



COUNCIL OF GOVERNORS POLICY MANUAL

As Amended //

REVISED AS NOTED BELOW

The original Policy Manual was compiled by the Policy Manual Committee, A.C. "Bud" Pasmore, PID, Chairperson. The dates of the amendments as approved by the Council of Governors are noted in the lower left-hand corner of each page. The Policy Manual was re-written and approved by the Council of Governor on 27 June 2020, therefore there are no specific amendments to be highlighted. After that date specific amendments will be highlighted. This manual is the property of Multiple District Nineteen and is available on the MD19 Website: www.lionsmd19.org

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CHAPTER 1: Policy Manual

NOTE: A general statement regarding the MD19 Council of Governors Policy Manual: *Lions Clubs International, Multiple District 19 of Washington, British Columbia and Northern Idaho is governed by the Constitution and By-laws of The International Association of Lions Clubs, the Constitution and By-laws of Multiple District 19, and the policies recorded in the International Board Policy Manual.*

To enhance, improve and clarify the organization and administration of Multiple District 19 [hereafter referred to as "MD19"]. The Council of Governors [hereafter referred to as the "Council"] shall adopt and maintain a current and accurately revised MD19 Council of Governors Policy Manual. This manual shall contain all policies established by the Council and shall not take precedence over the authority of those listed in the above first paragraph.

Parliamentary Law which is not contained in the International Association of Lions Clubs Constitution and By-laws, MD19 Constitution and By-laws, the International Board Policy Manual, or in the MD19 Council of Governors Policy Manual, shall follow "Roberts Rules of Order, Revised Edition": Part I (Rules of Order) and Part II (Organization and Conduct of Business) unless otherwise specified.

This Policy Manual can be accessed and downloaded from the MD19 Website.

Lions Clubs in good standing, district committees, MD19 committees, members of the Council may recommend Policy Manual changes to the Governance Committee stating chapter, page, item number, etc. in their recommendation.

This MD19 Council of Governors Policy Manual shall be perpetual, and may be amended by the Council within the following guidelines:

Routine Change Procedure:

Any proposed Policy Manual changes shall be presented to the Governance Committee.

The Governance Committee shall submit the requested changes to the Council for discussion and action (by majority vote) at their next regularly scheduled meeting.

The Policy Manual changes can be adopted on approval by the Council of Governors and can be put in the Policy Manual without Governance Committee approval or action.

Changes will go into effect at the close of the Council of Governors' Meeting during which they were passed.

Newly accepted changes to the Policy Manual will be identified by highlighting.

Urgent Change Procedure: [NOTE: An urgent change is any item which, due to the severity of its impact, must be amended and decided prior to the next Council meeting.]

Urgent changes to the Policy Manual proposed and accepted by a two-thirds (2/3) affirmative vote of the Council at a special scheduled Council Meeting shall become effective immediately upon passage of vote at said meeting. The affected changes shall be presented to the Governance Committee immediately upon adjournment of same meeting. The Governance Committee shall implement the necessary changes as addenda to the Policy Manual, and submit these changes to all the appropriate parties through direct mailing or the next MD19 bulletin.

This MD19 Council of Governors Policy Manual was adopted by a majority vote of the MD19 Council at a regularly scheduled meeting on July 25, 1992. It is the governing policy for MD19 where applicable and not in conflict with overriding authority.

Any changes to the Policy Manual that affect expenditures of MD19 funds must be first submitted to the Budget and Finance Committee.

Definitions

- A. PROGRESSIVE COMMITTEE: A three-person Committee in which a new member is appointed each year for a three-year term. During their third year on the Committee, each member will serve as Chair of the Committee.
- B. STANDING COMMITTEE: These are Committees which are listed in the MD19 Constitution and By-Laws under ARTICLE III "BL" SECTION 2 a.
- C. THREE-YEAR COMMITTEE: A Committee for which a Chair is appointed for a three-year term as per Lions Clubs International and the Multiple District.
- D. ANNUAL CONVENTION: MD19 Convention held in the fall of each year.
- E. CONVENTION / CONFERENCE DIRECTOR: The Executive Director's assumed title for that person's involvement with the Annual Convention.
- F. DISTRICT(S): Single and sub-districts shall be referred to, and simply known, as districts.
- G. FISCAL YEAR: Period of time from July 1st of any given year through June 30th of the next succeeding year.
- H. GENDER REFERENCE: Reference to a specific gender in MD19 governing documents are inclusive of all genders and not exclusive to the reference.
- I. LIONS CLUB IN GOOD STANDING: In addition to the definition prescribed by Lions Clubs International, a club in good standing is one which has current MD19 per capita assessments paid in full and no unpaid balances to MD19 of more than U.S. \$50.00 ninety days past due.
- J. LIONS CLUBS INTERNATIONAL: An accepted shortened version of the legal authorized title of the Association.
- K. MD19: Multiple District 19
- L. THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS: The legal, authorized title of the Association.
- M. USA/CANADA LIONS LEADERSHIP FORUM: An annual leadership training and educational conference normally conducted for the Lions of the USA and Canada during the month of September each year.

CHAPTER 2: Budget and Finance

1. The Vice Council Chairperson of the MD19 Council of Governors shall appoint, with the approval of Council Members of the next fiscal year's Council, a Chairperson of the Budget and Finance Committee for the next fiscal year and also appoint members to fill such vacancies as are due to occur at the end of the present fiscal year.
2. At the Annual Convention, the Budget and Finance Committee shall present to the Council for its consideration and approval, a balanced budget for the next fiscal year based upon the actual April 30th Lions membership total. By Mid-January, the Budget and Finance Committee will present a revised budget to the Council for its consideration and approval using the actual December 31. Any increase in the 'total MD Expense Budget' for any reason, must be made and approved by the Budget and Finance Committee and the Council. If approved, the action must require off-setting income and/or reduction in some other expense item(s). The approval by the Council requires that the 'revised' MD19 budget remain in balance.
3. The approval of the proposed Budget for the following fiscal year shall be voted on at the Spring Council meeting by the Council, except the District Governors Elect will vote in place of the Immediate Past District Governors the Vice Council Chairperson Elect will vote in the place of the Immediate Past Council Chairperson.
4. The per capita assessments levied upon the clubs shall be payable in US Funds, billed semi-annually, in July and January based on its June and December monthly membership reports, or the next most recent membership report filed by the club in the event the club's June or December report has not been timely file. The per capita tax shall be billed to clubs located in the U.S. in U.S. funds and shall be billed to clubs located in Canada in both U.S. funds and in the Canadian equivalent, computed using the exchange rate determined by Lions Clubs International on the first day of the July and January, respectively.
5. The per capita tax shall be appropriated to the various funds in the following manner:

A. Multiple District Operations	89%
B. Convention Fund (Article VII, Section 2 Constitution and By-Laws)	3%
C. District Operations	6%
D. Multiple District Reserve Account	1%
E. Multiple District Building Reserve Account	1%
6. The MD19 Executive Director shall not exceed any budgeted line item without the approval of the Budget and Finance Committee in conjunction with the Council.
7. The Executive Director will provide the current District Governors with their District Escrow Account totals by September 30th and at the Winter Council Meeting.
8. The Executive Director will provide the current District Governors with a monthly printout of their District Operations Account no later than 20 days following the end of the month.
9. The MD19 Executive Director shall direct an annual 'Standard Accountant's Compilation' of the MD19 accounting records for the preceding year to be completed no later than October 1st of each year, with copies of said 'Standard Accountant's Compilation' to be mailed to all members of the Council and all members of the Budget and Finance Committee upon receipt of the Compilation.
10. The MD19 Executive Director shall make no changes to the procedure of accounting without the prior approval of the MD19 Council and the Budget and Finance Committee. The financial statements and the operating budget shall be prepared in such a way that they are easily understandable. The line items shall be arranged to be similar between the actual operating records and the budget to facilitate comparisons.
11. Expenditures from the MD19 Reserve Account may be made at the direction of the MD19 Council of Governors or, in an emergency situation, with the approval of at least three of the following: Council Chairperson, Vice-Council Chairperson, Immediate Past Council Chairperson, the Budget and

Finance Committee Chairperson and the Executive Director. Emergency approval may be made by conference call, FAX, E-mail, or courier service to all five approvers. Full details of the emergency situation and the action taken will be provided to the Council of Governors at their next meeting. Non-emergency expenditure recommendations must have the Budget and Finance Committee's recommendation and receive prior approval of the Council of Governors.

12. The MD19 Annual LEO Conference will be held at a time and place different from the MD19 Annual Convention. The MD19 LEO Chairperson will act in cooperation with the MD19 Executive Director as the Conference Chairperson. \$500.00 will be made available to the MD19 LEO Chairperson to cover preliminary expenses incident to the planning and preparation of the Conference. These funds are to be included in the budget as an expense and will be returned to the MD19 Convention Reserve at the close of the Conference. Any profit from the Annual LEO Conference will be sent to the MD19 Office. An MD19 LEO Conference Reserve will be created from these funds and preliminary expenses for future LEO Conferences will be paid from this reserve whenever possible.
13. The MD19 Extension Chairperson shall be reimbursed in accordance to MD19 Rules of Audit for expenses up to \$500.00 incurred for a successful extension. Payment will be made to the Extension Chairperson by the Executive Director upon the completion of a successful extension effort in the following manner:
 - A. 50% of the expenses, up to \$250.00 will be paid by the District in which a club is being organized providing that the District Cabinet gives their approval and the approval is given prior to an extension effort. The expenses may be paid out of any district account selected by the district.
 - B. 50% of the expenses up to \$250.00 will be paid by the Multiple District.
14. No financial obligation shall be placed upon the clubs by this Multiple District, unless approved by a majority vote of a convention of the Multiple District. Nothing contained herein shall preclude acceptance by MD 19 of gifts, donations or contributions from Lions, Lions Clubs or other entities.
15. A percentage of the per capita tax is hereby Appropriated for, and shall be made available to, the respective Districts from which levied, for use by such District. No Zone shall levy upon, or collect, any dues or assessments in lieu thereof from its Clubs. These funds shall be used for the administration of the affairs of the individual Districts, including its annual District Conference. Expenditures shall be made on bills presented and authorized by the District Governor to the Multiple District Executive Director to the extent that funds accrue in the District Operations account. Bills for amounts in excess of funds in the District Operations account shall be returned to the District Governor for payment or for District Cabinet authorization to pay from the District Escrow account to its accrued amount. Bills in excess of the total; of both accounts shall be returned to the District Governor for payment. Any unused funds remaining to the credit of any individual District at the close of its year shall become a part of the District's Escrow Account. Expenditures from this account must be authorized by a vote of the individual District's Cabinet. At no time will these funds become a part of the General Fund of the Multiple District without a vote of the individual District's Cabinet. These funds cannot be used for personal expenses of any District or Zone Officer, with the exception of those instances listed in the MD19 Policy Manual.
16. The per capita tax shall include provisions for a Student / Leo to Lion Membership Plan as adopted by Lions Clubs International. Eligible students / Leo to Lions who are less than 30 years old at the semi-annual billing date, as members they shall pay a semi-annual per capita tax equal to one half (1/2) of the total amount of the dues. Documentation of student members shall be made through Lions Clubs International utilizing the approved criteria and application form.
17. Annually, the MD19 Lions Clubs will share in the cost of providing newly organized Lions Clubs with the following items of Club paraphernalia.
18. International Flag Set (includes flags and stands) or MD19 Charter Club Plaque.
19. President and Secretary pins.
20. Bell and gavel. The bell will be engraved with the newly organized club's name, organizational date, and the name of the sponsoring Lions Club.

CHAPTER 3: Building and Headquarters

1. The Building and Headquarters Committee [hereafter "Building Committee"] shall be entrusted to oversee the maintenance and care of the MD19 headquarters building and grounds.
2. The Building Committee shall review any and all requests for remodeling of the building, and their approval must be received before any such changes may be undertaken.
3. The Building Committee shall receive approval of the Council before committing the building to major remodeling (i.e. over \$2,500.00). [NOTE: In a case where it is deemed that an excessive lapse of time could result in further severe damage (by wind, rain, acts of nature, etc.) before approval could be received, the above may be waived by at least three of the following: Council Chairperson, Vice-Council Chairperson, Immediate Past Council Chairperson, the Budget and Finance Committee Chairperson and the Executive Director. Emergency approval may be made by conference call, FAX, e-mail or courier service to all five approvers. Full details of the emergency situation and the action taken will be provided to the Council of Governors at their next meeting.]
4. The Building Committee shall ensure that Building Fund monies are used exclusively to fund building maintenance, repair and/or remodeling.
5. MD19 Memorial Garden
 - A. On the third weekend in August each year a Dedication of Memorials donated during the preceding Lions year will be held at the MD19 Office.
 - B. A list of the memorials donated during the preceding year will appear in the July/August issue of the Border Crossing along with an invitation/notification of the pending Dedication Ceremony.
 - C. Annual Dedication of Memorials
 - (1) The Ceremony will be called to order by the MD19 Memorial Garden Chairperson.
 - (2) The Ceremony will be non-sectarian in nature.
 - (3) The Memorial Garden Chairperson will close the Ceremony with the Lions Prayer.
 - (4) Each family dedicating a Memorial will select one spokesperson to speak for a maximum of 2 minutes on behalf of the deceased person being honored. Time will be allowed for those in attendance to briefly share memories of the deceased.
 - (5) MD19 will provide tea and coffee. If families would like other refreshments, they must provide them.
 - D. Memorials: The cost of memorials will include the cost of soil and bark, or cement as required, a metal plaque, the memorial itself (tree, bush, bench etc.) associated expenses, and future upkeep of the landscape. Call the MD office for current prices and suggestions for types of living memorials.
 - E. Lions Clubs and others are encouraged to make donations to the MD19 Memorial Fund.

CHAPTER 4: Committees and Other Appointees

PREAMBLE: The several committees appointed, approved and functioning within MD19 shall be so structured as to complement, support and enhance each other's efforts through networking and communications designed to share ideas which would further the opportunity for success of all committees.

Appointments

- A. The Council shall from time to time establish standing committees to serve the ongoing needs, projects and programs of the Multiple District.
- B. The Council Chairperson shall establish and shall appoint persons to serve on and to serve as chairpersons of, such committees as he or she deems necessary or appropriate, and shall fill such vacancies in standing committees that occur during his or her term in office.
- C. The Council Chairperson-Elect shall:
 - 1) Make such appointments as may be necessary to fill positions in all standing committees, except for the Governance Committee, which terminate on June 30 of the fiscal year immediately before he or she becomes Council Chairperson,
 - 2) Appoint one committee member from each standing committee to serve as Chairperson of that committee during the next fiscal year.
 - 3) Conduct a portion of the Spring Council meeting during which time the seated Council Chairperson, the Council Chairperson Elect, the Vice Council Chairperson Elect, the Executive Director, the incoming Parliamentarian, the seated District Governors and the District Governors Elect of each District become, for that portion of the meeting, the Council for the purpose of approving the Council Chairperson Elect's appointments.

In the case of the Governance Committee, if vacancies are to occur at the end of the fiscal year, the District Governor Elect in whose District where the vacancy is to occur shall appoint a Lion from within his or her District to a three (3) year term beginning with the start of the next fiscal year, the same time the District Governor Elect would begin his or her year as District Governor. This appointment is to be reported to the Council Chair Elect who will report it to the Council together with all other committee appointments to be approved by the Council.

Vacancies in standing committees that occur during the fiscal year shall be filled by the Council Chair. Vacancies that are filled by the Council Chair shall be presented to the Council for ratification at the next Council meeting following his or her appointment.

General Rules For Committees

- A. All persons appointed to a committee shall be members in good standing of an MD19 Lions or LEO club in good standing.

At no time shall a person serve simultaneously on more than one standing committee, except: The members of the Evaluation Committee, may serve simultaneously on other committees.

If a committee member is elected to the position of Vice Council Chairperson, District Governor or 1st or Second Vice District Governor and there is time remaining in his or her committee term, that member's term on the committee terminates and the vacancy shall be filled by the Council Chairperson.

Committee Meetings:

- 1) Regular Meetings: The Committee Chairperson shall be in contact with all members of his or her committee at least once a quarter during the year.
- 2) Special Meetings: Special meetings may be called by the Committee Chairperson, three (3) members of the Committee or the Council Chairperson.
- 3) Meeting Notice: Notices of all meetings, both regular and special, stating time, location

and purpose shall be mailed, faxed, or e-mailed to all members of the committee, Council Chairperson, Vice Council Chairperson and Executive Director at least fifteen (15) days prior to the date of said meeting. If e-mailed, recipients need to reply that they received said e-mail.

- 4) Quorum: A quorum is a simple majority of the total number of members on the Committee present.
- 5) Minutes: Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that no action was taken.
- 6) Conduct of Meetings: Committee meetings may be conducted in person, telephone or other electronic means.
- 7) Meeting Location: Chairpersons with committees comprised of members from both the east and west side of the Cascade Mountains are encouraged to alternate meeting locations between the east and west side.

Committee chairpersons shall submit, or cause to be submitted, at each Council meeting, reports of the committee's activities since the last Council meeting. All committee reports shall be typed and submitted to the MD19 office to be received no later than fifteen (15) days prior to the next regularly scheduled Council meeting. All reports will be e-mailed to each member of the Council, and the First and Second Vice District Governors, by the MD19 office on or before 10 working days prior to the Council meeting. All reports will be included on the consent agenda of the Council meeting unless removed by the committee chairperson to be presented orally at the Council meeting.

Proposals for the creation of new committees shall be presented in writing to the Strategic Planning committee for their study and subsequent recommendation to the Council at its next regularly scheduled meeting.

It is essential to the proper functioning of the MD19 committees that the committee chairpersons and members fully participate in the affairs of the committee and attend all meetings of the committee. Should a committee member be unable to attend a specific meeting, a voting alternate selected by the current committee member shall be allowed to attend that meeting.

The alternate must meet the requirements for appointment to the committee.

In an emergency, or where it is not feasible to convene a meeting of the committee to consider a matter, the chairperson may submit a matter to the committee for a vote by e-mail or telephone. In the event at least a majority of the total membership of the committee respond in favor of the matter, the same shall be considered as adopted by the committee as if a meeting had been convened. To be counted, any member's vote must be received by the chairperson within 72 hours of when the e-mail requesting the vote is sent by the chairperson. The matter voted on shall be submitted to the committee at its next regularly scheduled meeting for ratification.

A committee chairperson or committee member may be removed by the Council Chairperson with the approval of the Council.

- 1) Removal of Chairperson: The Council Chairperson shall first provide the affected committee chairperson with a written notification of the intended action and specific grounds and reasons. If the chairperson does not contest the removal, he or she need take no further action. If the chairperson contests the removal, he or she shall provide the Council Chairperson with a written objection within 15 days of receipt of the notification of intent to remove, stating specifically a response to the allegations made and any defense or explanation the chairperson would like considered. If satisfied by the explanation the Council Chairperson can rescind the intended action and shall notify the chairperson of that action in writing. If the Council Chairperson is not satisfied and intends to proceed with the removal, or the affected chairperson has not submitted an objection, the affected chairperson shall be so notified in writing of the intent to proceed with removal, and the matter shall be submitted to the Council for its approval at a regular or special meeting in open or executive session. The Council Chairperson and affected chairperson shall have the opportunity to make an oral and/or written presentation to the Council at this meeting.

A simple majority vote of the Council is required to sustain or disapprove of the chairperson's removal. The Executive Director shall notify the affected chairperson of the decision of the Council orally, if present, or in writing if absent.

- 2) Removal of Committee Member: The Committee Chairperson of the affected committee shall first provide the affected member and his or her District Governor with a written notification of the intended action and specific grounds and reasons. If the member does not contest the removal, he or she need take no further action. If the member contests the removal, he/she shall provide the Committee Chairperson and the District Governor with a written objection within 15 days of receipt of the notification of intent to remove, stating specifically a response to the allegations made, and any defense or explanation he/she would like considered. If satisfied with the explanation, the Committee Chairperson can rescind the intended action and shall notify the member of that action in writing. If the Committee Chairperson is not satisfied and intends to proceed with the removal, or the member has not made a written objection, the affected member shall be so notified in writing. The Committee Chairperson shall then submit a written request to the Council Chairperson for removal of the affected member, and submit with the request the written notification previously provided to the member and any written response thereto. The Council Chairperson may determine based on the information received to not remove the member, and shall so notify the affected Committee Chairperson and member in writing. If the Council Chairperson intends to proceed with the removal, the affected chairperson and member shall be so notified in writing of the intent to proceed with removal, and the matter shall be submitted to the Council for its approval at a regular or special meeting in open or executive session.
- 3) The Council Chairperson and any affected committee chairperson or member shall have the opportunity to make an oral and/or written presentation to the Council at this meeting. A simple majority vote of the Council is required to sustain or disapprove of the removal. The Executive Director shall notify the affected chairperson or committee member of the decision of the Council orally, if present, or in writing if absent.
- 4) If a committee chairperson or member is removed, the vacancy created shall be filled as provided in this policy manual.

Standing Committees

All Standing Committees, in addition to one member from each of the five (5) districts, shall have a chairperson appointed by the Council Chairperson-Elect. Additional non-voting members may be added to the committees by the Council Chairperson-Elect.

Annual Convention Committee

- 1) Purpose: To assist in providing the highest quality Annual Convention for the Lions, Lioness, and LEOs of MD19.
- 2) BID: The Executive Director shall review all bids submitted on the proper form by Lions Clubs desiring to host a future Annual Convention. After reviewing the bids, sites and dates, the Executive Director will make recommendations to the Council of Governors for their approval.
- 3) Chairperson: The MD19 Annual Convention Chairperson shall be nominated by the Executive Director and the officers of the Host Lions. The chairperson shall:
 - 4) Work closely with the Executive Director in the local planning and implementation of the Annual Convention.
 - 5) Be aware of progress and be prepared to update the Executive Director (as may be requested) regarding numbers of Lions and others pre-registered for rooms and/or meals.

- 6) Periodically contact the contracted facilities to ensure all activities and preparation are progressing as scheduled.
- 7) Be available, and in attendance, during all scheduled functions of the Annual Convention.
- 8) Ensure all meeting rooms, banquet rooms, rooms for voting, etc. are scheduled as requested and that the necessary set-ups (microphones, lecterns, seating, etc.) are in place and in good operating condition.
- 9) Oversee and instruct Host Lions, and other Lions clubs or Lions if involved to assist with the function of the Annual Convention.
- 10) Establish and maintain a separate MD19 Convention Account and provide all financial reports and bank statements to the Executive Director for perusal.
- 11) Provide, with the cooperation of the Executive Director, an accounting report of numbers of attendees at all events, so this may be available to assist planning by future Chairpersons.
- 12) With the approval of the Executive Director, collect and bank money received as pre-registration and any monies collected during various convention events and pay such debts as may be incurred and/or be the responsibility of this committee.

Budget and Finance Committee

- A. Purpose: To give Council recommendations and advice regarding all financial matters of MD19 as may be directed by the Council of Governors.
- B. Composition: The Budget and Finance Committee shall consist of the Council Chairperson (ex-officio member), Vice Council Chairperson, Executive Director, and one member from each of the five (5) districts. A Chairperson shall be appointed by the Council Chairperson-Elect. Additional non-voting members may be added to the committees by the Council Chairperson-Elect.
- C. Term: All regular appointments shall be of a three (3) year duration.
- D. The committee shall:
 - 1) Prepare and present to the Council, a balanced budget proposal for MD19 for the ensuing year, based upon anticipated revenue.
 - 2) Annually review the financial statements, make recommendations for improvements (if deemed necessary), and provide conformity with appropriate accounting practices.
 - 3) Annually review all monetary, investment, budgetary policies and procedures and make recommendations for changes if deemed to be justified.
 - 4) Monitor and ensure compliance with MD19 Constitution and By-Laws, Rules of Audit of MD19 Policy Manual regarding the accumulation, use, transfer and/or distribution of MD19 funds.
- E. Study and make recommendations relative to proposed changes in MD19 dues structure.
- F. Ensure the monthly income and expenditure versus budget statement and balance sheets are sent to all members of the Budget and Finance Committee.
- G. The Executive Director will provide the current District Governors with their District Escrow Account totals by September 30th and at the Winter Council Meeting.
- H. The Executive Director will provide the current District Governors with a monthly printout of their District Operations Account no later than 20 days following the end of the month.
- I. Ensure that an annual 'Standard Accountant's Review' has been sent to all members of the Council of Governors and all members of the Budget and Finance Committee.
- J. Assist the Council in all accounting and financial matters.

Building Committee.

- A. Purpose: To oversee the maintenance and care of the MD19 headquarters building and grounds.
- B. General Responsibilities:
 - 1) Review any and all requests for remodeling of the building or reshaping of the grounds.
 - 2) Seek approval of the Council before committing the building to major remodeling (i.e. over \$2,500.00).
 - 3) Evaluate the need for a waiver of item 2 above in the case of an emergency situation, where it is deemed an excessive lapse of time needed to receive approval from the Council would result in further severe damage.
 - 4) Monitor existing monies in the Building Fund, and ensure their proper expenditure on payment of taxes, one-half (1/2) cost of insurance, building maintenance, repair, and remodeling.

CARE

Purpose: To solicit funds from the Lions and LEOs Clubs of MD19 which will be used for humanitarian purposes in selected developing countries.

General Responsibilities:

- 1) Receive from CARE representatives at least three (3) suggested locations where funds from MD19 could be earmarked to improve the quality of life for people.
- 2) Provide information on each project being presented to the members of the Council at least fifteen (15) days prior to their regularly scheduled Annual Convention Council Meeting, at which time the final site selection will be made.
- 3) Present a brief oral overview of the proposed projects to the Council at a time so designated on the Annual Convention Meeting agenda, with any additional information the Chairperson deems appropriate (i.e. past projects, funds collected in previous years, recommendations, etc.).
- 4) Prepare and provide informational material on the finally selected site for District Chairpersons and encourage their networking with their respective Zone CARE Chairpersons and the MD19 CARE Chairperson.
- 5) Provide recommended presentations for use by Chairpersons at all levels in their efforts to acquaint clubs and their members with the programs and benefits of this humanitarian project.
- 6) Network with the District Chairpersons on a regular basis throughout the year regarding progress toward the established goal, and encourage greater emphasis if necessary.

All funds contributed from clubs and members shall be forwarded to the MD19 office. If CARE contributions are sent to any CARE Chairpersons (at any level), those funds shall be immediately forwarded to the MD19 office along with information as to the contributors.

Contests And Awards Committee

- A. Purpose: To recognize outstanding service by Lions members and Lions Clubs.
- B. Composition: The Committee shall consist of three (3) members serving staggered progressive three (3) year terms. At the end of each fiscal year the most senior member shall vacate his/her position and the Vice Council Chairperson will appoint the most junior member with approval of the Council.
- C. Chairperson: The Chairperson shall be the most senior member of the Committee during the fiscal year. The Chairperson should attend the Annual Convention following his or her year to make presentations of Awards.
- D. General Responsibilities

- 1) Arrange for the judging of contests and awards that are to be presented at the annual convention.
- 2) Organize the participation of contestants who will be competing in contests at the annual convention.
- 3) Serve as the master of ceremonies at contests held at the annual convention.
- 4) Participate in the presentation of awards and contest winners at the annual convention.
- 5) Select the recipient of the Lion and LEO Distinguished Service Awards from the District Governors' nominations.
- 6) Select the winners of the Secretary, Treasurer and Zone Chairperson of the year.

Diabetes Awareness Committee

- A. Purpose: To develop an awareness by the Lions, Lioness, LEOs and general public regarding diabetes detection and treatment.
- B. Responsibilities:
 - 1) Encourage participation in the Diabetes Awareness Program as developed by Lions Clubs International for use at club, district and multiple district levels.
 - 2) Assist Lions Clubs that initiate, develop or cooperate with existing community diabetes programs by providing:
 - a. step by step direction for program development,
 - b. information and material,
 - c. training and education, and/or
 - d. employing a task force approach using community members.
 - 3) Develop and promote the use of publicity regarding the Lions Diabetes Awareness Program.
 - 4) Cooperate with, and assist, established agencies which have active diabetes programs.

Environment Committee

- A. Purpose: To develop an awareness by the Lions, Lioness, LEOs and general public regarding diabetes detection and treatment.
- B. Responsibilities:
 - 1) Encourage Lions Clubs, zones and districts to appoint a Chairperson at each level with the goal of networking together for the benefit of all.
 - 2) Aid and assist district, zone and club Chairpersons with environmental service activities.
 - 3) Identify the major environmental problems of natural and biological environments (i.e. air, water, ground, sound, etc.) and potential solutions (i.e. regulate pollutants, recycle, lower decibel levels, etc.)
 - 4) Educate and promote an environmental quality of life concept through the use of speakers, films, publications and other resources.

Elections Committee

- A. Purpose: To provide for and supervise elections and ballot measures in and for MD19.
- B. Composition: Each District Governor shall appoint two Lions, both of whom must be Lions in good standing who are not Past District Governors and who are not current MD19 Council Members. The name, address and phone numbers of the District appointees must be sent to the Election Committee Chairperson and the Multiple District 19 Office as soon as possible after the letter is

sent out to the Governors by the MD19 Office and before the Annual Convention.

C. Responsibilities:

- 1) To certify the voting certificates of the registered delegates and alternates of MD19.
- 2) To certify the voting certificates of any current or Past International Directors or current or Past International Presidents who are members of Lions Clubs in MD19.
- 3) Compile a complete list of the accredited, registered delegates and alternates for each district.
- 4) Supervise the balloting for items on the ballot. Assist in counting the ballots at the close of the elections.

Governance Committee

- A. Purpose: To write and maintain a clear and concise MD19 Constitution and By-Laws which is in compliance with the Constitution and By-Laws of the International Association of Lions Clubs AND to write and maintain a clear and concise MD19 Council of Governors Policy Manual, which shall be in compliance with the Constitution and By- Laws of MD19 and the Constitution and By-Laws of the International Association of Lions Clubs.
- B. Composition: The Governance Committee shall consist of the Council Chairperson (ex- officio member), Vice Council Chairperson, Executive Director and one member from each of the five (5) districts and the Parliamentarian serving in the fiscal year in which the committee is meeting and who shall be a non-voting member. A Chairperson shall be appointed by the Council Chairperson-Elect. Additional non-voting members may be added to the committees by the Council Chairperson-Elect.
- C. Term: All regular appointments shall be of a three (3) year duration. Lions who have served on the Governance Committee for one (1) complete term (three (3) years) may be appointed to succeed themselves for one (1) additional three (3) year term.
- D. General Responsibilities:
 - 1) Ensure that all proposed changes to the MD19 Constitution and By-Laws shall comply with and be as mandated by the MD19 Constitution and By-Laws and the Constitution and By-Laws of the International Association of Lions Clubs.
 - 2) Prepare and review all resolutions which may be submitted to this Committee by the Council.
 - 3) Ensure that recommended changes as approved by Council to the MD19 Governance Committee shall be reported to the Lions Clubs.
 - 4) Review all proposed changes to the MD19 Constitution and By-Laws and report said changes with the Committee's recommendations at the next regularly scheduled Council Meeting and at future Council Meetings as may be necessary.
 - 5) Report any proposed changes due to appear for delegates voting on the ballot at the Annual Convention at the Opening General Session of said Annual Convention.
 - 6) Present to the Council at its next regularly scheduled Meeting any proposed Constitution and By-Laws changes the Committee deems to be necessary to ensure the continued legality of the MD19 operations.
 - 7) Ensure that all proposed changes to the MD19 Policy Manual comply with the MD19 Constitution and By-Laws and the Constitution and By-Laws of the International Association of Lions Clubs.
 - 8) Prepare changes to the Policy Manual for approval of the Council of Governors of MD19.

Information Technology Committee

- A. Purpose: The purpose of the committee is to design a district-wide technology plan that will set standards, address basic technology needs, and prepare for the advancement of technology in

the future for MD19

- B. Composition: The Information technology Committee shall consist of the Council Chairperson (ex-officio member), Vice Council Chairperson, Executive Director and one member from each of the five (5) districts.
- C. Terms: All regular appointments shall be of a three (3) year duration.
- D. General Responsibilities:
 - 1) Assist the Multiple District during all stages of the development of policies, procedures, and implementation in relation to the design and use of information technology.
 - 2) Encourage and support the development and expanded use of technologies that aid in enhancing communications within the Multiple District, Districts and individual Clubs. Provide direction to the Multiple District to minimize the expense of future technology upgrades and expansion.
 - 3) Investigate and evaluate future and emerging technology tools and their potential to assist in the advancement of processes within the Multiple District.
 - 4) Assemble, create, organize and disseminate information about the use of technology through articles and educational panels.
 - 5) Encourage and promote the development and use of web sites by each District and Club. Prepare a model for Districts and Clubs to follow for "Best Practices" in creating web sites and the use of E-mail.

International Convention Committee

- A. Purpose: To encourage the active involvement of the Lions, Lioness and LEOs of MD19 in attending the annual International Convention.
- B. General Responsibilities:
 - 1) Implement a publicity campaign directed toward MD19 Lions, Lioness and LEOs indicating the advantages to be gained by their attendance at the International Convention.
 - 2) Become knowledgeable about the functions at the upcoming International Convention (i.e. time frame for various functions, special events and speakers, location of MD19 hotel, schedule for MD19 activities - hospitality room, parade, breakfast, reception, etc.).
 - 3) Provide information regarding the current fiscal year's International Convention through items printed in the MD19 Bulletin, and through oral announcements at regular general sessions of all district and MD19 Conventions and/or Workshops.
 - 4) Coordinate all planning and preparation for MD19 International Convention participation with the Council Chairperson, Vice Council Chairperson, and the Executive Director.
 - 5) Assume responsibility for MD19 Hospitality Room at International Convention, including (but not limited to) the assignment of work shifts, purchase of hospitality items, sale of MD19 pins and tickets, general housekeeping, assist in organizing the parade and encourage members of the Lions family in attendance to assist in sharing the work load.
 - 6) Fiscal Responsibilities: This committee may handle funds, but only as received on-site in the MD19 International Convention Hospitality Room

International Participation Committee.

- A. Purpose: To encourage the active participation and involvement of MD19 Lions in Lions Clubs International activities and functions.
- B. Composition: The members of this committee shall be: The seated International Director, if any; all

Past International Directors who are members of Lions Clubs in MD19; two (2) Past District Governors. The following leaders will serve as Ex Officio members of this committee: Council Chairperson, Vice Council Chairperson, Executive Director, and the MD19 Chairpersons for Leadership, International Convention, and the USA/Canada Forum. All members of this committee must be active members of a Lions Club in MD19.

C. Chairperson: The Chairperson shall be a Past International Director or Past District Governor appointed by the Vice Council with the approval of the Council.

D. General Responsibilities:

- 1) To promote and encourage participation at International Conventions.
- 2) To promote, organize and encourage participation at the USA/Canada Forum.
- 3) To promote, organize and encourage participation at the Lions Leadership Institutes.
- 4) To encourage quality leadership candidates for International office.
- 5) Review and groom all prospective candidates.
- 6) Offer advice, encouragement and experience to prospective candidates.
- 7) Give assistance in the campaign for selected candidates.
- 8) To encourage and assist in the proper protocol and hosting of visiting international guests to MD19.
- 9) To assist the Council Chairperson-Elect and International Convention Chairperson in supervising the International Convention parade, hospitality room, and meetings and to help organize and promote a reception for the seated International Director, if a reception is held at the International Convention.

International Relations Committee

A. Purpose: To create and foster a spirit of international understanding, cooperation and generous consideration among the peoples of the world.

B. Responsibilities:

- 1) Encourage Lions to recognize themselves as citizens of the world, as well as their community and nation.
- 2) Encourage activities which promote international understanding and cooperation, such as club twinning, Lions Day with the United Nations, World Peace Day, Stamp Exchange, LCIF humanitarian endeavors and youth activities such as Lions Youth Exchange, in cooperation with the Youth Exchange Foundation, youth camps and Peace Poster Contest.
- 3) Work closely with the International Convention Chairperson, especially encouraging participation at International Conventions and/or other international meetings.

LCIF (Lions Clubs International Foundation)

A. Purpose: To support the humanitarian endeavors of the Lions Clubs International Foundation.

B. Chairperson: The Chairperson is recommended to be the MD19 Immediate Past Council Chairperson, a Past Council Chairperson, a Past District Governor, or a Past Multiple District or District Committee Chairperson who has chaired a fund-raising committee (Example: Sight, Hearing, LCIF or CARE).

C. Responsibilities:

- 1) Encourage Lions Clubs' fund-raising activities designated to assist in funding of the humanitarian efforts of the Lions Clubs International Foundation.

- 2) Educate Lions and Lions Clubs as to the purpose, accomplishments, and organization of LCIF.
- 3) Encourage Lions Clubs to use the presentation of Melvin Jones Fellowships as a means of showing appreciation for a fellow member who has been distinguished in service to the club or community.
- 4) Become knowledgeable as to the procedure necessary for requesting and receiving LCIF grants for local needs, and make those requirements known to Lions Clubs.
- 5) Make Lions Clubs aware of the major objectives of LCIF, which are: a) major disaster relief, b) humanitarian service and c) vocational assistance.
- 6) Become knowledgeable with the format of SightFirst as it addresses both the program side and Campaign SightFirst, the fund-raising side.
- 7) Cooperate and network with those MD19 Lions appointed to the program and fund-raising sides of SightFirst.
- 8) Develop a networking program of communication and assistance directed to the enhancement and support of the efforts of the various District Chairpersons in cooperation with the MD19 Chairperson.
- 9) All funds contributed from clubs and members shall be forwarded to the MD19 office. If LCIF contributions are sent to any LCIF Chairpersons (at any level), those funds shall be immediately forwarded to the MD19 Office along with information as to the contributors, etc.

Lions Foundation of Canada (Dog Guides)

- A. Purpose: To support and promote the Lions Foundation of Canada, located in Oakville, Ontario.
- B. Responsibilities:
 - 1) Encourage each District Governor in all the Districts of MD19 to appoint a Dog Guides Chairperson in their District.
 - 2) Inform, aid and assist each of the District Chairpersons concerning information coming from the Lions Foundation of Canada.
 - 3) Encourage each District Chairperson to work with the clubs in their District to raise funds to support the Lions Foundation of Canada (Canadian Clubs).
 - 4) Identify blind individuals in each district that could benefit by having a Dog for the blind, for the Hearing Impaired, or Special Needs Dogs (epilepsy, et al).
 - 5) Work with the District Chairpersons to educate the Clubs concerning the Lions Canadian Foundations by use of speakers, publications and other resources.
 - 6) Work with the District Chairpersons to arrange Displays at District Conventions, and the MD19 Annual Convention.
 - 7) All funds are to be sent directly to the Lions Foundation of Canada (for Canadian Clubs) by each individual club.

Leader Dogs For The Blind

- A. Purpose: To support and promote the \ Leader Dogs Program, located in Rochester, Michigan.
- B. Responsibilities:
 - 1) Encourage each District Governor in all the Districts of MD19 to appoint a Lions Leader Dogs Chairperson in their District. Inform, aid and assist each of the District Chairpersons concerning information coming from the Lion Leader Dogs Headquarters.
 - 2) Encourage each District Chairperson to work with the Clubs in their District to raise funds to support the Lions Leader Dogs Program (U.S. Clubs).

- 3) Identify blind individuals in each district that could benefit by having a Dog for the blind, for the Hearing Impaired, or Special Needs Dogs (epilepsy, et al).
- 4) Work with the District Chairpersons to educate the Clubs concerning the Leader Dogs Program by use of speakers, publications and other resources.
- 5) Work with the District Chairpersons to arrange Displays at District Conventions, and the MD19 Annual Convention.
- 6) All funds are to be sent directly to the Leader Dogs Program (for U.S. Clubs) by each individual club.
- 7) MEETINGS: The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that "No action was taken".

Opportunity For Youth Committee

- A. Purpose: To provide the young people of MD19 with opportunities for achievement, learning, contribution and service, individually and collectively, through the sponsorship of activities identified as best practices in the field of youth development.
- B. Committees Include:
 - 1) Lions Peace Poster Contest
 - 2) Youth Camp and Exchange Program
 - 3) LEO Club Program.
- C. Composition: The Lions Opportunities for Youth Committee for the MD19 shall consist of the Council Chairperson; Vice Council Chairperson; Executive Director, Ex-officio member; and Chairpersons from all Lions Youth Programs. LEO, Youth Exchange, Peace Poster.
- D. General Responsibilities:
 - 1) Become familiar with the various youth programs in the Multiple District.
 - 2) Arrange meetings for youth chairs to exchange ideas and coordinate activities.
 - 3) Encourage Lions Clubs to support youth activities.
 - 4) Provide guidance to district level Lions Opportunities for Youth Committees.
 - 5) Coordinate the Multiple District Lions Young Ambassadors of the 21st. Century Program.
 - 6) Promote Lions Clubs International youth awards, including LEO of the Year, LEO Club Excellence Award, MD District LEO Club Chair Award, 100% MD LEO President Award, Top Ten Youth Exchange Chairperson Award, Youth Outreach Chairperson Award, New Horizons Award in Youth Outreach, Lions Young Leaders in Service Awards and Lions Young Ambassadors Awards.

LEO Clubs

- A. Purpose: To promote LEO Clubs as an activity of a Lions Club, with the goal being to encourage and assist the youth of our communities to become leaders and providers of service to others who may be less fortunate than they.
- B. General Responsibilities:
 - 1) Educate Lions Clubs about LEO Clubs, each of which is an activity of a Lions Club; and promote their sponsorship.
 - 2) Seek out, educate and assist Lions Clubs, which may become sponsors of LEO Clubs.

- 3) Organize LEO Clubs, in conjunction with local Lions Clubs.
- 4) Assist and strengthen LEO Clubs.
- 5) Ensure that LEO Clubs abide by the LEO Club Constitution and By-laws as established by Lions Clubs International.
- 6) Organize an MD19 Annual LEO Convention and encourage LEOs to plan and carry out such a Convention.
- 7) Encourage participation of LEOs, or LEO Clubs, at the International Convention; especially their attendance at the LEO Seminar.
- 8) Promote LEO Officer Training at the district level.
- 9) Encourage District LEO Chairpersons to have an annual District LEO Convention.
- 10) Organize a training, informational, motivational or educational session at the Annual Convention for District LEO Chairpersons and LEO Advisors.
- 11) This committee will handle funds to the extent described in Paragraph 12, Chapter 2 - Budget and Finance.

