

**MULTIPLE DISTRICT 20**  
**LIONS CLUBS OF**  
**NEW YORK STATE & BERMUDA**



**POLICY MANUAL**

**LAST REVISED: October 2015**

## **PREFACE**

### **INTRODUCTION**

The contents of this manual, as published, constitute various procedures and policies as approved by the 1983-1984 Council and subsequent Councils.

### **PURPOSE**

The intent of this manual is to set, in writing, a standardized method of operation for Multiple District 20 by each Council of Governors and the MD-20 Committees. The authority for the policies enumerated in this manual is consistent to the Policy Manual of Lions Clubs International as promulgated and revised from time to time by a majority at International Board Meetings.

### **OPERATION**

The policies herein shall immediately become effective upon receiving a majority vote by a Council. They shall remain in effect until they may be revised or rescinded by the majority vote of any Council at any single Council meeting after presentation of any proposed amendment to the Policy Manual Committee for evaluation and review, unless a more restrictive procedure is set herein for any section or portion thereof. No policy shall contradict the Lions Clubs International and MD-20 Constitution and By-Laws.

Additions, revisions, or deletions shall be effective as of the date of the Council Meeting at which such changes were approved.

Manual Form: The MD-20 Policy Manual shall be maintained in electronic form only.

Policy Manual Revisions: The MD-20 Policy Manual shall be maintained in electronic form only.

### **DISTRIBUTION**

Copies of this manual shall be made available by the MD-20 Secretary/Treasurer in electronic format for use by the District Governors; Finance Committee; Long Range Planning Committee; Constitution & By-Laws Committee and Policy Manual Committee. Copies may also be made available to the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors, if requested. The MD-20 Secretary/Treasurer shall also distribute an electronic copy to each member of all other standing committees; activity chairs/coordinators; at-large committees; ad hoc committees and MD-20 Convention Chair upon their appointment. Copies shall be distributed to a Lions Club by the MD-20 Secretary/Treasurer, upon written receipt of a written request from the club President or Secretary. The updated policy manual will be placed on the MD-20 website.

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# MD-20 POLICY MANUAL

## SECTION I – DISTRICT ORGANIZATION

### A. Composition

MD-20 consists of 12 (sub) districts: N, E-1, E-2, W, Y-1, Y-2, O, R-1, R-2, K-1, K-2, and S

### B. Requirements

At the time of assumption of the positions of Governor, 1<sup>st</sup> and 2<sup>nd</sup> Vice-District Governors, Region Chair, and Zone Chair, they will possess the requirements set forth in the MD-20 Constitution and By-Laws, Article VII, Sections 2, 3, and 4.

### C. Filing of Candidacy Application for District Governor and Vice-District Governors

Candidate for 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governor shall:

1. Obtain an application from the MD-20 Secretary/Treasurer.
2. Such application must be filed after January 1, and not less than 30 days prior to the MD-20 Convention date.
3. The District Governor in office at that time will notify Lions Clubs International and the necessary paper work will be forwarded to the candidate.
4. The applications are reviewed by the MD-20 Secretary/Treasurer for completeness and verification that all requirements for the office sought have been met. The candidate and the respective District Governor are informed of any variances needing correction. Such application must be filed after January 1, and not less than 30 days prior to the MD- 20 Convention date.

### D. Nominations for District Governor and Vice-District Governors

1. All qualified District Governor and Vice-District Governor candidates shall be placed in nomination by the chair of the MD-20 Nominating Committee.
2. When a district reaches a convention without a qualified candidate filing an application, a nomination may be made from the floor of the convention provided the Nominations Committee approves said nomination (finds that the candidate fulfills the qualifications). No other nominations may be made from the floor.
3. Times allowed for the seconding speeches and demonstrations are as follows:
  - a). Eight minutes total shall be allowed for a seconding speech and demonstration for each International officer or Director candidate.
  - b). There shall be one seconding speech for each Governor candidate not exceeding one and one-half (1-1/2) minutes in duration.
  - c). There shall be one seconding speech for each 1<sup>st</sup> & 2<sup>nd</sup> Vice-District Governor candidate not exceeding one (1) minute in duration.
  - d). In districts where there are contests, there may be a demonstration for each candidate one and one-half (1-1/2) minutes in duration immediately following the seconding speech for that candidate.
4. The order of nominations will be as follows: 2<sup>nd</sup> Vice District Governor, 1<sup>st</sup> Vice District Governor, District Governor, International Officer or Director. When there is a contest for an office, the nominations for the office will be made after completion of other sub-Districts.
5. When a district reaches a convention as a transitional district, its District Governor shall be appointed by the International Board of Directors, in accordance with Article III, ELECTIONS, and Section 9 (d) of the By-Laws of Lions Clubs International.

**E. Elections – Entitled to Vote**

1. Each chartered club in the MD-20 in good standing shall be entitled to one (1) voting delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in the club, or major fraction thereof, of said club as shown by the records of the International Office on the first day of the month last preceding that month during which the MD- 20 convention is held. Provided, however, that each such club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be five or more members. Each such vote based on membership can be cast only by a delegate present in person at the convention, and no delegate shall cast more than one vote on each.
2. Each District governor and Provisional District Governor in MD-20, by virtue of his/her office, and each Past District Governor and Provisional Past District Governor, who is an active member in good standing, of a chartered Lions Club in good standing, shall be an accredited delegate to each such Multiple District 20 Convention, but shall not be included in the delegate quota of his club for any such convention.
3. A club in good standing is defined as one having all financial obligations paid to Lions Clubs International and MD-20. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

**F. Voting Procedure**

1. Balloting for the office of District Governor and 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governor shall take place on the last day of the Multiple District annual convention. Time is to be set by the Council of Governors.
2. Each delegate or alternate must be present in person and certified before balloting for the office of District Governor.
3. Balloting shall be held separately by each sub-district and shall be by written secret ballot. The candidate receiving a majority of the votes cast shall be declared elected.
4. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected providing the tied candidates have a majority vote if more than two are on the ballot.
5. Nomination and endorsement of candidates for International Director and International Second Vice President.
6. Ballot forms shall be provided by the MD-20 Secretary/Treasurer of Multiple District 20 in a form approved by the MD-20 Council. (see below).

**SAMPLE BALLOT**

MD-20 ANNUAL CONVENTION 20\_\_  
DISTRICT 20-

FOR THE OFFICE OF DISTRICT GOVERNOR

Lion Member \_\_\_\_\_

FOR THE OFFICE OF FIRST VICE DISTRICT GOVERNOR (Vote for One)

Lion Member \_\_\_\_\_

Lion Member \_\_\_\_\_

FOR THE OFFICE OF SECOND VICE DISTRICT GOVERNOR (Vote for One)

Lion Member \_\_\_\_\_

Lion Member \_\_\_\_\_

**G. Failure to Elect, Death, or Refusal of District Governor Elect to Assume Office of District Governor Prior to Beginning Term**

See LCI Constitution & By-Laws newly revised

**H. Vacancy in Office of District Governor**

See LCI Constitution & By-Laws newly revised

**I. Accounting**

1. District Accounts

- a). The bank name, address, and account number will be forwarded to the MD-20 office.
- b). District refund checks from the MD-20 Office will be forwarded to the district for depositing into the respective district checking account.
- c). Quarterly, the Governor will forward a copy of the monthly statements to the MD-20 Office.
- d). If (a), (b), or (c) is not complied with, the MD-20 S/T is authorized to delay disbursing funds to that district until there is compliance.
- e). Bonding
  - (1). Each district will bond the Governor and Treasurer or Secretary/Treasurer for a minimum amount of \$25,000 for all accounts.
  - (2). A copy of the bond will be provided to the Multiple District office and to the succeeding Governor.
- f). Each District Governor will have an audit of the district's books and accounts performed immediately after June 30.
- g). The Governor will also forward a copy of the year-end statement to the MD-20 Office.

## SECTION II - COUNCIL OF GOVERNORS

### A. MD-20 Council

1. There shall be a MD-20 Council composed of:
  - a). All District Governors in the Multiple District
  - b). One (1) Immediate Past District Governor who shall serve as Council Chair.
  - c). Current and Past International Officers and Directors of the Association and the President of the MD-20 Past District Governors Organization, who are active members of a Lions Club in MD-20.
  - d). The District Governors and the Council Chair are the voting members of the Council. In the absence of a District Governor at a duly noticed meeting of the Council, the 1st Vice District Governor from that unrepresented district, if present, shall automatically be recognized by the Council Chair as a voting member of the Council.
  - e). For the sole purpose of electing a Council Chair, the seated 1<sup>st</sup> Vice District Governors shall also be considered members of the Council and each 1<sup>st</sup> Vice District Governor shall have one vote. The chair shall be elected by secret ballot majority by vote of the preceding MD-20 Council and the seated 1<sup>st</sup> Vice District Governors at the preceding Council's third (3<sup>rd</sup>) council meeting.

There shall also be a Vice Council Chair, who is a District Governor, elected by a majority vote of the Council at its first called meeting following the International Convention.

If more than two candidates are nominated for either Chair or Vice Chair, and no one receives a majority of the votes cast on the first ballot, then the candidate with the least number of votes shall be removed from consideration and a new vote taken. In the event no one receives a majority of the votes cast on the second ballot and there are still more than two candidates then the procedure set forth herein above shall continue until there are only two candidates remaining. Thereafter, voting shall continue until one receives a majority of the votes cast. For the above purposes, the word "majority" shall mean "more than half".

2. A majority of the MD-20 Council shall constitute a quorum.

When a motion to hold an executive session has been approved by the voting members of the Council, said session shall consist only of the voting members of the Council and any additional individuals invited by the Council Chair, with the approval of the Council of Governors.
3. The powers of the organization, expressed or implied, shall be vested in the Council.
  - a). It shall constitute the executive body of this organization and its action shall be final.
  - b). It shall have the general management and control of the business, property, and funds of this organization.
  - c). It shall exercise general control and supervision over all committees and officers of the organization, except the District Governors in their capacity as officers of The International Association of the Lions Clubs.
  - d). It shall have such other powers, duty, and authority as prescribed in the MD-20 Constitution and By-Laws.
4. Legal Counsel
  - a). The Council of Governors shall secure, by retainer, the services of legal counsel to review contracts between the Multiple District and the successful bidder for the annual MD 20 District Convention as is required in Article IV, Section J, 3. of the Policy Manual.
  - b). Legal counsel will be available to the Council Chair and State Secretary/Treasurer to advise on other business transactions, which may be undertaken by the Council of Governors.

- c). Legal counsel will also be available to the Council Chair to advise on issues related to civil actions brought against Multiple District 20. Should such event occur, the State Secretary/Treasurer will immediately inform the Council Chair, who will be authorized to take whatever action is required to protect the Multiple Districts' name and resources.
  - d). Legal counsel shall be retained on a yearly basis as negotiated by the State Secretary/Treasurer and approved by the Council of Governors at the first Council meeting of the year.
  - e). Legal counsel shall not be a member of a Lions Club.
5. MD-20 Council Meetings
- a). The MD-20 Council shall call its first meeting within sixty (60) days after the date on which the District Governors officially take office.
  - b). The time, date, location and frequency of council meetings are determined by the MD-20 Secretary/Treasurer jointly with the MD-20 Council Chair. There will be a maximum of four (4) council meetings of which the last will be conducted at the MD-20 Convention.
  - c). The chairs of the Constitution and By-Laws and Long Range Planning Committees may be invited to any meetings. The presidents of the New York State Bermuda Foundation, Inc., Empire State Special Needs Experience Inc. or person it may deem advisable and as well as to the conducting of Council business. Such invitations shall be in writing.
  - d). The agendas shall be prepared jointly by the Council Chair and MD-20 Secretary/Treasurer.
  - e). All council meetings shall be governed by Roberts Rules of Order, Newly Revised latest addition.
  - f). Any suggested additions to the agendas of the Council of Governors meetings set forth hereinafter must be received by the MD-20 Secretary/Treasurer at least 30 days prior to the council meeting and must be approved by the Council Chair in order for it to be added to the agenda.
- 6. Except in extreme situations, all bills being submitted for payment must be accompanied by proper invoices or receipts.
  - 7. In the absence of the Council Chair, the Vice Council Chair shall preside at all council meetings, and MD-20 International Convention business sessions.
  - 8. Expense items, not in the annual budget, must be referred to the Finance Committee for review and advice before Council action.
  - 9. The Council shall establish the amount of the MD-20 annual convention registration fee based on the recommendation of the MD-20 Finance Committee.
  - 10. In order that future District Governors becomes more familiar with the operations of the Multiple, all 1<sup>st</sup> Vice District Governors are invited to attend all regularly scheduled council meetings. The Council of Governors will provide the reimbursement rate for these meetings.
  - 11. 1<sup>st</sup> Vice District Governors should forward any suggestions or concerns pertaining to the business of the Council of Governors through their respective District Governor.
  - 12. 1<sup>st</sup> Vice District Governors will be invited to attend the two day training seminar with the time and date to be determined by the GLT Chair and Council Chair. The MD-20 Secretary/Treasurer will be responsible to make the arrangements for the facilities. The topics will be discussed as recommended by LCI Leadership training guidelines and the following:

**The MD-20 Office**  
**Your role in MD-20**  
**The role of the MD-20 GLT/GMT Team**  
**MD-20 Policy Manual & Constitution**  
**MD-20 Accounts Receivables**  
**MD-20 Budget Format**

### 13. Leadership Development

- a). 1<sup>st</sup> VDG training to be held within 30 days before the MD-20 convention.
- b). 2<sup>nd</sup> VDG training will be held concurrently with the second Council of Governors meeting on the Thursday morning in conjunction with the MD-20 Leadership Institute.
- c). Funding for the 2<sup>nd</sup> VDG's to attend the Lions Leadership Institute is the responsibility of the respective sub-districts.

### **B. Meeting Agendas of the MD-20 Council**

Proposed deviations from these agendas must be agreed upon, in writing, by the Council Chair.

#### **FIRST REGULAR MEETING**

FIRST SESSION (Friday) 3:00 p.m.

Call to Order  
Pledge to Flag  
Lions Prayer  
Nominations/Election of Council Vice-Chair  
Approve Minutes of Fourth Council Meeting  
Communications  
Calendar dates for upcoming Lions year  
Prior Fiscal Year Financial Report Accounts Receivable  
Proposed Budget for current fiscal year (7/1-6/30)  
Award the bid and appointment of MD-20 Magazine Publisher including bid contract and Editor  
International (LCI) Report  
Report of President MD-20 PDG Organization (written)  
CC Appointment 2 Past International Directors and 1 VDG to Policy Manual Committee  
VCC Appointment of 2 sitting District Governors to Policy Manual Committee  
Old Business  
New Business  
6:00 p.m. Recess

SECOND SESSION (Saturday) 9:00 a.m.

Call to Order  
Pledge to the Flag  
Lions Prayer  
MD-20 GLT Chair Report  
MD-20 GMT Chair Report  
International Convention Report (previous year written)  
Previous MD-20 Convention Report (written)  
Long Range Planning Committee  
MD-20 Leadership Institute Report  
MD-20 Convention Report  
USA/CANADA Leadership Forum Report  
Old Business  
New Business  
Comments  
Council of Governors meeting with Camp Badger representatives  
1:30 Vice District Governors meet with the MD-20 GMT & GLT team  
2:30 p.m. Adjournment

## **SECOND REGULAR MEETING**

### **FIRST SESSION (Friday) 3:00 p.m.**

Call to Order  
Pledge to Flag  
Communications  
Approval of Minutes of First Council Meeting  
Financial Report (July 1 to September 30)  
Accounts Receivable  
Audit Report presented by the CPA  
International Report (LCI)  
Lions Day with United Nations  
MD-20 Convention city presentations and selection  
MD-20 PDG Association report  
Review of all MD-20 committee activity reports  
Old Business  
New Business  
Comments  
6:00 p.m. Adjournment

### **SECOND SESSION (Saturday) 9:00 a.m.**

Call to Order  
Pledge to Flag  
Lions Prayer  
MD-20 GLT Chair report  
MD-20 GMT Chair report  
Report of MD-20 Annual Convention Committee  
MD-20 Convention Appointments (Worksheets)  
    Chair, Credentials Committee  
    Chair, Sgt. at Arms Committee  
    Chair, Nominations Committee  
    Chair, Resolutions Committee (Constitution & By-laws committee)  
    Chair, Voting Committee  
    Chair, Flag Ceremony Committee  
    Chair, Elections Committee  
Program, Friday morning breakfast  
Program, Welcome Lions luncheon (Partners)  
Program, Saturday morning breakfast  
Chair, Necrology Service  
Chair, MJF Luncheon  
Session Appointments  
    Presiding – First Convention Session  
    Welcome Address - Sitting DG where convention is held  
    Response and Appreciation to International Speaker  
    Flag Ceremony - Announcer  
Report of MD-20 activities  
Council recommended convention seminars  
New York State/Bermuda Foundation Annual Report  
International Convention Report  
GMT Roundtable discussion  
Old Business  
New Business  
Comments  
5:00 p.m. Adjournment

### **THIRD REGULAR MEETING**

#### **FIRST SESSION (Friday) 3:00 p.m.**

Call to Order  
Pledge to Flag  
Lions Prayer  
Approve Minutes of Second Council Meeting  
Communications  
Financial Report Independent Auditor Report  
Accounts Receivable International Report  
International Convention Report  
ESSNE Annual Report  
Old Business  
New Business  
Comments  
5:00 p.m. Adjournment

#### **SECOND SESSION (Saturday) 9:00 a.m.**

Call to Order  
Pledge to Flag  
Lions Prayer  
Pin Selection  
International Convention  
MD-20 GMT Chair report  
MD-20 GLT Chair report  
MD-20 Convention Report  
Appoint MD-20 Convention Chair (two years hence)  
Report – President MD-20 PDG Organization  
USA/Canada Leadership Forum  
Council Chair Reports  
Appointment of MD-20 Web Master  
One Year Committee Appointments  
Multiple District Appointments (three-four years)  
Contract for MD-20 Secretary/Treasurer  
Nomination/Election Council Chair, MD-20 (following year)  
Old Business  
New Business  
Comments  
5:00 p.m. Adjournment

## **FOURTH REGULAR MEETING 9:00 a.m.**

Call to Order  
Pledge to Flag  
Lions Prayer  
Communications  
Approve Minutes of Previous Council Meeting  
Financial Report (7/1 to 3/31)  
Accounts Receivable  
Preliminary budget report for upcoming year International Report (LCI)  
Multiple District Convention Update  
Report – President MD-20 PDG Organization  
MD-20 GMT Chair report  
MD-20 GLT Chair report  
International Convention Update  
USA/ Canada Leadership Forum  
Review the activities of MD-20 Committees  
Old Business  
New Business  
Recommendations to Incoming Council  
Comments  
12:00 Adjournment

### **C. Council Chair's Duties**

The Council Chair shall:

1. Preside over all meetings of the Council of Governors, pursuant to the latest edition of Roberts Rules of Order Newly Revised.
  - a). Be fully familiar with parliamentary procedure.
  - b). Have a complete understanding of protocol as designated by Lions Clubs International, i.e. is senior at MD-20 and international functions where the Council acts as a unit.
2. Approve all agendas of council meetings printed by the Multiple District Secretary/Treasurer and any suggested additions as requested by member (s) of the Council of Governors that were submitted in writing 30 days prior to the meeting.
3. Make decisions as they relate to Multiple District 20 activities. On decisions, he/she shall poll his/her fellow Governors and abide by the majority opinion. He/she is the spokesperson for the entire Council and must keep all members of the Council informed. In emergencies, the Chair shall make decisions for the entire Council, and these decisions shall be reported to the Council in writing as soon as possible.
4. As Council Chair:
  - a). is a voting member of the Policy Manual Committee ( BY. Art. III. Sect. 4 b)
5. As Immediate Past Council Chair:
  - a). is a member of the MD-20 financial investment team.
  - b). assists in the seating of the Family and guests at the opening session of the MD-20 annual convention.
  - c). during the three years immediately following the Council Chair term, serves as a member of the MD-20 Long Range Planning Committee.
6. Ensure that a new Council Chair is elected at the third Council meeting for the ensuing fiscal year, and shall make the Chair-Elect an integral part of the Chair's activities for the balance of the year.
7. Ensure that all members of MD-20 Committees are appointed.

