

International Association of Lions Clubs

District 2-A3

POLICY MANUAL

Revision Approved April 22, 2018

TABLE OF CONTENTS

PURPOSE…………………………………………………………………………………………………………………………… 7

DISTRICT 2-A3 CABINET ……………………………………………………………………………………………………… 7

DISTRICT GOVERNOR*…………………………………………………………………………………………………………..* 8

FIRST VICE DISTRICT GOVERNOR………………………………………………………………………………………… 9

SECOND VICE DISTRICT GOVERNOR…………………………………………………………………………………… 9

DISTRICT CABINET SECRETARY……………………………………………………………………………………………. 10

DISTRICT CABINET TREASURER……………………………………………………………………………………………..11

PAST DISTRICT GOVERNORS………………………………………………………………………**…………………………** 11

HONORARY COMMITTEE…………………………………………………….**…………………………………………….** 11

DISTRICT 2-A3 CHAIRPERSONS…………………………………………………………………………………………. . 12

CHAPLAIN…………………………………………………………………………………………………………………………. 12

CONSTITUTION AND BY-LAWS AND POLICY MANUAL CHAIRPERSON………………………………… 12

CREDENTIALS COMMITTEE ……………………………………………………………………………………………….. 14

DIABETES AWARENESS …………………….……………………………………………………………..………………. 14

DIGNITARY HOST(S)……………………………………………………………………………………………............... 15

DISTRICT CONVENTION CONSTITUTION AND BY-LAWS COMMITTEE………………………………… 16

OTHER DISTRICT CONVENTION COMMITTEES…………………………………………………………………… 17

 Nominations Committee………………………………………………………………………………………. 18

 Election Committee……………………………………………………………………………………………… 18

 Meals Committee………………………………………………………………………………………………… 19

 Housing and Convention Facilities Committee……………………………………………………… 19

 Registration Committee………………………………………………………………………………………… 19

 Publicity Committee……………………………………………………………………………………………… 20

 Social Activities……………………………………………………………………………………………………… 20

 Youth Contests Committee………………………………………………………………………………… 20

 Security Committee…………………………………………………………………………………………… 20

INFORMATION AND TECHNOLOGY………………………………………………………………………………… 20

LEADER DOG FOR THE BLIND…………………………………………………………..……………………………. 21

LEO CLUB PROGRAM CHAIRPERSON……………………………………………………………………………… 22

LIONS ALERT PROGRAM………………………………………………………………………………………………… *24*

LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) CHAIRPERSON………………………………. 26

LIONS WORLD SERVICES FOR THE BLIND……………………………………………………………………… 27

LONG RANGE PLANNING COMMISSION………………………………………………………………………. 28

NECROLOGY SERVICE/REMEMBRANCE CEREMONY……………………………………………………… 29

NEWSLETTER AND SOCIAL MEDIA………………………………………………………………………………… 30

OPPORTUNITIES FOR YOUTH CONTESTS PROGRAM CHAIRPERSON………………………………. 31

PUBLIC RELATIONS CHAIRPERSON………………………………………………………………………………. 33

REGION CHAIRPERSON………………………………………………………………………………………………… 34

USA/CANADA FORUM…………………………………………………………………………………………………. 38

VISION SCREENING PROGRAM CHAIRPERSON……………………………………………………………. 38

ZONE CHAIRPERSONS………………………………………………………………………………………………… 40

DISTRICT 2-A3 COORDINATORS…………………………………………………………………………………. 42

 District 2-A3 Global Leadership Team Coordinator…………………………………………. 42

 District 2-A3 Global Membership Team Coordinator……………………………………… 42

DISTRICT 2-A3 DIRECTORS………………………………………………………………………………………… 47

 Lions Eye Bank of Texas Directors…………………………………………………………………… 47

 Texas Lions Camp Directors…………………………………………………………………………… 48

 Texas Lions Eyeglass Recycling Center-Corpus Christi Director……………………… 49

 Texas Lions Foundation Director/Trustee………………………………………………………. 50

DISTRICT CONVENTION……………………………………………………………………………………………… 51

 Time and Place……………………………………………………………………………………………….. 51

 Announcement/Call……………………………………………………………………………………….. 51

 Program………………………………………………………………………………………………………….. 52

 Nominations, Resolutions, Endorsements of District Officers…………………………. 52

 District Governor………………………………………………………………………………… 52

 First and Second Vice District Governors……………………………………………. 52

 Texas Lions Camp Directors………………………………………………………………… 53

 Lions Eye Bank of Texas Directors………………………………………………………. 53

 Council Chairperson Elect-Elect………………………………………………………….. 53

 Nominations and Endorsement: Lions Clubs International Second and

 Third Vice President and International Director………………………………………. 54

 Endorsement Procedures………………………………………………………………………………. 54

 Nomination……………………………………………………………………………………………………. 54

 Seconding Speech………………………………………………………………………………………….. 54

 Vote……………………………………………………………………………………………………………….. 54

 Endorsement Term………………………………………………………………………………………… 55

 Validity…………………………………………………………………………………………………………… 55

 Election Procedures……………………………………………………………………………………….. 55

 Club Delegates Formula…………………………………………………………………………………. 55

 Quorum…………………………………………………………………………………………………………. 56

 Voting Procedures…………………………………………………………………………………………. 56

 Counting the Ballots and Determining Election Results…………………………………. 57

 Dress Code for the Convention…………………………………………………………………….. 58

SPECIAL CONVENTION……………………………………………………………………………………………… 58

MULTIPLE DISTRICT 2 CONVENTION-HOST DISTRICT………………………………………………… 59

 Multiple District 2 Rotation Schedule…………………………………………………………. 59

 Responsibilities of Host District…………………………………………………………………. 59

DISPUTE RESOLUTION PROCESS………….…………………………………………………………………… 60

DISTRICT 2-A3 SPECIAL AWARDS………………………………………………………………………………. 60

 Ray Hughston Humanitarian Award…………………………………………………………… 60

 Texas Hall of Fame ……………………………………………………………………………………… 61

 District 2-A3 Texas Hall of Fame Award Committee…………………………………….. 62

DISTRICT REVENUE…………………………………………………………………………………………………. 62

 District 2-A3 Administrative Fund……………………………………………………………… 62

 District 2-A3 Convention Fund …………………………………………………………………… 63

 Remaining Funds………………………………………………………………………………………… 64

DISTRICT 2-A3 100% CHARITY GOALS……………………………………………………………………… 64

MULTIPLE DISTRICT 2 ADMINISTRATIVE FUND……………………………………………………….. 64

MULTIPLE DISTRICT 2 CONVENTION FUND………………………………………………………………… 65

PROMOTE TEXAS FUND…………………………………………………………………………………………….. 67

TEXAS LIONS CAMP, INCORPORATED FUND………………………………………………………………. 68

CLUB SUSPENSION AND CANCELLATION…………………………………………………………………… 69

DISTRICT PURCHASES …………………………………….………………………………………………………… 69

 Purchase of Supplies and Equipment……………………………………………….…………… 69

DISTRICT REIMBURSEMENTS…………………………………………………………………………………….. 69

 District Governor’s Expenses- International Convention………………………………… 69

 Out-Going District Governor Expenses- International Convention…………………… 69

 Vice District Governor’s Expenses…………………………………………………………………… 70

 District Governor-Elect Expenses…………………………………………………………………… 71

 District 2-A3 Committee Chairperson’s Expenses…………………………………………… 71

 Council Chairperson-Elect-Elect Expenses……………………………………………………… 71

COMPENSATION………………………………………………………………………………………………………… 71

FINANCIAL OBLIGATIONS…………………………………………………………………………………………… 71

FISCAL YEAR………………………………………………………………………………………………………………. 71

REVISION OF THE DISTRICT 2-A3 POLICY MANUAL……………………………………………………. 72

ADOPTION OF THE REVISIONS TO THE DISTRICT POLICY MANUAL……………………………. 72

**APPENDIX**

District 2-A3 Lions ALERT Application for Assistance Form…………………………………………… 74

Checklist for Lions Club Hosting a District 2-A3 Meeting……………………………………………… 75

Excerpts From “The International Visitor: A Hosting & Protocol Guide”………………………. 77

Lions Clubs Self-Inspection Checklist…………………………………………………………………………… 81

Lions Club Protocol for District Governor’s Visit to a District Lions Club……………………… 84

Lions Clubs IRS Filing Requirement……………………………………………………………………………. 85

International Association of Lions Clubs- Obligations of Chartered Lions Clubs ………… 86

International Association of Lions Clubs Placement into Status Quo ………………………… 87

International Association of Lions Clubs Suspension and Cancellation Policy……………. 90

International Association of Lions Clubs- Steps for Proper Closing of a Lions Club……… 92

International Association of Lions Clubs- Merger of Two or More Lions Clubs…………… 93

**DISTRICT 2-A3 LIONS OF TEXAS**

**POLICY MANUAL**

**PURPOSE OF POLICY MANUAL**

The purpose of this Policy Manual is to: clearly define the qualifications and responsibilities of the officers of District 2-A3, including the various chairpersons; provide the flexibility to modify the document guiding the District at any District Cabinet Meeting if the needed without having to wait for a District Convention for revision; create more uniformity and consistency between District administrations; help prevent misunderstandings and conflict; avoid the need for a dispute resolution process; help to promote and continue the prestigious traditions and service of the Lions of District 2-A3; and permit future District Governors and other Lions to benefit from the experiences of past District Governors who have been elected from District 2-A3.

**DISTRICT 2-A 3 CABINET**

1. The following officers shall constitute the District 2-A3 Cabinet: the District Governor; the Immediate Past District Governor; the First and Second Vice District Governors;the Cabinet Secretary; Cabinet Treasurer (or Cabinet Secretary/Treasurer; the Region Chairpersons ( if position is utilized during the District Governor’s term)*;*  the Zone Chairpersons; Past District Governors of District 2-A3; the Texas Lions Camp Director(s); the Lions Eye Bank of Texas Director(s); and other appointed District 2-A3 Chairpersons
2. The District Governor, the First Vice District Governor and the Second Vice District Governor shall be elected at the annual convention of the District in accordance with the Constitution and By Laws of the International Association of Lions Clubs, Multiple District 2 and District 2-A3.
3. The Texas Lions Camp Director(s) and the Lions Eye Bank of Texas Director(s) shall also be elected at the District 2-A3 Convention.
4. The District Governor shall appoint the Cabinet Secretary, the Cabinet Treasurer, one

Region Chairperson for each region of the District (if the position is to be utilized during the District Governor’s term in office); and one Zone Chairperson for each zone in the District.

1. The District 2-A3 Cabinet shall be the governing authority for the Lions of District 2-A3, shall administer the affairs of the District on behalf of and in the best interest of the

Lions of District 2-A3, and shall function within the limits of the Constitutions and By-Laws and Policies of the Board of Directors of the International Association of Lions Clubs and District 2-A3.

1. Each member of the District 2-A3 Cabinet shall have one (1) vote on each question requiring action by the Cabinet.
2. Specific duties of the District 2-A3 Cabinet as provided for by the International Association of Lions Clubs By-Laws, Article III, Section 7 are to:
	1. Assist the District Governor in the performance of his/her duties in the formulation of administrative plans and policies affecting the welfare of Lionism within the District;
	2. Receive reports and recommendations from the Region and Zone Chairpersons and other assigned District Cabinet members which concern the Lions Clubs and zones of the District;
	3. Supervise the collection of dues by the Cabinet Treasurer, designate a depository for these funds and authorize payment of all legitimate expenses pertaining to the administration of the affairs of the District;
	4. Review all grant applications, and if approved, oversee disbursements of funds and oversee compliance with all regulations governing said grant;
	5. Secure the District’s financial reports from the Cabinet Treasurer on a semi-annual or more frequent basis;
	6. Provide for the required posting of a surety bond in the amount of fifty thousand dollars ($50,000) minimum for the District Governor and the Cabinet Treasurer if this is not provided for by Multiple District 2 or the International Association of Lions Clubs;
	7. Provide for the audit of the books and accounts of the Cabinet Secretary, and Cabinet Treasurer and set up a definite schedule of dates, times and places for the Cabinet Meetings to be held during the fiscal year with the approval of the District Governor.
3. The District 2-A3 Cabinet shall meet a minimum of four (4) times each year. The Cabinet meeting may be for more than one (1) day, if needed. The first meeting shall be held within thirty (30) days after the adjournment of the preceding International Association of Lions Clubs Convention. One of the Cabinet meetings may be held in conjunction

 with, or immediately prior to the District 2-A3 Convention.

1. Formal decisions shall be made at the scheduled meetings of the Cabinet.
2. In the event of an unanticipated emergency, members of the District 2-A3 Cabinet may be contacted and polled to reach a decision, with the ratification of that decision required at the next regularly scheduled District 2-A3 Cabinet meeting.
3. A written notice of District 2-A3 Cabinet Meetings which sets forth the purpose, date, time and place of the meeting, as determined by the District Governor, shall be given to each member of the Cabinet at least ten (10) days prior to the meetings by the District 2-A3 Cabinet Secretary.

**DISTRICT GOVERNOR**

The District Governor is the chief administrative officer of the District. Under the general supervision of the International Lions Clubs Board of Directors, he/he shall represent the Association to the District. The District Governor shall meet all the qualifications as stated in the Lions Clubs International Constitution and By-Laws, including having served as First Vice District Governor. He/She shall be elected in accordance with the provisions of the Lions Clubs International Constitution and By-Laws and he/she shall serve a one (1) year term of office.

In addition to those duties defined by the Lions Clubs International Board of Directors, the District 2-A3 District Governor shall be expected to:

1. Actively participate in the Multiple District 2 Council of Governors meetings, and share information with the District 2-A3 Lions about decisions made by the Multiple District 2 Council of Governors; and
2. Solicit input from the District 2-A3 Cabinet, including the Past District Governors, prior to making decisions as a member of the Multiple District 2 Council of Governors to

expend funds which are to be collected from the Lions of District 2-A3, and which will make a future financial commitment for the Lions of District 2-A3.

**FIRST VICE DISTRICT GOVERNOR**

The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant and representative of the District Governor. He/She shall meet all the qualifications required by, and be elected in accordance with the provisions of the Lions Clubs International Constitution and By-Laws. He/She shall serve a one (1) year term of office.

In addition to the specific duties and responsibilities set forth in Article III, Section 1 of the Lions Clubs International By-Laws, and the District 2-A3 By-Laws, he/she is expected to:

1. Attend the Council of First Vice District Governors meetings, all special meetings and training, the Multiple District 2 Convention and other events of Multiple District 2, including those held by the Texas Lions Camp;
2. Be knowledgeable about the Lions Clubs International Constitution and By-Laws and Board of Directors Policy Manual, the Multiple District 2 and District 2-A3 Constitutions and By-Laws and Policy Manuals, respectively; and
3. Serve as the Chairperson and non-voting member of the District 2-A3 Texas Lions Hall of

Fame Award Committee.

***SECOND VICE DISTRICT GOVERNOR***

The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of District 2-A3 and a representative of the District Governor. The Second Vice District Governor shall be required to meet all of the qualifications as stated in the Constitution and By-Laws and Board of Directors Policy Manual of the International Association of Lions Clubs, and he/she shall be elected in accordance with the provisions in the Constitution and By-Laws and Policies of the Board of Directors of Lions Clubs International, and District 2-A3. He/She shall serve a one (1) year term of office.

His/Her duties and responsibilities shall be, but are not limited to those as defined by the Lions Clubs International Constitution and By-Laws and District 2-A3. The Second Vice District Governor must attend the Council of Governors meetings, all meetings of the Council of Second Vice District Governors, all special training and orientation offered by Multiple District 2 and the International Association of Lions Clubs, the annual Multiple District 2 Convention, and all other special meetings and events of Multiple District 2, including those held at the Texas Lions Camp. In addition, he/she is expected to:

1. Become knowledgeable about the Lions Clubs International Constitution and By-Laws and Board of Directors Policy Manual, the Multiple District 2 and District 2-A3 Constitutions and By-Laws and Policy Manuals, respectively; and
2. Serve as the Chairperson and non-voting member of the District 2-A3 Ray Hughston Humanitarian Award Committee.

**DISTRICT 2-A3 CABINET SECRETARY**

The Cabinet Secretary shall be appointed by and be under the supervision of the District Governor. He/She shall have the qualifications as provided for in the Constitution and By-Laws of Lions Clubs International and District 2-A3. The District 2-A3 Cabinet Secretary shall serve a one-year term of office, and may be appointed to serve more than one term of office with the approval of the District Governor.

The Cabinet Secretary shall perform the duties implied by the office of secretary, including, but not limited to:

1. Keeping an accurate record of each and all Cabinet meetings and all District 2-A3 proceedings, including the District Convention;
2. Transmitting the minutes of all meetings and proceedings to the District Governor, to each member of the District Cabinet, to the secretaries of each Lions Club in the District, to the Multiple District 2 office and to the International Association of Lions Clubs within five (5) days after each meeting;
3. Making reports to the Cabinet as the District Governor may require;
4. Delivering copies of the minutes and records of the District in a timely manner to the succeeding District Governor and the District Cabinet Secretary when he/she concludes his/her term of office; and
5. Performing such other functions as may be required by the International Association of Lions Clubs.

**DISTRICT 2-A 3 CABINET TREASURER**

The Cabinet Treasurer shall be appointed by and be under the supervision of the District Governor, and he/she shall have the qualifications as provided for in the Lions Clubs International and District 2-A3 Constitution and By-Laws. The District 2-A3 Cabinet Treasurer shall serve a one-year term of office, and may be appointed to serve more than one term of office with the approval of the District Governor.

He/She shall perform the specific duties implied by the office, including, but not limited to the following:

1. Making reports to the Cabinet as the District Governor requires;
2. Keeping accurate books and records of accounts of the District Cabinet;
3. Serving as co-signer for District 2-A3 disbursement of funds along with the District Governor;
4. Permitting inspection of the books and records of account by the District Governor, any Cabinet member and any Lions Club (or authorized agent of any of these) at a reasonable time for any proper purpose;
5. Furnishing the books or records as directed by the District Governor or the Cabinet to any auditor appointed by the District Governor;
6. Collecting and receiving all dues and other monies collected from members of the District’s Lions Clubs, depositing these dues and other monies in the bank determined by the District Governor, and disbursing funds by the order of the District Governor;
7. Remitting and paying all Multiple District 2 dues collected to the Multiple District 2 Council of Governors’ Treasurer and securing a proper receipt;
8. Securing bond for the faithful performance of his/her duties and those of the District Governor in the amount of fifty thousand dollars ($50,000), if this is not provided by Multiple District 2 or the International Association of Lions Clubs; and
9. Providing for the timely transfer of all records of the District, including cancelled checks, bank statements, record books, account books, etc. to the succeeding District Governor and Cabinet Treasurer at or before the first Cabinet meeting following the International Association of Lions Clubs convention.

**PAST DISTRICT GOVERNORS**

The Past District Governors of District 2-A3 in good standing shall serve as officers of the District and members of the District 2-A3 Cabinet.

**DISTRICT GOVERNOR’S HONORARY COMMITTEE**

Members of the District Governor’s Honorary Committee shall include the Past International Officers of District 2-A3, including Past District Governors, who are members in good standing within the Lions Clubs in good standing in the District. The Immediate Past District Governor shall be the chairperson of the committee. The Committee shall meet when called upon by the District Governor and/or by the Immediate Past District Governor to: provide assistance to the District Governor; share the benefit of the members’ knowledge and experience with the District Governor; and assist the District Governor as requested with various other duties.

**DISTRICT 2-A3 CHAIRPERSONS**

The District Governor shall appoint chairpersons as he/she deems appropriate for the successful operation of District 2-A3. A chairperson may, with the approval of the District Governor appoint committee members to assist with the work. The Cabinet may choose to confirm the appointment of committee members.

**CHAPLAIN**

The District Chaplain shall be appointed by the District Governor, and shall serve a one (1) year term. He/She may serve more than one term with the approval of the District Governor.

The chaplain for District 2-A3 should have the following qualifications:

1. Be a Lion in good standing in a Lions Club in good standing in a District 2-A3 Lions Club in good standing;
2. Be a respected member of the District, and have the desire to serve as District 2-A3 Chaplain;
3. Have good verbal and written communication skills and good interpersonal skills; and
4. Have the time, energy, commitment, and resources to attend all of the District 2-A3 Cabinet meetings and convention and to perform the duties of the office.

The District Chaplain shall be responsible for:

1. Offering the invocation, the blessing before meals and the benediction for each District meeting;
2. Collaborating with the District Necrology/Remembrance Ceremony Chairperson to plan and implement the annual ceremony to remember deceased Lions; and
3. Perform other duties as requested by the District Governor.

**CONSTITUTION AND BY-LAWS AND POLICY MANUAL CHAIRPERSON**

The District 2-A3 Constitution and By-Laws and Policy Manual Chairperson shall be appointed by the District Governor, with the approval of the First and Second Vice District Governors, to serve a three (3) year term of office, which is to be reviewed and approved annually by the
District Governor. He/She may serve more than one term.

The District 2-A3 Constitution and By-Laws and Policy Manual Chairperson shall have the following qualifications:

1. Be a Past District Governor of District 2-A3;
2. Be a Lion in good standing in a Lions Club in good standing in District 2-A3;
3. Be knowledgeable about the Constitution and By-Laws of the International Association of Lions Clubs and Multiple District 2, and the Policy Manual of the Board of Directors of the International Association of Lions Clubs and Multiple District 2.
4. Have good verbal and written communication skills and the ability to communicate effectively with individuals and various groups of people;
5. Have good interpersonal skills and a positive attitude;
6. Be attentive to detail, and be creative;
7. Have good organization and planning skills; and
8. Have the time, energy, resources and commitment to carry out the responsibilities of the position.

His/Her responsibilities shall be to:

1. Review the District 2-A3 Constitution and By-Laws at least annually, and may review the documents more frequently as needed;
2. Stay informed about any proposed amendments to the International Association of Lions Clubs Constitution and By-Laws and/or revisions to the Board of Directors Policy Manual by reviewing the Executive Summary Reports of the Board of Directors of the International Association of Lions Clubs and/or revisions to the Board of Directors of the International Association of Lions Clubs and other publications;
3. Monitor the District 2-A3 Constitution and By-Laws for compliance with the Association’s Constitution and By-Laws and Board of Director’s policies;
4. Stay informed about the amendments to the Multiple District 2 Constitution and By-Laws and revisions to the Multiple District 2 Policy Manual;
5. Monitor the District 2-A3 Constitution and By-Laws and Policy Manual for compliance with the Multiple District 2 Constitution and By-Laws and Policy Manual;
6. Make written recommendations for amendments to the District 2-A3 Constitution and By-Laws (and revisions to the District 2-A3 Policy Manual) once it has been approved) to the District Governor and to the District 2-A3 Cabinet;
7. Receive recommendations for amendment of the District 2-A3 Constitution and By-Laws and/or revision to the District 2-A3 Policy Manual;
8. Review all recommendations submitted, prepare a written report and submit recommendations to the District Governor for review and approval to present these to the District Cabinet for approval;
9. Present recommended revisions to the District Cabinet for review and approval.
10. Include the approved revisions in the District 2-A3 Policy Manual as soon as practical, and not later than the date of the next Cabinet meeting;
11. Prepare the District 2-A3 ballots to be used to amend the District 2-A3 Constitution and By-Laws, elect the District 2-A3 candidates for District 2-A3 officers, or other International candidates for office;
12. Prepare the Voter Information page prior to the District 2-A3 Convention to help voters understand the propositions on the ballot.
13. Recommend a team of Past District Governors to the District Governor which, if approved by the District Governor, will function as the District 2-A3 Convention Committee; and
14. Assist with the distribution of ballots and determining the election results during the District 2-A3 Convention.

**CONVENTION CREDENTIALS COMMITTEE**

The Credentials Committee of the District Convention shall be composed of the District Governor as chairperson, the Cabinet Secretary, or Cabinet Treasurer (Secretary-Treasurer) and two other non-officers of the District appointed by the District Governor, each of whom shall be a member in good standing of a different Lions Club in good standing in the District, and shall not through the duration of the appointment hold any District or International office either by election or appointment. The Credentials Committee shall have the powers and perform the duties as set forth in ROBERT’S RULES OF ORDER, NEWLY REVISED. The registration and certification of delegates shall occur during the registration time period set by the District Governor on the District 2-A3 Convention agenda. The number of certified delegates shall be announced to the Convention attendees upon the close of the certification and prior to the commencing of voting. (Lions Clubs International Standard District Constitution and By-Laws, By-Laws, Article VI, Section 7 and Exhibit A, Rule 3, Effective July 1, 2016).

**DIABETES AWARENESS AND ACTION CHAIRPERSON**

The Diabetes Awareness and Action Chairperson shall be appointed by the District Governor to serve a three (3) year term of office, to be reviewed annually for approval by the District Governor, and may serve more than one term with the approval of the District Governor.

The District 2-A3 Diabetes Awareness and Action Chairperson shall be required to have the following qualifications:

1. Be a Lion in good standing in a Lions Club in good standing in District 2-A3 and Multiple District 2;
2. Have some knowledge about diabetes, and be willing and able to obtain

information concerning diabetes education, the prevention and control of diabetes, including medical or technological advances;

1. Have the time, energy, willingness and resources to serve in this position;
2. Have good interpersonal skills and the ability to communicate effectively with individuals and various groups of people;
3. Have demonstrated a willingness to work to improve the quality of life for persons with diabetes;
4. Be familiar with the International Association of Lions Clubs Board of Directors Policy as it pertains to Diabetes Awareness and Action Programs;
5. Be familiar with the Diabetes Awareness Month and World Diabetes Day events;
6. Be familiar with opportunities for Lions to create and contribute to diabetes projects;
7. Be familiar with diabetes project funds available through Core 4 Lions Clubs International Foundation (LCIF) grants;
8. Be familiar with requirements for diabetes awareness and action awards; and
9. Be willing and able to work collaboratively with local diabetes awareness associations and health care officials to be informed about resources available, and opportunities for Lions community service.

His/Her responsibilities shall be to:

1. Lead in the planning and facilitating of diabetes awareness presentations for District 2-A3 meetings, conventions and other forums;
2. Encourage Lions Clubs members to develop action plans which include annual goals and activities which include partnering with local diabetes associations and health care professionals;
3. Work with the Multiple District 2 Diabetes Awareness and Action Committee Chairperson to apply for project funds available through Core 4 Lions Clubs International Foundation (LCIF) grants when needed;
4. Keep the District Governor and the Lions of District 2-A3 informed about the local, Multiple District 2 and International Association of Lions Clubs activities in diabetes awareness, and local opportunities for community service.

**DIGNITARY HOST(S)**

The District Governor shall appoint one or more Lions who have served as Past District Governors or higher office to serve as Dignitary Host(s) for a one (1) year term of office, and may serve more than one term in office with the approval of the District Governor.

The Lion(s) appointed to serve as Dignitary Host(s) shall have the following qualifications:

1. Be a Lion in good standing in a Lions Club in good standing within District 2-A3, and a well-respected Lion within the District;
2. Be familiar with the International Association of Lions Clubs “*Hosting and Protocol*

*Guide*”;

1. Have good oral and written communication skills;
2. Have good planning and organization skills;
3. Have a safe driving record and hold a valid and current Texas driver’s license;
4. Be able to work in a positive manner with a variety of individuals;
5. Have the time, energy and resources to carry out the duties of the office.

His/Her responsibilities are to:

1. Provide the necessary advance information to the guest dignitary, such as the agenda for the meeting or event, suggested attire or dress code (formal, business, etc.), weather conditions for the area being visited, background information (newsletters, bulletins, etc.);
2. Make the necessary hotel arrangements, and make an on-site visit to the

 hotel prior to the dignitary’s visit to ensure there are not any problems, if needed;

1. Provide complete directions to the location of the hotel (when the host is responsible for hotel reservations), and the location of the District event(s) to guests driving to the District;
2. Meet the guest traveling by air at the airline gate, wearing easily identifiable Lions clothing and badges, and provide transportation and assistance with the guest’s (guests’) luggage if needed;
3. Place a “welcome basket” in the guest’s (guests’) hotel room prior to his/her arrival if requested by the District Governor;
4. Communicate fully and often with the guest (guests);
5. Provide transportation between the locations if District events are held at different locations;
6. Attend to the guest’s (guests’) departure with the same care as with his/her arrival check flight departure time ,escort or transport guest to airport if needed, make hotel arrangements if flight seriously delayed);
7. Treat the visiting dignitary as one would a close friend;
8. Provide a gift on behalf of District 2-A3 if requested to do so by the District Governor, the cost of which is to be reimbursed by District 2-A3; and
9. Request that the District 2-A3 Cabinet Secretary send a letter of appreciation to the visiting dignitary at the conclusion of the visit, and/or the Dignitary Host may choose to send a personal letter of appreciation.

**DISTRICT CONVENTION CONSTITUTION AND BY-LAWS COMMITTEE**

The District Governor may appoint a Constitution and By-Laws Committee, composed of not more than five (5) members from different Lions Clubs in good standing within District 2-A3 in the event the Multiple District 2 recommends a nominee for International office or revisions to the Multiple District 2 Constitution and By-Laws which will be voted upon during the District Convention. The appointment shall be made as early in the fiscal year as possible, but not less than sixty (60) days prior to the convening of the District 2-A3 Convention. Committee members shall acknowledge acceptance of the appointment not less than sixty (60) days prior to the District 2-A3 Convention.

The District 2-A3 Constitution and By-Laws and Policy Manual Chairperson shall serve as Chairperson of this Committee.

The Committee members shall have the following qualifications:

1. Be Past District Governors of District 2-A3;
2. Be Lions in good standing in Lions Clubs in good standing in District 2-A3;
3. Be knowledgeable about the Constitution and By-Laws and Policies of District 2-A3, Multiple District 2 and the International Association of Lions Clubs;
4. Be attentive to detail and be creative;
5. Have good organization and planning skills;
6. Have the time, energy, resources and commitment to carry out the responsibilities of the committee.

The duties of the Committee shall be to:

1. Review the proposed amendments for the District 2-A3 Constitution and By-Laws;
2. Prepare a Voter Information sheet to inform Lions Club members about the District 2-A3 and Multiple District 2 candidates whose names are to be placed on the District 2-A3 ballot, and any proposals for revision of the District 2-A3 Constitution and By-Laws which will be placed on the District 2-A3 ballot;
3. Distribute the District 2-A3 ballots during the District Convention voting, and distribute the Multiple District 2 ballots when appropriate;
4. Assist in overseeing the voting process;
5. Assist in counting the ballots and determining the election results for the District 2-A3 ballots;
6. Assist in ensuring that District 2-A3 and Multiple District 2 ballots are deposited appropriately;
7. Ensure that Multiple District 2 ballots, when used, are secured appropriately for return to the Multiple District 2 Administrator in the manner prescribe by Multiple District 2;
8. Communicate with the District Governor frequently to inform him/her about arrangements made and any problems which may arise.

Other Convention Committee Chairpersons

The District Governor may appoint other Convention committees and their chairpersons such as, but not limited to: Election; Parliamentary; Resolutions; Housing and Registration; Banquets and Other Meals; Social Activities; Publicity; Necrology Service or Remembrance Celebration; Youth Contests; Security; Sergeant-at-Arms.

These Committees and Chairpersons shall be appointed as early in the fiscal year as possible, but not less than sixty (60) days before the Convention.

Members of the Committee members shall be:

1. Lions in good standing in Lions Clubs in good standing within District 2-A3;
2. Knowledgeable about the purpose(s) and other details of the particular committee to which he/she has been assigned;
3. Have good verbal and written communication skills;
4. Have good interpersonal skills and the ability to work in a positive manner with people in a variety of settings; and
5. Have the time, energy, commitment and resources to carry out the assigned tasks.

Responsibilities of the Committee shall be to:

1. Carry out the tasks of the particular committee in a timely manner and as requested by the District Governor, and implied by the title of the Committee;
2. Communicate on a regular basis in a positive manner with the District Governor

 and other Convention Committee Chairpersons; and

1. Collaborate with other Convention Chairpersons to ensure the success of the Convention.

The Nominating Committee shall be responsible for:

1. Determining that a candidate for office has submitted sufficient evidence to show that he/she has met the required qualifications for office, including a resolution from his/her Lions Club;
2. Utilizing the Nominating Committee Checklist, Exhibit D, which is attached to the Lions Clubs International Standard District Constitution and By-Laws and to the District 2-A3 Constitution and By-Laws; and
3. Submitting a written report of their findings to the District Governor not less than thirty (30) days prior to the convening of the District 2-A3 Convention.

The Elections Committee shall be responsible for:

1. Assisting Lions Clubs delegates in receiving their ballots;
2. Ensuring that the ballots are deposited in the appropriate ballot box (District 2-A3 or Multiple District 2);
3. Assist in counting the votes, determining if the ballot is clearly marked “FOR” or “AGAINST” for a candidate, or “FOR” or “AGAINST” for a proposition, declaring a

ballot defective if the voter’s intention is not clearly ascertained by the members of the committee;

1. Not counting defective ballots, placing the signature of the Committee Chairperson on all defective ballots in a separate envelope for further examination, if needed;
2. Determining a majority vote, and reporting the election results to the District Governor; and
3. At the conclusion of the voting, securing/sealing the Multiple District 2 ballot box, if that ballot.

The Meals Committee shall be responsible for:

1. Identifying possible food providers/caterers, and obtaining menu options and prices;
2. Communicating with the District Governor to recommend a food provider/caterer, menu and price;
3. Once a selection has been made, communicating the information to the Registration Chairperson for use on the Convention Registration form;
4. Confirming the contract/agreement with the caterer or food provider, and making a monetary deposit, if required;
5. Checking with the caterer the week or two before the Convention to ensure that all arrangements are in place (time, location, number of meals, other necessary details); and
6. Report any concerns or problems to the District Governor with suggested solutions promptly.

The Housing Committee shall be responsible for:

1. Locating a suitable hotel or other meeting room for the District 2-A3 Convention meeting(s);
2. Identifying hotels convenient to the location for the Convention meeting(s) and providing detailed information to the Registration Committee to convey to out-of-town Lions Clubs members who will be attending the Convention; and
3. Assisting the Dignitary Host in acquiring hotel accommodations for visiting dignitaries, if requested.

The Registration Committee shall be responsible for:

1. Collaborating with the District Governor to determine the registration charge, meal charge, and other registration form details;
2. Distributing the Registration Form to the Lions Clubs of District 2-A3 (by E-Mail,

District 2-A3 Newsletter, District 2-A3 Web Site, or as directed by the District Governor);

1. Receiving the completed registration forms from Lions attending the Convention, and making a detailed record of the names, offices, Lions Clubs and dollar amount sent in to the Host Lions Club for the Convention;
2. Communicating with the District Governor on a regular basis about the number of Lions registered, and any concerns or problems along with suggested solutions;
3. Setting up one or more registration tables at the convention to receive the Lions who have pre-registered and those registering on-site for the Convention; and
4. At the conclusion of the Convention, provide the District Governor with a written

report of the money received for registration, the expenses of the Convention and the difference (profit or loss). All money received is considered property of District 2-A3. All money not needed for Convention expenses is to be returned to the District 2-A3 Cabinet Treasurer.

The Publicity Committee is responsible for providing information to the news media, the District Web Master, and District Newsletter Editor which publicizes the District 2-A3 Convention and lets the public and Lions Clubs members know about the Convention and any special guest speakers or entertainers.

The Social Activities Committee is responsible for:

1. Identifying local attractions and social events which might be of interest to visiting Lions.
2. Making special arrangement for discount admission fees, special coupons or other items for Lions participating in the District Convention.
3. Communicating this information to the District Governor.
4. Providing that information to the Registration Committee for inclusion on the Convention Registration form.

The Youth Contest(s) Chairperson and Committee members are responsible for:

1. Making appropriate arrangements with the Housing/Facilities Chairperson for an appropriate room/location for conducting the Youth Contest(s) sponsored by District 2-A3,
2. Conducting the contests in an appropriate manner; and
3. Reporting the results to the membership of District 2-A3.

The Security Chairperson and Committee members are responsible for inspecting the facilities to be used for the District 2-A3 Convention to be sure there are not any safety problems, and to make arrangements for additional security personnel, if necessary, with the consent of the District Governor.

The Convention Committee Chairpersons and Committee members shall serve from the time of appointment by the District Governor until the conclusion of the District Convention or until the date released from duty by the District Governor.

**INFORMATION AND TECHNOLOGY CHAIRPERSON**

The District Governor shall appoint a qualified Lion to serve as Information and Technology Chairperson for a term of three (3) years, subject to review and approval by the District Governor each year.The Information and Technology Chairperson shall have the following qualifications:

1. Be a Lion in good standing in a Lions Club in good standing in District 2-A3;
2. Have extensive, successful experience with the use of technology and skill in distributing information through the use of various types of technology;
3. Have exceptional knowledge and skills in the use of various computer applications and programs;
4. Have good written and verbal communication skills and be able to communicate effectively with Lions at all levels of the organization;
5. Be familiar with the resources available for use of technology from the International Association of Lions Clubs; and
6. Be willing to commit the time, energy and resources necessary to carry out the responsibilities of the office.

The District Information and Technology Chairperson shall have the following responsibilities:

1. Creating and maintaining the District 2-A3 web site;
2. Ensuring that current information is available to the Lions of District 2-A3 as requested by the District Governor;
3. Coordinating with the Multiple District 2 Information and Technology Chairperson on content and current issues regarding the web site;
4. Providing training upon request to assist the District Governor, Vice District Governors, and other District 2-A3 Lions with the use of web pages and the use of
5. technology resources available from the International Association of Lions Clubs and in utilizing technology for various tasks including the filing of required reports;
6. Working on innovative projects as requested;
7. Collaborating with other District 2-A3 Committee Chairpersons as needed or requested; and
8. Serving as a resource person for Lions Clubs officers in District 2-A3.

**LEADER DOG FOR THE BLIND CHAIRPERSON**

The District Governor shall appoint a qualified Lion to serve as Leader Dog for the Blind Chairperson to serve a term of three (3) years, subject to review annually for approval by the District Governor. He/She may serve more than one term with the approval of the District Governor.

The District 2-A3 Leader Dog for the Blind Chairperson shall be required to have the following qualifications:

1. Be a Lion in good standing in a Lions Club in good standing in District 2-A3, and a respected Lion in his/her own Lions Club and in District 2-A3;
2. Have a strong interest in assisting individuals who are blind or visually impaired;
3. Have some basic knowledge about the needs of individuals who are blind or visually impaired;
4. Have a good understanding of the value and availability of the Leader Dog programs;
5. Have good interpersonal skills;
6. Have good verbal and written communication skills with the ability to communicate with a variety of individuals in many different settings;
7. Have the time, energy, resources and willingness to carry out the responsibilities of

this office; and

1. Be able to travel with District 2-A3.

His/Her responsibilities shall be to:

1. Educate the Lions Club members and non-members in District 2-A3 about the Leader Dog programs;
2. Inform Lions and non-Lions about the need for funds to operate the Leader Dog program;
3. Visit Lions Clubs in his/her assigned area(s) of the District to inform Lions about new developments in the Leader Dog for the Blind program;
4. Assist Lions Club members in seeking out and offering Leader Dog services for individuals who are blind or visually impaired in District 2-A3;
5. Distribute promotional materials provided by the Leader Dog for the Blind program to Lions in the District;
6. Set up displays at District 2-A3 Cabinet meetings, serving as a guest speaker at Lions Clubs meetings, and at other public meetings;
7. Promote fund-raising activities to benefit the Leader Dog for the Blind Programs; and
8. Use appropriate technology to deliver Leader Dog for the Blind Program information in collaboration with the District 2-A3 Newsletter Editor, District Information and Technology Chairperson and others.

 **LEO CLUB CHAIRPERSON AND LEO CLUB PROGRAM**

LEO Club Program

The District Governor may authorize the formation of a LEO District when there are ten (10) or more LEO Clubs in District 2-A3, with a cumulative membership of one hundred (100) Leo Club members sponsored by District 2-A3 Lions Clubs and registered with the International Association of Lions Clubs. The District 2-A3 LEO District shall follow the International Association of Lions Clubs Standard LEO District Constitution. The boundaries of the District 2-A3 LEO District shall coincide with the boundaries of District 2-A3.

The purpose of the LEO District 2-A3 shall be to advance the purposes and objects of the International Association of Lions Clubs LEO Club Program in District 2-A3.

Responsibilities of the District 2-A3 District Governor and Cabinet

The District Governor and the District 2-A3 Cabinet shall be responsible for:

1. Appointing the District 2-A3 LEO Program Chairperson, and submitting the required completed and signed form to the Youth Programs Department of the

International Association of Lions Clubs;

1. Including the District 2-A3 LEO Program in the list of 100% District Charities, and receiving donations from the Lions Clubs of the District to encourage the formation of LEO Clubs in District 2-A3 and to help support the charitable activities of the District 2-A3 LEO Clubs; and
2. Upon the formation of a District 2-A3 LEO Club Council, reviewing all decisions made by the District 2-A3 Leo Council, including provisions for funding in the annual District 2-A3 Cabinet budget to enable the efficient operation of the District 2-A3 LEO Council subject to the reimbursement rules from the International Association of Lions Clubs.

LEO Club Program Chairperson

The District Governor shall appoint a qualified Lions to serve as the LEO Club Program Chairperson to serve a three (3) year term of office, subject to review and approval annually by the District Governor. The Chairperson may serve more than one term.

 The LEO Club Program Chairperson shall have the following qualifications:

1. Have a record of successful leadership experience working with students ages twelve (12) to twenty-nine (29) years old, and with their parents and other adults;
2. Be a Lion in good standing in a Lions Club in good standing in District 2-A3, and be well-respected within the Club and District 2-A3;
3. Have the willingness, energy, temperament, sense of humor, time and resources to carry out the responsibilities of the office;
4. Have good verbal and written communication skills;
5. Be able to make effective presentations to groups of adults and students who have a variety of backgrounds and experiences;
6. Be familiar with regulations governing student groups on a school campus;
7. Have knowledge about the LEO Club Program and the resources available from the International Association of Lions Clubs;
8. Have good organization and planning skills;
9. Have a basic knowledge about team-building and motivational skills necessary to work with students and adults; and
10. Be able to travel within District.

His/Her responsibilities are to:

1. Oversee the District 2-A3 LEO Club Program;
2. Provide encouragement, coaching and motivational aid to all Lions who are actively involved in LEO Club extension and development activities;
3. Promote the “LEO to Lion” initiative of the International Association of Lions Clubs;
4. Meet at least quarterly and individually with LEO Club Advisors;
5. Publicize and promoting the LEO Club Program;
6. Serve as a non-voting member to the District 2-A3 Council (when formed);
7. Serve as a liaison between the District 2-A3 Cabinet and the District 2-A3 LEO Club Council (when formed);
8. Attend the District 2-A3 Cabinet Meeting and reporting the activities and concerns of the District 2-A3 LEO Club Council (when formed);
9. Conduct research to identify areas of possible LEO Club extension activities;
10. Conduct leadership training for District 2-A3 LEO Club Program Advisors and LEO Club officers for those unable to attend training provided by the Multiple District 2 LEO Program Chairperson;
11. Maintain on-going communication with the District 2-A3 LEO Club Advisors, encouraging them to report on the progress of their LEO Clubs;
12. Complete all reports required by the District Governor, the Multiple District 2

LEO Program Chairperson, the Youth Department of the International Association of Lions Clubs; and

1. Submit an annual budget/financial report to the District Governor and the District 2-A3 Cabinet.

**LIONS ALERT PROGRAM CHAIRPERSON**

District 2-A3 shall have a Lions ALERT Program with a team composed of volunteer Lions from different parts of the District. Participating team members should have some level of experience in responding to emergencies and/or be willing to participate in training to prepare themselves to assist non-Lion emergency response officials and other community organizations.

Meetings of the team shall be called by the Lions ALERT Chairperson on a regular basis and as needed to prepare for and respond to an emergency or disaster.

Lions ALERT members are expected to:

1. Participate in some level of training for emergency response which is offered in the local community;
2. Inform the Lions of District 2-A3 about the ALERT Program, and collaborate with the LCIF District Coordinator, LCIF Club Coordinator and Texas Lions Foundation (TLF) District Coordinator, to inform Lions about the community and other resources available for emergency disaster response;
3. Assist in preparing applications for TLF and LCIF grants as needed;
4. Receive and review applications for financial assistance from Lions Clubs in the District and decide the appropriate response;
5. Help insure that the requirements for TLF and LCIF grants to the District are followed;
6. Help ensure that funds received by the District from TLF and LCIF are expended appropriately and accounted for properly; and
7. Attend and participate in the scheduled or special meetings called by the District ALERT Chairperson.

The District 2-A3 Lions ALERT Chairperson shall be appointed by the District Governor to serve a three (3) year term of office subject to review annually for approval by the District Governor.

Qualifications

The District 2-A3 Lions ALERT Chairperson shall have the following qualifications:

1. Be a Lion in good standing in a Lions Club in good standing in District 2-A3;
2. Have knowledge and experience in emergency preparedness and response;
3. Have demonstrated the ability to cooperate and work with local and State emergency assistance authorities with the development of a Lions ALERT Plan;
4. Have proven ability to mobilize a Lions ALERT team after an emergency has occurred;
5. Have knowledge about the Lions ALERT Program resources available from the International Association of Lions Clubs, including the *Lions ALERT Guide*;
6. Have knowledge and understanding about the resources available from the Lions Clubs International Foundation (LCIF) and Texas Lions Foundation (TLF); and
7. Have the time, willingness, energy and resources to organize and carry out a Lions ALERT plan of action in the event of a local emergency.

General Duties and Responsibilities:

The District 2-A3 Lions ALERT Chairperson shall be responsible for the following:

1. Develop a written District 2-A3 Lions ALERT plan which includes specific goals and objectives, human and financial resources available and a timeline for action;
2. IdentifyLions in the District who are qualified and able to serve on the District 2-A3 Lions ALERT Committee;
3. Encourage and promote the appointment *of* aLions ALERT chairperson in eachLions Club, and preparation of ALERT action plans by each Lions Club to respond to emergencies and disasters;
4. In cooperation with local and State emergency preparedness officials, organize training and seminars for District 2-A3 Lions ALERT Committee members andother Lions in collaboration with local and State emergency preparedness officials;
5. Collaborate with the Lions Clubs International Foundation (LCIF) District Chairperson, and the Texas Lions Foundation (TLF) DistrictChairperson/Trustee;
6. Complete a review of the District 2-A3 Lions ALERT plan and activities at least once yearly and revise as appropriate;
7. Identifying local Emergency Response Personnel within District 2-A3, and State Emergency Response Personnel who can serve as resources to the District, and with whom Lions can coordinate training opportunities and partner with to respond to emergencies within the District;
8. Communicating with the District Governor, Vice District Governors, District Lions ALERT Team members and others as appropriate;
9. Serve as the central individual in implementing the District 2-A3 Lions ALERT plan after an emergency event occurs;
10. Communicate with the District Governor, Vice District Governors and Lions Clubs leaders as well as the local and State agencies and other community service providers about the emergency situation and the capabilities of the District’s Lions ALERT Team;
11. Work with the District 2-A3 Public Relations and Information and Technology Chairpersons to submit Lions ALERT news and photographs to the local news media, Multiple District 2 and Lions Clubs International; and
12. Remind the District 2-A3 Lions to use the International Association of Lions Clubs signs, and to wear apparel with the International Association of Lions Clubs emblem when serving as members of the Lions ALERT team.

**LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF)**

 District 2-A3 shall have a Lions Clubs International Foundation (LCIF) Chairperson. He/She shall be appointed by the District Governor, with official confirmation of that appointment by the Multiple District 2 Lions Clubs International Foundation (LCIF) Chairperson, to serve a four (4) year term of office, subject to review and approval by the District Governor.

Qualifications

A Lion appointed to serve as a Lions Clubs International Foundation (LCIF) Chairperson shall have the following qualifications:

1. Be a Lion in good standing in a Lions Club in good standing in District 2-A3;
2. Have demonstrated an interest, understanding of the Lions Clubs International Foundation organization, mission and resources;
3. Have demonstrated commitment and leadership at the Club and District levels for

the Lions Clubs International Foundation (LCIF);

1. Have good interpersonal skills, and the ability to communicate effectively with Lions at all levels of the organization; and
2. Have the time, energy, commitment and resources to carry out the duties of the office.

Duties and Responsibilities

The Lions Clubs International Foundation (LCIF) Chairperson shall be responsible for the following:

1. Providing Lions Clubs International Foundation (LCIF) program, grant and fundraising updates to the Lions Clubs members of District 2-A3;
2. Encouraging the Lions of District 2-A3 to donate funds to the Lions Clubs International Foundation; and
3. Arranging for and providing an informational display at District 2-A3 Cabinet meetings and other gatherings.

**LIONS WORLD SERVICES FOR THE BLIND CHAIRPERSON**

The District shall have a Lions World Services for the Blind Chairperson appointed by the District Governor to serve a three (3) year term of office. The appointment shall be subject to review and approval by the District Governor annually.

Qualifications:

The Lions World Services for the Blind Chairperson shall have the following qualifications:

1. Be a respected Lion in good standing in a Lions Club in good standing in the District;
2. Have a strong interest in assisting individuals who are blind, and have some knowledge about the needs of these individuals and a willingness to learn more;
3. Have good knowledge about the mission, programs and services available from Lions World Services for the Blind;
4. Have good interpersonal skills and the ability to communicate with a variety of individuals in a variety of settings;
5. Have good verbal and written communication skills;
6. Have the time, willingness, energy and resources to carry out the responsibilities of the chairperson’s position; and
7. Be able to travel within District 2-A3.

Duties and Responsibilities

The District 2-A3 Lions World Services for the Blind Chairperson shall be responsible for:

1. Educating the Lions Club members and others in the community about the programs and services available from Lions World Services for the Blind; and the need to raise funds to operate these services;
2. Informing the District Governor and other District 2-A3 Lions and others in the community about new developments at Lions World Services for the Blind;
3. Assisting the Lions of District 2-A3 and others in the community to seek out and offer services to individuals who are blind;
4. Advising the Lions of District 2-A3 and others about the procedures for obtaining services through Lions World Services for the Blind;
5. Representing Lions World Services for the Blind by setting up displays at District 2-A3 meetings and serving as a guest speaker at Lions Clubs and other organizations within District 2-A3 upon request;
6. Utilizing the District 2-A3 media and other media to promote Lions World Services for the Blind programs; and
7. Providing periodic written and oral reports to the District Governor.

**LONG RANGE PLANNING COMMISSION REPRESENTATIVE**

District 2-A3 shall have a Long Range Planning Commission Representative appointed by the District Governor to serve a three (3) year term of office, subject to review and approval by the District Governor annually.

Qualifications

The District 2-A3 Long Range Planning Commission Representative/Director shall have the following qualifications:

1. Be a Past District Governor in good standing in a Lions Club in good standing in District 2-A3;
2. Shall have proven ability and experience in strategic planning;
3. Shall have good verbal and written communication skills;
4. Shall have good interpersonal skills; and
5. Have the time, energy, enthusiasm, experience, willingness and resources to serve a three (3) year term of office, and to attend all scheduled meetings of the Multiple District 2 Long Range Planning Commission.

Duties and Responsibilities

The Long Range Planning Commission Representative/Director shall be responsible for the following:

1. Attending the three (3) annually scheduled meeting of the Multiple District 2 Long Range Planning Commission;
2. Offer constructive suggestions and ideas to the Commission; and
3. Carry out the assignments given to the Commission by the Council of Governors and /or the Multiple District 2 Long Range Planning Commission Chairperson.

**NECROLOGY SERVICE/REMEMBRANCE CELEMONY CHAIRPERSON**

Each year during the District Convention a necrology service/remembrance celebration is conducted to remember the Lions of the District who have died during the year since the previous District Convention. This service has traditionally been conducted in the morning on the last day of the District Convention. However, the service may also be held in the evening prior to the last day of the Convention. The District Governor shall appoint a qualified Lion to serve as the Necrology/Remembrance Ceremony Chairperson for a three (3) year term of office, subject to review annually for the approval of the District Governor. He/She may serve more than one term of office.

Qualification

The Lion selected to conduct the annual necrology service/remembrance celebration chairperson should have the following qualifications:

1. Be a member in good standing of a Lions Club in good standing in the District, and well-respected in the District;
2. Have a demonstrated attitude of respect for the service of all Lions, and especially for those Lions who have died;
3. Have good verbal and written communication skills and the ability to communicate effectively with individuals and various groups of people;
4. Be creative, and resourceful with good planning skills; and
5. Have the time, energy, resources and commitment to carry out the responsibilities of the office.

Duties and Responsibilities

The responsibilities of the Necrology Service or Remembrance Celebration Chairperson shall include, but are not limited to, the following:

1. Obtaining a list of the Lions of the District who have been reported by the Lions Clubs of the District to the International Association of Lions Clubs as deceased during the year since the previous District Convention;
2. Contacting the Lions Clubs secretaries of the District to determine if there are deceased Lions who have not been reported to the International Association of Lions Clubs to try to ensure that all deceased Lions are remembered and honored;
3. Deciding on the message to be delivered during the service;
4. Obtaining all the items needed for the service ( a table, a podium, a large white or

other suitable candle, individual smaller candles for each Lion to be remembered,

a lighter, fresh or artificial flowers, a bell or gong, a table and appropriate covering, music CD’s or someone who will play music, pictures of the deceased Lions if available, information about each deceased Lion if available, selected poems or scripture, other items as appropriate);

1. Preparing a written program/agenda for the service/celebration, and a display of the pictures of the deceased Lions, if desired;
2. Setting up the area for the service with the appropriate number of chairs for those Lions who attend and participate; and
3. Conducting the service/celebration.

**NEWSLETTER EDITOR AND SOCIAL MEDIA CHAIRPERSON**

The District 2-A3 Newsletter Editor and Social Media Chairperson shall be appointed by the District Governor to serve a one (1) year term of office. He/She may serve more than one term with the approval of the District Governor.

Qualifications:

The District 2-A3 Newsletter Editor and Social Media Chairperson shall have the following qualifications:

1. Be a well-respected Lion in good standing in a Lions Club in good standing in District 2-A3;
2. Have exceptional verbal and written communication skills;
3. Have professional knowledge and experience in the composing written publications;
4. Have extensive experience in the use of technology and various media and computer programs;
5. Have a positive, out-going and congenial temperament with good interpersonal skills;
6. Be knowledgeable about resources available from the International Association of Lions Clubs;
7. Be a creative thinker and willing to try innovative approaches to publicize the service activities of the District Governor and other Lions of District 2-A3 and the International Association of Lions Clubs in general;
8. Have good time management, planning and organizational skills; and
9. Have the time, energy, commitment and resources to carry out the responsibilities of the position of Newsletter Editor and Social Media Chairperson.

Duties and Responsibilities

The District 2-A3 Newsletter Editor and Social Media Chairperson shall have the following responsibilities:

1. Collaborating with the District Governor, the District Information and Technology Chairperson and other Lions in District 2-A3 to prepare and publish articles, photographs and other information about the District ‘s Lions Clubs community services and other Lions Club activities, information from the District Governor and Vice District Governors, information from the District 2-A3 Chairpersons, Coordinators and Directors, information from Multiple District 2 and the International Association of Lions Clubs;
2. Keeping the District Governor informed about his/her activities as editor and encouraging the Lions of District 2-A3 to submit articles, photographs and other information to be published in the newsletter;
3. Soliciting recommendations from the District Governor and other Lions in District 2-A3 for ways to improve the contents of the newsletter.

**OPPORTUNITIES FOR YOUTH CONTESTS**

The following contests are available each year, as determined by the District Governor, for participation by youth in District 2-A3: Diabetes Awareness Essay Contest, Drug Awareness Speech Contest, Outstanding Youth Award Contest, the International Association of Lions Clubs Peace Poster Contest, and the essay contest for youth with visual impairments and blindness.

The District Governor’s Team shall: determine which contest(s) will be conducted each year in District 2-A3; determine the dollar amount of the entry fee to be paid by each sponsoring LionsClub for each contestant entered into the Opportunities for Youth Contests, with the exception of the contests sponsored by the International Association of Lions Clubs which do not requirean entry fee; determine the amount of the award(s) for the contest(s) with the exception of the contests sponsored by the International Association of Lions Clubs; decide how the funds for the contests will be raised; include the amount for awards in the annual District 2-A3 budget; ensure that the amount of awards and recognition is uniform for the Diabetes Awareness Essay Contest, the Drug Awareness Speech Contest and the Outstanding Youth Award Contest*;* publish and distribute the rules to contestants and sponsoring Lions Club on the District 2-A3 web site; provide certificates, recognitions, honoraria and up to three (3) meals and lodging for one (1) day for judges serving at the contests; and hold the award grants in trust until they are collected by the winning recipients or returning award grants to the District 2-A3 Administrative Fund which have been forfeited by the winning contestants because the scholarship grantawards have not been collected within the required two (2) year limitation.

**OPPORTUNITIES FOR YOUTH CONTESTS CHAIRPERSON**

The District shall have an Opportunities for Youth Contests Chairperson appointed by the District Governor to serve a one (1) year term of office. He/She may serve more than one term with the approval of the District Governor.

Qualifications

The District 2-A3 Opportunities for Youth Chairperson shall have the following qualifications:

1. Have a record of successful leadership experience working with secondary age students, their parents, community leaders and others;
2. Be a credible and respected Lion in good standing in a Lions Club in good standing in District 2-A3;
3. Be able to pass a legal background check like that commonly used in public schools;
4. Have experience in judging secondary school level youth contests and be familiar with the UIL and NCAA rules which effect scholarships for students enrolled in recognized institutions of higher learning in Texas;
5. Have excellent verbal and written communication skills, a proven ability to communicate effectively and in a positive manner with students, parents, chaperones and others;
6. Have the skills and knowledge to effectively promote the Opportunities for Youth Contests and to solicit funds for the contest scholarship awards;
7. Have good organizational and planning skills, the ability to initiate activities and to work without direct on-going supervision; and
8. Have the willingness, commitment, energy, temperament, time and resources to carry out the responsibilities of the position of chairperson.

Duties and Responsibilities

The District 2-A3 Opportunities for Youth Contests Chairperson(s) shall be responsible for:

1. Recommending to the District Governor’s Team the amounts for awards;
2. Ensuring that the amount of awards and recognition is uniform for each of the Opportunities for Youth Contests which are selected each year by the District Governor and his/her team;
3. Assisting in promoting the Opportunities for Youths Contests;
4. Assisting in acquiring donations for the funds to be used for the scholarship awards

to the winning contestants for the youth contests selected by the District Governor and his/her team, with the exception of the contests sponsored by the International Association of Lions Clubs;

1. Submitting a recommendation to the District Governor that estimates the costs of the contests for the next fiscal year;
2. Providing recommendations in writing to the District Governor for any necessary revisions to the rules or the application forms for the District 2-A3 and Multiple District 2 Opportunities for Youth Contests at least one (1) month before the date of the first scheduled District 2-A3 Cabinet Meeting;
3. Obtaining, and being very familiar with the Opportunities for Youths Contests rules which are approved by the Multiple District 2 Council of Governors each fiscal year;
4. Providing the Opportunities for Youths Contests rules to the District 2-A3 Information

and Technology Chairperson for publication and distribution on the District 2-A3 web site;

1. Maintaining records of the names and contact information for chaperones for contestants sponsored by the Lions Clubs of District 2-A3;
2. Appointing coordinators for each of the approved youth contests, including the International Association of Lions Clubs Peace Poster Contest entries submitted as

District 2-A3 finalists;

1. Ensuring that each of the appointed coordinators has passed a legal background check, and has the experience and skills necessary to carry out the responsibilities of coordinator;
2. Securing qualified judges for each of the Opportunities for Youth Contests;
3. Ensuring that each of the judges chosen is not a member of a Lions Club which is sponsoring a contestant, and that each of the judges chosen is not related the Medical Power of Attorney form, the Chaperone Guidelines, the Contestant

Code of Conduct, and the Contestant Biographical Summary;

1. Assisting the District Governor to ensure that certificates, recognitions, and honoraria are provided to the judges, as well as up to three (3) meals and lodging for one (1) day during their service at the contests
2. Scheduling and providing orientation the evening before the contests for all contestants and their chaperones;
3. Ensuring compliance by all contest participants with the Multiple District 2 Opportunities for Youth Contests rules and requirements; and
4. Coordinating with the District 2-A3 host Lions Club to acquire suitable rooms with

 good acoustics, freedom from outside noise and distractions, and controlled access for conducting the District 2-A3 Opportunities for Youth Contests.

**PUBLIC RELATIONS CHAIRPERSON**

District 2-A3 shall have a Public Relations Chairperson appointed by the District Governor to serve a three (3) year term of office, with an annual review and approval by the District Governor.

Qualifications

The District 2-A3 Public Relations Chairperson shall have the following qualifications:

1. Be a credible and respected Lion in District 2-A3;
2. Be an active member in good standing in a Lions Club in good standing in District 2-A3;
3. Have knowledge and experience in the areas of publicity and working with public media;
4. Have a positive attitude, an extroverted and congenial temperament;
5. Have good interpersonal skills;
6. Be able to delay gratification and tolerate frustration;
7. Have excellent verbal and written communication skills;
8. Be knowledgeable about the resources available in the community and from the International Association of Lions Clubs for use with news releases;
9. Be a creative thinker and willing to try innovative approaches to publicize Lions services and the organization in general;
10. Have good organizational skills and the ability to create trust and
11. Be motivated, have the time, energy, commitment and resources to carry out the responsibilities of the position of chairperson.

Duties and Responsibilities

The District 2-A3 Public Relations Chairperson shall be responsible for:

1. Each year developing in collaboration with the Long Range Planning Committee

Chairperson and the Information and Technology Chairperson an action plan with a budget, timelines, long-term goals and short-term action steps;

1. Presenting the plan to the District Governor’s team for input and approval;
2. Providing quarterly activity and progress reports to the District 2-A3 Cabinet and Lions Clubs members;
3. Working collaboratively with all the District 2-A3 Chairpersons and Coordinators;
4. Serving as District 2-A3 chief advisor for public relations and publicity;
5. Conducting a basic training course for all Lions Clubs Public Relations Chairpersons;
6. Handling public relations for District 2-A3, including news releases to all media, and

assisting in the preparation of the District 2-A3 newsletter;

1. Motivating the Lions of the District to continuously promote public relations programs in their communities;
2. Attending and participating in the District 2-A3 Cabinet Meetings; and
3. Distributing information about special Lions events in District 2-A3, Multiple District 2 and Lions Clubs International.