Lions Quest Program

A. General Responsibilities:

- 1) Become knowledgeable of the three (3) curriculum levels offered through the Lions Quest Program, i.e. Skills for Growing, Skills for Adolescence and Skills for Action.
- 2) Encourage the participation of Lions Clubs in the promotion of Lions Quest in the schools of their area by providing curriculum information and guidelines through presentations to school administrators, faculty members, school boards and the general public.
- 3) Encourage Lions Clubs to sponsor and fund Teacher's Training Seminars and curriculum start-up costs as a way of introducing Lions Quest to the elementary schools in their area.
- 4) Assist District, Zone and Club Chairpersons by providing information as the availability of materials and guidelines that are necessary to make informational presentations.

Strategic Planning Committee

- A. Purpose: To determine through systematic and thorough studies, issues affecting MD19 and make recommendations to the Council of Governors and appropriate MD19 Committees as how to best improve MD19. To study, review and gain working knowledge of all MD19 functions, addressing the past, the present and the future potential impacts which could cause challenges. The goal is to have a three (3) year and a five (5) year recommendation and how to meet the objectives of the recommendations.
- B. Composition: The Strategic Planning Committee shall consist of the Council Chairperson, (ex-officio member), Vice Council Chairperson, Executive Director and five (5) Lions at large appointed by the Council Chairperson Elect for a one- year term. One Member of the Committee shall be from each of the five (5) districts. The appointees may be reappointed. Those Lions serving on this committee may also serve as a member of another MD19 Committee as listed on page 1 of Chapter 4. The appointees must have been a Zone Chairperson.
- C. Chairperson: Annually, following the filling of vacancies through appointments, as noted in the membership section of this committee, the Council Chairperson Elect shall appoint one (1) of the three to five (3-5) appointees to serve as Chairperson during the next fiscal year. The Council Chairperson Elect shall seek approval of the new Committee Chairperson appointment at a special MD19 Council Meeting held Sunday morning immediately following the Annual Convention. This meeting will be attended by the seated Council Chairperson, the Council Chairperson Elect, the Vice Council Chairperson Elect, the Executive Director and the seated District Governors and the District Governors Elect of the nine (9) Districts of MD19.

D. General Responsibilities:

- 1) Study, using present and historical practices and information and other resources provided by MD19 staff, those issues which may be referred to this Committee by Council or from other Committees to Council and then directed to this Committee for its study and recommendation.
- 2) Determine, based upon Committee studies and experience, new substantial solutions for long range problems, needs, and desires of MD19, its Districts, and Clubs.
- 3) Recommend proposals and solutions to the Council for possible adoption by MD19.

USA/Canada Lions Leadership Forum

- A. Purpose: To help Lions Clubs operate more effectively, to strengthen their membership and attract new members, as well as expanding all service programs throughout MD19.
- B. Chairperson: Chairperson shall be appointed by the Vice Council Chairperson.
- C. General Responsibilities:
 - 1) Be aware of the dates for the next USA/Canada Lions Leadership Forum and those in the future and appraise the MD19 Council and Executive Director of said dates early enough so that every effort may be made to avoid scheduling the Fall Forum in conflict with this important training event.
 - 2) Make Lions at all levels aware of what the USA/Canada Lions Leadership Forum offers: guest speakers and their qualifications, main seminar presenters and their topics, special interest sessions, training, and networking opportunities.
 - 3) Promote MD19 Lions participation in the Forum through items in the MD19 Bulletin, District Governors' newsletters, and oral presentations at the District Conventions, and the Annual Convention. Displays and handouts are particularly urged.
 - 4) Encourage the First Vice District Governors and local Lions Club First Vice Presidents to attend the forum during their year, in preparation for their following year of leadership service.

Webmaster

- A. Purpose: Maintain the MD19 Website in conjunction with the MD19 Office.
- B. General Responsibilities: See "Purpose" above.

Parliamentarian

Purpose: To be a legal advisor to the Council on the conduct of meetings, especially pertaining to proper parliamentary procedure.

Chairperson: It is recommended this member have a legal background. General

Responsibilities:

Attend all regular and special meetings of the Council.

Be knowledgeable in "Roberts Rules of Order" and parliamentary law as it pertains to the conduct of meetings.

Advise the Council, and its members, as to the legal interpretation of both, MD19 and Lions Clubs International, Constitution and By-laws.

Assist and advise the MD19 Constitution and By-laws Committee on the proper and legal wording for additions and/or amendments to the MD19 Constitution and By-laws.

Lions Foundation of Canada Provincial Director

- A. Purpose: The Lions Foundation of Canada has authorized one MD19 Lion from the Province of British Columbia and Yukon Territory to be a Director on its Board of Directors. The number and qualifications for the position of Provincial Director are as established by the Foundation. Final approval of the Director is in the Board of Directors of the Foundation. The selection process for one candidate to be the nominee for the British Columbia and Yukon Territory Provincial Director shall be as provided herein.
- B. Selection Process
- 1) Candidates who are not members of the current Council of Governors at the time of this nomination process begins and who meet the qualifications for Provincial Director on the Board of Directors of the Lions Foundation of Canada, who propose to be the nominee for the Provincial Director from British Columbia and Yukon Territory shall, on or before December 31st of the year two (2) years preceding the year the Director would be elected to office, (commencing in 2003), submit to his/her District Governor and to the sitting Provincial Director from British Columbia and Yukon Territory on the Foundation Board of Directors a written declaration of candidacy, accompanied by the candidates' resume of his/her qualifications, including Business Experience, Community Activity, Lions Record and current Lions Involvement, and any other information the candidate wishes to submit in support of his/her candidacy.
 - 2) Each District having clubs in Canada and the Yukon Territory is entitled to one nominee to the office of Provincial Director from British Columbia and Yukon Territory on the Foundation Board of Directors. If only one candidate timely files a declaration of candidacy for the office from a District, he/she shall be unopposed for that District's nominee, to be elected by the delegates from Canadian Lions Clubs at the District's Annual Spring Convention. If more than one candidate in a District timely files a declaration of candidacy for the office, a run-off election shall be held at the District Annual Spring Convention in the year immediately preceding the year the Director would be elected to office to select that District's nominee (first election in 2004). The candidate receiving a simple majority of the votes cast by the delegates present from Canadian Clubs and voting shall be the District's nominee for the office. The provisions of Article XIII "BL", Section 3 of the MD19 Constitution and Bylaws shall apply to the District elections in MD19. The District Governor shall notify the sitting Provincial Director from British Columbia and Yukon Territory on the Foundation Board and the MD19 Executive Director of the name and address of the District's nominee immediately following the Spring Convention.
 - 3) At the Annual Convention during the year immediately preceding the year that the Provincial Director from British Columbia and Yukon Territory would be elected to office on the Foundation Board of Directors, (first election in 2004) one candidate will be elected by the delegates from Canadian Clubs to be submitted to the Foundation Board of Directors for final approval as the Provincial Director from British Columbia and Yukon Territory. Only the nominee from the Yukon Territory and the District nominees selected as provided in paragraph 2 above are eligible candidates to seek election at the multiple district level. The candidate receiving a simple majority of the votes cast by the delegates from Canadian Clubs present and voting shall be declared to be the nominee for Provincial Director from British Columbia and Yukon Territory. The MD19 Executive Director shall notify the sitting British Columbia and Yukon Territory Provincial Director on the Foundation Board of the name and address of the nominee selected by the Council of Governors immediately following the Annual Convention.
 - 4) It shall be the duty of the current sitting Provincial Director to:
 - 5) Advise the Lions of MD19 and the Yukon Territory of the qualifications required to be nominated as a Provincial Director.
 - 6) Notify each District Governor with clubs in British Columbia and the Yukon Territory by

September 1 of the year two years preceding the year the Director would be elected to the Foundation of the pending election and the requirements and procedure for selection of a nominee, and request each such District Governor to publish the information in his/her District Governor bulletin in September and October.

- 7) Cause a notice to be published in the MD19 bulletin in October of the year two years preceding the year the Director would be elected to the Foundation, inviting all interested Lions from British Columbia to seek the nomination and publishing the qualifications, requirements and procedures to obtain the nomination.
- 8) Notify the Lions Foundation of Canada in writing of the name and address of the candidate for Provincial Director from British Columbia and Yukon Territory, and provide the candidate's resume of qualifications on or before December 31st (commencing 2004) of the year immediately preceding the year the Director would be elected to office by the Board of Directors of the Lions Foundation of Canada.
- 9) Submit reports to the MD19 Council of Governor on the activities of the Director and The Lions Foundation of Canada and its Board of Directors.

Global Action Team

- A. Purpose: To develop skilled leaders, strengthen membership, and expand the multiple district's humanitarian service.
- B. Members: The MD19 Global Action Team (MDGAT) shall be comprised of the Leadership (Multiple District Global Leadership Team (MDGLT), Membership (Multiple District Global Membership Team (MDGLT), Multiple District Global Service Team (MDGST) coordinators, the Vice Council Chairperson (VCC) as facilitator, and the Council Chairperson (CC) in the role of the MDGAT Chairperson.
- C. Duties: MD19 adopts the Global Action Team structure established by Lions Clubs International as modified by this chapter. The descriptions, responsibilities and duties of each member of the MD19 Global Action Team shall be as established by the Lions Clubs International Global Action Team program.
- D. Selection Of Coordinators: A committee consisting of the Council Chair, Vice Council Chair and Executive Director shall appoint, subject to the approval of Lions Clubs International, a leadership, membership and service coordinator, who shall serve as the multiple district Global Leadership Team (GLT) coordinator, Global Membership Team (GMT) coordinator, and Global Service Team (GST) coordinator, respectively, during the next fiscal year. Multiple District GAT coordinators may serve multiple terms
- E. Term: The term of office for the GLT, GMT and GST coordinators shall be one year. The coordinators shall not serve as a chairperson for any other MD19 committee during his or her term in office.
- F. Vacancies: Vacancies in the office of GLT, GMT or GST coordinator that occur during the fiscal year shall be filled by the Council Chair. Vacancies that are filled by the Council Chairperson shall be presented to the Council for ratification at the next Council meeting following the appointment.
- G. Appointments: The Council Chair, in consultation with the GLT, GMT and GST coordinators, shall appoint such other members of their respective teams as may be necessary or appropriate to fulfill the needs of the multiple district, including but not limited to coordinators and specialists for club extension, membership retention, public relations, leadership training, women's and family programs.
- H. Meetings: Regularly scheduled meetings of the MDGAT will be held at least once every two months. Based on the input given by the team members, the MDGAT facilitator will create the meeting agenda and set the date and place for the meetings. All MDGAT members are required to attend all meetings unless excused by the facilitator.
- I. District GAT: District GLT, GMT and GST coordinators shall be selected for a one-year term by

the district, in accordance with the district constitution and by-laws. District coordinators may serve multiple terms.

- J. The current District Governor serves as the District Chairperson of the district Global Action Team. In this role, the District Governor will ensure that the district's GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand the district's humanitarian service.
- K. Zone Chairpersons will serve on the district Global Action Team.
- L. Club GAT: District GLT, GMT and GST coordinators shall be selected for a one-year term by the club. Club GAT coordinators may serve multiple terms.
- M. The current District Governor serves as the District Chairperson of the district Global Action Team. In this role, the District Governor will ensure that the district's GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand the district's humanitarian service.
- N. The Club President will serve as the Club Chairperson for the Global Action Team. The Club First Vice President will serve as the Club Leadership Chairperson.

CHAPTER 5: Communications

MD19 Newsletter

- A. "Border Crossing" will be published bi-monthly and will be submitted in an electronic format to anyone who would like to receive the newsletter, or it can be accessed from the MD19 Website. If anyone wants to receive a 'hard copy' of the newsletter, it will be available for purchase by way of a subscription.
- B. The "Border Crossing" introduces the Council Chairperson and District Governors with an article about each. In addition, an article from each will inform the readership on what their District will be focusing on this year.
- C. Included in the "Border Crossing" are news articles about club activities, pictures, changes in the MD19 Roster, announcements concerning new clubs and charter anniversary celebrations of existing clubs. Flyers advertising the Annual Convention are incorporated into the newsletter.
- D. The "Border Crossing" is the official publication of the Multiple District, it will publish any recommended changes to the MD19 Constitution and By-laws, which will be voted on at the Annual Convention. An official synopsis of the proceedings of the Annual Convention will be included in the "Border Crossing".
- E. The Council Chairperson shall prepare an article of 300-500 words for each edition of the MD19 "Border Crossing". It can be on a subject of the Council Chairperson's choosing with regards to promoting Lions projects, recognizing outstanding service, motivating Lions to participate in an MD19 event, etc. The article should be sent to the MD19 Office and the MD19 "Border Crossing" Editor by the last day of the month preceding its publication. Due dates occur every two months beginning with July 31st.

MD19 Website

- A. Items placed on the MD19 Website must be approved by the MD19 Office prior to being placed on the MD19 Website by the MD19 Webmaster. The website will be updated in a timely manner.
- B. Districts, MD19 Foundations and projects may be linked on the MD19 website upon request.
- C. The only advertising allowed on the website will be that which is approved by the MD19 Council of Governors or as reprinted from the Border Crossing.
- D. The only items listed for sale on the Website will be MD19 articles such as the MD19 Trading Pin and Uniform or as reprinted from the Border Crossing.
- E. All passwords, login information and technical information regarding the MD19 website and e-mail accounts will be provided to the newly appointed and Council approved webmaster immediately following their approval at the MD19 Council of Governors Spring Council Meeting. This information will be held on file at the MD19 Office.

MD19 Roster

The MD19 Roster is compiled by the MD office staff from information received on the Club Officer Report Forms mailed to club secretaries in March. The MD19 Roster includes the following:

- A. An alphabetical listing of Lions and Lioness Clubs which includes the Club name, district and zone, time and place of meetings, and name, address, telephones, and e-mail numbers of the President and Secretary.
- B. A list of MD19 Officers and Committee Chairpersons with their addresses, telephones, and e-mail numbers, Lions International address, and phone number. A list of all members of Budget and Finance, Contests and Awards, Long Range Planning and Governance Committees.
- C. District Governors', 1st and Second Vice District Governors', Zone Chairpersons', Acting Zone Chairpersons' (those who will have fulfilled the requirements for the Office of Zone Chairperson by January 1 of the current Lions year in which they are serving as Acting Zone Chairperson) and

- District Committee Chairpersons' names, addresses, e-mail, telephones, numbers.
- D. The names of Past MD19 officers and Annual Conventions sites and years.
 - E. Names, addresses, telephone, email, and FAX numbers of Past District Governors.
 - F. LEO Clubs and their sponsoring Lions Club.
 - G. Dates and locations of future MD19 Conventions, USA/CANADA Forums and International Conventions
 - H. The roster will be distributed to the Council of Governors, Zone Chairpersons, Acting Zone Chairpersons' (those who will have fulfilled the requirements for the Office of Zone Chairperson by January 1 of the current Lions year in which they are serving as Acting Zone Chairperson), MD19 Committee Chairpersons, and all Club Secretaries. Rosters are available for sale to Lions.
 - I. By April 30th, all District Governors Elect will provide the MD19 Office with the date and location of their District Spring Conference and a comprehensive list of District Committee Chairpersons, including their name, address, email, and telephone numbers.

