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**District 5M-8 Cabinet**  
**Lions Clubs International**

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## LIONS DISTRICT 5M-8 POLICY MANUAL

The purpose of this policy manual shall be to assure uniformity of policy within Lions District 5M-8. Lions District 5M-8 hereby adopts by reference, all Lions International, Lions Multiple District 5M District Governors' policy manual excerpts and all supplements thereto. And in addition all chapters, paragraphs, etc. contained herein, or as may be amended from time to time.

### Section I. Distribution:

This manual shall be made available on the Lions District 5M-8 website annually, with a current copy of Lions District 5M-8 Constitution and By-laws and the Lions District 5M-8 Foundation By-Laws.

### Section II. Adoption and Amendments:

This manual shall be adopted and can only be amended at a regular Lions District 5M-8 Cabinet meeting by a two thirds vote of the entire cabinet.

### Section III. Upkeep and Expenses:

This manual shall be maintained by the Lions District 5M-8 Cabinet Secretary. The expense of printing, mailing, upkeep, etc. shall be a proper expense of Lions District 5M-8.

### Section IV. Contravention:

This manual shall in no way supersede or contravene the Lions District 5M-8 Constitution and By-laws and in all matters affecting same, the Lions District 5M-8 Constitution and By-laws shall prevail.

### Section V. Inclusions:

This policy manual shall include the following chapters and any other chapter that may be adopted according to Section II above.

- Chapter 1. Convention.
- Chapter 2. Finances.
- Chapter 3. Lioness.
- Chapter 4. 5M-8 District Cabinet Job Descriptions

### Chapter 1. Convention:

- A. The District Governor shall secure written contracts with the next two District 5M convention sites and reserve two sites for the third year for the first full weekend in February. All contracts and reservations shall be given to the next district governor.
- B. Invitations for a future convention shall only be accepted and considered when accompanied by an official bid application, complete in its entirety.
- C. The official convention bid form and invitation to host a 5M-8 district convention shall be available from the convention committee.
- D. The official bid application form shall be reviewed and approved from time to time by the standing convention committee and presented to the District Governor for approval by the cabinet. The bid form must include room cost, meal cost and costs in addition to other pertinent information affecting convention attendance.

### Chapter 2. Finances:

- A. The Cabinet Secretary-Treasurer or Cabinet Treasurer shall transfer all funds to the new district administration at the end of the fiscal year. A minimum of Five Hundred (\$500.00) dollars must be maintained in the administrative fund each year.
- B. Cabinet members shall not be reimbursed for expenses for attending Lions club chartering, Lioness club certification, club officer installation, social events, fund raisers, etc.
- C. Zone meeting expenses for Region Chairmen, or the District Governor shall not be an allowed Lions District 5M-8 Expense, unless requested by the Zone Chairman.

### Chapter 3. Lioness:

- A. It shall be the policy of Lions district 5M-8 to promote and encourage Lioness clubs to convert to Lions clubs in Lions district 5M-8.
- B. Lioness Club Presidents and Secretaries shall be included in mailings for the Lions District 5M-8 District Governor's Newsletter
- C. All Lioness Clubs are asked to contribute \$2.50 per member per year to the Lions District 5M-8 administrative fund. These funds cover the cost of the District Governor's News Letter to each Lioness club president and secretary, other mailings, monthly report forms and District Governor's contest awards.
- D. The District Governor shall instruct all zone chairpersons to invite all Lioness club officers in the zone to each zone meeting. Lioness club officers shall be recognized as such and asked to participate in the zone meeting activities.

- E. All Lioness club officers shall be asked to participate in district Lions club officers' training schools.
- F. Each Lioness club secretary shall receive a Multiple District 5M directory.
- G. The District Governor shall send Lioness club officers report forms to each Lioness club secretary and place names from the reports in the Multiple District 5M directory.

Chapter 4. 5M-8 District Cabinet Job Descriptions.

The following job descriptions shall apply to the various cabinet positions.

## **Constitution and By-Laws**

### **Duties:**

1. Be familiar with the international, multiple and district constitutions, by-laws and policy manuals.
2. Present amendments to the district 5M-8 constitution and by-laws at district 5M-8 business meeting.
3. Present amendments to the district 5M-8 policy manual at district 5M-8 cabinet meetings.
4. Be familiar with the standard club constitution and by-laws.

