth meeting is held at the MD5 Convention in May/June. Notify the successful motel/hotel concerning the first three (3) meetings of the year.
5. November
- a. Make room reservations for the council members and others that you know will be attending the Council meeting. Make arrangements for the Saturday noon luncheon, evening meal, companion brunch and meeting rooms required for the council meeting. You may also have to make room reservations for the annual meeting of the Youth Exchange Committee.
 - b. Record the minutes of the council meeting and serve as a non-voting member of other Committees as requested.
 - c. Transcribe the minutes of the Council meeting and distribute them, within ten (10) days, to the Council members, as well as post on the website.

- d. Complete and distribute correspondence and directives arising from the actions of the Council meeting.
 - e. Obtain the necessary information from the District Governors-Elect for the ordering of their blazers, crests, and their companions' name tags as well as the crests and name tags for the 1st and 2nd VDGEs and their companions. This information would be given to Treasurer to order, receive delivery on, and to make payment.
 - f. Obtain all of the information from all DGEs, 1st VDGEs, and 2nd VDGEs that is required for the next year's directory, as the information becomes available.
6. December
7. January
Order the crest and name tags for the DGEs, 1st VDGEs, 2nd VDGEs and their companions from Lions Clubs International
8. February
- a. After conferring with the Council Chairperson, prepare the agenda for the March Council meeting and distribute the agenda along with other information to the council and committee members who will be in attendance.
 - b. Inform the District Governor of the Past District Governor(s) in their District who is eligible to receive the Senior Counselor Award and ask them to make a written recommendation concerning this Past District Governor.
9. March
- a. Notice of the MD5 Convention dates,
 - b. Changes to the Constitution and By-Laws to be voted on at the convention,
 - c. Official Delegate form,
 - d. Convention Rules and
 - e. Contest Rules and forms.
10. April
- a. Send a District Governor's Annual Report Form to each District Governor. Their report is to be returned to the Secretary by May 1st.
 - b. Have the Crests sewn on the District Governors' blazers.
 - c. Remind the District Governors by email that they need to select a Lions and Lioness Club for the respective Districts to compete in the Club of the Year Contest.
 - d. Remind the District Governors by email that they are responsible to ensure that traveling trophies that were presented last year to the winners of the Club of the Year and Most Miles Traveled are brought to the convention for presentation this year.
 - e. After conferring with the Council Chairperson, prepare and distribute the agendas for the Council meeting and the two Business Sessions to be held at the Convention.
11. May
- a. Review to ensure that all awards, Past District Governor Pins, crests, and nameplates to be presented at the MD5 Convention have been received and are taken to the Convention for presentation. This includes the blazers with the crests sewn on for the District-Governors Elect.
 - b. Make sure the District Governors' reports have been printed and are taken to the Convention for distribution.
 - c. Make sure that the Convention Committee has the forms to make a final report on the convention. This is part of the convention proceedings.
 - d. Make sure that the newly-elected Chairperson has the award to present to the retiring Chairperson at the District Governors' banquet.

- e. At the MD5 Convention, the Secretary acts as the Recording Secretary for the Council meeting and the two business sessions. Within 30 days, forward all of the minutes and correspondence generated by actions of the Council meeting and Business Sessions to the Council and post on the website.

Section III: Council Treasurer

- A. In addition to the qualifications of every Council Chairperson, the Treasurer should have knowledge of accounting principles and be familiar with the safeguards of handling cash and balancing accounts and reporting same to the Council. The position is reviewed annually at the March meeting by the Chairperson and Council, and the Council will make a decision to renew/discontinue at that meeting.
- B. Performance Review.
The Council of Governors will evaluate the performance of the Council Treasurer at the March Council of Governors' meeting. The Council Chairperson and or the Organization and Finance will compile the evaluation forms. The Council Chairperson and or the Organization and Finance Committee Chairperson will review the evaluation with the Council Treasurer.
- C. The following is a month-by-month descriptive list of duties of the Treasurer.
Monthly: As needed, the Treasurer receives and deposits funds and disburses same as required by the budget and the Council. The Treasurer also maintains accounting, income and expense sheets, balance sheets for both designated and undesignated accounts.
 - 1. July
 - a. Prepare all financial records for submission to an independent auditing committee named by the Council Chair and confirmed by the COG for an Annual Review. (A formal financial review by an accredited accountant will be conducted only when there is a change in Treasurer.)
 - b. Receive and review the final financial report of the MD5 convention local host committee.
 - c. Receive and review the final financial report of the MD5 Youth Exchange camp.
 - d. Bill each District for MD5 dues the first one half (1/2) of the fiscal year.
 - 2. August
 - a. Prepare reimbursement vouchers, financial reports (e.g., Income and Expense Sheets, check register, and Designated and Undesignated Fund Balance Sheets) for the upcoming Council meeting and forward them to the Secretary to include in the information packet that is emailed to the Council members who are to attend the Council meeting.
 - b. Report to the COG the financial reports of the MD5 Convention Committee and the MD5 Youth Exchange Camp.
 - c. Order such MD5 merchandise items to replenish the stock on hand for the upcoming MD5 convention and Lions Clubs International Convention.
 - d. Receive the Travel Expense vouchers from and issue checks to those Council members who are to be reimbursed for attending the Council meeting.
 - e. Serve as a non-voting member of the Organization and Finance Committee for the preparation of the MD5 budget. Serve as a non-voting member on other committees at the request of the Committee Chairperson.
 - 3. September
Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
 - 4. October
Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.