Club Officer Report Form: (Formerly known as the PU 19)

- A. The Club Officer Report Form for the upcoming Lion's year is completed on the Clubs' LCI home site and a copy of the form shall be sent to the MD19 Lions Office and to the current Zone Chairperson before the deadline date of May 15th of the current Lions year. Directions for completing the form online shall be sent from the MD19 Lions Office to Club Secretaries In March.

"Going Visiting"

- A. This brochure is a compilation of the days of the week each club meets in each of the nine (9) districts. It lists the club name and time of their meeting. It will be mailed by November of each year to the Council of Governors, Zone Chairpersons, MD19 Committee Chairpersons, and all Club Presidents and Secretaries. (It may not be produced every year.)

Certificates

- A. The MD19 office produces certificates of appreciation for the Council Chairperson, District Governors and Zone Chairpersons. They vary in cost.

Extension Communications

- A. The completed Application for Lions Club Charter shall be forwarded to the MD19 Office for administrative review to allow the staff to update office records and to order new club paraphernalia in a timely fashion with the correct engraving on it. If the review reveals an omission or error that would adversely affect the application, the District Governor and Extension Representative will be contacted, and the problem will be corrected. The MD19 Office will then transmit the Application Form to Lions International Clubs within two working days.

CHAPTER 6: Conventions

(Annual-District-International)

- A. Multiple District, District and Zone Banners represent the history and the pride of each of these particular entities. As such, they shall be treated with respect. The banners themselves are expensive to purchase new, but after they have been embroidered with the names of the multiple district, district, or zone leaders, they are invaluable and become extremely expensive and difficult to replace. When these banners are displayed at a Multiple District 19 Annual Convention or at a District Convention, they shall never be pilfered but shall be protected by all Lions. Pilfering of any Lions Paraphernalia is strongly discouraged.
- B. The MD19 Lions own and maintain the British Columbia, Canada, Lions Clubs International, Northern Idaho, United States, and Washington flags, along with their standards and stands to be used at the MD19 Annual Convention, MD19 Council of Governors' Meetings, and in the parade at the Lions Clubs International Convention. A large parade banner is also maintained to precede the MD19 delegation in the International Convention parade each year. Any other use of these flags and banner must be approved by the Council of Governors.
- C. It is highly recommended that bands and other amplified entertainment performing at MD19 Convention or other meetings shall be requested to keep the sound level at 85 decibels or lower. This should be discussed with the entertainers during the initial discussions.

MD19 Annual Convention:

- A. The MD19 Annual Convention shall be held each year. The selection of said convention site shall be made by the Council not more than four (4) years, nor less than two (2) years, prior to the bid dates under consideration.
- B. The MD19 Annual Convention shall be scheduled during a period of days not to exceed a Wednesday through the following Sunday noon format.
- C. The Convention Director shall be the MD19 Executive Director.
- D. The Executive Director arranges for the screening and selection of the Convention speakers with the MD19 Leadership Chairperson, the Seated Council Chairperson, the Incoming Council Chairperson and the Annual Convention Chairperson. In the selection of the International Guest for the MD19 Annual Convention, the seated International Director or the most recent Past International Director will make recommendations and be involved with this selection process.
- E. The MD19 Annual Convention Chairperson shall be selected by the Convention Director and the Officers of the Host Organization.
- F. The MD19 Annual Convention Chairperson shall be recommended to the Council Chairperson for presentation and subsequent approval by the MD19 Council of Governors.
- G. The Convention Director shall cooperate with, and advise, the Host Organization of their obligations and duties.
- H. Bids submitted to Host an Annual Convention shall be detailed on properly executed forms, provided by the Convention Director.
- I. Bids shall be submitted to the MD19 Executive Director on, or before, January 5th, indicating a desire to Host the Annual Convention in a fiscal year 3 to 4 years in the future. Bids shall include, but not be limited to, such information as hotels available, the number of rooms and estimated costs, meeting and banquet rooms including their size and any potential costs, distances between convention activities, and other facilities in area, etc.
- J. In the event no bids are received, or no bids fulfill the requirements as outlined on the bid form, the MD19 Council shall direct the Executive Director to seek possible sites from which the Council may make a selection at their next regularly scheduled meeting.
- K. Room rates and facility or meeting room costs, if any, shall be guaranteed firm to 60 days prior to

when the Annual Convention is scheduled to be held. The costs of meals, which are part of the Convention's schedule of events, shall be guaranteed firm 60 days prior to the convention of the same fiscal year in which the Annual Convention is scheduled to be held.

NOTE: Every effort shall be made to secure reasonable room and meal costs.

- L. Complimentary rooms, not to exceed four (4) nights, shall be made available to the following attendees and Partners in Service, if in attendance, at the Annual Convention: Council Chairperson, International Guest, MD19 International Director (if in attendance), MD19 Annual Convention Chairperson, MD19 Executive Director (Convention Director) and two (2) nights for the Parliamentarian.
- M. The Immediate Past Council Chairperson and Vice Council Chairperson should be given complimentary rooms if the Convention Chairperson has any available.
- N. Complimentary tickets for the meals listed on the convention registration form, with the exception of the luncheon, which is served in conjunction with the Council Meeting, shall be provided to all those listed above receiving complimentary rooms. Complimentary meals will also be provided for the MD19 Vice Council Chairperson, seated District Governors, and their Partners In Service, if in attendance. **NOTE: If a non-Lion is scheduled to be a guest speaker at a Convention event which includes a meal, then a complimentary meal ticket shall be provided for the speaker and their spouse or escort, if in attendance.**
- O. Complimentary tickets for the noon luncheon which is served in conjunction with the Council Meeting shall be provided to the following attendees: all members of the MD19 Council, International Guest, MD19 International Director (if in attendance), MD19 Executive Director, administrative assistant and Parliamentarian.
- P. The cost of meal tickets purchased by the attendees shall not exceed \$2 over the actual cost of said meals as charged by the caterer.
- Q. Any Lion who has written an NSF (Non-Sufficient Funds) check for an Annual Convention will be asked to pay for their registration at future Annual Conventions with either a cashier's check or money order. The records will be kept by the MD19 Office.
- R. All Fees for the convention to include events, meals, etc. shall be publicized and paid only in the currency of the Host Organization Country.
- S. The Convention Committee, with the approval of the Council, may conduct raffles / fund raisers / tail twisting activities and if so authorized:
 - 1) it shall be held in conjunction with the convention;
 - 2) it shall be conducted by clubs noted in the official convention program;
 - 3) all proceeds shall be deposited in the Convention fund and used to defray the cost of the convention.
- T. No Lions, or LEO Clubs, nor any of their members, shall conduct any fund-raising promotion(s) at or near the site of the MD19 Annual Convention within the dates and times of starting and ending said Convention (including the date of the Council Meeting) without the express written consent of the Annual Convention Committee. The exception to this rule would be if a Lions, or LEO Club purchased a vendor table through the MD19 Office, they would be allowed to promote their activity or sell their product from that table only. If signs or selling occurred more than two (2) feet away from the table, they would be asked to remove their display and wares from the convention site for the remainder of the Convention.
- U. Certification and Election Committee
 - 4) Sixty days (60) or more prior to the Annual Convention, the Chairperson of the MD19 Council of Governors shall appoint the Chairperson of the Election/Certification Committee. Each District Governor shall appoint two Lions, both of whom could be immediate Past Zone chairpersons. The names and phone numbers of the District Appointees must be sent to the MD19 Office and MD19 Election Committee Chairperson.

- 5) The Election/Certification Committee shall conduct the Election at the Annual Convention as follows:
- 6) Request proof of convention registration, which the name badge that is found in each convention attendee's Registration packet.
- 7) Confirm that the Club is in good standing with the Multiple District as printed on the Club page in the District Voting Registration Book prepared by the Multiple District.
Any club not in good standing must pay the outstanding MD19 dues in the MD19 Convention Office on site before being certified to vote.
- 8) Delegate presents the valid Voting Certificate that has been signed by the Club President, Club Secretary, or the District Governor to the Election/Certification Official to receive the certification stamp. The Delegate and Alternate portions of the Voting Certificate are on opposite sides of each other.
- 9) The Delegate will print and sign his/her name on his/her Club Page in the District Voting Registration Book.
- 10) The Election/Certification member will initial the delegate signature line and check the Box marked Ballot #1.
- 11) The Delegate or Alternate will be given a ballot and after voting, the ballot will be placed in the proper ballot box.
- 12) The Election Certification Committee will supervise the balloting, monitor the doors of the Election Room and the ballot boxes and will count the ballots at the close of the elections.
- 13) The Election Certification Committee Chairperson will report the results of the election immediately to the Convention.
- 14) Scrutineers
- 15) If there is an endorsement of an International Director Candidate on the ballot, that candidate will be allowed to appoint one Lion to represent him or her to scrutinize the voting and tallying of the ballots for the office for which he or she is being endorsed.
- 16) Hours for Certification of Credentials and Voting as published in the Convention Program.
Friday 8:30 AM - 12:00 PM; 2:00 PM - 5:00 PM
Saturday 7:30 AM - 11:30 AM and 2 PM - 4 PM if additional voting is required.

District Convention

- A. **DISCLAIMER:** If an MD19 District shall address in either their District's Constitution and Bylaws or their District's Policy Manual similar items as may be outlined below, and should these following sections be in conflict with the District Constitution and Bylaws or District Policy Manual, the District's provisions will supersede; provided they are not in conflict with the MD19 Constitution and Bylaws, nor the Lions Clubs International Constitution and Bylaws.
- B. The District conventions of the five (5) Districts of the Multiple District shall be scheduled on weekends (Friday-Sunday) starting with the first weekend in March through the last weekend in April. Every effort should be made NOT to schedule any of the five conventions on the same weekend during that period.
- C. The various events scheduled as a part of a District's Convention shall be planned within a time-frame of a Friday through Sunday noon format. The actual time scheduled for a conference, within the above format would be at the discretion of the District Governor of the impacted district. (A golf tourney or similar event would be exempted, and could be held immediately before the convention.)
- D. A registration fee will be charged to each Lion, LEO and guest attending the convention. An estimate of budget revenues necessary to defray the expenses of the convention will determine the amount of such charge.

- E. The Convention Committee, with the approval of the District Governor may conduct one (1) single raffle / fundraiser / tail twisting activity and if so authorized:
 - 1. it shall be held in conjunction with the Convention;
 - 2. it shall be conducted only by the Host Organization or other clubs noted in the official convention program;
 - 3. All proceeds shall be deposited in the Convention Fund and will be used to defray the cost of the conference.
- F. A Lions, or LEO Club or any of their members must obtain written permission from the District Convention Committee and seated District Governor prior to conducting any fund-raising activity, including the promotion of an activity with flyers etc., at or near the site of the District Conference during the time of the Convention. If approved, fundraising must comply with any restrictions set forth in the written approval received from the Convention Committee and District Governor.
- G. No club, or clubs, shall profit financially through Hosting a District Convention. All profits, if any, shall be remitted to the MD19 Executive Director, to be held in an escrow account for said District.
- H. Complimentary rooms, and Complimentary meal tickets in conjunction with the District's Convention shall be provided to the following: Host Organization District Governor, International Guest, Council Chairperson (or representative), MD19 International Director (if in attendance), Host Organization District Conference Chairperson, MD19 Executive Director (or representative), and their Partners In Service in attendance.

International Convention:

- A. On the form provided by Lions Clubs International, the Council Chairperson will notify Lions Clubs International of the name and address of the MD19 International Convention Chairperson.
- B. The MD19 parade uniform to be worn in the International Parade at the International Convention shall be determined by the Vice Council Chairperson and the First Vice District Governors who will be attending the upcoming International Convention.
- C. It is recommended all MD19 International Convention attendees wear MD19 logo attire.
- D. The Council Chairperson-Elect will be the presiding officer at the parade.
- E. District Governors-Elect and Partners in Service will wear their MD19 logo attire at all functions of the Convention, except for the photo session with the incoming International President (sport jacket/slacks or business suit) and the District Governor-Elect Banquet (formal).

CHAPTER 7: Awards

MD 19 Contests and Awards

- A. All rules, guidelines, point accumulation methods and instructions used to determine winners in the various MD19 contests are on the MD19 website.
- B. District Conference winners, who intend to compete at the MD19 Annual Convention, shall have met all requirements as outlined in the current fiscal year's MD19 Contests and Awards requirements.
- C. If the Contests and Awards Committee receives no recommendations from the current District Governors for the MD19 Distinguished Service Award or those nominations received do not qualify, the MD19 International Awards Screening and Prioritizing Committee will choose a recipient.
- D. Within thirty (30) days following the conclusion of each District Convention, the District Governor and the District Contests and Awards Chairperson shall **EACH** forward to the MD19 Contests and Awards Chairperson and with a copy to the MD19 Office a listing of all winners and runners-up in those various contests which were conducted as part of their particular District's conference activities.
- E. It shall be the responsibility of each District Governor to determine if their District Conventions Contests and Awards winners are planning to be present to compete at the MD19 Annual Convention. District Governor shall be responsible for contacting the runner-up with opportunity to compete, if winner is unable to participate. It is then the District Governor's responsibility to notify the MD19 Executive Director of any changes in participants not less than ten (10) days prior to the Annual Convention. Any further cancellations of competitors shall be acknowledged by the affected District Governor to the Executive Director immediately upon having knowledge of same.
- F. If a Lions Club requests a change in the Contests and Awards rules, the proposed amendment must be submitted in writing to the MD19 Contests and Awards Committee Chairperson by January 31. The Contests and Awards Committee will duly consider all proposed amendments. If the proposed change is deemed reasonable, it will be submitted to the Council of Governors at a regularly scheduled Council Meeting. Any rules changed by a vote of the Council would take effect on July 1st of the immediately following fiscal year.