### **Qualifications:**

1. One year as a Lions club officer, in accordance with Lions district 5M-8 constitution, Article V, section 3;
2. Must have served as an officer of a Lions club for one (1) year.
3. Familiarity and interest in constitutional matters.

## **Conventions and Forums**

### **Duties:**

1. District 5M-8 Convention Committee - All Past District Governors who are members in good standing of a Lions club within the boundary of district 5M-8 shall constitute the convention committee with the Immediate Past District Governor as its chairperson. This committee will conduct the annual district 5M-8 convention only if no host club(s) will conduct the convention. The Convention/Host committee shall promote attendance at the district convention:
2. The 1<sup>st</sup>. Vice District Governor shall be the chair of the district 5M-8 forum. The committee shall promote attendance at the district 5M-8 forum.
3. Appropriate information should be disseminated to all Lions clubs in the district through the District Governors Newsletter, zone meetings and cabinet meetings.
4. Be Familiar with the district 5M-8 constitution Article IV, section 1 and 8, article V and Article VI.
5. Be familiar with district 5M-8 By-Laws; Article II, section 3 and 4; Article III.
6. Be familiar with district 5M-8 policy manual, section V, chapter 1 and chapter 3 (c).

### **Qualifications:**

1. An Immediate Past District Governor and a Vice District Governor.
2. One year as a Lions club officer, in accordance with district 5M-8 constitution, Article V, section 3; (a) Must have served as an officer of a Lions club for one (1) year.

## **Diabetes**

### **Duties:**

1. Develop a detailed knowledge of the various diabetes programs within and outside of Lions.
2. Visit clubs and present programs.
3. Visit zone meetings and present diabetes updates.
4. Attend cabinet meetings and provide written and oral reports.

5. Attend district 5M-8 conventions and provide seminar, if requested.
6. Coordinate, when requested, with District Lions Clubs on International Diabetes Center outreach visits to hospitals and clinics.
7. Develop knowledge of District Clubs with active Diabetes Awareness and/or screening programs.
8. Actively promote diabetes programs.
9. Attend Multiple District Diabetes meetings.
10. Provide, periodically, copy ready material for the District Governors newsletter.

**Qualifications:**

1. Must have served as an officer of a Lions club for one (1) year.
2. Interest in Diabetes Programs.
3. Ability to communicate with Lions clubs and Multiple District Diabetes Chair.

## **Extension**

**Duties:**

1. Develop knowledge of where new Lions Clubs may be formed.
2. Visit potential new club areas and arrange meetings with key personnel in the area.
3. Determine possible sponsoring clubs in conjunction with the District Governor.
4. Attend cabinet meetings and provide written and oral reports.
5. Attend Multiple District Extension meetings.

**Qualifications:**

1. One year as a Lions club officer.
2. Have an interest in promoting Lions with new clubs.
3. Ability to work with key people in a potential new area and the Multiple District Chair.

## **Hearing Foundation**

### **Duties:**

1. Develop a detailed knowledge of Hearing Foundation activities.
2. Attend Hearing Foundation meeting.
3. Visit clubs and present programs.
4. Attend zone meetings and present abbreviated programs.
5. Attend district 5M-8 conventions and present seminars, if requested.
6. Attend cabinet meetings and provide written and oral reports.
7. Attend Multiple District Hearing committee meetings.
8. Assist with Hearing Center tours and the State Fair booth.
9. Assist Lions clubs with hearing aid requests.
10. Actively promote the Hearing Foundation.
11. Provide, periodically, copy ready material for the District Governors Newsletter.

### **Qualifications:**

1. One year as a Lions club officer.
2. An interest in hearing.
3. Ability to communicate with Hearing Foundation and Lions clubs.

## **Leader Dog**

### **Duties:**

1. Develop a detailed knowledge of the Leader Dog Program.
2. Visit Leader Dog in Rochester, Michigan, if driving through or space available on District Governor tour.

3. Present program at Lions clubs or other groups seeking information.
4. Attend cabinet meetings and provide written and oral reports.
5. Present abbreviated programs at zone meetings.
6. Coordinate with District Governor, Multiple District Leader Dog Chair and Leader Dogs For The Blind for a District 5M-8 convention representative.
7. Coordinate convention transportation for the Leader Dog representative.
8. Actively promote Leader Dog.
9. Attend district 5M-8 conventions and provide seminars if requested.
10. Provide, periodically, copy ready material for the District Governor's newsletter.

**Qualifications:**

1. One year as a Lions club officer.
2. Have an interest in Leader Dog.
3. Ability to communicate with Lions Clubs, Leader Dog and the Multiple District Leader Dog chair.

**Leadership Development, Officer Training,  
And Orientation**

**Duties:**

1. Develop a detailed knowledge of the committee responsibilities.
2. Provide Leadership Training for club visits, District 5M-8 seminars and officers training.
3. Provide training for club president elects and secretary elects and other interested Lions.
4. Provide orientation programs for Lions clubs.
5. Provide officers training for region and zone chairs and other interested cabinet members as required by the District Governor.
6. Attend Multiple District Leadership committee meeting.
7. Attend cabinet meetings and provide written and oral reports.



**Qualifications:**

1. One year as a Lions club officer.
2. Ability to communicate verbal and written.
3. Experience in leadership, management, and structuring organizations, is desirable.
4. Previous briefing and training experience is desirable.

**Lions Clubs International Foundation (LCIF)****Duties:**

1. Develop a detailed knowledge of LCIF.
2. Assist clubs on LCIF Grants and Melvin Jones award applications.
3. Receive funds from clubs and forward to LCIF.
4. Actively promote LCIF.
5. Attend cabinet meetings and provide written and oral reports.
6. Attend the district 5M-8 convention and provide seminars, if requested.
7. Present programs at Lions clubs.
8. Present information at zone meetings.
9. Work with District Governor on LCIF Emergency Grants in the event of a local natural disaster.
10. Provide, periodically, copy ready material for the District Governor's Newsletter.

**Qualifications:**

1. One year as a Lions club officer
2. Have an interest in LCIF.
3. Ability to communicate with Lions clubs.

## **Long Range Planning**

### **Duties:**

1. Promote and project Lions programs into the future.
2. Attend multiple district strategic planning meetings.
3. Promote the multiple district strategic plan.
4. Develop district 5M-8 strategic plan.
5. Coordinate a strategic plan with district committees.

### **Qualifications:**

1. One year as a Lions club officer, in accordance with the Lions district 5M-8 constitution, Article V, section 3.
2. Familiarity with all multiple district programs.
3. Familiar with the constitutions of Lions International, The Multiple District and District 5M-8.

## **Membership**

### **Duties:**

1. Be acquainted with the problems and potential problems of the District Clubs.
2. Attend Multiple District Membership meetings.
3. Plan membership programs.
4. Select zone membership chairs in conjunction with the District Governor.
5. Conduct membership chair training sessions.
6. Conduct meetings with membership chairs.
7. Attend cabinet meetings and provide written and oral reports.
8. Provide a District seminar, if requested.

9. Present programs at Lions clubs.
10. Present updates at zone meetings.

**Qualifications:**

1. One year as a Lions Club Officer, in accordance with the Lions District 5M-8 Constitution, Article V, Section 3.
2. Have a desire to promote membership.
3. Ability to work with Lions clubs, zone membership chairs, the District Governor and the Multiple District Chair.

## **Sight Conservation and MN Lions Vision Foundation**

**Duties:**

1. Attend Vision Foundation Board meetings and serve on appointed committees.
2. Attend District Cabinet meetings and report on Vision Foundation activities.
3. Attend district zone meeting;
4. Report on Vision Foundation activities.
5. Give a short pitch for fund-raising programs.
6. Give information on latest tours/events
7. Get bookings for club presentations.
8. Talk to each club president - with your appointment calendar in hand; “When are you going to have me at your club meeting?”
9. Give a slide show or video tape presentation at club meetings. When giving a club presentation, your opening/closing remarks should include;
  - a. A thank you for being invited.
  - b. Explanation of your program - (we will have a slide show or video tape).
  - c. Open yourself to questions from the audience.
  - d. Reminder of per capita dues structure.

- e. Vision Foundation budget.
- f. Tissue processing fees.
- g. Pitch for fund-raising promotions.
- h. White Cane Days.
- i. High School All-Star Baseball Tournament.
- j. Reminder of Vision Foundation recognition programs.
- k. Vision Foundation Boards.
- l. Helen Keller Sight awards.
- m. Thanksgiving for Vision.
- n. Success stories.
- o. Collect used eyeglasses.
- p. Distribute glasses to Lions International or V.O.S./H.
- q. Assist with Eye Bank tours, and State Fair booth.
- r. Help with appointments to Vision Foundation Clinic.
- s. Regular appointment desk (612) 625-4400
- t. Lions Referral & Cost Assistance
- u. Betty Walen (612) 625-5496
- v. Attend district convention and provide seminar, if requested.
- w. Attend Multiple District Sight Committee meetings.