**REGION CHAIRPERSONS**

The District Governor shall divide the District into regions by the time he/she takes office. If the District Governor chooses to utilize a Region Chairperson, he/she shall appoint a Lion in good standing in his/her Lions Club and in District 2-A3 to serve as Region Chairperson for each region. The Region Chairperson shall serve a term of office of one (1) year, and he/she may serve more than one term with the approval of the District Governor.

Qualifications

A Region Chairperson shall have the following qualifications:

1. Be a respected Lion in good standing in a Lions Club in good standing in District 2-A3;
2. Have served as a Lions Club President;
3. Have good interpersonal and organizational skills;
4. Have good verbal and written communication skills;
5. Have successful experience as serving as a chairperson within his/her Lions Club;
6. Have good planning skills;
7. Be able to travel within the District to visit Lions Clubs in his/her assigned Region and to attend the District 2-A3 Cabinet meetings and convention; and
8. Have the time, energy, commitment and resources to carry out the duties and responsibilities of the position.

Duties and Responsibilities

The Region Chairperson, subject to the supervision of the District Governor, shall be the chief administrative officer of his/her region. His/Her specific responsibilities shall be, but are not limited to the following:

1. Supervising the activities of the Zone Chairpersons in his/her region and such District Committee Chairpersons as may be assigned to him/her by the District Governor;
2. Playing an active role, in coordination with the District Global Membership Chairperson, in organizing new clubs and strengthening weak clubs;
3. Visiting a regular meeting of each club in his/her region at least once a year during his/her term of office, reporting his/her findings to the District Governor, District Global
4. Membership Chairperson and District Global Leadership Chairperson;
5. Endeavoring to have every club in his/her region operating under the duly adopted Constitutions and By-Laws of District 2-A3, Multiple District 2 and Lions Clubs International;
6. Promoting the Club Quality Initiative to clubs within the region and working in concert with the District Governor, the Global Membership Chairperson and Global Leadership Chairperson;
7. Playing an active role, in coordination with the Global Leadership Chairperson, in supporting leadership initiatives by informing Lions within the region about leadership

development opportunities at the Region, District, Multiple District and International Association levels;

1. Promoting representation at the District 2-A3, Multiple District 2 and International Association conventions by at least a full quota of delegates to which the clubs in his/her region are entitled;
2. Carrying out such official visitations to club meetings and charter nights as shall be assigned to him/her by the District Governor; and
3. Performing such additional assignments as shall be given to him/her by the District Governor and/or the International Association of Lions Clubs.

**TEXAS LIONS FOUNDATION CHAIRPERSON**

District 2-A3 shall have a Texas Lions Foundation (TLF) Chairperson/Trustee appointed by the District Governor to serve a three (3) year term of office, subject to review and approval by the District Governor annually.

Qualifications

The Texas Lions Foundation Chairperson shall have the following qualifications:

1. Be a Past District Governor of District 2-A3 who is a member in good standing in a Lions Club in good standing in the District;
2. Have knowledge and understanding of the purpose of the Texas Lions Foundation and the grant programs of the Foundation;
3. Have knowledge and experience with the grant application process.
4. Have good verbal and written communication skills;
5. Have the ability to communicate effectively with Lions at different levels of the organization, and with community emergency officials;
6. Have good organizational and planning skills and be able to think creatively; and
7. Have the time, energy, commitment, interest, willingness and resources to serve as Texas Lions Foundation Chairperson.

Duties and Responsibilities

The Texas Lions Foundation Chairperson shall have the following responsibilities:

1. To provide current information to the District Governor and the Lions of the District about the activities of the Texas Lions Foundation, the grants given and contributions received from the Lions of District 2-A3;
2. To encourage financial support of the Texas Lions Foundation;
3. To offer assistance with the grant application process to the District Governor and the Lions of the District in the event a humanitarian or disaster relief grant is needed;
4. To ensure that the required supporting documentation is sent with the grant

 application form, and other required information and reports are sent to the Texas Lions Foundation in a timely manner;

1. To attend the District 2-A3 Cabinet meetings, the Multiple District 2 Council of Governors meeting, and scheduled meetings of the Texas Lions Foundation;
2. To collaborate with the District Lions Alert Chairperson in the event of a disaster or other emergency.
3. To perform other duties as requested by the District Governor.

**USA/CANADA FORUM CHAIRPERSON**

The District shall have a USA/Canada Forum Chairperson appointed by the District Governor to serve a three (3) year term of office, subject to review and approval annually by the District Governor.

Qualifications

The USA/Canada Forum Chairperson shall have the following qualifications:

1. Be a Lion well-respected and in good standing in a Lions Club in good standing in District 2-A3;
2. Have attended the USA/Canada Forum personally for several years;
3. Have an good understanding of the purpose of the USA/Canada Forum;
4. Have excellent verbal and written communication skills;
5. Be able to communicate with Lions at all levels of the organization in a manner which will encourage attendance at the USA/Canada Forum;
6. Have demonstrated enthusiasm, interest, commitment and leadership in promoting attendance and participation in the USA/Canada Forum; and
7. Have the time, energy and resources to perform the duties of the position.

Duties and Responsibilities

The USA//Canada Forum Chairperson shall have the following duties and responsibilities:

1. Acquiring up-to-date information about the location, special events and highlights of the USA/Canada Forum each year;
2. Obtain and have available for distribution current information about the USA/Canada Forum, and registration for the Forum;
3. Attend the District 2-A3 Cabinet Meetings and set up displays to advertise the USA/Canada Forum; and
4. Attend the Multiple District 2 Council of Governors meetings whenever possible.

**VISION SCREENING PROGRAM**

The purpose of the District 2-A3 Vision Screening Program is to provide easy, quick and reliable vision screenings at no cost to individuals in order to detect vision issues such as near-sightedness (myopia), far sightedness (hyperopia), unequal refractive power, blurred vision, eye structure problems, pupil size deviations, and eye misalignment. Vision screening will help ensure that children and others have an opportunity to reach their full potential and allow Lions to carry out the mission of being “knights of the blind.”

**VISION SCREENING PROGRAM CHAIRPERSON**

District 2-A3 shall have a Vision Screening Program Chairperson to facilitate implementation of the program. He/She shall be appointed by the District Governor to serve a three (3) year term of office, subject to review and approval annually by the District Governor.

Qualifications

The District 2-A3 Vision Screening Program Chairperson shall have the following qualifications:

1. Shall be an experienced, well-respected Lion in good standing in a Lions Club in good standing in District 2-A3;
2. Shall have received the required specialized training needed to be able to train other Lions to perform the vision screenings;
3. Be knowledgeable about the laws and regulations pertaining to vision screening in the State of Texas;
4. Shall have the skills necessary to work cooperatively with the District Governor’s team and other Lions in District 2-A3;
5. Have good verbal and written language skills;
6. Be able to communicate effectively with other Lions, children, parents, health care providers and others in the community;
7. Have good planning and organizational skills;
8. Be able to work successfully without direct supervision;
9. Have a positive attitude and a sincere interest in helping others; and
10. Have the time, energy, commitment and resources to carry out the duties of the position of chairperson.

Duties and Responsibilities

The District 2-A3 Vision Program Chairperson shall have the following responsibilities:

1. Preparing a plan of action annually with long range goals and short term action steps with timelines for the District 2-A3 Vision Screening Program;
2. Selecting qualified trained Lions to serve as committee members to aid in administering the program;
3. Ensuring that the equipment is properly accounted for and maintained;
4. Actively working with the committee members to identify opportunities for providing screenings;
5. Initiating the scheduling of vision screenings in collaboration with committee members and others within District 2-A3;
6. Ensuring that vision screenings are properly conducted;
7. Ensuring compliance with laws and regulations of the State of Texas which govern vision screenings;
8. Providing training to other Lions so that they can provide vision screenings using the

District screening equipment;

1. Providing regular periodic reports to the District Governor which contain specific information about the locations where screenings have been done, the number of individuals screened and the results of the screenings;
2. Promptly reporting all problems with the vision screening equipment and any needs for repairs or replacement;
3. Staying abreast of the updates to the equipment software;
4. Evaluating the strengths and weaknesses of the program, and providing recommendations ways to improve the program to the District Governor; and
5. Providing recommendations for the District 2-A3 annual budget to the District Governor to include the funds necessary to successfully continue the District 2-A3 Vision Screening Program.

**ZONE CHAIRPERSON**

The District shall have Zone Chairpersons. The District Governor shall divide the District into zones within each region by the time he/she takes office, and appoint a Zone Chairperson for each zone. The Zone Chairperson shall serve a one (1) year term of office, and he/she may serve more than one term with the approval of the District Governor.

 The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the chief administrative officer in his/her zone.

Qualifications

The Zone Chairpersons of District 2-A3 shall have the following qualifications:

1. Be a respected Lion in good standing as a member of a Lions Club in good standing in District 2-A3;
2. Have been a member of his/her Lions Club for three (3) years or more;
3. Have good verbal and written communication skills;
4. Have good interpersonal and planning skills;
5. Be able to make presentations to groups of Lions at different levels of the organization;
6. Have demonstrated successful leadership skills;
7. Be familiar with the Constitutions and By-Laws of the International Association of Lions Clubs, Multiple District 2, and District 2-A3 as well as the policies of the Association;
8. Have the ability to travel within the District to visit the Lions Clubs in his/her assigned zone and to attend and participate in the District 2-A3 Cabinet meetings and convention; and
9. Have the time, energy, commitment and resources to carry out the duties and responsibilities of the position.

Duties and Responsibilities

The specific duties and responsibilities of the Zone Chairperson shall be to:

1. Serve as the chairperson of the District Governor’s Advisory Committee in his/her zone and as the chairperson to call regular meetings of the Committee;
2. Endeavor to include the Global Membership Team Coordinator and the Global Leadership Team Coordinator as special guests to the District Governor’s Advisory

Committee meeting to discuss needs related to membership and leadership

development, and to discuss how these two teams and the District Governor’s

Advisory Committee can work together to assist with membership and leadership development within the zone;

1. Make a report of each District Governor’s Advisory Committee meeting and send

copies of the report within five (5) days after the Committee meeting to the District Governor, the Region Chairperson, the First and Second Vice District Governors, the Global Membership and Global Leadership Team Coordinators;

1. Promote the International Association of Lions Clubs’ Club Quality Initiative to Lions Clubs within the zone and work in concert with the District 2-A3 Global Membership Team Coordinator, the 2-A3 Global Leadership Team Coordinator and the District Governor’s team to implement the program within the District;
2. Play an active role in organizing new clubs in coordination with the District A3 Global Membership Coordinator;
3. Keep informed about the activities and well-being of all the Lions Clubs in his/her zone;
4. Play an active role in supporting leadership initiatives in coordination with the District 2-A3 Global Leadership Coordinator by informing Lions within the zone about

leadership development opportunities at the zone, District 2-A3, Multiple District 2 and International levels;

1. Represent each Lions Club in his/her zone in any problems with the District A-3, Multiple District 2 Council Chairperson or Lions Club International;
2. Supervise the progress of District 2-3, Multiple District 2 and Lions Clubs International projects in his/her zone;
3. Endeavor to have every Lions Club in his/her zone operating under the duly adopted
4. Constitutions and By-Laws of District 2-A3, Multiple District 2 and the International Association of Lions Clubs;
5. Promote representation of a least the full quota of delegates to which each Lions Club in his/her zone are entitled at the conventions of District 2-A3, Multiple District 2 and the International Association of Lions Clubs;
6. Visit a regular meeting of each Lions Club in his/her zone once or more during his/her term of office, and report his/her findings, particularly with respect to any weaknesses discovered to the Region Chairperson, District Governor, First and Second Vice District Governors, the District 2-A3 Global Membership and Global Leadership Coordinators;
7. Perform such other functions as may be required of him/her by the directives of the International Association of Lions Clubs Board of Directors.

 **DISTRICT 2-A3 COORDINATORS**

District 2-A3 shall have coordinators to assist the District Governor in carrying out the programs designated by the International Association of Lions Clubs and Multiple District 2.

**GLOBAL LEADERSHIP TEAM (GLT) COORDINATOR**

The District 2-A3 Global Leadership Team (GLT) Coordinator is a member of the Lions Clubs International Team of leaders who provide an enhanced focus on the identification, education, development, motivation and engagement of Lions leaders which is critical to the success of ever program of the Association and to the future vitality of the Association.

Qualifications

A candidate for the office of District 2-A3 Global Leadership Team Coordinator shall be a Lion in good standing in a Lions Club in good standing within District 2-A3, Multiple District 2 and the International Association of Lions Club.

He/She must possess the ability and skills to identify, expand and present leadership development programs that meet the needs of District 2-A3. He/She shall:

1. Have in-depth knowledge about Lions Clubs International and the needs of District 2-A3 and the Lions Clubs within the District;
2. Have the ability to mentor future leaders and to identify leaders;
3. Have extensive knowledge about leadership programs and field positions such as Zone Chairperson, Certified Guiding Lions, etc.;
4. Have the ability to deliver training and education effectively;
5. Ideally be a recent graduate or faculty member from the Lions Clubs International Leadership Institute (Advanced or Faculty Development) with a positive evaluation;
6. Have the ability to commit to a three-year term as Global Leadership Coordinator

and not accepting any other position within the Association which would potential

conflict with the time and energy necessary to carry out the duties and responsibilities of the position;

1. Have the ability to travel within District 2-A3; and
2. Have the ability to collaborate with the District 2-A3 Global Membership Coordinator and the District Governor’s team to address the needs of the District.

Appointment

A candidate for District 2-A3 Global Leadership Team Coordinator shall be required to: complete a written application on the form provided by the International Association of Lions Clubs, and submit that application to the District Governor within the required timeline. If approved, the application must be signed by the District Governor, the First and Second Vice District Governors and the Multiple District 2 Global Leadership Coordinator and submitted to the Leadership Administration Department of the International Association of Lions Clubs. The Global Leadership Team Coordinator shall serve a three-year term.

Duties and Responsibilities

The District 2-A3 Global Leadership Team Coordinator shall have responsibilities in goal setting, communication, and training.

1. Goal Setting

The District Global Leadership Team Coordinator shall:

1. Establish District leadership development goals and implement an action plan incorporating the goals and objectives of the District Governor and the Multiple District Global Leadership Coordinator;
2. Promote a District leadership plan that includes recognition for the District and individual Lions who make significant contributions to leadership development goals;
3. Motivate Lions Clubs leaders to establish goals and develop Club programs that enhance leadership skills;
4. Present a budget each fiscal year to the District Cabinet in order to provide for funding a leadership development plan.
5. Communication

The District Global Leadership Team Coordinator shall:

1. Communicate with the Global Leadership Team and Global Membership

Team members on a regular basis to ensure the exchange of information and ideas, to share membership growth opportunities, to avoid the duplication of efforts, and to develop plans that will enhance the overall impact of the Global Leadership Team and Global Membership Team efforts;

1. Keep the District Governor and other Lions updated on new leadership development programs and resources;
2. Publish leadership development initiatives in the District 2-A3 newsletter, on the District web site, and in other publications;
3. Establish a monthly reporting system to foster open communication and to monitor progress;
4. Submit a monthly report to the respective Global Leadership Area Leader on the status of leadership development in the District;
5. Advise the District Governor, Global Leadership Area Leader and the Leadership Administrative Department of Lions Clubs International about the leadership development needed to support the District and the Lions Clubs of the District;
6. Identify and encourage potential new leaders and promote involvement of institute graduates in leadership responsibilities at the District and Club levels.

Training:

The District Global Leadership Team Coordinator shall:

1. Facilitate the training of Zone Chairpersons, Lions Clubs officers and others, adapting the Lions Clubs International training materials to suit the needs of the District participants;
2. Reporting the results of training to the District Governor, the Global Leadership Team Area Leader and the Leadership Administration Department at Lions Clubs International;
3. Assist the District 2-A3 Global Membership Team Coordinator in planning and conducting workshops and seminars;
4. Ensure that member orientation opportunities are facilitated with the Lions Clubs of the District;
5. Ensure the effectiveness of the Certified Guiding Lions;
6. Implement the Club Excellence Process program as appropriate;
7. Share leadership development techniques, curriculum, motivation and support using the resources available from Lions Clubs International;
8. Motivate District 2-A3 Lions Clubs members to develop and improve their leadership skills;
9. Promote the use of the Lions Mentoring Program
10. Advise the District Governor, the Global Leadership Team Area Leader and the Leadership Administration Department of Lions Clubs International about any new and innovative training techniques that have been successful as a result of the District Global Leadership Team Coordinator’s leadership development effort.

**DISTRICT GLOBAL MEMBERSHIP TEAM (GMT) COORDINATOR**

The District 2-A3 Global Membership Team ((GMT) includes: the District Governor, the First Vice District Governor, the Second Vice District Governor, the District 2-A3 Global Membership Team Coordinator, and the Region and Zone Chairpersons.

Qualifications

The District 2-A3 Global Membership Team Coordinator must possess the abilities and skills to identify, expand and present membership, new club development, club success and membership satisfaction programs that meet the needs of District 2-A3. Additional qualifications include:

1. Have extensive knowledge of membership, new club development, club success and membership satisfaction programs;
2. Have extensive knowledge about the membership needs of the District, Regions, Zones and Lions Clubs;
3. Have extensive knowledge about the resources available from Lions Clubs International;
4. Have the ability to commit to a three (3) year term as District 2-A3 Global Membership Team Coordinator, accepting no other position(s) within the Association that would potentially conflict with the time and effort necessary to carry out the duties and responsibilities of the position;
5. Have demonstrated membership expertise through the sponsorship of new members and the development of new Lions Clubs;
6. Ideally be a recent graduate or faculty member from the Lions Clubs International
7. Institute (Advanced or Faculty Development) with a high evaluation score;
8. Have the ability to participate in membership, new Lions Club development, Lions Club success and member satisfaction training and development opportunities sponsored by Lions Clubs International;
9. Have the ability to effectively collaborate with the District Global Leadership Team Coordinator to address the needs of District 2-A3;
10. Have the ability to mentor and identify future leaders; and
11. Have the ability to travel within the District.

Appointment

The qualified Lion to be appointed as the District 2-A3 Global Membership Team Coordinator shall complete the Lions Clubs International application which is to be signed by the District Governor, First and Second Vice District Governors and sent to the Global Membership Area Leader and Lions Clubs International. The Global Membership Team Coordinator shall serve a three (3) year term of office.

Duties and Responsibilities

The major responsibilities of the District 2-A3 Global Membership Team Coordinator include goal setting, communication, and other responsibilities.

1. Goal Setting

The District 2-A3 Global Membership Team Coordinator shall be responsible for:

1. Developing membership, new club development, club success and member satisfaction goals and for implementing action plans which incorporate the goals and objectives of District 2-A3;
2. Communicating the action plan goals and objectives to the District Governor and the Global Membership Team Area Leader on or before September 1st of each Lions fiscal year;
3. Promoting District 2-A3 goals which include recognition for regions, zones, Lions Clubs and individual Lions who make significant contributions to membership, new club development, club success and membership satisfaction;
4. Motivating Lions Clubs to set goals and Club programs that improve membership,

new Club development and membership satisfaction skills;

1. Presenting a budget for each fiscal year to the District Governor’s Team to provide

for funding the Global Membership Team action plans.

1. Communication

The Global Membership Team Coordinator shall be responsible for:

1. Communicating the District 2-A3 membership goals and action plans to all Lions Clubs members of the District;
2. Communicating with the District 2-A3 Global Leadership Team Coordinator regularly to enhance the overall effectiveness of the Global Membership Team and Global Leadership Team efforts and training opportunities;
3. Keeping the District’s Region Chairpersons, Zone Chairpersons and Lions Clubs

informed about new membership programs and resources through the District 2-A3 newsletters, District web site and publications;

1. Establishing a monthly reporting system to foster open communication and monitor each Lions Club’s progress;
2. Submitting a quarterly report to the District Governor and to Lions Clubs International about the status of membership, new club development, club success and member satisfaction in the District which will be distributed to the Global Membership Team Area leaders;
3. Reviewing the membership reports developed by Lions Clubs International to identify trends and concerns, and communicating with the Region Chairpersons, Zone Chairpersons and Lions Clubs to address their needs and to recognize success;
4. Advising the Lions Clubs International Membership and New Club Development Departments about any new and innovative membership resources or techniques that have been successful.
5. Other

The Global Membership Team Coordinator shall be responsible for:

1. Reviewing and utilizing the membership resources available online from Lions Clubs International in *Global Membership Team Resource Guide* and the *Membership and New Clubs webpage*;
2. Developing a membership and new club growth team and club success team as

outlined in the *GMT Resource Guide* available from the Lions Clubs International website;

1. Conducting a membership training workshop during the first quarter of each fiscal

year for the Region Chairpersons, Zone Chairpersons and Lions Clubs members, with consideration of utilizing technology to reduce the workshop and travel

expenses.