International Awards

- A. Every year Lions Clubs International allocates Presidential and International Leadership Awards which are traditionally presented at the MD19 Annual Convention or a District Convention. The current or most recent International Director sends the nominations to Lions Clubs International.
- B. No Member of MD19 will be awarded more than one Presidential Award and one International Leadership Award in a lifetime when being recommended by the committee (Section 4) from MD19. The maximum number of awards submitted to Lions Clubs International in any one year from MD19 is determined annually by Lions Clubs International as is the number of awards that will be given to Lions of MD19.
- C. The Presidential Award shall consist of a medal and a chest ribbon of a design approved by the International President and shall be accompanied by a suitable letter. To be nominated for this award the nominee(s) any Lion must have served for a minimum of five (5) years promoting and/or providing leadership and/or service to a District(s) and/or the Multiple District. (Being a Leadership Chairperson, Zone Chairperson or District Governor is not a requirement).
- D. The International Leadership Award shall consist of a medal and a chest ribbon of a design approved by the International President. To be nominated for this award the nominee(s) any Lion must have served for a minimum of three (3) years in a Leadership position in the District or Multiple District. (Being a Leadership Chairperson, Zone Chairperson or District Governor is not a requirement.)

Award Recipients

During the term of office, the members of the MD19 Leadership team may not be nominated for either the International Presidential or Leadership Awards. The Council Chairperson may not be nominated during his/her term of office. The MD19 GAT are excluded because their expertise and vision are needed to recognize and encourage their fellow Lions for their roles of leadership rather than collecting honors themselves. The Council Chairperson is the recognized elected leader by the Lions in the Multiple District and as such is expected to perform at a high level of competence. The International Presidential and Leadership Awards are very honorable awards and need to be used to encourage, inspire, spotlight, and recognize leadership in our individual districts.

The Nomination Process

- A. A nomination for an International Presidential or Leadership Award may be made by the following individuals: the current District Governors, Council Chairperson, MD19 GAT, MD19 Executive Director, and the current International Director or most recent Past International Director. A list of MD19 Lions who have received these two medals in the past will be given to the District Governors Elect at their school and will be e-mailed to those listed above by September 15th.
- B. The completed TYPED nomination forms must be received in the MD19 Office on or before October 31st. Late entries, verbal nominations and nominations without summaries of the nominee's history of service will not be accepted. A Lion will only be considered for the specific medal for which that person was nominated.

Screening and Prioritization

The Screening and Prioritization Committee will be made up of the seated International Director, if any, and any Lions Clubs International budgeted Past International Director from MD19 and the MD19 Executive Director. These Lions will meet on or before November 30th at a time and place set by the current or most recent Past International Director. Following the meeting, a prioritized list of the Presidential and Leadership Award nominees will be sent to the International President by e-mail or mail with a cover letter signed by the current or most recent Past International Director.

Notification

The International Director will notify the District Governor of any District International Leadership and/or Presidential Award recipients as soon as he/she receives the information from Lions Clubs International.

Presentation

- A. The International Leadership Award presentations will be made at the District Spring Convention or any other auspicious event. It is the choice of the District Governor as to who will make the International Leadership Award presentation.
- B. A nominee for the International Presidential Award, submitted by the District Governor will be presented during the MD19 Annual Convention or any other auspicious event, whichever the District Governor prefers. It is the choice of the District Governor as to who will make the International Presidential Award presentation for the person that he/she nominated.

CHAPTER 8: Multiple District Administration

Council of Governors:

- A. The MD19 Council of Governors (hereafter referred to as the Council), shall supervise the administration of all MD19 affairs through established MD19 policies as described in the MD19 Council of Governors Policy Manual, MD19 Constitution and By-Laws and powers granted through Lions Clubs International's Board of Directors Policy Manual and the International Association of Lions Clubs Constitution and By-Laws.
- B. The MD19 recommended business dress standard (uniform) for the members of the Council of Governors will be as follows:
 - 1) The standard dress for Council Members at Council Meetings, shall be navy a blue blazer, grey or tan slacks for men and grey or tan skirts/slacks for women and a polo shirt. The color of the polo shirt and the color of the slacks and the skirts are selected each year by the Vice Council Chairperson and the 1st Vice District Governors for their year in office as Council Chairperson and District Governors. The Immediate Past District Governors and the immediate Past Council Chairperson and the District Governors and Council Chairperson will each wear the polo shirt and slacks/skirts they selected for their Lions Year.
 - 2) The First Vice District Governors and the Vice Council Chairperson will select the color of polo shirt and slacks for the men and skirts/slacks for women prior to the first Council of Governors' meeting of their year in office as Council Chairperson and District Governors. That same-colored polo shirt will be the polo shirt worn with tan slacks or skirts as part of the MD19 Parade Uniform at the upcoming International Convention. The Vice Council Chairperson and the 1st Vice District Governors may begin wearing the newly selected polo shirts and slacks/skirts at the Winter Council of Governors' Meeting of the current Lions year when selected.
 - 3) This uniform will be worn at MD19 Council Meetings (workshops excluded) MD19 Conventions, General Sessions, and other appropriate official meetings. There may be occasions such as the Annual Convention MD19 Banquet or District Convention Banquet when a white dress shirt and tie or a white blouse and Lions scarf are more appropriate than the MD19 polo shirt. For such events, consulting the MD19 Executive Director, the Council Chairperson, or the District Convention Chairperson would be wise.
 - 4) It is recommended that this dress standard described in No 1 also be followed when the District Governors make their official visits to their clubs.
 - 5) The 2nd Vice District Governors uniform will be as stated above in No. 1, but the color of their polo shirts can be any of the official MD19 Polo Shirts selected for the MD19 Parade Uniform at an International Convention.

Council Chairperson:

- A. The Council Chairperson shall be the presiding officer at all meetings of the Council and perform all duties listed in the Constitution and By-Laws.
- B. The Council Chairperson shall be the presiding officer at the MD19 Annual Convention.
- C. The Council Chairperson will serve as the multiple district chairperson of the Global Action Team. Will ensure that the multiple district's GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand the district's humanitarian service. The driving force that ensures the multiple district is strong, stable and focused.
- D. The Council Chairperson shall be an ex-officio member of all MD19 Committees.
- E. The Council Chairperson shall be the liaison between the Council and the MD19 Executive Director.

- F. The Council Chairperson shall be empowered to act on behalf of the Executive Director if that person should be temporarily unavailable to perform the duties of said office.
- G. The Council Chairperson shall be responsible for the MD19 delegation at the USA/Canada Lions Leadership Forum and International Convention. The Council Chairperson may appoint a designee to serve in his/her absence.
- H. The Council Chairperson shall instruct the Executive Director to send notices of all upcoming Council Meetings both regular and special, including agendas, to all members of the Council and to other Lions impacted. **NOTE: NOTICES OF ALL MEETINGS IS ADDRESSED BELOW IN PARAGRAPH 5.C. BELOW.** The agenda as sent may only be changed at the meeting by a majority vote of the Council.

Immediate Past Council Chairperson:

- A. The Immediate Past Council Chairperson will serve on the Council of Governors.
- B. The Immediate Past Council Chairperson will serve as a Board Member of MD19 Lions Foundation.
- C. The Immediate Past Council Chairperson will be a voting member of the Strategic Planning Committee.

Vice Council Chairperson:

- A. The Vice Council Chairperson is invited to attend the District Governor Elect and First Vice District Governor Elect School.
- B. The Vice Council Chairperson:
 - 1) will perform such duties as assigned by the Council Chairperson. MD19 Constitution and By-Laws Article II "BL" "Duties of Officers".
 - 2) shall assume all responsibilities of the Council Chairperson in that person's absence.
 - 3) shall be the Facilitator of the MD19 District Support Team (DST). Based on the input given by the Team, he/she will create the meeting agenda and set the date and place for the meetings. Notice of the meeting date, time and place will be mailed, faxed and/or e-mailed to all participants at least 15 days prior to the meeting along with the agenda.
 - 4) is a member of the MD19 Budget and Finance Committees and the Strategic Planning committee and should attend those meetings: (See Chapter IV for Committees):
 - 5) is an ex-officio member of the International Participation Committee is encouraged to attend their meetings.
 - 6) will receive from the MD19 Office a list of MD19 Cabinet vacancies to be appointed for his/her year. The Vice Council Chairperson will appoint members and/or a Chairperson for each of the MD19 Committees, with the exception of the MD19 Governance Committee member, which is appointed by the First Vice District Governors. The Vice Council Chairperson shall ensure that all Committees Chairpersons and Committee Members have been informed of their respective offices and have been instructed as to their responsibilities in advance of their taking office.
 - 7) As Council Chairperson-Elect shall preside over a special session of the Council of Governors held on the final day of the Annual Convention of MD19. At this meeting, the Vice Council Chair (Council Chair Elect) shall present his/her list of appointments for the upcoming year to the Council of Governors for approval.
 - 8) As Council Chair-Elect will be the presiding Officer for the following:
 - a) MD19 Delegation at the International Parade (Chapter 6, Item 6).
 - b) MD19 Caucus when it is not held in conjunction with another Multiple Districts (Chapter 6, Item 6).

Executive Director:

The appointment, term, and review shall be as addressed in the MD19 Constitution and By-Laws, Article II 'BL' Section 5 and Policy Manual Chapter 10, Paragraph 2.C.

Meetings:

- A. REGULAR MEETINGS: There shall be three (3) regularly scheduled meetings of the Council of Governors during each fiscal year. One meeting will be held in conjunction with the Annual Convention; a second meeting will be held in February, not on the same weekend as a district Conference; a third meeting will be held in May or June prior to the Annual Lions International Convention.
- B. SPECIAL MEETINGS: Special meetings may be called by the Council Chairperson and/or any three (3) seated District Governors.
- C. NOTICE OF ALL MEETINGS: Notices of all meetings, both regular and special stating time, location and purpose (agenda) shall be mailed, or E-mailed, to all members of the Council and to all other Lions impacted by said meeting no later than fifteen (15) days prior to date of said meeting. Recipients of E-mail need to reply that they have received said E-mail.
- D. INFORMATION ONLY MEETING: The Council shall be allowed to hold an 'Information Only Meeting' session, specific to agenda items of the immediately upcoming Council Meeting, prior to any Council Meeting.
- E. Regular and special meetings of the Council are open to all Lions except when the Council is in executive session.
- F. Complete minutes, reports and Council action shall be recorded and mailed to all members of the Council no later than thirty (30) days following the adjournment of said Council Meeting.

Quorum:

A quorum shall be a majority of the total number of members of the Council.

Voting:

Each Council Member in attendance shall have one (1) vote on all matters.

Special Protocol And Courtesies:

- A. At any regular or special Council Meeting, the members of the Council, or others in attendance, when addressing said body shall stand, identify themselves, state who they represent if applicable, office currently held and address their comments to the Council Chairperson or presiding officer.
- B. When called upon by the Council Chairperson to express a vote on a given issue the Council Members shall respond with a voice vote, show of hands and/or by secret ballot, if so requested, as per 'Roberts Rules of Order Revised Edition'.
- C. In making reports to the Council of Governors, General Sessions, etc., it is unnecessary to address the entire head table. Once the head table and distinguished guests have been recognized, there is no need to address your remarks to them again.

Fiscal Responsibilities:

Although the Council handles no funds, it does have the fiscal responsibility of ensuring a commitment of funds necessary to ensure the funding of mandated programs as outlined within this MD19 Policy Manual.

CHAPTER 9: Foundations and Societies

NOTE: The following Foundations and Societies are operating within the boundaries of MD19, having received the approval of the Council at a regular meeting of that body.

Guidelines for Establishing an MD19 Foundation or Society:

- A. If an affiliation of Lions (in two or more sub districts in MD19) from within the boundaries of MD19 desires to form a foundation or society with the intent to use the Lions name or emblem, or designation of Multiple District/District/International Association of Lions Clubs as identifier with their efforts they shall first appear before the Council at a regularly scheduled meeting to inform that body of a) their intentions, b) services they would anticipate providing, c) recipients of such services, d) fund raising anticipated to provide services, and e) benefits to the goals and objectives of Lionism within MD19; and seek Council's permission to further investigate and prepare for acceptance of said entity. If the Council approves their proposal by a majority vote, said affiliation will be given permission to proceed with further research, fact finding and the opportunity to come before the Council at a subsequent regular meeting for the purpose of seeking the Council's endorsement.
- B. An affiliation which has previously been given preliminary approval by the Council to proceed (see above), and wishes to bring their final presentation to the Council shall request time on the agenda of the next regularly scheduled Council Meeting by contacting the Council Chairperson, and the Executive Director, in writing no later than thirty (30) days prior to said meeting.
- C. The following documents shall be provided to each member of the Council no later than fifteen (15) days preceding the date on which the affiliation is scheduled to appear before the Council for their final presentation:
 1. A mission and/or policy statement, including specific purpose and intent of said foundation or society.
 2. A proposed Constitution and Bylaws, signed off as to form by the Legal Counsel of the International Association of Lions Clubs allowing the use of the Lions name and emblem if subsequently approved by the Council.
 3. An outline of proposed fund-raising activities and an estimate of both revenues and expenditures. **NOTE:** No direct solicitation from Lions Clubs may be included in the fund raising for any future MD19 Foundations or Societies without prior approval of the Council of Governors by a two-thirds majority vote.
 4. A proposed 5-year long range plan.
 5. A statement as to the anticipated benefit(s) to the recipients of this entity's service efforts.
- D. The affiliation shall have a knowledgeable representative present at the Council Meeting at which the request is being made for final approval, in order to answer any questions from the Council or others in attendance.
- E. The Council having received all documents required within the stated deadline, and any additional information which may have been brought forth during final presentations shall by Council action place upon the agenda of their next regular meeting an "action item" to vote upon the acceptance of the entity proposed.
- F. Approval to create a new foundation or society by the Council, following compliance with all requirements so stated, shall be by a two-thirds (2/3) majority of the Council.

Foundations and Societies:

- A. Their purpose and mission statement for each maybe found on the MD19 website under "about" then "affiliations" and they are:
 - 1) B.C. Lions society for Children with Disabilities

- 2) Canadian Lions Eyeglass Recycling Center
- 3) International Youth Exchange Foundation
- 4) Lions of B.C. Hearing Conservation Society
- 5) Lions Foundation Of Canada
- 6) Lions Project New Hope
- 7) MD19 Lions Foundation
- 8) Northwest Lions Eyeglass Recycling Center
- 9) Northwest Lions Foundation

CHAPTER 10: Multiple District 19 Headquarters and Staff

Multiple District Headquarters: (hereafter referred to as the "MD Office")

Purpose:

- A. The purpose of the MD Office is to serve as the central administrative point for MD19. It exists to provide service to the multiple district/district/zone/club officers and the Lion and LEO members of MD19. It maintains the membership and financial records for each district and MD19.
- B. The MD Office is the networking link of the Multiple District. Under the Constitution and By-Laws, the office assists in planning the MD19 convention(s) each year and the Council of Governors' Meetings. The office staff publishes the MD19 Roster which is mailed to select club, zone and district officers and committee chairpersons. The office staff assists with the publishing of the MD19 newspaper (*Border Crossing*) and emailing / mailing of same to anyone who subscribes to have it mailed to them. The newspaper is also posted on the MD19 website for all to access.
- C. Other activities of the MD19 Office revolve around sales of MD19 paraphernalia for International Convention participation.
- D. **Working Hours:** The MD19 Office is open Monday through Friday from 8 a.m. until 5 p.m. Exceptions to this are holidays and (sometimes) the day which immediately precedes the Annual Convention Council Meeting. Any other closures are published in the MD19 Roster or MD19 Bulletin.
- E. **Personnel:**
- F. The office is administered by an Executive Director, hired by and accountable to the Council of Governors.
- G. The MD19 office currently has an Administrative Assistant. The Administrative Assistant is full time.
- H. The office staff performs a variety of tasks. They are responsible for the MD19 Bulletin, and Contests and Awards data. They receive and enter all club MD19 dues, CARE and LCIF funds. They sell uniforms and pins. They handle correspondence and filing.
- I. **STAFF:** Job Descriptions for the staff of the Multiple District office will be maintained and available in the MD Office. It will be the responsibility of the MD19 Evaluation Team to ensure that the job descriptions are in compliance with the duties performed by the members of the staff and that the 'MD19 Hand Book' is current.

MD19 Evaluation Team And Evaluation of MD 19 Executive Director

- A. **Purpose:** The Evaluation Team will provide consistent job description reviews for the Executive Director. In addition to conducting these reviews, the Evaluation Team will share this information with the Council. The Evaluation Team's reviews will recognize outstanding efforts and assist the Executive Director in accomplishing mutually agreed upon goals. The Team will also serve as a Liaison between the Council and the Executive Director.
- B. **Make-Up:** The Evaluation Team is comprised of the current Council Chairperson, or the Vice Council Chairperson in the event the Council Chairperson is unable to attend, and three Lions serving staggered progressive three (3) year terms. Each Team member will serve as Chairperson during his/her final year on the Team.
- C. Each year in February the Evaluation Team Chairperson will accept nominations in writing for the position that will be open June 30th on the Team. The Evaluation Team Members will select the new team member from the nominations made by the Immediate Past District Governors. The Evaluation Chairperson will announce the name of the new Team Member at the Winter Council of Governors' Meeting. The endorsement by the Council of the MD19 Evaluation Team's three-year nominee will take place at either the Winter or Spring Council of Governors' Meeting. For

continuing balance of selection, there should be no more than one (1) member from any district sitting on the committee. If a Team Member is unable to serve their entire three-year term, a replacement is made for the remaining portion of the term using the same procedure as described in this paragraph.

D. A Nominee for the Evaluation Team must have all the following qualifications:

- 1) A Lion member for at least ten (10) years in MD 19.
- 2) A Past District Governor or Past Zone Chairperson.
- 3) Served for two years as a Multiple District Committee member on one or more of the following MD 19 Committees:
- 4) Global Action Team (Leadership, Membership, Extension, Service, Marketing), Budget and Finance, Contests and Awards, Strategic Planning, or Governance, or as a member of a Board of Directors of an MD19 endorsed Foundation for at least two years.
- 5) In addition to the foregoing requirements, it would be most desirable for the nominee to have had experience in personnel supervision / evaluation.

E. The Evaluation Committee, in coordination with the Council Chairperson, shall create and maintain an 'Evaluation Team Handbook' for specific guidance regarding the evaluation of the Executive Director. All files and forms for the 'Evaluation Team Handbook' shall be maintained in the MD19 Office."

F. Vacancy in the Office of MD Executive Director

- 1) This vacancy shall be filled by the Council of Governors in the following manner:
 - a) A preliminary selection and screening committee shall be appointed by the Chairperson of the Council of Governors consisting of four other members of the Council in addition to himself/herself. The Council Chairperson will be the Chairperson of this committee.
 - b) All Clubs in the Multiple District will be advised of the impending vacancy by a noticed published in the MD19 bulletin/newspaper or equivalent.
 - c) The position will be advertised in the MD 19 bulletin/newspaper or equivalent, and any other additional advertising as may directed and authorized by the Council of Governors.
 - d) Following an established deadline for receipt of applications, the committee will meet to review the applications to determine which candidates they would like to interview. Following the interview, they will select three finalists to be presented to the Council of Governors for final selection.
 - e) The criteria for screening and selection shall be based on the candidate's ability to administer and perform the duties outlined in Article II "BL".

CHAPTER 11: Rules of Audit

NOTE: The rules of audit are to serve as guidelines for reimbursement and are approved by the Council of Governors. Rules of Audit may be subject to change in order to maintain a balanced budget.

General Information:

- A. No travel expense accounts shall be paid unless submitted upon the approved form properly itemized and accompanied by the necessary receipts. Claims of less than \$20.00 will be held and paid with subsequent claims when they total at least \$20.00.
- B. Hotel allowance shall be \$75.00 US. Hotel receipt is required for reimbursement. Allowance will be paid in US Funds.
- C. Mileage reimbursement shall be .50 cents paid in US funds per round trip by the most direct route. Miles can be calculated by multiplying Kilometers by .621.
- D. To have valid claim for reimbursement, every claim must be accompanied with a proper registration form or other indication of attendance.
- E. All claims must be submitted within sixty (60) days of the expense that was incurred in order to be paid.
- F. Zone Chairperson and Acting Zone Chairperson, who will fulfill the requirements of the Office of Zone Chairperson by January 1, of the current Lions year in which they are serving as Acting Zone Chairperson.

Postage: (Postage Paid in the Currency of the Zone Chairperson's Country)

- A. The actual amount of postage can be claimed for the following:
 - 1) Bulletins: Reimbursed for monthly Zone Bulletins (1 oz, 30 g or less) to each Lions Club President, Secretary, ZC's District Governor, Vice District Governor, MD19 Council Chairperson MD19 Vice Council Chairperson and MD19 Office.
 - 2) Letters: Reimbursed for two additional mailings (1oz, 30 g or less) per month to each Lions Club in the Zone, the District Governor, the Vice District Governor and MD19 Office.
- B. Reimbursement is contingent on receipt in the MD19 Office of the monthly bulletins and copies of letters sent out.
- C. Canadian Zone Chairpersons will be reimbursed for GST.

Mileage For Visits: (Mileage Paid in the Currency of the Zone Chairperson's Country)

- A. Mileage is to be submitted in miles for both U.S. and Canadian Zone Chairpersons. Mileage is calculated from the meeting place of the Zone Chairperson's home club. Visits must be reported on the proper form as indicated below. Reimbursements will be made for actual ferry fares and the lesser of the actual cost of airfares or the round-trip miles if airfare is submitted. Receipt required for payment.
- B. Official Zone Chairperson visits to Lions Clubs - Maximum one visit, reported on Zone Chairpersons Monthly Report.
- C. Official Zone Chairperson visits with District Governor when not traveling with Governor - Maximum one visit reported on Zone Chairpersons Monthly Report.
- D. Zone Meetings (Reported on Zone Advisory Committee Meeting Report) - Maximum three Zone Meetings allowed. Must be held within geographic boundaries of the Zone except for a Zone Meeting held at the District Spring Convention.
- E. District Cabinet Meetings - Maximum three District Cabinet Meetings reported on Zone Chairpersons Monthly Report. Meetings must be held within the geographic boundaries of the District, except the Cabinet Meeting at the Spring Convention. To receive reimbursement for a Cabinet meeting at a Spring Convention, the Convention must be held within 50 miles (round

trip) of the District boundaries. Club Officer Training School reported on Form provided by MD19 Office must be held after club elections in spring and prior to June 30 of his/her year in office.

- F. MD19 Annual Convention. Attendance at the Zone Chairperson Meet-Up or Rap Session required for payment to be made.

Fares:

- A. Reimbursements will be made for actual ferry fares and lesser of the actual cost of airfares or the round-trip miles, if airfare is submitted. Canadian Zone Chairpersons will receive reimbursement for fares such as bus, air, ferry and toll highways in the actual currency paid. Fare receipt required for payment.

Hotel Allowance:

- A. Hotel allowance per night for the following:
- B. One night for Official Zone Chairperson visits over 200 miles round trip or if ferry/plane schedules do not permit same day return. - Maximum 2 per club.
- C. One night for club visits where it is necessary to stay overnight to make two or more Official Zone Chairperson visits on one trip.
- D. One night for District Cabinet Meetings if round trip miles are over 200 miles.
- E. Regardless of the miles traveled, when one of the three District Cabinet Meetings claimed is held in conjunction with the District Spring Convention, 2 nights of hotel allowance are allowed, provided the Zone Chairperson attends the Cabinet Meeting and hotel receipt submitted.
- F. MD19 Annual Convention: Two nights, hotel receipt and attendance at the Zone Chairperson Meetings required for payment to be made.
- G. ZONE CHAIRPERSON ELECT SCHOOL - PRIOR TO THE LCI CONVENTION: (Hotel and mileage allowance paid in US Funds or Canadian equivalent. Reimbursements for fares are in actual currency paid for fare)
- H. ZCE's will be reimbursed for a maximum of three hotel nights, and mileage. Hotel bill receipt is required and attendance at the ZC's school is mandatory if claim is made. ZCE's must sign in on the attendance sheet at each session.

Printing Costs:

- A. An annual allowance of \$20.00 will be made to each Zone Chairperson upon request to help defray **copying** costs of the Zone Bulletin. REIMBURSEMENT IS CONTINGENT ON RECEIPT IN THE MD19 OFFICE OF 10 BULLETINS.
- B. There are no allowances for telephone expenses.

Seated First And Second Vice District Governors And MD19 Parliamentarian:

- A. 1. District Cabinet Meetings
 - 1) Attendance is verified by District Cabinet Meeting Minutes and Attendance Sheets received in MD19 Office. A maximum of three District Cabinet Meetings will be reimbursed. Meetings must be held within the geographic boundaries of the District, except the Cabinet Meeting at the District Convention. In order to receive reimbursement for a Cabinet meeting at a District Convention, the Convention must be held within 50 miles (round trip) of the District boundaries.
 - 2) One-night hotel for District Cabinet Meetings if round trip miles are over 200 miles. Hotel receipt required. Mileage must be submitted in miles for both US and Canadian 1st and Second Vice District Governors. Regardless of the miles traveled, when one of the three District Cabinet Meetings claimed is held in conjunction with the District Convention, 2 nights of hotel allowance are allowed, provided the First and Second Vice District Governors attend the Cabinet Meeting and a hotel receipt is submitted.

3) The MD19 Parliamentarian is not covered for District Cabinet Meetings.

B. MD19 Council Meetings:

- 1) Travel reimbursement shall be for their attendance at up to a maximum of three (3) Council Meetings per fiscal year. Reimbursements will be made for actual ferry fares and the lesser of the actual cost of airfares or the round-trip miles, if airfare is submitted. NOTE: Attendance at the total Council Meeting is mandatory to have a valid claim and Vice District Governors and the Parliamentarian must sign in on the Official Attendance Sheet. Fares will be reimbursed in the currency in which they were paid.
- 2) A hotel allowance shall be as follows: two nights for the MD19 Annual Convention Council Meeting, one night for the Winter Council Meeting, and one night for the Spring Council Meeting. If the round-trip mileage for the MD19 Annual Convention, Winter or Spring Council Meetings is 200 miles or more, then one additional night will be allowed. These allowances will be subject to the presentation of receipted bills. NOTE: A hotel receipt, attendance at the total Council Meeting and signing in on the official attendance sheet at the Council Meeting are mandatory in order to receive reimbursement.
- 3) Reimbursement of travel and hotel expenses for a fourth (4) Council Meeting is subject to availability of funds.

C. Mileage:

- 1) Mileage for District Cabinet Meetings and MD19 Council Meetings paid in US Funds and is to be submitted in miles for both U.S. and Canadian 1st and Second Vice District Governors and the Parliamentarian. Mileage is calculated from the meeting place of the 1st and/or Second Vice District Governor's home club. Visits must be Expense Claim form provided by the MD19 Office.

D. Fares:

- 1) Reimbursements will be made for actual ferry fares and lesser of the actual cost of airfares or the round-trip miles, if airfare is submitted. Canadian District Governors will receive reimbursement for fares such as bus, air, ferry and toll highways in the actual currency paid. A fare receipt is required for payment.

E. Hotel Allowance:

- 1) Paid in US Funds and a hotel receipt is required for payment.
- 2) Attendance at all sessions of each of the MD19 Council Meetings and District Cabinet Meetings claimed as well as signing in on the official attendance sheet at each meeting is mandatory in order to receive reimbursement.

F. USA/Canada Lions Leadership Forum:

- 1) If the First Vice District Governor attends the USA/Canada Lions Leadership Forum during his/her fiscal year in office, and if money has been budgeted, he/she shall receive the sum of \$300.00 to assist in his/her expenses. Proof of registration must be presented to the MD19 Executive Director in order to receive reimbursement.

Immediate Past District Governors, Immediate Past Council Chairperson And Vice Council Chairperson Attending Council Meetings:

- A. Travel reimbursement for Immediate Past District Governors, the Immediate Past Council Chairperson, and Vice Council Chairperson who are members of the Council of Governors shall be for their attendance at three (3) Council Meetings per fiscal year. Reimbursement will be made for actual ferry fares and the lesser of the actual cost of airfare or round-trip miles, if airfare is submitted. NOTE: Attendance at the total Council Meeting is mandatory and Council Members must sign in on the Attendance Sheet to have a valid claim.
- B. A hotel allowance for Immediate Past District Governors, Immediate Past Council Chairperson, and Vice Council Chairperson who are members of the Council shall be as follows: two nights for

the MD19 Annual Convention Council Meeting, one night for the Winter Council Meeting, and one night for the Spring Council Meeting. If the round-trip mileage to the MD19 Annual Convention, Winter or Spring Council Meetings is 200 miles or more, then one additional night will be allowed.

NOTE: A hotel receipt and signing in on the attendance sheet at the Council Meeting is mandatory in order to receive reimbursement.

- C. The Council Members and the MD19 Parliamentarian will be provided lunch on the day Council of Governors Meeting is in session.

Seated District Governors Attending Fourth Council Meeting:

- A. Seated District Governors attending a fourth (4) Council of Governors' Meetings will be reimbursed under guideline noted in B.1. and B.2. if funds are available.

Seated Council Chairperson And Vice Council Chairperson Attending International Convention:

- A. If the seated Council Chairperson or the Vice Council Chairperson are in attendance at the International Convention, he/she shall receive the sum of \$400.00 if money has been budgeted. Note: to have a valid claim, it must be accompanied with an International Convention registration or other indication of attendance.

Seated Council Chairperson, Vice Council Chairperson, Executive Director Attending International Convention Overseas:

- A. The Council Chairperson, Vice Council Chairperson, and Executive Director's budgeted allowance for International Convention attendance shall be \$400.00 unless revised by the Council of Governors from available funds other than the Reserve Fund for the purpose of partially compensating an overseas International Convention. Note: proof of registration must be presented to the MD19 Executive in order to receive reimbursement.

International Convention Chairperson And Executive Director:

- A. The International Convention Chairperson and the Executive Director shall receive the sum of \$400.00 for participating and organizing the International Convention if money has been, budgeted.

Vice Council Chairperson Attending USA/Canada Lions Leadership Forum:

- A. If the Vice Council Chairperson attends the USA/Canada Lions Leadership Forum during his/her fiscal year in Office and, if money has been budgeted, he or she shall receive the sum of \$300.00 to assist in his/her expenses. Note: Copy of the hotel receipt or a copy of the registration receipt from the USA/Canada Lions Leadership Forum Office must be presented to the MD19 Executive Director in order to receive reimbursement.

District Governors-Elect and First and Second Vice District Governors-Elect:

- A. For attendance at the MD19 District Governors Elect and 1st and Second Vice District Governors Elect School, travel reimbursement is paid. There will be a hotel, for a maximum of three (3) nights. Reimbursement will be made for actual ferry fares and the lesser of the actual cost of airfares or round-trip miles if airfare is submitted. Receipt required. ATTENDANCE IS MANDATORY AT THE TRAINING SESSIONS.

Council Chairperson Expense Fund - Rules Of Audit

- A. The MD19 Council Chairperson's expenses each year shall be:
- B. Mileage for District Conventions attended.
- C. Mileage and overnight lodging for a fourth Council of Governors meeting, if held.
- D. Mileage for special club visitations, i.e. anniversaries, charter nights, and special speaking requests. (It is recommended the host club assumes responsibility for banquet and accommodation costs.)

- E. Council Chairperson and Vice Council Chairperson crests.
- F. Name badges for Vice Council Chairperson and partner in service.
- G. Postage and business cards.
- H. Stationery and envelopes will be supplied by the MD19 Office at no cost to the Council Chairperson.
- I. If the seated Council Chairperson is in attendance at the International Convention, he/she shall receive the sum of \$400.00.
- J. The Council Chairperson's budgeted allowance for International Convention may be revised by the Council of Governors from available funds other than the Reserve Fund for the purpose of partially compensating an overseas International Convention.

Sub-District Operations - Rules of Audit

Preamble: MD19 Sub-districts are responsible for managing the financial affairs of their District Convention and, in compliance with the MD19 Constitution and Bylaws, the expenditures from the District Operations and Escrow Accounts held by the Multiple District. Since the MD19 Policy Manual stipulates that profits derived from District Conventions shall be remitted to the MD19 Executive Director to be held in an Escrow Account for the District, and since the collection and general accountability of the Operations and Escrow accounts are the responsibility of the Multiple District, rules of audit are required to provide guidance, direction, and consistency in how these matters are handled at the Sub-District and Multiple District level.

A. District Conventions

- 1) District Conventions are to be self-financing; that is, the registration fees and other Convention revenues should cover ALL Convention expenses including:
 - a) Courtesy rooms and meals as provided in the MD19 Policy Manual.
 - b) Gifts for visitors and guests, and Convention flowers and pins.
 - c) Cost of speakers and entertainment, if any.
 - d) Recognition plaques, contest and award trophies, and engraving.

B. In the event that cash advances are required for the District Convention, sponsoring club(s) should be prepared to make temporary funds available for this purpose. If this is not possible, the District Governor may request the Executive Director provide an advance from the current year's Operations Account after 30 September. The advance may not exceed 80% of the current year's operations account budgeted for the individual District. If this is not possible, the District Governor may request the District Cabinet to authorize the Executive Director to advance funds from the Escrow Account for this purpose. Any advance granted is to be reimbursed from pre-registration receipts prior to the Convention.

C. District Convention financial statements must be submitted to MD19 within two months of completion of the Convention. If there is a surplus, such surplus shall be submitted with the report for deposit to the District's Escrow Account before 30 June. If there is a deficit, and a claim is being made for reimbursement from the District Operations or Escrow Account, an explanation of the shortfall must be provided along with the supporting resolution from the District Cabinet to authorize any withdrawal of Escrow funds. The Executive Director may seek guidance from the Budget and Finance Committee at his/her discretion. Reimbursement will be subject to review by the Budget and Finance Committee. Failure to submit a financial statement will result in withholding any subsequent claims from the District until the matter is resolved.

D. District Operations Accounts may be used for:

- 1) Gifts and recognition for Cabinet members, to a maximum of \$30.00 per member.
- 2) Plaques and certificates for special presentations, excluding District Convention

presentations.

- 3) Zone Chairperson and Committee Chairperson pin tabs, 1st and Second Vice District Governor name badges, District Governor, 1st and Second Vice District Governor and Zone Chairperson crests, and updating the District Governor, 1st and Second Vice District Governor and Zone Chairperson Banners.
 - 4) District training materials, subject to prior consultation with the MD19 Executive Director for amounts exceeding \$100.
 - 5) Limited training costs for District Officer Training.
 - 6) Advances toward printing of District Rosters, with such advances to be fully reimbursed by April 1st of that Lions year.
 - 7) Up to \$250.00 to offset the cost of pins, pens, or other such mementos given during the DG year.
- E. Funds from District Escrow accounts may only be withdrawn upon submission of the Minutes of the District Cabinet meeting containing the approval to withdraw a specific amount for a specific purpose along with supporting invoices or receipts for expenditures.
- F. Funds from the District Escrow Account may not be used for personal or travel expenses of any district officer or district committee members with the following exceptions if funds are available and approval is given by the District Cabinet. These expenses will be paid according to the MD19 Rules of Audit.
- 1) The District Global Action Team which includes the District Governor, First Vice District Governor, Second Vice District Governor and any Club Support Team Sub Committees, may receive travel expenses for the Progress and Planning Meetings held regionally. At the discretion of the District, Zone Chairpersons may also be invited to participate in the above mentioned.
 - 2) The Annual District Planning Session/Retreat for a new Lions year.
 - 3) The successful extension of a new Lions Club. If travel expenses for the MD19 Extension Chairperson are to be covered and matching funds received from the Multiple District, the Rules of Audit found in Chapter II, page 2 must be followed.

With the agreement of the District Governors and MD19 Executive Director, orders may be placed and paid directly by the MD19 office, and charged back to the respective District accounts. In ALL other instances, the account must be paid by the District Governor and claims for reimbursement must be accompanied by appropriate receipts. When in doubt, the District Governor should contact the Executive Director for a prior ruling on the acceptability of a particular purchase if reimbursement is expected.

CHAPTER 12: Officer Job Descriptions and Leadership Training

District Governor, First Vice District Governor, and Second Vice District Governor:

- A. See job descriptions found in the MD19 Constitution and By-Laws, the "General Information" section of the District Governor's Manual and in the Lions Clubs International Constitution and By-Laws.
- B. The District Governor shall be the executive officer of his/her respective District and shall preside at each District Meeting thereof. It shall be his/her duty to visit each club within his/her District at least once during his/her term of office, and report thereon to the International Association of Lions Clubs, and at other times as required. He/she shall cooperate with the Chairperson of the Multiple District and shall perform such duties as may be assigned to him/her by the Multiple District Council of Governors. He/she shall attend and serve upon the Council of Governors of this Multiple District.
- C. The First District Governors shall be a member of the District Cabinet and shall be the Chief Administrative Assistant to the District Governor. He/she shall become familiar with the duties of the District Governor so in the event of a vacancy in the Office of District Governor he/she will be better prepared to assume the duties and responsibilities of said Office until such time as said vacancy is filled in accordance with the Lions Clubs International Constitution and By-Laws.
- D. The Second Vice District Governors shall be a member of the District Cabinet. He/she shall become familiar with the duties of the First District Governor so in the event of a vacancy in the Office of First District Governor he/she will be better prepared to assume the duties and responsibilities of said Office until such time as said vacancy is filled in accordance with the Lions Clubs International Constitution and By-Laws.

Zone Chairperson:

- A. The Zone Chairperson shall be the liaison officer between the District Governor and the clubs within his/her Zone. He/she shall hold at least three Zone Council Meetings during his/her term of office, under the advice and direction of the District Governor. He/she shall cooperate with the District Governor, and perform such duties as may, from time to time, be assigned to him/her by the District Governor.
- B. MD19 will provide Zone Chairperson training sessions prior to the Lions Clubs International Convention.
- C. The District Governor Elect of each MD19 District shall, in conjunction with their District's Global Action Team, schedule a training session for their District's Zone Chairperson Elect and/or Zone Chairperson, if those Lions are unable to attend the MD19 scheduled training
- D. The training session shall be scheduled following the election of the District Governor Elect and the Zone Chairperson Elect of their District.
- E. Training sessions shall be provided by the Global Action Team in coordination with the MD19 Executive Director.

Lions Club Officers Training:

- A. The Zone Chairperson Elect or current Zone Chairperson of each MD19 Zone shall, working in conjunction with his District Governor Elect and Global Action Team will schedule a training session for the following Club officers: Presidents, Vice Presidents, Secretaries, Treasurers, Secretary/Treasurers, and such other officers as are deemed advisable. These training sessions shall be conducted following the election of the Zone Chairperson Elect and the newly elected officers for those clubs within said zone, before the beginning of the next fiscal year.
- B. The training sessions for club Officers shall include, but not be limited to, the following: administrative role and duties of the Club President, vice presidents and secretary treasurer, club's Membership Chair and Service Chairperson.

CHAPTER 13: District Elections Procedures

District Election Procedures in accordance with Lions Clubs International

- A. Nominating Committee:
 - 1) Each member shall be a member in good standing of a different Lions club in good standing in the district, and shall not through the duration of the appointment hold any district or international office.
 - 2) Shall consist of no less than three (3) and no more than five (5) members.
 - 3) Responsible for reviewing qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of same.
 - 4) Shall submit a completed checklist for each nominated candidate to the elections committee prior to District Governor and First and Second Vice District Governor elections.
- B. Credentials Committee
 - 1) Shall be composed of the District Governor, as chairperson, the Cabinet Secretary/Treasurer and two other non-officers of the district that are appointed by the District Governor.
 - 2) Each member shall be a member in good standing of a different Lions club in good standing in the district and shall not through the duration of the appointment hold any district or international office.
 - 3) Responsible for verifying club delegate credentials.
- C. Elections Committee
 - 1) Shall consist of three (3) members appointed by the District Governor.
 - 2) Responsible for preparation of materials, vote tabulation, and resolving questions concerning the validity of individual ballots.
 - 3) Shall prepare a comprehensive report of election results.
 - 4) This Committee shall certify that all candidates for the Office of District Governor meet the requirements for this office.
- D. Delegates desiring to vote shall present their voting certificates at the Polling Place and be checked against the list of registered delegates, and, if qualified, shall be furnished a ballot. The delegate shall mark his/her ballot in secret, and deposit ballot in the ballot box.
- E. At the time specified, the Election Committee shall close the ballot box, mix and count the ballots, and report their finding promptly to the conference session.
- F. A majority of the votes on any ballot, exclusive of blanks, shall be necessary for election to any office.
- G. In an election, where no candidate receives a majority vote for an office or offices, the same shall be re-reported to the conference. The candidate with the least number of votes will automatically be dropped, and a second and subsequent ballot taken in like manner until one candidate has received a simple majority of the affirmative votes cast by the delegates present and voting. This process shall continue until an election can be announced for each office.
- H. In the event the incumbent Vice District Governor stands for election as District Governor, and at the election fails to secure a simple majority of the affirmative votes casts by the delegates present and voting, he/she shall be declared not elected, and the same shall be reported to the conference.
- I. If any such district shall fail to so elect a qualified district governor or if the district governor-elect of any such district shall die or refuse or be found by the International Board of Directors to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, or if a vacancy will exist as a result of a district governor election protest

or legal action, then in any such event such district may have a district governor appointed by the International Board of Directors in the time and manner and for the term as set forth in the by-laws or constitution of Lions Clubs International.

- J. In the event the incumbent Second Vice District Governor stands for election as First Vice District Governor, and at the election fails to secure a simple majority of the affirmative votes cast by the delegates present and voting, he/she shall be declared not elected, and the same shall be reported to the conference and a vacancy declared. This vacancy will be filled according to the MD19 Constitution and By-Laws ARTICLE VIII, SECTION 7.

CHAPTER 14: Dispute Resolution

Procedure:

- A. All Constitutional Complaints other than District Governor, 1st and Second Vice District Governor Election Challenges shall be conducted in accordance with the 'International Policy Manual of the Board of Directors', CHAPTER XV, 'LEGAL', Paragraph J. 1.
- B. All District Governor and 1st and Second Vice District Governor Election Complaints shall be conducted in accordance with the 'International Policy Manual of the Board of Directors,' CHAPTER XV, 'LEGAL', Paragraph J. 2.
- C. All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the district constitution and by-laws, or any policy or procedure adopted from time to time by the district cabinet, or any other matter that cannot be satisfactorily resolved through other means, arising between any club(s) and the district administration, shall be settled in accordance with the 'International Policy Manual of the Board of Directors,' CHAPTER XV, 'LEGAL', Paragraph J. 3.
- D. A copy of the 'International Policy Manual of the Board of Directors' is on file in the MD19 Office. Please note that the paragraphs may have changed over the years.