**Qualifications:**

1. One year as a Lions club officer, in accordance with Lions district 5M-8 constitution, Article V, section 3.
2. Time to carry out the designated duties.
3. Ability to communicate the sight programs.
4. Must be able to commit to a 3 year term, no longer than 6 years.

## **Can Do Canines**

1. Develop a detailed knowledge of the Can Do Canines program.
2. Attend the training session at Can Do Canines of Minnesota.
3. Present program at Lions clubs or other groups seeking information.
4. Attend cabinet meetings and provide written and oral reports.
5. Present abbreviated programs at zone meetings.
6. Coordinate with District Governor and Multiple District Can Do Canines Dog chair on a district 5M-8 convention representative.
7. Actively promote Can Do Canines of Minnesota.
8. Actively promote and participate in the Heel and Wheel fundraising walk in September.
9. Periodically provide an article for the District Governor's Newsletter.

### **Qualifications:**

1. One year as a Lions club officer, in accordance with Lions district 5M-8 constitution, Article V, section 3.
2. Time to carry out the designated duties.
3. Ability to communicate the Can Do Canines programs.

## **Zone Chairperson**

### **Duties:**

1. Review zone chair manual.
2. Attend zone chair training.
3. Become familiar with Lions programs; (sight, hearing, leader dog, etc.)
4. Conduct a minimum of three zone meetings each year.
5. Promptly report your zone Meetings.

6. Visit zone Clubs.
7. Coordinate zone meeting with other zone chairs in your region to preclude meeting on same night.
8. Ensure zone meetings are not on a zone club's meeting night.
9. Obtain answers for your zone clubs' questions.
10. Assist Membership, Extension and Leadership committees.
11. Attend cabinet meetings and provide written and oral reports.
12. Contact clubs with delayed monthly reports and advise region chair.
13. Attend district 5M-8 conventions.

**Qualifications:**

1. Served as president of a Lions club.
2. Time and ability to accomplish duties.

## **Youth Outreach**

**Duties;**

1. Develop a detailed knowledge of Lions Quest, Youth Exchange, Leo and Peace Poster contest.
2. Visit clubs and present programs.
3. Visit zone meetings and present abbreviated programs.
4. Coordinate Quest teacher training with the multiple district Quest committee chairs and Quest International.
5. Work with clubs sponsoring Quest, Youth Exchange, Leo and Peace Poster.
6. Coordinate Youth Exchange with multiple district committee chair.
7. Actively promote youth and youth related awards.

8. Attend cabinet meetings and provide written and oral reports.
9. Attend District 5M-8 conventions.
10. Provide seminar at District 5M-8 convention, when requested.
11. Attend Multiple District Youth Outreach Committee meetings.
12. Provide, periodically, copy ready material for the District Governor's Newsletter.

**Qualifications;**

1. One year as a Lions club officer in accordance with Lions district 5M-8 constitution, Article V, section 3.
2. Interest in Youth Outreach.
3. Ability to communicate with Lions clubs, school districts, Quest International and the Multiple District committee chair.

## **Publicity and Protocol**

**Duties;**

1. Obtain newspaper article on a Lions club project. Secure news release from the paper and send to the Lion Magazine.
2. Assist the District Governor at district 5M-8 convention in identifying visiting dignitaries at each function (lunch., banquet, brunch) for the appropriate protocol on introduction. (Seek assistance from PDGs and PIDs) Also assist on head table seating protocol.
3. Arrange for appropriate picture taking at the district 5M-8 convention.
4. Work closely with the District Governor.
5. Attend cabinet meetings and provide reports, oral and written.

**Qualifications;**

1. One year as a Lions club officer, in accordance with district 5M-8 constitution, Article V, section 3.
2. Be a member of the Governor's club or in immediate area to facilitate communication.

## **1<sup>st</sup>. Vice District Governor**

### **Duties;**

1. Perform your duties as 1<sup>st</sup>. Vice District Governor.
2. Support your District Governor.
3. Familiarize yourself with the duties, plans, responsibilities and properties of your District Governor.
4. Participate in the development of the District Budget.
5. Perform the duties assigned to you as 1<sup>st</sup>. Vice District Governor.
6. Duties defined in your District Constitution, By-Laws and Policy Manual.
7. Duties assigned to you by your District Governor.
8. Actively participate in all cabinet meetings and other district functions.
9. Be prepared to conduct meetings in the absence of your District Governor.
10. Stay in close communications with your District Governor and prepare yourself to step in as District Governor in the event that your governor can no longer serve in the office.
12. Actively assist and support your District Governor and help make his/her year a success.
13. Prepare for your year as District Governor.
14. Study and learn the duties and responsibilities of a District Governor.
15. Carefully plan for your year as District Governor.
16. Define your plans and goals.
21. Carefully select your organization based on the jobs to be performed and the qualifications required for each position.
22. Carefully train each person in your organization. They must understand their responsibilities and what is required to make their job and your job successful. You must also clearly define how the communications will be handled.
23. Write the speeches you will use as 1<sup>st</sup>. Vice District Governor and as District Governor.
24. Plan your year as District Governor.



25. District Governor's Point Contest.
26. Cabinet meeting schedule.
27. New club goals and plans.
28. Leadership and membership development plans and events.
29. Communicate your plans and priorities to your officers and cabinet.
30. Be sensitive to the work of your current District Governor and be careful not to disturb his/her term of office.
31. Attend meetings and conventions.
32. Zone meetings.
33. District cabinet meetings and council of governors' meetings.
34. District 5M-8 conventions, MD5M convention and Lions International convention.
35. USA/Canada Leadership Forum.
36. Leadership development seminars and workshops.

**Qualifications;**

1. Comprehensive understanding of Lions Clubs International and of his/her district.
2. Credibility with the Lions of the District.
3. Desire and ability to serve as District Governor.
4. Willingness and time available to commit to the duties of 1<sup>st</sup>. Vice District Governor followed by District Governor.
5. Good organizational skills.
6. Effective presentation skills (i.e. public speaking, workshop presenter, etc.).
7. Ability to travel with in the District, MD5M and to other locations as needed.
8. In accordance with District 5M-8 constitution, Article IV, section 3.

## **2<sup>nd</sup>. Vice District Governor**

### **Duties;**

1. Perform your duties as 2<sup>nd</sup>. Vice District Governor.
2. Support your District Governor.
3. Familiarize yourself with the duties, plans, responsibilities and properties of your District Governor.
5. Perform the duties assigned to you as 2nd. Vice District Governor.
6. Duties defined in your District Constitution, By-Laws and Policy Manual.
7. Duties assigned to you by your District Governor.
8. Actively participate in all cabinet meetings and other district functions.
9. Be prepared to conduct meetings in the absence of your District Governor and 1<sup>st</sup>. Vice District Governor.
10. Stay in close communications with your District Governor and prepare yourself to step in as 1<sup>st</sup>. Vice District Governor in the event that your 1<sup>st</sup>. Vice District Governor can no longer serve in the office.
11. Actively assist and support your District Governor and help make his/her year a success.
12. Prepare for your year as 1<sup>st</sup>. Vice District Governor.
13. Study and learn the duties and responsibilities of a District Governor.
14. Write the speeches you will use as 1<sup>st</sup>. Vice District Governor and as District Governor.
15. Be sensitive to the work of your current District Governor and 1<sup>st</sup>. Vice District Governor be careful not to disturb his/her term of office.
16. Attend meetings and conventions.
17. Zone meetings.
18. District cabinet meetings.
19. District 5M-8 conventions, MD5M convention and Lions International convention.
20. USA/Canada Leadership Forum.

21. Leadership development seminars and workshops.

**Qualifications;**

1. Comprehensive understanding of Lions Clubs International and of his/her district.
2. Credibility with the Lions of the District.
3. Desire and ability to serve as 1<sup>st</sup>. Vice District and District Governor.
4. Willingness and time available to commit to the duties of 2nd. Vice District Governor followed by District Governor.
5. Good organizational skills.
6. Effective presentation skills (i.e. public speaking, workshop presenter, etc.).
7. Ability to travel with in the District, MD5M and to other locations as needed.
8. In accordance with District 5M-8 constitution, Article IV, section 3.

### Cabinet Member Memorial Procedure

In the event of the death of a Past District Governor living in District 5M-8, a spouse of a PDG living in District 5M-8, a seated District 5M-8 cabinet member or a spouse of a seated District 5M-8 cabinet member or an immediate family member of a seated District 5M-8 cabinet member, a \$35.00 memorial of their choice, will be given to the family. A \$5.00 donation will be collected from each cabinet member each year. It would be effective July 1, 2010.