8. Sign all checks that are prepared by the MD-20 office. The Multiple District Secretary/Treasurer thereafter countersigns said checks.
9. Sign all bank transactions jointly with Multiple District Secretary/Treasurer concerning transfer or investments of funds.
10. Be responsible for the hospitality suite at the council meetings whenever possible. The chair will have an adjoining room to the hospitality suite. The cost of the hospitality room is paid for from the MD-20 administrative fund.
11. Within the parameters of his/her available time, and with consideration of distances to be traveled, meet with and greet International dignitaries when they visit the Multiple District.
12. Have additional responsibilities at the MD-20 and International Conventions.
13. Be familiar with the structure of MD-20 and the policies and Lions that make it work.
14. Listen to the comments made by the Lions of MD-20 and take any necessary action.
15. Work closely with the MD-20 Secretary/Treasurer and shall be in contact with him a minimum of once per week.
16. Be familiar with and, if possible, visit the MD-20 office to learn of its day-to-day functions.
17. Review with the MD-20 Secretary/Treasurer the agenda prior to each council meeting.
18. Together with MD-20 Secretary/Treasurer, ensures that a program agenda is established for the District Governors Elect Seminar. Presides at the seminar and is assisted by all current and Past International Officers, Directors and invited speakers of MD-20 who are available to participate.
19. Ensure that at the third council meeting, the Council meets to discuss the terms of the Multiple District Secretary/Treasurer's contract. Thereafter direct that said contract be prepared by the fourth council meeting, where formal official action will be taken upon the foresaid contract.
20. Call additional meetings of the Council when the need arises and call special meetings of the Council as provided by the MD-20 Constitution (Article V, Section 7).
21. Discuss with the Council of Governors appropriate action when a committee chair fails to make a timely report.
22. Coordinates all annual MD-20 convention activities.
23. Assumes the responsibilities and functions of the MD-20 Secretary/Treasurer if the MD-20 Secretary/Treasurer is unable to act.
24. International Convention Responsibilities – together with the Chair Elect is responsible for ensuring that the District Governors Elect and their partners in service are kept fully advised of activities at the LCI Annual Convention.
  - a). On the afternoon of the day before the District Governors Elect school, meet with the MD-20 District Governors elect and their partners in service to review the schedule for the three days of school including a brief outline of the convention schedule.
  - b). Thereafter, the Council Chair Elect should spend as much time as possible with the District Governors Elect, meeting at least once each day to discuss attendance and appropriate dress at:
    - The DGE Banquet
    - MD-20 Breakfast caucus
    - MD-20 First Nighter Party (if held)
    - International Parade and Convention Sessions

In addition, the Council Chair Elect shall review the responsibilities of the District Governors Elect and their partner in service at these functions and the desirability of wearing the MD-20 uniform whenever appropriate.
  - c). When present, spouses or companions of the Council Chair Elect will meet separately with District Governors Elect partners in service as necessary for the same purposes.
  - d). The Council Chair shall encourage the District Governors in attendance at the International Convention, as reimbursed delegates, to attend the actively participate in all International Convention Plenary Sessions and all of the Convention functions associated with and by MD- 20.
25. Ensure that each District Governor receives, within 30 days of the close of the MD Convention, the results, including numbers, of the voting for all MD-20 matters [see IV D 19 (C)] and the results, including numbers, of

his/her district's votes for Governor, 1<sup>st</sup> & 2<sup>nd</sup> Vice Governors and any other sub-district matters voted upon, as provided by the MD-20 Secretary Treasurer. [see IV D 19 (C) (2)].

26. Shall invite 2 representative members of the MD-20 1st Vice District Governors to attend the preliminary finance meeting at which a new budget is constructed for the next fiscal year. This meeting shall be held prior to the 4<sup>th</sup> Council of Governors meeting for that year.
27. The Council Chair shall be the Master of Ceremonies at the MD 20 International Convention Breakfast/Caucus. In the absence of the Council Chair, the Council Chair-Elect shall act as the Master of Ceremonies.

#### **D. Vice Council Chair's Duties**

1. The Vice Chair will act for the Chair when the Chair is unable to attend a meeting or function and will serve as acting Chair in the event the Chair is incapacitated or deceased.
2. The Vice Chair shall be an ad-hoc committee member of the Health Services and Youth Services Committees of the MD-20. He/she shall oversee the committee's activities ensuring they carry out their mission of implementing service programs within the guidelines of the MD-20 Policy Manual. He/she will ensure that the service and education resources of the entire Multiple are made equally available to each sub-district and provide a written report to the Council of Governors at each of its meetings. The Vice Council Chair shall also report a summary of the committee's activities at the MD-20 Convention.

#### **E. Multiple District 20 Office**

The Office is located at: 200 Gateway Park Drive Building "A"  
North Syracuse, New York, 13212-3751

The Office is officially open from 9:00 a.m. to 4:30 p.m. Monday through Friday. The telephone number is (315) 478-3131. The FAX number is (315) 701-1158. The office observes the following holidays:

New Year's Eve –1/2 day	Fourth of July	Thanksgiving Day & Friday after
New Year's Day	Labor Day	Christmas Eve
Martin Luther King Day	Columbus Day	Christmas Day
Memorial Day	Veterans' Day	

The MD-20 Secretary/Treasurer is responsible for the operation of the office. An office secretary is also located in the MD-20 Office and is an employee of the Multiple District.

The MD-20 Office is committed to serve the Lions of the MD-20 and Lions Clubs International. Its functions shall include, but not be limited to the following:

- 1) Semi-annual billing and collection of MD-20 per capita dues, with distribution of income into the various accounts (e.g. MD-20 Administrative, District Administrative, MD-20 Publication).
- 2) Record-keeping and accounting of all the funds. Regular reports to the Council of Governors, relative to the fund status.
- 3) Maintain minutes of all MD-20 meetings.
- 4) Coordinates all convention activities relative to MD-20 (excluding sub-district meetings and/or conventions).
- 5) Communicate with the Council of Governors directly and through the Council Chair.
- 6) Two-way communications with Lions Clubs International.
- 7) Daily correspondence within MD-20, The International Association and numerous other sources.
- 8) Resource work for Multiple District statistics that directly affect MD-20 and its sub-districts (i.e. club accounts, etc.).

For clarification of Items 1 through 8 see model contract of MD-20 Secretary/Treasurer.

#### **F. MD-20 Secretary/Treasurer**

(Con. Art. V. Sect. - Qualifications)

The MD-20 Secretary/Treasurer is an employee of the Lions Clubs of MD-20.

The major role is to serve the Lions of MD-20 jointly with the Council of Governors, and to provide continuity from Council to Council.

The Secretary/Treasurer is a "resource" to all the Lions of the Multiple District.

1. QUALIFICATIONS:

The MD-20 Secretary/Treasurer should:

a). POSSESS A WORKING KNOWLEDGE OF:

- (1). Office administrations
- (2). Financial management
- (3). Organization administration
- (4). Accounting principles
- (5). Computer usage

b). POSSESS THE FOLLOWING EXPERIENCE:

- (1). Shall have experience in planning and staging large meetings and conventions
- (2). Shall have experience in financial planning and budgeting
- (3). Preferably shall: "be a Lion in good and active standing within the "International Association" have served as a "District Governor".

c). POSSESS THE FOLLOWING ABILITIES:

- (1). Good communication skills (both verbal and written)
- (2). Administration, organization, and supervisory skills
- (3). To work under general direction from Council
- (4). Inter-personal skills that enable one to deal effectively with Councils, committees, club members, community organizations, agencies, professionals, and the gamut of contacts necessary to provide quality service for MD-20.

d). POSSESS THE FOLLOWING TRAITS:

- (1). Be a self-starter
- (2). Be an independent thinker, within a team concept
- (3). Be personable and friendly
- (4). Be ethical
- (5). Be firm, fair, and objective in all dealings

2. DUTIES OF THE SECRETARY/TREASURER SHALL BE, BUT NOT LIMITED TO, THE FOLLOWING:

- a). Overall administration and supervision of the MD-20 office.
- b). Supervision of all MD-20 funds.
- c). Forward to each member of the Finance Committee, a copy of the Council Minutes.
- d). Forward to each member of the Constitution and By-Laws and Long Range Planning Committees, a copy of the Council Minutes.
- e). Forward a copy of the Council Minutes to the Chair of any MD-20 Committee when said minutes reflect a need for action by that committee.

- f). Distributes Policy Manuals and portions thereof in accordance with Preface paragraph D. In addition, provides amendments thereto as appropriate.
- g). Shall perform all the duties specified in the current contract\* for Secretary/Treasurer of Lions Clubs of MD-20.
- h). Includes in the information forwarded to the Governors and 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governors, a list of generally observed National and Religious holidays and dates that the MD-20, its committees and sub-districts should consider when scheduling functions during the Lions' year.

\* See model contract for S/T set forth hereafter (II G).

**3. DEATH, RESIGNATION, OR REPLACEMENT**

In the event of the death, resignation, or replacement of the MD-20 Secretary/Treasurer, the Council Chair shall call a special meeting at a central location within two weeks of the time such event becomes known. All MD-20 Council members shall be given immediate notice of the meeting. The purpose of the meeting shall be to select a search committee to review the qualifications, and contract terms for the MD-20 Secretary/Treasurer set forth in the MD-20 Policy Manual and to act on behalf of the Council to identify and submit up to three suitable candidates to the Council to fill the position of MD-20 Secretary/Treasurer. No member of the Council or the committee shall be eligible for appointment to the position being filled.

The Council Chair shall serve as Chair of the Search Committee. Members of the Committee shall be:

- (1). Two present District Governors chosen by their peers attending the special meeting.
- (2). Two representatives from MD-20 current or Past International Directors, to be chosen by their peers attending the special meeting.
- (3). The President of the MD-20 Past District Governors Organization.
- (4). Any MD-20 Past International President
- (5). Secretary/Treasurer may serve as an advisor to the Committee, if available to do so.

The Committee will conduct a search, which shall include, but not necessarily be limited to, informing all Past District Governors of the Multiple of the opening. They shall receive applications, conduct screenings and conduct interviews with potential candidates and take other action they deem necessary to identify up to three candidates to recommend to the Council for consideration. Their deliberations shall be confidential. When the Committee is prepared to make its recommendations to the Council, the Council Chair shall, with a minimum of fourteen (14) days' notice, call a special meeting of the Council to receive and act on the report of the Committee.

- 4. A third signature of all depositories is that of Vice Council Chair or Past International President in the case of emergency.

**G. Model Contract for Secretary/Treasurer of Lions Clubs of Multiple District 20**

Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ between the LIONS CLUBS OF MULTIPLE DISTRICT 20, hereinafter called "MD-20", and \_\_\_\_\_, hereinafter called the "Secretary/Treasurer".

**1. EMPLOYMENT**

MD-20 hereby employs the said \_\_\_\_\_ as its Secretary/Treasurer, and the said \_\_\_\_\_ hereby accepts the position and agrees to employment upon the terms and conditions hereinafter set forth.

**2. TERM**

The term of this agreement shall be for \_\_\_\_\_ year (s) and shall begin on July 1, 20\_\_\_\_\_ and shall terminate on June 30, 20\_\_\_\_\_. This agreement shall be extended automatically for an additional \_\_\_ year(s) effective July 1, 20\_ unless either party gives written notice to the other party of its or his intention at least 60 days prior to the third council meeting of the fiscal year in which the agreement is to expire.

**3. A. COMPENSATION**

For all services by the Secretary/Treasurer, MD-20, under this agreement shall pay the Secretary/Treasurer a salary as listed in the next fiscal year approved budget (\$\_\_\_\_\_ ) Dollars for the one year term of this agreement, payable in equal monthly installments at the end of each month.

**B. EXPENSES**

MD-20 agrees to pay to the Secretary/Treasurer in addition to a salary, reasonable travel expenses, pursuant to the rules of audit of the Lions Clubs of Multiple District 20.

#### C. EXPENSES FOR SPECIAL ASSIGNMENTS

The MD-20 Council of Governors will determine reimbursement for any travel that is unusual in the travel of the Secretary/Treasurer. This should be done in cooperation with the Finance Committee of the Lions Clubs of Multiple District 20.

#### 4 A. DUTIES

The Secretary/Treasurer agrees to perform all duties and responsibilities as required by the MD-20 Policy Manual, including, but not limited to, the following:

- a). Overall operation and supervision of the MD-20 office(s).
- b). General recording of all funds and accounting for the same.
- c). Co-signing of all checks together with the Chair of the MD-20 Council of Governors of MD-20 on all disbursements from any funds of the Lions Clubs of Multiple District 20.
- d). Responsibility for quarterly reports, or as frequently as directed by the above mentioned MD-20 Council, on all funds of the Association.
- e). Responsibility for placing funds in interest bearing accounts and for such transfers as required conducting the business of MD-20.
- f). Payment of all invoiced accounts only, a copy of each invoice to be given to the Chair of the MD-20 Council at the time the check is signed.
- g). Arrange for the annual audit by a CPA firm of all funds and accounts.
- h). Arrange for proper record keeping systems in cooperation with the MD-20 Council, the Finance Committee and the maintenance of good accounting practices.

#### B. EXTENT OF SERVICE

- a). The Secretary/Treasurer shall devote the time, attention, and energies to his duties as the business of MD-20 requires, but may engage in other business activities during the period of this agreement, if unrelated to the business of MD-20. The position shall not, however, be used to promote the private business of the MD-20 Secretary/Treasurer. The Secretary- Treasurer is a part-time position with MD-20.
- b). The Secretary/Treasurer agrees to refrain from any Lions political activity within MD-20, whether at the Club, District, Multiple district or International level.
- c). The present MD-20 Secretary/Treasurer, at his own expense, may be the featured speaker at a Lions Club/District Social function.

#### C. SERVICES TO THE COUNCIL OF GOVERNORS

The Secretary/Treasurer will be responsible for the following:

- a). The Secretary/Treasurer will make arrangements for all meetings of the Council of Governors, including blocking of rooms, meal functions, and meeting facilities.
- b). Minutes of all Council meetings, in electronic format, and circulation of same.
- c). Maintains close communications and correspondence with all of the District Governors on all matters pertaining to the affairs of Multiple District 20.
- d). Works closely with the various MD-20 committees in setting up meetings and making reports of those meetings to the MD-20 Council.
- e). Maintains correspondence with club secretaries on per capita dues billings and information to the clubs regarding activities of a Multiple District-wide nature and information regarding conventions.
- f). Maintains contact on a continuing basis between the Council of Governors and the headquarters office of Lions Clubs International on all matters critical to the Lions of Multiple District 20.

#### D. MD-20 CONVENTION

The Secretary/Treasurer will be responsible for the following:

- a). Obtain bids and negotiate for the future convention bids and follow-ups with sites as selected by the Council vote.
- b). Shall make evaluations of proposed sites and recommend those that meet the criteria for the MD-20 Conventions. Items to be considered shall include but not be limited to the following:

- (1). Number of rooms available.
- (2). Expenses for the convention.
- (3). Other factors pertinent to the proposed sites.
- c). Will make visitations on proposed convention sites approved by the Council of Governors for the purpose of inspecting the sites and a report for each site will be prepared.
- d). Report to the MD Council, at their second council meeting, relative to proposed sites for the MD Convention
- e). Work closely with current convention site especially in the area of housing and maintains housing information in the MD-20 Office, including receipt of all deposits.
- f). Work with the Convention Chairperson and convention site in all arrangements for the MD-20 Convention.
- g). Arrange all printing needs of the convention.
- h). Keep close watch on all costs of items to maintain the established budget.
- i). Maintains liaison with Council of Governors and the operation of the MD-20 Convention from start to finish.
- j). If there are insufficient suites available at a MD-20 Convention, assigns those that are available according to Lions Clubs International protocol, and to those of the same level, according to date of receipt of request.

#### E. INTERNATIONAL CONVENTION

The Secretary/Treasurer will attend and be responsible for the following:

- a). Working closely with the Council Chair and Council Chair Elect in all matters and participation by Lions of Multiple District 20.
- b). Negotiates all arrangements at the convention site for the above.
- c). Works with Council of Governors and their involvement in the above.
- d). The SST (State Secretary Treasurer) shall be responsible for organizing the participants from MD-20 in the International Parade at International Conventions.

#### F. COMMITTEES

The Secretary/Treasurer will be responsible for the following:

- a). Works with all MD-20 committees and meetings thereof, and with the Finance Committee to prepare annual budgets for presentation to the Council of Governors.
- b). Ex-officio member of all MD-20 committees and maintaining liaison with the Council of Governors and the Lions of MD-20 generally.
- c). The Secretary/Treasurer will cooperate at all times with the MD-20 GMT/GLT Chairs.

#### G. GENERAL

The Secretary/Treasurer is the constant thread in the MD-20 organization, carrying on from one Council leadership to the next and with the various other leaders of the MD-20 District, including present and Past International Officers and Directors.

#### 5. BOND

MD-20 agrees to bond the Secretary/Treasurer for the amount of \$1,000,000.00 for the duties he/she undertakes in relation to this agreement and the business of the Association.

#### 6. VACATION

The Secretary/Treasurer shall be entitled to a vacation during which time salary compensation shall be paid in full. Vacation time may not coincide with any scheduled MD-20 meeting, conference or convention at which the Secretary/Treasurer's attendance is required. The MD-20 vacation policy for Secretary/Treasurer is: first and second year of employment - one week; third through fifth year - two weeks; fifth through tenth year - three weeks; after tenth year - four weeks; (if taken consecutively, must be coordinated with the Council Chair).

#### 7. INABILITY TO PERFORM

If the Secretary/Treasurer is unable to perform the services by reason of illness or incapacity for a period of more than two weeks the compensation otherwise payable to him during that continued period of such illness or incapacity shall be reduced to 50%. Full compensation shall be reinstated when the Secretary/Treasurer is able to perform the services set forth herein. Notwithstanding any clause herein to the contrary, MD-20 may terminate this agreement at any time after the Secretary/Treasurer has been unable to perform the required duties/services for whatever reason, for period of more than three months, in any twelve month period and all

obligations of the Association hereunder cease.

**8. TERMINATION WITHOUT CAUSE**

Either party may terminate the agreement for any reason at any time upon sixty (60) days written notice to the other party. In such event, the Secretary/Treasurer shall be paid his regular compensation to the date of such termination.

**9. RECORDS**

Upon termination of this agreement, either at the expiration of this agreement at its term or upon any other termination, the Secretary/Treasurer agrees to turn over to MD-20 all property, computers or other electronic devices, records, papers, and documents in any way obtained by the Secretary/Treasurer during the period of his/her employment.

**11. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement of the parties hereto with respect to the matters contained herein. No modification or amendment of any of the provisions of this Agreement shall be effective unless in writing and signed by the Chair of the Council of Governors and the Secretary/Treasurer. No failure to exercise any right or remedy hereunder shall operate as a waiver thereof. No term or condition of this Agreement shall be deemed to have been waived, nor shall a party be estopped from enforcing any provision of this Agreement, except by a statement in writing signed by the party against whom such waiver or estoppel is sought. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable such provision shall be reformed to the extent necessary to make it valid or enforceable and to carry out the intent of the parties, or if such reformation is not possible, the remaining provisions of this Agreement shall continue in full force and effect

IN WITNESS THEREOF, the parties have executed this Agreement

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

LIONS CLUBS OF MULTIPLE DISTRICT 20, NEW YORK  
STATE and BERMUDA

By: \_\_\_\_\_

Chair, Council of Governors 20\_\_\_\_  
and

\_\_\_\_\_  
Secretary/Treasurer

**SECTION III - CHAIRS AND COMMITTEES**

**A. General Provisions**

All Standing and At-Large committees shall meet at least once during the Lions Year either by electronic means or in person.

**1. Standing Committees**

- a). Each standing committee shall meet before September 1<sup>st</sup> and a written report will be required to the Council by October 1<sup>st</sup> for review at the second council meeting. Meetings are not necessarily to be held with other planned meetings or conventions. If determined by the Council additional meetings of a committee are required, the expenses incurred by all committee members will be reimbursed under MD-20 Rules of Audit.

- b). A third year member of a standing committee must have served one (1) full year to assume the chair of that committee. *Otherwise, the next senior member of that committee who has served for one (1) full year shall preside as chair.*

**2. MD-20 Activity Committees**

Activity Chairs shall hold a MD-20 conference with district chairs early in the fiscal year but no later than November 1. The conference should include an exchange of information, and enhance and develop work in the Districts.

**3. At-Large Committees**

(BY. Art. III. Sect. 4.)

- a). Constitution & By-Law
- b). Long Range Planning
- c). Policy Manual
- d). MD-20 Lions Leadership Institute

**4. Reimbursement**

Before reimbursements are released, a copy of the minutes of the meeting or a written report shall be submitted to the MD Secretary/Treasurer for distribution to the Council.

**5. Budgets**

The Budget Committee will set the availability of funds for the upcoming Lions Year. All expenses incurred by the committee will be charged to that committee's budget.

**6. Committee Members and Attendance Requirements**

(Con. Art. V. Sect. 8. C.)

- a). With the exception of the Policy Manual Committee, members of the appointing Council shall not be eligible for appointment to any committee, nor may any immediate past Council member be eligible for appointment to a committee that should have been made the previous year.
- b). No Lion may serve on two committees unless required to do so by either the MD-20 Constitution & By-Laws or Policy Manual.
- c). A committee member/chair who, without extenuating circumstances (i.e. health, business, family, previously scheduled commitments), fails to attend a scheduled meeting or convention, or perform assigned duties, is automatically removed from said committee, and shall be replaced at the next Council Meeting.

**7. Standing, Activity, and At-Large Committee/Chair Application**

All recommendations for appointment to MD-20 committees, etc. shall be on MD-20 appointment form (Page 19) and received by the MD-20 office 45 days prior to the Council Meeting at which the appointment is to be considered. One copy of the application form will be forwarded to each Governor-elect as soon as practical following the MD-20 Annual Convention.

**8. Standing, Activity, and At-Large Committee/Chair Qualifications**

The minimum qualifications needed for appointment to MD-20 Chair and Committees are set forth in the MD-20 Chairs and Committee Qualifications listing (Page 20) which will be forwarded to each Governor-elect together with application.

**9. Standing, Activity, and At-Large Committee/Chair Reports**

All committees shall submit a written report no later than 14 days prior to each Council Meeting.

**10. Ad-Hoc Committees**

The Council may appoint special committees for specific purposes (ad hoc) for a term not to exceed one year.

**11. International Officer Candidate Prohibition against Appointment/Membership**

A sub-district or Multiple District candidate for International Second Vice President or International Director may not be appointed to any committee. A member of any committee who becomes a candidate for International Second Vice President or International Director automatically forfeits such position. An interim appointment shall immediately be made.

**12. District Governor or Vice District Governor Candidate Prohibition against Appointment/Membership**

With the exception of the Policy Manual Committee and the Finance Committee, a candidate for the position of District Governor or 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governor may not be appointed to any committee. A member of any committee who becomes a candidate for sub-district Governor or 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governors automatically forfeits such position. An interim appointment shall immediately be made.

**COMMITTEE/CHAIR/COORDINATOR APPLICATION**

NAME OF COMMITTEE \_\_\_\_\_ DATE \_\_\_\_\_

POSITION (CHAIR, MEMBER) \_\_\_\_\_

LION'S NAME PARTNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

HOME LIONS CLUB (NAME & DISTRICT) \_\_\_\_\_ YEARS A LION \_\_\_\_\_

PRESENT OR PRIOR OCCUPATION \_\_\_\_\_

**LIONS OFFICES /CHAIRS**

CLUB LEVEL \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DISTRICT LEVEL \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OTHER (I.E. MD OR INTERNATIONAL LEVEL) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPLICANT'S QUALIFICATIONS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If selected, I agree to perform the duties for this committee as described in the MD-20 Policy Manual.

LION \_\_\_\_\_ DISTRICT GOVERNOR \_\_\_\_\_

This form must be submitted to the MD-20 office no later than 30 days prior to the Council meeting at which the application is to be acted upon.

## COMMITTEE QUALIFICATIONS

Committee chair should be a Past Distinct Governor, whenever possible, because of their knowledge and Multiple District experience.

### STANDING COMMITTEES

#### **Finance Committee Chair**

- Primary background should be in banking, accounting, business ownership, or management.
- Familiarity with budgets and cash management.

#### **Health Services Committee Chair**

- Background in the field of education, presentation, or community involvement i.e. Quest, Dare or similar programs in substance abuse.
- Medical background or personal experience in working with individuals with diabetes.
- Prior experience or involvement in working with hearing impaired in the community or professionally.
- Communication skills to promote activities of the sub district chairs.

#### **Youth Services Committee Chair**

- Professional or prior experience with Youth exchange programs.
- Good communication skills, not only in the English language but if possible, other foreign languages to promote international exchange. Bi-Lingual would be a plus.
- Ability to Communicate, motivate and work directly with young people.

### MD-20 ACTIVITIES

#### **Lions Clubs International Foundation (LCIF)**

- Should be a PDG among other credentials, and should be a Melvin Jones Fellow.

#### **Multiple District Convention – Convention Chair**

- Have attended and participated in 3 of the last 5 years of the MD-20 conventions.
- Shall attend and work at the next 3 MD-20 conventions assisting the host convention chair.
- Planning and promotional background or experience.

#### **Credentials, Sergeant-at-Arms, Nominations, Voting & Flag Ceremony Committee Chairs**

- The chair will have worked on with appointed committee in 3 of the last 5 years at the MD-20 Convention

### AT LARGE COMMITTEES

#### **Constitution & By-Laws Committee Chair**

- Background and experience in sub-district or multiple district constitution and by-laws.
- Familiarity with Lions International Constitution and By-Laws and related documents, plus Roberts Rules of Order – newly revised (Latest Edition).

#### **Long Range Planning Committee Chair**

- Per MD-20 Constitution & By-Laws, Article III, Section 4a.

#### **Policy Manual Committee Chair**

#### **MD-20 Lions Leadership Institute Committee Chair**

- Per Lions Clubs International guidelines.

## **B. Standing Committees**

### **1. Finance Committee**

- a). The Finance Committee shall be drawn from Multiple District 20 Past Governors. There shall also be two sitting 1<sup>st</sup> Vice District Governors appointed by the Council Chair with the approval of the Council. The 1<sup>st</sup> Vice District Governors shall serve on this committee only during their term as 1<sup>st</sup> Vice District Governor and no 1<sup>st</sup> Vice District Governor shall be eligible to serve as chairperson of the committee. Any past or current International Officers, who are active members of a Lions Club in New York State or Bermuda, and the Multiple District Secretary/Treasurer, shall be non-voting ex-officio members of this committee.
- b). The duties of the Finance Committee are:
  - 1). Preparation of the annual budget for MD-20 in consultation with the MD-20 Secretary/Treasurer.
  - 2). A preliminary budget shall be submitted to the Council and 1<sup>st</sup> Vice District Governors at the fourth Council Meeting (see sample budget – next page).
  - 3). A final budget shall be submitted to each Council for adoption at its first meeting.
- c). The Finance Committee shall monitor the quarterly financial reports of the MD- 20 Secretary/Treasurer.
- d). The Finance Committee shall prepare a long-range (three-year) projection of income and expenditures submission with the preliminary budget at the first meeting of the Council.
- e). When changes in the dues structure of MD-20 are considered, the Finance Committee shall provide the Council with a written report containing its recommendation and justifications therefore. Said report will be forwarded with the agenda for the meeting at which the dues increase is to be considered.
- f). The MD-20 Secretary/Treasurer shall require an annual audit of the books of MD-20 by an outside professional auditor who shall submit the report to the MD-20 Secretary/Treasurer for distribution to the Finance Committee and the Council of Governors and the report be presented by the auditor at the October Council Meeting.
- g). Expense items not in the annual budget or that otherwise alter the budget allocation shall be referred to the Finance Committee. The Finance Chairperson shall consult with at least three other members of the committee and prepare a budget impact sheet and recommendation for the Council of Governors.
- h). The Finance Chairperson shall consult with, and advise, the Long Range Planning Committee on fiscal matters that may impact long range planning.
- i). Before any new project or activity is undertaken, the Finance Chairperson shall be notified by the proposing body and after consultation with at least three other members of his/her committee shall prepare a budget impact analysis with recommendations back to the body proposing the new project or activity with copies to the Council of Governors.
- j). The Chair of the Finance Committee shall attend all of the MD-20 Council of Governors meetings on a consulting basis under rules of audit and present a quarterly report prepared by the MD-20 Office.
- k). Review and study the allocation of the annual per capita tax to the various accounts and make any recommendations for changes to the Council of Governors no later than the fourth Council Meeting.
- l). Annually review the rules of audit and when appropriate, make recommendations for change to the Council no later than its third Council Meeting. All recommendations shall be coordinated through the Finance Chairperson to the Council.
- m). An RFP for Not for Profit Organization shall be developed and used to solicit bids for a CPA Firm, every five years. The request shall be requested after the October Council of Governor’s Meeting.

**Sample Budget**

	2004-2005 Actual		2005-2006 Actual		2006-2007 Actual		2007-2008 Budget		2007-2008 Actual as of 6/30/08		2008-2009 Budget	
	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense
<b>REVENUE</b>												
Dues From Members	\$241,172		\$224,760		\$222,866		\$227,500		\$211,899		\$260,800	
Interest Income From Bank A/C	\$ 10,343		\$ 9,340		\$ 7,991		\$ 8,000		\$ 1,000		\$ 4,000	
<b>Total Core Revenue</b>	<b>\$251,515</b>		<b>\$234,100</b>		<b>\$230,857</b>		<b>\$235,500</b>		<b>\$212,899</b>		<b>\$ 264,800</b>	
<b>EXPENSES</b>												
<b>Council Meetings</b>												
Meals	\$ 5,178	\$ 9,283	\$ 4,570	\$ 10,276	\$ 5,625	\$ 9,665	\$ 4,200	\$ 10,000	\$ 4,340	\$ 6,696	\$ 4,000	\$ 10,000
Other Tolls and Mileage		\$ 2,144		\$ 1,995		\$ 1,442		\$ 2,000		\$ 1,157		\$ 2,000
Rooms		\$ 8,072		\$ 6,866		\$ 6,511		\$ 8,000		\$ 3,971		\$ 8,000
Other		\$ 946		\$ 220		\$ 685		\$ 500		\$ 335		\$ 500
<b>Sub-Total</b>	<b>\$ 5,178</b>	<b>\$ 20,445</b>	<b>\$ 4,570</b>	<b>\$ 19,357</b>	<b>\$ 5,625</b>	<b>\$ 18,303</b>	<b>\$ 4,200</b>	<b>\$ 20,500</b>	<b>\$ 4,340</b>	<b>\$ 12,159</b>	<b>\$ 4,000</b>	<b>\$ 20,500</b>
District Reimbursement		\$ 61,487		\$ 48,050		\$ 51,168		\$ 52,500		\$ 49,172		\$ 48,900
Uniform	\$ 12,327		\$ 4,223	\$ 3,167	\$ 1,917	\$ 1,480	\$ 1,100	\$ -	\$ 1,128		\$ 1,000	
MD20 Convention(Attach 1)	\$128,135	\$106,424	\$131,730	\$103,939	\$132,808	\$119,334	\$127,000	\$111,050	\$120,736	\$115,543	\$131,500	\$106,500
International Convention( Attach 2A)	\$ 1,657	\$ 10,045	\$ 1,532	\$ 17,887	\$ 8,571	\$ 21,317	\$ 14,500	\$ 23,650	\$ 10,450	\$ 19,387	\$ 13,000	\$ 18,750
DG To International Conv( Attach 2A)		\$ 10,177		\$ 18,300		\$ 9,382	\$ 1,500	\$ 34,500	\$ -	\$ 24,248	\$ 1,500	\$ 20,000
Committees ( Attach 3)		\$ 5,048	\$ 12,000	\$ 8,595		\$ 8,820		\$ 12,150		\$ 9,501		\$ 9,200
Administration( Attach 4)		\$111,165		\$133,890		\$121,298		\$133,000		\$116,766		\$127,500
Publication ( Attach 5)	\$ 8,400	\$ 63,364	\$ 6,500	\$ 68,384	\$ 4,743	\$ 45,891		\$ 41,180		\$ 34,357		\$ 42,090
VDG School	\$ 825	\$ 3,341	\$ 8,419		\$ 975	\$ 5,226	\$ 900	\$ 8,500		\$ 6,017	\$ 1,200	\$ 5,000
VDG Rules of Audit				\$ 2,964		\$ 2,800		\$ 4,800		\$ 2,290		\$ 4,800
Reserve For International Campaign		\$ 2,500		\$ 30,501								\$ 10,000
LCI Board Meeting(3/09)										\$ 500		\$ 6,000
Leadership Insitute	\$ 8,527	\$ 4,705	\$ 3,518	\$ 16,914	\$ 14,715	\$ 12,800	\$ 7,000	\$ 11,500	\$ (2,517)		\$ 14,790	\$ 17,455
<b>Sub-total</b>	<b>\$165,049</b>	<b>\$398,701</b>	<b>\$172,492</b>	<b>\$471,948</b>	<b>\$169,354</b>	<b>\$417,819</b>	<b>\$156,200</b>	<b>\$453,330</b>	<b>\$136,654</b>	<b>\$387,423</b>	<b>\$166,990</b>	<b>\$436,695</b>
<b>TOTAL</b>	<b>\$416,564</b>	<b>\$398,701</b>	<b>\$406,592</b>	<b>\$471,948</b>	<b>\$400,211</b>	<b>\$417,819</b>	<b>\$391,700</b>	<b>\$453,330</b>	<b>\$349,553</b>	<b>\$387,423</b>	<b>\$431,790</b>	<b>\$436,695</b>
	<b>\$ 17,863</b>			<b>\$ 65,356</b>		<b>\$ 17,608</b>	<b>\$ 61,630</b>	<b>\$ (37,870)</b>			<b>\$ (4,905)</b>	
<b>Note 1</b>												

The \$10,000 allocated Reserve for Internationa Director Campaign, will not be expensed until the the opportunity presents itself, accordingly this reserve will be set aside on the Balance Sheet. In addition, an additional \$10,000 will be reserved for 2009 and 2010 for a grand total of \$30,000.

## **2. Health Services Committee**

### a). Purpose:

The purpose of this committee is to identify, analyze, and implement programs as needed to preserve and enhance the quality of life for those in need of care, direction, and awareness in the fields of Sight, Hearing, and Diabetes.

(1). This Service Committee is to oversee the Multiple District Sight, Hearing, and Diabetes programs, and will be comprised of a Multiple District General Chair, and three Multiple District Committee Chairs.

#### (a). Chair & Committeeman Requirements:

Must be a Lion in good standing in their club and has served in their District as chairperson of a Lions Health Activity Committee (Sight, Hearing, and Diabetes) for at least two years or is a PDG. Further, members of the Council of Governors (CC, DG, 1<sup>st</sup> VDG and SST) and 2<sup>nd</sup> VDG's are not eligible.

#### (b). Term of Service:

The Health Activities Chair and committee members will be appointed by the Council of Governors at their 4th Council Meeting and will serve a three year term.

#### (c). Method of Nomination:

All districts may submit names of the most qualified and interested candidates from their districts are eligible to submit application for consideration.

### b). Responsibilities of the Health Services General Chairperson:

#### (1). Performance:

(a). Allow for the continuity of all Health Services.

(b). Evaluate and follow the progress of the programs of each committee.

#### (2). Communication:

(a). The committee will meet four times a year prior to the October, February and April and, May Council meetings and once at the MD 20 convention. These meetings can be held either in person or by conference call or through e-mail.

(b). Summarize the accomplishments of the Health Services Committee and each sub- committee with a written report to be submitted to the Council Chair for each council meeting. (i.e. two weeks before council meetings 1, 2, & 3)

(c). Provide a summation report at the 4th Council Meeting that may be submitted to the general membership.

#### (3). Cost/Expense:

(a). If the Health Activities Chair feels it is necessary to travel on Lions business, the approximate cost of the trip must be approved in advance by the Council Chair.

## **3. Health Services Committees - Chair/Coordinators**

### a). Common Responsibilities of the Multiple District Health Services Committee Chair:

(1). Work closely and communicate with the District chairs, and with each DG needing to have their chairs picked by July 1.

(2). Set specific goals at the start of the council year and plan how to accomplish and evaluate progress.

(3). Inform all District Chairs, by July 30<sup>th</sup>, of the goals and expectations for the year.

(4). Contact District Chairs at least once a month.

(5). Be sure each District Committee is functioning well.

(6). Submit a report on the accomplishments of each district program to the General Chairperson, and the respective DG, three weeks before each council meeting.

### b). Responsibilities of the Multiple District Sight Committee Chair:

- (1). Become familiar with the Sight Related Programs as posted on the LCI website.
  - (2). Coordinate and work with the District Sight Chairs to provide information and materials needed for them to ensure timely participation and implementation of their goals.
  - (3). Study the needs of the Multiple District and determine what is being accomplished to meet those needs.
  - (4). Summarize the accomplishments of the District's Sight Chairs and send the report to each District Governor by the first week in May.
  - (5). When scheduled, chair the Sight Seminar at the MD-20 Convention together with an assigned District Governor. At the Seminar, the Multiple District Health Services Chair may use discretion as to the type of program that will be provided.
- c). Responsibilities of the Multiple District Hearing Committee Chair:
- (1). Become familiar with the Hearing Related Programs as posted on the LCI website.
  - (2). Coordinate and work with the District Hearing Chairs to provide information and materials needed for them to ensure timely participation and implementation of their goals.
  - (3). Study the needs of the Multiple District and determine what is being accomplished to meet those needs.
  - (4). Summarize the accomplishments of the District's Hearing Chairs and send the report to each District Governor by the first week in May.
  - (5). When scheduled, chair the Hearing Seminar at the MD-20 Convention together with an assigned District Governor. At the Seminar, the Multiple District Health Services Chair may use discretion as to the type of program that will be provided.
- d). Responsibilities of the Multiple District Diabetes Awareness Committee Chair:
- (1). Familiarize yourself with the Diabetes Awareness Programs on the LCI website.
  - (2). Coordinate and work with the District Diabetes Awareness Chairs to provide information and materials needed for them to ensure a timely participation and implementation of their goals.
  - (3). Study the needs of the Multiple District and determine what is being accomplished to meet those needs.
  - (4). Summarize the accomplishments of the District's Diabetes Chairs and send the report to each District Governor by the first week in May.
  - (5). When scheduled, chair the Diabetes Seminar at the MD-20 Convention together with an assigned District Governor. At the Seminar, the Multiple District Health Services Chair may use discretion as to the type of program that will be provided.

#### **4. Youth Services Committee**

a). Purpose:

The purpose of this committee is to create and foster a spirit of understanding among young people of the world and promote leadership, experience, and opportunity for young persons in the Multiple.

- (1). This Service Committee is to oversee the Multiple District LEO, Peace Poster, Quest, and Youth Exchange Programs, and will be comprised of a Multiple District General Chair, and four Multiple District Committee Chairs.

(a). Chairperson & Committeepersons Requirements:

Must be a Lion in good standing in their club and has served in their District as chairperson of a Lions Youth Activity (Leo's, Lions Quest, Peace Poster or Youth Exchange) for at least two years or is PDG. Further, members of the Council of Governors (CC, DG, 1<sup>st</sup> VDG and SST) and 2<sup>nd</sup> VDG's are not eligible.

(b). Term of Service:

The Youth Activities Chair and committeemen will be appointed by the Council of Governors at their 4th Council Meeting and will serve a three-year term.

(c). Method of Nomination:

All districts to allow for the most qualified and interested candidate to be nominated

(2). Responsibilities of the Youth Services General Chairperson:

(a). Performance:

- Allow for the continuity of all Youth Services
- Evaluate and follow the progress of the programs of each committee

(b). Communication:

- The committee will meet four times a year once prior to the October, February and May Council meetings and once at the MD 20 convention. These meetings can be held either in person or by conference call or through e-mail.
- Summarize the accomplishments of the Youth Services Committee and each sub-committee with a written report to be submitted to the Council Chair for each council meeting. (i.e. two weeks before council meetings 1, 2, &3. Provide a summation report at the 4th Council Meeting that may be submitted to the general membership.

(c). Cost/Expense:

- If the Youth Activities Chair feels it is necessary to travel on Lions business, the approximate cost of the trip must be approved in advance by the Council Chair.

## 5. Youth Services Committees - Chairs/Coordinators

Common Responsibilities of the Multiple District Committee Chair's:

- a). Work closely and communicate with the District chairs with each DG needing to have their chairs picked by July 1.
- b). Set specific goals at the start of the council year and plan how to accomplish and evaluate progress.
- c). Inform all District Chairs by July 30<sup>th</sup> with the goals and expectations for the year.
- d). Contact District Chairs at least once a month.
- e). Be sure each District Committee is functioning well.
- f). Submit a report on the accomplishments of each district program to the General Chairperson and the respective DG three weeks before each council meeting.

Responsibilities of the LEO Multiple District Committee Chair:

- a). Cooperate with the LEO Clubs' District Chairs in their activities and goals and in the formulation of new LEO Clubs.
- b). Study the needs of the Multiple District and determine what is being accomplished to meet those needs.
- c). Assist the LEO Clubs' District Chairs in fostering the development of character of young people.
- d). Summarize the accomplishments of the Multiple District's LEO Clubs and send the report to each District Governor by the first week in May.
- e). Plan and coordinate a LEO Clubs Convention in the spring of each fiscal year.
- f). At the MD-20 Lions Convention:
  - (1). Report to the general membership the Youth Services accomplishments (obtained from report submitted by each District Governor) for the year.
  - (2). When scheduled, chair the LEO Clubs Seminar at the MD-20 Convention.
  - (3). At the Seminar, the MD-20 Youth Services Chair may use discretion as to the type of program that will be provided.

Responsibilities of the PEACE POSTER Multiple District Committee Chairperson:

- a). Be familiar yourself with the Peace Poster Guidelines as posted on the LCI website.
- b). Coordinate and work with the District Peace Poster Program Chairs to provide information and materials needed for them to ensure a timely participation and implementation.
- c). The judging of the Peace Posters, submitted for judging at the Multiple District 20 level, shall be judged by a minimum of 3 Art Teachers, selected from available Art Teachers in the Sub-District in which the Peace Poster Chairperson resides.

Responsibilities of the QUEST Multiple District Committee Chairperson:

- a). Familiarize yourself with the QUEST Guidelines as posted on the LCI website.
- b). Coordinate and work with the District QUEST Chairs to provide information and materials needed for them to ensure a timely participation and implementation.

Responsibilities of the YOUTH EXCHANGE Multiple District Committee Chairperson:

- c). Familiarize yourself with the Youth Exchange Guidelines as posted on the LCI website.
- d). Coordinate and work with the District Youth Exchange Chairs to provide host families for the visiting young people.

## **6. Building A Better MD-20**

- a.) The current committee structure be maintained and that the following sub-committees continue their work: Finance; Membership; Leadership; Communications and Committees and should continuously strive to improve MD-20 .

## **C. MD-20 Activity Committees - Chairs/Coordinators**

### **1. Lions Clubs International Foundation (LCIF)**

- a). The Chair for Lions Clubs International Foundation (LCIF) shall be responsible in fostering the major objectives of the Foundation.
- b). The duties are as follows:
  - (1). Give assistance and support to the District LCIF chairs.
  - (2). At the MD-20 Lions Convention:
    - (a). Chair the LCIF luncheon.
    - (b). Report to the general membership the LCIF accomplishments for MD-20 for the year.
    - (c). When scheduled, Chair the LCIF Seminar at the MD-20 Convention. The MD-20 LCIF Chair has discretion as to the type of program that will be provided.

## **D. At-Large Committees - Chairs/Committees**

### **1. Constitution and By-Laws Committee**

- a). The committee consists of three appointed members each with a three-year term and the chairs of the Long Range and Policy Manual Committees. The Council Chair may appoint two members of the MD-20 International Family as ex-officio nonvoting members.
- b). This committee is responsible for the review and evaluation of all proposed changes to the Constitution and By-Laws and conforming it to changes in the International Constitution and By-Laws. It shall submit recommendations to the Council.
- c). This committee shall be responsible for creating and updating a table of contents at the front and an index at the end of the MD 20 Constitution and MD 20 By-Laws, citing all references to the subject matter contained therein. This committee will also be responsible for evaluating and revising a new Constitution and By-Laws as directed by the Council.
  - (1). It shall serve as the parliamentarians for the MD-20 annual convention. Its members shall attend all convention sessions, be immediately available to answer questions and render opinions relative to parliamentary procedure. It shall act in compliance with the Constitution and By-Laws of Lions Clubs International and MD- 20 and in accordance with Roberts Rules of Order, newly revised, latest addition.
  - (2). It annually reviews the “convention rules” contained in MD-20 policy manual, Section IV J. Recommendations for changes shall be made no later than the second Council Meeting. These Rules are presented for approval as the Rules of Procedure at the annual MD-20 Convention, by the Constitution and By-Laws Chair.
  - (3). Reviews sub-district constitutions, by-laws, and amendments thereto for compliance with the MD-20 Constitution and By-Laws. Approves placement on sub- district ballot at MD Convention after found to be in compliance. Committee chair notifies appropriate District Governor of the committee’s action and sends a copy of said notification to the Council Chair and the MD Secretary/Treasurer. In the event a constitution and/or by-law are found not to be in compliance with the MD Constitution and By-Laws, the notification should include an explanation of why, it does not conform, and cannot be recognized by MD-20.

- (4). The committee shall maintain a file of all sub-district constitutions and by-laws, together with the date of the review and action.
- (5). The period of time before the MD-20 Convention for submission of a balloted change to a sub-district constitution and by-laws shall be a minimum of 60 days.

## **2. Long Range Planning Committee**

- a). The committee is composed of the last three Council of Governors' Chairs with the senior in terms of service to be chair of the committee. If for any reason one of the committee members cannot serve, a replacement past council chair shall be appointed by the Council of Governors.
- b). This committee will analyze, determine existing and apparent future problems, and promulgate and present recommendations concerning solutions thereto that will provide for the smooth operation and increased growth of "Lionism" in Multiple District 20. This committee will develop and present recommendations to the Council of Governors for all questions presented to it by the MD-20 Council of Governors.
- c). The committee chair will also serve as a member of the Constitution and By-Laws Committee.
- d). A committee meeting shall be held on the Thursday, immediately preceding the annual Multiple District 20 State Convention. The report of the Long Range Planning Committee to the Council of Governors shall be made at the July Council of Governor's meeting for their consideration and possible action.

## **3. Policy Manual Committee**

- a). This committee is composed of the Council Chair, Constitution and By-Laws Chair, Past International President, if any; sitting Officer or Director, if any; two sitting District Governors named by the Vice Council Chair, with the approval of the Council; a 1<sup>st</sup> Vice District Governor named by the Council Chair, with the approval of the Council; two past International Directors named by the Council Chair, with the approval of the Council; and the MD-20 Secretary/Treasurer. The committee chooses its own chair who is also a member of the MD-20 Constitution and By-Laws committee.
- b). This committee is responsible for the maintenance of the Policy Manual. It shall be responsible for creating and updating a table of contents in front of the Policy Manual and an index at the end of the Policy Manual, listing all references to the subject matter contained therein, and where applicable, citing the section of the MD 20 Constitution and By-Laws bearing on said policy.
  - (1). This committee recommends specific changes to the Council of Governors, which will:
    - (a). amend, delete, or supplement existing provisions when requested to do so by the Council of Governors.
    - (b). keep the manual consistent with current MD-20 practices and procedures.
    - (c). This committee implements the additions, amendments, and revisions to the Policy Manual after approval of specific recommendations made pursuant to subsection (D) (c) (1) above. Such approval shall be by the majority vote of the Council at any single Council Meeting after presentation of any proposed amendment to the Policy Manual, except the reallocation of MD 20 per capita tax, and changes to the official MD-20 uniform which both require the approval of two successive Councils.
    - (d). This committee conforms the manual to changes in Lions Clubs International or MD-20 Constitution and By-Laws.
    - (e). Unless directed otherwise, the committee will meet annually, shortly after the second Council Meeting, to prepare a report for Council action at its third and fourth meetings.
      - (i) If additional meetings are needed, they shall, whenever possible, be scheduled in conjunction with other planned meetings, conferences, or conventions.

## **4. MD-20 Lions Leadership Institute Committee**

- Per Lions Clubs International guidelines.

## **5. Multiple District 20 GLT Coordinator**



GLT-Multiple District: GLT Multiple District Coordinator

Responsibilities:

1. Supports and motivates GLT-District.
  2. Assesses training and leadership needs in multiple district; communicates needs to Area Leader.
  3. Establishes training and development plan for multiple district with guidance from Area Leader.
  4. Organizes and promotes training at multiple district conferences and conventions.
- 
5. Collaborates with GMT counterpart to identify needs and ensure suitability of training opportunities.
  6. Educates Lions in multiple district on and encourages use of LCI leadership development programs, tools and resources.
  7. Organizes first and second vice district governor training.
  8. Evaluates training and development programs in multiple district and provides feedback to Area Leader and Leadership Division.
  9. Identifies and encourages potential leaders based on aptitude, experience and interest; recommends qualified candidates for Lions Leadership Institutes and Faculty Development.
  10. Institutes, encourages graduates' active involvement.
  11. Ensures leadership training and development is emphasized throughout the multiple district.
  12. Enhances awareness and understanding of the need for quality leadership at all levels of the association.



## **GLT-MD COORDINATOR APPLICATION PACKET**

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Lions who meet the qualifications listed below for GLT-MD Coordinator should be considered for this position. Once a candidate has been identified, they should then be presented with the application, to be completed and returned as soon as possible. The Council Chairperson, along with the present and past multiple district leaders should be knowledgeable about the qualifications and expectations of this position in order to effectively collaborate with the respective GL T Area Leader to identify qualified candidates. International Directors in the area may also be consulted.

### **QUALIFICATIONS**

The GLT-MD Coordinator candidate must possess the abilities and skills to identify, expand and present leadership development programs that meet the needs of their multiple district. Additional qualifications include:

1. In-depth knowledge of LCI, multiple district and local needs of sub-districts.
2. Ability to mentor future leaders and to identify leaders.
3. Extensive knowledge of leadership programs and field positions, especially District Governor teams.
4. Previous experience organizing training at multiple district conventions and ideally at Area Forums.
5. Ability to effectively deliver training and education.
6. Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Senior or Faculty Development) with a positive evaluation.
7. Ability to commit to a three-year term as GLT-MD Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position.
8. Ability to travel within the multiple district.
9. Ability to participate in leadership training and development opportunities sponsored by LCI.
10. Ability to effectively collaborate with GMT-MD Coordinator to address multiple district needs.

6. GLT-MD Coordinator Application Packet



GLT-MD COORDINATOR APPLICATION

Appointment for a GL T-MD Coordinator is a three-year term

TO SERVE: JULY 1, \_\_\_\_\_ THRU JUNE 30, \_\_\_\_\_
(Please type or print all information)

Multiple District # \_\_\_\_\_

Candidate Name \_\_\_\_\_

Membership # \_\_\_\_\_

Address \_\_\_\_\_

Residence Telephone \_\_\_\_\_

City \_\_\_\_\_

Residence Fax \_\_\_\_\_

State/Province \_\_\_\_\_

Residence E-Mail \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Business Telephone \_\_\_\_\_

Country \_\_\_\_\_

Business Fax \_\_\_\_\_

Occupation \_\_\_\_\_

Business E-Mail \_\_\_\_\_

Club Name \_\_\_\_\_

Club Number \_\_\_\_\_

Current Lion Title \_\_\_\_\_

# of Years as a Lion \_\_\_\_\_

(Include country and city codes before telephone numbers)

Please state any volunteer and/or professional experience that qualifies you for this position.

Three horizontal lines for providing volunteer and/or professional experience.

Check Lion Positions Held:

- International Director
Multiple District Coordinator: Membership Extension Retention Leadership Development
District Chairperson: Membership Extension Retention Leadership Development
Council Chairperson
Region Chairperson
Zone Chairperson
District Governor
Club Chairperson: Membership Extension Retention Leadership Development
Council Chairperson
Other (specify):

Are you available to travel throughout the multiple district to conduct leadership development programs?

Yes No

Please state situations or conditions that might limit the time or energy of your services.

Two horizontal lines for providing situations or conditions that might limit the time or energy of your services.



## MAJOR RESPONSIBILITIES OF A GLT-MD COORDINATOR

Please carefully review the following major responsibilities and sign the commitment statement below.

### Job Description

#### I Goal Setting

- a. Establishes leadership development goals and implement an action plan incorporating the goals and objectives of the GLT.
- b. Communicate goals and plans to the Leadership Administration Department at LCI
- c. Provide guidance to district GLT as it establishes leadership development goals and objectives
- d. Develop and promote a multiple district leadership development plan that includes recognition for district and individual Lions who make significant contributions to leadership development program goals
- e. Motivate GLT-District to set goals and develop district and club programs that enhance leadership skills
- f. Present a budget to the multiple district council in order to fund a leadership development plan

#### II Communication

- a. Communicate goals and implementation procedures to all GLT District Coordinators
- b. Communicate with GMT-MD Coordinator at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT/GLT efforts
- c. Keep multiple district and districts updated on new leadership development programs and resources
- d. Publish leadership development initiatives in the multiple district newsletter, on the multiple district website, and in other publications
- e. Utilize monthly reporting system to foster open communication and monitor each district's progress and provide monthly feedback to GLT District Coordinators, past district, multiple district and international officers
- f. Submit a monthly report to the respective GLT Area Leader on the status of leadership development in the multiple district
- g. Advise the GLT Area Leader and Leadership Administration Department at LCI of leadership development needs to support the multiple district, districts, and clubs
- h. Identify and encourage potential new leaders and promote involvement of institute graduates in Leadership responsibilities at the multiple district level

#### III Training

- a. Facilitate the training of district governors-elect in the multiple district; report evaluation of training to GLT Area Leader and to the Leadership Administration Department at LCI
- b. Collaborate with GMT-MD Coordinator in planning and conducting workshops and seminars
- c. Share leadership development techniques, curriculum, motivation and support using the resources available from LCI
- d. Motivate multiple district and district Lions members to develop and improve their leadership skills
- e. Advise GLT Area Leader and the Leadership Administration Department of any new and innovative training techniques that have been successful as a result of their leadership development efforts

I have read the above responsibilities of a GLT-MD Coordinator and agree to execute them to the best of my abilities.

\_\_\_\_\_  
Applicant (print name)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR MULTIPLE DISTRICT USE ONLY**The Council of Governors has appointed the above candidate to serve as the GLT Multiple District Coordinator for the term

**July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_.**

\_\_\_\_\_  
Council Chairperson (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
GLT Area Leader (Signature)

\_\_\_\_\_  
Date

**Submit completed form to:**

Lions Clubs International  
Leadership Administration Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL, 60523-8842 USA  
Fax: 1-630-571-1682  
E-mail: leadership@lionsclubs.org



**GLOBAL MEMBERSHIP TEAM (GMT) MD COORDINATOR  
APPLICATION PACKET**

Lions who meet the qualifications listed below for GMT MD Coordinator should be considered for this position. Once a candidate has been determined, they should then be presented with the application - to be completed and returned as soon as possible. The Council Chairperson, along with the present and past multiple district leaders should be knowledgeable about the qualifications and expectations of this position in order to effectively collaborate with the GMT Area Leader to identify qualified candidates.

**QUALIFICATIONS**

The GMT MD Coordinator candidate must possess the abilities and skills to identify, expand and present membership, extension and retention development programs that meet the needs of their multiple district. Additional qualifications include:

1. In-depth knowledge of LCI, multiple district and local needs of sub-districts.
2. Ability to mentor future leaders and to identify leaders.
3. Extensive knowledge of membership, extension and retention programs and field positions, especially District Governor teams.
4. Previous experience organizing training at multiple district conventions and ideally at Area Forums.
5. Ability to effectively deliver training and education.
6. Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Senior or Faculty Development) with high evaluation score.
7. Ability to commit to a three-year term as GMT MD Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position.
8. Ability to travel within the multiple district.
9. Ability to participate in membership, extension and retention training and development opportunities sponsored by LCI.
10. Ability to effectively collaborate with GLT counterpart to address multiple district needs.

**7. GMT-MD Coordinator Application Packet**

**MAJOR RESPONSIBILITIES OF A GLOBAL MEMBERSHIP TEAM  
(GMT) MD COORDINATOR**

Please carefully review the following major responsibilities and sign the commitment statement below.

**Job Description**

**I Goal Setting**

- a. Set membership, extension and retention development goals and implement an action plan incorporating the goals and objectives of the multiple district GMT. Communicate goals and plans to the GMT area leader on or before September 1<sup>st</sup> of each Lions year.
- b. Develop and promote a multiple district membership, extension and retention development plan that includes recognition for district and individual Lions who make significant contributions to membership, extension and retention development program goals.
- c. Motivate GMT district coordinators to set goals and develop district and club programs that improve membership, extension and retention skills.
- d. Present a budget to the multiple district council in order to fund a membership, extension and retention development plan.

**II Communication**

- a. Communicate goals and implementation procedures to all GMT district coordinators.
- b. Communicate with GLT-MD coordinator at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT/GLT efforts.
- c. Keep multiple district and districts updated on new membership, extension and retention development programs and

- resources.
- d. Publish membership, extension and retention development initiatives in the multiple district newsletter, on the multiple district website, and in other publications.
- e. Establish a monthly reporting system to foster open communication and monitor each district's progress and provide monthly feedback to GMT district coordinators, multiple district and international officers.
- f. Submit a quarterly report to the GMT area leader on the status of membership, extension and retention development in the multiple district.
- g. Advise the GMT area leader of membership development needs to support the multiple district, districts, and clubs.

**III Training:**

- a. Collaborate with GLT MD coordinator in planning and conducting workshops and seminars.
- b. Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from Lions Clubs International.
- c. Motivate multiple district and district Lions members to develop and improve their membership, extension and retention skills.
- d. Advise the Membership Operations Department of any new and innovative training techniques that have been successful as a result of their membership, extension and retention development efforts.

I have read the above responsibilities of a GMT MD coordinator and agree to execute them to the best of my abilities.

\_\_\_\_\_  
Applicant (Signature)                      Applicant (Print Name)                      Date                      Multiple District

**FOR MULTIPLE DISTRICT USE ONLY**

The Council of Governors has appointed the above candidate to serve as the GMT MD Coordinator for the term **July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_.**

\_\_\_\_\_  
Council Chairperson (Signature)                      Date

\_\_\_\_\_  
GMT Area Leader (Signature)                      Date

**Submit completed form to:**  
Lions Clubs International  
Membership and New Club Development Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL, 60523-8842 USA  
Fax: 1-630-706-9194  
E-mail: globalmembershipteam@lionsclubs.org

**LIONS CLUBS INTERNATIONAL GLOBAL MEMBERSHIP TEAM  
(GMT) MD COORDINATOR APPLICATION**

Appointment for a GMT-MD Coordinator is a three-year term

**TO SERVE: JULY 1, \_\_\_\_\_ THRU JUNE 30, \_\_\_\_\_**  
(Please type or print all information)

Multiple District # \_\_\_\_\_

Candidate Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State/Province \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_  
Country \_\_\_\_\_  
Occupation \_\_\_\_\_  
Club Name \_\_\_\_\_  
Current Lion Title \_\_\_\_\_

Membership # \_\_\_\_\_  
Residence Telephone \_\_\_\_\_  
Residence Fax \_\_\_\_\_  
Residence E-Mail \_\_\_\_\_  
Business Telephone \_\_\_\_\_  
Business Fax \_\_\_\_\_  
Business E-Mail \_\_\_\_\_  
Club Number \_\_\_\_\_  
# of Years as a Lion \_\_\_\_\_

(Include country and city codes before telephone numbers)

Please state any volunteer and/or professional experience that qualifies you for this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check Lion Positions Held:

- International Director
- Multiple District Coordinator:  Membership  Extension  Retention  Leadership Development
- District Chairperson:  Membership  Extension  Retention  Leadership Development
- Council Chairperson
- Region Chairperson
- Zone Chairperson
- District Governor
- Club Chairperson:  Membership  Extension  Retention  Leadership Development
- Council Chairperson
- Other (specify): \_\_\_\_\_

Approximate number of hours per week you will be able to dedicate to this position?

\_\_\_\_\_

What days or hours are you unavailable to serve in this position?

\_\_\_\_\_

Are you available to travel throughout the multiple district to conduct leadership development programs?

- Yes  No

Please state situations or conditions that might limit the time or energy of your services.

\_\_\_\_\_  
\_\_\_\_\_

## SECTION IV – MD-20 CONVENTION

### A. Convention Chair

1. Shall be a Lion in good standing, in a Lions club which is also in good standing, from the area in which the convention is held. Have knowledge of MD-20, and shall be appointed at the third Council Meeting of the 2 years preceding the Convention they will chair. At the time of their appointment, shall have attended at least 2 of the last 3 MD-20 conventions.

The responsibilities cover a three year period. After appointment, the chair designate must work closely with the current chair both before and at the MD-20 Convention. After having served one year as Chair, continue to work, but now as an advisor to the current chair through and during the next MD- 20 Convention.

2. Shall prepare promotional literature for each issue of the New York Lions Magazine.
3. Shall be responsible for coordinating of the MD-20 Convention in conjunction with the MD-20 Secretary/Treasurer and the Council of Governors.
4. Shall be responsible for press and TV coverage at the time of convention.
5. Shall attend the second, third, and fourth meetings of the Council of Governors while chair, and supply written reports.
6. The MD 20 Convention Chair shall be responsible for securing a local high school band to play at the annual MD 20 Convention.

### B. Convention Committee

1. The committee shall be a three person committee consisting of the immediate past MD-20 Convention Chair, the current MD-20 Convention Chair, and the succeeding MD-20 Chair. The chair of the committee will be the current MD-20 Convention Chair, with the immediate past MD-20 Convention Chair serving as an advisor/consultant, and the succeeding MD-20 Convention Chair as a member in training. The term on the committee shall be one year for the immediate past MD-20 Convention Chair, 2 years for the current MD-20 Convention Chair, and 3 years for the succeeding MD-20 Convention Chair.

2. There shall be one planning meeting, called by the MD-20 Convention Chair of the sub district host committee prior to the second Council of Governors meeting.

3. MD-20 Convention Program ads:

The chair will work with the host district committee and convention bureau in the publication of the convention book. The cost of printing and the proceeds from advertising sold will go to the host committee. The Multiple will have the right to assign pages needed for the official convention program.

4. The host committee shall solicit exhibitors, and designate booth assignments. All rental fees shall be determined by the Multiple District office and payable to MD-20. Fees for exhibitor will be as follows: No fees shall be assessed to Lions Camp Badger, Youth Band, and NYS & Bermuda Foundation, Lions SEE, all of which may sell raffle tickets. Half price booth rental shall apply to all other Lions supported projects. Full rental shall apply to commercial exhibitors who may sell items, which are not official Lions International items. No other group may sell raffle tickets.

Convention committee chairs shall be appointed by the Council of Governors at the second Council meeting. The prospective chair shall have served on the committee at least 2 of the past 5 MD-20 conventions and may be appointed by any sub district. These committees are Credentials, Sergeant-at-Arms, Nominations, Elections, and Flag Ceremony

#### 1. CREDENTIALS COMMITTEE

- a. Shall be composed of a Credentials chair and two additional Lions appointed by the District Governor of each sub district. One alternate should also be appointed by the District Governor of each sub district to be available. If two members are not available, the District Governor is required to be present.
- b. District Governor should advise all members to attend the meeting on Friday morning
- c. All members will be given a copy of this section at the Friday morning meeting.
- d. Committee chair, at least two hours prior to first session, will make sure room is set up with 12 tables and 2 chairs at each table.
- e. All members will arrive 30 minutes before the first certification session and 10 minutes for any session thereafter.

Two members at each table with district sign on front of table.

f. No members of the committee shall be allowed to certify their own district members during certification. Committee members may be rotated or assigned by committee chair and the MD-20 Secretary/Treasurer.

g. Committee members will compare the number of delegates allowed on the clubs form with the list from LCI (supplied by the MD-20 Secretary/Treasurer). If wrong, a single line will be placed across the wrong number and the correct number written above it.

h. Committee members must certify that all voting delegates are members of clubs in good standing with Lions Clubs International and MD-20. (No outstanding bill over 90 days per list from MD-20 Secretary/Treasurer). Therefore, committee member will remove all club sheets with outstanding balances and return them to the committee chair to return them to the MD-20 office.

i. Each delegate must exhibit a convention badge and photo ID to the committee member.

j. Each delegate must be listed on the delegate/alternate form supplied by their club. If no form for their club, refer them to the MD-20 office. If alternate – Their District Governor must initial club form next to their name in order for an alternate delegate to become a delegate.

k. Committee member must verify that the convention badge, photo ID and the name on the form are the same person.

l. Upon certification, committee member will place a colored dot (supplied by MD-20 Secretary/Treasurer) on the delegate's certification card and stamp the certification card and next to their name on the club form with the certified stamp (supplied by MD-20 Secretary/Treasurer).

## **2. Sergeant-at-Arms**

a. Shall be composed of the chair and three Lions appointed from each sub-district.

b. The committee maintains order and decorum at the respective meetings of the conventions and shall perform such other duties as the Council of Governors may assign them.

c. Committee members at the entrance to the credentials and election rooms will ask all members to have their photo ID and convention registration badge out before entering the room.

## **4. Elections Committee**

a. Shall be composed of a chair and two lions appointed from each Sub-district. There should be a total of 25 members of the election committee. One alternate should also be appointed by the District Governor of each sub district to be available. If two members are not available, the District Governor is required to be present.

b. District Governor should advise all members to attend the meeting on Friday morning

c. All members will be given a copy of this section at the Friday morning meeting.

d. Committee chair, at least two hours prior to first session, will make sure room is set up with 12 tables and 2 chairs at each table. At least one additional table should be in center for delegates to vote on.

e. All members will arrive 30 minutes before the elections begin. Two members at each table with district sign on front of table.

f. No members of the committee shall be allowed to certify their own district members during certification. Committee members may be rotated or assigned by committee chair and the MD-20 Secretary/Treasurer.

g. Committee member will verify that ballot box is empty, has correct district and then seal it until the election ends.

h. NYS & Bermuda Foundation and others requesting a vote must supply their own ballot box, along with their ballots.

i. Committee member will verify that they have the correct ballots for the district that they are working at.

j. Each delegate must exhibit a convention badge and photo ID to the committee member.

j. Each delegate must have a certification card with a colored dot and a stamp on it to vote.

k. Committee member must verify that the convention badge, photo ID and the name on the certification card are the same person.

l. Once a certified voting delegate is appropriately identified, the committee members for that sub-district retain the certification card, place a different colored dot and stamp (supplied by the MD-20 Secretary/Treasurer) on the voting verification card and return it to the voting delegate together with the all ballots.

m. Voting will be away from district voting stations and designated observers to insure private and un-intimidated voting.

n. The voting delegate, and only the voting delegate, will place his or her ballot in the correct ballot box.

o. Voting delegates may remain in the voting area only long enough to vote and place their ballots in the ballot box.

p. Only members of the Elections Committee, voting delegates, Sergeants-at-arms (as required), special advisors, and designated observers are permitted in the voting area.

q. When ready the committee chair will advise the sergeants-at-arms to let the credentials committee in to vote first.

r. Past and present MD-20 International Officers and Directors (as a group) may be requested by the Council Chair or the Elections Committee Chair to act as special advisors and have the power, together with the Elections Committee

Chair to take corrective action in the event improper/inappropriate procedures are observed.

s. One designated observer per candidate is authorized in contested elections. Designated observers will remain well away from the actual balloting area and not engage in any conversation with voting delegates.

t. No electioneering will be permitted in the voting area.

u. At the conclusion of the voting, the area will be cleared of everyone except the members of the election committee, special advisors and designated observers. Sergeants-at-Arms will be stationed outside each entrance and exit. Those inside, except for the Elections Committee Chair, will remain in the area until the results are announced. When all ballots are counted, members of the International family who were appointed special observers shall be allowed to return to the stage and all others may be escorted by the Sgt.-At- Arms to a reserved section in the convention hall where they will remain until excused.

v. The Committee is responsible for the tabulation of the votes.

w. No member may be excused until it is determined that their services will no longer be needed.

x. When challenges result in the need for a recount, said recount will be conducted only by the Election Committee members who made the original count. Said recount shall include comparing the number of ballots and the number of certification cards.

y. In the event of a recount or a tie, in addition to the committee members, the following may be present: the Council Chair, those members of the MD-20 International Family who served as official observers, the Constitution and By-Laws Committee and the District Governor (s) of the district (s) involved.

z. Signs will be erected in the voting area reminding delegates to remain until results are announced and there are neither challenges nor ties requiring a re-vote.

aa. The committee chair will provide written reports as follows:

First to the presiding officer of the final session of the annual MD-20 Convention one report containing the results (no numbers) of the voting for all MD-20 matters (such as, but not necessarily limited to – MD-20 Constitution and By-Laws amendments, convention city, MD candidate for International Director or Second Vice-President.)

Second to each District Governor containing the results (no numbers) of that district's vote for Governor, 1st Vice-Governor and 2nd Vice District Governor; and the results (no numbers) of the vote on any other sub-district matters.

bb. The Committee is also responsible for the review of election procedures to determine the most efficient manner to conduct the elections. Any recommendations should be forwarded by the chair to the Council Chair and the MD-20 office.

cc. Committee chair will read off the results of the elections, without numbers.

dd. Committee chair after reading results should state "I will entertain a motion to destroy the ballots, unless an objection is heard."

### **Pin Trading**

Pin Trading space shall be arranged for the Pin Traders Club of New York and Bermuda, by the MD-20 Secretary/Treasurer, at the annual MD-20 Convention. The Rules of the LCI Constitution and the policy of the Lions International Pin Traders Club shall be observed and enforced by the Board of Directors of the PTCNY&B.

Pin traders may rent space, if available, in the exhibit area at the same rate charged to Lions clubs.

If requested, a table to promote scholarships, and provide membership information for the PTCNY&B, will be provided, at NO CHARGE to the PTCNY&B. The MD 20 Secretary-Treasurer shall determine availability. No selling or trading of pins shall be permitted in this space.

Meeting space will be arranged for the Pin traders Club of New York and Bermuda by the MD-20 Secretary/Treasurer at the annual MD-20 Convention per LCI Board Policy. This policy shall be policed by the Board of Directors of the PTCNY&B Organization.

### **C. Flag Ceremony Committee**

Shall be composed of one Lion appointed from each sub-district. The committee must unpack the flags and place in alphabetical order at 10:20 am Friday to assure flags are announced in proper sequence.

The committee is responsible for the presentation of the flags of Lionism at the Friday opening session of the MD-20 Convention. Participation in the presentation of flags shall be by Lions, Leo's and up to two Lionesses from each district in MD-20. It ensures that those presenting the flags and those acting as honor guards are in full uniform.

It is responsible for the taking down and packing of the flags and flag stands at the close of the MD-20 Convention on Sunday.

## D. MD-20 Convention Format

### THURSDAY

6:00 pm – 9:00 pm Convention Registration  
8:00 pm – 11:00 p.m. Welcome Party

### FRIDAY

8:30 am – 9:30 am Breakfast with the District Governors  
8:30 am – 3:30 pm Convention Registration  
9:00 am – 3:00 pm MD Office  
9:00 am – 3:30 pm Lions Goods Store  
9:00 am – 3:30 pm Exhibit Booths  
10:00 am – 3:00 pm Lion Pin Trading  
10:30 am – 2:00 pm Convention Committee Meetings  
12:00 pm – 3:00 pm Delegate Certification  
12:00 pm Melvin Jones Fellow Luncheon  
12:00 pm Partners in Service Luncheon

Participants in the Flag Ceremony sit in a reserved section at the rear of the convention hall.

4:00 pm First Convention Session  
Call to Order  
Invocation  
Flag Ceremony  
Introduction of Council of Governors, Lion Dignitaries and Partners in Service  
Welcome  
Preliminary Report of Credentials  
Adoption of Rules  
Constitution and By-Laws Committee Report (if any)  
MD-20 Secretary/Treasurer Report  
MD-20 PDG Organization Leadership awards  
Next Year's Convention Site Report  
Introduction of International Guest  
Address by International Guest  
Response and Appreciation  
Presentation of Ambassador of Good Will and/or International President's Awards  
Nominations of District Governor candidates by Chair of Nominations Committee  
Nominations of Vice-District Governor candidates by Chair of Nominations Committee  
Nomination (s) of International Director/Second Vice President candidate (s) by Chair of Nominating Committee  
7:30 pm Adjourn First Session

### SATURDAY

7:30 am – 9:00 am MD-20 PDG Breakfast  
8:30 am – 9:30 am Breakfast with the 1<sup>st</sup> Vice District Governors  
8:00 am – 12:00 pm Convention Registration  
8:00 am – 4:00 pm Lion Pin Trading  
9:00 am – 12:00 pm MD Office  
9:00 am – 11:30 am Delegate Certification  
9:00 am – 3:30 pm Exhibit Booths  
9:00 am – 4:00 pm Lions Goods Store  
9:30 am – 11:30 am Four Lions Workshops as Selected by the Council  
9:30 am – 11:30 am President Elect Seminar  
12:00 pm – 1:45 pm Lions Luncheon  
2:00 pm – 4:45 pm Leadership Seminar  
2:00 pm – 4:00 pm Four Lions Workshops as Selected by the Council  
6:00 pm – 9:00 pm Convention Theme Party

## SUNDAY

**SPECIAL NOTICE:** All voting delegates are advised that, in the case of a challenge or a tie vote (any office, convention site, etc.) a re-vote will take place immediately. All voting delegates are requested to remain until the close of the final session.

6:30 am – 12:00 pm	MD Office
7:00 am – 10:15 am	Delegate Voting
7:00 am – 11:00 am	Lions Goods Store
7:30 am – 8:30 am	Convention Registration
7:30 am – 9:00 am	Delegate Certification
9:10 am	Solemn Necrology Service
9:45 am	Doors Opened
10:00 am	Second Convention Session
	Call to Order
	Combined Reports of District Governors
	Recognition of Chair Persons for Sight, LCIF, Youth Services, and Health Services
	International Report
	USA/CANADA Lions Leadership Forum Report
	MD-20 Membership Report
	Uplinger Trophy
	Director’s Trophy
	MD-20 PDG Association Trophy
	MD-20 Committee Reports when Requested by Council.
	Each report limited to two (2) minutes. (This note included in printed program.)
	New York/ Bermuda Lions Foundation
	Lions Camp Badger
	Lions SEE Program
	Brandel-Murphy Foundation
	Final Report of Credentials
	Resolution Committee Report
	Presentation of New President of MD-20 PDG Association
	Report of Elections Committee
	Results of Constitution and By-Laws Amendments Balloting (when applicable)
	Announcement of 1 <sup>st</sup> & 2 <sup>nd</sup> Vice-District Governors Elect – (district(s) with contest(s) is last)
	Presentation of District Governors Elect (district (s) with contest (s) are last)
	Presentation of MD-20 Candidate for International Office
	Benediction
11:30 am – noon	Adjourn MD-20 Convention

### **J. Multiple District 20 Bidding Process**

1. No municipality may bid to host an MD 20 Convention in consecutive years.
2. Any municipality that is currently hosting an MD 20 Convention or any municipality that has been awarded a convention bid for a future convention shall not be allowed to bid again until they have hosted said convention.
3. Prior to the State Secretary/Treasurer signing any contracts related to the MD 20 Convention, such contracts will be reviewed, if legal counsel has reservations or objections to such contracts, he/she will set forth those reservations in writing to the MD 20 Secretary/Treasurer.
4. Cities requesting to bid will be sent the request for proposal and make presentations RFP’s to the Council of Governors at their second Council meeting at which time the Council will vote to select the location

## **K. Multiple District 20 Convention Request for Proposal**

### **Request for Proposal for the Multiple District 20 Lions Clubs of New York State and Bermuda Annual Convention 20 - -**

#### **Organization Profile**

The Lions Clubs of New York State & Bermuda District 20 are part of the Lions International Organization. In Multiple District 20, there are over 15,000 Lions members in over 600 Clubs throughout New York and Bermuda. The organization was formed to assist their local communities in the areas of sight, hearing, youth, and other charitable work both in the Multiple District 20 geographic area and throughout the world.

#### **Annual Convention Profile**

The Multiple District 20 Lions Annual Convention draws an attendance of approximately 1,250 members and their families each year from across New York State and Bermuda. The members attend the convention for increased education for Lions work, officer-training classes, networking, and fellowship.

The convention, on average, attracts 20 to 50 service activity exhibitors and vendors. Their booths are open Friday and Saturday during convention. It is imperative that this exhibit area be located in one area and be in close proximity of convention seminars and other activities other than the opening and closing sessions. Tables and booth space will be provided at no charge.

#### **Time of the Year**

The dates of the convention are determined by District Governors, International Officers, and Directors elections and must be held at least 30 days prior to the International Convention. Multiple District 20 allows bid dates to be submitted no earlier than the last weekend in April and no later than the 3<sup>rd</sup> weekend in May excluding Mother's Day and Memorial Day weekend.

#### **Location**

A convention /conference center and hotels with a minimum of 550-600 sleeping rooms within walking distance or a reasonable shuttle service is preferred.

#### **Lodging Requirements**

Arrival/ Departure Patterns and Room Blocks

	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
<b># OF ROOMS</b>	50	150	450	450

#### **Hotel Accommodations**

Multiple District 20's peak room block should allow for 550 rooms (minimum) with up to 50 additional rooms available. The Convention and Visitor's Bureau will assign the reservations in the host city for the participants. The Multiple District Office will receive the reservation requests, which will include our registration fee and a hotel deposit. We will forward the requests to the bureau periodically for room assignment. The Convention and Visitors Bureau will create the master housing list and will supply a copy to the Multiple District office and the participating hotels. The Multiple District 20 Lions shall not be financially responsible for any room blocked for the Multiple District 20 Convention. Any rooms in the hotel block not used will be released 45 days before the Convention. Cancellations and room changes prior to 45 days before the convention will be handled through the CVB. The Convention and Visitors Bureau will send out confirmation notices to the attendees with hotel assignment and cancellation information. The confirmations should also state the policy on transferring rooms, room deposit refunds, and cancellation of 45 days prior to convention.

#### **Headquarters' Hotel**

Traditionally, one hotel is designated as "Headquarters" and houses the convention's VIP's. Meeting rooms and food and beverage functions are divided as equally as possible between the headquarters hotel and the convention

center or other acceptable hotel within walking distance of the headquarters hotel. The headquarters hotel must be a full service hotel located in close proximity to the convention center. Multiple District 20 requires the greater portion of 150 rooms or 85% of the total hotel rooms for the headquarters hotel. In addition, a minimum of 6 suites or similar type rooms at the headquarters for VIP's and other district hospitality rooms are required. The headquarters hotel will be the only property that Multiple District 20 will sign with a guarantee and attrition clause. A minimum of 13 suites total between all properties should be available within close proximity of the headquarters hotel. The Multiple District 20 Lions will have the right of release of any room block provided by any and all other properties if the hotel requests a release prior to 45 days before the convention. There shall be no attrition clause in those contracts.

### **Complimentary Housing requirements**

One (1) room for every 50 occupied room nights.

### **Hotel Front Desk Information**

#### **Check-In**

The busiest check-in days will be on Thursday and Friday.

#### **Room Deposits**

Multiple District 20 will forward to each property a room deposit of \$125 for each traditional sleeping room booked through the CVB and \$250 per each suite booked through the CVB one month prior to the Convention. After the deposits are sent to the hotel, cancellations and requests for refund will be referred directly to the hotel and will be made at the hotel's discretion. Room rates should be available to our registered guests at the same rate as convention rates for 3 days prior to and 3 days after the convention.

#### **Checkout**

On Sunday, at the conclusion of the closing session, usually around noon, expect requests for late checkouts (the hotel to determine whether they can accommodate each request on an individual basis). Approximately 50 room's convention VIPs must be scheduled for a late checkout.

#### **Reservations**

The local Convention and Visitor Bureau will be coordinating lodging requests of the conference attendees. The Multiple District 20 Office will send room requests to the Convention & Visitors Bureau for hotel assignment based upon a first received, first choice basis. A master list of the assigned hotels will be sent to the Multiple District Office on a regular basis with the first master list sent by December 15, and additions at least every 30 days. The CVB will send out room confirmations to the attendees.

### **Convention Center & Hotel Requirements**

#### **Business Services**

Multiple District 20 generally has all materials arranged in advance, but there may be the need for photocopying, faxing, or transparencies. Advise of all costs (if any). Absolutely no business services or any other kinds of charges are to be billed to the Multiple District 20 Lions master account without the approval of the Multiple District 20 Office staff.

#### **First Right of Refusal**

Due to the size and complexity of the Multiple District 20 Lions Convention, we require the first right of refusal on all space that is being held.

#### **Accounting/Billing Information**

- Master account is to be direct billed with payment upon convention completion.
- All master account charges are to be signed by the Multiple District 20 Secretary or Office Administrator.
- Meeting room rental should be provided at no charge (based on food & beverage as well as sleeping room usage)
- All food events are to be billed to the master account with the exception of the Past District Governors Breakfast, which will be billed directly to that group.

## **Rules and Regulations**

All rules and regulations are to be clearly spelled out in the original contract.

## **Convention & Visitors Bureau Requirements**

- The Local CVB will process all lodging request forms for the convention attendees at no cost to the MD-20 Lions.
- Master housing lists will be submitted to the hotels and the MD-20 office by the CVB.

## **Exhibitors space requirements**

- The Multiple District 20 Lions require an exhibitor area to accommodate 20 to 50 booths.
- Backdrop of drapery or wall space and tables be provided at no additional fee.
- The exhibitors must be in an area along with other convention functions.
- Booth space should be standard 8 foot front.
- Have electric outlets in exhibit area available for those who request them.

## **Audio Visual Equipment Requirements**

- All A/V equipment for sessions and seminars will be billed to the master account.
- Requests for additional equipment and internet service must be approved by the Multiple District 20 office before use.
- One free microphone will be provided for the general sessions and all of the seminar meeting rooms at no expense to the Multiple District 20.
- All spotlights and video screens for sessions and seminars will be billed on the master account.

## **Food and Beverage requirements**

Luncheon menus should offer a different menu for Friday and Saturday functions.

Meal functions required for the Lions Convention are:

- Thursday coffee break during morning Council Meeting (40)
- Thursday evening first night party,(150-200 attendees), food and drink *sponsored by host city*
- Friday Lions Breakfast, Hosted by the District Governors.
- Friday Melvin Jones Luncheon 125-175.
- Friday Lions Luncheon
- Saturday Past District Governors Breakfast 150-200 (to be billed to that group)
- Saturday Lions Breakfast-hosted by the Vice District Governors 50
- Saturday Lions Luncheon 250-300.
- Convention Gala 350-450.

## **Meeting room requirements**

- The general sessions require a seating area of 1500 theater style with a stage to accommodate 50 people.
- Past conventions have required the same meeting space needs year after year. The following are minimum requirements for concurrent seminars.
  - Theater style set up for 150 Saturday morning and afternoon seminars.
  - Theater style set up for 3 rooms for Saturday morning and afternoon seminars.
  - A secure room with phone service for the Multiple District office.
  - Room with 12 tables around perimeter for the delegate certification.
  - Room or lobby entrance of convention center for registration tables.
  - Multiple District Lions Store should be a secured area of approximately 2000 square feet.
  - Multiple District Pin Traders room approximately 1500 square feet.
  - Room available for voting with 12 tables inside perimeter.
  - Small meeting room with seating for 20 for special committee meetings.
  - Secured Storage area for flags, band equipment, and other items.

## Transportation Requirements

The following factors determine the extent of shuttling required by the Convention:

- The number of hotels necessary to house the convention delegates.
- The number of hotels with respect to the convention center and meeting locations.
- If shuttling is necessary for the entire length of the convention, it must begin on Friday from 8:00 am until midnight, Saturday from 6:30 am until midnight, and Sunday from 6:30 am until 1 pm. The shuttle service shall be on a continuous loop approximately every 15 minutes.

## Schedule of events

### Wednesday

Council of Governors and other VIP's arrive

### Thursday

Multiple District 20 office is set up

9:00 am – noon Council of Governors Meeting

Tour of Convention Center

VIP Tour sponsored by host city if available

6:00 – 9:00 pm Convention Registration

8:00 – 11:00 pm Welcome Party

### Friday

8:30 am – 9:30 am Breakfast with the District Governors

8:30 am – 3:30 pm Convention Registration

9:00 am – 3:00 pm MD Office

9:00 am – 3:30 pm Lions Goods Store

9:00 am – 3:30 pm Exhibit Booths

10:00 am – 3:00 pm Lion Pin Trading

10:30 am – 2:00 pm Convention Committee meetings

12:00 pm – 3:00 pm Delegate Certification

12:00 pm Melvin Jones Fellow Luncheon

12:00 pm Welcome Lions Luncheon

3:30 pm – 7:30 pm Opening Session

### Saturday

7:30 am – 9:00 am MD-20 PDG Breakfast

8:00 am – 4:00 pm Lion Pin Trading A.M.

8:30 am – 9:30 am Breakfast with the 1<sup>st</sup> Vice District Governors

8:00 am – 12:00 pm Convention Registration

9:00 am – 12:00 pm MD Office

9:00 am – 11:30 am Delegate certification

9:00 am – 4:00 pm Lions Goods Store

9:00 am – 3:30 pm Exhibit Booths

9:15 am – 11:30 am 4 Seminars

12:00 pm – 2:00 pm Lions Lunch

2:15 pm – 4:15 pm 4 Seminars

6:00 pm – 9:00 pm Convention Gala

### Sunday

6:30 am – 12:00 pm MD Office

7:00 am – 10:15 am Delegate Voting

7:30 am – 8:30 am Convention Registration

7:30 am – 9:00 am Delegate Certification

7:00 am – 11:00 am Lions Goods Store

9:10 am Solemn Necrology Service

9:45 am Doors Opened

10:10 am Second Convention Session

**To submit a Proposal, please send the following information:**

**From the Convention Center:**

- Dates of availability.
- Complete floor plan of the convention center.
- Specification of the exact space being held day by day.
- Sample contract with actual costs for center rental.
- Menus with actual prices.
- Information regarding unions working in the convention hall.
- Actual breakdown of additional costs for the center including but not limited to, chair set up charges, room set up chairs, breakdown of equipment rental and any other fees not included.
- Signed Multiple District 20 Contract Addendum (attached).

**From the Hotels**

- Dates of availability.
- Committed sleeping rooms including the number of Kings, Queens, Doubles, Suites, Handicapped rooms.
- Meeting room space available during convention.
- Cost of the above mentioned rooms.
- Complete floor plan of hotel.
- Specification of the exact space presently being held listed by day.
- Sample contract with actual prices.
- Multiple District 20 attached contract addendum.
- Comp. policy (usually 1/50).

**From the CVB:**

- The year prior to hosting the convention, the *CVB will provide a Friday evening hospitality party*, have an exhibit at that convention, and encourage early convention registration.
- Requirements for processing lodging request forms.
- Shuttle bus transportation availability and who will pay for the service.
- A city map-listing convention center and hotels within walking distance Information on local attractions.
- The host city will provide the Thursday night welcome party for approximately 250 at no fee to the attendees or Multiple District 20 Lions, which would include entertainment, hors d'oeuvres, soda, beer, and wine.
- Provide financial support for the entertainment at the Saturday night convention gala.

**From Host District:**

Copy of a resolution approved by the voting district cabinet in support of hosting the convention, with a commitment of working support, if the convention is held in their sub-district. MD 20 is a separate organization from any Lions sub-district, and the multiple will not provide volunteers to be involved in the host district convention committee. Failure to provide, at time of presentation, written support from any host Lions sub-district, will have a serious impact on the proposal.

Qualified cities will be invited to do a formal presentation to the MD-20 Council of Governors at the October (DATE) Council Meeting, which will be held in (CITY).

Your proposal must be received no later than October (DATE).

Mail to: Multiple District 20 Lions of New York & Bermuda  
PDG Timothy F. Jachlewski, Secretary/Treasurer  
200 Gateway Park Drive Building "A"  
North Syracuse, New York, 13212-3751  
Timslion@msn.com  
315-478-3131

If you have questions, please contact me. Thank you.

Tim Jachlewski  
MD-20 Secretary/Treasurer

## **L. Convention Rules**

The Council of Governors and the Multiple District Convention Chair, and committee, urge and request 100% compliance with all convention rules, for the betterment and safety of all conventioners and their families.

### **CONVENTION RULES (LARGE TYPE)**

No individual committee, Club or District may conduct any fund raising activities at the convention. This includes raffles, selling of souvenirs, pins, or material regardless of the worthiness of the project. Permissible Activities at MD 20 Conventions for the following MD 20 Approved Organizations: Empire State Special Needs Experience, Inc. at Lions Camp Badger; New York State & Bermuda Lions Foundation, Inc.; Lions SEE;

1. All of the above are granted permission to sell raffle tickets at the annual MD 20 Convention.
2. All of the above are granted permission to hold their annual raffle drawings, on Sunday of the annual MD 20 Convention as scheduled by the MD Secretary/Treasurer.
3. All of the above are granted the opportunity to have free booth space at the MD 20 Convention.

Any other fund raising activities must be authorized by the Council of Governors.

### **PIN TRADING**

No pin trading will take place during convention business sessions. Pin Trading space shall be arranged for the Pin Traders Club of New York and Bermuda, by the MD-20 Secretary/Treasurer, at the annual MD-20 Convention.

The Rules of the LCI Constitution and the policy of the Lions International Pin Traders Club shall be observed and enforced by the Board of Directors of the PTCNY&B.

If requested, a table to promote scholarships, and provide membership information for the PTCNY&B, will be provided, at NO CHARGE to the PTCNY&B. The MD 20 Secretary-Treasurer shall determine availability. No selling or trading of pins shall be permitted in this space. Admission to convention sessions, scheduled seminars, workshops, forums, luncheons, and dinners are by convention badge only.

Candidates for any office voted on at this convention are prohibited from participating in any official capacity at any function open to all attendees at this MD-20 Annual Convention.

It shall be prohibited to campaign for any candidate for office, or exhibit, display or possess any campaign material, within the voting area as well as within 100 feet of the voting area. The term 'campaign material' shall include, but not be limited to, the display, exhibition or possession of any material, paraphernalia, literature, document or other similar or like item, which directly or indirectly refers to any candidate for office. This rule shall be enforced by the Sergeant-At-Arms.

Challenges to the results of any vote must be made to the Chair before the close of the session or within 15 minutes of the final Report of the Elections Committee Chair, whichever comes first.

In the event of a tie or a challenge necessitating a re-vote, the polls will be reopened for 30 minutes, or until the last delegate in line at that time has voted.

### **DUES (MEDIUM TYPE)**

For club delegates to vote at Multiple and International Conventions, all club fiscal responsibilities must be paid in full, to both the International Association and the Multiple District. If your club is in arrears, club members will not be allowed to vote, until payment in full is received. Payment at the convention shall be in the form of cash or other certified financial instruments. No payments will be accepted in the forms of personal checks or club checks for club voting privileges to be restored.

### **MD-20 CONVENTION REGISTRATION BADGES ARE REQUIRED TO ATTEND ALL SESSIONS AND SEMINARS**

Hospitality rooms shall not be open during the times of any official business session or any scheduled seminar, workshop, forum, luncheon, or dinner. When open, they shall comply with all applicable laws, rules, and regulations.

## CONVENTION DELEGATES

Article VII, Section 7, of the International Constitution was amended as follows effective June 23, 2000.

Each chartered club in good standing in the Association and its District (Single or Sub and Multiple) shall be entitled in each annual convention of its' District (Single or Sub and Multiple) to one (1) delegate and one (1) alternate for each ten members who have been enrolled for at least one year and a day in the club, or major fraction thereof, of said club as shown by the records of the International Office of the first day of the month last preceding that month during which the convention is held, PROVIDED, however, that each such club shall be entitled to at least one (1) delegate and one (1) alternate and FURTHER PROVIDED, that each District (Single or Sub and Multiple) may, by express provision in its' respective Constitution and By-Laws, grant full delegate status to each Past District Governor who is a member of a club in such District independent of the club delegate quotas hereinabove specified. Each certified delegate present in person shall be entitled to cast one (1) vote of his / her choice for each office to be filled by, and one (1) vote of his / her choice on each question submitted to, the respective convention. The major fraction referred to in this Section shall be five (5) or more members. Any club which is newly chartered and any other chartered club which takes in new members prior to the convening of any such 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 a day as shown on such record date in the records of the International Office. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

The MD-20 District Convention is in May of each Lionistic year, the members who have been enrolled for at least one year and one day in the club as shown by the records of the International office on April 1 are counted for purposes of calculating delegate entitlement. *The International Constitution does not require that a club's delegate have one year and one day membership in the club. Each club may determine delegate eligibility.*

It is hoped that this information is of assistance.

Photo ID must be presented for voting and certification You must be registered to be certified.

You must be certified to vote.

You must be listed on your club's delegate form. The convention registration badge is required for Admission to all convention sessions, and seminars.

Delegate / alternate forms are due no later than determined by the MD-20 office usually 30 days before the convention. Delegate / alternate forms have been distributed to all Club Secretaries indicating the appropriate number of Delegates and alternates the Club is entitled to. Numbers are based on membership reports obtained through Lions Club International, and reflect the number of members enrolled in the club for at least one year and a day. Any decline in club membership after April 1st, 20XX will result in a decrease in Delegate numbers. These changes will be made by the Certification Committee.

### REPLACEMENT OF A CERTIFIED DELEGATE BY AN ALTERNATE

The District Governor of each Sub-District, within Multiple District 20, shall be solely responsible for permitting the replacement of a delegate, whether certified or not certified, by a certified alternate at the Multiple District Convention. The District Governor shall require verification by one of the following methods:

1. Written verification from the clubs President or Secretary, that the delegate being replaced is not voting at the convention
2. Electronic verification from the clubs President or Secretary that the delegate being replaced is not voting at the convention.
3. Telephonic verification from the clubs President or Secretary that the delegate being replaced is not voting at the convention.
4. Verification, in person, by the club President or club Secretary that the delegate being replaced is not voting at the convention.

Alternates listed on the clubs delegate/alternate form furnished by Multiple District 20, and on file with Multiple District at the Multiple District Convention, shall be the ONLY Lion eligible to replace a previously certified delegate. **All delegate changes shall be accomplished prior to the beginning of the Convention Necrology Service on the Sunday morning of the Multiple District Convention.**

## **VOTING**

Each chartered club in MD-20 and in good standing shall be entitled to one (1) voting delegate and one alternate delegate for each ten (10) members who have been enrolled for at least one year and a day in the club, or major fraction thereof of said club as shown by the records of the International Office on the first day of the month last preceding that month during which the convention is held. Provided, however, that each such club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be five or more members. Each vote can be cast only by a duly accredited delegate whose credentials as such delegate have been passed upon and recognized as valid by the Credentials Committee of the convention and is present in person at the convention. No delegate shall cast more than one vote on each question.

In the absence of any delegate who has been compelled to leave or cannot be present at the time of voting a duly accredited alternate may cast the vote but only after substitution shall be approved by the Credentials Committee.

Any District Governor, present and Past International Officers, Past District Governors, or Provisional District Governors are allowed the right to vote independent of the club delegate quota.

## **CONVENTION SESSIONS AND SCHEDULED EVENTS (MEDIUM TYPE)**

It shall be the duty of both the presiding officer and the delegates in attendance, to begin, carry on, and close the session of the convention, scheduled seminars, workshops, forums, luncheons, and dinners on time. It is the expressed sense of the assembled delegates to this convention that none of their members shall congregate or loiter in the lobbies, or outer rooms and shall remain in attendance until recess or adjournment until recess or adjournment is ordered.

Hospitality rooms shall not be open during the times of any official business session or any scheduled seminar, workshop, forum, luncheon, or dinner. When open, they shall comply with all applicable laws, rules, and regulations.

## **CAMPAIGN MATERIAL (MEDIUM TYPE)**

All posters and other campaign material advertising candidates for District Governor, 1<sup>st</sup> & 2<sup>nd</sup> Vice-Governors, International Office and the convention cities bidding, shall be posted only in approved locations and only with the hotels being used specifically for convention purposes. It is expected that all due care and consideration will be exercised with regard to private property. Any liability resulting from the posting of said candidate and convention city campaign material is the responsibility of person or organization for which it was erected. No campaign material is to be posted on any public thoroughfare. The Convention Committee and the Council of Governors specifically request that all such material be removed at the close of the convention.

It shall be prohibited to campaign for any candidate for office, or exhibit, display or possess any campaign material, within the voting area as well as within 100 feet of the voting area. The term 'campaign material' shall include, but not be limited to, the display, exhibition or possession of any material, paraphernalia, literature, document or other similar or like item, which directly or indirectly refers to any candidate for office. This rule shall be enforced by the Sergeant-At-Arms.

The necessary forms need to place your name on the ballot at the MD-20 convention for the office you seek. This must be received by the MD-20 office no later than April 1<sup>st</sup> so it may be forwarded to the nominations committee for review of qualifications, per the MD-20 constitution and by-laws. If you have submitted this form last year for the office you are presently in we will still need an updated copy of the request as well as your club/district endorsements, copy of the district cabinet meeting highlighting these endorsements and the appropriate information sheets. The MD-20 office will forward the documentation to LCI after the MD convention.

District governor candidates will also be required to send 2 photos and a brief bio to the MD-20 office no later than 60 days before the convention which will be included in the convention issue of the MD-20 magazine.

## **PARLIAMENTARY AUTHORITY (MEDIUM TYPE)**

Except where otherwise herein provided, Robert's Rules of Order Newly Revised latest edition, shall govern the Parliamentary Procedure.

## CONVENTION CALL (MEDIUM TYPE)

### Official Notice:

This is the official call for the Annual Convention for the Lions Clubs of Multiple District 20, New York State and Bermuda, Inc. to be held the date of (date) in the (building) in (community), New York.

The Council of Governors has directed that the hours for Certification of delegates and voting shall be as follows:

#### Convention Registration: (Location)

Thursday, (date)	6:00 pm – 9:00 pm
Friday, (date)	8:30 am – 3:30 pm
Saturday, (date)	8:00 am – Noon
Sunday, (date)	7:30 am – 8:30 am

#### Delegate Certification: (Location)

Friday, (date)	Noon – 3:00 pm
Saturday, (date)	9:00 am – 11:30 am
Sunday, (date)	7:30 am – 8:30 am

#### Delegate Voting: (Location)

Sunday, (date)	7:00 am – 10:15 am ONLY
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#### MD-20 Office Hours: (Location)

Friday, (date)	9:00 am – 3:30 pm
Saturday, (date)	8:00 am – Noon
Sunday, (date)	6:30 am – 10:30 am

Any District Governor, present and Past International Officers, Past District Governors, or Provisional District Governors are allowed the right to vote independent of the club delegate quota.

### Friday

#### **Good Morning Breakfast with the Council of Governors**

8:30 am – 9:30 am

*Open Microphone, All are invited*

NO TICKETS WILL BE SOLD AT THE CONVENTION

#### **Friday Committee Meetings**

#### **Room**

10:30 am - Credentials  
11:00 am - Sgt. at Arms  
11:30 am - Resolutions & Rules  
1:30 pm - Voting and Elections  
2:00 pm - Nominations  
12:00 pm - Flag Ceremony

#### **Melvin Jones Fellows Luncheon**

12:00 pm to 1:30 pm

PCC

Speaker: International

NO TICKETS WILL BE SOLD AT THE CONVENTION

#### **Welcome Lunch (coordinated by Partners in Service)**

12:00 pm to 1:30 pm

Partners of the Council of Governors

Speaker

NO TICKETS WILL BE SOLD AT THE CONVENTION

#### **Friday Session Program: 4:00 pm**

Opening Convention Session

Call to Order, Council Chair, MD-20

Introduction of Council of Governors and Lion Dignitaries

Flag Ceremony: Chair  
Announcer  
Presiding PDG, Council Chair, MD-20  
Welcome: DG  
Preliminary Report of Credentials  
Adoption of Rules: Chair, MD-20 Constitution & By Laws Committee  
Constitution & By Laws Report, Chair, MD-20 Constitution & By-Laws Committee  
MD-20 Financial Report, PCC Timothy Jachlewski, MD-20 Secretary/Treas.  
Announce MD-20 PDG Organization Leadership Awards, President, MD-20 PDG Organization  
Introduction of Featured Speaker Convention Speaker: International  
Response and Appreciation Council Chair, MD-20  
Report and Nominations of District Governors and Vice District Governors. Chair, MD-20  
Nominations Committee  
7:30 pm Close First Convention Session

### **Saturday (No Business Session)**

#### **PDG Organization Breakfast**

7:00 am to 9:00 am  
PCC, President, PDG Organization  
Speaker: International Officer

#### **Good Morning Breakfast**

8:30 am – 9:30 am  
*Conversations with your Vice District Governor, All are invited*  
8:30 AM to 9:30 AM  
NO TICKETS WILL BE SOLD AT THE CONVENTION

#### **Saturday Morning Workshops**

***TO AVOID DISRUPTIONS, NO ONE WILL BE ADMITTED AFTER WORKSHOP BEGINS.***

*I have included the workshop presenters email address. Please send them your questions and also if you are going to attend to help assure enough materials are available at each workshop*

**Morning workshops will be from 9:30 am until 11:30 am**

PRESIDENT ELECT WORKSHOP  
CLUB SECRETARY SEMINAR

#### **Convention Lunch**

12:00 NOON to 2:00 PM, All are invited  
Entertainment by 20XX-20XX MD-20 Council of Governors  
NO TICKETS WILL BE SOLD AT THE CONVENTION

#### **Saturday Afternoon Workshops**

**Afternoon workshops will be from 2:00 pm until 4:00 pm**

LEADERSHIP WORKSHOP  
TREASURER SEMINAR

#### **New York State & Bermuda Lions Foundation Annual Meeting**

4:00 pm – 5:00 pm  
*All Lions are welcome to attend*

#### **The Empire State Special Needs Experience, Inc. at Lions Camp Badger Annual Meeting**

4:00 pm – 5:00 pm  
*All Lions are welcome to attend*

#### **Lions SEE Program Annual Meeting**

4:00 pm – 5:00 pm  
*All Lions are welcome to attend*

**Brandel-Murphy Foundation Annual Meeting**

4:00 pm – 5:00 pm

*All Lions are welcome to attend*

**Convention Gala**

6:00 pm – 10:00 pm, All are invited

Doors open at 6:00 pm. Dinner served at 7:00 pm, sharp

**NO TICKETS WILL BE SOLD AT THE CONVENTION**

**Sunday**

7:00 am – 10:15 am Delegate Voting

7:30 am – 9:00 am Delegate Certification

7:30 am – 8:30 am. Convention Registration

9:00 am Interdenominational Service Including MD-20 Necrology Service

**Sunday Session Program: 10:10 AM**

Convene Business Session, PDG, MD-20 Council Chair, Presiding

Report of District Governors - Council of Governors, MD-20 CC, MD-20 PDG Organization Membership Growth Awards

Presentation of Past MD20 Presidents Trophy (Recognizes the District that has achieved the highest % of new member growth) PIP

Multiple District 20 Past Directors Award (Recognizes the District that has the highest % of membership retention) PID

NYS /Bermuda MD-20 Foundation Raffle Drawing

Final Report of Credentials Chair, Credentials Committee Report of Resolutions Committee Chair, Resolutions

Presentation of President, MD-20 PDG

Organization Report of Elections and Voting Chair, Voting & Elections Committee

Presentation of Vice District Governors Elect, MD-20, 20XX-20XX CC

Presentation of District Governors Elect MD-20, 20XX-20XX

CC, BENEDICTION

11:15 AM

Adjourn xxth Annual MD-20, Lions Clubs of New York State and Bermuda, Inc., Convention. See You in XX

**LIONS GOODS STORE**

The Empire State Special Needs Experience, Inc. at Lions Camp Badger shall be the exclusive operator of the Lions Good Store at all future MD 20 Conventions.

**FOUNDATION**

1. The NYS & Bermuda Lions Foundation is granted permission to sell raffle tickets at the annual MD- 20 Convention.
2. The Foundation is granted permission to hold its raffle drawing on the closing session (Sunday) of the annual MD-20 Convention.
3. The Foundation is granted the opportunity for free booth space at the MD-20 Convention.

## SECTION V – OFFICIAL MULTIPLE DISTRICT 20 UNIFORMS

A. The official “Lions of MD-20” uniforms, including partners in service, shall be:

- | 1. ITEM          | UNIFORM                                  |
|------------------|--|
| Navy Blue Blazer | Yes                                      |
| MD-20 Emblem     | Yes                                      |
| Pants            | Khaki-Tan/Skirt                          |
| Shirt/blouse     | White                                    |
| MD-20 tie        | Yes                                      |
| Shoes/socks      | Brown/Black Shoes                        |
| Pin              | Official Lions Clubs International Lapel |
2. The Council may authorize the wearing of the approved white MD-20 polo shirt as the International parade uniform.
  3. This uniform is used to create an image of uniformity throughout MD-20.
  4. Proposed changes to the Official MD-20 Uniform shall require the approval of two (2) consecutive Councils (2/27/10)

B. The Bermuda Uniform shall be:

1. Navy blue blazer \*
2. White shirt
3. Yellow Bermuda shorts for men and skirts for women Navy blue knee length socks
4. Black shoes

\* The official MD-20 emblem is part of the uniform for all Bermuda Lions. When the alternate summer uniform is designated by the Council, the blazer will not be worn.

C. It shall take the affirmative vote of two (2) consecutive MD 20 Council of Governors to make any recommended or suggested changes to the uniform of the official MD-20 uniform.

D. The Official Patch of MD-20



**SECTION VI – PRACTICE, PROCEDURES, COURTESIES, AND TRADITIONS OF MD-20**  
(Not in C & BL)

**A. The MD-20 Family**

The family is considered to include The Council of Governors and its Chair, any current or Past International Officer, or Director who is an active member of a Lions Club in MD-20; the President of the Past District Governors Organization; and the Secretary/Treasurer of MD-20. Others may be included in this group such as:

1. The MD-20 Convention Chair for all events and activities taking place at the MD-20 Convention.
2. The guest of honor or primary speaker at MD-20 Conventions.

**B. Courtesies at the MD-20 Convention**

1. Reservations for rooms are made by the MD-20 Secretary/Treasurer for all members of the MD-20 Family.
2. Where there are grades or room classifications, premium rooms are reserved.
3. Tickets for the Convention Gala are provided to the MD-20 Family.
4. Assigned seating at all functions is provided to the MD-20 Family according to protocol and space.
5. The Convention program features a picture or biography of the speaker and pictures of the MD-20 Family and other ranking MD-20 Lions.
6. The MD-20 Secretary/Treasurer will correspond with the spouses of deceased Past International officers.
7. Officers of MD-20 relative to all Council Meetings and conventions, both Multiple and International.

**C. Courtesies at the MD-20 Council Meetings**

1. The MD-20 Family receives meeting notices, agendas and other details.
2. Room, meal, etc. reservations are made for all those acknowledging their availability for the meetings.
3. Places are assigned to all MD-20 Family members at Council Meetings.
4. Though the role of the current and Past International Officers and Directors is advisory, the chair recognizes and encourages participation including comments, where those comments can expedite, explain or otherwise aid the progress of the meeting.
5. The MD-20 Secretary/Treasurer will send a copy of all Council Meetings minutes to the spouses of all deceased Past International Officers of the MD-20.

**D. Hospitality Room**

1. Members of the MD-20 Family as well as regularly invited guests such as chair of the Finance Committee, contribute to the refreshments served at hospitality rooms' council functions.
2. Members of the MD-20 Family as well as invited guests and participants at Council Meetings receive meeting notices and directives involving meeting times and when possible travel arrangements for the various meal and social functions at Council Meetings (example: Please meet me at room 300 at 7:00 to arrange for car pool for drive to restaurant).

**E. Gifts**

1. A gift, a contribution to LCIF is given to the guest speaker at the MD-20 Convention.
2. A PAST DIRECTORS RING or a similar gift is given to a retiring International Director from MD-20 at the Multiple District Convention held during the second year of the Director's tenure at a cost not to exceed \$1,200.00
3. MD-20 pins are provided to current and Past International Officers and Directors to help promote the Multiple District during their travels as follows:

International Officer	150
Past International President	50
International Director	100
Past International Director	25

## **F. Courtesies at International Conventions**

1. There shall be a Breakfast/Caucus at the International Convention for the purpose of gathering the Lions of MD 20 attending during the convention as well as providing an opportunity for the Lions of MD 20 to meet and greet the candidates for director and international office. The Council Chair shall act as the Master of Ceremonies at this event. In the absence of the Council Chair the Council Chair-Elect shall perform said duties.

## **G. Speakers and Guests at MD-20 Functions**

1. The First Vice President. of Lions Clubs International is the first choice as speaker and guest at MD- 20 Conventions.
2. The ranking current or Past International Officer or Director from MD-20 in consort with the current Council Chair is responsible for issuing invitations to the Lion who will be 1<sup>st</sup> V.P. at a time sufficiently early to ensure acceptance. Should the future 1<sup>st</sup> V.P. be unavailable, they select another suitable guest.
3. The ranking officer of MD-20, the sitting International Officer or sitting International Director or the Past International President, or the Council Chair, If requested, shall be the host of the International Guest during their official visit to MD 20's annual convention. The ranking officer shall share a suite, if available, with the International Guest. If no suite is available, than a room in the closest proximity possible shall be secured for the ranking officer's use.

## **H. Speakers and Guests at District Events**

1. The District Governor, during his/her year, is the Lion responsible for invitations to District's Events.
2. The speaker request should be coordinated with the sitting MD-20 International Director or Past International President before any invitation is sent.

## **I. Timing for Campaigning**

1. 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor and District Governor - no earlier than January 1 of the year to be elected.
2. **CANDIDATES FROM MD 20 FOR INTERNATIONAL DIRECTOR AND INTERNATIONAL VICE PRESIDENT**
1. All rules and requirements as established by LCI shall apply to the MD 20 campaigns for International Officer or Director endorsement.
2. Candidates will announce at the Fall MD20 PDG Meeting and not before.
3. Candidates are allowed to have two versions of their campaign brochures (standard trifold size) which can be mailed and emailed to each club President and Secretary twice.....and to each PDG twice.
4. Campaign buttons and token giveaways are allowed (a token giveaway is defined as a small item given to all Lions)
5. Each candidate is allowed to have a web site which can only be launched the weekend of the PDG meeting when the announcements are made. Email blasts directing Lions to visit the web site are allowed.
6. At the MD Convention:
  - a. Each Candidate is allowed a total of 8 minutes for a seconding of their nomination, a personal statement and a demonstration.
  - b. Any demonstration activity that requires a contract with the venue (electronics, balloons, pyrotechnics etc. ) are NOT allowed
  - c. Hospitality rooms are limited to the standard sized rooms used by the DG Candidate ...No ballrooms (even if an individual Governor rents a ballroom )
  - d. The size of signage allowed is 12'' x 18'' and posters can only be displayed on a bulletin board determined by the local convention committee.

- e. Campaigning the morning of the election is limited to the Candidate and his or her supporters greeting the delegates as they arrive to vote. No distribution or displaying of campaign material is allowed.
- f. Food or drink can only be distributed in the hospitality room.
- g. During the campaign and prior to the state convention disputes between the candidates regarding the adherence to these rules are to be brought to the Council Chairman. The dispute resolution committee will consider the complaint and make a determination. The dispute resolution committee consists of the Council Chairman, the ranking member of the MD 20 International Family and the Vice Council Chairman. The Council Chairman will notify the MD 20 International Family of the complaint and the action taken.
- h. Disputes between candidates for International office, regarding these regulations at the MD 20 convention shall be brought to the Chair of local convention committee, the chair of the convention rules committee, the ranking family member and the Council Chairman for consideration and resolution.
- i. A copy of this policy will be sent to each candidate by the State Secretary Treasurer upon receipt of their district endorsements

**J. Eligibility Requirements for Multiple District Awards**

- 1. When consideration is given to a Lions Club within MD-20 for any award or recognition to be presented by MD-20 the Lions Club must be in good standing.
- 2. When a district is being considered for any award or recognition, to be presented by MD-20, membership numbers, activities, or other vital statistic of any Lions Club within the district that is not in good standing shall not be utilized for the purposes of calculating the district's eligibility.
- 3. For the purpose of calculating membership and retention awards and recognition, all members of a Lions Club that is not in good standing shall be treated as dropped members until the Lions Club regains good standing.
- 4. A Lions Club is considered not in good standing when there is a continuous outstanding balance of more than \$50 in past due accounts with the sub-district, MD-20, or Lions Clubs International for more than two consecutive billing periods.

**K. Official Protocol (Refer to LCI Website)**

## **SECTION VII - FINANCIAL PROCEDURE**

### **A. Definitions**

1. The fiscal year of Multiple District 20 shall be July 1 through June 30.
2. Dues generated income is the per capita tax per member collected pursuant to Article XII of the Multiple District Constitution.

The allocation of said per capita tax shall be stated herein (see 4 below) and may only be changed by a majority vote of two successive councils (i.e. '92-93 and '93-94). The second vote shall not take place in less than 90 days following the first vote.

3. Non dues generated income is all other income, including but not limited to:
  - a). Convention or event fees
  - b). Miscellaneous sales such as trading pin or uniform items profit
  - c). Interest (added when received)

4. ALL income is maintained in the following funds:

- a). **MULTIPLE DISTRICT GENERAL FUND**

This fund receives all dues generated income with the exception of those moneys designated for the DISTRICT ADMINISTRATION FUND. This fund is for the administrative expenses of the Multiple District and includes: costs for Council Meetings, audits, standing, at-large, ad hoc committees, and activity chairs. In addition, office expenses including: salaries, health benefits, insurance, postage, supplies, telephone, and other related expenses. It also includes the administrative costs associated with the MD-20 and International Conventions.

- b). **DISTRICT ADMINISTRATION FUND**

This account receives \$4.00 annually from MD-20 dues. This fund is for the respective District Governors to assist them in the administration of their sub-district operations. The fund is depleted monthly, by the issuance of district administrative refunds, and only reflects dues collected monthly. If no dues are collected, then a sub-district does not receive a refund for that period of time.

- c). **MULTIPLE DISTRICT NON-DUES CONVENTION INCOME**

This fund is made up of mainly non-dues income, such as: registration fees, hotel room deposits, and interest from those deposits, space rentals, and convention pin profit/expense. Without non-dues income it would be impossible to maintain the quality of the MD-20 Convention. The majority of this fund is held in escrow in a short term secure banking instrument such as a Certificate of Deposit.

### **B. Reports**

1. Quarterly financial reports, including quarterly, year-to-date and annual budget figures prepared by the Multiple District Secretary/Treasurer for the periods ending September 30, December 31, March 31 and June 30 (June 30 is also the annual report), shall be filed in the MD Office. Copies shall be forwarded to the Council of Governors, current and past International Officers, all members of the Finance Committee, President of the MD-20 Organization of Past District Governors, Chair of the MD Convention Committee, Chair of the International Convention Committee and the outside auditor employed by the Multiple District.
2. Quarterly and annual reports generated by the Multiple District outside auditors are filed with appropriate State and Federal offices as required by law. Copies are retained in the MD-20 office for review. These reports are:
  - a). Federal
  - b). State
  - c). Other
3. A preliminary budget for the next fiscal year, prepared by the Finance Committee, is submitted to the

MD-20 Secretary/Treasurer by May 1. Said preliminary budget shall be presented to the District Governors and Vice District Governors at the fourth Council Meeting (for information only). The final budget shall be submitted by the Finance committee to the Council of Governors at its first Council Meeting.

### **C. Rules of Audit**

1. Reimbursement of expenses shall be made as follows:
  - a). Actual expenses when accompanied by a receipt for, but not necessarily limited to, postage, phone calls, printing, supplies, and posters.
  - b). Meals - \$15.00 per day maximum.
  - c). Lodging – single room rate.
  - d). Travel – Either (1) the mileage reimbursement to 50% of the current IRS rate effective each July, from the Lion’s New York residence, plus tolls and parking, or the lowest air fare from the airport nearest the Lion’s New York residence plus the least expensive transportation from the airport to the meeting site and return.
2. All requests for reimbursement must be submitted on the MD-20 Expense Claim Voucher Request form (Exhibit 1) together with supporting documentation.
  - a). Chairs of MD-20 Standing Committees and MD-20 Activities Chairs will not receive reimbursement until a written report of the meeting has been received by the MD-20 Office. Overnight lodging for these meetings is not authorized. Reimbursement will not be made if the budget will be exceeded.
  - b). Effective July 1, 1992 Governors are reimbursed by MD-20 for four regular and all special Council Meetings, pursuant to the rules of audit set forth herein in the amount said Rules exceed the Governors’ reimbursement from Lions International, except that no travel reimbursement is allowed for the fourth Council Meeting.
  - c). The Council Chair and Past International Officers are entitled to reimbursement (except travel for the fourth meeting) by the Multiple District for all Council Meetings if not eligible for reimbursement from Lions Clubs International.
  - d). The Chair of the Finance Committee is entitled to reimbursement pursuant to these rules of audit for attendance at the first, second, third, and fourth Council Meetings (except travel for the fourth Council Meeting). All members of the Finance Committee are entitled to reimbursement pursuant to these rules of audit for a preliminary committee meeting prior to the first Council Meeting, and attendance at the first Council Meeting. The chair and the third year member of the committee are entitled to reimbursement pursuant to these rules of audit for a meeting after April 1 to prepare the preliminary budget for the following year.
  - e). The chair of the Multiple District 20 Convention is entitled to reimbursement pursuant to these rules of audit for three (3) days of attendance at said convention.
  - f). The Multiple District Secretary/Treasurer is entitled to reimbursement pursuant to these Rules of Audit (except that the maximum meal allowance is the reasonable cost thereof) for:
    - (1). Council Meetings
    - (2). The MD Convention
    - (3). The International Convention (for a maximum of nine days).
    - (4). One meeting in each district per year.
    - (5). Inspection of the International Convention site within the continental U.S. (for a maximum of three days).
    - (6). Inspection of MD-20 Convention site (one or more visits – for a total maximum of four days).

- g). The President of the MD-20 Organization of Past District Governors will be entitled to rules of audit for the 2<sup>nd</sup> and 4<sup>th</sup> council meetings (except travel for the fourth meeting). A written report will be submitted for the 1<sup>st</sup> and 3<sup>rd</sup> council meetings.
3. Reimbursement requests (see Exhibit I below) received within 30 days of the event may be processed by the MD Secretary/Treasurer. Requests received more than 30 but less than 90 days after the event must be submitted to the Council of Governors for review and approval before being processed. Requests submitted 90 or more days after the event shall not be honored.
  4. District Governors, the Council Chair, and the Council Chair Elect receive reimbursement pursuant to these rules of audit for participation in the following activities at the International Convention.
    - Attendance at all International Convention business sessions, and International Caucuses when requested and voting on the last day of the Convention.
    - Attendance at the following functions: MD-20 First Nighter Party/Reception, if held, MD-20 Breakfast caucus and International Parade.
    - Exceptions to attendance at these functions because of other Lions related activities must be approved in advance by the Council Chair.
- a). Governors are expected to arrive no later than the day before the opening session of the convention.
  - b). The Council Chair Elect is expected to arrive the day before the District Governor Elect school commences and to interface on a daily basis with the District Governors Elect.
  - c). As these reimbursements are paid one month in advance of the International Convention, those receiving them, if unable to fulfill the responsibilities set forth herein, must return all of or a portion of the advance when requested to do so.
  - d). Rules of Audit, 1. Reimbursement of Expenses shall be made as follows, District Governors travel expenses for international conventions shall be as follows; International Conventions held within the borders of the United States or Canada, excluding Hawaii, shall receive a maximum of \$1,000.00 US. International Conventions held outside the borders of the United States and Canada, including Hawaii, shall receive a maximum of \$1,500.00US. This change shall become effective July 1, 2014.
  - e). Mileage to the International Convention shall be paid under the rules of audit from the District Governor's local New York State residence if less than the lowest regional airfare available forty-five days in advance.
  - f). This change shall be effective July 1, 2018

**D. Rules of audit for MD-20 Endorsed Candidate for International Officer or Director**

1. Endorsed candidate for International office will be at a defined flat rate based upon past campaigns for International director candidates, as approved by the Council of Governors.
2. Endorsed Candidate for Director:
  - a). Reimbursement for printing, postage and phone for campaign at the international convention.
  - b). Rules of audit to attend MD-20 conferences including the USA/ Canada Lions forums will be for travel expense, meals and other fees as applicable excluding travel to the candidate's home district.
  - c). Travel expense to the International convention at the lowest airfare and room for 2 years after endorsement.
  - d). The multiple will pay \$600 for the outgoing gift and the balance will be from campaign budget.
  - e). The above are for the endorsed candidate only.
3. Campaign Chair
  - a). MD-20 rules of audit to include council meetings
  - b). Rules of audit to attend MD-20 conferences including the USA/ Canada Lions forums will be for

travel expense, meals and other fees as applicable

- c). Travel expense to the International convention at the lowest airfare and room for 2 years after endorsement

**E. Outside Audit**

1. The Multiple District Secretary/Treasurer will recommend to the Council, at its first meeting, the retention of a CPA as an outside auditor for the fiscal year.
2. The audit will be filed in the MD-20 office and copies shall be forwarded to the Council Chair, the current and the Past International Officer and the Chair of the Finance Committee.
3. A certified audit will be obtained every five years commencing with the close of the 1989-90 fiscal year.

**E. Bonding**

1. The Multiple District Secretary/Treasurer will annually obtain from a local insurance agent, fidelity bonds as follows:

MD Secretary-Treasurer	\$1,000,000.00
Council Chair	\$1,000,000.00
Office Secretary	\$ 500,000.00

(Con. Art. XII. Sect. 4.)

**F. Depositories and Authorized Signatories**

1. Pursuant to action of the Council of Governors, the following are designated as depositories of the Multiple District:
  - a). NBT Bank James Streets, Syracuse (checking)
2. All checks, drafts or other orders for the payment of money in the name of the Multiple District 20 must bear the signatures of two of the following in the order of protocol listed if one is unavailable:
  - a). MD-20 Secretary/Treasurer
  - b). Council Chair
  - c). Council Vice-Chair

**G. Budget**

1. Budget item amounts are maximum allowable costs, including reimbursable expenses under the rules of audit.
  - a). All budget variance requests must be in writing and forwarded to the MD-20 Secretary/Treasurer.
  - b). For requests received on or before March 31 the MD-20 Secretary/Treasurer forwards a copy to the Council Chair and to the Chair of the Finance Committee who, together with the committee members, formulates a recommendation for the Council of Governors.
  - c). Budget variance requests received after March 31 will not be processed. These requests can only be processed at a scheduled or special meeting of the Council of Governors.

**F. Investment of Multiple District Income**

1. The MD-20 Secretary/Treasurer is authorized to invest current income, operating funds (i.e. room/meal deposits, registration fees, convention advertisements, etc.) and initial working reserve in savings accounts, checking accounts, bank certificates of deposit, all covered by FDIC and/or short term (one year or less) municipal/government bonds, and other conservative low risk instruments of investment that do not erode the principal.
2. The MD-20 Secretary/Treasurer shall include these investments in his annual financial report to the Council of Governors. Said report shall, for each instrument of investment, include the type of investment, its cost, and present value, the rate of return and its date of maturity.
3. The initial working reserve referred to in 1. above is the excess over the long term investment reserve (\$200,000) or approximately \$50,000.

- a). When previous year end and actual expenses reduce the working reserve or contingency funds 50% or less of the initial amount, the Council of Governors must, by its second Council Meeting take some action (i.e. reduce expenditures or increase income.)

#### **G. Long Term Investment Reserve**

##### **1. Initial Investment**

- a). The initial investment of these long term reserve funds must be agreed to by an Investment Committee consisting of MD Finance Chair, a Past District Governor with investment expertise and / or experience named at the fourth Council Meeting by the Council Chair with the approval of the Council, the MD-20 Secretary/Treasurer, the Immediate Past Council Chair, the sitting Council Chair and the third year member of the Finance Committee (the latter two shall have a voice in, but no vote on, the matters considered.)
2. The Investment Committee is authorized to invest the long term reserve funds in savings accounts and bank certificates of deposit, both covered by F.D.I.C. and /or Municipal/Government Bonds and other conservative low risk instruments of investment.
3. There shall be an annual analysis (including appropriate changes) by the Investment Committee referred to in (1-a) above.
  - a). A report shall be submitted to the Council of Governors at its fourth meeting.

#### **H. Accounting Procedures**

1. An annual audit shall be performed by a certified public accounting firm, in accordance with generally accepted auditing standards. Those standards require that a CPA firm plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit shall also assess the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement provided. The results of the audit should reflect the conformity with generally accepted accounting principles.
2. A copy of the annual audit is provided to the Council of Governors, Finance Committee Chair, and the past and present International Officers of MD-20.

#### **I. Finance**

1. The Finance Committee consists of four Past District Governors, appointed by the Council of Governors, available members of the MD-20 International Family and the MD-20 Secretary/Treasurer.

The duties of the Finance Committee:

Preparation of the annual budget for MD-20. This will be accomplished via a two-day budget meeting by the Finance Committee who will be covered by the rules of audit and may include an overnight stay.

The Finance Committee shall interface with the Chairpersons of all committees and the MD-20 Secretary/Treasurer as it pertains to all administrative budgets.

A preliminary budget shall be prepared by the incoming Finance Chairperson and the 3<sup>rd</sup> year committee member. It shall be submitted to the Council and the Vice District Governors at the fourth Council Meeting for information only.

A proposed budget shall be presented and formally submitted, by the Finance Committee Chairperson to the incoming Council for adoption at their first Council Meeting.

2. The Finance Committee shall receive a quarterly financial report from the MD-20 Secretary/Treasurer for which they shall monitor to insure budget allocations are not exceeded. (If a discrepancy is found it shall be documented in writing to the Finance Chairperson who shall in turn document it to the MD-20 Secretary/Treasurer for a subsequent written explanation that will be presented to the Council of Governors at the next Council meeting up through the third Council Meeting.)
3. The Finance incoming Chairperson shall prepare a graph depicting the projection of the total income and

expenditures by year over the next three year period. This projection shall be presented to the Council of Governors at their first Council Meeting by the Finance Chairperson.

4. When changes in the dues structure of MD-20 are considered, the Finance Chairperson after Consultation with at least three other members of the Finance Committee shall provide the Council with a written report containing recommendations and justification. (Said report will be forwarded with the agenda for the meeting at which the dues increase is to be considered.)
5. The MD-20 Secretary/Treasurer shall require an annual audit of the books of MD-20 by an outside professional auditor who shall submit the report to the MD-20 Secretary/Treasurer for distribution to the Finance Committee and the Council of Governors and the current and past International officers and directors.
6. Expense items not in the annual budget or that otherwise alter the budget allocation shall be referred to the Finance Committee. The Finance Chairperson shall consult with at least three other members of the Committee and prepare a budget impact sheet and recommendation for the Council of Governors.
7. The Finance Chairperson shall consult with the Long Range Planning Committee on fiscal matters that may impact long range planning.
8. Before any new project or activity is undertaken, the Finance Chairperson shall be notified, by the proposing body and after consultation with at least three other members of his committee, shall prepare a budget impact analysis with recommendations back to the body proposing the new project or activity with copies to the Council of Governors.
9. The Chair of the Finance Committee shall attend all of the MD-20 Council of Governors meetings on a consulting basis under rules of audit.
10. Annually, the Finance Chairperson, through the MD-20 Secretary/Treasurer, shall advise the chairs/coordinators of all committees of their Finance Committee approved proposed budgets prior to the first Council Meeting and of their final Council of Governors approved budget directly following the Council Meeting in which the budget is approved.
11. Review and study the allocation of the annual per capita tax to the various accounts and make any recommendations for changes to the Council of Governors no later than the fourth Council Meeting.
12. Annually review the rules of audit and when appropriate, make recommendations for change to the council no later than its third Council Meetings. All recommendations shall be coordinated through the Finance Chairperson to the Council.
13. The Chairperson of the Finance Committee, together with the MD-20 Secretary/Treasurer, shall quarterly review the outstanding club dues accounts. A list of clubs failing to bring their delinquent dues account in balance after a period of two sequential semi-annual billings will be placed onto a report, which will be submitted to the Council Chairperson for deposition by the Council of Governors at their next meeting. (The LCI Policy Manual has been changed to read, "A club may be placed on Status Quo for failure to pay International or District dues." (This Board action was taken at the Atlanta, Georgia USA Board Meeting – Oct. 1999.)

EXHIBIT I

**MULTIPLE DISTRICT 20 – LIONS CLUBS OF NYS & BERMUDA  
EXPENSE CLAIM VOUCHER REQUEST**

Rules of Audit:

Meals: Maximum \$15.00 per day

Mileage: \$0.28 per mile *effective July 1, 201??*

Tolls (include receipts)

Hotel: Single room rate

Airfare: Lowest air fare

Mail this form to:

NYS & Bermuda Lions

200 Gateway Park Drive Bldg. 2

North Syracuse, NY 13212

**\*\*\*RECEIPT REQUIRED FOR ALL ITEMS BEING REQUESTED FOR REIMBURSEMENT**

Request for reimbursement must be filed no later than 30 days after function.

Date	<u>Meals</u>			<u>Travel</u>			Hotel	Total
	(B)	(L)	(D)	Airfare	Tolls	Mileage		

Approved by MD-20 Secretary/Treasurer: \_\_\_\_\_

Account charged: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Location of meeting: \_\_\_\_\_

Reason for meeting: \_\_\_\_\_

## **SECTION VIII – CRITERIA FOR ESTABLISHING A MD-20 STATE PROJECT**

### **A. Accreditation**

The project, whether it be educational, medical, or recreational, or any combination of the three, shall first meet the necessary standards and then become accredited and/or certified by the particular New York State agency that covers the activities and functions of the project.

### **B. Control**

The officers, board of directors, trustees, corporate membership or other panels of management shall be composed of members, the majority of which shall be Lions in good standing from at least 7 districts of MD-20.

### **C. Support**

Financial support, scholarships, donations of labor or material, and other support measures shall emanate from at least 7 districts of MD-20 on a voluntary basis.

### **D. Clientele**

The service offered by the project should be made available to qualified applicants who reside in any of the 12 districts of MD-20. Furthermore, the enrollment and or participation shall include representation from at least 7 districts of MD-20.

## **SECTION IX - PRIVACY POLICY**

(to read as follows:)

The personal information of members, including their phone numbers, mailing addresses and e-mail addresses, is intended for the specific purpose of effectively communicating with each other concerning Lion's business. In accordance with the vision of Melvin Jones and as expressed in the Lion's Code of Ethics, this personal information shall not be utilized for financial gain or the purpose of business solicitation.

Your committee strongly recommends, to each succeeding District Governor, that this Privacy Policy be included in their respective District Directory.

## SECTION X - MULTIPLE DISTRICT PUBLICATION

- A. Council chair and the MD-20 Secretary Treasurer shall supervise publication of the MD-20 Lion Magazine.
  - 1. All District Governors are restricted to one page with the contents at the discretion of the DG.
  - 2. Four pages of each issue MD-20 Office use at the SST's discretion. More pages, if required, must be approved by Council Chair. The exception to this is the Convention issue.
  - 3. The MD-20 Foundation and Lions Camp Badger, Lions SEE shall be entitled to one article per edition.
  - 4. The remaining pages are to be used for income producing venues.
  - 5. Advertising page rates per issue will be recommended by the finance committee and approved by the Council of Governors
  - 6. All ads will adhere and conform to the Lions code of ethics or be returned.
- B. Council Chair & MD-20 Secretary Treasurer, together with the Editor/Publisher, encourages meaningful flow of information from each sub-district to the magazine with the reporters appointed by the District Governors in the procedures of the MD-20 Lions Magazine. This includes, but is not limited to, publication dates, material deadline dates, type of material, etc.
- C. All ads submitted to the MD publication must contain the originator name and other contact information. A signature line must be included on ads written as a letter. All ads must conform and not be in violation of Lions International Objects and Code of Ethics. If interpretation is questionable in nature the editor publisher must refer to the MD-20 Secretary/Treasurer who will refer to MD-20 legal counsel and Council Chair for final approval.
- D. The MD 20 will accept political advertisements for candidates for International Officers who are endorsed by the Multiple District delegates in convention. Candidates not so endorsed and their supporters are not permitted to place such ads in the magazine.
- E. The MD-20 Secretary Treasurer shall solicit bids (this includes an ad in the MD-20 convention issue of the MD-20 Lion Magazine) and review applications for Editor/Publisher of MD-20 Lions Magazine and make recommendations to the Council of Governors for contract approval at its fourth meeting per RFP. Sample attached

### MULTIPLE DISTRICT 20 MAGAZINE

#### SCOPE OF BID:

Bid proposal shall be to edit and print a magazine type publication for the Lions Clubs of New York State & Bermuda, Inc. (Multiple District 20).

This bid shall include all costs incurred by the Editor/Publisher to produce said magazine, address publication, for the entire membership (approximately 16,000), take to post office, and fill out proper forms necessary for mailing. *(The Multiple District 20 Office will provide mailing database and the mailing cost is not to be included in this bid.)*

The bid proposal will be approved by the MD-20 Council of Governors which will determine the final contract in regards to size of publication, and the number of issues. In the past, this magazine is published four times. Three issues with full color on outside front and back covers, balance of the pages in black ink; and one (1) convention issue to consist of 40 pages: full color on front and back covers, balance of 38 pages in black ink. 8 ½" x 11"

Issues shall be prepared for distribution by September 1<sup>st</sup>, January 30<sup>th</sup>, Early April (Convention Issue) and June 10<sup>th</sup>. These dates are the times the publication will be in the hands of its members. Due dates for articles will be established by the editor publisher. *The number of issues may change before contract is awarded by the Council of Governors.*

**SPECIFICATION**

**PRINTING:**

The publication being bid shall be published and printed in New York State and have the following specifications.

**Size:** 8 1/2" x 11" Paper white sheet of 50 lb. offset. The magazine shall be collated, folded, saddle stitched (2) and trimmed to finished size of 8 1/2" x 11" or 8 1/2" x 11" paper folded to 8 1/2" x 5 1/2" or Newsprint format white sheet 40 lb. offset 17" x 11" folded 1 time to 8 1/2" x 11".

**Ink:** Printer shall have the ability to print four color process photographs of at least 120 line screens. All black and white photographs (approximately 50 per issue) shall be at least 120 line screens. All costs incurred for color separations and production of photos (approximately 40 per issue) shall be included in bid proposal.

**Electronic edition:** The bid should also include costs associated with issuing electronic editions of the Magazine to all members.

**EDITOR:**

The Editor of this publication shall be a Lion member in good standing. The printer does not need to be a Lion member; however in this case, the name of the proposed editor shall be submitted with the bid and approved by the MD-20 Council at the time the contract is awarded. It shall be the responsibility of the editor to ensure that the publication is issued in a timely manner and as prescribed by the final contract with the printer. Any stipend that may be intended for the editor must be included in the bid total.

**CONDITIONS:**

All bids shall contain a prototype issue representative of the final product of each proposal.

The MD 20 Council retains the right to accept or reject any and all bids and proposals and to advertise anew, if in its judgment it shall be deemed in MD-20's best interest to do so.

Editorials will not be permitted.

Bids shall be submitted to: **Lions Clubs of New York and Bermuda, Inc. MD-20  
200 Gateway Park Drive Bldg. "A"  
North Syracuse, New York, 13212-3751**

Mark envelope: "MD 20 LION BID"

MD 20 LIONS CLUBS OF  
NEW YORK STATE & BERMUDA, INC.

Bids shall be submitted by: by 5:00 pm

PROPOSAL

"MD 20 LION"

- Proposal of: (Bidder Name)
- (Bidder Address)
- (Bidder Phone No.)
- (Name of Editor)
- (Address of Editor)
- (Editor Phone No.)

To furnish the specified publication in accordance with the conditions stated.

The number of copies per issue shall be 16,000.

**FORMAT 8 1/2" x 11" 50 lb. Brightness at least 92**

Cost per 32 page issue:

Cost for 40 page issue for 1 issue:

Stipend per issue:

Total:

Cost per page for color:

Cost of Additional 4 pages:

*(If required, this must be approved to by the Council before each issue is printed.)*

**SIZE: 8 1/2 x 11" paper folded to 8 1/2 x 5 1/2**

Cost per 16 page issue with 2 -4 pages of photographs:

Stipend per issue:

Total:

Cost per page for color:

Cost for additional pages:

**NEWSPRINT FORMAT: 17"x11" 40 lb.**

Cost per 16 page issue:

Cost per 20 page issue:

Stipend per issue:

Total:

Cost per page for color:

Cost of additional 4 pages:

*Your company may bid on any of the publications.*

The undersigned has read and understands all the requirements for the satisfactory publishing and mailing all issues of the "MD 20 LION". On signing and submitting this bid form, the undersigned also acknowledges that Multiple District 20 Lions Clubs of New York and Bermuda, Inc. shall not be charged for any additions or changes in the bid amount unless agreed to by them Council prior to publication. MD 20 shall have sole control over content and addresses (mailing labels) of the publication.

Bidder Date: