

**MULTIPLE DISTRICT 35  
LIONS OF FLORIDA, BAHAMAS,  
ARUBA, BONAIRE & CURACAO**

# **POLICY MANUAL**

**Lions Clubs International**



**Revised  
November 11, 2023**

## PREFACE

The purpose of this manual is to assure uniformity of policies and procedures within Multiple District 35 (MD-35) of the International Association of Lions Clubs.

All policies must conform to the Lions Clubs International (LCI) Constitution & By-laws, Board Policy of the International Board of Directors, the MD-35 Constitution & By-laws, and the Lions of Florida, MD-35, Inc. Articles of Incorporation.

References contained herein to "Council of Governors, "or "Council" shall be considered as references to "Officers of the Corporation."

For purposes of supremacy, the MD-35 Constitution and By-Laws shall govern the multiple district unless otherwise amended so as not to conflict with the International Constitution & By-Laws. Whenever there may exist a conflict or a contradiction between the provisions set out in the MD-35 Constitution & By-laws, then the International Constitution & By-Laws shall govern.

This manual shall be printed and distributed as directed by the Council of Governors.

This manual shall be maintained by the MD-35 Office Manager. The expense of revision, printing, and distribution shall be a proper expense of MD-35.

**It is resolved that all previous statements of MD-35 policy are rescinded and that this reformatted, revised, and updated policy manual be adopted as the Policy Manual of MD-35, the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao updated by the Council of Governors on October 28, 2022.**

This manual shall only be amended at regular conferences or executive council meetings by a majority vote of the Council of Governors.

The further purposes of this policy manual are:

- To provide a ready source of information to the District and Vice District Governors.
- To provide a written record of the policies and procedures as adopted by the Council of Governors.
- To provide continuity in the administration and operation of MD-35.
- To provide a documented copy of the current policies of MD-35 to the District Governors-Elect.

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# **MD-35 ORGANIZATION**

## **Council of Governors**

### **Composition**

There shall be a Council of Governors composed of all the district governors in MD-35 and shall include one current or past district governor who shall serve as council chairperson. Each member of the council of governors, including the council chairperson, has one (1) vote on each question requiring action of the council of governors. The council chairperson shall serve for a one-year term only and cannot serve in that capacity again.

The council of governors shall supervise the administration of all multiple district affairs, and may choose such officers, hold such meetings, administer such funds, authorize such expenditures, and exercise such other administrative powers as are provided in the MD-35 constitution.

(Note: Article VIII, Section 4 of the International By-Laws permits the multiple district, by provision in its constitution and by-laws, to include certain other Lions as members of the Council of Governors.)

### **Officers**

The officers of the Council of Governors shall be a chairperson and vice-chairperson, secretary and treasurer, and such other officers as the Council of Governors shall deem necessary, all of whom shall be elected annually by the Council of Governors.

These officers shall be selected at the Council's organizational meeting by the District Governor-Elects present and voting at the meeting.

### **Powers**

Except where inconsistent with and contrary to the provisions of the articles of incorporation and constitution and by-laws of Lions Clubs International, the powers granted therein to the board of directors of said association, and the policies and acts of said board of directors, the Council of Governors shall:

- Have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the multiple district and multiple district convention;
- Have management and control over the property, business and funds of the multiple district;
- Have jurisdiction, control and supervision over all phases of the multiple district convention and all other meetings of the multiple district;
- Have original jurisdiction, when authorized under policy of the international board of directors and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any district, Lions club, or any member of a Lions club, in the



multiple district. All such rulings of the Council of Governors shall be subject to review and decision by said international board;

- Have control and management of all budgetary matters of the multiple district and committees of the multiple district and multiple district convention. No obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

## **Council Chairperson**

### **Selection**

It is required that the selected council chairperson be a current or past district governor when he/she takes office. It is recommended that the council choose an individual who has recently served as district governor.

The council chairperson should be selected during a meeting of the first vice district governors of the multiple district who will be in office as district governors during the term of the council chairperson.

### **Responsibilities**

Under the general supervision of the International Board of Directors, the MD-35 Council Chairperson shall be the coordinator of the multiple district and shall act on behalf of and upon delegation from the council of governors. His/her specific responsibilities shall be to:

- Further the Purposes of this association.
- Provide leadership, direction, and initiative for international and multiple district programs, goals, and long range planning.
- Create and foster harmony and unity among District Governors and assist them to solve issues.
- Chair the multiple district convention and all meetings of the council of governors.
- Submit reports and perform such duties as may be required by the multiple district constitution and by-laws and this multiple district policy manual.
- Perform such other administrative duties as may be assigned by the multiple district council of governors.
- Facilitate at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.

Additionally, the council chairperson shall wear the same uniform as selected by the Council of Governors for conference, conventions, banquets, and other gatherings where their presence is required by the Council of Governors.

They shall issue a call for the Governor's Conferences through the office of the MD-35 Office Manager who will prepare the agenda for each conference and forward a copy to each member of the council and

one copy to the International guest at their mailing address. The Council Chairperson and the Office Manager shall work in harmony in all areas. The Council Chairperson shall be made fully aware of the amount of work that is so often necessary to be performed in the MD-35 office.

They shall maintain a close relationship with the Office Manager and the Vice Chairperson of the Council, and as such, shall keep them fully aware of the happenings of the Council and Lionism in general, within MD-35.

They shall be reimbursed for expenses under the rules of reimbursement currently in place in the multiple district which apply to Council Chairpersons.

They shall preside at the Florida Caucus of delegates at the international Convention.

If the Council of Governors should determine a year in which to present a candidate for the office of International Director or Second Vice President, and the Council Chairperson becomes a candidate, then they shall be required to immediately resign the position of Council Chairperson.

### **Removal**

At the request of the majority of the council of governors, a special meeting of the council may be called for the purpose of removal of the council chairperson. Regardless of the manner in which the council chairperson is selected or elected, the council chairperson may be removed by an affirmative vote of 2/3 of the entire number of the council of governors.

## **Office Manager**

The primary purpose in having an MD-35 Office Manager is to direct and coordinate the administrative and financial aspects at the multiple district level; to carry out the directives issued by the Council of Governors, and to perform such other functions as required by both the Multiple District Constitution and By-laws and this policy manual. The Office Manager will work with all Lion leaders, but primarily with the Council of Governors in building and promoting Lionism through the multiple district.

In general, the range of responsibilities shall include all assignments issued by the Council of Governors. Provide information, constructive suggestions and guidance when requested or required, and bring to the position the professional abilities to maintain an efficient administration of the MD-35 office. This also covers the ability to maintain, in recognized retail fashion, an inventory of merchandise that benefits the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao, including the purchase and sale thereof.

### **Requirements for Consideration as Office Manager**

The position of Office Manager requires a variety of professional level responsibilities, including

research, planning and executing programs that provide for a well informed and unified Multiple District, as follows:

### **Qualifications**

- Must have a history, knowledge and experience in the operating and administrative needs of Lions Clubs district and/or multiple district.
- Must have knowledge and experience in office administration and record keeping.
- Must have experience in supervising assistants.
- Must have working knowledge of standard office equipment including, but not limited to: office telephones and related answering machines, cellular telephones, faxes, copiers, scanners and computers.
- Must have working knowledge of audiovisual equipment used at meetings and conferences such as: projectors, recording equipment, microphones, etc.
- Must have working knowledge of computer programs including, but not limited to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, QuickBooks, e-mailing, texting, teleconferencing (Skype), etc.
- Must be able to lift 35 pounds and move supplies as necessary
- Must abide by the Lions Code of Ethics

### **Multiple District Records**

- All written material shall be filed and maintained at the Multiple District Office.
- The Office Manager shall notify the Council Chairperson and the seated District Governors of any and all requests to view MD-35 Lions records.
- The Office Manager shall not make any MD-35 paperwork or records available to anyone, regardless of title, unless:
  - The MD-35 Council of Governors has approved it.
  - A seated Council member is present while the records are being viewed.
- All minutes of the Council of Governors workshops and closed sessions shall be maintained in a locked cabinet and may only be viewed by a seated member of council.
- All applications for the position of Council Chair may be viewed only by the 1<sup>st</sup> Vice District Governors for the purposes of interviewing and selecting a Chairperson for their Council.
- The records to be maintained include, but are not necessarily limited to:
  - Minutes of all sessions of council whether conferences, executive sessions or workshops.
  - Executed copies of all contracts, leases, or any other document that obligates the Multiple District, such as:
    1. Lease for premises.
    2. Leases for equipment.
    3. Maintenance contracts.
    4. Hotel contracts for MD-35 conventions and conferences.
    5. Biography, nominations paperwork and photos of all members of council, including, Council Chair, Governors, First and Second Vice-Governors
    6. Training material for Governors and Vice-Governors
    7. Merchandise inventory

8. Financial records, including:
  - a) Approved budgets
  - b) Audit reports
  - c) Tax returns
  - d) Payroll records
  - e) Vendors invoices
  - f) Bank statements
  - g) Accounting records
  - h) General Ledger
  - i) Cash receipts
  - j) Cash disbursements
- Office Duties
  1. Answering the telephones.
  2. Correspondence, including e-mails.
  3. Make deposits for funds received.
  4. Write checks.
  5. File all documents.
  6. Prepare minutes from all meetings of Council and distribute them to the seated council members within ten business days after the date of the meeting.
  7. Assist in the preparation of the MD-35 budget.
  8. Invoice the districts for the semi-annual dues and pro-rated dues.
  9. Request reports from all MD-35 Committee Chairs 2-weeks prior to Council of Governor conferences and the MD-35 Convention and distribute them via e-mail prior to the conferences or convention.
  10. Assist in the coordination and conduct of MD-35 Conferences and Conventions; i.e. protocol, format contract copies, agenda, etc.
  11. Receive from the pertinent Governor a completed Conference or Convention Report and distribute it to the members of Council within ten business days of the conference or convention.
  12. Register the names of the newly elected members of council with the LCI Website within 10 business days after the annual convention.
  13. Distribute to the new Governors a list of the MD-35 Committee Chairpersons for their directories within one month after the convention. Also mail notification letters to the designated chairpersons of their appointment.
  14. Order from LCI the following items within 10 business days after the MD-35 Convention:
    - a) Council Chair Badge, Pin and Crest.
    - b) Immediate Past Council Chair Badge, Pin and Crest.
    - c) Crests for all Incoming District Governors.
    - d) Vice District Governors Badges, Pins and Crests.
    - e) Immediate Past District Governors Badges, Pins and Crests.
    - f) Official Uniforms for the Incoming Second Vice District Governors.
- Purchase Anchor Awards to be made available for sale to the Districts.
- Purchase Crusader Award pins, necklace, sword, etc.
- Purchase Pilot Award pins, patch, wheel, etc.

- Purchase all approved gifts for the guests at each MD-35 Conference and Convention.
- Procure the services of an Independent CPA to perform the annual audit as well as the preparation of the federal income tax return.
- Procure the services of the payroll service for the issuance of payroll checks, calculation and payment of payroll taxes and preparation of quarterly and annual payroll tax returns.
- Procure the services of the payroll service for the issuance of payroll checks, calculation and payment of payroll taxes and preparation of quarterly and annual payroll tax returns.
- Supervise the performance of the tasks assigned/delegated to the Administrative Assistant.

#### **Conferences and Conventions**

- Attend all the Multiple District Conferences and Convention.
- Make notes and recordings of the proceedings at each of the MD-35 Council Executive Sessions and/or workshops, as well as the Council General Sessions for the purpose of preparing accurate minutes of such meetings.
- Assist in the planning and coordination of the MD-35 conferences and conventions and provide logistical support for them.
- Maintain statistics of attendance, costs, and prices for the hotels, meals, etc., to be used for planning future conferences.
- Bring the store merchandise for sale at the conferences and conventions.
- Make the room reservations for the members of council at the conferences and convention.
- Assist in the planning and preparation for the International Convention, including the assembling and packing of banners, flags, and other equipment or supplies needed for the parade.

## **Replacement of the MD-35 Office Manager**

Procedures and course of action for replacement of the MD-35 Office Manager under friendly circumstances due to retirement or receiving proper notice of leaving office.

Set up a search committee within the Council of Governors, which can be activated immediately and be functioning in a matter of days. Other possible members may be added to the committee by the Council to include Lions from various backgrounds and various geographical locations within the multiple district.

The members added to the committee, if the Council should choose to do so, should have business training, computer experience and/or a background that would give them the capability of finding and interviewing good applicants and being able to identify the most qualified for the position, to present to the Council of Governors for their approval. The current Council Chairperson should chair this committee,

The Council and/or the established committee should follow the criteria set by this policy manual to judge the ability of the applicants, as to their ability to perform properly in the position of MD-35 Office Manager. The following should be of prime importance in this selection. Education, prior training and experiences, background in a corporate structure, discriminatory, attitude, financial circumstances and willingness and ability to travel as required by the position.

The Council and/or committee assigned, should start immediately to develop a prospect list and require a resume' from each of the prospective applicants, with full details of their qualifications for the position. Advertisements should be run in local newspapers and online job boards for executive type administrative secretaries, also contact employment agencies that deal only in executive administrative positions in the Orlando area. Include word of mouth throughout the clubs of the multiple district through the Governor's newsletters.

From the list of applicants received, screening of them is essential. It will require interviews that are precise and accurate, to arrive at the most qualified applicant for the position. Then this applicant, as well as the next two (2) most qualified, should be presented to the Council in executive session for their consideration and interview. After their decision has been made and the outgoing Office Manager is on friendly terms, it would be wise to have a two (2) weeks, minimum, lap of time, to coordinate the change as smoothly as possible. A review of the books shall be conducted, if deemed necessary, before the new Office Manager takes over. A full audit may be ordered.

If the replacement is under hostile conditions, the current Council Chairperson and District Governors should immediately stabilize all office procedures and necessary activities that require involvement of the Office Manager. They should also establish a temporary operating procedure that should be headed by one or two District governors, with the immediate past Council Chairperson to supervise, until permanent arrangements can be made. If there is any possible knowledge that this situation is developing, the following actions should be put into place in advance. If hostile in the sense of walking out should occur, all procedures should be started immediately.

Change signature card authorizations at banks for all accounts and on any other documents required. Appoint someone, preferably a District Governor to coordinate the change of activities and follow up on directions set forth by the Council and/or Council Chairperson about the operation of the office.

Change locks on all office doors, files, storage rooms and collect all keys if possible, as well as changing any security codes. Arrange for the continuation of service and support to the Lions of Florida and the Council of Governors as much as possible during this transition.

Notify all suppliers, service people and any others that may be affected. Inventory all club supplies, office equipment and any other properties in the office. Notify all banks, arrange for bank statements, account balances and check books, as well as all financial records and place them in the custody of the Council of Governors or their official representative.

Notify all Lions projects of change, instructing them according to the situation. Appoint an office manager, or at least someone responsible for the office operation and answering phones on a temporary basis, until a permanent replacement is employed.

Once the office is stabilized, the procedures for replacement under friendly circumstances shall then be followed.

## Evaluation Form for the Office Manager

The following evaluation form is to be completed by the District Governors of MD-35 by the 15<sup>th</sup> day of April of their year in office and given to the Council Chairperson to discuss with the MD-35 Office Manager. The copies will be made and given to each Governor and Governor elect for the next year.

	EXCELLENT	GOOD	FAIR	POOR
1. CONTROL OF PROPERTIES	<hr/>	<hr/>	<hr/>	<hr/>
2. CONTROL OF EXPENSES	<hr/>	<hr/>	<hr/>	<hr/>
3. CONTROL OF FUNDS	<hr/>	<hr/>	<hr/>	<hr/>
4. REPORTS ON TIME	<hr/>	<hr/>	<hr/>	<hr/>
5. REPORTS CONCISE	<hr/>	<hr/>	<hr/>	<hr/>
6. ABILITY TO COMMUNICATE	<hr/>	<hr/>	<hr/>	<hr/>
7. FOLLOWS PROCEDURES	<hr/>	<hr/>	<hr/>	<hr/>
8. FOLLOWS DIRECTIONS	<hr/>	<hr/>	<hr/>	<hr/>
9. CONSTRUCTIVE SUGGESTIONS	<hr/>	<hr/>	<hr/>	<hr/>
10.OVERALL PERFORMANCE	<hr/>	<hr/>	<hr/>	<hr/>

COMMENTS 

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DISTRICT GOVERNOR



## **Internal Operating Procedures for the Office Manager**

The MD-35 Office Manager shall have on file the following information and records:

- All banks used by the multiple district, with account numbers, addresses, phone numbers, types of accounts and other pertinent information as required about banking procedures.
- A copy of the resolutions required by banks for signature changes, signature cards and any other required items for the transaction of business with banks.
- Insurance companies used, type of coverage, policy location, name of local agent, with address and phone number.
- Name of the Certified Public Accounting firm used, with contact name, address and phone number.
- Name of the person who has access codes and other vital information for operation of the computer system.
- Name of person who has access to any back up computer files along with their location.
- Service contracts for equipment and building maintenance, with name, address and phone number.
- A complete physical inventory of all equipment and office properties owned by MD-35
- Complete up to date inventory of all supplies purchased for resale.

The Office Manager shall inform the Council Chairperson of anyone who has keys to the office building.

The Council Chairperson shall be added to the emergency numbers available.

All of the above information will be stored in a fireproof file cabinet.

The Office Manager shall keep a list of all information to be in the District Governor-Elects information package.

## **MD-35 FINANCE**

### **Office Administrative Fund**

The Lions of Florida, Multiple District 35, Inc. shall designate a special FUND to be known as the Office Administrative Fund. The proceeds from the sale of the Lions of Florida, Multiple District 35, Inc. properties, shall be placed in this FUND; and this FUND shall be held and administered separately and apart from all other Multiple District Funds.

No annual per capita dues collected from each member shall be allocated to and become a part of the FUND nor shall any part of the FUND be used for any other purposes except office leasing and other related office operational expenses. Provided, however, that the income generated by the asset value of the FUND shall be placed in a separate money market account, determined to provide the best return. This money market account shall provide funds to cover the expense of office space leasing fees and other related expenses in the operation of an efficient administrative office for the benefit of the Lions of Florida.

The assets of such FUND shall be invested and reinvested in conformance with an investment policy developed by the Multiple District Office Manager and the Financial Advisor; and then approved by the Council of Governors. The objective of the investment policy shall be to maximize investment returns of the FUND, within reasonable and acceptable risk levels, through equity securities, corporate bonds, and government securities and cash equivalents at terms for the term of the lease or longer terms if rate of return is larger.

In any one year, expenditures must not exceed the income generated through the investments, and then only to meet the requirements of operating an efficient and productive administrative office for the benefit of the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao. Signatories on the FUND shall be the MD-35 Office Manager or the current Council Chairperson.

### **International Account**

The Lions of Florida, MD-35, Inc. maintains an account with Lions Clubs International for the purpose of ordering supplies, awards, and other Lions related materials, as needed for the operation for the multiple district office and resale.

The account cannot be used for any purchases by anyone other than the MD-35 Office Manager, who operates with and through the authority of the Council of Governors. All orders for materials, merchandise, and other items from Lions Clubs International must have the signature of the Office Manager.

## **Communications between the MD and the Lions of MD 35**

The purpose of Communications tools is to provide information from the Multiple District to the members of MD 35 and as a public relations tool for the Lions. To that end, the following will be the policy of the MD-35: To provide revenue, A budget will be established annually by the Council of Governors for expenses associated with communication between the MD and the Lions of Multiple District 35. These budgeted funds may be used to support website expenses, newsletters and/or electronic transfer of information.

## **Multiple District Dues**

Semi-annual MD-35 dues are billed on July 1<sup>st</sup> and January 1<sup>st</sup> of each year and are based on club membership reports entered in MyLCI as of June 30<sup>th</sup> and December 31<sup>st</sup>.

Multiple district dues are payable to the MD office no later than the dates specified (September 10 and March 10) in the Multiple District 35 By-laws (ARTICLE V Section 1).

Districts that fail to render payment to the Multiple District on or before the date(s) specified in the MD By-laws shall be assessed a penalty on the next billing statement and subsequent billing statements of 1.5% (18% annual) for the dues in arrears.

## **Credits for Dropped Members**

Campus Lions clubs receive an extended billing adjustment period for the semi-annual billing. Campus Clubs have through March 31 for the January per capita billing and through September 30 for the July per capita billing to amend the club roster provided the paperwork is submitted to the multiple district. MD 35 will issue credit to campus clubs for roster adjustments submitted within this time period without penalty.

## **Multiple District Financial Information**

The Council of Governors will be responsible to see that Multiple District 35 Profit & Loss Statements shall be made available quarterly to any Lion member of the Multiple District. Any request for a copy of the Multiple District Profit & Loss Statement shall be made through the Multiple District Secretary.

## **Audits and Financial Reviews**

The Council of Governors shall receive financial reports, semi-annually or more frequently, from the Office Manager, and provide for a Financial review at the end of the fiscal year of the books and accounts of the Office Manager. A Financial Audit conducted by a reputable CPA Firm will be conducted no less than every five (5) year.

## **Funding of Conferences**

The purpose of Council of Governors Conferences or District Conventions is to provide a platform wherein the business of the Multiple District or District can be conducted together with the opportunity for fellowship and events or meetings sponsored by Lions entities. To that end, the following will be the policy of the MD-35:

- The host Lions Club(s) will use due diligence in selecting the location hotel, meals and other budget items so as to provide the best cost-effective event. This includes keeping prices low enough to attract a high number of participating Lions.
- The event is not to be considered a fund-raising event for the host Lions Club(s) and to that end, the Multiple District or District will not reimburse the host for cost overruns and/or short falls.
- The host Lions Club(s) shall be able to retain any realized profits.
- Proper financial reports shall be made by the host Lions Club(s) to the Council Treasurer within 45-days of the close of the event.

## **POTENTIAL GOVERNORS SEMINAR AND WORKSHOP**

An orientation seminar shall be held each year for all District Governor Candidates, 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor candidates, as well as for potential candidates for these positions. Mandatory attendance is required of candidates for 2<sup>nd</sup> Vice District Governor. It is highly recommended that candidates for District Governor and 1<sup>st</sup> Vice District Governor also attend, as a refresher course, bringing themselves up-to-date prior to beginning their year. Also, because Lions Clubs International requires training for District Governor-Elects by the Multiple District prior to convention. Candidates and potential candidates will learn some of the reasons to pursue this position or to make a decision not to do so.

This seminar and workshop shall be held during the month of February on the first Saturday of the month, and is for all candidates, as well as those considering running for these positions.

The panel shall include the MD-35 Office Manager, assisted by the MD-35 GLT Coordinator, and may include any other Lions selected by them. The spouse of the Office Manager shall conduct classes for the spouses or partners of the candidates or potential candidates.

## **MD-35 Grants**

Districts may submit a grant for training within their district per the MD 35 budget item.

A MD-35 Grant Application shall be submitted to the MD Secretary with the reason for the grant, a budget and approval of the District Governor. If necessary, the council will also approve the grant.

LCI Reimbursement Rules are in effect for expenses.

Should a district not use all of their budget for training purposes, they may grant the use of these funds by another district with the approval of that district's governor. Annotate on the grant request if funds are being utilized from another district.

Once the grant is completed by the district all receipts/expensed shall be returned with a copy of the grant application to the MD Secretary for closure. Any unused funds from the original grant request will also be returned the Multiple District.

Approved & Added 6 Aug 2022



# MD-35 Grant Application

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

Grant # \_\_\_\_\_  
(MD will provide Number)

District: 35- \_\_\_\_\_

Club \_\_\_\_\_ Club # \_\_\_\_\_

Point of Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Attach Budget

Description:

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(Please use additional Pages if necessary)

Submitted by: \_\_\_\_\_

Approved by District Governor \_\_\_\_\_ (Date): \_\_\_\_\_  
(Signature)

Approved by Council (Date): \_\_\_\_\_

Check Sent (Check #): \_\_\_\_\_ Date: \_\_\_\_\_

Upon Completion: Return grant paperwork with expenses incurred and receipts. Reimbursement Rules in effect.

Grant Closeout (Date): \_\_\_\_\_

Send to:

**MD 35 Lions**

**503 N. Orlando Ave. Ste 201**

**Cocoa Beach, FL 32931-3171**

Email: [md35lionsoffloridaandbahamas@gmail.com](mailto:md35lionsoffloridaandbahamas@gmail.com)

Approved & Added 6 Aug 2022

An Organizational meeting and workshop for all District Governor-Elects only shall be held no later than the Friday following the MD-35 Convention. 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor elects will also attend. This meeting and workshop shall cover all aspects of the year as District Governor from the Lions Clubs International manuals and this MD-35 Policy Manual.

The seminar and workshop will further the knowledge of potential and elected District Governors and 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors, so that they might begin their year in office with all the necessary knowledge that can be made available to them prior to taking office.

This MD-35 policy manual will be covered as well as portions of the current District Governor's manual, including rules for reimbursement of expenses, and other financial dealings with Lions Clubs International and the multiple district. The Lions Clubs International office structure and policies will also be covered.

Expectations of a District Governor and 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor will be covered, as well as that of a spouse or partner-in-service and what they might be asked to do in support of their district officer.

The seminar will also cover Lions Protocol, especially when an international guest is in attendance at an MD-35 conference or convention; what is expected when you invite an international guest; and, what is expected when they arrive at your function.

Other areas covered will be the billing of district dues, importance of the Governor's newsletter, and how and where to find information that is needed for a Governor's Directory.

All seminars and workshops will include sufficient time for question and answer periods, as well as participant involvement, covering not only the matters important to potential governors, but also other areas of interest they would like to have explained.

## **GUIDELINES FOR INCOMING AND POTENTIAL DISTRICT GOVERNORS AND 1<sup>ST</sup> AND 2<sup>ND</sup> VICE DISTRICT GOVERNORS**

### **The District Governor**

The role of a District Governor, as outlined in Article X, Section 2(a) of the By-laws of the International Constitution and By-Laws, reads as follows:

District Governor: As an International Officer of this association, and under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the region chairpersons, the zone chairpersons, the cabinet secretary and cabinet treasurer (or secretary-treasurer) and such other cabinet members as may be provided for in the respective single, or multiple district constitution and by-laws. His/her specific responsibilities shall be to:

- 1) Further the purposes of this association.
- 2) Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
- 3) Actively participate and inspire other district officers to administer and promote leadership development at the club and district levels.
- 4) Support and promote the Lions Clubs International Foundation.
- 5) Preside, when present, over the district convention, and cabinet and other district meetings.
- 6) Perform such other functions as required by the International Board of Directors.

The above states the responsibilities, in general, that you are acquiring, but do not cover all of the decisions, responsibilities, and problems encountered. It compares similar to the movie world versus the “real world.”

It is essential you have a good working knowledge of your District, Multiple District and Lions Clubs International’s Constitution and By-Laws. It is essential you keep abreast of Lionistic activities. The Lion magazine and the Leadership Updates are excellent sources of information.