5. November
 - a. Prepare reimbursement vouchers, financial reports (e.g., Income and Expense Sheets, check register, and Designated and Undesignated Funds Balance Sheets) for the upcoming Council meeting and forward them to the Secretary to include in the information package that is emailed to the council members who are to attend the Council meeting.
 - b. Receive the Travel Expense vouchers and issue checks to those Council members that are to be reimbursed for attending the Council meeting.
 - c. Serve as a non-voting member of the Organization and Finance committee. Serve as nonvoting member of other Committees at the request of the Committee Chairperson.
6. December
 - a. Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
 - b. Order all items, as designated by Secretary.
7. January
 - a. Bill each District for the second one-half (1/2) of the MD5 dues.
 - b. Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
8. February

Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
9. March
 - a. Prepare reimbursement vouchers, financial reports (e.g., Income and Expense sheets, check register, and Designated and Undesignated Funds Balance Sheets) for the upcoming Council meeting and forward them to the Secretary to include in the information package that is emailed to the Council members who are to attend the Council meetings.
 - b. Receive the Travel Expense vouchers from and issue checks to those Council members that are to be reimbursed for attending the Council meeting.
 - c. Serving as a non-voting member of the Organization and Finance Committee. Serve as a non-voting member of other Committees as requested by the Committee Chairperson.
 - d. Have MD5 merchandise available for sale, during breaks, at the Council meeting.
 - e. After the March COG meeting, begin preliminary budget preparation with DGEs and CCE.
10. April

Update the Income and Expense Sheets and the Designated and Undesignated Funds balance Sheets to reflect any changes resulting from transactions.
11. May
 - a. Prepare reimbursement vouchers, financial reports (e.g., Income and Expense Sheets, check register, and Designated and Undesignated Funds Balance Sheets) for the upcoming Council meeting and forward them to the Secretary to include in the information package that is emailed to the Council members who are to attend the Council meeting.
 - b. Receive Travel vouchers and issue checks to those Council members who are to be reimbursed for attending the MD5 Convention.
 - c. Have the MD5 merchandise available for sale at the MD5 Convention.
 - d. Serve as a non-voting member of the Organization and Finance Committee. Serve as a member of other committees as requested by the Committee Chairperson.
12. June

- a. Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
- b. Prepare all financial records for submission to an independent auditing committee named by the Council Chair and confirmed by the COG for an annual review. (A formal financial review by an accredited accountant will be conducted only when there is a change in Treasurer.)
- c. Secure Treasurer's bond for upcoming year.

Section IV: Standing Committees

- A. The Standing Committees shall be the Protocol Chairperson, Global Action Team and LCIF MD Coordinator.
- B. All standing committee chairs at the MD level will model the objectives, structures, and job descriptions established and described on the LCI website and included in Article III Sections 4, 5, 6, 7 and 8 of the Multiple District 5 By-Laws.
- C. The Council Chair will consult the materials available through LCI to make sure the MD standing committee chairpersons are operating in compliance with LCI policies and procedures. The Council Chair will distribute to each standing committee chairperson a copy of the objectives, structure, and job description as provided by LCI.

Section V: LCI Committees

- A. The LCI Committees shall be the Convention; Credentials; Lions Opportunities for Youth; Public Relations and Lions Information; Information Technology; Youth Camp and Youth Exchange.
- B. All LCI committee chairpersons at the MD level will model the objectives, structures, and job descriptions established and described on the LCI website.
- C. The Council Chair will consult the materials available through LCI to make sure the MD committee chairpersons are operating in compliance with LCI policies and procedures. The Council Chair will distribute to each standing committee chairperson a copy of the objectives, structure, and job descriptions as provided by LCI.

Section VI: MD5 Created Committees

- A. The MD5 Committees shall be the Executive Committee; International Contests; and Pin.
- B. All MD committees will model the objectives, structures, and job descriptions established and described on the LCI website where applicable.
- C. The Council Chair will consult the materials available through LCI to make sure the MD committee chairpersons are operating in compliance with LCI policies and procedures. The Council Chair will distribute to each standing committee chairperson a copy of the objectives, structure, and job descriptions as provided by LCI.