**DISTRICT 2-A3 DIRECTORS**

**LIONS EYE BANK OF TEXAS DIRECTORS**

Two (2) Lions Eye Bank Directors shall be elected during the District 2-A3 Convention in alternate Lions fiscal years to serve a two (2) year term of office. One Director shall serve the North area and one Director shall serve the South area of the District. One Director shall be elected each Lions fiscal year to replace the Director whose term of office has been completed. A Lions Eye Bank Director is limited to no more than two (2) consecutive terms of office. A candidate for the office of Lions Eye Bank of Texas must have a written endorsement or resolution from his/her Lions Club. The endorsement or resolution must be submitted to the District Governor not later than thirty (30) days prior to the opening of the annual District 2-A3 Convention.

Qualifications

A candidate for the office of Lions Eye Bank of Texas Director shall have the following qualifications:

1. Be a Lion in good standing in a Lions Club in good standing in District 2-A3;
2. Have been a Lion for at least three (3) years, and have served as President of his/her Lions Club, or Chairperson of his/her Club’s sight conservation/eyesight committee;
3. Have good verbal and written communication skills, and the ability to make effective presentations to Lions Clubs members and others;
4. Have the ability to travel throughout District 2-A3 and to the quarterly Lions Eye

Bank of Texas scheduled meetings;

1. Have the time, energy, commitment and resources to carry out the responsibilities of the office.

Duties and Responsibilities

The Lions Eye Bank of Texas Director shall be responsible for:

1. Educating the Lions of District 2-A3 and others in the community about the mission of the Lions Eye Bank of Texas, and the importance of corneal tissue donations;
2. Visiting the Lions Clubs of the designated area of the District to make presentations about the Lions Eye Bank of Texas;
3. Promoting fund raising activities such as the White Cane Day, Bowl-a-Thons, 100% District Charity Goals and other events to Lions Clubs members;
4. Attending the quarterly scheduled meetings of the Lions Eye Bank of Texas Directors and other officers, and keeping the Lions of the District informed about the results of these meetings and the current activities and initiatives of the Lions Eye Bank of Texas;
5. Attending the District 2-A3 Cabinet meetings and providing exhibits about the Lions Eye Bank of Texas;
6. Providing regular periodic reports about his/her visits to the Lions Clubs of the District, presentations in the community and fund raising efforts and opportunities for the Lions Eye Bank of Texas;
7. Assisting Lions Clubs in fund raising and public awareness activities if requested; and
8. Assisting Lions, if requested, in accessing information to assist an individual in obtaining a corneal tissue transplant.

**TEXAS LIONS CAMP DIRECTORS**

District 2-A3 shall have two Texas Lions Camp Directors. One Director to serve the Northern and one to serve the Southern areas of the District. One Texas Lions Camp Director shall be elected each year during the District 2-A3 annual convention to replace the Texas Lions Camp Director whose term is completed. Each Texas Lions Camp Director shall serve a two (2) year term of office, and may not serve more than two (2) consecutive terms of office. A candidate for the office of Texas Lions Camp Director must have the endorsement or resolution from his/her Lions Club. The resolution must be submitted to the District Governor not less than thirty (30) days prior to the opening of the District 2-A3 Convention.

Qualifications

A candidate for the office of Texas Lions Camp Director shall have the following qualifications:

1. Be a Lion in good standing in a Lions Club in good standing in the District;
2. Have been a Lion for at least three (3) years, and have served as President of his/her Lions Club or as a chairperson of his/her Club’s Texas Lions Camp Committee;
3. Have demonstrated a sincere interest in the Camp worked to promote the mission of the Camp and actively participated in fund-raising activities for the Camp;
4. Have good verbal and written language skills and the ability to communicate with children, their parents, Lions and others in the community;
5. Be able to attend the scheduled District 2-A3 Cabinet meetings and the meetings of the Texas Lions Camp Board of Directors;
6. Have the time, energy, commitment and resources to carry out the responsibilities of the position of Texas Lions Camp Director.

Duties and Responsibilities

A Texas Lions Camp Director shall have responsibilities to the Texas Lions Camp, to District 2-A3 and to the Lions Clubs of the District as follows:

 Board of Directors Duties

1. To attend the VIP weekend at the Texas Lions Camp for an orientation for new directors;
2. Attend the scheduled Board of Directors meetings twice a year at the Camp, which are held the first weekend in August and the first weekend in February each year.
3. Serve as a member of one of the standing committees of the Camp;
4. Vote as a Director on all matters brought before the Board of Directors and work cooperatively with other directors to communicate and promote the interests of the Camp to the Lions within the District;
5. Refrain from conduct giving rise to Conflict of Interests and annually provide the Texas Lions Camp with a signed affidavit of compliance.

District Responsibilities

1. Work closely with District Cabinet Members in promoting the Camp’s programs, keeping all informed about the Camp’s needs;
2. Set up a display board and Camp materials at all District Cabinet meetings and conventions, and make a written and/or oral report as requested by the District Governor;
3. See that Camp articles or any news releases from the Camp appear in the District

Governor’s newsletters (i.e. work weekends, scheduling of camp sessions, bus transportation, etc.);

1. Review the Texas Lions Camp financial statements in order to verify and remain informed about the District’s financial contributions and dues payments to the Camp.
2. Communicate progress and encourage giving;
3. Formally present Club awards from the Camp when appropriate, with the District Governor’s approval;
4. Stand ready to answer any questions or requests brought to the District Texas Lions

Camp Director by anyone in the District and see to it that the questions or requests are properly addressed;

1. Complete special assignments as requested by the District Governor or Camp Executive Committee.

Club Responsibilities

1. Visit Lions Clubs in the District to present programs about the Camp’s activities and functions, donation programs and overall information on identifying and sponsoring campers;
2. Serve as a “Point of Contact” with Camp coordinators from each Lions Club in order to promote the Camp;
3. Help publicize and answer questions about the Camp and help to provide camper applications to local schools, churches and other organizations;
4. Promote financial support of the Camp through 100% contributions, Jack Weich Fellowships, Century Club memberships, Life memberships, endowments, honorariums, other types of contributions and by encouraging participation in any special money raising projects as requested by the District Governor.
5. Inform the local Lions Clubs that the display board is available for them to use for health fairs, local club promotions, and other activities, and be prepared to assist local Lions Clubs by staffing a booth at an event if requested.
6. Send a completed Camp Director’s Report Form via the VPN that details each presentation to a Lions Club, as well as any reports, presentations, promotions for other organizations or groups.

 Other Responsibilities

1. Publicize the Camp through newspaper, radio, television and other media coverage.
2. Participate in school health fairs, and represent the Camp at gatherings of school nurses whenever possible.

**TEXAS LIONS EYEGLASS RECYCLING CENTER (TLERC) DIRECTOR-CORPUS CHRISTI**

The Board of Directors of the Texas Lions Eyeglass Recycling Center (TERC) Foundation shall be composed of active Lions in good standing from a Lions Club within each District in Texas. The initial Directors were chosen by the Incorporators.

Qualifications

The Texas Lions Eyeglass Recycling Center Director shall have the following qualifications;

1. Be a Lion in good standing in a Lions Club in good standing in Multiple District 2 and District 2-A3.
2. Have worked effectively in some meaningful capacity with the Texas Lions Eyeglass Recycling Center (TLERC).
3. Have attended the forty (40) hour training at TLERC in Midland, Texas; or
4. Agreed to attend the training within the first three (3) months after appointment to the Board.

Appointment

The Texas Lions Eyeglass Recycling Center Directors appointed after the initial Directors terms expire may be reappointed by the District Governor, or another qualified Lion may be appointed by the District Governor. The initial 2-A3 District Director’s four (4) year term expired on June 30, 2013. If a Director is not appointed or qualified to serve, the Executive Board of the Foundation may appoint a Director for the District. The District Governor may not appoint himself/herself as a Director. The Texas Lions Eyeglass Recycling Center Director serves a four (4) year term of office.

Duties and Responsibilities

The Texas Lions Eyeglass Recycling Center Director shall be responsible for:

1. Attending all meetings of the Board of Directors (attendance may be accomplished by video or telephone conferencing); a member who absents himself/herself from two (2) regular meetings without an excuse acceptable to the Board of Directors may be dismissed from the Board by a majority vote of the other members of the Board with notice given to the District Governor of the District and the member. Acceptable excuses listed in the Board Policy Manual include: death of a family member or friend; weather emergency; scheduled meeting conflicts with another Lions scheduled meeting or professional duties. A member must inform the Board President prior to the scheduled Board of Directors meeting in writing if he/she know in advance that he/she will be absent from the meeting.
2. Reporting the actions and activities of the Foundation to his/her respective District.
3. Soliciting contributions from individual Lions, Lions Clubs, Corporations, Foundations, and Trusts within his/her respective District to further the goals and programs of the Foundation.
4. Informing, educating and promoting the establishment and continuance of TLERC programs within his/her District.
5. Serving on any such Board committees to which he/she may be appointed.
6. Coordinating the collection of used eyeglasses within District 2-A3, and soliciting the support of Lions within the District to process these used eyeglasses for shipment to the

Texas Eyeglasses Recycling Center in Midland, Texas, or to a location approved for distribution;

**TEXAS LIONS FOUNDATION CHAIRPERSON**

District 2-A3 shall have a Texas Lions Foundation (TLF) Chairperson/Trustee appointed by the District Governor to serve a three (3) year term of office, subject to review and approval by the District Governor annually.

Qualifications

1. Be a Past District Governor of District 2-A3 who is a member in good standing in a Lions Club in good standing in the District;\
2. Have knowledge and understanding of the purpose of the Texas Lions Foundation and the grant program of the Foundation;
3. Have knowledge and experience with grant application process;
4. Have good verbal and written communication skills;
5. Have the ability to communicate effectively with Lions at different levels of the organization and with community emergency officials;
6. Have good organizational and planning skills and be able to think creatively; and
7. Have the time, energy, commitment, interest, willingness and resources to serve as Texas Lions Foundation Chairperson.

Duties and Responsibilities

The Texas Lions Foundation Chairperson shall have the following responsibilities:

1. To provide information to the District Governor and the Lions of the District about the activities of the Texas Lions Foundation, the grants given to the District and contributions received from the Lions of District 2-A3;
2. To encourage financial support of the Texas Lions Foundation;
3. To offer assistance with the grant application process to the District Governor and the Lions of the District in the event a humanitarian or disaster relief grant is needed;
4. To ensure that the required supporting documentation is sent with the grant application form, and other required information and reports are sent to the Texas Lions Foundation in a timely manner;
5. To attend the District 2-A3 Cabinet meetings, the Multiple District 2 Council of Governors meetings and scheduled meetings of the Texas Lions Foundation Board of Directors;
6. To collaborate with the District 2-A3 Lions ALERT Chairperson in the event of a disaster or other emergency; and
7. To perform other duties as requested by the District Governor.

**DISTRICT CONVENTION**

A District 2-A3 Convention shall be held annually to: elect a District Governor and a First and a Second Vice District Governor to serve the next year; to elect a Texas Lions Camp Director and a Lions Eye Bank of Texas Director to serve for the next two (2) years; to vote on a candidate for nomination for an International office, if proposed; to vote on proposed amendments to the District 2-A3 Constitution, if presented; to vote on all matters of Multiple District 2 business, if presented; and to conduct such District 2-A3 business as may require District action.

Time and Place

The District 2-A3 Convention shall be scheduled to conclude not less than thirty (30) days prior to the convening of the Lions Clubs International convention at a place selected by the delegates of a previous annual convention of the District in compliance with Article VII, Section 1 of the Lions Clubs International By-Laws, effective July 1, 2016. The District Governor shall set the date and time for the convention.

The District 2-A3 Cabinet shall have the absolute authority to change the city or place for holding the District Convention at any time for good and sufficient reason without liability to the District or Multiple District 2. Notice of a site change for the convention shall be furnished in writing to each Lions Club in the District not less than thirty (30) days prior to the convening date of the annual District 2-A3 Convention.

The District Governor and Cabinet shall have full supervision over all phases of the Convention and all members of the Cabinet shall be officers of the Convention.

Announcement/Call

The District Governor shall issue the official printed call for the annual convention not less than sixty (60) days prior to the date fixed for holding the convention, and he/she shall state the date, place and hour of the convention in that printed announcement.

Convention Committees

The District Governor shall appoint the committees necessary for the operation and function of the convention and designate the chairpersons for the committees.

Program

There shall be a printed program which states the time and place of each session and event. The District Governor shall arrange the order of business for the District Convention and this shall be the order of the day for all sessions.

Nominations, Resolutions and Endorsements for District Officers

Candidates for the offices of District Governor, First and Second Vice District Governors, Texas Lions Camp Directors and Lions Eye Bank of Texas Directors shall be required to have the written endorsement or nomination of the members in good standing of his/her Lions Club.

The Convention Nominating Committee shall receive the written endorsement or nomination of any member who satisfies the qualifications herein stated for the office of District Governor, First and Second Vice District Governor, Texas Lions Camp Director and Lions Eye Bank of Texas Director.

Endorsements shall be received not less than thirty (30) days prior to the opening of the District Convention. Nominations for these offices shall not be received from the floor of the District Convention, except as herein provided.

Nominations from the floor of the District Convention shall only be made in the event that:

1. The District Convention convenes with no pre-endorsed (pre-nominated) candidate, then nominations from the floor of a duly notified Convention Assembly shall be the order of the day;
2. There is only one (1) candidate on the ballot, and that candidate receives a majority of “NO” votes, then nominations may be made from the floor of a duly notified Convention Assembly;
3. Nominations made from the floor of the District Convention do not require that a nominee’s name appear on a printed ballot.

District Governor

A candidate for District Governor must satisfy all the requirements as stated in the Lions Clubs International Constitution and By-Laws and Board of Directors Policy Manual and the District 2-A3 Constitution and By-Laws. He/She must have served as a First Vice District Governor. In addition, he/she must be willing to attend the District Governors’ School at the International Association of Lions Clubs Convention prior to taking office unless providentially or medically hindered from attending.

First and Second Vice District Governors

Candidates for the First and Second Vice District Governor must satisfy all the requirements as stated in the Lions Clubs International Constitution and By-Laws and the Board of Directors Policy Manual and the District 2-A3 Constitution and By-Laws.

Texas Lions Camp Directors

A nominee for the office of Texas Lions Camp Director shall be required to be a member in good standing of a Lions Club in good standing within District 2-A3. He/She shall have been a Lion for at least three (3) years, and shall have served as either the President of his/her Lions Club or as his/her Lion’s Cubs Texas Lions Camp Committee Chairperson.

Lions Eye Bank of Texas Directors

A nominee for the office of Lions Eye Bank of Texas Director shall be required to be a member for at least three (3) years in good standing in a Lions Club in good standing within District 2-A3.He/She shall have served as President of his/her Lions Club or as the Lions Club’s Sight Conservation/Eyesight Committee Chairperson.

Council Chairperson Elect-Elect

District 2-A3 shall elect a Council Chairperson Elect-Elect every fifteen (15) years in accordance with the rotation schedule and procedures established by the Multiple District 2 Constitution and By-Laws and Policy Manual.

The election of the Council Chairperson Elect-Elect shall only be held in the fiscal year four (4) years prior to the year that District 2-A3 is scheduled to host the Multiple District 2 Convention according to the rotation schedule established by Multiple District 2.

A candidate for Council Chairperson Elect-Elect shall have the following qualifications:

1. Be a Past District Governor of District 2-A3, duly elected by the qualified voters of the District.
2. Be a member in good standing in a Lions Club in good standing in District 2-A3.
3. Be well respected for his/her integrity, honesty and fairness.
4. Have demonstrated outstanding leadership skills.
5. Have excellent verbal and written language skills.
6. Be able to communicate effectively and diplomatically with Lions at different levels of the organization.
7. Have good time management, organization and planning skills.
8. Have the time, energy, commitment and resources to perform the duties of the office.

A District Governor who becomes a Past District Governor at the close of the next Lions Clubs International Convention shall be eligible to be a candidate for the office of Council Chairperson Elect-Elect.

Nominations and Endorsement of Nominees for International Second and Third Vice President and International Director

After the Multiple District 2 Council of Governors authorizes presentation of a candidate for International office, subject to the provision of the International Association of Lions Clubs Constitution and By-Laws, any member of a Lions Club in District 2-A3 seeking endorsement of a District Convention as a candidate for the office of International Director, Second or Third Vice President of the International Association of Lions Clubs shall follow the endorsement procedure.

Endorsement Procedure

Any member of a Lions Club in District 2-A3 who is seeking endorsement of a District 2-A3 Convention as a candidate for the office of International Director, Second or Third Vice President of the International Association of Lions Clubs shall deliver by mail or in person a written notice of intention to seek the endorsement, and evidence of fulfillment of the qualifications for the office as required by the Constitution and By-Laws of the International Association of Lions Clubs not less than thirty (30) days prior to the convening of the District 2-A3 Convention at which such question of endorsement is to be voted upon.

Nomination

Each notice of intention to seek endorsement of a District 2-A3 Convention delivered as required to the District Governor shall be transmitted by the District Governor without delay to the Nominating Committee of the respective convention. The Nominating Committee shall review and obtain from each prospective candidate any additional evidence of such intention and qualifications as may be required by the International Association of Lions Clubs Constitution and By-Laws. The Committee shall place the name of each prospective candidate who has fulfilled the procedural and constitutional requirements in nomination at the respective convention

Seconding Speech

Each nominee for endorsement shall be entitled to one seconding speech of not more than three (3) minutes duration.

Vote

The vote on the question of endorsement shall be by secret written ballot, unless there is only one (1) nominee seeking endorsement, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared as the endorsed candidate of the convention and District 2-A3. In the event of a tied vote, or failure of one nominee to receive the required majority on any ballot, balloting shall continue until one receives the required majority of the votes cast.

 Certificate of Endorsement

Certification of endorsement by the respective convention shall be made in writing to the Multiple District 2 Council of Governors in accordance with the requirements set forth by the Constitution and By-Laws of the International Association of Lions Clubs.

Endorsement Term

An endorsement from the District 2-A3 Convention and the Multiple District 2 Convention shall be valid for the next two (2) Conventions of the International Association of Lions Clubs at which the candidate qualifies for endorsement and certification of the applicable International office. The District may not offer endorsement for more than one (1) candidate.

Validity

No District endorsement of any candidate of any member of a Lions Club in this District shall be valid unless and until the provisions of Article I of the Lions Clubs International By-Laws, effective July 1, 2016, have been met.

Election Procedures

The election of a District Governor, the First Vice District Governor and the Second Vice District Governor must conform to the requirements of the Lions Clubs International Constitution and By-Laws. The election of a Council Chairperson Elect-Elect must conform to the Multiple District 2 and District 2-A3 Constitutions and By-Laws, respectively. The election of a Texas Lions Camp Director and Lions Eye Bank of Texas Director must conform to the District 2-A3 By-Laws andPolicy Manual*.*  In addition, *t*he following shall apply to all candidates to be voted upon:

1. The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of votes cast by the delegates who are present. A majority is defined as a number more than one-half (1/2) of the total votes cast.
2. Each legal delegate or alternate present in person shall be entitled to cast one (1) vote on each question submitted to the District Convention. There shall not be any voting by proxy or absentee ballot.
3. If on the first ballot and subsequent ballots no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue on the tied candidates until one is elected.
4. The decision of the majority on all questions, except as otherwise provided herein, shall be binding on all members.

Club Delegates Formula

Each chartered Lions Club within District 2-A3 in good standing at the District 2-A3 Convention shall be entitled to one (1) voting delegate and one (1) alternate for each ten (10) members or the greater fraction thereof who have been enrolled in the Club for at least one (1) year and one (1) day as shown by the records of the International Association of Lions Clubs on the first day of the month last proceeding the month during which the Convention is being held.

The greater fraction referred to shall be five (5) or more members. Any Lions Club that takes in new members prior to the convening of the Convention shall have its delegate quota determined on the basis of members who have been enrolled in the Club for at least one year and one day. A newly chartered Lions Club shall be entitled to one (1) delegate and one (1) alternate until it has been chartered for one (1) year and one (1) day. Thereafter, its delegate quota will be based on the number of members enrolled in the club for one (1) year and one (1) day.

The District Governor and Past International officers, which includes the Past District Governors, that are members of Lions Clubs in good standing in District 2-A3 are entitled to one (1) vote in addition to their Lions Club’s normal delegates.

Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification. The closing time shall be established by the rules of the respective convention.

Quorum

A majority of the delegates in attendance at any session of the District 2-A3 Convention shall constitute a quorum.

Voting Procedures

1. Voting procedures during the annual District 2-A3 Convention shall be in compliance with the Constitution and By-Laws of the International Association of Lions Clubs and the Board of Directors Policy Manual.
2. Voting during the District 2-A3 elections shall be by individual secret ballot. Each delegate or alternate present at the convention shall be entitled to cast one (1) vote on every question or candidate on the ballot. Absentee voting or voting by proxy is not allowed.
3. Individual ballots and voter registration forms for Multiple District 2 election questions

and/or candidates shall be prepared and provided by the Multiple District 2 State Administrator at the direction of the Council of Governors for District 2-A3.A separate ballot box shall be provided for District 2-A3 questions and candidates to be voted upon.

1. District 2-A3 shall receive voter registration forms, including an original and a carbonless copy from the Multiple District 2 State Administrator which shall be used to register

each voter at the time of voting. An election judge, appointed by the District Governor, and confirmed by the District Cabinet, shall print the voter’s name and the voter shall sign the Multiple District 2 voter registration form. The District will receive sufficient sequentially numbered ballots for each voting delegate with each ballot being an original and a carbonless paper copy.

1. Each registered voter shall receive a ballot for voting on Multiple District 2 questions and candidates. The voter shall separate the completed ballot and place the original ballot in the ballot box marked, “RETURN TO STATE OFFICE BALLOT BOX”, and place the carbonless copy in the ballot box marked, “RETAIN IN DISTRICT BALLOT BOX”.
2. Each registered voter shall also receive a ballot for voting on District 2-A3 questions and

candidates. The voter shall deposit the completed ballot in the ballot box marked as, “DISTRICT 2-A3 BALLOT BOX”.

1. The Multiple District 2 ballot boxes shall be sealed immediately upon the conclusion of the allowed voting time with the sealing label provided to the District Governor. All Multiple District 2 ballots and registration forms, including those which are cancelled and/or unused, shall be returned to the Multiple District 2 State Office.
2. The District 2-A3 ballot box shall not be sealed. The ballots in that box shall be counted

 by the committee appointed by the District Governor at the conclusion of the voting during the District 2-A3 Convention.

1. At the discretion of the District Governor, the ballot box containing the original Multiple District 2 ballots completed during voting shall be returned to the Multiple District 2 State Office either by priority mail, overnight mail, or personal delivery (if convenient) by the close of the business day on the Tuesday immediately following the election held in District 2-A3. The ballot boxes are to be mailed with a Request for Confirmed Receipt to: Lions of Texas Multiple District 2 State Office, P.O. Box 294509, Kerrville, Texas 78029.
2. The District Governor shall retain the Multiple District 2 ballot box marked, “RETAIN IN DISTRICT” which contains the carbonless copies of the ballots. He/She shall bring that box to the Multiple District 2 Election Committee prior to the scheduled time for counting the ballots. The District Governor shall not count these duplicate ballots or open the sealed ballot box except as described in the Multiple District 2 Policy for counting the ballots and determining the election results.
3. Any candidate may designate a poll watcher.
4. Except as otherwise provided for by Multiple 2 Constitution and By-Laws and Policy

Manual and the District 2-A3 Constitution and By-Laws, the decision of the majority on any question shall be binding on all Lions. In the event of three or more qualified candidates running for any office, a plurality shall elect. In the event of tie votes, the decision shall be determined by lot vote.

Counting the Ballots and Determining Election Results

The following procedures shall be followed for counting the ballots and determining the election results:

1. After all the ballots have been completed and deposited in the District 2-A3 ballot box, the Election Committee shall meet to count the ballots in a designated location;
2. A vote “FOR” or “AGAINST” for a candidate or a proposition shall be counted if the voter’s intent is clearly ascertained by a majority of the District 2-A3 Election Committee;
3. Any ballot on which the voter’s intent cannot be clearly ascertained by a majority of the members of the Election Committee shall be considered defective and shall

not be counted;

1. A defect occurring on one (1) item on a ballot shall not render the votes on other items defective. Such defective ballots shall be signed by the District 2-A3 Election Committee Chairperson and placed in a separate envelope to be held for further examination if needed;
2. Upon completion of the counting of the ballots, the District 2-A3 Election Committee Chairperson shall promptly submit either a written or verbal report to the District Governor;
3. Recount of any item on the ballot may be requested after the District 2-A3 Election Committee has delivered its report, but before the District 2-A3 Cabinet has ratified the votes;
4. The District Governor or any candidate may request a recount of any and all ballots or any proposition if the results of the ballot count indicate a candidate or a proposition with the most votes received less than fifty-five (55) percent of the votes cast;
5. All challenges to any votes or to the results of the count of the District 2-A3 Election Committee shall be made to the District 2-A3 Cabinet and a resulting determination made by the Cabinet not later than thirty (30) days following the challenge.

Dress Code For the Convention

The District Governor, First and Second Vice District Governors shall wear the uniform designated by the Multiple District 2 Council of Governors for business sessions of the Convention. Cabinet members should dress in business attire for the business sessions of the Convention. All Lions Clubs members are encouraged to wear Lions Clubs vests or other apparel with the emblem of the International Association of Lions Clubs for the business sessions of the Convention. The District Governor shall determine the dress code for the Convention banquet

**SPECIAL CONVENTION**

A Special Convention of the Lions Clubs of the District may be called by two-thirds (2/3) vote of the District Cabinet at such time and place as the Cabinet shall determine, provided that such Special Convention shall conclude not less than thirty (30) days prior to the convening date of the International Association of Lions Clubs Convention. The Special Convention shall not be convened for the election of a District Governor, First or Second Vice District Governor. Written notice of the Special Convention, stating the time, place and purpose of the Special Convention shall be provided to each Lions Club in District 2-A3 by the District Cabinet Secretary not less than thirty (30) days prior to the convening date of the Special Convention.

**MULTIPLE DISTRICT 2 CONVENTION – HOST DISTRICT**

The location for the Multiple District 2 Convention shall pass from one (1) District to another according to the rotation schedule as set forth in the Multiple District 2 Constitution and By-Laws.

Multiple District 2 Rotation Schedule

**­­­­­­­­­­­­­­­­­**

 **2-E-2 2-T-1 2-T2 2-T3 2-S1 2-S2 2-S3 2-S4**

 2007 2008 2009 2010 2011 2012 2013 2014

 2023 2024 2025 2026 2017 2028 2019 2030 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **2-S5 2-A1 2-A2 2-A3 2-X1 2-X2 2-X3 2-E1**\_\_\_\_\_\_\_\_\_

2015 2016 2017 2018 2019 2020 2021 2022

 2031 2032 2033 2034 2035 2036 3037 2038\_

**­­­­­­­­­­­­­­­­­**

Should a new sub-district be created, the sub-district shall be placed in logical sequence in the above order and shall be entitled to host the Multiple District 2 Convention in order. Should a sub-district be eliminated, the order will be shifted to fill the calendar gap with the next sub-district in line and the remaining sequence to follow.

Host District of the Multiple District 2 Convention

The District which hosts the Multiple District 2 Convention shall be the District in which the Chairperson of the Council of Governors resides and hold his/her Lions Club membership.

­Responsibilities of the Host Sub-District

The Host Sub-District has the following responsibilities:

1. Providing funding for the Convention.
2. Coordinating Convention functions and activities with the Multiple District 2 Convention Committee appointed by the Council Chairperson.
3. Considering available hotels for use as the headquarters hotel by determining the number and size of meeting rooms, banquet facilities, availability and number of guest rooms.
4. Providing status reports to the Council of Governors.
5. Negotiating, after the Council of Governors approves the hotel, for necessities such as the cost of the guest rooms and number of complimentary rooms, parking facilities and availability of equipment for meeting rooms.

**DISTRICT DISPUTE RESOLUTION PROCESS**

Disputes Subject To Procedure

All disputes relative to membership, Lions Clubs boundaries, or interpretation, breach of application of the District 2-A3 Constitution and By-Laws, or any policy or procedure adopted from time to time by the District 2-A3 Cabinet or any other internal District 2-A3 matters which cannot be satisfactorily resolved through other means, arising between Lions Clubs in the District or any Lions Clubs and the District 2-A3 administration shall be settled by following the Lions Clubs International dispute resolution procedure as provided in Article VIII, Sections 1 through 6, effective July 1, 2016.

**DISTRICT 2-A3 SPECIAL AWARDS**

District 2-A3 recognizes outstanding Lions in the District with two special awards.

**Ray Hughston Humanitarian Award**

The purpose of the Ray Hughston Humanitarian Award is to bestow honor upon an outstanding Lion of District 2-A3 who has given usefully of his/her time, talents and means to further the cause of humanitarian service.

A nominee for the Ray Hughston Humanitarian Award must have the following qualifications:

1. Be an active Lions Club member with not less than five (5) years of service to Lionism, and is currently a member of District 2-A3.
2. Have given outstanding and dedicated service to Lionism beyond the call of duty.
3. Have given service to the community, State and Nation outside of service to Lionism.
4. Have special achievements in, or contributions to, humanitarian service to those less fortunate.

Solicitation in any manner for this recognition will automatically eliminate the candidate for that year.

Nominations may be submitted in writing by any Lions Club member in good standing in District 2-A3, and shall document the qualifications of the nominee for the Award. The nomination is to be sent to the Selection Committee Chairperson not later than March 15th each year. The Committee Chairperson shall be the Second Vice District Governor. The Selection Committee is composed of all the living past recipients of the Award.

The Committee Chairperson shall transmit the written nominations for the Award to all the Committee members immediately after the deadline date, receive each member’s vote and then notify Committee members about the results of the voting by the last day of March. The name of the selected Lion shall be kept secret from non-Committee members until presentation of the Award during the District Convention at the District Governor’s banquet.

The District shall maintain a permanent banner with the names of the Award recipients which shall be displayed at each District 2-A3 Cabinet Meeting and Convention. The most recent recipient is responsible for safeguarding and storing the award banner*.*

**Texas Hall of Fame**

Elevation of Lions into the Texas Hall of Fame bestows an honor upon one who has been outstanding in using their time, talents and resources to further the cause of Lionism.

The minimum standards to qualify as a nominee for the Texas Hall of Fame are:

1. Be an active or deceased Lions Club member with at least fifteen (15) years of service.
2. Have provided outstanding and dedicated service as a Lion beyond the call of duty.
3. Have provided other service as a Lion to community, state and nation.
4. Have accomplished special achievements in, or contributions to, humanitarian service to those less fortunate.
5. Not have solicited in any manner for this recognition. Solicitation will automatically eliminate the soliciting candidate for that year.

Nominations may be made by any Lion who is in good standing in the District. All nominations shall be submitted in writing. The biography submitted should not contain more than 340 words. The nominations must be received by the Hall of Fame Committee Chairperson not later than December 31st.

Each District in the State of Texas is allowed to select a Lion to receive the Texas Hall of Fame Award on the following rotation schedule:

MD-2 Rotation Schedule

YEARS

2017-2018 2-T2 2-T3 2-X3 2-A2 2-S2 2-S5

2018-2019 2-E2 2-X1 2-X2 2-A3 2-S3\_\_\_\_\_\_\_

2019-2020 2-T1 2-E1 2-A1 2-S1 2-S4\_\_\_\_\_\_\_

2020-2021 2-T2 2-T3 2-X3 2-A2 2-S2 2-S5\_\_

2021-2022 2-E2 2-X1 2-X2 2-A3 2-S3\_\_\_\_\_\_\_\_\_\_

2022-2023 2-T1 2-E1 2-A1 2-S1 2-S4\_\_\_\_\_\_\_\_\_\_

District 2-A3 Hall of Fame Committee

Selection of the Lion to be honored shall be made by the Hall of Fame Committee composed of the past recipients of the Award in District 2-A3. The Chairperson of the Committee shall be the First Vice District Governor who serves as a non-voting member of the Committee.

The fee which shall accompany the profile of each nominee for the Award shall be included in the District 2-A3 budget.

Presentation of Award

Presentation of the selected nominee shall be made at the Multiple District 2 Convention by the District Governor.

A plaque containing a list of names of the Texas Lions Hall of Fame members shall be maintained in an appropriate space at the Multiple District 2 Office.

**DISTRICT REVENUE**

Collection

It shall be the duty and responsibility of the District 2-A3 Cabinet Treasurer to collect and disburse the revenue in accordance with the District 2-A3 Constitution and By-Laws.

District 2-A3 Administration Fund

1. Provision and Amount

To provide a District Administrative Fund, annual per member dues of seven dollars ($7.00) shall be levied on each Lions Club member. Semi-annual dues of three dollars ($3.00) and fifty (50) cents per Club member shall be remitted by each Club to the District Treasurer which is to be forwarded to the Multiple District 2 Treasurer. Eligible student members, as defined by the International Association of Lions Clubs, shall pay annual dues equal to one-half (1/2) of the total amount of dues as provided for by non-students.

1. Base

Dues shall be based upon the membership of the Lions Club as shown by its written membership reports as of June and December, respectively, to the International Association of Lions Clubs.

1. Due Date

Dues shall be paid semi-annually by each Lions Club as soon as possible after billing, But not later than September 10th and March 10th, respectively, each fiscal year. Campus Lions Club dues payment, due to an extended roster, shall have adjusted due dates of

October 15th and April 15th, respectively. Eligible students, as defined by Lions Clubs International, shall be assessed an amount equal to one-half of the total amount of dues provided for non-students.

1. New and Reorganized Lions Clubs

Newly organized Lions shall pay pro-rated semi-annual per annual per capita dues. Said assessment shall be due and payable not later than the first day of the second month

following that in which the Club is chartered. Reorganized Lions Clubs must pay all outstanding balances in full, as well as assessments for the next semi-annual installment due at the time of reorganization.

District 2-A3 Convention Fund

1. Provision and Amount

To provide for a District 2-A3 Convention Fund a semi-annual assessment of twenty-five (25) cents, with an annual assessment of fifty (50) cents per member shall be levied on each Lions Club. This assessment shall be remitted by each Lions Club to the District Cabinet Treasurer as provided for by the District 2-A3 Constitution and By-Laws.

1. Billing

Each Lions Club shall be billed by the District Cabinet Treasurer no sooner than sixty (60) days and not less than thirty (30) days prior to the due date specified by the District 2-A3 Constitution and By-Laws.

1. Base

The dues shall be based upon the membership of each Lions Club as shown by its written membership reports of June and December, respectively, to the International Association of Lions Clubs.

1. Due Date

The dues shall be paid semi-annually by each Lions Club as soon as possible after billing, but not later than September 10th and March 10th, respectively, of each fiscal year. Campus Lions Clubs dues payment, due to an extended roster, shall have adjusted due dates of October 15th and April 15th, respectively. Eligible students, as defined by Lions Clubs International, shall be assessed an amount equal to one-half of the total amount of dues provided for non-students.

1. New and Reorganized Lions Clubs

Newly organized Lions Clubs shall pay a pro-rated semi-annual per capita dues. The assessment shall be due and payable not later than the first day of the second month

following that in which the Lions Club is chartered. Reorganized Lions Clubs must pay all outstanding balances in full as well as assessments for the next semi-annual installment

due at the time of reorganization.

Remaining Funds

In any fiscal year, a set balance as determined by the District Cabinet shall remain in the District Administrative Fund after payment of all District administrative expenses in that year and become available for future administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

District 2-A3 100% Charity Goals

1. Annual Selection of Charities to be Supported

Each year the District Governor, after consultation with the District Governor’s Team, shall decide which charities will be included in the list of the charities to be supported for the respective Lions fiscal year. The District Governor shall also set the amount of money that is requested for donation to each charity.

1. Voluntary Support

Support of the designated charities by the Lions Clubs in District 2-A3 shall be voluntary. Contributions to the designated charities are in addition to the dues assessed for each Lions Club member. Lions Clubs may choose to contribute more than the minimum amount requested by the District Governor.

1. Recognition As 100% Contributing Lions Club

In order to be recognized as a 100% Lions Club contributor, a Lions Club must donate at least the minimum amount per Lions Club member to each charity listed for support. A Lions Club may donate more than the minimum recommended amount.

1. Recommended Due Date

It is recommended that contributions be made before December 31st. However, contributions will be accepted anytime during the Lions fiscal year.

1. Remittance to District 2-A3 and Specific Charity

The District Treasurer shall send out a statement containing a list of the designated charities and the total amount of recommended donation for each charity based on

each Lions Club’s written membership reports to the International Association of Lions Clubs .A separate check for each charity may be mailed to the District Cabinet Treasurer or a Lions Club may make payment at the District 2-A3 Cabinet meetings .

Multiple District 2 Administrative Fund

1. Purpose and Amount

To provide for a Multiple District 2 Administrative Fund, a semi-annual per Lions Club member dues assessment of three dollars and fifty cents ($3.50) and an annual assessment of seven dollars ($7.00) shall be levied on each Lions Club. These dues shall be remitted by each Lions Club to the District 2-A3 Cabinet Treasurer as provided for by the District 2-A3 Constitution and By-Laws.

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1. Billing

Each Lions Club in the District shall be billed by The District 2-A3 Cabinet Treasurer no

sooner than sixty (60) days and not less than thirty (30) days prior to the due date specified by the District 2-A3 Constitution and By-Laws.

1. Base

The dues shall be based upon the membership of each Lions Club as shown by its written membership reports as of June and December, respectively, to the International Association of Lions Clubs.

1. Due Date

The dues shall be paid semi-annually by each Lions Club as soon as possible after billing, but not later than September 10th and March 10th, respectively, of each fiscal year. Campus Lions Club dues payment, due to extended roster, shall have adjusted due dates of October 15th and April 15th, respectively. Eligible students, as defined by Lions Clubs International, shall be assessed an amount equal to one-half *(1/2)* of the total amount of dues provided for non-students.

1. New and Reorganized Lions Clubs

Newly organized Lions Clubs shall pay a pro-rated per member assessment. These dues shall be due and payable not later than the first day of the second month following that in which the Lions Club is chartered. Reorganized Lions Clubs must pay all outstanding balances in full as well as the assessment for the next semi-annual installment due at the time of reorganization.

1. Remittance to Multiple District 2

The assessment for Multiple District 2 Administrative Fund shall be remitted by the District 2-A3 Cabinet Treasurer to the Multiple District 2 Treasurer bi-annually *and* not later than November 15th and May 15th respectively of each fiscal year.A statement of delinquent Lions Clubs, if such exist, shall accompany each remittance to the Multiple District Council Treasurer.

Multiple District 2 Convention Fund

1. Purpose and Amount

To provide for a Multiple District 2 Convention Fund, a semi-annual per member assessment of twenty-five (25) cents and an annual assessment of fifty (50) cents

shall be levied on each Lions Club *member.* This assessment shall be remitted to the District Cabinet Treasurer as provided for in the District 2-A3 Constitution and By-Laws.

1. Retention of Funds

 The funds for the Multiple District 2 Convention Fund are to be retained from year to year by District 2-A3 for the purpose of hosting the Multiple District 2 Convention. The Multiple District 2 Convention Chairperson shall submit a budget for approval at the first District Cabinet meeting of the Lions fiscal year in which the Multiple District 2 Convention is to be held in District 2-A3. All surplus funds are to be retained and expended only for future Multiple District 2 Conventions hosted by District 2-A3 unless so released by a two-thirds (2/3) vote of the Cabinet.

1. Billing

Each Lions Club in District 2-a3 shall be billed by the District Treasurer no sooner than sixty (60) days, nor less than thirty (30) days prior to the due date specified by the District 2-A3 Constitution and By-Laws.

1. Base

The assessment shall be based upon the membership of each Lions Club as shown on the written membership reports of June and December, respectively, to the International Association of Lions Clubs.

1. Due Date

The assessment shall be paid semi-annually by each Lions Club as soon as possible after billing but not later than September 10th and March 10th, respectively, of each fiscal year. Campus Lions Club dues payment, due to an extended roster, shall have adjusted dates of October 15th and April 15th, respectively.

1. New and Reorganized Lions Clubs

Newly organized Lions Clubs shall pay a pro-rated per member assessment. These duesshall be due and payable not later than the first day of the second month following that in which the Lions Club is chartered. Reorganized Lions Clubs must pay all outstanding balances in full as well as the assessment for the next semi-annual installment due at the time of reorganization.

Remittance to Multiple District 2

These dues shall be remitted by the District Cabinet Treasurer to the Multiple District 2 Council Treasurer bi-annually, not later than November 15th and May 15th, respectively, of each fiscal year. The Cabinet Treasurer shall remit only the amount collected from each Lions Club. A statement of delinquent Lions Clubs, if any such exist, shall accompany such remittance to the Multiple District 2 Council Treasurer.

Promote Texas Fund

1. Purpose and Amount

To provide monies for the promotion of Texas Lionism, and for the support of candidates for International Director or higher office of the International Association

of Lions Clubs, a semi-annual assessment of twenty-five (25) cents, annual assessment of fifty (50) cents per capita, shall be levied on each Lions Club member in the District. This assessment is to be remitted by each Lions Club Treasurer to the District Cabinet Treasurer. Eligible student members, as defined by the International Association of Lions Clubs, shall pay a semi-annual and annual per capita assessment

equal to one-half (1/2) of the total amount as provided for non-student members.

1. Billing

Each Lions Club in District 2-A3 shall be billed by the District Cabinet Treasurer no sooner than sixty (60) days, nor less than thirty (30) days prior to the due date specified by the District Constitution and By-Laws.

1. Base

This assessment shall be based upon the membership of each Lions Club as shown in the written membership reports in June and December, respectively, to the International Association of Lions Clubs. *Billing adjustment periods as allowed by Lions Clubs International will be allowed for regular Lions Clubs as well as Campus Club Extended billing adjusted periods.*

1. Due Date

This assessment shall be paid semi-annually by each Lions Club as soon as possible after billing, but not later than September 10th and March 10th, respectfully, of each fiscal year. Campus Lions Club dues payment, due to an extended roster, shall have adjusted due dates of October 15th and April 15th, respectfully. Eligible students, as defined by Lions Clubs International, shall be assessed an amount equal to one-half of the total amount provided for non-student *members.*

1. New and Reorganized Lions Clubs

Newly reorganized Lions Clubs shall pay a pro-rated per member assessment. These dues shall be due and payable not later than the first day of the second month following that in which the Lions Club is chartered.

Remittance to Multiple District 2

The District Cabinet Treasurer shall remit all such monies collected from each Lions Club semi-annually, not later than September 30th and March 31st, respectively, each fiscal

 year to the designated Multiple District 2 Council Treasurer. The District 2-A3 Cabinet Treasurer shall only remit monies collected from the District Lions Clubs. A statement of delinquent Lions Clubs, if any exist, shall accompany such remittance. Any Lions Club that is delinquent is not in good standing and thus forfeits its right to delegate representation to the Multiple District 2 Convention.

The District 2-A3 Cabinet Treasurer shall include any delinquent accounts in all subsequent billings to the District 2-A3 Lions Clubs, promptly remit any collections of any delinquent dues to the Multiple District 2 Council Treasurer and identify the Lions Club(s) from which the collections were received.

Texas Lions Camp, Incorporated Fund

1. Purpose and Amount

To provide funds for the operation of the Texas Lions Camp, Incorporated, a semi-annual per member assessment of ten dollars and fifty cents ($10.50), an annual assessment of twenty-one dollars ($21) shall be levied on each Lions Club member in the District. This assessment shall be remitted by each Lions Club in the District to the District 2-A3 Cabinet Treasurer. Eligible student members, as defined by the International Association of Lions Clubs, shall be assessed and shall remit a semi-annual and annual assessment equal to one-half (1/2) of the total amount of assessment as provided for non-student members.

1. Billing

Each Lions Club in District 2-A3 shall be billed by the District Cabinet Treasurer no sooner than sixty (60) days, nor less than thirty (30) days prior to the due date as specified in the District 2-A3 Constitution and By-Laws.

1. Base

The assessment shall be based upon the membership of each Lions Club in the District as shown on the written membership reports in June and December, respectively, to the International Association of Lions Clubs.

1. Date Due

This assessment shall be paid semi-annually by each Lions Club as soon as possible after billing, but not later than September 10th and March 10th, respectively, each fiscal year.

Campus Lions Club dues payment, due to an extended roster, shall have adjusted due dates of October 15th and April 15th, respectively. Eligible students, as defined by Lions Clubs International, shall be assessed an amount equal to one-half of the total amount of dues provided for non-students.

1. New and Reorganized Lions Clubs

Lions Clubs shall pay a pro-rated assessment per capita beginning the first day of the second month following that in which the Club is chartered. Reorganized Lions Clubs

must pay all outstanding balances in full, as well as the next semi-annual installment due at the time of reorganization.

1. Remittance to Texas Lions Camp, Incorporated

The District Cabinet Treasurer shall remit all such funds collected from each Lions Club to the Texas Lions Camp, Incorporated. A statement of delinquent Clubs, if any, shall accompany the remittance. The District Cabinet Treasurer shall include any delinquent accounts in all subsequent billings to the Lions Clubs, remit any collections of delinquent assessments promptly to Texas Lions Camps, Incorporated and identify the Lions Clubs from which the collections are received.

**CLUB SUSPENSION AND CANCELLATION**

The International Association of Lions Clubs has a policy which states that any Lions Club which has an unpaid balance in excess of twenty dollars ($20) per member or $1,000 per Lions Club whichever is less, and an outstanding balance past 120 days will be suspended, including the suspension of the Lions Club’s charter and all rights, privileges and obligations of the Lions Club. This policy applies to the dues and other monies owed to the International Association of Lions Clubs. However, a Lions Club risks suspension and cancellation for non-payment of Multiple District 2 and District 2-A3 dues as well.

**DISTRICT PURCHASING AND REIMBURSEMENTS**

Purchase of Supplies and Equipment

All purchases of supplies and equipment shall be included in the annual District 2-A3 budget, and approved by the affirmative of at least two-thirds (2/3) vote of the District 2-A3 Cabinet and District 2-A3 qualified voters.

Reimbursements

1. District Governor’s Expenses

The District Governor’s expenses in conjunction with the District 2-A3 Convention and the International Association of Lions Clubs Convention shall be considered a District administrative expense. Reimbursement shall be in accordance with the General Reimbursement Policy of the International Association of Lions Clubs.

2. Out-Going Governor’s Expenses

If funds are available, and provision has been approved in the District 2-A3 annual budget, the District Cabinet Treasurer shall reimburse the out-going District Governor for expenses connected with attending the International Association of Lions Clubs Convention as follows:

1. The actual amount paid to the International Association of Lions Clubs for the registration fee;
2. The actual amount paid for the hotel/motel room, up to an amount equal to the daily double occupancy rate available through the International Association of Lions Clubs for the Texas Delegation hotel with the maximum number of days allowable being six (6) during the convention;
3. Airfare actually paid up to an amount equal to coach class for the most direct airline route to and from the International Association of Lions Clubs Convention ; or
4. Ground transportation expense of the mileage paid to District Governors by the International Association of Lions Clubs for the number of miles to and from the International Association of Lions Clubs Convention by the most direct highway route.

The District 2-A3 Cabinet shall not provide reimbursement for any additional expenses of the out-going District Governor, including meals other than those covered by the International Association of Lions Clubs Convention registration fee, lodging for days other than those six (6) specified for the Convention, or expenses for others who may accompany the District Governor to the International Association of Lions Clubs Convention.

To receive reimbursement, after the International Association of Lions Clubs Convention, the out-going District Governor must submit to the sitting District Governor a detailed expense account which sets forth the actual outlays and also submit the supporting original copies of receipts for those outlays.

If the International Association of Lions Clubs Convention is within the continental United States, the maximum amount of reimbursement shall be one thousand dollars ($1,000). If the International Association of Lions Clubs Convention is not within the continental United States, the maximum amount of reimbursement shall be one thousand and five hundred dollars.

1. Vice District Governors’ Expenses

If funds are available, and provision has been approved in the District 2-A3 annual budget, partial reimbursement for travel expenses associated with attendance at the USA/Canada Forum or the Lions Clubs International Advanced Leadership Institute may be provided for the First and Second Vice District Governors. Any reimbursement shall be made in accordance with the International Association of Lions Clubs General Reimbursement Policy.

The First Vice District Governor shall be reimbursed for his/her expense associated with attendance at the Council of Governors Meeting with the District Governor’s consent when he/she substitutes for the absent District Governor. The reimbursement amount shall be that amount allocated in the annual Multiple District 2 budget approved by the Council of Governors or the International Association of Lions Clubs.

A detailed expense account along with original receipts for the expenses incurred by the First and Second Vice District Governor must be submitted to the District 2-A3 Cabinet Treasurer by the twentieth (20th) day of the month following the date of the incurred expense

1. District Governor-Elect’s Expense

The District Governor-Elect shall be reimbursed for his/her expense associated with

the attendance at the Multiple District 2 Convention as allocated and approved by the Multiple District 2 Council of Governors in the annual budget.

1. District 2-A3 Chairperson’s Expenses

If funds are available, the District 2-A3 Chairpersons designated by the District Governor shall receive an amount authorized by the District 2-A3 Cabinet and included

in the District 2-A3 budget approved by the District 2-A3 Cabinet. These funds shall be used to defray the expense directly associated with the performance of their official assigned responsibilities and in accordance with the International Association of Lions Clubs General Reimbursement Policy.

1. Council Chairperson Elect-Elect’s Expenses

Reimbursement for the Multiple District 2 Council of Governors Chairperson Elect-

Elect’s expenses directly associated with his/her official duties as Council Chairperson Elect-Elect shall be in compliance with the General Reimbursement Policy established by the International Association of Lions Clubs in the amount determined by the Multiple District 2 Council of Governors, and included in the Multiple District 2 annual budget approved by the Council of Governors.

***COMPENSATION***

No officer of District 2-A3 shall receive any compensation for any service rendered to District 2-A3 in his/her official capacity.

**FINANCIAL OBLIGATIONS**

The District Governor and his/her Cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

***FISCAL YEAR***

The fiscal year for District 2-A3 shall be from July 1 through June 30.

**REVISION OF THE DISTRICT 2-A3 POLICY MANUAL**

The District 2-A3 Policy Manual may be revised in the following manner:

1. A proposed revision shall be submitted to the District 2-A3 Constitution and By-Laws and Policy Manual Chairperson for review no less than ninety (90) days prior to the date at which the proposal is to be presented to the District 2-A3 Cabinet. The District 2-A3 Constitution and By-Laws Chairperson may also initiate proposed revisions;
2. The District 2-A3 Constitution and By-Laws and Policy Manual Chairperson shall review the proposed revision(s), prepare a report containing his/her recommendations and submit the report to the District Governor for his/her review not less than sixty (60) days prior to the date of the District meeting at which the Cabinet shall consider the recommendation(s) for revision.
3. The District 2-A3 Constitution and By-Laws and Policy Manual Chairperson shall request that review of these recommendations by the District 2-A3 Cabinet be placed on the agenda for the next District 2-A3 Cabinet Meeting;
4. Written notice by the District Governor or the District Constitution and By-Laws Chairperson shall be given to the District 2-A3 Cabinet members and Lions Clubs members at least thirty (30) days prior to the District 2-A3 Cabinet Meeting during which the proposed revisions to the District 2-A3 Policy Manual will be discussed.
5. The District Governor shall include the review of proposed revisions to the District 2-A Policy Manual as an item on the District Cabinet Meeting Agenda during which the recommended revisions are to be presented.

**ADOPTION OF THE REVISIONS TO THE DISTRICT 2-A3 POLICY MANUAL**

The adoption of all revisions to the District 2-A3 Policy Manual, with the exception of revisions mandated by Lions Clubs International, or included in the Multiple District 2 Constitution and By Laws or Policy Manual shall be by formal majority vote by the District 2-A3 Cabinet during one of the scheduled quarterly meetings of the District 2-A3 Cabinet. Revisions mandated by Lions Clubs International shall become effective on the date specified by Lions Clubs International.

Each revision to the District 2-A3 Policy Manual shall take effect at the close of the District 2-A3 Cabinet Meeting at which the proposal was approved, unless otherwise specified in the approved revision.

**APPENDIX**

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**DISTRICT 2-A3 LIONS ALERT**

**APPLICATION FOR ASSISTANCE FORM**

***An Application for Assistance Form shall be submitted to the District ALERT Chairperson prior to making any purchase or expenditure for which grant money is to be used by a Lions Club for which reimbursement will be requested. After the Application has been approved, original receipts and photographs of individuals or groups receiving the funded items shall be submitted to the District ALERT Chairperson.***

**Name of Lions Club Requesting Assistance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Lions Club President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Telephone Number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Lions Club Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brief description of specific items/supplies needed, listing most critical first in order:**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exact cost of items/supplies needed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Distribution Point Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name(s) of Lion(s) in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name(s) of other agencies or resources providing financial or other assistance to this Lions Club:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Lions Club President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Lion Submitting Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received by 2 A3 ALERT Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Reviewed By the Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Approved [ ] Disapproved

*2018*

**CHECKLIST FOR LIONS CLUB HOSTING THE DISTRICT 2-A3 CABINET MEETING OR CONVENTION**

The Lions Club which hosts the District 2-A3 Cabinet Meeting or Convention has certain responsibilities. Some of these responsibilities include, but are not limited to the following list.

PRIOR TO THE DISTRICT 2-A3 MEETING

\_\_Keeping the District Governor informed on an on-going basis about the arrangements for the meeting, and any serious concerns, problems or special needs.

\_\_Consulting with the District Governor prior to securing a place for the meeting, and making arrangements for securing the meeting place. Consideration should be given to access for participants with physical disabilities, adequate parking, security and safety. Use of the International Association of Lions Clubs Safety Checklist and the Association’s liability insurance provisions are recommended. A personal on-site inspection of the facility and interview with the facility’s manager is recommended to insure that the rooms are clean, safe and as advertised before providing information to the District Governor.

\_\_ When an over-night say is needed for the Lions attending the meeting, contacting local hotels and/or motels for the following information: the full name of the local general manager or events coordinator; the name, physical address, mailing and E-Mail address and telephone number of the facility; the ease of accessibility from major highways; proximity to airport (if appropriate); parking availability and cost; availability of special discounted room rates; number of sleeping rooms and meeting rooms available; number of rooms which can be “blocked” or reserved for Lions attending the meeting; amenities available (ex. free breakfast, free parking, high-speed internet, refrigerator and microwave oven in room; swimming pool; non-smoking and handicapped accessible rooms, etc.).

\_\_When a public school or other public facility will be used, the following is recommended: obtain consent for the use of the facility from the official responsible for the use of the building (ex. Superintendent, school principal, city official, library director, etc.); obtain the full name, telephone numbers, E-Mail address for key contact persons, along with a written list of rules, regulations, restrictions, costs for services (ex. utilities, custodial services, food service, media use, damage deposits, etc.); obtain written information about room size, fire code regulations, hours available (times facility opens and closes), required application forms, other agreements for which a signature is required; security arrangements (keys, security officers, etc.); and clean-up arrangements (Lions Club’s responsibilities, facility responsibilities).

\_\_Consulting with the District Governor about arrangements for meals and refreshments with reasonable consideration for alternative menu items for special dietary needs (for example: sugar-free, gluten free, vegetarian, etc.)

\_\_ Contacting and making arrangements for the provision of meals and refreshments.

\_\_ The Host Lions Club must make arrangements for any financial deposits for meeting facilities, food, equipment, etc., a month or more in advance of the meeting.

\_\_Unless the District Governor approves other arrangements, the Host Lions Club pays for all expenses prior to the District 2-A3 Meeting, and then after deducting the expenses for decorations, meals and fees for use of a facility not owned by a Lions Club, remits the remainder of the money collected for the meeting to the District Treasurer.

\_\_The Host Lions Club is expected to plan and determine the charges for the registration fee and the meal(s) so that the actual expenses for the meeting are covered in full.

\_\_Lions Clubs which own their own buildings should not charge District 2-A3 a rental or use fee. Only actual expenses for utilities should be charged.

\_\_ Inviting and arranging for local officials (ex. Mayor, City Manager, Chamber of Commerce representative, Congressman, etc.) to welcome Lions to the city or meeting. (Optional)

\_\_ Inviting the local high school or college AFROTC or VFW Post official(s) to provide for the presentation of the flags of the United States of America and Texas. If a guest speaker from another country has been invited, a flag from his/her country should also be present. The International Association of Lions Clubs Protocol Guide is a helpful reference. (Optional)

­­\_\_Providing the personnel of the facility to be used for the meeting (ex. hotel, school, church, etc.) with a drawing or illustration approved by the District Governor for the arrangement of the furniture, including the head table(s) and seating for the meeting (s) and the meal(s) if those personnel will be responsible for arranging the furniture.

\_\_ Arranging for, and obtaining all the necessary equipment or media needed for the meeting(s) (ex. microphone, TV/DVD, multimedia projector, AV cart, podium, projector screen, etc.) Insure that the equipment is in good working condition. It is a good idea to have “back up” or alternatives if something quits working such as an extra light bulb for the projector, extra batteries for the microphone, etc.

\_\_Obtaining the bags/containers with souvenir or treat items for the Lions attending the meeting.

\_\_ When an over-night stay is needed for the Lions attending the meeting, contacting local hotels or motels for the following information: name of the hotel/motel manager or events coordinator; the full name, physical address, E-Mail address and telephone number of the hotel/motel; convenience of access from major highways, proximity to airport, parking arrangements; special discounted room rates; number of rooms which can be “blocked” or reserved as sleeping or meeting rooms for Lions attending the meeting; amenities available (ex. free breakfast, high speed internet, non-smoking or handicapped-accessible rooms, swimming pool, reception area; number of meeting rooms and capacity; exercise facilities, etc.)

\_\_When the hotel will be providing the meals, inquiring about catering arrangements, menu choices, costs, if food or drink is allowed to be brought in from the outside.

\_\_Preparing name tags for the Lions attending, with the Lion’s name, title, Lions Club name and indicator for the events the Lion has paid for (ex. reception, meals, special side trips, etc.)

\_\_Preparing place cards for those who will be seated at the head table(s), including the name and title.

\_\_ Preparing the Registration Form for the meeting at least two (2) months prior to the date of the Meeting after the District Governor has reviewed it and given his/her approval.

\_\_Forwarding the approved Registration Form to the District 2-A3 Newsletter Editor for publication.

\_\_ The Registration Form should contain: the date(s) of the meeting; the name and address of the facility to be used for the meeting; the amount of the registration fee; the cost of the meal(s); the menu for the meal(s); the name, mailing address, E-Mail address and telephone number for the Lion(s) who can provide additional information; the name and address of the Lion to whom the completed Registration Form and check is to be mailed; the deadline date for early registration; information about hotels or motels near the meeting location; a map of the location of the meeting and/or written directions (if needed); special attractions of the area where the meeting is to be held (optional).

NOTES: As a courtesy, the District Governor and his/her spouse may be exempted from paying the registration or meal fees. Guests speakers invited to the District 2-A3 meetings are not charged for the registration fee or the meals. LEO Club members may be exempted from paying the registration fee, or charged a reduced amount and may be allowed to sell items to help pay for their meals.

­­\_\_ Obtaining door prizes, raffle items, two-part tickets for the drawings, and a container for the ticket stubs.

\_\_ Setting up the meeting room(s) and insuring that there are an adequate number of tables and chairs in the meeting room(s):

The head table(s) should have space for the District Officers and special guest(s) including, but not limited to the: District Governor and spouse; First and Second Vice District Governors; Cabinet Secretary; Cabinet Treasurer; Host Lions Club President; guest speaker (and spouse, if appropriate); welcoming dignitary.

 Tables and chairs for the Lions and others attending the meeting.

Tables for displaying information about the charity groups endorsed by District 2-A3 (ex. Lions Eye Bank of Texas, LCIF, Texas Lions Camp, etc.)

Tables and chairs for Leo Club members and their advisors (if attending)

\_\_Consulting with the District Governor about the theme and decorations for the meeting, the menu, and estimated expenses unless directed otherwise by the District Governor.

\_\_Decorating the meeting room(s)

­­­­\_\_Providing entertainment, if desired and approved by the District Governor.

DURING THE DISTRICT 2-A3 CABINET MEETING OR CONVENTION

\_\_The Host Lions Club President serves at the Head Table to open the meeting and to introduce those seated at the head table(s). He/She then calls on the First Vice District Governor to introduce the District Governor.

\_\_The Host Lions Club is responsible for insuring what is needed for the meeting is readily available, equipment is working properly and for providing any assistance requested by the District Governor.

\_\_The Host Lions Club Treasurer is responsible for submitting the money collected for the meeting that was not needed for expenses to the District 2-A3 Cabinet Treasurer and providing any original receipts for expenses requested by the Cabinet Treasurer.

AFTER THE DISTRICT 2-A3 CABINET MEETING

\_\_It is recommended that the Host Lions Club send “Thank You” notes to : special guest speakers who were invited to the meeting; officials who welcomed the Lions to the facility or city; businesses or other non-Lions who donated items for the meeting; individuals or businesses that provided extraordinary services or accommodations for the meeting.

**EXCERPTS FROM THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS**

 **“THE INTERNATIONAL VISITOR: A HOSTING & PROT0COL GUIDE”**

**A Word About Protocol**

“The Association’s Official Protocol is designed to eliminate confusion regarding the proper recognition of Lion dignitaries. Whether for purposes of introduction or head table seating, it provides a simple and definitive answer to ‘Who comes first?’

While there is no hard and fast rule, introductions usually commence with those lowest in the Order of Precedence and end with the highest-ranking Lion present. When non-Lion dignitaries are present, a combination of local custom and common sense should be used in deciding at what point they should be introduced. If the event is a multi-day convention or conference, try to avoid introducing all the dignitaries at every event. Once at a general session and once at a banquet is sufficient. Nor is it necessary to give a full introduction to your principal guest more than once; indeed, this can be both embarrassing to your guest and boring to your attendees.

Clubs, districts and multiple districts are required to extend the same rights and privileges as required under official protocol to resident officers as they extend to officers visiting from other districts, multiple districts or constitutional areas, irrespective of local custom.”

**Order of Precedence**

“Lions should be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors
5. Past International Presidents
6. Past International Directors
7. Council of Governors Chairperson
8. District Governors
9. International Association Executive Director
10. International Association Secretary
11. International Association Treasurer
12. Past Council Chairperson
13. Immediate Past District Governor
14. First Vice District Governor
15. Second Vice District Governor
16. Past District Governor
17. Multiple District Secretary
18. Multiple District Treasurer
19. District Cabinet Secretary
20. District Cabinet Treasurer
21. Region Chairpersons
22. Zone Chairpersons
23. District Chairpersons
24. Club Presidents
25. Immediate Past Club Presidents
26. Club Secretaries
27. Club Treasurers
28. Past Club Presidents

**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. With a podium, the presiding officer or meeting chairperson is always seated to the left of the podium (#1) (facing the audience), and the principal speaker is seated to the right of the podium (#2). When spouses are present, they should be seated to the member’s left when on the left side of the table, and on the member’s right when on the right side of the table. Other Lion dignitaries are seated 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.)”

(Audience)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 7 5 3 1 Podium 2 4 6 8

**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 presents at the head table, they should be introduced with the member first (e.g. ‘Past International Director John Doe and his wife Jane’)

“When a Lion holds more than one title, he or she shall be recognized for the highest one.”

“It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.”

**LIONS CLUBS SELF-INSPECTION CHECKLIST**

**Name of Lions Club Safety Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please answer any questions that are applicable, and correct noted deficiencies.***

**Parking YES NO**

.Are entrances and exits clearly marked? [ ] [ ]

.Is lighting adequate? [ ] [ ]

.Is the parking area free of holes, cracks, puddles, ice, debris? [ ] [ ]

.Is security provided in the parking area to deter robbery, theft and vandalism? [ ] [ ]

**Crowd Control**

. Are adequate signs posted for directing traffic flow in and out of the area? [ ] [ ]

.Are police used to direct traffic into and out of parking lots? [ ] [ ]

.Are individuals directing traffic wearing safety vests to be easily seen by vehicles? [ ] [ ]

. Are there sufficient security personnel to control crowds? [ ] [ ]

**Buildings, Tents and Arenas**

. Are the premises neat and clean? [ ] [ ]

.Are there an adequate number of marked exits? [ ] [ ]

.Is the number of occupants/capacity controlled? [ ] [ ]

.Do structures have adequate fire protection equipment ie. Sprinklers/extinguishers? [ ] [ ]

. Are all extinguishers currently tagged and tested? [ ] [ ]

.Is smoking prohibited and are signs posted? [ ] [ ]

.Is emergency lighting provided? [ ] [ ]

.Is the public address system available to relay emergency messages? [ ] [ ]

.Are all aisles, stairs, etc. unobstructed? [ ] [ ]

.Are all stairways, elevated platforms, etc. adequately marked and guarded? [ ] [ ]

 **YES NO**

.Are all chairs, bleachers and tables structurally sound? [ ] [ ]

.Are all tent stakes and guy wires marked or blocked off to prevent tripping? [ ] [ ]

**­Food Service**

.Is all food fresh and/or well refrigerated? [ ] [ ]

.Are knives and sharp objects stored properly? [ ] [ ]

.Are decorations kept a safe distance from open flames or cooking equipment? [ ] [ ]

. Are thee an adequate number of properly placed litter containers? [ ] [ ]

.Is the general public blocked from entering the cooking area? [ ] [ ]

**Outdoor Events**

. Are the premises free of hazards to the public? [ ] [ ]

.Is there adequate distance between the action area and the viewing area

to provide protection to spectators? [ ] [ ]

.Are barriers provided to protect spectators/public if necessary? [ ] [ ]

.Is the action area secure to prevent entry of unauthorized persons? [ ] [ ]

.Are participants in games, contests and other events of proper age and in

adequate physical condition to safely participate? [ ] [ ]

.Are participants exposed to dangerous conditions? [ ] [ ]

.Is there an evacuation plan in case of severe weather or other emergency? [ ] [ ]

**Outside Operators- Contractors, Concessionaires**

.Are outside parties qualified and adequately insured? [ ] [ ]

.Has the Lions Club obtained a current “Certificate of Liability Insurance”

from these parties with the Lions Club as well as “The International Association

of Lions Clubs” added as additional insured? [ ] [ ]

 **YES NO**

**Liquor Liability**

.If alcoholic beverages are to be sold or distributed, has Liquor Liability

 Coverage been purchased? [ ] [ ]

**Medical Aids**

.Does the Lions Club have an adequate number of trained and/or

professional medical personnel available? [ ] [ ]

.Are all medical/first aid supplies sterile and stored in a clean location? [ ] [ ]

**NOTES:**

***THIS FORM SHOULD BE COMPLETED AND KEPT ON FILE FOR FUTURE REFERENCE***

**LIONS CLUB PROTOCOL FOR A VISIT BY THE DISTRICT 2-A3 GOVERNOR**

An official visit by the District Governor to a Lions Club should be treated as a special event, and special courtesy or protocol is in order.

. When contact is made to schedule the District Governor’s visit, every reasonable effort should be made to accommodate the District Governor’s requested date to visit the Lions Club.

.No other program for the Lions Club should be planned. The District Governor is the Lions Club’s guest speaker.

.The senior District Cabinet Officer in attendance should introduce the District Governor. If a Cabinet Officer is not in attendance, the Lions Club President should make the introduction. The District Governor may provide the information he/she wants to be included in the introduction.

.It is appropriate to invite the Region and/or Zone Chairperson(s). Spouses are invited and encouraged to attend the meeting.

. The District Governor should be addressed by the title “District Governor”.

.Lions Club members should rise from their seats (unless physically disabled) and applaud at the time the District Governor is introduced, and at the end of the District Governor’s presentation. This is a courtesy to the office not the person.

.The Lions Club should schedule the District Governor’s address to the Club at the end of the meeting.

.The International Association of Lions Clubs requires the District Governor to meet with the Board of Directors of a Lions Club. Therefore, the Club should arrange this meeting at the end of the regular Lions Club meeting.

. If a Lions Club has candidates to be inducted as new members, the District Governor should be notified well in advance of the scheduled meeting, usually at least forty-eight (48) hours in advance. The Lions Club should have the International Association of Lions Clubs new member packet and Lions pin for each new member to be inducted.

.If the Lions Club meeting is designated as “Spouse’s Night”, the District Governor should be notified in advance of the scheduled meeting.

.The District Governor and spouse should be seated at the head table, just to the right of the podium and the Lions Club President.

.As a courtesy, the Lions Club may pay for the District Governor’s meal, and offer a small appreciation gift.

**LIONS CLUBS INTERNAL REVENUE SERVICE (IRS) FILING REQUIREMENT**

The International Association of Lions Clubs and Lions Clubs are exempt from federal income tax under Internal Revenue Code Section 501(c) 4. If a Lions Club has annual gross receipts of $50,000 or less and and does not have to file a Form 990 or 990 EZ, the Lions Club must file an e-Postcard (also known as 990-N).

Due Date

It is due by the 15th day of the fifth month after the close of the tax year. Lions Clubs operate on a fiscal year, July 1-June 30, and the e-Postcard will be due by November 15th each year.

Information the Lions Club Needs to Provide on the e-Postcard

.a legal name and mailing address and any other names used

. a Web address if one exists

.employer identification number (EIN)

.the name and address of a principal officer, and

.a statement confirming the Lions Club’s annual gross receipts are normally $50,000 or less.

What Happens If A Lions Club Does Not File

A Lions Club risks losing its tax-exempt status. Any Lions Club that fails to meet its annual reporting requirement for three (3) consecutive years automatically loses its tax-exempt status under the law.

Reinstatement of Tax-Exempt Status

Tax-Exempt status may be reinstated after it has been revoked for failure to file for three (3) consecutive years, but the Lions Club must apply and pay the appropriate user fee.

For More Information

Go to [www.irs.gov/eo](http://www.irs.gov/eo)

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS**

**THE OBLIGATIONS OF CHARTERED LIONS CLUBS**

The obligations of each chartered Lions Club shall be as follows:

1. To hold regularly scheduled meetings or events;
2. Except as otherwise provided by the International Association of Lions Clubs Constitution and By-Laws and Board of Directors Policies, to collect from each member minimum annual dues to cover the International, Multiple District and District dues and such other expenses as are necessary for Club administration;
3. To encourage and motivate regular participation in the Club’s activities;
4. To conduct activities for the advancement of the civic, cultural, social and moral welfare of the community and for the promotion of international understanding;
5. To provide monthly reports to the International Office such information as may be called for by the Board of Directors of the Association;
6. To report the financial condition of the Lions Club to the International Office upon request;
7. To elect officers annually, not later than April 15th, whose terms of office shall commence on July 1st following their election;
8. To thoroughly investigate the background of all persons proposed for membership in the community where the proposed candidate for membership resides, has a place of business or is employed;
9. To uphold, preserve and enhance the image of the International Association of Lions Clubs;
10. To abide by the policies and requirements as determined by the International Association of Lions Clubs Directors;
11. To further the International Association of Lions Clubs Purposes and Code of Ethics;
12. To resolve all disputes arising at the Lions Club level according to the Club Dispute Resolution Procedure as approved by the International Association of Lions Clubs Board of Directors.

**INTERNATIONAL ASSOCIATION OF LIONS CLUB**

**LIONS CLUB PLACEMENT INTO STATUS QUO**

Definition

Status quo is a temporary suspension of a charter, rights, privileges and obligations of a Lions Club. The Executive Administrator and its divisions as designated by the Executive Administrator, acting on behalf of the International Association of Lions Clubs Board of Directors, has the authority to place a Lions Club in status quo. The objective of status quo is to stop the activity of the Club that is not fulfilling the obligations of a chartered Lions Club until the reasons for placement into status quo is resolved or the Lions Club is cancelled.

Categories of Status Quo

Lions Clubs may be placed in the following categories of status quo:

. Failure to comply with the purposes of the Association, or conduct unbecoming a Lions Club, such as, but not limited to, failure to solve Club disputes or involvement in litigation

. Failure to fulfill any obligations of a chartered Lions Club, such as, but not limited to, failure to hold Lions Club meetings or events regularly, or failure to report membership for three (3) or more consecutive months

. The Club is non-existing or fictitious

.The Club has asked to disband or participate in a Lions Club merger.

Role of the District Governor and District Governor’s Team

Requests for placement into status quo for failure to fulfill the obligations of a Lions Club are made by the District Governor, with the approval of the First Vice District Governor and the Zone Chairperson. Sufficient documentation demonstrating that the Club is not in compliance with the International Association of Lions Clubs Constitution and By-Laws or Board Policy and the actions taken by the District Governor’s Team to encourage compliance is required to be submitted along with the request.

 Requests must be received 90 days or more prior to the District and or Multiple District conventions. The Lions Club will be place in status quo once there is significant documentation that the Club is not complying with the International Association of Lions Clubs Constitution and By-Laws and Policy.

Every effort should be made to assist a Lions Club place into status quo before charter cancellation. The following procedures are to be followed to give assistance and support to Lions Clubs placed into status quo:

1. When a Lions Club is placed into status quo for failure to comply with the obligations of the Club, the District Governor Team or the Coordinating Lion, shall start working with the Club immediately toward accomplishing its release from status quo. The District Governor Team must keep the District Governor informed about the progress of the status quo Lions Clubs in the Zone.
2. If helpful, the District Governor may assign a Certified Guiding Lion to help bring the Club back into good standing. The Certified Lion must have the approval of both the Lions Club and the District Governor Team.
3. The District Governor or the Coordinating Lion must review the progress and inform the International Association of Lions Clubs headquarters in writing of the progress made or the recommendation of cancellation.

Priority Club Designation

Priority Club Designation allows members of the District Governor Team (District Governor, First Vice District Governor or Second Vice District Governor) to make up to two (2) additional Club visits to the Club funded by the existing District Governor budget. This designation does not change the status of the Club nor change the Club’s rights or obligations and is designed to provide support to clubs that need additional attention.

Priority clubs automatically include all clubs that have been chartered over the previous 24 months, clubs in status quo or financial suspension and clubs that have been cancelled over the previous 12 months that could be reinstated.

The District Governor may request priority status designation for five (5) additional clubs. To request priority status for clubs that are not newly formed, recently cancelled, in status quo or financial suspension as noted previously, the District Governor must indicate why additional support is necessary, provide a plan outlining the needed activities and assign a Guiding Lion to the Club. The plan must be approved by the Club, the District Governor, and the First Vice District Governor and then submitted to the District and Club Administration Division of the International Association of Lions Clubs. These clubs must continue to pay dues and fulfill the responsibilities of a Lions Club or may risk being placed in financial suspension and cancelled. If measurable progress is not made within six (6) months, these clubs may lose their priority designation. A club is considered to have achieved success when it has reached the goals set by the club when priority designation was granted. More than five (5) additional clubs may be given a priority designation with the approval of the District and Club Service Committee of the International Association of Lions Clubs.

Protective Status

A Lions Club may be placed on protective status when requested by the District Governor when

an area is experiencing war or civil insurgency, political unrest, natural disasters or any special circumstances which prevent the Lions Club from functioning normally. A Lions Club shall stay in protective status for the initial period of 90 days, plus additional days if warranted.

A Lions Club is released from protective status when the club is able to fully function, pay outstanding district, multiple district and international accounts and submit a reactivation report. The recommendation to release a protective status club shall be made at any time of the year. In cases of extreme hardship, the International Board of Directors, at the request of the District and Club Service Committee of the International Association of Lions Clubs may provide partial dues relief.

Cancellation

Lions Clubs which do not show improvement or make an adequate attempt to comply with the International Association of Lions Clubs Constitution and By-Laws or Board Policy within the specified time will be placed before the International Board of Directors to determine if the Club should be cancelled, remain in status quo or regain good standing or active status.

When the infraction is severe and Lions Club cancellation is in the best interest of the Association, a charter may be cancelled at the request of the Executive Administrator of the International Association of Lions Club or his/her designee in consultation with the Legal Division.

Rescinding Cancellation

The cancellation of a Lions Club may be rescinded within 12 months from the date of cancellation if the reasons for canceling the Lions Club are resolved. All previous dues must be paid. The District Governor or the Coordinating Lion must submit a Reactivation Report to rescind the charter cancellation. Request for reactivation that are received less than 90 days prior to the District or Multiple District convention may be held until the close of the convention.

Disbanding or Lions Club Merger

When a Lions Club notifies the International Association of Lions Clubs headquarters that it is disbanding or merging with another Lions Club and the District Governor supports the action and no other options seem viable, the Lions Club charter will be automatically cancelled.

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS**

**LIONS CLUB SUSPENSION AND CANCELLATION POLICY, EFFECTIVE JULY 1, 2015**

The Lions Club Suspension and Cancellation Policy, approved by the International Association of Lions Clubs which has been in effect since July 1, 2015, is as follows:

A Lions Club which has an unpaid balance in excess of twenty dollars ($20) per member or $1,000 per Lions Club, whichever is less, outstanding past 90 days will be placed on suspension.

In the event the Lions Club does not acquire good standing, as defined by the Board of Directors’ policy, on or before the 28th day of the month following suspension, the Lions Club’s charter will be automatically cancelled.

 A Lions Club in good standing is one which has not been placed in “status quo or financial suspension”; which operates in accordance with the provisions of the International Association of Lions Clubs Constitution and By-Laws and the International Board of Directors Policy; which has paid the dues for the District, and Multiple District dues and fees in full; has no unpaid balance of International dues and fees greater than ten dollars ($10); and no unpaid International Association of Lions Clubs account balance greater than fifty ($50) outstanding for ninety (90) days or more.

The cancellation of a Lions Club for financial suspension may be rescinded within 12 months from the date of cancellation if the Lions Club has paid their account balance in full and has submitted a completed reactivation report to the International Association of Lions Clubs.

Any Lions Club that has been approved for a payment plan by the Finance Division of the International Association of Lions Clubs will not be suspended, so long as it continues to fulfill its obligation according to the provisions of the approved payment plan.

Suspension is the temporary deferment of the charter, rights, privileges and obligations of a Lions Club due to an unpaid balance of accounts.

Lions Clubs on suspension shall not:

1. Conduct service activities
2. Conduct fund raising activities
3. Participate in District and Multiple District functions or seminars
4. Participate in any voting procedures outside of the Lions Club
5. Endorse or nominate a candidate for District, Multiple District or International office
6. Submit Monthly Membership Reports and report forms
7. Sponsor a Lions Club or organize a Leo Club.

Lions Clubs on suspension shall:

1. Hold meetings to discuss the future of the Club and identify the steps needed to regain an active status
2. Make payments to clear the existing outstanding balance, or request a payment plan.

Lions Clubs may make payment online at www.lionsclubs.org

Lions Clubs placed on suspension may regain an active status by paying their account balance in full. A re-activation report will not be required to regain active status; however, Lions Clubs officers should immediately review and update the membership roster after the Club is released from suspension.

 Additional information can be acquired by contacting Lions Clubs International at membershipbilling@lionsclubs.org.

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS**

**STEPS FOR PROPER CLOSING OF A LIONS CLUB**

When a Lions Club no longer wishes to continue membership in the International Association of Lions Clubs, the following steps are recommended:

1. The Lions Club members should hold a meeting, officially vote to disband the Lions Club and record the results of the voting in the Lions Club’s minutes of the meeting.
2. In order to confirm any outstanding Lions Club account balances, the Lions Clubs International Association of Lions Clubs Accounts Receivable and Club Account Department should be contacted at *accountsreceivable@lionsclubs.org*or telephone (630)203-3820.
3. Outstanding financial accounts should be paid first, including District, Multiple District and International dues. Any remaining administrative funds may be donated at the Lions Club’s discretion. Community funds must be returned to the community or charity.
4. The Lions Club’s members should be encouraged to transfer their memberships to other Lions Clubs. The Club which is disbanding should report the members as “dropped transfer”, and the Lions Club accepting the transfer members should report them as “transfers”. This information should be reported to Lions Clubs International as quickly as possible, **prior to the 20th of the month that the Club is being cancelled (if possible).**

**The Lions Club being put into status quo will be cancelled on the 29th of the month of the approved cancellation month in accordance with the International Association of Lions Club Board of Directors Policy.** Between the Status Quo date and the 29th of the month, no changes can be made to the Lions Club’s roster.

1. The Lions Club members together with the District Governor, or his/her designee, should determine where the Club’s historical information, gong and gavel should be kept. Sometimes these items are returned to the sponsoring Lions Club, and sometimes they are donated to a historical society collection or elsewhere.
2. If the Lions Club’s charter is still within the Club’s possession, it should be collected and returned to the English Language Department of the International Association of Lions Clubs, if it is not being donated to a historical society.
3. It is important for the District Governor and the Lions Club to confirm the Club’s status promptly with the International Association of Lions Clubs after indicating the Club’s plan to disband.

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS: MERGER OF TWO OR MORE LIONS CLUBS**

For the merger of two or more Lions Clubs to occur, the following procedure is to be completed:

1. The clubs considering a merger are to conduct a joint meeting to decide the following matters
2. Which one of the clubs is to be cancelled;
3. Whether the name of the remaining club will be revised, and if so, determine an appropriate name. The revised name is to be approved by the District Cabinet and the District and Club Administration Division of the International Association of Lions Clubs;
4. Whether the officers and committees of the remaining club will complete the term of office or if new officers will be elected after approval of the merger. If an election is to be conducted, set the location, date and time for the election and forward the results to the District Governor and the International Office;
5. Adopt a resolution selecting the location, date and time for the Board and general meetings or events of the remaining club after the merger is completed. Adopt a resolution for a continuation of charter date of one resolution of the clubs.
6. The general membership of each club considering a merger must adopt a resolution in support of a merger.
7. The club(s) agreeing to be cancelled must also complete the following additional phases prior to the merger:
8. Pay all outstanding financial obligations
9. Transfer any funds remaining in the administrative and activities accounts to the appropriate accounts maintained by the remaining club
10. Dispose of all club property in an appropriate manner
11. File its closing Monthly Membership Report with the International office listing the members transferring to the remaining club
12. Turn its charter over to the District Governor
13. The club remaining forwards the following documents and materials to the District Club Administration Division of the International Association of Lions Clubs
14. A copy of the merger resolution adopted by each club
15. A copy of the District Cabinet resolution approving the merger
16. A Monthly Membership Report listing as transfer members the members from the merged club(s)
17. The Merger Request Form
18. The merged club may receive a certificate of merger upon request to the International Association of Lions Clubs
19. When the name of the merged club is revised, the merged club may request that a charter be issued with the new name of the merged club.