Immediately after you declare your candidacy and before you officially take office, you should begin the process of selecting your cabinet positions and committee chairs. Select the Lions for these positions carefully, as they will be very important to you in accomplishing the goals of your district. Every effort should be taken to assure these appointees are respected in the district, have knowledge of the clubs in the district, have the interest and knowledge about the position offered, have a strong drive with proven abilities to get goals done, can work with others and have the ability to communicate.

During the year, your mailbox will rarely be empty. Though this may seem at times a burden, do everything you can to read and act upon all communications from headquarters. Pay particular attention to correspondence that affects other members of your cabinet or district, promptly sharing information with them. You will receive much postal mail and e-mail each month, which you must find time to read daily, record, and respond to. You will spend many hours each month doing book work. Every Governor



who is doing a good job will be extremely busy. However, you must stay current in your “office chores,” because if you fall behind a month, it is virtually impossible to catch up with all the other duties and your district will surely suffer. To avoid this, you must have the ability to delegate to your cabinet officers, and be a good supervisor.

You will be putting together a district directory. Accuracy is imperative when it comes to names, addresses, phone numbers, e-mail addresses, dates, places, and times.

There is also a district newsletter which you should publish on time each month. You should seriously consider sending your newsletter electronically via e-mail.

You will be holding four cabinet meetings each year, with the first coming within thirty (30) days after the adjournment of the International Convention. You will also hold four (4) Council of Governors Conferences, with the first coming within forty-five (45) days after the adjournment of the International Convention. You will be attending Multiple District and International Conventions, USA/Canada Lions Leadership Forum, and other required events at the Multiple District and International level. And if this is not enough of your time, there are official club visits, induction ceremonies, charter night celebrations, installations, anniversaries, award nights, along with many other special occasions that will require your time.

A good suggestion for a new District Governor is to buy a postage size date book for your personal life and a wall size for your Governor activities. Also, your partner-in-service must understand and support you at every turn. Not only in the time required, but also the financial demands. It requires teamwork at home, at the club level, cabinet, District and Multiple District, to have an enjoyable and successful year.

This can be a very rewarding year but be aware of the financial needs. Very little, if any, of your partner-in-services costs are reimbursed at any level, which includes travel, meals, costs of uniforms (or yours) and any other related items. Your reimbursement for hotels, mileage, and meals is made by the Reimbursement Rules from Lions Clubs International. They do not cover anywhere near the amount you will be required to pay.

Most of your contacts on finance will be with the Finance Division at LCI. This department is responsible for administration of the governor’s travel and office expense claims under Reimbursement Rules established by the International Board of Directors. When you become District Governor, a copy of the Reimbursement Rules will be sent to you. Keep this information readily available, since you will be referring to it many times during the year. Make sure you refer only to the most current and revised rules. Please be sure to read the Reimbursement Rules thoroughly. Direct any questions or comments to the Financial Reporting & Compliance Department. The following is an explanation of how your budget is determined, plus how to file and submit expense reimbursement claims.

For District Governor expense reimbursement claims, attaching all necessary meeting/club visitation reports (for each meeting charged to LCI), and receipts insures prompt reimbursement to you. Please keep in mind also that it is very difficult to make special rules for special circumstances in an organization as large as ours. The Financial Reporting & Compliance Department must apply the Reimbursement

Rules in a consistent and fair manner in each district of the association.

**Allowable Expense Rule:** The first rule of the Reimbursement Rules covers the District Governor's budget, which is based on the average expenses of the highest three years of the past five years. District Governor budgets are mailed after July 1<sup>st</sup>. If for any reason you feel the budget is not adequate, consider using zone level club visits (more than one club attends a single meeting and counts as your official visit) or other district governor team members to decrease costs. Budget increases will only be allowed based on your location in the district, substantial club growth, or redistricting. Requests for review of a possible budget increase must be submitted prior to March 31<sup>st</sup>. The second rule involves the actual presentation of claims, which are due by the 20<sup>th</sup> of the month following the actual expense month. Thus, your expenses for July will be due August 20<sup>th</sup>. If claims are received 120 days after this deadline they will not be reimbursed. There are no exceptions to this rule for anyone. Please submit your claims promptly.

It's in everyone's best interest to keep the association's records current. Also, please take extra care in filling out the claims neatly, correctly and with all the necessary documentation attached.

If you are employed, you must realize and make plans for the amount of time and money required to successfully complete your term in office. The position will require the loss of about thirty (30) or more days from work at the least, along with most evenings and weekends. Consider the needs and be sure arrangements have been made to accommodate for them. It is highly suggested by Lions International, that as the incoming District Governor you do not sign off on the outgoing District Governor, until you have received the required material, reports and finances. This situation has caused various problems in the past.

### **Some Specific Duties**

Receive, evaluate, record, and file for future reference the Monthly Membership Reports, commonly known as the "M" report that is used by every chartered Lions Club to communicate membership information about the club. The club health assessment report is sent to the district governor team the second week of each month. The report includes club status, membership statistics, club reporting history, and financial status. A copy of this report goes to the Council Chairperson and members of the GMT and GLT.

Each month governors receive a recap of accounts, which details the current and past due balances for all clubs in the district. The recap can be used as a tool to remind all clubs that dues and fees for club supplies are paid timely and regularly. United States balances over 60-days old are considered past due. Balances for all other countries over 90-days old are considered past due.

The district governor may be contacted and asked to consider options for helping to resolve outstanding balances for clubs that are exhibiting a poor payment trend. Interaction with the clubs may prove to have a greater influence to achieve a current status. It is vital to stay on top of the statements, as this affects their status as clubs and their right to vote.

A club, which has an unpaid balance in excess of \$20 per member or \$1,000 per club, whichever is less, outstanding past 120 days will be suspended, including the suspension of the club's charter, and all the

rights, privileges, and obligations of the Lions club.

In the event the club does not acquire good standing, as defined by board policy, on or before the 28<sup>th</sup> day of the month following suspension, the club's charter will be automatically cancelled.

Each month the association notifies all district governors of the clubs in the district in suspension, released from suspension, or canceled. The district governor and other district officers can avoid unnecessary charter cancellations by assisting suspended clubs either to pay the outstanding balance or negotiating a payment plan with the Finance Division at International Headquarters.

When visiting your clubs, feel free to discuss the need for basic supplies. Do not be afraid to ask if they have lapel pins, a club banner, gong and gavel set, national flag, highway signs, record books, and any other required forms.

With the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor in each district, the District Governor should share information with them, assign projects and responsibilities, and use the position to further Lions goals within the district. Offer them guidance and share experiences and prepare them for a successful year. This gives you the opportunity of having an additional pair of hands, legs and eyes to cover the responsibilities you will encounter, use them to your fullest advantage.

Plan your year in advance, considering all available information, reading material available, acknowledging the time required and the finances. Your past district governors can be some of the most valuable assets in your district. Their experience, if put to good use, can do much to make your year successful. Remember, many of the challenges, problems and decisions you will face, they too have faced. Most of them want to remain active and you can put them to work without these Lions interfering with your responsibilities, through strong leadership from you.

## **The 1st Vice District Governor**

Districts elect a first vice district governor in accordance with the International Constitution and By-Laws and the district's constitution and by-laws and adopted election procedures. The second vice district governor does not automatically succeed to the office of first vice district governor, but is the only official candidate.

The first vice district governor assists the governor with membership development, the chartering of new clubs and the promotion of district events. The specific responsibilities of this officer are to:

- Further the purposes of this association;
- Perform such administrative duties assigned by the district governor;
- Perform such other functions and acts required by the International Board of Directors;
- Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen

them;

- Conduct club visitation as the representative of the district governor when requested by the district governor;
- Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth;
- Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development;
- Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district;
- At the request of the district governor, supervise other district committees;
- Participate in the planning of the next year including the district budget;
- Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Although the first vice district governor must be elected, the qualifications for the first vice district governor are similar to those for district governor, because the first vice district governor is the most likely successor to the governor.

The first vice district governor is not reimbursed by the association for travel or per diem expenses unless he or she is making annual club visits on behalf and at the request of the district governor. Reimbursement is according to the existing rules of audit. The multiple district or district constitutions may allow for other reimbursements.

If a vacancy occurs in the office of district governor, the first vice district governor acts as district governor; performs the district governor's duties and has the same authority as the district governor until the vacancy is filled by the International Board of Directors for the remainder of the term. If a vacancy occurs in the office of first or second vice district governor, the vacancy will be filled in accordance with the district (single, sub or multiple) constitution and by-laws. Minimum qualifications for the vacant office are outlined in the Standard District Constitution and By-laws.

Because the first vice district governor directly participates in the administration of the district, he or she better understands the roles and responsibilities of the governor. If the first vice district governor is elected governor, a smoother transition occurs from one administration to another as well as continuity in the goals and objectives of the district. A confident governor is more capable of contributing to the success of international and district programs and to the goals of the association.

## **The 2nd Vice District Governor**

Districts elect a second vice district governor in accordance with International Constitutional By-Laws, the district's constitution and by-laws and adopted election procedures.

The second vice district governor assists the governor with membership retention and increasing the awareness among Lions about the association's various programs. The specific responsibilities of this officer are to:

- Further the purposes of this association;
- Perform such administrative duties assigned by the district governor;
- Perform such other functions and acts required by the International Board of Directors;
- Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and the first vice district governor, and participate in council meetings as appropriate;
- Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs;
- Conduct club visitation, as the representative of the district governor, when requested by the district governor;
- Assist the district governor and first vice district governor in planning and conducting the annual district convention;
- Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership development plan;
- Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth;
- Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;
- Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;
- At the request of the district governor, supervise other district committees;
- Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget;
- Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

If a vacancy occurs in the offices of district governor and first vice district governor, the second vice district governor serves as acting district governor until the vacancy is filled by the International Board

of Directors for the remainder of the term. If a vacancy occurs in the office of first vice district governor, the second vice district governor serves as acting first vice district governor until the vacancy is filled in accordance with the district (single, sub- or multiple) constitution and by-laws.

Because the second vice district governor directly participates in the administration of the district as part of the district governor team, he or she better understands the roles and responsibilities of the governor and first vice district governor, allowing for a smoother succession of leadership.

## **MD-35 DRESS CODE**

The MD-35 dress code is designed to give guidance to members of the Council of Governors and Vice District Governors as to the appropriate dress for Lions functions within its jurisdiction. The members of the Council of Governors shall present themselves in a most favorable manner in a way that shows respect to the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao, Lions Clubs International, and the public in general.

The selected blazer of each council with the selected trousers, and skirts or slacks and accessories are to be worn at all International events, Council of Governors Conferences, and any other multiple district events.

Formal wear will consist of a white dinner jacket, black trousers and black shoes for the men, and formal evening wear for the ladies.

The following is the appropriate dress to be worn at Lion functions:

The Official Florida Uniform shall consist of Florida Orange Shirts, white pants or skirts, to be used for travel to all multiple district and international events, or as called for.

The Official Parade Uniform shall consist of MD-35 Orange and White Parade Shirts, White Pants or Skirts (NO SHORTS or SKORTS) with all white accessories including the official orange & white umbrella for all participants if chosen by the Council of Governors.

### **Multiple District Convention**

Convention Sessions	-	Selected Coat & Trousers, Skirts or Slacks
Necrology Session	-	Selected Coat & Trousers, Skirts or Slacks
Banquet	-	Formal Evening Wear

### **International Convention**

Governor's School	-	Selected Coat & Trousers, Skirts or Slacks
Banquets & Receptions	-	Formal Wear (in most instances)
International Show	-	Selected Coat & Trousers, Skirts or Slacks
Swearing in Ceremony	-	Selected Coat & Trousers, Skirts or Slacks

Special dress may be used at other functions of MD-35.

District Governors, 1st and 2nd Vice District Governors, and their spouses should always look like

Governors and 1st and 2nd Vice Governors. They must respect the position, as they are representing all the Lions of their district. They should always dress alike when attending functions, meals, visitations, etc. together as a Council. Dress for functions shall be coordinated through the Office Manager as per official dress code.

Partner-in-service dress code will be coordinated by the Council of Governors whenever they are attending official functions with their spouse officers.



## **REIMBURSEMENT RULES FOR EXPENSES**

These reimbursement rules have been established and are included in the policy manual in order to guide and control the reimbursement of expenses to those Lions who qualify as outlined in the Reimbursement Rules of Lions Clubs International.

Only those expenses expressly authorized by these Reimbursement Rules, and approved by the Council of Governors, will be allowed. No other expense reimbursement will be authorized or paid.

District Governor's expenses will be reimbursed only within guidelines set forth in the current International Reimbursement Rules for District Governors, as outlined in the Reimbursement Rules of Lions Clubs International.

The 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor will not be reimbursed by Lions Clubs International or the multiple district for their travel or per diem expenses, but the districts may allow for them to be paid from district funds.

The Council Chairperson, if other than an elected District Governor, shall be reimbursed within the guidelines of Lions Clubs International's Reimbursement Rules for District Governors, as outlined in the Reimbursement Rules of Lions Clubs International. Reimbursements may only be allowed where their attendance is required by the Council and will be limited to Official visits to Districts, Council of Governors meetings and Conferences, MD Convention, Club Anniversary's and/or installation of officers and/or any visitation where an International Guest will be attending and speaking. (\*\*\*)

The MD-35 Office Manager shall be reimbursed within the guidelines of Lions Clubs International's Reimbursement Rules for District Governors, as outlined in the Reimbursement Rules of Lions Clubs International. Reimbursements may only be allowed where their attendance is required by the Council.

Reimbursements of expenses for district chairs or committee members, other than provided above may be made only if specifically approved by the Council of Governors for activities related to the committee's responsibilities. Reimbursement requests must be approved in advance by the Council of Governors. All reimbursement under this paragraph will be made with the guidelines of the International Reimbursement Rules for District Governors, unless otherwise specified herein.

Global Leadership Team (GLT) / Global Membership Team (GMT) / and Global Service Team (GST) matching funds will be reimbursed up to the maximum allowed for each district per the council budget. Eligible expenses will be reimbursed on an equal 50-50 matching funds basis up to \$1,000 for each district. Proper documentation (i.e. receipts, etc.) must be submitted prior to reimbursement of the matching funds by the multiple district.

\*\*\*Updated 5 August 2023

## **REIMBURSEMENT RULES FOR THE COUNCIL CHAIR & OFFICE MANAGER**

The Council Chairperson shall have a budget and be reimbursed within the guidelines of Lions Clubs International's Reimbursement Rules for District Governors, but from multiple district funds for expenses to attend four (4) Council Conferences and the MD-35 Convention.

All reimbursement claims for the Council Chair will be sent to the MD-35 Office Manager for processing and payment. They should include the proper claim form and any receipts to document the expenditures for reimbursement. Requests for reimbursement must be submitted within 20 day of the following month. No reimbursement will be made if the expense statement(s) are not submitted within the time limit. (\*\*\*)

The incoming Council Chair will have an additional budgeted item of \$2,000.00 to attend the International Convention per International Reimbursement Rules. Proper documentation will be supplied by the council chair elect to show verification of expenses.

The incoming Council Chair will be granted a budget of \$500.00 to help defray costs to attend the USA/Canada Lions Leadership Forum.

In addition, the Council Chair will be provided with the MD-35 Uniform, as required by the Council of Governors and as dictated in the Official Dress Code.

The MD-35 Office Manager, as a paid administrator of the multiple district, shall be reimbursed for the following expenses, where attendance is required by the Council of Governors, the MD-35 Constitution and Bylaws, or the policies of the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao.

- Meals (Actual) (Note: not to include alcoholic beverages)
- Rooms (Actual Rates)
- Travel (As determined to be in the best interest of MD-35)

In addition, they will be provided with the MD-35 Uniform, as required by the Council of Governors and as dictated in the Official Dress Code.

***Updated 5 August 2023
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## **REIMBURSEMENT RULES FOR DISTRICT GOVERNORS**

### **Budget**

The district governor will be provided a budget annually for district administration from Lions Clubs International. Annual budgets will be based on the average of the highest three (3) years of the last five (5) years. The five years include the final approved budget for the immediate past district governor as of March 31<sup>st</sup>, and actual expenses reimbursed for the four preceding district governors.

Requested increases in allowable expenses for the current year will only be considered based on geographical location of the district governor within the district, substantial club growth or redistricting. All budget requests must be received by March 31<sup>st</sup>.

### **Submission of Claims**

Claim Forms – Expense claims must be submitted on official forms, properly itemized, columns totaled and accompanied by itemized receipts, cancelled tickets where required.

Governor's Representative Claim Expense claims by a district officer other than the district governor must be signed by the district governor and representative. The claims must comply with Rule No. 3.a. below. Reimbursement will be on the same basis as the governor's and payment forwarded to the district governor for mailing to the representative.

Deadline – Claims must be submitted monthly, by the 20th of the following month (i.e. July claims are due by August 20th). If claims are received more than 120 days or later after the deadline, they will not be considered or allowed.

### **Reimbursable Functions and Events**

#### **Club Visits**

In general, the district governor will be reimbursed for the expenses related to one official annual visit to each club in the district. Visits cannot exceed one day's duration. To maximize the budget allocated for club visits district governors are encouraged to utilize technology to communicate with club officers, meet with club officers during multiple club events and visit more than one club in any one day when possible. The district governor may also delegate club visits to his/her vice governors, region chairpersons or district cabinet members who may be located closer to the club. While the district budget is limited, utilizing the budget effectively will afford the district governor the ability to be reimbursed for attending district level meetings outlined in sub-paragraphs 2, 3, and 4 below.

Reimbursement will not be made for club visits where roundtrip travel exceeds 600 miles (966 kilometers), unless more than one club is visited. In general, such visits should be assigned to a representative. The only exceptions are (1) for a presentation of charter to a new Lions clubs which also will be considered the one official annual visit for the year, or (2) if advance written approval for a single club visitation is received from the Finance Division.

## Other Official Visits

In addition to the official annual visit, expenses will also be reimbursed in the following circumstances:

- Visits to clubs in the process of organization, but not yet chartered not to exceed two per prospective club.
- Charter presentations to new Lions clubs, 25th, 50th, and 75th charter anniversaries to existing clubs.
- Visits to seriously weak clubs, clubs that were canceled during the previous 12 months provided advance written permission are received from the District and Club Administration Division.
- Club Officer Orientation - Reimbursement will be made for one day's attendance at one district club officer's orientation, held within the district, provided that the orientation is held within 60 days prior to or after the international convention. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the district.
- Cabinet and/or District Convention Meetings – Reimbursement will be made for attendance at four cabinet and/or district convention meetings, held within the district, not to exceed two days and two nights each. The district governor is only reimbursed for travel expenses to the border of the district if the meetings are held outside the district.
- Membership and Leadership Development Meetings - Reimbursement will be made for attendance at GMT or GLT meetings, and Club Excellence Process workshops held within the district, subject to availability of funds in the annual budget authorized by the association for the district governor's budget. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the district.
- Multiple District Meetings - District Governors whose district is part of a multiple district may submit claims for attendance to three multiple district functions, held within the multiple district, (i.e. council meeting, conferences, conventions, GMT, GLT, CEP meetings) not to exceed three days and three nights each. NOTE: Expenses related to the planning, organization or promotion of district or multiple district functions cannot be submitted for reimbursement. The district governor is only reimbursed for travel expenses to the border of the multiple district if the meetings are held outside the multiple district.
- Leo Club Visits - In general, the district governor will be reimbursed for the expenses related to one official annual visit to each Leo club in his/her district. Visits are optional and cannot exceed one day's duration. It is suggested that more than one Leo club be visited in any one day or Leo club visits made in conjunction with Lions club visits. Expenses will also be reimbursed in the following circumstances:
  1. Certificate of Organization presentations to new Leo clubs.
  2. Fifth Leo club certification anniversaries and certification anniversaries in five-year increments thereafter.
  3. Installation of Leo club officers.

## Travel Policies

No payment can be made for trips outside the governor's own district, except those made to multiple district meetings as specified in rule No. 3.e above. All travel must be made by the most economical means.

- Automobile – The allowance for automobile is \$0.50 per mile or \$0.41 per kilometer, all inclusive. If car rentals are used, reimbursement would only be the US \$0.50 per mile or US \$0.41 per kilometer, all inclusive.
- Railroad – If rail travel is used, first class and Pullman (roomette) fare will be reimbursed, provided that cancelled tickets are attached to the claim.
- Transportation by Air
  1. Tickets must be economy round-trip airline ticket by the shortest and most direct route. Airfares will be based on actual costs, including service charges, booking fees and credit card fees. Fees for one bag will be reimbursed within the airline's guideline for size and weight with paid receipt. Request for reimbursement must be accompanied by the cancelled airline tickets or detailed E-ticket/itinerary.
  2. Proof of payment – cancelled check, paid travel agency receipt or credit card bill statement (with any information other than relevant transaction marked out). The receipt must include traveler's name, flight itinerary with class of service, airfare details, price of ticket and form of payment. A boarding pass or travel agent itinerary is not valid for reimbursement. Use of personal aircraft or charter flight requires the advance approval of the association. If the equivalent commercial fare cannot be established, reimbursements will be on the basis of \$.50 per mile.
- Other - Taxi fare, shuttle buses, tolls, ferry, parking and other travel related expenses will be reimbursed with proof of payment.
- Lodging – Reimbursement will be made for actual costs only, not to exceed \$100.00 per night. The district governor should enter itemized hotel charges by date and attach the original itemized bill to the Travel Expense Claim. The itemized bill, in the district governor's name, must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.
- Meals - Reimbursement will be made for actual costs only, not to exceed \$25.00 per meal. Such costs must be itemized on the expense report form and original itemized receipts must be attached to the Travel Expense Claim. Note that facsimile and electronic copies may be acceptable and may be considered as original. No alcoholic beverages will be reimbursed.

## **Office Expenses**

A monthly office allowance is no longer reimbursable.

## **OATH OF OFFICE FOR 2<sup>nd</sup> VICE DISTRICT GOVERNORS**

(Please repeat after me and respond with "I Will.")

I, Second Vice District Governor-Elect \_\_\_\_\_, do solemnly swear and hereby accept the office of Second Vice District Governor, knowing that such acceptance obligates me to uphold all articles of the Lions Clubs International Constitution and Bylaws, the Multiple District Constitution and Bylaws, and the regulations provided for in the policy manual of the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao and the International Board. To the best of my ability, I will abide by the Lions Code of Ethics, remain loyal in word and deed and assist the District Governor in all ways. I will also accept all assignments as they are given to me and contribute my share to all programs of the District Governor, the Multiple District and Lions Clubs International.

(State: "I Will")

### **Statement after Oath**

Let me be the first to congratulate and welcome you to the office of Vice District Governor, representing Lions Clubs International in your districts. Wear your emblem constantly and with pride.

## **OATH OF OFFICE FOR 1<sup>ST</sup> VICE DISTRICT GOVERNORS**

(Please repeat after me and respond with "I Will.")

I, First Vice District Governor-Elect \_\_\_\_\_, do solemnly swear and hereby accept the office of First Vice District Governor, knowing that such acceptance obligates me to uphold all articles of the Lions Clubs International Constitution and Bylaws, the Multiple District Constitution and Bylaws and the regulations provided for in the policy manual of the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao and the International Board. To the best of my ability, I will abide by the Lions Code of Ethics, remain loyal in word and deed and assist the District Governor in all ways. I will also accept all assignments as they are given to me and contribute my share to all programs of the District Governor, the Multiple District and Lions Clubs International.

(State: "I Will")

### **Statement after Oath**

Let me be the first to congratulate and welcome you to the office of Vice District Governor, representing Lions Clubs International in your districts. Wear your emblem constantly and with pride.

## **OATH OF OFFICE FOR DISTRICT GOVERNORS**

(Please repeat after me and respond with "I Will")

I, District Governor Elect \_\_\_\_\_, do solemnly swear and hereby accept the office of District Governor, knowing that such acceptance obligates me to uphold all articles of the Lions Clubs International Constitution and Bylaws, the Multiple District Constitution and Bylaws and the regulations provided for in the policy manual of the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao and the International Board. To the best of my ability, I will abide by the Lions Code of Ethics, representing my Association, my Multiple District and my district with dignity and pride. I will support all the programs of Lions Clubs International, the Multiple District, and my district with full dedication and respect for the office of District Governor.

(State "I Will")

### **Statement after Oath**

Congratulations and welcome to the office of District Governor, representing Lions Clubs International in your districts and the Multiple District. Wear your emblem constantly and with pride.



## **OATH OF OFFICE FOR THE COUNCIL CHAIRPERSON**

(Please repeat after me and respond with "I Will")

I, Council Chairperson Elect \_\_\_\_\_, do solemnly swear and hereby accept the office of Council Chairperson, knowing that such acceptance obligates me to uphold all articles of the Lions Clubs International Constitution and Bylaws, the Multiple District Constitution and Bylaws, and the regulations and policies of the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao and the International Board. To the best of my ability, I will abide by the Lions Code of Ethics, representing my Association and my Multiple District with dignity and pride. I will support the programs all programs of Lions International and the Multiple District. I will offer guidance and stability to the Council of Governors to the best of my ability, with full dedication and respect for the office of Council Chairperson.

(State "I Will")

### **Statement after Oath**

Congratulations and welcome to the office of Council Chairperson, representing Lions Clubs International and MD-35. Wear your emblem constantly and with pride.

## **MD-35 PROTOCOL**

Protocol is an official expression of good manners. The courtesy we show in our everyday lives affect our attitudes, our work and in turn, how we view ourselves and others. Protocol means respect for position. It also means diplomacy and tact in your relations with others, a form of etiquette. A well organized and problem free experience will be guaranteed if the correct use of protocol is recognized and practiced. Protocol is dictionary defined as a code of diplomatic etiquette and precedence, or the science of “seats.”

Following the correct use of protocol does not involve great expense; however, it does involve time and thoughtful planning. Whether a person’s position is International, Multiple District, District or Club, there is a specific procedure to be followed.

### **International Guests**

Every year, present and past officers and international directors travel to districts and multiple districts around the world to deliver informational and motivational speeches, discuss matters of interest with local leaders, and meet as many Lions as possible.

An official invitation is the first step towards a visit by a current or past International Officer or Director, which is done through Lions Clubs International. An invitation to an International President or Vice President must be extended a least one full year in advance, and for an International Director, at least six months in advance. Invitations from MD-35 usually are handled by either our Immediate Past International Director, or the MD-35 Office Manager, using LCI’s Speaker’s Request Form.

The form should clearly state the nature of the event and number of people expected to attend. It must clearly state the time the event is scheduled and approximate time it will conclude, as well as any other event the speaker might be expected to attend. The type of dress that will be required and whether or not a press conference is scheduled or any other type of interview with the media. If the guests spouse/companion is attending, you must know the activities planned for them also. Also, if the guest will be received by any governmental agencies.

It is the host’s responsibility to arrange hotel accommodations, prior to the guest’s arrival. Comfortable and quiet accommodations should be provided. Thoughtful gestures, such as having the daily paper delivered to their room, baskets of fruit or flowers, and other such items are also provided.

One courtesy that should always be extended well beforehand is to ensure that the guests are always at ease and aware of local customs. One member of the host group should understand or get informed on all proper and expected protocol prior to the visit. One member should always be assigned to the guest, and always accompany them to and from planned activities. They should always be met at the airport,

flowers for the lady is always a thoughtful option on arrival. Close attention should be paid to arrival and departure times. And no matter what the schedule of events are, always be aware of the need to rest and guard against intrusions at this time.

During the event, remember the guest has been invited. So, arrange that they arrive at all scheduled events or sessions a short time before the event begins. It is imperative that all events start and end on time. Keep rolling along on the schedule. If you are planning a social event before or after the event, this reception should include all current and Past International Officers and Directors in attendance, allowing the guest sufficient time to greet and meet their fellow Lions and other guests, yet not over tire them before the main event.

The entrance of your guest should be met with enthusiasm. If the audience is seated, members should rise and applaud them as they make their way to the head table. If a meal is included, the ladies at the head table should be served first, then the rest of the head table, then any reserved tables for other dignitaries present. If the meal is served buffet style, then the head table should lead the line, followed by any reserved tables. If a meal ticket is involved, be sure the guests have theirs in advance.

## **Official Protocol**

LCI's Official Protocol is designed to eliminate confusion regarding the proper recognition of Lion dignitaries. Whether for purposes of introduction or head table seating, it provides a simple and definitive answer to the question: "Who comes first?" You should not stray from it without good reason.

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

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

## **Flags, Anthems, and Toasts**

If our guest is from a country other than our own and flags are going to be displayed, the guest's should also be displayed in accordance with the U.S. flag protocol. We will also obtain a recording of the speaker's national anthem in the event anthems will be played.

At some events, toasts will be proposed. For example, in countries that are members of the British Commonwealth of Nations, it is customary to toast the Queen, especially our Bahamian Lions members.

To toast our Lions association, it would be appropriate to use the following: “Ladies and gentlemen, please join me as I toast our beloved association. I give you The International Association of Lions Clubs.”

## **Order of Precedence**

According to Lions Clubs International’s Official Order of Precedence, Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President/LCIF Chairperson
3. International Vice President (according to rank)
4. Past International President (b)
5. International Director (Board Appointee) \* (Leo-Lion Board Liaison)\*\* (a)
6. LCIF Board of Trustees
7. Past International Directors (c)
8. Past LCIF Trustees and Past Board Appointees
9. GAT/LCIF Constitutional Area Leader, (a)
10. LCIF Vice Constitutional Area Leader; GAT Regional Area Leader
11. LCIF Area Leaders, FWC/GAT Area Leaders, GAT Area Leaders Japan Vice Constitutional Area Leaders\*\* (a)
12. Chairperson, Council of Governors (a)
13. District Governors
14. International Administrative Officers
15. Multiple District GLT/GMT/GST and LCIF Coordinators.
16. Immediate Past District Governor (a)
17. Vice District Governors (according to rank)
18. Multiple District Committee Chairpersons (a)
19. Past Council Chairpersons (a)
20. Past District Governors (a)
21. Multiple District Secretary (volunteer) (a)
22. Multiple District Treasurer (volunteer) (a)
23. District Secretary (a)
24. District Treasurer (a)
25. District GLT/GMT/GST and LCIF Coordinators (a)
26. Region Chairperson (a)
27. Zone Chairperson (a)
28. District Committee Chairperson (a)
29. Club Presidents (a)
30. Immediate Past Club President (a)
31. Club Past Presidents (a)
32. Club Secretary (a)
33. Club Treasurer (a)
34. Multiple District Secretary (staff) (a)
35. Multiple District Treasurer (staff) (a)

36. District Administrative Secretary (staff) (a)  
*Effective October 21, 2020*

\* Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

\*\* Should the New Voices or LEO-Lion Liaison program be discontinued at any point, this position will be removed from protocol

Explanation of notes used above:

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

When a Lion holds more than one title, he or she shall be recognized for the highest one. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairperson.

## **Head Table Seating**

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president).

(Audience)

Figure 1

7	5	3	1	2	4	6
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As shown in figure 2, seating at a head table with a podium is essentially the same, except the meeting chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

(Audience)

7	5	3	1	Podium	2	4	6	8
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Figure 2

When spouses/companions are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table.

All head tables should always include:

- Flags
- Podium
- Pitchers of water with glasses
- Scratch pads and pencils
- Gong and gavel
- Public Address System
- Place cards to eliminate doubts about seating

Smoking or alcoholic beverages should never be allowed at the head table.

## MD-35 Order of Precedence

The following has been established as protocol policy in introductions of guests. (Remember, only the principle speaker is required by protocol to acknowledge all dignitaries present)

### Multiple District Events:

1. Current International Officer or Director (Board Appointee)
2. Member LCIF Board of Trustees

3. Past International Officer
4. Past International Directors
5. Council Chair
6. District Governors
7. Vice District Governors (according to rank)
8. Immediate Past Council Chairperson
9. Immediate Past District Governors
10. Past Council Chairpersons
11. Past District Governors
12. Past Vice District Governors
13. MD-35 Office Manager
14. MD-35 Project Officers
15. MD-35 Webmaster

### **District Events**

1. District Governor
2. Host or Club President
3. Current or Past International Officers or Directors, or Guest Speaker
4. First Vice District Governor
5. Council Chairperson
6. Immediate Past District Governor
7. Second Vice District Governor
8. Cabinet Secretary
9. Cabinet Treasurer

### **Master of Ceremonies**

At some events, the Master of Ceremonies (emcee) will be someone other than the chairperson or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

### **Multi-Head Tables**

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

### **Head Table Introductions**

Introduction of the head table should begin with the meeting chairperson or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., "Past International Director John Doe and his wife, Lion Jane").

## **Official Visits by District Governors or Vice District Governors**

It is a common courtesy for a host Lions Club in MD-35 to provide meals for the District Governor and their spouse/companion, as well as the Vice District Governors and their spouse/companion. This would hold true for the Governors official visit or anytime that the club has officially requested the District Governor or Vice District Governors to be in attendance. This courtesy does not extend beyond these offices. The only exception would be if the club has extended an invitation to another officer or guest, then again the proper courtesy would be for the club to cover the meals of the invited guest. Whether a Lion or not.

When the District Governor is making an official visit, the club President may introduce the Immediate Past District Governor or the Vice District Governor to introduce the District Governor. If neither is in attendance, then the highest ranking current or past international officer (Officer, Director or District Governor) should be introduced and they in turn introduce the District governor. If none are available, then the President should introduce the District Governor.

### **Club Level Events:** (Seating for head table)

1. Club President
2. Special Lion Guest or Speaker
3. District Governor (if in attendance)
4. Current or Past International Officers or Directors (if in attendance)
5. Council Chair (if in attendance)
6. Immediate Past District Governor
7. First Vice District Governor (if in attendance)
8. Second Vice District Governor (if in attendance)
9. Zone/Region Chair (if in attendance)
10. Immediate Past Club President
11. Club Secretary and/or Treasurer
12. Club Vice Presidents
13. Past Club Presidents

Within the specific categories set out above, introductions of all past International Officers, Directors and Governors shall be made according to the year of service in order starting with the most recent year of service down to the one with the earliest year of service.

Seating at the head table(s) should be in accordance with established protocol of Lions International or local custom (i.e. MD-35 Protocol). Non-Lion dignitaries will be introduced in accordance with local customs. It is highly recommended that introductions during a convention, conference or any other event should be limited to no more than two times. The accepted manner would be to introduce the officers at the first meeting during an event and again at the end or formal function of an event.

Introduction of the head table should begin with the meeting chair or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When



spouses/companions are present at the head table, they should be introduced along with the member or guest. DO NOT introduce the main speaker, but make a comment that, "Our special guest will be introduced at a later time."

**Note:** The presiding officers or chair must always be seated at the most central seat when there is no podium. If possible there should always be the same number of seats to the left and to the right of theirs. When spouses/companions are seated at the head tables(s), always have an even number of seats at these tables, with the spouses/companions seated to the left of the member. Rotate the last two couples on each end of the head table so that a man is always seated on the end, except for women officers who will take their proper seat according to their office.

### **Partners in Service**

It is the responsibility of the Spouse/Partner in Service to the Governor to attend all training sessions which will be held in conjunction with the Council of Governor's meetings and the MD 35 Potential Governors Seminar held in February as well as to be in attendance at all social activities that their Governor attends.

The Spouse/Partner in Service of the Office Manager, or a Lion designated by the Council of Governors, should be knowledgeable in the MD District 35 Partner Handbook and Teaching Guide and shall coordinate training classes for the Spouses/Partners in Service of the Governors as well as the candidates or potential candidates for Governor.

The Spouse/Partner in Service of the Council Chair will act as Liaison and Facilitator for social and service projects as decided on by the Spouses/Partners in Service.

## **MD-35 CONVENTION AND CONFERENCES**

All policies as outlined in the MD-35 Constitution and By-laws, as provided in Article VI of the Constitution and Article I of the By-laws shall be adhered to. The convention shall be identified with year and appropriate identification as a Lions Multiple District activity and operated through the MD-35 office to assure continuity and financial responsibility.

An MD-35 Convention Operating Committee shall consist of the Council Chair as the Chairman of the Convention and a Coordinator who shall be selected by the Council of Governors and such other sub-committee chairs as are deemed necessary. The operating committee shall be selected by the sponsors and/or the convention chairman and coordinator of the successful site bid and presented for approval by the Council of Governors. They must live in the general area of the convention location.

The Operating committee shall operate within the job description and guidelines as stated in this policy manual.

Additional convention committees shall be organized as follows:

- Credentials: Provide for certification of delegates and alternates as outlined in the Constitution and By-laws. All certification must be completed prior to any election proceedings, as required by Florida law. (Headed by the MD-35 Credentials Chair)
- Elections: Set up voting procedures for each district, arrange for voting machines, ballots with the name of candidates, resolutions and amendments thereon. Ballot information shall be prepared by the MD-35 office. (Headed by the MD-35 Elections Chair)
- Nominations: Nominations for District Governor, 1st and 2nd Vice District Governor, and International Officer or Directors shall follow the procedure as set forth in MD-35 By-laws, Article IV. (Headed by the MD-35 Nominations Chair).
- Parliamentary: "Robert's Rules of Order, Newly Revised" shall govern all parliamentary procedures, except as provided otherwise in the "Rules" of procedure adopted by the convention.

The "Rules of Procedure" used in the previous years, as published in the MD-35 Convention program, shall be used as a guide for the rules to be set and approved by the Council of Governors.

The Office Manager, at the direction of the Council Chairperson, shall prepare all resolutions of "Thank You" to deserving individuals and groups as approved by the Council of Governors.

The chief sergeant-at-arms and their committee, as approved by council, shall perform such duties as described in the MD-35 By-laws, Article I, Section 6, as well as other duties assigned them by the Council of Governors, Council Chairperson, or Office Manager. (Headed by the MD-35 Sergeant-at-Arms)

Rooms shall be reserved in the headquarters hotel for the current Council of Governors and Vice

Governors, Council Chairperson, Office Manager, District Governor-Elects, 1st and 2nd Vice District Governor-Elects and MD-35 Sergeant-at-Arms, in close proximity to each other and the guest speaker and host director, if used. And, all past and current International Officers and Directors in attendance, near Council.

Rooms for the guest speaker shall be the best the hotel has to offer, which will include a king bedroom and adjoining parlor area. All expenses of the guest dignitary shall be complimentary by the host committee and operations. Any incidentals and the room are to be charged to the master account.

Display booths shall be located only in areas set aside for that purpose and approved by the MD-35 Convention operating committee. They shall be provided at no charge for official MD-35 Projects, all others to pay a fee as set by the office.

Sale of raffle tickets will be allowed only in the designated areas during the convention. Sales will be allowed only for the sole benefit of an official MD-35 project or for the benefit of the host club or committee. NO raffles shall be promoted by local district projects or clubs, etc. Door prize tickets for convention activities are exempt, if the drawing is held at the same function as the tickets are sold or for the benefit of the convention committee, at the time set for the drawing, no more tickets sales shall be sold.

## **Convention Chair**

The Convention Chair is responsible for the organization and arrangement of all functions and activities of the annual MD-35 convention and the reporting of interim and final reports.

Once a site for the MD-35 Convention has been selected by the Council, the following must be done by the Summer conference immediately following the selection:

- The office shall submit to the Council the person who has been selected to serve as Convention Coordinator.
- Once the coordinator is certified by the Council, that person becomes the contact between the host group and the Council through the multiple district office.

Before the Fall conference, and after site approval, the coordinator must submit to the Council those persons, if needed, who shall be serving in key positions, such as necrology, etc. The host group will determine how these positions are to be selected for submission.

Before the Winter conference, following site approval, sub committees shall have been appointed and committees functioning. Meetings may be held monthly.

The coordinator shall submit a written report of progress and be available for questions at the Spring conference meeting of the Council of Governors, following site approval. All expenditures must fall within the income of the convention. It shall be the responsibility of the Council, at this time, to

determine if the operating committee is within the guidelines established and actually can perform as the original bid indicated.

If it is determined that the operating committee cannot, or will not, be able to follow requirements necessary to provide an acceptable change the convention, city and/or place designated for the convention. In doing so, the individual district will not incur any liability from that point on.

### **Convention Coordinator**

Shall be responsible for the necessary planning, direction and coordination of the sub- committees that will result in the production of an acceptable MD-35 convention.

Shall be the contact person for any necessary liaison between the Council of Governors and /or the MD-35 Office Manager.

Shall work closely with the Council Chairperson, through the Office Manager, on scheduled events, meeting room requirements, and time schedules as they pertain to the Council.

Shall be responsible for seeing that all reports required of the committee or sub- committees shall be accurate and provided within the established time schedule to the MD-35 office.

Shall make no commitments or sign any bonding contacts that would bind the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao to financial resources beyond that provided by the corporations Constitution and By-laws.

Shall keep the MD-35 Office Manager constantly advised of developments.

Shall see that all records are promptly filed following the convention and notify the Office Manager of any outstanding obligations.

### **Rules of Procedure for All Conventions Held in MD-35, including District Conventions**

- Order of Business - The order of business as published in the official program shall be adhered to. Any new business to be included for discussion shall be done at the conclusion of the regular program. The presiding Council Chairperson shall have the right to make appropriate changes to the order of business as they deem necessary. They shall announce any changes immediately subsequent to bringing to order any such session affected.

All meetings shall adjourn at least fifteen (15) minutes prior to any regular scheduled convention session as published in the official program. No meeting or any activity will begin while a convention session is in progress. This rule applies to all approved hospitality rooms, meetings of Eye Banks, the Florida Lions Foundation, and any and all activities not otherwise specified that would, or might, interfere with attendance at the scheduled convention sessions, luncheons and/or dinners.

Official projects of the Multiple District, with approval of the convention coordinating staff, shall be furnished, gratis, a display booth consisting of one 6' table. Any available tables not reserved prior to the convention will be assigned on a 1st come 1st serve basis to those who apply.

- Raffles - Public sale of raffle tickets shall be located only in areas set aside by the MD-35 Convention staff during the Convention. This being a multiple district event, sale of raffle tickets shall be limited to the Convention Host Committee and official MD-35 approved projects. Local clubs and district project raffles are not allowed during this event, thereby allowing the host committee an opportunity for covering necessary expenses. The sale of raffle tickets and door prizes shall end at 5:00 PM on Saturday of the Convention and all prizes will be awarded at the conclusion of the Governors Banquet. The exception to this rule will be the Florida Lions Foundation. Since their last meeting is on Sunday morning after the closing of the Convention, they shall be allowed to continue the sale of raffle tickets during the Sunday morning meeting, with their drawing at the conclusion of their meeting.
- Registration - All persons, whether delegates, alternate delegates, or convention participants must pre-register to receive a badge, program or participate in any and all proceedings of the Multiple District or any district convention held within the MD-35 Convention, including certification. The registration tables and the certification tables will adhere strictly to the hours as outlined in the official convention program.
- Resolutions - All proposed resolutions must be typewritten and double spaced on one side of paper only. Sixteen (16) copies of all resolutions must be delivered to the Resolutions Committee Chairperson no later than forty-five (45) days prior to the opening day of the convention. Resolutions are not to be introduced or read from the floor.
- Speakers – No person, exclusive of those who have been assigned set speeches and discussions, shall be allowed to speak more than twice, nor be permitted to speak more than three (3) minutes each time on any one subject without consent of the convention.
- Voting - On all matters presented, each chartered club in good standing in MD-35 shall be entitled at this convention or any district convention within the MD-35 Convention, to one (1) voting delegate and one (1) alternate (who must be present in person) for each ten (10) members of said club or major fraction thereof as shown by the records of Lions Clubs International on the first day of the month, one year preceding the month in which the convention begins. The major fraction referred to in this section shall be five (5) or more members. Voting shall be by secret, separate ballot in such manner as fixed by the election committee in accordance with the By-Laws of the Lions of Florida, MD-35, Inc. Partially voted ballots, with all the blanks ignored are allowed in MD-35. A plurality vote shall be necessary to elect a District Governor or 1st or 2nd Vice District Governor, except in the case of only one candidate on the ballot, where a majority vote of 50% plus one shall be required of the delegates present and voting. All ballots for each

particular district shall contain the name(s) of the nominees with a "yes" and "no" line for the delegate to circle one and with a "no endorsement" line if there is more than one candidate, thus allowing for proper measures to safeguard the rights of the delegates. In the case of Multiple District resolutions, a "yes" line and a "no" line to circle one will be added to the ballot for clarification.

A majority of the delegates in attendance at any session of either the MD-35 convention or a district convention constitutes a quorum.

In the case of International Director Candidate(s), the delegates will be provided a "yes" and "no" and "no endorsement" line to circle one. A majority vote of 50% plus one shall be necessary to endorse an International Director Candidate. If a majority vote on the question of endorsement is not received, then the nominee is not endorsed. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place until such time as one candidate secures a majority vote. In the case of more than two (2) candidates, if one candidate does not receive majority vote after the first round of balloting, the candidate with the lowest number of votes will be eliminated and balloting shall continue until such time as one candidate secures a majority vote.

International Director Candidates may choose one silent observer/poll watcher other than themselves to be in attendance during the counting of the votes. The name of the Lion selected will be provided to the Council Chairperson prior to the opening of the MD-35 Convention. Silent observer/poll watchers are required to keep the count confidential as a consideration to others.

- Ballots - The MD-35 or district Elections Chair (for district conventions), shall have all ballots printed that will be utilized in the election. Ballots are to be tallied by the Elections Chair or district Elections Chair (for district elections) after the election process is complete. All ballots will be inserted in envelopes marked for each individual district and turned over to the Council Chair, who will have them stored at the MD-35 Office until there is no possibility of a recount being ordered or protest filed under rules provided for in these circumstances for a period of six months.

On election day, each delegate shall present their voter verification card to their district elections chair, who will validate the card with an appropriate mark and give them the proper ballot for the election, which, when completed shall be placed into a sealed box labeled for the proper district, until the ballots are counted or results determined.

In districts where there is more than one candidate for a position, the elections chairperson shall have ballots prepared in the event of a second ballot being necessary.

After adoption of these rules, they shall not be altered or rescinded except by two thirds (2/3) vote of the convention.

## **Hospitality Rooms**

Rooms shall be closed fifteen (15) minutes prior to and remain closed during any regularly scheduled session or event, as published in the official program. The rooms shall close each night no later than 1:00 AM. There shall be no large groups congregating in the hallways around the various hospitality rooms, causing loud disturbing noises for other non-Lion hotel guests. No alcohol shall be consumed in the hospitality rooms during the hours of elections and certification.

## **Elections**

Elections will be Saturday morning of the convention from 7:00 AM to 9:30 AM. If necessary, second ballot voting will begin immediately following the official reading of election results. There will be a thirty-minute (30) time frame allowed for second ballot voting.

## **Convention Funds and Expenses**

- All events that require a payment, fee, or charge shall be ordered directly from the MD-35 office after the costs for these events have been established and approved by the convention coordinator or office.
- All other moneys received by the Operating Committee shall be turned over to the Office Manager immediately, using acceptable accounting procedures, which shall provide details of each transaction.
- Convention Coordinator shall prepare necessary reports as required herein.
- Convention Coordinator shall perform oversight responsibilities to see that funds expended will not exceed convention income.
- All receipts and supporting details shall be turned over to the Office Manager with a detailed listing of any expected income or invoices. Any invoice received shall be sent immediately to the Office Manager for payment, accompanied by a voucher requesting same. Any uncollected sums due shall be actively pursued by the committee and, as received, sent immediately to the Office Manager.
- The Office Manager will be in overall charge as the official representative of the Council, to insure that all reports, procedures, and guidelines established by the Council are followed.

## **Convention Vice Coordinator (If selected)**

Shall aid the coordinator as called upon.

Shall be prepared to assume the duties of the coordinator as may be required, by absence, illness, or any other reason whereby the chair's duties need to be fulfilled and the chair is not available.

## **Day-by-Day Requirements for Full Council of Governors Conferences**

### **Thursday**

Registration area – Usually 1 – 2 tables for registration and host committee raffles (baskets, 50/50). Registration is normally held in the lobby area.

Four (4) Meeting Rooms

- District Governor Workshop – 6-8 people with table and chairs
- Partners-in-Service Training – Room for maximum of 16
- 1st Vice District Governor Training – Room for 5 with table and chairs
- 2nd Vice District Governor Training – Room for 5 with table and chairs

MD-35 Store – Room that can be locked with limited access. Tables (number varies depending on the room size) and 2 Chairs for workers. Room is usually set up on Thursday morning and if possible open for business in the afternoon.

### **Friday**

Registration area – Usually 1-2 tables in the lobby area for registration and host committee raffles (baskets, 50/50) (all day), and chairs for volunteers.

Exhibitors/Vendors – area set aside with tables and chairs for vendors and exhibitors (Usually the Foundation, Eye Banks, Guide Dogs, etc.; all day)

Council Executive Session – Conference room with table in either U Shape or enclosed square. Seating for 20.

Meet the Guest Partner – Meeting room for 25-50 with table in front and theater seating.

MD-35 Store – Room that can be locked with limited access. Tables (number varies depending on the room size) and 2 Chairs for workers. (It is customary to find a club that will staff the store for the duration of the conference. Club will receive 15% of the retail sales).

Lunch: Rounds of 8 – 10 for 60-150 which will again depend on the registration numbers. Luncheon is usually hosted by one of the entities.

Meeting Space for Seminars and Meetings – Number of rooms varies with the number of sessions offered. Usually have a table in the front and Theater Seating - Be Flexible.

Social – Room will be set according to what is being planned. Usually a theme is attached to the social along with a buffet or can be a sit down meal. Rounds of 8-10 are customary with reserved tables for the Council and Guest(s).



## **Saturday**

Registration area – Usually 1 – 2 tables and chairs in the lobby area for registration and host committee raffles (baskets, 50/50) (all day)

Exhibitors/Vendors – area set aside with tables for vendors and exhibitors (Usually the Foundation, Eye Banks, Guide Dogs, etc.) (All day)

Breakfast (if being offered) Rounds of 8-10 – Head table if requested with Lectern & Microphone for speaker

General Session – Head table for 8 with lectern with Microphone in the middle. Microphone and Floor Lectern for reports– Theater seating for 100 – 200 depending on the numbers registered. (Numbers can vary so be flexible).

MD-35 Store – Room that can be locked with limited access. Tables (number varies depending on the room size) and 2 Chairs for workers.

Lunch: Rounds of 8-10 for 60-150 which will again depend on the registration numbers. Luncheon is usually the “Stump the Director” Lunch. No head table necessary (unless it is room being utilized for other functions with a head table).

Meeting Space for Seminars and Meetings – Number of rooms varies with the number of sessions offered. Usually have a table in the front and Theater Seating - Be Flexible.

Traditionally some meetings are always held on Saturday such as:

- Florida Lions Foundation for the Blind – Head Table for 12 and Theater Seating; Meeting runs from 2:00 - 4:00pm
- PDG Association – Head Table for 4 and Theater Seating (4:00 - 5:00 pm)

Pre Banquet Social – Again be flexible. Can be in lobby prior to Banquet or another designated area. Cash bar is usually set up.

VIP Social – Room with rounds of 8-10 for approximately 35-50 people

District Governors Banquet – Head table on riser for 16 with Lectern and Microphone in center. Rounds of 8 – 10 for 100 - 200 (Number will vary depending on the registration for the event). 2 – 3 reserved tables in center front for Vice District Governors and Partners and any other dignitaries present.

## **Sunday**

Florida Lions Foundation for the Blind Breakfast – Head Table for 12. Rounds of 8 – 10 for 60 – 100 depending on registration. 8:00 a.m. – 9:30 am

9:30 – 11:00 am meeting room for Council use (if necessary). Seating for 16

Additional information:

Room Night schedules (tentative numbers for room night guarantee)

- Wednesday – Usually only 1
- Thursday – 16 (Councils, Council Chair, PID, Office Manager & International Guest)
- Friday – 45
- Saturday – 55

When booking rooms, it is advisable to block the best suite in the house for the International guest (get the room comped if possible).

The Office Manager will guarantee the rooms for the council(s) after the rooms have been blocked by the host committee. It is the responsibility of the Council members to present payment for their room at check-in at the hotel.

Council members are responsible for their meals at the conference and must pre-order their meal tickets from the Host Committee.

When pricing meals, always give yourself a bit of leeway in the pricing to offset the cost of the guest's meals. Remember, not only do you have the base price of the meal, you have gratuity and sales tax to add to your cost. (I.e. if you are contracting for a breakfast at \$12.95 you will have gratuity (at 21-25%) of \$2.72 and Sales Tax (of 6%) \$0.94 for a total of \$16.61). Your basic meal price should then be at about \$20.00. This will help you to offset the cost associated with the higher banquet meals (such as steak & salmon for example) and help to not only break-even but to possibly come out ahead. Prices vary from property to property, for time of year, and of course sales tax can be higher in some counties.

Host Committee is responsible for:

- Lodging for the International Guest
- Meals for the International Guest and their partner.
- Expenses related to any other extracurricular activities planned (i.e. Thursday evening dinner is responsibility of the host governor)
- Ticketing for events/meals.
- Gift Baskets for VIP's
- Programs for the conference (unless prior arrangements are made) (Council Chair has final approval on all content of the program).

It is the host district responsibility for the gift for the guest (and their partner). This may be done at the discretion of the District Governor or they may use what the multiple district currently has available as a gift. Governors using the MD-35 Gift will have their district billed for the cost of the gift(s).

Host District Governor is entitled to request International Presidents Certificates of Appreciation from the visiting officer. Please work with the guest ahead of time to have them available at the banquet.

Transportation to/from airport – Coordinate with the Current Director or Immediate Past International Director on travel arrangements to and from the venue for the international guest.

It is customary to have the International Guest arrive on Thursday and depart on Sunday. (Side note: ID's and Officers love to see Lions Projects so, if possible, coordinate a visit to an entity or project that is in work or nearby).

Should you have any questions concerning these conference guidelines, please contact the MD-35 Office Manager.

### **Variation of Requirements for MD Convention**

The MD Convention is hosted by the Council Chair,

The requirements for the MD Convention have some slight variations to the schedule.

Thursday: Same as Conference

Breakfast – Florida Lions Foundation Annual Meeting

Friday: General Session in the morning. There is no Executive Session

There are 4 District Luncheons – in place of the one luncheon

Saturday:

Voting in the early morning.

Recognition Breakfast – rounds of 8-10 with a second head table of 10

General session stays the same

Luncheons

Florida Lions Luncheon or Lions Luncheon

Tarnished Brass Luncheon – MD PDG Association will hold their meeting immediately following the luncheon.

VIP Luncheon – for Officers

VIP Luncheon – for Partners of Officers

Sunday

Breakfast – Florida Lions Foundation for the Blind Installation of Officers

## **Giving a Response at the Banquet**

One of the items most lions have trepidation about is giving the response to an International Officers address (keynote speech) during the banquet.

The most common mistake made by people assigned to give the response to a guest speaker is to repeat portions of the talk. It is totally unnecessary, is boring at best and empties the hall at worst. If you are responding to a guest speaker you should make a point to have a note pad and pen to make notes during their presentation and be sure to mention anything worthy of note. But...stay away from cliches such as "taking time out of your busy schedule" or "honoring us with your presence".

You will need to listen intently during their speech and make notes that will help you choose an appropriate adjective or two with which to describe it. You should also note any surprises the speech held such as an unexpected revelation or a particularly valuable piece of advice.

You can never go wrong by opening your response with the simple words "Thank you very much (speaker name) for a "\_\_\_\_\_ " presentation. Then, mention one or two (but no more) worthy points from the speech such as the surprising revelation or the valuable advice referred to earlier.

When finished with your response, thank the speaker again and move away from the lectern.

REMEMBER...When introducing a speaker or giving a response, You are NOT the star. *(Adopted 18 March 2022)*

## **Convention Credentials Director**

A Convention Credentials Director shall be appointed by the Council each convention year by the Council of Governors Spring Conference. This position will allow a nonpartisan, non-conflicting, and fair credentials process during the MD-35 Convention and District elections.

The Convention Credentials Director shall be in complete charge of the credentials process during the MD-35 Convention. The MD-35 Credentials Chair shall compile all necessary credentials records and make copies available to Convention Credentials Director.

All disputes, questions and other areas where a decision must be made shall first be addressed to the Convention Credentials Director, who will work closely with the MD-35 Secretary. The Office Manager will furnish the Convention Credentials Director a copy of all the clubs that are not in good standing. The Convention Credentials Director will immediately pull all credentials records on those clubs and bring them to the MD-35 Secretary. Delegates of these clubs must then go to their District Governors for certification. The District Governor is the only one authorized to allow the MD-35 Secretary to return the credential forms to the Convention Credentials Director so club delegates may certify and vote.

Immediately after the close of the credentials room, the Convention Credentials Director shall compile the records of all the Districts into a composite report and bring them to the MD-35 Credentials Chair for consultation and his/her signature of being correct. Then the MD-35 Credentials Chair shall make a final credentials report when called upon to do so by the Council of Governors in General Session.

All questions and disputes shall first be addressed to the Convention Credentials Director. If the disputes cannot be resolved, the Convention Credentials Director shall bring the question to the MD-35 Secretary to be resolved.

## **Convention Credentials Committee**

This committee shall be composed of the District Secretaries and or Credential Chairs of each of the districts of MD-35, with one of the above or one selected, serving as MD-35 Chair. There shall be a Convention Credentials Director who shall have complete charge and responsibility of the credential process during the MD-35 convention. The MD-35 Chair shall compile the credential statistics and report same to the Convention Credentials Director prior to the opening of the credential's booths and again prior to when the final report of the credentials committee is called for as scheduled on the convention program.

After conferring with the Convention Credentials Director, the MD-35 Chair shall give a full report when called upon by the Council of Governors in general session. This report shall include:

- Number of delegates registered and certified
- Number of alternates registered and certified
- Number of delegates registered and certified from each district in the MD-35
- Number of alternates registered and certified from each district in the MD-35

A credentials booth is to be set up in the headquarters hotel lobby, or other place designated for certification. The booth may be in the form of a table which is long enough to seat two members of the credentials committee from each of the districts on one side of the table, allowing ample space to work. The table shall be distinctly marked with the district number on a large placard.

If a Cabinet secretary and/or Credentials Chair becomes a candidate for the office of District Governor, 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor, International Director, or International Third Vice President, the District Governor of that district shall immediately appoint a replacement. The credentials chair of each district shall be in attendance at all convention sessions with their credentials records to certify the clubs which are in good standing and the delegates from each club in the event that a matter on which sentiment is closely divided is presented for a vote of the session. Representatives from clubs who are not in good standing, if any, are not entitled to recognition on the convention floor; nor are they entitled to vote on any matters provided.

Each Cabinet secretary and/or credentials chair shall arrange to have at the credentials booth of their district record sheet, form #2, for each club in their district, on which is shown the number of delegates and alternates in which the club is entitled and on which the names of the delegates and alternates which should be transferred from the official credentials certificate, form #1, as submitted by each club, with a space adjacent to each name for the signature of the delegate or alternate as they have their voter verification card certified. No blank credentials forms will be kept in the credentials room.

A certified list of the clubs in each district of MD-35, on which is indicated the number of members in each club, and from which the number of delegates and alternates may be determined, in line with the International and Multiple District Constitutions and By-laws, is sent from the international office to each District Governor and the Multiple District Office Manager, with copies to each cabinet secretary or credentials chair. This list also includes the names of the clubs which are not in good standing at that time and therefore not eligible to either certify, vote, or speak on any matters presented in the convention. The MD-35 Office Manager and Convention Credentials Director will pick up the credentials form(s) from the districts of any club that is not in good standing and these clubs will have to go to their respective District Governor and show proof of payment of any outstanding accounts with the International, Multiple District, or District, and only then can the District Governor authorize the release of their credential forms by the MD-35 Office Manager or the Convention Credentials Director back to the district credentials chairs.

The official credential certificates, form #1, will be sent to each club secretary in the multiple district early in March, with instructions to fill out the form listing the number of delegates and alternates to which the club is entitled as of the first day of the month one year preceding the month in which the convention is being held, also listing these delegates and alternate by name, with their signatures and attesting to the club having paid their International, Multiple District, and District per capita dues by the signature of the club President or Secretary. Form #1 is to be returned to the cabinet secretary or credentials chair of the district as soon as possible, but no later than April 15th of each year. From these credential certifications, a list of delegates and alternates from each district should be made on form #2.

**DO NOT SIGN THE VOTER VERIFICATION CARDS UNTIL THE DELEGATES PRESENT THEMSELVES FOR CERTIFICATION AND SHOW PROPER IDENTIFICATION.**

To be certified in the multiple district or any district, the delegate or alternate delegate must be registered at the convention, be wearing or displaying their convention name badge. After the delegate has provided the credentials booth proper identification, have the delegate or alternate sign opposite their name on the form #2 list and then sign the voter identification card. Then after the credentials committee signs, they shall present the voter verification card and their delegate or alternate sticker for their badge to them. All delegates or alternates must be PRE-REGISTERED prior to the convention. If there is any doubt as to the delegates or alternates identification, they must provide a picture identification along with a current membership card.

No one may be certified by the credential chair or committee at the convention that is not listed on form #1 prior to the convention, except by a District Governor if the delegate or alternate listed does not attend, and then only prior to the close of registration, with no exceptions.

On the days of voting, the delegate obtains their ballot by counter signing and surrendering (or having the card properly stamped or punched) their voter verification card to the elections committee, and then they may cast their vote at the MD-35 convention. The delegate must be wearing their convention badge, with the delegation sticker attached or present their certification card, to be allowed to participate in the voting process.

No cards are to be made or issued to an alternate, as the delegate receives the voter verification card and sticker at the convention and also at district conventions.

If, for any reason, a delegate is unable to participate in the voting then a duly certified alternate may vote in their place, provided they are certified to by the District Governor, or their local club President or Secretary prior to the convention, and providing they secure from the delegate the "voter verification card." The alternate then takes the voter verification card to the credentials committee of their district, turns it in to the committee, whereupon the delegates name is stricken from the master list, form #2, and the alternates name is written as a delegate, and then they are issued a delegate card and sticker is issued in their name after they sign the proper form. Now, they may present their voter verification card and after properly countersigning will be issued a ballot for them to vote.

If for any valid reason a delegate or alternate is unable to attend, any Lion in good standing in a club in good standing may be certified by their respective District Governor prior to the close of registration. In the case of an official credential certificate not having been submitted by the local Lions Club President or Secretary, the responsibility rests with the delegate or alternate to contact their respective District Governor, along with a confirmation from Lions Clubs International, if past balances were due and paid to International, and this shall be deemed sufficient evidence to certify the delegate or alternate from that club, but must be certified by the District Governor only. A Lions club not in good standing can clear their record by providing proof of payment in full, prior to the closing of registration.

Delinquent dues to Lions Clubs International or the Multiple District or District may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Each current or Past International Officer, each current or Past International Director, each current District Governor, 1st and 2nd Vice District Governor, and Council Chairperson is a full delegate, independent of their club quotas, except that they must certify and receive a delegate voter certification card from the credentials committee and sign form #2.

## **Credentials Certification**

Certification shall be within the hours as printed in the official program of the convention. Certification shall be open on Friday at the designated hours and on Saturday from 7:00 AM to 9:00 AM. However, all delegates waiting in line at the time of closing shall be certified for voting if eligible. All delegates or alternates must be wearing or displaying their badge and be prepared to present picture identification, if requested, and have been designated prior on Credential Form # 1, with their signature in place, to be certified to vote at the convention. However, at the MD-35 Convention and district conventions, any Lion in good standing from a club in good standing may be certified to vote by their respective District Governor, prior to the closing of the Certification tables, if for any valid reason their clubs designated delegates or alternates are not in attendance.

## MD-35 CONVENTION CREDENTIALS FORM #1

DISTRICT \_\_\_\_\_ CLUB \_\_\_\_\_

We, the President and/or Secretary of the above named Lions Club certify by our signature below (one is sufficient) that the following named Lions, who are members in good standing and are eligible to represent our Lions Club, have been selected as delegates and/or alternate delegates to the MD-35 Convention.

Number of Members \_\_, as of date \_\_/\_\_/\_\_\_\_. Number of Delegates \_\_\_\_\_.

### DELEGATES

NAME (Please type or print)

SIGNATURE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### ALTERNATES

NAME (Please type or print)

SIGNATURE

_____	_____
_____	_____
_____	_____
_____	_____

Our club is in good standing having paid our dues and other accounts due to Lions Clubs International, the Multiple District and the District. As Attested to by Club President and/or Club Secretary.

Signature of Club President or Secretary \_\_\_\_\_



## MD-35 CONVENTION CREDENTIALS FORM #2

DISTRICT \_\_\_\_\_ CLUB \_\_\_\_\_

ENTITLED TO \_\_ DELEGATES

ENTITLED TO \_\_ ALTERNATE DELEGATES

### DELEGATES

NAME (Please print or type)

SIGNATURE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### ALTERNATES

NAME (Please print or type)

SIGNATURE

_____	_____
_____	_____
_____	_____
_____	_____

## DISTRICT CREDENTIALS FORM #1

DISTRICT \_\_\_\_\_ CLUB \_\_\_\_\_

We, the President and/or Secretary of the above named club, certify by our signature below (one signature is sufficient) that the following named Lions, who are members in good standing and are eligible to represent our Lions Club, have been selected as delegates and alternates to the District 35-\_\_\_\_Convention/Cabinet Meeting to be held in \_\_\_\_\_, Florida on \_\_\_\_/\_\_\_\_/\_\_\_\_.

NUMBER OF MEMBERS \_\_\_\_\_ AS OF \_\_\_\_/\_\_\_\_/\_\_\_\_

NUMBER OF DELEGATES ENTITLED TO \_

### DELEGATES

NAME (Please print or type)

SIGNATURE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### ALTERNATES

NAME (Please print or type)

SIGNATURE

_____	_____
_____	_____
_____	_____
_____	_____

Our club is in good standing, having paid our International, Multiple District and District per capita taxes and having no other outstanding accounts. As attested to by the Club President and/or Club Secretary.

Signature of Club President or Secretary \_\_\_\_\_

# DISTRICT OFFICIAL BALLOT

Instructions: Fill in the box opposite the name of the candidate you wish to vote for as shown. Vote for only one (1) in each race for District Governor and 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor and per instructions for all others.

**DISTRICT GOVERNOR**

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

☐
2. \_\_\_\_\_

☐
3. \_\_\_\_\_

☐
4. NOENDORSEMENT

☐

**1st VICE DISTRICT GOVERNOR**

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

☐
2. \_\_\_\_\_

☐
3. \_\_\_\_\_

☐
4. NOENDORSEMENT

☐

**2<sup>nd</sup> VICE DISTRICT GOVERNOR**

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

☐
2. \_\_\_\_\_

☐
3. \_\_\_\_\_

☐
4. NOENDORSEMENT

☐

**RESOLUTIONS**

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

YES ☐

NO ☐
2. \_\_\_\_\_

YES ☐

NO ☐
3. \_\_\_\_\_

YES ☐

NO ☐
4. \_\_\_\_\_

YES ☐

NO ☐

## **POLICY STATEMENT FROM THE COUNCIL OF GOVERNORS**

The MD-35 Annual Convention is an activity of “The Lions of Florida, MD-35, Inc.”, a Florida corporation of which the Council of Governors are the corporate officers and directors. As corporate officers they are legally responsible and liable for the operation and financial results of the convention. They are accountable to the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao for operating the convention within the budgeted funds provided by the MD-35 Constitution and By-laws.

For the Council to fulfill their responsibilities properly certain procedures, rules, and uniform reporting requirements are necessary. To insure that the proper procedures are followed any bid received will not be accepted by the Council until the Statement of Affirmation is signed and received from the persons representing the sponsoring group and later verified by the MD-35 Office Manager.

Each serious bidder for hosting a MD-35 Convention will be provided with a complete convention bidding package that must be completed and returned prior to February 1 of each year, allowing for site inspection and recommendations so the council can make an intelligent and responsible decision on location for future conventions.

MD-35 Conventions will be bid one (1) year in advance under normal bidding circumstances.

## STATEMENT OF AFFIRMATION FOR MD-35 CONVENTION

It is fully understood that this Convention Operating Committee will be acting as a committee of the "Lions of Florida, MD-35, Inc.", and under the supervision and control of the Council of Governors through the Office Manager who are the corporate directors. Furthermore, it is understood that this convention must be operated within the guidelines and instructions given by the officers of the corporation (Council of Governors) through the Multiple District Constitution and By-laws, the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao Policy Manual and the Multiple District office.

I have received the procedures, rules, schedules and requirements for bidding and understand that if the bid is successful, will receive information in operating a successful MD-35 convention and hereby agree and affirm that we, as a committee, will follow the provisions as outlined to us. And that full and complete information will be given to the Multiple District office during the planning stages of:

\_\_\_\_\_  
YEAR AND CITY OF CONVENTION

\_\_\_\_\_  
OFFICIAL DESIGNATION OF CONVENTION

This committee will work with and report information to the Multiple District office and the Council of Governors in a uniform manner and on forms provided. It is further understood that all funds received for the convention from any source, buy the operating committee, shall be sent to the Office Manager of the "Lions of Florida, MD-35, Inc." immediately upon receipt thereof with full explanation of what they are for, where they are from and any other identification as established by the instructions provided.

All ticketed events requiring funds shall be sold directly by the Multiple District office, which will be accounted for and audited. No bank accounts shall be set up by the committee, and that all funds sent directly to the MD-35 Office Manager for deposit and credits shall be made to the proper accounts for the convention activities.

\_\_\_\_\_  
LION RESPONSIBLE FOR BIDDING

\_\_\_\_\_  
CONVENTION OPERATING CHAIR

\_\_\_\_\_  
IDENTIFICATION OF BIDDING GROUP

\_\_\_\_\_  
CONVENTION IDENTIFICATION

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

## **District Elections**

By the first day of January, the District Governor shall instruct their Cabinet secretary and/or Credentials Chair to forward to each club in their district an official credentials form on which the clubs will select their delegates and alternates to the district convention or fourth district meeting. Once these delegates and alternates are selected by the club and attested to by the President or Secretary, the form must be returned to the sender before the first day of the month in which the convention is to be held, or at least 10 days prior to the beginning of the district convention or fourth district meeting.

After receiving the official credentials certificate, the Cabinet secretary or Credentials Chair shall prepare certificate form #2, placing the names of the delegates and club on same. For the delegates to vote, their individual clubs must be in good standing, meaning the clubs dues and accounts, both International and Multiple and District, have been paid and also be registered with the convention.

Before the district convention or fourth cabinet meeting, the districts Elections Chair or Governor's designee, shall have all the ballots that will be utilized in the election. (Copy of hand written ballot to follow) This ballot must be used, unless electronic voting machines are available. The individual who has caused the printing of the ballots must maintain custody of the same until after the entire election process has been completed,

On the first day of the district convention or fourth cabinet meeting, the cabinet secretary or credentials chair will, while registering all attendees, certify the delegates by having them identify themselves by showing a current Lions membership card with the name of the club and picture identification. The secretary or chair will compare the name on form #1 with the name on the card and if is in order have the delegate place their signature on form #2 adjunct to their name. It is, at this time, the delegate will be provided with a voter verification card to keep in their possession until the day and time of the elections. Voter verification cards are available from the MD-35 Office Manager.

On Election Day, the district election chair shall exchange the ballot for the voter verification card, or mark it with an identifying stamp or punch. When the ballot is completed it shall be placed in the electronic voting machine or a sealed box made of metal, until all ballots are counted, partially voted ballots are allowable, with all blanks ignored and results are then determined. If there is a tie, the delegate will be provided another ballot, which again must be countersigned and an identifying mark or stamp placed on it by the elections chair. This procedure shall continue until there is a winner. The number of ballots must not exceed the number of certified credentials.

The number of members, as recorded at Lions Clubs International on the first day of the month one-year prior, preceding the month in which the convention or fourth district meeting will be held, will determine the number of members, and in so doing the number of delegates and alternates allowed for each club. (Ex: March Convention – February total one year prior) If the numbers have dropped from the previous membership, then the latest membership total will apply. If they have risen, then the number one year prior will apply.

## MD 35 Health Protection Policy

1. A disclaimer will be included in the conference/convention materials that the conference planners are committed to providing a healthy environment for participants, following the guidelines of the CDC and local health authorities; but they cannot guarantee that participants will not be exposed to potential viruses or germs that may affect their health while attending the event. Lions should understand that they choose to participate in the conference/convention at their own risk.

Example:

*"The Conference planners are committed to providing a healthy environment for participants, following the guidelines of the CDC and local health authorities; But they cannot guarantee that participants will not be exposed to potential viruses or germs that may affect their health while attending the event. Lions should understand that they choose to participate in the conference at their own risk."*

2. Lions planning to attend a conference/convention should use common sense regarding their own health. If they suspect they are sick, have a temperature, or have test results indicating they are infected with a virus, such as COVID-19, they should not attend and immediately contact the designated individual handling registration, such as the appropriate/ designated conference/convention chair, Council Chair, or Executive Secretary]. Depending upon the timing in advance of the conference/ convention, a percentage of the pre-paid registration fee and meal fees will be refunded. Lions will be responsible for cancelling their own hotel rooms, acknowledging hotel cancellation policies.
3. If a Lion becomes sick at the conference/ convention, they should immediately notify the council chair and recuse themselves from all public events at the conference/ convention. Any reserved pre-paid meals for the recused Lion will be delivered to their room, as long as they remain at the event. If the Lion chooses to leave the conference/ convention, no refunds for pre-paid meals will be available.
4. If a Lion becomes sick at the conference/convention and fails to acknowledge the illness, remaining in public spaces where others are being exposed, those who become aware of the health risk should report the matter to council chair who will approach the individual and ask them to leave the public spaces and recuse themselves in their room.
5. Once notified of the illness and the recusal of the sick individual, the conference/ convention officials immediately will inform the participants through an announcement or posting near the registration area that they may have been exposed to a health risk and are advised to take appropriate steps to protect themselves from further exposure. The MD will have masks and hand sanitizer available throughout the conference/convention. Effort should be taken to protect the privacy of the individual(s) who reported the illness.
6. Conference/convention planners will discontinue scheduling events in close physical spaces where adequate distance is not available for individuals seeking distance to separate themselves from each other.

Approved & added October 28, 2022

## MD-35 PROJECTS

All projects recognized as MD-35 Projects, or multiple district sub-projects involving more than one district, must follow the procedure, as outlined in Article VIII, Section 4 of the By-Laws, to become a MD-35 project. All such projects recognized shall report to and be responsible to the full Council of Governors as they require.

Recognized MD-35 Projects are also sometimes referred to as MD-35 Entities or as just “Entities”. Either term may be applied to any and all MD-35 Projects. Either connotation or phrasing shall be considered as the same.

Officers and the Board of Directors that control the operation of these projects shall be elected as provided in the Constitution and By-Laws of the individual project and in this policy manual.

Each District Governor shall appoint or elect special representatives and drive directors from their district, as provided for in this policy manual or by the projects.

### Authorized MD-35 Projects

- Lions Clubs International Foundation, Inc.
- Leader Dog for the Blind, Inc.
- Florida Lions Foundation for the Blind, Inc.
- Southeastern Guide Dogs, Inc.
- Lions World Vision Institute.
- Lions Diabetes Awareness Foundation of MD-35, Inc.
- Beauty of Sight Foundation, Inc.
- Florida Lions Diabetic Retinopathy Foundation, Inc.
- Conklin Davis Center

There shall be ten (10) endorsed entities in Multiple District-35. These would be comprised of three tiers: International (1); National (1); and a maximum of eight (8) Multiple District entities.

- Until such time as there are fewer than eight entities, no additional multiple district entities will be considered. Should there be an entity that applies for multiple district endorsement that meets the criteria and should there are already eight (8) endorsed entities the prospective entity would be placed on a waiting list.

### Entity Endorsement Criteria

All entities shall adhere to a prescribed set of guidelines in order to qualify or continue to qualify as a multiple district entity as noted below. All perspective entities that wish to be considered for approval as a multiple district entity must follow the same set of guidelines.

- Entity adheres to the multiple district requirement of providing an annual financial report.

***Updated 3 November 2023
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- Entity accurately represents its financial records using established accounting procedures.
- Entity provides a mission statement, goals and objectives, and its use of fund match the stated mission.
- Entity provides services across the entire multiple district or at least three out of four districts.
- Entity must receive donations from the entire multiple district or at least three of the four districts.
- Entity provides evidence that it responsibly manages its operations.
- Entity must be current with all appropriate certifications and licensing.
- Entity discloses the purpose for the funds and the percentage of the funds that are used for philanthropy.

### **Entity Review Committee**

- There will be a three-year review of entities (on a rotational basis). If an entity is not in compliance in its year of review, but can demonstrate an intent to keep its endorsement, the council of governors may again review the following year to see if criteria has been met.
- An entity review committee shall be appointed annually by the council of governors to review the reports from the entities and provide non-binding advisory recommendations to the council of governors regarding meeting the criteria.
- At least one entity review committee member shall be from the long-range planning committee; one member with a financial/accounting background, and one member from the constitution and by-laws committee, or at least have a commanding knowledge of the Constitution and By-Laws of the districts, multiple district, and Lions Clubs International.
- The international and national entities would be reviewed using the approved criteria.

The entity review committee shall be charged with making non-binding advisory recommendations to the Council of Governors as to whether an entity should have its endorsement renewed for a three-year period. Should the entity review committee find an entity is not in compliance, the results of that review shall then be reported to the Council of Governors by the committee chairperson. The Council of Governors would then have several options, including but not limited to:

- 1) The Council of Governors can vote to give the entity one year to demonstrate that it is back in compliance and recommend the endorsement be renewed for a three-year period; or
- 2) The Council of Governors can vote to place entity on probation and require an annual review until criteria are consistently met.
- 3) A simple majority of governors' present may vote to remove the endorsement.

### **Responsibilities of all project Leaders (President, Chairs)**

- Forward, as soon as elected or appointed, all officers, directors, and chairs with full contact information to the MD-35 Office Manager.
- Keep the Council Chair, District Governors, and 1st and 2nd Vice District Governors, and the MD-35 Office Manager informed of meeting dates, special projects, and activities with location and time.

## **Guidelines for Electing Project Chairs, Directors, Delegates, etc.**

- **Nominating Procedures** - Nominations for Officers, Directors, Delegates and Representatives for MD-35 Projects will be submitted at the third district meeting and additional candidates for these positions accepted up to thirty (30) days prior to the fourth district meeting. If no candidates are nominated, then candidates may be nominated from the floor at the fourth district meeting or district convention. The election will be held at the fourth district meeting or district convention.
- **Election Procedures** - A Project encompassing all of MD-35, or a project encompassing one or more of the districts to be valid, must follow the same procedures as outlined in Article VIII, Section 4 of the MD-35 By-Laws. Upon approval of a Multiple District project or district project, the Governors of each district will appoint or elect their representatives, drive directors, or delegates in compliance with the Projects Constitution and By-Laws and/or this policy manual. The same shall serve as provided for in this section of the policy manual or as required by the individual project.

MD-35 Project Chairs will be selected by the Council of Governors at their organizational meeting in May from those appointed to serve as district chairs, unless a Lion other than a district chair is approved.

- **Responsibilities of Project Chairs, Directors, or Delegates** - Maintain a close liaison with the Council of Governors on each project by any means necessary to ensure the needs of any visually handicapped or needy person is met.

Keep accurate records of each project you represent and be able to report on them at any time that might be necessary. Maintain records of contributions from districts, clubs, individuals or other organizations. Furnish financial statements of each project to the Council of Governors or other Lions upon request.

Be willing to promote the project you are involved in by traveling to other districts and clubs in MD-35, to work with each district chair and directors on anything related to your respective project.

Submit reports to the Council of Governors at each meeting of said Governors, if appointed to do so. Project chairs report at each Council meeting are limited to three (3) minutes unless adjusted by the Council Chair because of extenuating circumstances.

## **MD-35 COMMITTEES**

### **Guidelines and Responsibilities**

MD-35 shall have Multiple District Chairs for the various required and desired committees, as per the International Board Policies, the Multiple District Policies, and others chairs that may be required by the Council of Governors in their responsibilities to the Multiple District.

The Multiple District Chairs shall offer guidance, training, needed and required materials, offer support, ideas and programs for the various sub district chairs so that they might be able to carry out their duties in a desirable manner, promoting the objects of their committee's responsibilities.

It shall be the Multiple District Chair's responsibility, if needed, to bring together the various sub district chairs for training, either at and during a Council of Governors Conference, or at another time and place if a more appropriate. During these training sessions, provide the sub district chairs the information available from Lions Clubs International and from other sources which will make their job easier and more productive.

If a district chair asks or request the Multiple District chair to help within their district, and this request is approved by the District Governor in that district, then the Multiple District chair may then, and only then, come to that district to help.

It is not required for Multiple District chairs to travel, on a regular basis, within the Multiple District in pursuit of their duties, or get involved in the district role, but only to provide the training, advice, expertise, ideas, material, and other pertinent up to date information, so that the sub district chair can carry out their responsibilities efficiently.

Each Multiple District Chair shall be asked for five reports by the MD-35 Council of Governors each year, one at each of the four conferences and the other during the MD-35 convention. These reports should be an overview of the activities reported from each of the sub districts, as well as covering of any information which would be regarded pertinent to the Lions attending these functions about their committee's roles in Lionism.

## **Trading Pin Procurement and Disbursement**

All trading pins shall be purchased and sold by the Multiple District

The name on the pin will be changed to read “MD-35, Lions of Florida, Bahamas, Aruba, Bonaire & Curacao, beginning in the Lionistic year of 2019 – 2020.

The amounts ordered will be reasonable in numbers thus allowing for the depletion of all pins by the end of the Lionistic year, if possible. There will be no free distribution of trading pins, but if the districts or clubs would like to purchase pins for their incoming and outgoing District Governors, 1st and 2nd Vice District Governors, and delegates to the convention, they may do so, plus handling and postage.

A supply of pins, not to exceed two hundred (200) per year, shall be furnished by MD-35 to any International President, Vice President and (100) to any International Director while serving on the International Board from MD-35, for their attendance at the International Convention and other travel while promoting the multiple district.

## **Long Range Planning Committee**

There shall be a perpetual committee whose responsibility is long range planning for MD-35. The committee chair shall be selected by the incoming Council of Governors as provided herein:

This committee shall be made up of: The Immediate Past Council Chair and one (1) representative from each of the districts, with the current Council Chair, Immediate Past Council Chair and the MD-35 Executive Secretary serving on the committee as ex-officio members, with voting power. Up to four (4) past or current International Directors may serve at the Councils pleasure but must be permanent residents of Florida to regularly attend the Council of Governors Conferences.

The incoming District Governors will select a chair for the committee, not including anyone serving as district representative. District Governors may replace their representative if they feel there is justification to do so. However, their appointment will only be to fill the remaining term of the person who was replaced. (\*\*)

A Committee Chair may serve more than one year as Chair and is appointed each year by the DGE'S

The incoming Council of Governors will select one representative annually from their District to be on the LRPC. A four-year rotation will be established so that each year, one new representative will join the committee (e.g., Year 1 – L, Year 2 – I, Year 3 - O, Year 4 – N) as one representative rotates off the committee. Governors may reappoint a member who has or is serving on LRPC. District Governors/DGE's shall select Lions who are in good standing within MD-35, active Lions, regularly attend the Council of Governor Conferences, will participate and who are permanent residents of Florida. Past District Governors should be selected when possible.

All terms of office will begin immediately after the close of the MD-35 Convention. All committee members will serve until their terms expire or a successor is selected. After serving four (4) consecutive years, committee members will be ineligible for re-appointment until they have been off the committee for one (1) year.

Any oversight portions of this committee will operate only at the pleasure of the Council and provide whatever services are needed or required by the Council. It shall be imperative that all members of an oversight sub-committee have a working knowledge of the Constitutions and By-Laws of Lions Clubs International and MD-35, and all MD-35 Projects, as well as this policy manual and the policies of the International Board. Findings of the oversight sub-committee shall not be acted on by it but shall be with recommendations to the Long Range Planning Committee as a whole for their decision on further action.

## **Constitution and By-Laws Special Standing Committee**

It shall be the responsibility of this committee to continually be alert for changes that may affect the MD-35 Constitution and By-Laws and present changes that should be made to the Council of Governors.

The MD-35 Constitution and By-Laws are to be reviewed and updated by this special committee. Appointments by the Council of Governors consist of four (4) Lions in good standing within MD-35. The first year one member will be appointed to serve a term of four (4) years, another one for a term of three (3) years, another one for a term of two (2) years, and a fourth one for a term of one (1) year who will serve as Chairman of the committee. Thereafter only one will be appointed for a term of four (4) years.

The MD-35 Constitution and By-Laws will be updated and reprinted every two (2) years, or more often if necessary, upon recommendation of the special committee and by approval of the Council of Governors.

## **Diabetes Awareness and Action Committee**

The primary objective of this committee is to reduce the number of new cases of blindness caused by diabetic retinopathy, through education, early detection, and support of research. Lions are encouraged to tailor their activities to the specific needs and character of their community.

The diabetes awareness chairperson is the key resource in implementation of this program and will be asked to submit reports at all Council of Governor Conferences, the MD-35 Convention, and to Lions Clubs International.

The following activities reflect the kind of projects that Lions Clubs conduct:

- Diabetes education (seminars, films, public service announcements, distribution of materials) to alert those at risk of the dangers of diabetes.
- Diabetic retinopathy screenings.
- Camps for children with diabetes.
- Support of diabetes education centers
- Financial support for research

This committee chair will work closely with the Lions Diabetes Awareness Foundation of MD-35, in support of its mission:

- To raise public awareness of the problems associated with diabetes.
- To work with Lions Clubs in MD-35 to screen for diabetes to facilitate early diagnosis and treatment to prevent blindness.
- To obtain grants and donations in order to further these purposes.

The Lions Diabetes Foundation of MD-35 provides supplies and training to our Lions Clubs as certified blood glucose screeners which serve our communities with FREE diabetic screenings for the public to

help in the prevention of the leading cause of blindness in adults by identifying and referring potential diabetics. It also provides educational material for the screenings and supports three Florida Diabetes Kids Camps for youngsters from around MD-35.

The MD-35 Diabetes Awareness Project was begun as a Core-4 grant pilot program from Lions Clubs International Foundation and in its first three years trained over 1,000 Lions as screeners and tested over 50,000 people for diabetes - the number one cause of blindness worldwide. Thousands have been referred by its screeners for medical evaluation or treatment. This program has helped prevent blindness, as well as heart disease and a myriad of other complications that can result from diabetes.

Since the end of the grant, the program has actually been expanded and held screenings throughout Florida and The Bahamas. As of December 2015 they have screened over 100,000 residents and trained over 2,000 Lions. The program currently has approximately 565 certified Lion screeners.

The MD-35 diabetes program has been so successful that Lions Clubs International has now expanded it to other Multiple Districts worldwide.

### **Global Leadership Team (GLT) Coordinator**

The MD-35 Global Leadership Team is comprised of the MD-35 GLT Coordinator, the Council Chairperson, and up to three additional qualified Lions with expertise in leadership development. The MD-35 GLT Coordinator and other team members are appointed by Council of Governors, in consultation with the GLT Area Leader and Council Chairperson.

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

- In-depth knowledge of LCI, MD-35, and local needs of districts
- Ability to mentor future leaders and to identify leaders
- Extensive knowledge of leadership programs and field positions, especially District Governor teams
- Previous experience organizing training at MD-35 conventions and ideally at Lions Leadership Forums
- Ability to effectively deliver training and education
- Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Senior or Faculty Development) with a positive evaluation
- Ability to commit to a three-year term as MD-35 GLT Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position
- Ability to travel within the multiple district
- Ability to participate in leadership training and development opportunities sponsored by LCI
- Ability to effectively collaborate with GMT Coordinator to address multiple district needs.

Responsibilities of the GLT Coordinator include:

- Support and motivate District GLT Coordinators
- Assesses training and leadership needs in MD-35; communicates needs to Area Leader
- Establishes training and development plan for MD-35 with guidance from Area Leader
- Organizes and promotes training at MD-35 conferences and conventions
- Collaborates with GMT counterpart to identify needs and ensure suitability of training opportunities
- Educates Lions in MD-35 on and encourages use of LCI leadership development programs, tools and resources
- Organizes first and second vice district governor training
- Support progress toward leadership development goals and implementation of district action plans developed by DGEs
- Evaluates training and development programs in MD-35 and provides feedback to Area Leader and Leadership Development Division
- Submit required reports on a timely basis
- Identifies and encourages potential leaders based on aptitude, experience and interest; recommends qualified candidates for Lions Leadership Institutes and Faculty Development Institutes; encourages graduates' active involvement in leadership responsibilities
- Ensures leadership training and development is emphasized throughout MD-35
- Enhances awareness and understanding of the need for quality leadership at multiple district, district, and club levels

Establish a Viable Leadership Development Plan for:

- training for 1st and 2nd vice district governors
- offering leadership seminars at MD-35 conventions
- promoting and encouraging training at district and club level
- focusing efforts at developing skilled faculty

Encourage participation in LCI leadership development programs:

- Senior Lions Leadership Institute
- Faculty Development Institute
- Regional Lions Leadership Institute
- Multiple District Leadership Development Funding Program
- Lions Learning Center Online Courses
- Club Officer Orientation Program Resources
- Member Orientation Resource
- Lions Mentoring Program

Promote Leadership Training Resources



- District Governors-elect (DGE) Training + DG Team Manual
- 2nd Vice District Governor Training
- Zone Chairperson Training + Manual
- Club Officers Training + Manuals
- LCI Webinars
- MD-35, District, and Club-level Training Workshops

#### Support Leadership Enhancement Initiatives

- Club Excellence Process (CEP)
- Certified Guiding Lion
- Club Health Assessment

### **Global Membership Team (GMT) Coordinator**

The MD-35 GMT Team is composed of a MD-35 GMT coordinator, the council chairperson, and additional service/membership development minded Lions. The GMT Coordinator works in cooperation with the GLT Coordinator.

The GMT Coordinator will develop two teams of three to four Lions each that will support District Membership & Club Growth Teams and the Club Success Teams. These MD-35 Teams are appointed for a three-year term, and appointed by the council of Governors in consultation with the GMT Coordinator and the GMT Area Leader. These appointments are renewable annually or removable by the International President.

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

- In-depth knowledge of LCI, multiple district and local needs of sub-districts.
- Ability to mentor future leaders and to identify leaders.
- Extensive knowledge of membership, extension and retention programs and field positions, especially District Governor teams.
- Previous experience organizing training at multiple district conventions and ideally at Area Forums.
- Ability to effectively deliver training and education.
- Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Senior or Faculty Development) with high evaluation score.
- Ability to commit to a three-year term as GMT MD-35 Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position.

- Ability to travel within the multiple district.
- Ability to participate in membership, extension and retention training and development opportunities sponsored by LCI.
- Ability to effectively collaborate with GLT counterpart to address multiple district needs.

The major responsibilities of the GMT MD-35 Coordinator include area analysis, goal setting/action plan development, communication, and collaboration - all guided by a strategic plan.

### Area analysis

Consider historical data, unique geographic and cultural characteristics, and use LCI's resources and initiatives, so that members of the GMT Team stand ready to assist in the identification of district and club service opportunities, development and achievement of membership goals, and recognition of and assistance for struggling clubs.

### Goal Setting

- Set membership, extension and retention development goals and implement an action plan incorporating the goals and objectives of the multiple district GMT. Communicate goals and plans to the GMT area leader on or before September 1st of each Lions year.
- Develop and promote a MD-35 membership, extension and retention development plan that includes recognition for district and individual Lions who make significant contributions to membership, extension and retention development program goals.
- Motivate GMT district coordinators to set goals and develop district and club programs that improve membership, extension and retention skills.
- Present a budget to the Council of Governors in order to fund a membership, extension and retention development plan.

### Communication

- Communicate goals and implementation procedures to all GMT district coordinators.
- Communicate with GLT MD-35 coordinator at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT/GLT efforts.
- Keep districts updated on new membership, extension and retention development programs and resources.
- Publish membership, extension and retention development initiatives in the MD-35 magazine and website.
- Establish a monthly reporting system to foster open communication and monitor each district's progress and provide monthly feedback to GMT district coordinators, MD-35, and international officers.
- Submit a quarterly report to the GMT area leader on the status of membership, extension and retention development in the multiple district.

- Advise the GMT area leader of leadership development needs to support districts and clubs.
- Promote programs and initiatives such as the international president's theme, Club Excellence Process, and global service action campaigns.

#### Collaboration and training

- Collaborate with GLT MD-35 coordinator in planning and conducting workshops and seminars
- Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from Lions Clubs International
- Motivate district Lions members to develop and improve their membership, extension and retention skills
- Advise LCI's Membership Operations Department of any new and innovative training techniques that have been successful as a result of their membership, extension and retention development efforts.

The Council of Governors and the GMT Team should schedule a preliminary meeting to analyze service and membership data, district trends, and to set goals and action plans for MD-35 based on current and historical membership data.

Membership growth is important if MD-35 is to meet the ever increasing needs of our communities. An effective leadership team offers our members critical information, guidance, and motivation to provide quality, relevant service.

Both membership growth and leadership are vitally important to our continued ability as Lions to provide needed community service in an effort to fulfill our mission, We Serve. This is the reason behind the establishment of the Global Membership Team (GMT) and the Global Leadership Team (GLT).

Together, these two teams have three basic goals:

- Continued membership growth
- Improved club success
- Enhanced leadership quality

While the GMT and GLT are two independent parallel teams, the positive impact of each will only be maximized through a collaborative effort.

## **Global Service Team (GST) Multiple District Coordinator**

Serves a one (1) year term; selected by the multiple district (per the multiple district constitutional by-laws). May serve multiple terms.

As the GST multiple district coordinator, you are the service program expert ensuring districts achieve the distinct goals of their area. You educate, coach and mentor your coordinators while removing barriers that impede progress. Your drive and determination will inspire and empower districts to be successful in maximizing beneficiaries served.

### Actions for Success

- Develops and executes an annual multiple district action plan that will monitor progress towards service goals. Follows up with districts that are behind on their goals and offers motivation and support.
- Collaborates with GLT and GMT multiple district coordinators and the multiple district Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
- Collaborates with GMT and GLT to provide retention strategies to districts.
- Communicates regularly with GST district coordinators. Ensures they are aware of available LCI and LCIF service programs, partnerships, and grants.
- Serves as a resource and content expert for regional best practices in service project implementation.
- Encourages GST district coordinators to promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- Acts as the advocacy champion for the multiple district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships.
- Increases LCIF Coordinator collaboration at multiple district/district level in order to maximize LCIF resource utilization and fundraising engagement.
- Monitors LCIF Grants given to multiple district.

### Measuring Success

- Increases service project implementation and reporting by 5% over previous year.
- Increases diabetes project implementation by 5% over previous year.
- Identifies and reports at least one advocacy opportunity in each multiple district.
- Identifies at least one service initiative in region that can be strengthened by LCIF resource utilization.
- Increases Leo Club development and hands-on service collaboration between Lions and Leos over the previous year.

### Recommended Qualifications

- Passionate about Lions, effectively promotes LCI Forward, and is invested in the association's future.
- Experience in leading and developing service activities within the last five years.
- Familiar with LCI and LCIF service programs, partnerships and grants.
- Graduate or faculty member of an Advanced Lions Leadership Institute or Faculty Development Institute, or other professional leadership program.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).

### Reporting

- GST multiple district coordinator reports to GAT area leader.
- GLT, GMT, and GST multiple district coordinators report to multiple district Global Action Team chairperson (council chairperson).
- GST district coordinators report to the GST multiple district coordinators (or GAT area leaders, as appropriate).

### **Liaison Committee**

This committee shall consist of all Past International Directors who are members of MD-35. The Chair shall be the most recent Immediate Past International Director from MD-35.

This committee was established for the purpose of promoting public relations for the common good of Lionism. This policy is set forth to further define the duties of the Liaison Committee.

- To create and foster a better relationship between the Lions of MD-35 and other Districts and Countries in the World of Lionism. This excludes internal involvement by this committee in MD-35 unless otherwise stated within this policy.
- To work with the campaign committees of any candidate duly nominated by the Lions of MD-35 for an International Office.
- To cooperate with the International Convention Committee at all International Conventions.
- To make recommendations to the Council of Governors about time and location of running a candidate for an International Office.
- Encourage as many Lions as possible to be present at the International Convention sessions to show our strength and support for a MD-35 candidate.
- As the delegates vote at International Conventions, their names should be checked off the list. Those who have not voted should be called and encouraged to get to the polls and vote.
- The tally of the votes by districts shall be distributed by this committee through the MD-35 Council Chair and Office Manager to the incoming District Governors, so each district and club may know who registered and voted.

## **Public Relations and Lions Information Committee**

The chairperson of this committee is responsible for providing guidance and support to club public relations chairpersons, publicizing district activities to the community and informing Lions of district activities. It is suggested that a past district governor serve in this position.

### **Chairperson Duties**

- As the district's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons
- Handle the public relations for the district, including news releases to all media, and edit or assist in the preparation of the district bulletin
- Motivate clubs to promote continuous public relations programs in each community
- Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication
- Encourage representation at district and international conventions
- Assist club public relations chairpersons with presenting relevant information about association programs
- Provide advance notice to clubs of the governor's visit with biographical information and photographs
- Arrange publicity for visits of international officers, directors and other dignitaries within the district
- Store and account for district-owned property such as publications, audio/visual materials, etc.
- Inform club public relations chairpersons that they are responsible for erecting and maintaining Lion highway signs at entrances to communities

## **Sunshine Committee**

Each District Governor shall name a Sunshine Committee Chair for their district.

The Council of Governors shall nominate a Sunshine Committee Chair for MD-35.

Each club shall have a Sunshine Committee Chair.

Each of these Sunshine Committee Chairs shall function in the following manner after they receive information as to the death of a Lion or close family member, or in the event of a serious illness or injury.

- Determine from the family the extent to which they desire this information spread.
- Club Sunshine Chair should notify the District Sunshine Chair who will notify those as to the family's wishes.

The District Sunshine Chair shall be responsible of notifying the MD-35 Sunshine Chair as well as the District Governor and the 1st and 2nd Vice District Governors.

The MD-35 Sunshine Committee Chair shall be responsible for notifying the other district chairs as well as the Past District Governors' Association.

If the person is a Past District Governor or Past International Officer or Past International Director, the Past District Governors' Association Chair shall notify the Council Chairperson of their Council and the most recent Past International Officer/Director in the Multiple District.

The reverse of this procedure should be followed when the information comes to the Multiple District or district chair.

In all cases, the wishes of the family shall be the deciding factor as to who should be notified.

## **International Convention Committee**

The purpose of this committee is to coordinate the activities at the International Convention that effect the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao.

The General International Convention Chair may appoint the following sub-chairs, if needed, subject to the approval of the Council of Governors.

- International Convention Vice Chairperson
- Parade Chairperson
- Reception Chairperson (If one needs to be utilized)

The General Chair, being the MD-35 Office Manager, will contact the headquarters hotel assigned by Lions Clubs International and make arrangements to visit the hotel and the area, unless it is overseas, to set up space for the various functions that may be required from year to year by the MD-35 delegation.

- To set up a caucus room to seat 200-300
- Reserve a room for the Southeastern Breakfast & Caucus (If MD-35 is hosting the event) to seat 200-300, securing menus and prices.

The Southeastern Breakfast will be handled by the Office Manager, who will:

- Work out all arrangements with the hotel, date, time, place and price.
- Arrange for printing and/or distribution of tickets.
- Arrange for the collection of moneys from the tickets.

The Parade Chair shall:

- Communicate with Lions International to be sure they receive all the information as it is published and ensure they get MD-35 in the parade.
- At the convention, contact the parade office, to obtain the parade route, participant ribbons and order of march.
- Work with the convention chair on finances and any changes in policy and/or parade dress.
- Make arrangements with the Multiple District Office Manager for the necessary flags, banners or other supplies needed.
- On parade day:
  1. Get the equipment to the staging area.
  2. Have a place for the Lions who cannot walk the full parade route to enter the formation with as little confusion as possible, prior to the reviewing stands.
  3. Have arrangements made for the return of the equipment to the Office Manager.
  4. If necessary, make arrangements for transportation to and from staging area.

Housing will be handled by Lions Clubs International:

- Encourage all Lions to register for housing through Lions Clubs International.



- Work with the hotel any special housing requests from MD-35.
- Work with the hotel on any problems that may arise pertaining to room accommodations.
- Keep the general chair informed as to the number of rooms reserved in the headquarters hotel.
- Maintain an up to date list of convention delegates and housing location to insure adequate room availability. Keep chair posted. Make a housing list available to convention chair, vice chair, and any campaign chairs as needed and at the convention.

## **International Understanding and Cooperation Committee**

The purpose of this committee is to encourage the involvement of every Lions Club in activities that furthers our first object, "To create and foster a spirit of understanding among the peoples of the world."

The Multiple District program shall follow the guidelines as stated by Lions Clubs International and distributed upon request.

Twinning of clubs from other states and nations shall be encouraged.

The International headquarters office shall act as a mediator in the initial stages of partnership development, distribution and exchanging necessary information.

The members of each Lions Club shall be encouraged to adopt the Lions International Pledge:

- To pledge allegiance to my country and to the cause of peace throughout the world.
- To believe in the principles of Lionism as contained in the Code of Ethics.
- To be proud to be a Lion, dedicated to the service of others.
- The sub district chairs shall promote the program throughout the districts in close cooperation with the District Governors and the Multiple District Chair.

Understand some of the activities in which Lions can engage and encourage clubs to participate in these programs:

- Lions Inter-Club Program
- International Friendship Contracts
- Stamp Exchange
- Club and School Twinning
- International Partnership Through Lionism
- UN Information Activities
- Lions Day with the United Nations
- Vocational Assistance

## **Youth Outreach Committee**

The mission of the Lions Youth Outreach Program, "Changing Tomorrow Today," is to help and challenge youth to learn, to achieve and to serve. Emphasis is placed on the many opportunities available for young people to volunteer in their communities in order to help them gain responsible citizenship skills. A video program is available to help Lions clubs implement a youth outreach program in their community.

The Lions Youth Outreach program also emphasizes drug awareness prevention through education. Alcohol, tobacco and other drug abuse threaten the lives and future of young people everywhere. To counter these negative influences, Lions sponsor educational programs in thousands of schools. The Lions-Quest Skills for Growing (Grades K-5), Skills for Adolescence (Grades 6-8) and Skills for Action (high school) teach youth how to make healthy decisions and to say "no" to drug abuse and other negative

behavior. All three Lions-Quest programs also include community service and violence prevention/conflict resolution components.

The Lion's Youth Outreach Program is to help young people develop essential life and citizenship skills which include the following:

- Good Judgment
- Self-Discipline
- Acceptance of Responsibility
- Ability to communicate with various age groups
- Ability to get along with others
- Ability to refuse alcohol and other drugs
- Desire to provide service to others

The following youth related objectives are included in the outreach program.

- Volunteerism
- Service Learning
- Positive Youth Development
- Youth Needs Assessment (within communities, districts, etc.)
- Mentor Programs
- Conference and Forums on Youth Topics
- Lions Serving as Positive Role Models
- Scouting
- Other Youth Groups such as Girls Scouts, Camp Fire, YMCA, Etc.
- Violence Prevention
- AIDS Education
- Drug Awareness
  - 1. Gateway Programs (local initiatives such as essay and poster contests.)
  - 2. Supporting and Cooperation with DARE, COPE, MADD, SADD, etc.
  - 3. Operation Snowball, Just Say No Clubs, McGruff, Red Ribbon Days, PACE, etc.
- Designated Awareness Events. E.G. a specified day, week, month
- Personal Safety including Identification and anti-abuse
- Special Needs Programs including physical, medical and behavioral
- Recreational Services
- Environmental Services

This program exhibits unlimited opportunities for a Lion to become involved in community youth projects. The future direction of the program may encompass:

- Introducing the Leo concept in junior and senior high schools where the Lions Quest program operates.

- Developing a special service video contest as a school project.
- Developing technical and informational resources for Lion's Youth Outreach chairs at the district level.
- Implementing membership campaigns directed at educators, parents and others involved in Lions Quest programs.

## **Lions Quest**

Lions Quest is a long term education program that encompasses "Skills for Growing" for Kindergarten through grade 5, while "Skills for Adolescence" is for Grades 6 through 9 and "Skills for Living" are for grades 10 through 12.

- Life skills curricula designed for Kindergarten through 8th grade.
- Educational courses that augment academic instructions, while reinforcing values generally accepted in society. Programs nurture skills in decision making, communications, goal setting and foster self-confidence and responsible behavior.
- Components include teacher training; teacher, parent and student materials; parent's meetings; school climate committee, and community service projects.

The Lion's Quest Program is to be implemented into the school classroom. It has been found in the State of Florida, since each County is one school district, that it is better that this program be carried out by a district Lions Quest Chair and they need to have a co-chair in each County, so that the person may represent all the Lions Clubs in that county. This will give a unified front in each of the counties.

Lion's Quest programs cannot be taught in any classroom unless there are qualified teachers who have had the workshop experience, as taught by Quest International instructors. This gives the Lion's Quest Program a status that is unique in the education of young people.

They are taught:

- Communications
- Decision Making
- Goal Setting
- Fostering Self Confidence and Responsible Behavior.

The Lions Quest Program in MD-35 is an option for districts or clubs, but it is not approved as a MD-35 Project.

## Youth Camp and Exchange

The purpose of this program is a major effort of all Lions who share an interest in improving International Relations and in sponsoring youth activities in MD-35.

The objectives of the program are:

- To bring young people into contact with youth and adults of other countries
- To share family and community life with another culture
- To promote international understanding and good will, throughout the World

The following goals apply to the participating youth and to the sponsor and host Lions Clubs and families. All participating parties shall conduct the program and themselves to preclude any element of personal profit or gain.

- The sub district chairs shall work in close harmony with the District Governor and the Multiple District chair to promote the youth exchange program.
- The sub district chairs shall attend meetings on the Youth Exchange programs call by the Multiple District chair.
- The sub district chairs shall report quarterly by letter to the Multiple District Chair.
- The Multiple District Chair shall make a report at each Council Conference and the Multiple District convention.
- Become familiar with the policy statements on:
  1. Youth Activities
  2. International Relations
- Review past youth exchange activities and formulate a plan to accomplish goals set.
- Encourage clubs to participate fully.
- Assume all personal responsibility for the screening process of host families and sponsored youth, as well as making certain all youth traveling abroad have the necessary travel documents and are adequately insured.

## Leo Clubs

The Leo Club program is a youth activity of Lions where young people are provided with an opportunity to contribute to their communities by conducting civic and social activities in the true spirit of Lionism. The purpose of this opportunity is to promote Leo Clubs throughout MD-35 and to assist Lions Clubs in organizing Leo Clubs in MD-35.

- The Multiple District chair's role is training the individual districts Leo Club chair's to provide Lions Clubs with the knowledge of the advantage of sponsoring a Leo Club.
- The chair should be totally committed and dedicated in the job of furthering the involvement of the youth of MD-35 in humanitarian acts and promoting of international understanding through the Leo program, by promoting statewide youth activities.
- The Multiple District Chair should encourage and instruct district chairs in organizing and chartering new Leo Clubs and in arranging youthful programs for their meetings and encouraging convention activities.
- The Multiple District Chair shall make themselves available to assist in training for leadership in Leo Clubs, by becoming familiar with the Lions Clubs International policy statement "On Youth Activities."
- Help in organize new Leo Clubs, determine where a need exists for a new club, strengthen existing clubs and motivate Leo Club advisors in effectively advising Leo's and Lions in their clubs.
- The Multiple District Leo chairperson shall report at each Council of Governors conference and the MD-35 convention.

## Lioness Clubs

The purpose of a Lioness Club is:

- To provide community service opportunities to individuals under the jurisdiction of a sponsoring Lions Club.
- To cooperate with the sponsoring Lions Club in carrying out its service activities.
- To unite its members in friendship, fellowship and mutual understanding.

The name "Lioness" and the Lioness emblem are registered trademarks of the association. The association is required by trademark law to authorize the use of the Lioness name and emblem, as it does its other trademarks. The sponsoring Lions Club must request a license in writing from the legal division of Lions International.

Lioness Clubs will only be recognized as an entity of a local Lions Club. No other recognition shall be given, except as an entity of a local Lions Club. Neither a Multiple or sub district may use the name Lioness in conjunction with any project or activity.

There shall be no fees assessed by Lions International for a Lioness Club.

Lioness who accept an invitation to join a Lions Club shall be considered new members. They can however, combine their years of service from being a Lioness and becoming a Lion. Lions International must be notified of the previous service to be combined. A special Lions pin is available for the Lioness who becomes a Lion. A lioness history may be retained, however, only by a local Lions Club.

Any Lioness Club wishing to become a Lions Club must have a minimum of twenty (20) members, the same as any other new club required to charter as a Lions Club. They may charter in an area where a Lions Club already exists, since the community is already supporting both of the clubs. The boundaries may be separate or shared by any other Lions Club within the municipality. They may not use the following designations, Lioness, International, or names of living individuals.

Lions Club activities will have the same program of comprehensive liability insurance available at no cost as is provided to Lions Clubs. Lioness Clubs must inform their club sponsors about their club activities.

Lioness may order merchandise directly from Lions International's catalog, with payment by cash, check or credit card. Lioness may also place orders through their sponsoring Lions Club with the authorization of the Lions President or Secretary.

Lioness Clubs will not be required to submit any reporting forms to Lions International or the Multiple or sub districts. Club activity and officers should report to their sponsoring Lions Club.

If a Lioness Club should decide to become a Lions Club or disband, the club members should vote on disbursement of the activity and administrative fund to humanitarian charities or Lions projects, or to the activity account of their sponsoring club.

Each sponsoring Lions Club should determine the rules and regulations governing documents, etc. for their Lioness Club.

## **SightFirst and Sight Conservation Committee**

SightFirst is the worldwide service initiative of Lions Clubs International and is the most comprehensive and concerted blindness prevention program ever undertaken by the association.

The purpose of this committee shall be to foster and promote sight conservation, with activities aimed at the integration of blind persons into society, with respect for their human dignity, rights and potential, and:

- To work closely with the World Health Organization, a major non-governmental organization, national health authorities, and local programs to provide the necessary additional aid and education that will preserve and restore sight for tens of millions of people throughout the world.
- To develop training and educational programs for presentations at club meetings, also for other groups. Assist Lions as they complete grant applications, determine budgets and adhere to project regulations and grant criteria on special projects.

- Encourage work with the blind, such as:
  1. mobility training
  2. rehabilitation
  3. social and recreational services
- Conduct public awareness campaigns, as well as recruit and motivate the local medical community and others to assist in the SightFirst projects.
- Provide guidelines and instructions for projects and medical personnel, where necessary.
- Stimulate club activities in the preservation of sight through:
  1. Glaucoma Screening
  2. Collection and distribution of used eye glasses
  3. Public awareness campaigns
- Encourage clubs to cooperate with professional organizations and agencies in developing programs:
  1. Help develop and articulate projects
  2. Foster commitment and support of government.
  3. Help develop Lions role and involvement in projects.
- Report all plans to the Council and:
  1. Be available to assist project managers.
  2. Evaluate project outcomes and results.
  3. Help project manager prepare their reports.
- Promote increased club activity in promotion and presentations of Melvin Jones Fellowships.
- Encourage special projects to raise funds for SightFirst that designate Melvin Jones Fellowships.

#### Types of Service for the Visually Impaired

- Provide eye examinations, whether individually or mass public screenings.
- Provide medical/surgical services.
- Support and maintain your Lions Eye Banks.
- Provide vision screening for schools, clinics, etc.
- Contribute to research institutions.
- Furnish eyeglasses.
- Establish or equip an existing eye care clinic.
- Donate special equipment to libraries
- Provide large print editions of books.
- Provide assistance in the mobility, rehabilitation, social and recreational programs available for the visually impaired.



## **Used Eyeglass Procurement and Disbursement Committee**

This committee shall be fully aware and familiar with the Lions International SightFirst program, working toward the elimination of blindness worldwide, of which one of the facets of the program is the collecting and distribution of used eye glasses.

It shall coordinate the information from the districts in the collection and distribution of used eyeglasses and promote a more uniform system.

It shall also provide information concerning outlet sources, shipment procedures and all other activity about the collection and disbursement of eye glasses.

Eyeglasses collected in the name of Lions must be distributed through a program that gives Lions the credit for their efforts.

## **Candy Day**

This committee shall provide an opportunity for MD-35 Lions to have a multiple district-wide fund raiser at an appointed time each year. It is highly recommended that all Lions Clubs of Florida and the Bahamas participate on the date so that they can benefit from the statewide publicity. The clubs may also hold other candy days as they have in the past, but this date would be our official Candy Day Project date.

Official date will be the second Friday/Saturday in March of each year. This can be adjusted to meet local conditions, but to avoid this:

- The campaign shall be designated as a giveaway, a tangible “Thank You” for on the spot contributions.
- The product should be candy with the Lions name on it.

Net profits are to be used in the club activities account. All Lions Clubs are invited to participate.

Each club should make a complete report of its Candy Day, and send this report to their district chair.

Prior to Candy Day, it is recommended that the Lions Club shall call on local businesses to underwrite the cost of the candy. When Candy Day comes and it is time to give away the candy for a donation, the candy will have already been paid for and all donations taken in will be profit.

## **Hearing and Speech Action Committee**

The purpose of this committee shall be to foster and promote activities to aid the deaf and hearing impaired in the MD-35. This should include relating to the needs and desires of these people in our multiple district.

The chairperson shall:

- Coordinate the efforts of Lions Clubs in the fields of hearing and speech conservation and related services for the needy in MD-35.
- Coordinate the program of the districts to promote a more unified system of evaluating the needs of the hearing impaired.
- Aid individuals in the various communities by the purchase and/or repair of hearing aids and speech equipment.
- Pay for examinations by audiologists and some surgical procedures, where the person otherwise could not afford these services or products.
- Provide other applicable Government agencies and other entities which would be able to help.

The chairperson shall be responsible to promote the Lions and clubs to areas of service such as:

- Public Information
- Examination and identification
- Provisions of direct services
- Research

Specific activities should include:

- Establishment or support of a temporal bone bank.
- Establishment of a hearing bank.
- Placement of TDD/TTY in police and fire stations, which makes community services available to the hearing impaired.
- Purchase of testing/evaluation equipment for schools, clinics and hospitals.
- Support of a mobile unit for testing and/or treatment.
- Provision of education, vocational training and employment opportunities.
- Support of social/recreational services for the deaf.

## **Environmental Services Committee**

The preservation of natural resources and improvements of the quality of life are the goals toward which all concerned Lions should strive. A policy statement, "On the Human Environment," adopted by Lions Clubs International's Board of Directors in 1972, recognizes the importance of cooperation between clubs and international organizations in the common interest. The theme of the project is, "What Man Has Caused, Man Can Cure."

Chairperson responsibilities:

- Look for viable and feasible ways of awakening awareness to specific environmental issues and of motivating individuals and clubs to positive action in order to remedy the situation.
- Encourage Lions and clubs, along with others to further action in organizing environmental programs in the following areas to serve as examples:
  1. Natural and Biological Environment
    - (a) combat pollution, air, land, noise and water
    - (b) recycling activities
    - (c) energy conservation
    - (d) wildlife protection
    - (e) agricultural development
    - (f) specific concerns (ozone depletion, acid rains, etc.
  2. Special and Cultural Environment
    - (a) demographic planning
    - (b) adequate sanitation
    - (c) safe and sufficient water supplies
    - (d) distribution of food supplies
    - (e) support of specific legislation
    - (f) ethical conduct

## **INTERNATIONAL SUPPORT ACTIVITIES**

### **Criteria for Use of the Lion's Name and/or Emblem**

The International Board of Directors has adopted the following criteria for use of the Lions name and/or emblem. All criteria must be met before the international board will authorize any Lions controlled organization to use the Lions name and/or emblem in connection with its lawful operation. When submitting an application for use of the Lions name and/or emblem, each organization shall:

- Submit a copy of its articles of incorporation and/or by-laws which states that:
  1. At least a majority of its board of directors are Lions club members;
  2. Amendments to the organizations articles of incorporation/by-laws shall be approved by the general membership of the organization at a district convention or regular annual meeting;
  3. Membership consists of Lions clubs or club members in good standing;
  4. The applying organization will enhance the image of Lionism;
  5. Its purpose is consistent and does not conflict with the associations goals and activities;
  6. It shall use the Lions name and emblem prominently in its name and operation, including literature, promotional material and activities;
  7. The organization does not permit proxy voting;
  8. It does not assess or require any mandatory dues of its member Lions clubs or club members.
- Be requested to submit a list of its sponsors and evidence that the sponsoring Lions have approved the project.
- Not compete with the existence and activities of LCIF.

When considering an application to use the Lions name and/or emblem The International Board of Directors may also consider any other such relevant factors which it may deem relevant to the applying organizations application and/or operation.

If a conditional license is issued to use the Lions name and/or emblem all conditions of the license must be fulfilled within one year or the license will be revoked.

If an unconditional license is issued or when the conditions of a conditional license are met the organization must:

- Submit annually by July 1<sup>st</sup> its current articles of incorporation/by-laws and list of sponsors.
- Organizations which are licensed must continue to meet all criteria in order for them to continue to enjoy a license to use the associations name and/or emblem.

## Application for the Use of the Lion's Name and/or Emblem

**Application of:** \_\_\_\_\_

TO: The International Association of Lions Clubs Attn: Legal Division  
300 22nd Street  
Oak Brook, IL 60523-8842 USA

Article I of the International By-Laws provides:

The name, goodwill, emblem and other insignia of this association and Lions clubs chartered thereunder may not be used, published or distributed by any Lions club, Lions club member or any Lions district or by any entity (legal or natural, in corporate or any other form) organized and/or controlled by any Lions club, Lions club member or members or any Lions district, for any purpose except those expressly authorized by the provisions of the constitution or by policies of the International Board of Directors; and no other individual or entity (legal or natural, in corporate or any other form) may use the name, goodwill, emblem and other insignia of the association and Lions clubs chartered thereunder without such written consent and license as shall be required by the International Board of Directors.

**Nature of Activity or Project:**

- Name of proposed Project/Foundation: \_\_\_\_\_
- Name of proposed website: \_\_\_\_\_
- Number of clubs and/or districts involved: \_\_\_\_\_

Describe geographical boundaries of clubs and/or districts involved: \_\_\_\_\_

\_\_\_\_\_

Describe manner by which project or activity was first brought to the attention of the clubs and/or district:

\_\_\_\_\_

\_\_\_\_\_

Describe how approval was given by clubs: \_\_\_\_\_

\_\_\_\_\_

Describe how approved by district (if required) and when - (i.e., by act of delegates at district convention, by act of state council, etc.): \_\_\_\_\_

\_\_\_\_\_

Explain necessity for action on district (or other area) level rather than on local club level:

\_\_\_\_\_

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Source of funds (state in detail): \_\_\_\_\_

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How are funds raised? \_\_\_\_\_

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Who determines expenditures there/from, and on what basis? \_\_\_\_\_

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How much, generally, are funds raised in one year disbursed in the same year?

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What average balance has fund carried for last three (3) years? \_\_\_\_\_

What type information is furnished to participating clubs concerning operation of activity?

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Describe in detail nature of participation by clubs (other than contribution or raising of funds), i.e., what other details in actual operation are handled by clubs: \_\_\_\_\_

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Describe operation of a project in a given factual situation. Give an example in detail.

---

Describe all insurance coverage, in addition to the Lions General Liability Insurance Program, that is in effect or will be obtained for this project (such as directors and officers liability, fiduciary, fraud/theft, excess umbrella, property, workers compensation, etc.): \_\_\_\_\_

---

Internal organization or structure: \_\_\_\_\_

Internal organization or structure: \_\_\_\_\_

\_\_\_\_\_  
If unincorporated, describe executive officers (terms of office, how elected, qualifications for office, duties, etc.); meetings, reports, etc. (Furnish copy of instrument under which organization operates):

\_\_\_\_\_  
If incorporated: \_\_\_\_\_

\_\_\_\_\_  
Submit a copy of Articles of Incorporation and By-Laws and Certificate of Incorporation.

List present officers: \_\_\_\_\_

\_\_\_\_\_  
Describe reports state, province, or country of incorporation requires to be filed on annual basis:

\_\_\_\_\_  
Is corporation considered charitable by state, province or country in which incorporated?

\_\_\_\_\_  
Has corporation received letter or other evidence of exemption concerning income taxes?

\_\_\_\_\_ If not, has it filed for same? \_\_\_\_\_

#### **Participation of Clubs and/or Districts**

If any club or club member chooses to refrain from participating, either originally or by withdrawal, will it or he or she incur any pressure or disadvantage of any kind within district or club (or area)?

\_\_\_\_\_  
If answer is "yes," please give details:

In order to participate in the project or activity, is it necessary for a club or club member, to contribute funds or pay dues of any kind? \_\_\_\_\_

If answer is "yes," please give details: \_\_\_\_\_

### **Purpose**

State exactly the end to be accomplished and type of persons or institutions, etc. to be beneficiaries:

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### **Duration**

How long is project expected to continue, (perpetual, etc.)? \_\_\_\_\_

How long has activity been in operation prior to this application? \_\_\_\_\_

List any other activities sponsored by clubs or district involved: \_\_\_\_\_

\_\_\_\_\_

We understand the traditional policy of the association, as implemented and enforced by the International Board of Directors over the years, that no district or club or group of clubs or club members may, by legislation or otherwise, force any club or member thereof to participate, monetarily or otherwise, in any activity project. We understand and have made it clear to the clubs and members thereof that district and club dues are separate and apart from any funds raised for district or club activities; and that while dues for administrative purposes are necessary for the operation of districts and clubs and, therefore, each club and member thereof must bear its and his or her proportionate share, nevertheless, all funds raised for district or club activities are to be subscribed voluntarily. We understand no club or club member may be discriminated against or denied the right to participate in other matters of the club or district as a result of a decision not to participate in, or to contribute to, any club or district activity project. We understand and agree that if this application is approved by the International Board of Directors, it will be upon the express condition that the foregoing provisions of this paragraph VI will be strictly observed and that the license and permission granted thereby may be revoked by said board at any time for breach thereof or for any other action our district or group may take or omit to taken which, in the sole discretion of said board, shall be deemed to be detrimental to the image and purposes of the association or any club or district therein.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_



## Single Club Transfer Procedures

As stated in the Club Officers Manual (LA-15) Clubs may transfer from one district to an adjacent district. The club's membership and the district cabinets of both districts must adopt a resolution supporting the transfer. Both governors must also authorize the transfer. One of the governors submits the request and required documents to the English Language Department.

As stated in the Lions Clubs International Board Policy Manual, (Chapter IX, Paragraph E, section 4, a club may transfer from one district to an adjacent district and boundaries changed accordingly without the necessity of following the formal redistricting procedures if such transfer does not substantially change the existing district boundaries. The approvals of a majority of the members of the club, the current district governors of the respective adjacent districts, and the district governors' cabinets of the respective adjacent districts are required. Documents signifying the approvals are submitted to the international office for review and action.

Meeting minutes and letters of approval are usually the tools used to meet the documentation requirement. The intended purpose of the single club transfer is to accommodate clubs in towns/cities that lie directly on a border between two districts; so that it may affiliate itself with just one district/multiple district rather than two.

## Status Quo

Status quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions club. There are two kinds of status quo: Regular status quo and protective status quo. The executive director and divisions as designated by the executive director, acting on behalf of the International Board of Directors, has authority to place a Lions club in status quo or release it from status quo.

Regular status quo:

- Failure to comply with the objectives of the association or conduct unbecoming of a Lions club, such as failure to solve a club dispute or involvement in litigation
  - Failure to fulfill any obligations of a chartered club, such as failure to submit monthly membership reports for six or more consecutive months, or failure to hold regular club meetings
  - Failure to pay district or multiple district dues
  - Verification of non-existing club
  - Disbanding
  - Club merger
- Protective status quo:
- War, civil insurgency, political unrest, natural disasters, and other special circumstances, which prevent a Lions club from functioning properly

Note: Lions Clubs International Board Policy Manual, Chapter 5 Section D, provides full details on status quo.

## Procedure for the Merger of Two or More Clubs

For the merger of two or more Lions clubs to occur, the following procedures are to be completed:

- The clubs considering a merger are to conduct a joint meeting to decide the following matters:
  1. Which of the club(s) are to be cancelled.
  2. Whether the name of the remaining club will be revised, and if so, determine an appropriate name. The revised name is to be approved by the district cabinet.
  3. Whether the boundaries of the remaining club will be altered, and if so, determine the suggested boundaries. Any suggested boundaries are to be approved by the district cabinet.
  4. Whether the officers and committees of the remaining club will complete the term of office, or new officers will be elected after approval of the merger. If an election is to be conducted, set the location, date and time for the election and forward the results to the district governor and international office.
  5. Adopt a resolution selecting the location, date and time for the board and general meetings of the remaining club after the merger is completed. Request for a continuation of a charter date for one of the clubs or recognition of the date the club merger is approved.
- The general membership of each club considering a merger must adopt a resolution in support of the merger.
- The club(s) agreeing to be cancelled must also complete the following additional phases prior to the merger:
  1. Pay all outstanding obligations.
  2. Transfer any funds remaining in the administration and activities accounts to the appropriate accounts maintained by the remaining club.
  3. Dispose of all club property in an appropriate manner.
  4. File its closing Monthly Membership Report with the international office listing the members transferring to the remaining club.
  5. Turn its charter over to the district governor, who mails it to the English Language Department.
- The club remaining after the merger is to forward the following documents and materials to the English Language Department, at the international office:
  1. Merger Request Form. (DA-979)
  2. A copy of the merger resolution adopted by each club.
  3. A copy of the district cabinet resolution approving the merger.
  4. A Monthly Membership Report listing transfer members from the merged club(s).
- The merged club may receive a certificate of merger upon request.

## Club Name Change Requirements

For a Lions club to change its name, the following information must be submitted to the English Language Department at Lions Clubs International:

- Name Change Request Form. (DA-980)
- A letter of authorization adopted by the current club board of directors recommending this proposed name change.
- A letter signed by your current district governor approving the proposed name change.
- A letter of consent from each nearby club that shares one or more of your club's borders indicating that their club has approved the proposed name change. A current officer of the club must sign the letter.

The new name of the club must comply with the requirements established in the Lions Clubs International Constitution and Board Policy.

- A proposed Lions club must be known by the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. The term "municipality" is construed to mean the city, town, village, prefecture, county or similar officially named governmental unit. If the proposed club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located.
- The "distinguishing designation" for clubs located in the same "municipality" or equivalent governmental subdivision may be any name, which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association. Gender names cannot be used.
- The term "Host Club" shall be a title of prestige and recognition of the parent club in the municipality. It shall carry no other special priority, benefits or privileges.
- Lions clubs shall not be named after living individuals except those individuals who have served in the position as president of Lions Clubs International.
- No Lions club may add "International" as a distinguishing designation to its name.
- The term "Leo" may be added as a distinguishing designation of the name of a Lions club.

## **Procedure for the Cancellation of a Lions Club**

The club considering cancellation are to conduct a meeting of the board of directors to Adopt a resolution to cancel the club and turn in the club charter.

- The general membership of the club considering cancellation must adopt the resolution in support of Cancellation.
- The club(s) agreeing to be cancelled must also complete the following additional phases prior to the merger:
  - Pay all outstanding obligations.
  - Transfer any funds remaining in the administration and activities accounts to local non-profit organizations, any of the recognized MD 35, National and/or International entities
  - Dispose of all club property in an appropriate manner.
  - File its closing Monthly Membership Report with the international office listing the members dropping and/or transferring.
  - Turn its charter over to the district governor, who mails it to the English Language Department.

## **Legal Fund Raising Opinion Adopted by the International Board of Directors**

QUESTION: May funds raised from the public be used for administrative or other non-public purposes?

OPINION: No.

The Articles of Incorporation of the International Association of Lions Clubs state that the association is organized, among other things, "to govern all such chartered clubs so that they shall be nonpolitical, nonsectarian, not for profit of the individual club or its individual members."

Therefore, the Articles of Incorporation of the International Association of Lions Clubs expressly forbid that any part of the net earnings from activities shall inure to the benefit of any individual Lion or Lions club. Since districts are created by the association to facilitate its administration of individual Lions and Lions clubs, this proscription, by implication, runs to district administrative expenses as well.

The wisdom of this proscription is clear. To finance and fulfill their basic function of service, Lions clubs ask the public to patronize fairs, circuses, raffles, show and the like, and to purchase products infinite in variety. This public support is sought, and given, on the mutual understanding that the net funds raised thereby will go to finance some community need.

Consequently, any diversion of such funds to other purposes constitutes a breach of faith with the contributing public. The proscription in the article quoted exists to prevent any such breach and to protect and preserve the image of Lions Clubs International. Therefore, the use of any such funds to finance convention trips, politics or candidates, or administration dues, deficits or expenses at the club, district, or international level is a breach of faith and an express violation of the basic document of the association.

This opinion shall be interpreted to mean that there shall be no public solicitation of funds to defray administrative expenses of a Lions club.

## **Guidelines for Dealing with Professional Fundraisers**

Lions Clubs International and the Council of Governors of MD-35 strongly discourage the use of Professional Fundraisers by Lions Clubs and districts for many reasons. First, participation is limited or non-existent, contrary to the purposes and objects of the association. Most states require that the professional disclose the specific percentage split of the money raised between the professional and the Lions Club. As the Lions name is being used when the money is being solicited, the public is not aware of the fact that their entire contribution may not be used for charitable purposes.

Should a club choose to use a Professional Fundraiser, the club should contact the Attorney General's office for the state's legal requirements in this regard, as well as to be sure that the promoter is registered with them. The club also would need to make sure that the party conducting the solicitation has adequate insurance to cover incidents that could arise and receive evidence of insurance coverage, with an endorsement as a third party.

Remember, all aspects of using a Professional Fundraiser will not necessarily be covered under the association's general liability insurance program. The members might be construed to be the employees of the fund raisers. The association does not cover employee's liability, such as workman's compensation, etc. Here again is a dangerous pitfall, if not properly handled.

The Professional Fundraiser would not be authorized to use the Lions emblem on items for sale. The Lions emblem is a registered trademark of the association and individual Lions Clubs and districts do not have the legal right to authorize a person, organization or company to use the same, only by approval of the district cabinet and the legal department of Lions International.

A Lion organization, by hiring a Professional Fundraiser to ask for and collect contributions, is delegating fiduciary duties and responsibilities. The organizations officers have a responsibility in contracting with the Professional Fundraiser to assure the Professional Fundraiser acts and accounts for funds appropriately. The club or district officers can be held responsible; be careful! While club and district officers cannot be expected to guarantee appropriate behavior by the Professional Fundraiser, it remains that certain steps can be taken to tighten oversight and assure the club or district of the rightful net contributions share of donated funds, as well as compliance with the association's policies and local legal requirements.

Contracts between Lions clubs and/or districts and Professional Fundraisers should be drawn in such a way as to permit the club or district to know what the Professional Fundraiser is raising on its behalf (i.e. how much money periodically), how it is raising the money (i.e. what it pitches and promotes to donors are and what inducements are being used), and how the gross amount raised is translating into the net amount the club or district will receive (i.e. how the Professional Fundraiser is calculating its billings, and what its expenses and profit margin fairly ought to be). The club or district should not simply delegate everything to the Professional Fundraiser, but should have some way of knowing what the Professional Fundraiser is doing so that it can fulfill its fiduciary oversight duty as curator of charitable assets and ensure that things don't get out of control.

Any contracts should specifically provide at a minimum:

- The amount of all commissions, salary and fees charged by the Professional Fundraiser and its solicitors, agents and employees, and the method used for computing such.
- A good faith estimated budget, disclosing, with reasons, the largest amount of funds to be raised over the contact period, the type and amount of projected expenses related thereto, and the amount projected to be paid to the club or district. If the Professional Fundraiser is paid an hourly rate, this rate, as well as the estimated number of hours to be spent raising funds should be disclosed. If the Professional Fundraiser is to retain or be paid a percentage of gross amount raised, this percentage and the target gross amount should be disclosed, as well as the amount projected to go to the club/district.
- A notation revealing that the Professional Fundraiser, its agents, solicitors or employees; or members of their families have a financial interest in, and are the supplier of fund raising goods or services, if such is the case, with a statement of the nature of the financial interest and of the method by which the suppliers or vendor's charges are determined.
- A written text of any and all solicitation pitches that are projected for dissemination to potential donors, once they are developed.
- A written text of all advertising and solicitation materials that are to be given to potential donors, as part of the solicitation pitch, once they are developed, with a recitation in the contract that a majority of the sponsor Lions board and the Associations General Counsel, by board policy governing the use of the Lions marks have approved the inclusion of these materials.
- The fund raising contract should be circulated and reviewed by a majority of the club's board, accompanied by the signature of the club's president, or responsible board member.
- The contact should have geographical constraints with the club's boundaries and/or areas where a club has obtained expressed consent for the solicitation.
- There should be a time limit affixed to the campaign.
- Periodic progress reports and periodic accounting ought to be required and made in writing by the Professional Fundraiser.
- The Professional Fundraiser should be prohibited from negotiating checks made payable to a club and/or district.
- A list of Professional Fundraiser solicitors should be given the club or district.
- The Professional Fundraiser should be required to give numbered receipts for all donations.
- The contract should require the Professional Fundraiser to give Lions clubs or districts the name, address and amount donated of each donor.
- A contract should consider various splits and rates, depending on what amount is attained, windfall Professional Fundraiser profits to fund raisers from exceptional results should not be allowed.

### **Bargaining with the Professional Fundraiser**

A Club or districts officers should ask questions and know the full details of the fundraising campaign and strategy, the who, what, when, where and how of the matter. Before signing the contract, the rate or percentage charged should be viewed very carefully for fairness; what kind of profit will the POFR be making, for example.

If the campaign's goal is to raise \$100,000.00 gross, the Professional Fundraiser should be able to estimate their costs and profits; if they cannot, then what are they being paid for should be asked; another Professional Fundraiser consulted; the managers should then discuss alternatives and details, do not assume it will work out.

Any prospective Professional Fundraiser should have references, check them out! Get financial information from another Professional Fundraiser, other charities, or the Attorney General's office to review the Professional Fundraiser's past performance records and success. Do not just take telephone comments as true, what did they raise, what profits did they have and what did the charity really receive. In other words, dot the I's and cross the T's.

### **Running a Project**

If after making careful considerations, clearing with the Association's General Counsel, and checking out the prospective Professional Fundraiser, you will be running the project, do the following.

The club or district should have responsible dedicated people from it monitoring all aspects of the Professional Fundraiser's campaign, know who, what, when, where and how things are progressing. The bank account should be identified, and disbursement should require the club or districts signature.

Timely, constant and periodic financial reports, even if preliminary are critical. A club or district committee and/or officers, should be involved and the Professional Fundraiser should be held accountable to explain the results, goals and progress at periodic dates and times. Board minutes should be maintained and discussion had about the goals and results for future board consideration.

Article IV, Section 1 of the Lions Clubs International By-Laws states:

The name, goodwill, emblem and other insignia of this association and Lions clubs chartered thereunder may not be used, published or distributed by any Lions club, Lions club member or any Lions district or by any entity (legal or natural, in corporate or any other form) organized and/or controlled by any Lions club, Lions club member or members or any Lions district, for any purpose except those expressly authorized by the provisions of the constitution or by policies of the International Board of Directors; and no other individual or entity (legal or natural, in corporate or any other form) may use the name, goodwill, emblem and other insignia of the association and Lions clubs chartered thereunder without such written consent and license as shall be required by the International Board of Directors.



## **MD-35 AWARDS**

### **Dr. Walter H. Campbell Pilot Award for Lionism**

The Pilot Award is designed to recognize a Past District Governor (PDG) in each of the Districts, and a PDG in MD-35, with a prestigious award for outstanding efforts, dedication, and contributions during the preceding calendar year on behalf of Lionism.

#### **Contest Period**

The award shall cover only the accomplishments realized during the contest period, January 1<sup>st</sup> through December 31<sup>st</sup> of the preceding calendar year at the Club and District level. Any other information shall make the inquiry unacceptable and void.

All entries must be submitted to the Multiple District 35 (MD) Office and postmarked no later than January 31<sup>st</sup> of the following year to the contest.

#### **Eligibility**

All PDGs and all Past Council Chairs (PCC) whose term of office ended prior to the beginning of the contest period and whose membership is in MD-35 are eligible for the district award. Candidates must be active and participate only in Club to Multiple District activities to qualify for the Pilot Award. Only the winners of the District award each year are eligible for the MD-35 award. Past winners shall not be eligible for the MD-35 or District award. The past district governor, spouse, partner-in-service, or anyone serving in that capacity, shall be eligible for the award only after the term of office has ended prior to the beginning of the contest period, and not overlapping any fiscal year of said office. Such service with a spouse or partner includes District Governor, Vice District Governor, Council Chair, International Director or Officer, International Officers or Directors Candidates for International Director or Higher, or President of any of the MD-35 Projects.

A cover letter must be submitted by the individual submitting the nomination. Only the cover letter should contain any information identifying the nominee by their name, their club, their community, their county, or their district. The cover letter will be retained by the MD Office Manager. To preserve anonymity, ALL entries shall be submitted to the Multiple District Office directly from the person submitting the nomination. No copies will be submitted to the District Officers or District Chairs.

## **District Committees**

The district award committee shall be comprised of the Pilot award winners from within the district, with the immediate past district Pilot Award winner serving as chairperson. A quorum of the past pilot award winners must be in attendance for the judging.

It will be the responsibility of the committee to review the activities of all eligible past district governors in their district and to select one whom they feel contributed the most to Lionism during the contest period. The judging will be based on the points accrued on the score sheet. Official forms, with the appropriate points for scoring nominees will be provided to the district committee by the MD-35 Pilot Award Chair or the MD-35 Office Manager. The official form is included in this policy manual. The committee shall inform the MD-35 Office Manager of the district winner and their nominee for the MD-35 award no later than February 20<sup>th</sup> of each year to be considered. Only those district nominees for whom a completed Pilot Award form was submitted to the MD-35 Office Manager will be considered for the MD-35 award.

## **MD-35 Committee**

The MD-35 committee shall be comprised of the MD-35 Chairperson and the chairperson of each district. The MD-35 Chairperson is responsible for the distribution of materials, rules, and forms for judging and conducting the meeting. The district representatives must attend the MD-35 Spring Conference to help select the MD-35 winner. In the absence of the district chairperson, the district representative to the MD-35 committee must be a past Pilot Award winner appointed by the District Governor from the district.

The committee will meet at the Spring Conference, at a time and place designated by the MD-35 chairperson, to select the recipient of the MD-35 Pilot Award. The committee will score nominees on the basis of their judgment of the material reviewed and using the official score sheets to determine the MD-35 Pilot Award winner. The MD-35 winner's entry will be given to the MD-35 Office Manager, and will remain confidential until the award is presented at the MD-35 Convention.

## **Awards**

The MD Office Manager will order all District and Multiple District Awards, with each District Governor responsible for paying MD-35 for their District award. The District awards will be presented at the annual District luncheons held at the MD-35 Convention.

The Council of Governors will pay for the MD-35 award. The MD-35 Office Manager, will assure that the award is available at the MD-35 convention for presentation. The MD-35 Pilot Award shall be presented at a time subsequent to the District luncheons at the Multiple District-35 convention, or as otherwise determined by Council of Governors.

### **Rule Amendments**

The rules of the Dr. Walter H. Campbell Pilot Award for Lionism may be amended in part, or in whole, only by a majority vote of the Council of Governors at a called meeting and recorded in the minutes of that meeting. The Council of Governors shall determine the effective date of any change or amendments. The membership shall be informed of any amendment by publication in the Florida and the Bahamas Lions magazine and/or such other means the Council may approve.

**Dr. Walter H. Campbell Pilot Award  
Cover Letter**

NOMINEE \_\_\_\_\_

CLUB \_\_\_\_\_

DISTRICT \_\_\_\_\_

To the best of my/our knowledge, the information contained on this entry form and the supplementary forms are true and correct.

LIONS SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*\*

NOTE: **DO NOT** include the nominees name on any part of the forms or attached supportive enclosures that are sent to the Multiple District Office. Put the nominees name and sub district on this form only.

\*\*\*\*\*

Give details of all work in paragraphs on separate attachment and any other activity that may be pertinent to this committee in this Lion's behalf should also be noted on the attached enclosures.

\*\*\*\*\*

## Pilot Award Application

### Club Level Accomplishments and Contributions

Has served in the office(s) of \_\_\_\_\_ this year.

Has secured \_\_\_\_\_ eye donor / glasses this contest period. Has secured \_\_\_\_\_ hearing aids this contest period. Has sponsored \_\_\_\_\_ new members into Lionism this contest period. Has reactivated \_\_\_\_\_ Lions who had dropped out for various reasons.

Has faithfully worked on the following Club committees, doing outstanding work especially in the area of:

	Hours
Club Improvement	_____
Public Relations	_____
Sight First/Conservation	_____
Youth Work	_____
Convention	_____
Program	_____
Membership	_____
Leo Club	_____
Hearing & Speech	_____
Greeter	_____
Bulletin/Newsletter	_____
Other: _____	_____
_____	_____
_____	_____
<b>Sub Total:</b>	_____

Talked about Lionism to an outside group: \_\_\_\_\_

Wrote/Published an article about Lionism: \_\_\_\_\_

**Sub Total:** \_\_\_\_\_

**Total Club:** \_\_\_\_\_

## Pilot Award Application

### District/MD-35 Level Accomplishments and Contributions

Has served on \_\_\_\_\_ District Committees and attended the following:

	Hours
Zone Meetings	_____
Candy Days	_____
White Cane Days	_____
District Meetings	_____
District Convention	_____
MD-35 Convention	_____
District "Lions World Service" Day	_____
Lions Clubs International Convention	_____
Leader Dogs for the Blind	_____
USA/Canada Lions Leadership Conference	_____
Golden Chain	_____
Lions or Leo Clubs	_____
Hearing Aid/Eye Bank	_____
LCIF	_____
Care	_____
Eye Bank _____	_____
Florida Lions Foundation for the Blind	_____
Southeastern Guide Dogs	_____
Other _____	_____
<b>Total District/MD:</b>	_____

## Pilot Award Score Sheet

	Points	Total
Perfect Attendance	2 for Each Five Years	_____
Uniform Donor Cards Secured/Signed	1 for each card	_____
Sponsor new member	10 points each	_____
Reactivate member	10 points each	_____
Has attended:		
Zone Meetings	2 points each	_____
District Meetings	2 points each	_____
MD-35 Conference	2 points per day	_____
MD-35 Convention	2 points per day	_____
District Convention	2 points per day	_____
USA/Canada Forum	10 points	_____
Lions Club International Convention	10 points	_____

Has served on the following committees:

	Chair	Sub-CTE Chair	Committee Member	Hours	Points	
International Convention	15 points	7 points	4 points	_____	_____	_____
MD-35 Convention	20 points	10 points	5 points	_____	_____	_____
MD-35 Conference	15 points	7 points	3 points	_____	_____	_____
District Convention	15 points	7 points	3 points	_____	_____	_____
District Meeting	10 points	5 points	3 points	_____	_____	_____
USA/Canada Forum	10 points	5 points	3 points	_____	_____	_____

**PAGE 1 TOTAL** \_\_\_\_\_

## Pilot Award Score Sheet (Cont)

Has worked on the following district activities or projects:

	District Chair	MD-35 Chair	District Vice-Chair	MD-35 Vice-Chair	Points
Anchor Award	3 points	n/a	1 point	n/a	_____
Candy Day	3 points	5 points	1 point	1 point	_____
Citizenship & Patriotism	3 points	n/a	1 point	n/a	_____
Constitution & By-Laws	3 points	5 points	1 point	1 point	_____
Credentials	3 points	5 points	1 point	1 point	_____
Diabetes Awareness	3 points	5 points	1 point	1 point	_____
Disaster Relief	3 points	5 points	1 point	1 point	_____
Drug Awareness	3 points	n/a	1 point	n/a	_____
Elections	3 points	5 points	1 point	1 point	_____
Environmental Services	3 points	5 points	1 point	1 point	_____
Extension	5 points	1 point	1 point	1 point	_____
Golden Chain Award	3 points	5 points	1 point	1 point	_____
Governors Achievement Award	3 points	5 points	1 point	1 point	_____
Hearing Aid/Hearing Bank	3 points	5 points	1 point	1 point	_____
International Peace Poster	2 points	n/a	1 point	n/a	_____
International Understanding	3 points	5 points	1 point	1 point	_____
LCIF	3 points	5 points	1 point	1 point	_____
Leader Dog for the Blind	3 points	5 points	1 point	1 point	_____
Leadership Development	3 points	5 points	1 point	1 point	_____
Leo Club	3 points	5 points	1 point	1 point	_____
Lions Quest	3 points	n/a	1 point	n/a	_____
Lions Stamp Club/Collection	2 points	n/a	1 point	n/a	_____
Long Range Planning	3 points	5 points	1 point	1 point	_____
Membership Development	3 points	5 points	1 point	1 point	_____
Nominations	3 points	5 points	1 point	1 point	_____
Parliamentarian	3 points	n/a	1 point	n/a	_____
Public Relations	3 points	5 points	1 point	1 point	_____
Rules & Regulations	2 points	4 points	1 point	1 point	_____
Sergeant-at-Arms	2 points	4 points	1 point	1 point	_____
SightFirst	3 points	5 points	1 point	1 point	_____
Southeastern Guide Dogs	3 points	5 points	1 point	1 point	_____
Used Eyeglass Procurement	3 points	5 points	1 point	1 point	_____
White Cane Day	3 points	5 points	1 point	1 point	_____
Youth Exchange	3 points	5 points	1 point	1 point	_____

**PAGE 2 TOTAL** \_\_\_\_\_



## Pilot Award Score Sheet

### TOTALS

PAGE 1 TOTAL

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PAGE 2 TOTAL

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GRAND TOTAL

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We, the undersigned, do hereby verify that the above information is an accurate and truthful representation of the scores on this entry and voluntarily affix our signatures below.

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*Committee Chair*

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*Date*

---

*Committee Member*

---

*Date*

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*Committee Member*

---

*Date*

---

*Committee Chair*

---

*Date*

## Millard Conklin Crusader for Lionism Award

**PURPOSE:** The Millard Conklin Crusader for Lionism Award is designed to encourage participation of "Grass Root" Lions in each district and club and to select one from each district to be rewarded for outstanding dedication and contributions for their current calendar year efforts made to Lionism, and to be presented for a District award. The MD-35 Award is presented to the multiple district winner from among those district winners.

**CONTEST PERIOD:** The award shall cover the accomplishments realized only during the contest period from January 1<sup>st</sup> through December 31<sup>st</sup> of each calendar year

**ELIGIBILITY:** All Lions whose membership is in a Lions Club of MD-35 are eligible except the following:

- Current or past District Governors
- Current or past Vice District Governors
- Cabinet secretaries and/or cabinet treasurers
- Current or past International Officers or Directors
- Also the spouse, partner-in-service, or anyone serving in that capacity of a District Governor, Vice District Governor, Council Chair, International Officers or Directors, Candidates for International Director or Higher, cabinet secretaries and/or treasurers, shall not be eligible during their spouses or partners term of office.

A Lion will lose their eligibility during any year in which they become a candidate for District Governor or Vice District Governor. If not successful in their bid for office, they shall regain their eligibility starting on January 1<sup>st</sup> following the MD-35 Convention. A cabinet secretary and/or treasurer shall regain their eligibility after their term of office concludes for the next contest period starting January 1<sup>st</sup> of the following year. The spouses or partners of any of the offices listed in the previous paragraph shall also regain their eligibility on the January 1<sup>st</sup> following their spouses or partners term of office.

**NOMINATIONS:** Each club may enter all eligible members. A zone chair may nominate a president of one of the clubs in their zone. A district drive director or a district committee chair may nominate one of their workers.

A recognized MD-35 Project may nominate an entrant, provided the entrant is not gainfully employed in the Lions activity for which credit will be claimed.

**ENTRY SUBMISSION PROCEDURES:** There shall be a cover letter, an entry form (Enclosure #1) and the supplemental information (Enclosure #2) prepared for the nominee. ONLY Approved Forms will be accepted for submission.

A cover letter shall be submitted on the nominee by the club, organization, or Lion who is submitting the nomination. **Only the cover letter should contain any information identifying the nominee, their club,**

**their community, their county, or their district** and the cover letter will be retained by the MD-35 Office Manager. To preserve anonymity, **ALL** entries shall be submitted to the Multiple District office directly from the person submitting the form. No copies will be submitted to the District officers and/or district chairs.

The President must sign the cover letter, and one other Lion of the nominating club or organization, with a statement that all the facts contained therein are correct and true. The President shall not sign a cover letter submitting his or her own nomination; the secretary should sign that letter. The cover letter should identify the name of the Lion, their club, and their district.

The Cover letter from a Zone chair, district drive director, or a district committee chair must be signed by the nominating Lion and one other Lion with whom the nominated Lion is associated, and a statement that all the facts contained therein are correct and true. The nominated Lion shall not sign the cover letter that submits their nomination. The cover letter should identify the name of the Lion, their club and district.

The Standard Entry Form (Enclosure #1) shall be attached to the cover letter.

Supplemental information in expansion of the entry form will be on Enclosure #2 to the cover letter. Information presented in Enclosure #2 should present specific details. Additional comments relating to other community involvement and activities, which seem pertinent, are acceptable.

The entry form (Enclosure #1) and the supplemental information (enclosure #2) **SHOULD NOT** contain any information as to the nominee's name, club, district, county, or any other indication as to the nominee's identity.

The original copy of the entry is to be mailed to the MD-35 office. Note on the outside of the envelope "Crusader Entry". (Entries are **NOT** sent to the multiple district chair or district chairs by the submitter.)

All entries that are emailed must be received in the MD-35 office on or before January 31<sup>st</sup>. Entries that are sent via the postal service, UPS or FedEx must be postmarked no later than January 31<sup>st</sup> to be eligible for consideration.

Nominees may include a self-addressed, stamped envelope or card for the Office Manager to return, indicating receipt of the entry. It is highly recommended that the entry be sent by registered mail.

The Office Manager will inspect each entry to verify that the entry does not mention accomplishments from other than the current contest period. If such errors are found, the Office Manager will return the entry to the nominee for corrections. If the nominee desires to resubmit a revised entry, it must be received back in the MD-35 office by the same established deadlines of the section above.

Attendance of Council conferences, cabinet meetings, International and MD-35 conventions, USA/Canada Leadership Forums, etc., MAY NOT include travel (i.e. mileage) time, but may only include the actual hours attending official meetings, seminars, and other functions. MAY NOT include sleeping time and MAY NOT include airfare to such meetings.

Entries of the District winners and the MD-35 winner will be held in the MD-35 office and will be available for inspection by Lions of MD-35 upon request to the Council of Governors, and then only with their unanimous approval.

**AWARD COMMITTEE:** The MD-35 Office Manager will call for a meeting of all previous year Crusader Award winners (committee) on or before the Spring Conference, and will then compile all data and enter it into the program designed for the Crusader Award for each District. Each District's sitting Crusader Award winner will attest to the data entry for each respective district. If the sitting Crusader winner is unable to attend the meeting, the next immediate winner available may represent that District. Any District without representation to the meeting will be attested by two (2) other sitting winners/representatives attending within MD-35. No seated member of the Council of Governors can be a member of the District or Multiple District judging committee.

**AWARDS:** The Council of Governors shall be responsible for designating the type of awards, their selection, and how they will be procured. The district awards shall be presented to the recipients at the District luncheons held during the MD-35 Convention. The MD-35 Award shall be presented at the District Governor's Banquet at the MD-35 Convention.

**AMENDMENTS:** The rules of the Millard Conklin Crusader for Lionism Award may be amended in part, or in whole, only by a majority vote of the Council of Governors at a called meeting and recorded in the minutes of that meeting. The Council of Governors shall determine the effective date of any changes or amendments.

**JUDGING:** A private room for judging with table and chairs will be provided for the judges use at the MD-35 Spring Conference. It is the responsibility of the committee to review the data and activities of all eligible candidates. The judging will be based on Level Points allocated in each Level of the program with respect to categories in hours and personal service served. The Levels Points are: 40-Club, 30-District, 20-MD, and 10-International\*.

**SCORING:** Category scores are established by Hours served Total Allocated Points for Hours are used to achieve a final score.

Example: Club

Number of Hours = Total Allocated Points Hours

Total Hours Points = Total Allocated Club Points

This process is done on each Level with points allocated and totaled to give each entrant an overall total score. A worksheet for judging will be included with each submission for use by the judges on both the District and Multiple District levels.

If only one entrant from a district, that submission along with a blank worksheet will be sent with other district winners for judging at the MD-35 level. Worksheets are to be dated and signed by each judge and attached to the appropriate submission and returned to the MD-35 Office as outlined in the rules. Only these criteria will be accepted for judging!

Points for scoring nominees will be provided to the committee by the Office Manager as established by the Council of Governors. Official forms are to be included in this Policy Manual. Only those District nominees for whom a completed Crusader Award form was submitted to the MD-35 office will be considered for the MD-35 award. The winner will not be announced and will remain confidential to the MD-35 Office Manager until the award is presented at the District and Multiple District conventions, respectively.

The committee will assure, if they should surmise the winner from their entries being judged, that no one learns of the decision and name, except the MD-35 Office Manager.

Upon concluding the winners, the Office Manager shall arrange to have the award plates and the inscription on the plate(s) prepared for presentation at the MD-35 convention. The Office Manager will assure that no one else learns of the identity of the district winners until after the district luncheon at the MD-35 Convention.

The membership shall be informed of any amendments by publication in the MD-35 Florida and The Bahamas Lions Magazine and/or such other means as the Council of Governor may approve.

## Cover Letter for the Millard Conklin Crusader for Lionism Award

NOMINEE: \_\_\_\_\_

CLUB: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

If a Lions Club makes the nomination:

To the best of our knowledge, the information contained on this entry form and the supplementary forms are true and correct.

NOMINATING CLUB: \_\_\_\_\_

PRESIDENTS NAME: \_\_\_\_\_

PRESIDENTS SIGNATURE: \_\_\_\_\_

LION WITNESS NAME: \_\_\_\_\_

LIONS WITNESS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Entry Form, Page 1 of 4 – Millard Conklin Crusader for Lionism Award

### Club Level Accomplishments & Contributions

During this contest period, this Lion has:

Served in \_\_\_\_\_ club offices  
Secured \_\_\_\_\_ eye donor cards or eyeglasses  
Secured \_\_\_\_\_ Hearing Aids  
Sponsored \_\_\_\_\_ new Lions  
Reactivated \_\_\_\_\_ Lions that had dropped out of Lionism

Worked faithfully on the following club committees:

	Hours
Club Improvement	_____
Leo Club	_____
Youth Work	_____
Bulletin/Newsletter	_____
Drug Awareness	_____
Projects	_____
Convention	_____
Membership	_____
Sight	_____
Greeter	_____
Programs	_____
Diabetes	_____
Attendance	_____
Public Relations	_____
Hearing	_____
Eye Donor	_____
Budget	_____
Visitations	_____
Lion Information	_____

**Entry Form, Page 2 of 4 - Millard Conklin Crusader for Lionism Award**

**Club Level Accomplishments & Contributions (Continued)**

	Hours
Specify Other	
1) _____	_____
2) _____	_____
Sub Total	_____
Has done outstanding work in:	
1) _____	_____
2) _____	_____
Sub Total	_____
Wrote published articles	_____
Published pictures of Lions activities/events	_____
Spoke to outside groups on Lionism	_____
Sub Total	_____
<b>Total Club</b>	_____



Entry Form, Page 3 of 4 - Millard Conklin Crusader for Lionism Award

District Accomplishments & Contributions

During this contest period, this Lion has:

	Hours
Served on these District Committees	
_____	_____
_____	_____
Filled positions on the District Cabinet	
_____	_____
_____	_____
Attended _____ Zone Meetings	_____
Attended _____ District Meetings	_____
Specify Others:	
_____	_____
_____	_____
Sub Total	_____
District Projects Worked on:	
Governors Achievement Award	_____
Convention	_____
Golden Chain Award	_____
Youth Exchange	_____
Inter-Club Relations	_____
Specify Others:	
_____	_____
_____	_____
Sub Total	_____
Total District	_____

**Entry Form, Page 4 of 4 - Millard Conklin Crusader for Lionism Award**

**Multiple District Accomplishments & Contributions**

Attended Council of Governor Conferences \_\_\_\_\_  
Attended MD-35 Convention \_\_\_\_\_

MD-35 Projects/Activities Worked on:  
Florida Lions Foundation for the Blind \_\_\_\_\_  
Lions Eye Bank (Miami) \_\_\_\_\_  
North Florida Lions Eye Bank \_\_\_\_\_  
Southeastern Guide Dogs \_\_\_\_\_  
Leader Dog for the Blind \_\_\_\_\_  
LCIF \_\_\_\_\_  
  
Diabetes Awareness \_\_\_\_\_

**Total MD-35** \_\_\_\_\_

**International Accomplishments & Contributions**

Has attended:  
International Convention \_\_\_\_\_  
USA-Canada Forum \_\_\_\_\_  
Lions Leadership Seminars \_\_\_\_\_  
Other Leadership Training \_\_\_\_\_

**International Projects/Activities Worked on:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total International** \_\_\_\_\_

## Worksheet for Scoring the Millard Conklin Crusader Award

Page 1

Applicant # \_\_\_\_\_

**JUDGING:** it is the responsibility of the committee to review the data and activities of all eligible candidates. The judging will be based on level points allocated in each level of the program with respect to categories in hours and personal service served.

The Level Points are: 40 – Club; 30 – District; 20 – Multiple District; and 10 – International

### ONLY THIS CRITERIA WILL BE ACCEPTED IN THE JUDGING OF ENTRANTS

#### Club Level Accomplishments and Contributions

Hours \_\_\_\_\_ X 40 Points = \_\_\_\_\_

\_\_\_\_\_ Hours

**Total Allocated Club Points**

#### District Level Accomplishments and Contributions

Hours \_\_\_\_\_ X 30 Points = \_\_\_\_\_

\_\_\_\_\_ Hours

**Total Allocated District Points**

#### Multiple District Level Accomplishments and Contributions

Hours \_\_\_\_\_ X 20 Points

\_\_\_\_\_ Hours

**Total Allocated MD-35 Points**

#### International Level Accomplishments and Contributions

Hours \_\_\_\_\_ X 10 Points

\_\_\_\_\_ Hours

**Total Allocated International Points**

## Worksheet for the Millard Conklin Crusader Award

Page 2

Applicant # \_\_\_\_\_

This process is done on each level with points allocated and totaled to give each entrant an overall score

Total Club Hours \_\_\_\_\_

Total District Hours \_\_\_\_\_

Total MD-35 Hours \_\_\_\_\_

Total International Hours \_\_\_\_\_

Total Allocated Points for Hours \_\_\_\_\_

Total Allocated Points for Hours achieve a final score

Total Allocated Points for Entrant \_\_\_\_\_

The following judges have checked this submission for accuracy and compliance with the rules of the contest.

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_ District \_\_\_\_\_

Signature: \_\_\_\_\_ District \_\_\_\_\_

Signature: \_\_\_\_\_ District \_\_\_\_\_

Signature: \_\_\_\_\_ District \_\_\_\_\_

Signature (MD-35 Committee Chairperson on MD-35 judging level):

\_\_\_\_\_

## Order of the Golden Chain

ELIGIBILITY: Any Lion who completes the following requirements between January 1<sup>st</sup> and December 31<sup>st</sup> shall earn the Golden Chain Award. The award may be earned each year the qualifications are met.

REQUIREMENTS: The Order of the Golden Chain contains two important parts. Part I includes five (5) activities that are mandatory. Part II lists twenty (20) activities a Lion may participate in. To qualify, a Lion must complete all five (5) mandatory activities in Part I and eleven (11) of the twenty (20) options in part II.

**\*\* Completion of parts I and II before December 31<sup>st</sup> qualifies the Lion for the award. \*\***

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

Club: \_\_\_\_\_

President's Signature: \_\_\_\_\_

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

Secretary's Signature: \_\_\_\_\_

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

Basic Medal: \_\_\_\_\_

Tab #: \_\_\_\_\_

## Order of the Golden Chain Requirements

### Part 1 - Mandatory Requirements

- A. Attend a minimum of 75% of their regular club meetings during the period. Missed meetings may be made up by attendance at a local board of directors meeting or at meetings of other Lions Clubs. Attendance % \_\_\_\_\_
- B. Sign up a new member and help them become an active member.
- C. Name: \_\_\_\_\_ Club: \_\_\_\_\_ Date Inducted: \_\_\_\_\_
- D. Attend a local board of directors meeting. Date: \_\_\_\_\_
- E. Be active as a local committee member. Committee: \_\_\_\_\_
- F. Attend a Zone, Cabinet, or Council of Governors meeting. Location: \_\_\_\_\_ Date: \_\_\_\_\_

### PART 2 - THE FOLLOWING ACTIVITIES ARE OPTIONS - Must complete 11 of the 20 listed.

- 1. Serve as an active local chair of an internal or external committee.  
Committee: \_\_\_\_\_
- 2. Submit a complete plan for a new project to the local board of directors: Date: \_\_\_\_\_
- 3. Serve as a local officer or director OR visit one of Florida's two Lions Eye Banks.  
Office Held: \_\_\_\_\_ Eye Bank: \_\_\_\_\_
- 4. Write an acceptable article for publication covering some phase of a project activity for local or state publication, such as The Lions of Florida, Bahamas, Aruba, Bonaire & Curacao magazine, radio, TV, etc.  
Date: \_\_\_\_\_
- 5. Attend a Council of Governors Conference in addition to required activities OR visit another Lions Entity.  
Meeting/Visit: \_\_\_\_\_
- 6. Attend a Zone or Cabinet meeting in addition to required activities.  
Meeting: \_\_\_\_\_ Date: \_\_\_\_\_
- 7. Have three (3) people sign up on Florida Donate Now Organ Donor Site:  
Person 1 \_\_\_\_\_ Person 2 \_\_\_\_\_ Person 3 \_\_\_\_\_ Date: \_\_\_\_\_
- 8. Serve as a speaker at a non-Lion meeting in support of a Lions project OR make a second official visitation to a regular meeting of another club.  
Activity: \_\_\_\_\_ Date: \_\_\_\_\_
- 9. Serve as a member of a successful Extension team and make three (3) visitations within the qualification period after the club is chartered, OR, visit an Eye Bank.  
Activity: \_\_\_\_\_ Date: \_\_\_\_\_
- 10. Serve as a district chair, co-chair or vice chair OR attend a zone meeting in another zone.  
Committee: \_\_\_\_\_ Zone: \_\_\_\_\_ Date: \_\_\_\_\_
- 11. Serve as a cabinet officer OR become a Certified Diabetic Screener or Retinopathy Screener or become recertified during the year.  
Activity: \_\_\_\_\_ Date: \_\_\_\_\_
- 12. Reactivate a dropped Member OR have perfect attendance for the period with make-up rules effective.  
Member: \_\_\_\_\_ Club: \_\_\_\_\_ Date: \_\_\_\_\_

13. Introduce a prospect to a club, sign them up, and help them become an active Lion. (This must be in addition to the mandatory section.)  
Member: \_\_\_\_\_ Club: \_\_\_\_\_ Date: \_\_\_\_\_
14. Visit a regular membership meeting of another club as part of an official visitation team.  
Club: \_\_\_\_\_ Date: \_\_\_\_\_
15. Participate in the presentation of an orientation program.      Date: \_\_\_\_\_
16. Give invocation or benediction at a Lions meeting or lead the club in singing "America" or the "Pledge of Allegiance" to the flag.  
Activity \_\_\_\_\_ Date: \_\_\_\_\_
17. Contribute a pint of blood to a Lions blood bank or get some else to contribute OR attend a second board of directors meeting.  
Activity \_\_\_\_\_ Date: \_\_\_\_\_
18. Attend an eye bank meeting or the Florida Lions Foundation board of directors meeting in person or a virtual meeting.  
Activity \_\_\_\_\_ Date: \_\_\_\_\_
19. Participate in an activity determined by the local Lions Club.  
Activity: \_\_\_\_\_ Date: \_\_\_\_\_
20. Make a donation to LCIF in your name, your club or another Lions name.  
  
Donation Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**SIGNATURE OF SECRETARY VERIFYING ALL TASKS HAVE BEEN COMPLETED**

**\*\*\*RETURN COMPLETED FORM TO THE DISTRICT CHAIR\*\*\***

## **Order of the Golden Chain – Bahamas, Aruba, Bonaire or Curacao Lions Clubs Only**

ELIGIBILITY: Any Lion who completes the following requirements between January 1<sup>st</sup> and December 31<sup>st</sup>, shall earn the Golden Chain Award. The award may be earned each year the qualifications are met.

REQUIREMENTS: The Order of the Golden Chain contains two important parts.

Part I includes five (5) activities that are mandatory.

Part II lists twenty (20) activities a Lion may participate in. To qualify, a Lion must complete all five (5) mandatory activities in Part I and eleven (11) of the twenty (20) options in part II.

**\*\*Completion of parts I and II before December 31<sup>st</sup> qualifies the Lion for the award. \*\***

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

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

President's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Basic Medal: \_\_\_\_\_ Tab #: \_\_\_\_\_



## **Order of the Golden Chain Requirements – Bahamas, Aruba, Bonaire or Curacao Lions Clubs Only**

### **Part 1 - Mandatory Requirements**

- A. Attend a minimum of 75% of their regular club meetings during the period. Missed meetings may be made up by attendance at a local board of directors meeting or at meetings of other Lions Clubs. Attendance % \_\_\_\_\_
- B. Sign up a new member and help them become an active member.  
Name: \_\_\_\_\_ Club: \_\_\_\_\_ Date Inducted: \_\_\_\_\_
- C. Attend a local board of directors meeting. Date: \_\_\_\_\_
- D. Be active as a local committee member. Committee: \_\_\_\_\_
- E. Attend a Zone, Cabinet, or Council of Governors meeting. Location: \_\_\_\_\_ Date: \_\_\_\_\_

### **PART II - THE FOLLOWING ACTIVITIES ARE OPTIONS - Must complete 11 of the 20 listed.**

- 1. Serve as an active local chair of an internal or external committee. Committee: \_\_\_\_\_
- 2. Submit a complete plan for a new project to the local board of directors: Date: \_\_\_\_\_
- 3. Serve as a local officer or director OR visit one of Florida's two Lions Eye Banks.  
Office Held: \_\_\_\_\_ Eye Bank: \_\_\_\_\_
- 4. Write an acceptable article for publication covering some phase of a project activity for local or Multiple District publication, such as The Lions of Florida, Bahamas, Aruba, Bonaire & Curacao magazine, radio, TV, etc.  
Date: \_\_\_\_\_
- 5. Attend a Council of Governors Conference in addition to required activities OR visit-another Lions Entity.  
Meeting/Visit: \_\_\_\_\_
- 6. Attend a Zone or Cabinet meeting in addition to required activities. Meeting: \_\_\_\_\_  
Date: \_\_\_\_\_
- 7. Serve as a speaker at a non-Lion meeting in support of a Lions project OR make a second official visitation to a regular meeting of another club. Activity: \_\_\_\_\_ Date: \_\_\_\_\_
- 8. Serve as a member of a successful Extension team and make three (3) visitations within the qualification period after the club is chartered, OR, visit an Eye Bank. Activity: \_\_\_\_\_ Date: \_\_\_\_\_
- 9. Serve as a district chair, co-chair or vice chair OR attend a zone meeting in another zone.  
Committee: \_\_\_\_\_ Zone: \_\_\_\_\_ Date: \_\_\_\_\_
- 10. Serve as a cabinet officer OR participate in an activity determined by the local club in addition to other options.  
Activity: \_\_\_\_\_ Date: \_\_\_\_\_
- 11. Reactivate a dropped Member OR have perfect attendance for the period with make-up rules effective.  
Member: \_\_\_\_\_ Club: \_\_\_\_\_ Date: \_\_\_\_\_
- 12. Introduce a prospect to a club, sign them up, and help them become an active Lion. (This must be in addition to the mandatory section.)  
Member: \_\_\_\_\_ Club: \_\_\_\_\_ Date: \_\_\_\_\_
- 13. Visit a regular membership meeting of another club as part of an official visitation team.  
Club: \_\_\_\_\_ Date: \_\_\_\_\_
- 14. Participate in the presentation of an orientation program. Date: \_\_\_\_\_

15. Give invocation or benediction at a Lions meeting or lead the club in singing Your Countries "National Anthem" and/or the Nations "Pledge" to the flag.

Activity \_\_\_\_\_ Date: \_\_\_\_\_

16. Contribute a pint of blood to a Lions blood bank or get some else to contribute a pint of blood OR attend a second board of directors meeting.

Activity \_\_\_\_\_ Date: \_\_\_\_\_

17. Attend an eye bank meeting or the Florida Lions Foundation board of directors meeting.

Activity \_\_\_\_\_ Date: \_\_\_\_\_

18. Participate in an activity determined by the local Lions Club.

Activity: \_\_\_\_\_ Date: \_\_\_\_\_

19. Make a donation to LCIF in your name, your clubs name or another Lions name.

Donation Name: \_\_\_\_\_ Date: \_\_\_\_\_

20. Participate in a Diabetes related Project

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**SIGNATURE OF SECRETARY VERIFYING ALL TASKS HAVE BEEN COMPLETED**

## MD-35 Bulletin Contest

The MD-35 Bulletin Contest starts on September 1<sup>st</sup> and ends March 31<sup>st</sup> of each Lion year. A copy of all issues published by a club should be mailed to the Bulletin Contest Chair, Cabinet Secretary, and the MD-35 Office Manager.

### Rating for a 1,000 POINT Bulletin Score

- \*Program announcement: 75
- \*Announcement of day, time and place of meeting: 15
- \*Name of club, city and state: 15
- \*Name of President, Secretary, District Governor, 1st and 2nd Vice District Governor, Zone Chair, and the MD-35 Office Manager: 15
- \*Resume' of last meeting: 40
- \*Personal items about members: 75
- \*Masthead (name of bulletin, address and telephone of editor): 50
- Announcements of actions taken by club: 60
- Activities mentioned: 40
- Committee reports: 40
- List of coming events (club, zone, district, etc.): 60
- Items about zone and district events: 40
- Humor (jokes, amusing incidents, etc.): 40
- Legibility: 60
- Neatness: 60
- Convenience of size: 40
- Attractive appearance: 60
- Regularity of issue: 40
- Style of writing: 55
- Editorials: 50
- Illustrations: 10

### **1000 Point Clarification of Scoring**

- Bulletin should be judged by the score system as set forth in the above table.
- The points set forth in the above table shall be the maximum allowable points for each item.
- All starred (\*) items must appear in each issue of the bulletin.
- The items without a star must be included in the bulletin once each month. (They may be included in every issue, but this is not necessary.)
- Program announcements: The program for each meeting prior to the next issue shall be given. If the program for any such meeting has not been determined, that shall be noted and considered as satisfying this requirement.
- Activities mention: This may be an activity completed or a future activity.
- Personal items about members: This may be a birthday, anniversary, health report or other personal item about a member.
- The following items shall be scored for each issue: Legibility, neatness, convenience of size, attractive appearance, and regularity of issue and style of writing.
- Single page bulletin: any bulletin printed on one sheet of paper of legal size or smaller shall be considered a single page bulletin.
- Multiple Page Bulletin: any bulletin printed on more than one sheet of paper shall be consider a multiple-page bulletin.

District Awards will be given to the club bulletin which, in the opinion of the Bulletin Contest committee, is the most outstanding in each of the two (2) categories, single or multiple pages. The district committee choices are entered into the MD-35 contest to determine the best bulletin in the Multiple District.

### **International Newsletter (Bulletin) Contest**

To enter the contest:

- Each Lions Club should submit two copies of their best club news bulletins to the Public Relations Division of Lions International Headquarters no later than May 1<sup>st</sup>.
- There will be one winner and four honorable mention winners.
- Winners will be announced at the annual International Convention.
- Members of the Publications, Public Relations and Lions Information Committee of the International Board of Directors will judge the entries.
- Winners will be awarded prizes.
- All entries in the International Newsletter (bulletin) contest must be accompanied by the contest registration form.

## Governor's Achievement Award – New Lion

**OBJECTIVES:** This award is designed to assist the NEW LION member to become thoroughly familiar and fully involved in the activities and purposes of Lionism.

**ELIGIBILITY:** This award is available only to NEW members in their first year of membership, beginning with induction. The sponsoring Lion is responsible for assisting the new member in the pursuit of their requirements. The club membership director should secure the completed forms for certification by the club's board of directors who, after their approval, shall send the form to the district chairperson.

**EACH OF THE FOLLOWING REQUIREMENTS ARE MANDATORY: (Must complete 8 out of 10)**

	Date	Initial
1. Read a recent Lions International Magazine or a recent MD 35 Magazine and serve as a greeter at four (4) meetings.	_____	_____
2. Attend a board of directors meeting.	_____	_____
3. Attend a zone meeting.	_____	_____
4. Participate actively in two Club projects.	_____	_____
5. Attend two (2) other club meetings OR visit an eye bank OR Any other Florida Lions entity.	_____	_____
6. Attend two (2) club social functions.	_____	_____
7. Attend a MD-35 Conference OR attend a new member orientation.	_____	_____
8. Attend 75% or better of regular club meetings.	_____	_____
9. Attend one (1) district meeting OR an eye bank meeting.	_____	_____
10. Recruit one (1) new member.	_____	_____

The sponsoring Lion will date and initial each item of achievement as accomplished and secure certification by the club secretary.

NAME (NEW MEMBER): \_\_\_\_\_

DATE INDUCTED: \_\_\_\_\_

NAME OF SPONSOR: \_\_\_\_\_

NAME OF CLUB: \_\_\_\_\_

WE CERTIFY LION \_\_\_\_\_ HAS MET ALL REQUIREMENTS FOR THE  
DISTRICT GOVERNOR'S ACHIEVEMENT AWARD.

SPONSORING LION SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CLUB SECRETARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MEMBERSHIP CHAIR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*\*RETURN COMPLETED FORM TO THE DISTRICT CHAIR\*\*\***

## Governor's Achievement Award – Transfer Lion

**OBJECTIVES:** This award is designed to assist the new **Transfer** Lion to become thoroughly familiar and fully involved in the activities and purposes of Lionism.

**ELIGIBILITY:** This award is available only to new **Transfer** Lions in their first year of membership, beginning with induction into the club they transferred. The sponsoring Lion is responsible for assisting the new member in the pursuit of their requirements. The club membership director should secure the completed forms for certification by the club's board of directors who, after their approval, shall send the form to the district chairperson.

**EACH OF THE FOLLOWING REQUIREMENTS ARE MANDATORY: (Must complete 8 out of 10)**

	Date	Initial
1. Visit a Florida Lions Entity OR attend a lecture on an Entity from a representative of the Entity.	_____	_____
2. Attend two (2) board of directors meeting.	_____	_____
3. Attend a zone meeting.	_____	_____
4. Participate actively in two (2) Club projects.	_____	_____
5. Attend two (2) other club meetings or attend a MD-35 convention or visit an eye bank.	_____	_____
6. Attend two (2) club social functions.	_____	_____
7. Attend a MD-35 Conference OR Southeastern Guide Dogs.	_____	_____
8. Attend 75% or better of regular club meetings.	_____	_____
9. Attend one (1) district meeting or an eye bank meeting.	_____	_____
10. Recruit one (1) new member.	_____	_____

The sponsoring Lion will date and initial each item of achievement as accomplished and secure certification by the club secretary.

NAME (TRANSFER MEMBER): \_\_\_\_\_ DATE TRANSFERRED: \_\_\_\_\_

NAME OF SPONSOR: \_\_\_\_\_

NAME OF CLUB: \_\_\_\_\_

WE CERTIFY LION \_\_\_\_\_ HAS MET ALL REQUIREMENTS FOR THE  
DISTRICT GOVERNOR'S ACHIEVEMENT AWARD.

SPONSORING LION SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CLUB SECRETARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MEMBERSHIP CHAIR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*\*RETURN COMPLETED FORM TO THE DISTRICT CHAIR\*\*\***



## Governor's Achievement Award – Bahamas, Aruba, Bonaire & Curacao Lions Clubs Only

OBJECTIVES: This award is designed to assist the new **Bahamas, Aruba Bonaire or Curacao** Lions to become thoroughly familiar and fully involved in the activities and purposes of Lionism.

ELIGIBILITY: This award is available only to new **Bahamas, Aruba Bonaire or Curacao** Lions in their first year of membership, beginning with induction. The sponsoring Lion is responsible for assisting the new member in the pursuit of their requirements. The club membership director should secure the completed forms for certification by the club's board of directors who, after their approval, shall send the form to the district chairperson.

EACH OF THE FOLLOWING REQUIREMENTS ARE MANDATORY: (Must complete 8 out of 10)

	Date	Initial
1. Read a recent Lions International Magazine or a recent MD 35 Magazine.	_____	_____
2. Attend two (2) board of directors meeting.	_____	_____
3. Serve as a greeter at four (4) club meetings.	_____	_____
4. Participate actively in two (2) Club projects.	_____	_____
5. Work on the Committee for the District Governor's Official Visit.	_____	_____
6. Attend two (2) club social functions.	_____	_____
7. Work on at least two (2) eye cases.	_____	_____
8. Attend 75% or better of regular club meetings.	_____	_____
9. Participate in a Diabetes service project	_____	_____
10. Invite one (1) guest to attend a regular club meeting.	_____	_____

The sponsoring Lion will date and initial each item of achievement as accomplished and secure certification by the club secretary.

NAME (NEW MEMBER): \_\_\_\_\_ DATE TRANSFERRED: \_\_\_\_\_

NAME OF SPONSOR: \_\_\_\_\_

NAME OF CLUB: \_\_\_\_\_

WE CERTIFY LION \_\_\_\_\_ HAS MET ALL REQUIREMENTS FOR THE  
DISTRICT GOVERNOR'S ACHIEVEMENT AWARD FOR NEW BAHAMAS, ARUBA, BONAIRE OR CURACAO  
LIONS.

SPONSORING LION SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CLUB SECRETARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MEMBERSHIP CHAIR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*\*RETURN COMPLETED FORM TO THE DISTRICT CHAIR\*\*\***

## Anchor Award

PURPOSE: The purpose of this award is to provide recognition for the “Grass Root Lions” who are the anchors and stability of our association. The goal is to eliminate the club drop outs, by recognizing these Lions who put out special effort at the club level. All Lions will be eligible for this award that have put in at least 125 hours or more of service in any recognized Lion activity, except the following:

- Current Club Presidents
- Current Club Secretaries
- Current Zone Chairs
- Current Cabinet Secretaries
- Current Cabinet Treasurers
- Current Multiple District chairs
- Current District Governors
- Current Vice District Governors
- Past District Governors and Past Vice District Governors
- Current or Past International Officers or Directors

(District Chairs shall be considered for the Anchor Award at the discretion of the District Governor. Hours accumulated on district committee activities shall NOT be considered for the award.)

- RULES: Each Lion should keep a record of all the hours they work on anything in conjunction with Lionism. These must be certified and dated by the club president or secretary. All hours counted must be actual and not estimated. Sleep and travel time are excluded in any of the hours counted toward the award. Fifty (50) points (hours) will be the maximum allowed for any one project or activity and total points (hours) must be accumulated from more than one activity or project. The club secretary shall collect each tally sheet, tabulate its points, and submit it to the District Awards chair by July 31<sup>st</sup> of each year to be eligible. The following is a partial list of functions which could count toward this award.
- Club Meetings
- Club Projects
- MD-35 Projects

- Lions International Projects
- Lion Training Seminars and Classes
- Zone and Cabinet Meetings
- Council of Governor's Conferences
- Inert-club Meetings
- Visitations to any Lions entities. (Leader Dog for the Blind, any Eye Bank, , Lions Clubs International, Southeastern Guide Dog, etc.)

The contest year shall run the Lionistic year, which runs from July 1<sup>st</sup> of each year through June 30<sup>th</sup> of each year. The award can be earned only once in each year, but maybe awarded at any time during the contest period after completion of the hours required. As of July 1<sup>st</sup> of each year, all hours accumulated will be dropped and a new contest period shall begin.

SINCE THIS IS A CLUB AWARD, each club must order their award pins or tabs by sending a copy of the work sheet, and the order form with a check attached for the number of pins and tabs being ordered to the District Awards chair, who shall, after recording for reporting purposes, take the checks and purchase the proper number of pins and tabs from the Multiple District Office for the clubs. District Award Chair shall order Anchor Awards in sufficient numbers from the MD-35 Office Manager to furnish the District Awards chair what is needed for the district. There shall be no Multiple District or District winner, as this is strictly a club award.

### Anchor Award Activity & Project Form

Club \_\_\_\_\_ District \_\_\_\_\_

Club President \_\_\_\_\_

Club Secretary \_\_\_\_\_

Lion's Name \_\_\_\_\_

Function	Date	Hours	Verification

I HEREBY CERTIFY THAT THE ABOVE HOURS ARE ACTUAL AND NOT ESTIMATED

\_\_\_\_\_  
Club Secretary

\_\_\_\_\_  
Date

Original: District Chair Copy: Club Secretary

## Senior Leadership Award

### **PURPOSE:**

The purpose of the Senior Leadership Award (SLA) is to provide recognition for the Past District Governors who have provided 10 years of on-going service (in MD 35) since holding the office of District Governor.

### ***Criteria for Qualification:***

- Record of paying dues for 10 years in an MD 35 Lions Club following service as District Governor.<sup>1</sup>
- Must be a member in good standing.
- Must have a record of activity in their District or the Multiple District of activities since serving as District Governor.<sup>2</sup>
- Must have a record of support for MD 35 entities.<sup>3</sup>

For the first year (2022), any past District Governor who served as District Governor prior to 2012 are eligible and would be “grand fathered/grand mothered” for the SLA provided they meet the criteria for qualification. In all Future years, the number of recipients should equal no more than the number of district is MD 35.

### ***Award***

- The PID’s will serve as a committee to determine a suitable award for presentations.
- The Council of Governors will establish an annual budget line to fund the SLA.

### ***Process for Selection:***

1. The MD Executive Secretary will provide a list of potential candidates for the award to each sitting District Governor at the January Council meeting.
2. The District Governor will determine if the candidates meet the criteria for qualification.
3. The District Governor informs the MD Executive Secretary of those PDG’s to be recognized.
4. The MD presents Senior Leadership Awards at the MD Convention at an appropriate time.

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<sup>1</sup>A PDG who served as a District Governor outside of MD 35 would be eligible for the Senior Leadership Award after 10 years of service as a Lion in an MD 35 Lions Club.

<sup>2</sup>A wide latitude would be available to the District Governor about what constitutes a record of activity. A general guideline would be that each year, some level of activity outside the home club could be identified.

<sup>3</sup>The PDG should have some level of contribution to an MD 35 entity, served in a leadership role, or participated in activities associated with one of the entities.

## **DISASTER RELIEF PROGRAMS**

### **Disaster Relief Committee**

A disaster relief committee shall exist for the purpose of coordinating relief efforts for the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao and the individual districts. It must be noted that Lions are not a relief agency but provide humanitarian aid to those in need when possible and feasible, the same as the Lions Clubs International Foundation. There shall be a MD-35 Chair and each district shall have a chair for their individual districts, who shall report on activities within their district to the MD-35 Chair for reporting to the Council of Governors.

The MD-35 chair shall be the overall coordinator of any disaster that affects the entire Multiple District, or major portions thereof. Otherwise, it shall be their duty only to train the district chairs in their duties, so that when a disaster is confined to a district, the district chair shall have the ability to handle the coordination of any relief efforts from that area, per their District Governors request.

It is not the duty of the MD-35 Chair to go to any district, unless requested by the District Governor from that district, as this responsibility of coordination is that of the individual district chairs, per their District Governors requests.

The MD-35 chair will also request reports from each of the districts so they in turn can make reports at the council conferences and the MD-35 convention on any activities throughout the various districts, as well as any multiple district activity. It is also the duty of the MD-35 chair to provide updated material to the district chairs, if it pertains to their duties if a need arises. They should also serve as a counselor to the districts when requested.

All donations to a disaster relief fund should be made only to the MD-35 or district fund from the clubs, or others, in the form of a check allowing for complete accounting of such.

For the MD-35 chair or district chair to become involved if a disaster should occur, the Council of Governors or an individual District Governor shall request emergency aid from the Lions Clubs International Foundation (LCIF) for the affected area, and then in turn have the district or MD-35 chair

coordinate the efforts in the affected areas. MD-35 and the districts shall only become involved in natural disasters as proclaimed by Federal Emergency Management Agency, and acceptable to LCIF standards for emergency aid. Major Catastrophe Grants may also be disbursed in response to documented disasters or critical circumstances impacting a large population or geographic area.

Although LCIF is not a relief agency, the foundation makes emergency grants that must be used only for food, clothing, blankets, or medical supplies. The main goal of LCIF is to help rebuild and restore important services and programs after a natural disaster. These emergency grants must be requested by the District Governors and full accounting of how and for what the funds were used must be made to LCIF.

LCIF asks for Multiple District, districts, and even local Lions Clubs, to provide the immediate emergency aid as provided for under the LCIF grant rules, and then allows the disaster relief agencies to do their work, such as the Salvation Army, Red Cross, and various other church and relief groups. Otherwise there is a tremendous amount of waste and duplication of services being provided.

Local problems such as house fires, etc., or anything other than a natural disaster within either a district or the entire multiple district should not be addressed at the MD-35 or district level. If a local or neighboring clubs would like to participate in help for the victims, they should by all means do so. It is highly recommended that a voucher system be set up with a local merchant, since checks are a problem to cash and giving them cash is tempting for the victims to purchase items other than for emergency needs. Local clubs or groups of clubs may want to assist in other areas for the victims such as providing transportation, providing our traditional eye care services, etc. Do not waste resources on services being provided by others. Look for needs that no one else has or will be providing. All assistance shall be documented per the approved forms prior to providing assistance or relief services.



**Form for Donations of Material for Disaster Relief**

DATE FIRST CALLED RECEIVED \_\_\_\_\_ WHO RECEIVED CALL \_\_\_\_\_

NAME OF DONOR \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

WHERE COMING FROM \_\_\_\_\_

WHO FROM \_\_\_\_\_

ESTIMATED DATE AND TIME OF DEPARTURE \_\_\_\_\_

ESTIMATED DATE AND TIME OF ARRIVAL \_\_\_\_\_

HOW MANY TRUCKS/VEHICLES \_\_\_\_\_

HOW MANY PEOPLE WITH THEM \_\_\_\_\_

WHAT IS ON VEHICLES \_\_\_\_\_

IS IT LOADED ON PALLETS \_\_\_\_\_ ESTIMATED WEIGHT \_\_\_\_\_

ESTIMATED VALUE \_\_\_\_\_

ACTUAL DATE AND TIME DEPARTED \_\_\_\_\_

ACTUAL DATE AND TIME ARRIVED \_\_\_\_\_

NEED ESCORT \_\_\_\_\_

ESCORT ARRANGED BY WHOM \_\_\_\_\_

WHERE WILL ESCORT MEET THEM \_\_\_\_\_

FOLLOW UP CALLS (INDICATE DATE, TIME, WHO YOU SPOKE WITH AND WHAT TOOK PLACE)

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**Final State of Material on Arrival**

ACTUAL DATE AND TIME RECEIVED \_\_\_\_\_

TOTAL VEHICLES RECEIVED \_\_\_\_\_

RECEIVED BY WHOM? \_\_\_\_\_

REPORT FILED BY WHOM? \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE