

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

POLICY MANUAL

Lions Clubs International



**Revised
August 8, 2026**

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 MD35 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 (*Executive Secretary or Executive Secretary/Treasurer*). 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It is resolved that all previous statements of MD-35 policy are rescinded and that this reformatted, revised, and updated policy manual be adopted as the Policy Manual of MD-35, the Lions of Florida, Bahamas, Aruba, Bonaire & Curacao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 August 8, 2026.

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 vote 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 affect 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 First Vice District Governors choose an individual who has served as district governor during the last 5 years.

There will be Council Chair Elect training consisting of three (3) in-person classes conducted each Lionistic year. Training will cover all aspects of leadership and management as well as duties and responsibilities. Sessions will be conducted on the Friday before the August Council of Governors (COG) meeting, Thursday before the November Fall Conference, and Friday before the January COG meeting. Any applicant who has not completed all the training classes will not be eligible for consideration for the position of Council Chair. Certification will be good for 3 years from date of completion.

On the first Monday of July a request for résumés for the office of Council Chairperson will be posted on the Multiple District 35 website as well as all district websites and social media by the Executive Secretary. The cutoff date for receiving résumés at the Multiple District office is December 31st. As résumés are received the Executive Secretary will distribute them to all First Vice District Governors for review. Interviews may be conducted as résumés are received. It is highly recommended that interviews be conducted in person. The council chairperson ~~should~~ will be selected by the First Vice District Governors of the multiple district who will be in office as District Governors during the term of the selected council chairperson during the month of March. The selected candidate will be announced at the May Multiple District Convention.

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 conferences, 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 Third 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.

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 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 Executive Secretary/Office Manager, Executive Treasurer, 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 Executive Secretary/Office Manager, Executive Treasurer 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 Executive Secretary/Office Manager or Executive Treasurer, 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 Executive Secretary/Office Manager or Executive Treasurer.

Multiple District Financial Information

The Council of Governors will be responsible for seeing 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 Executive Treasurer.

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 1st and January 1st of each year and are based on club membership in the Lions Portal on July 1st and January 1st.

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.

Audits and Financial Reviews

The Council of Governors shall receive financial reports, semi-annually or more frequently, from the Executive Treasurer, Multiple District Office Manager, Executive Secretary/Treasurer and provide for a financial review by the District Governors Elect at the end of the fiscal year of the multiple district books and accounts. 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 not be able to retain any realized profits.
- Proper financial reports shall be made by the host Lions Club(s) to the Executive Treasurer/Executive Secretary-Treasurer within 45 days of the close of the event.

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 Executive Treasurer/Executive Secretary-Treasurer 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 Executive Treasurer/Secretary-Treasurer for closure. Any unused funds from the original grant request will also be returned the Multiple District.

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:

(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

331 W Central AVE STE 246

Winter Haven FL 33880

Email: md35execsec@md35lions.org

POTENTIAL LEADERS SEMINAR AND WORKSHOP

An orientation seminar shall be held each year for all District Governor Candidates, First and Second Vice District Governor candidates, as well as for potential candidates for these positions. Mandatory attendance is required of candidates for Second Vice District Governor. It is highly recommended that candidates for District Governor and First 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 a date selected by the Council of Governors during their first Executive Session, and is for all candidates, as well as those considering running for these positions.

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

An Organizational meeting and workshop for all District Governor-Elects, First and Second Vice District Governor-Elects shall be held no later than the Friday following the MD-35 Convention. 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, First and Second 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, First and Second 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 1ST AND 2ND 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 organizations.
- 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 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 partnering-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 1st. 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 31st. The second rule involves the actual presentation of claims, which are due by the 20th of the month following the actual expense month. Thus, your expenses for July will be due August 20th. 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 28th 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 1st and 2nd 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 First 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 Second 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 Second Vice District Governor Elects will choose for their council a blazer color as well as the trouser, skirt or slacks and purchase both from the same company (companies) ensuring color shades match. The uniform and accessories (cummerbund – ties (regular or bow) – ladies scarfs) are to be worn at all International events, Council of Governors Conferences, and any other multiple district events. The same uniform will be worn when two (2) or more are attending any other event together. Polo shirts (if chosen) are to be the same color shade with a left side breast Lions logo. Embroidered names are optional, but a decision needs to be made for all members collectively—either everyone will have them or none will.

Formal wear will consist of a white dinner jacket, black trousers and black shoes for the men, and formal evening wear for the ladies. Men's accessories will be a cummerbund with a tie (regular or bow).

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

The Official Florida Uniform and Parade Uniform shall consist of Florida Orange polos which can be purchased through the Multiple District office, white pants or skirts, to be used for travel to all multiple district and international events, or as called for. Florida Orange polos and white pants or skirts (NO SHORTS or SKORTS) with all white accessories will be worn for parades.

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/companions should always look like Governors and 1st and 2nd Vice Governors. They must respect the position, as they represent 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.

Companion-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 1st and 2nd Vice District Governor will not be reimbursed by Lions Clubs International or the multiple district for their travel or per diem expenses unless they are making official visits for the District Governor and only then if the expense report is signed and submitted for reimbursement by the District Governor, 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.

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. The District Governor Elects will submit an expense reimbursement budget for select Multiple District chairs and amounts will be based on availability of Multiple District funds. 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) / Global Membership Team (GET) Global Extension Team 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.

REIMBURSEMENT RULES FOR THE COUNCIL CHAIR (CC)/CC ELECT

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 (Executive Secretary/Treasurer) or (*Executive Treasurer*) 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 NLT 30 days following the close of the month in which the expense was incurred. No reimbursement will be made if the expense statement(s) are not submitted within the time limit. (*updated 5 August 2023*)

The Council Chair Elect 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 to show verification of expenses.

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

REIMBURSEMENT RULES FOR DISTRICT GOVERNORS

Budget

The district governor will be provided a budget annually to subsidize the costs for annual club visits, new club organization and meetings for the purpose of district and multiple district administration and Mission 1.5 Training. The reimbursement is limited to the allocated budget amount. To maximize the budget allocated, district governors are encouraged to utilize technology to communicate with club officers, meet with club officers during multiple club events, visit multiple clubs in any one day when possible and combine district and multiple district meetings. The district governor may also delegate club visits to their vice governors who may be located closer to the club.

The annual budget is used to subsidize the total District Governor expenses. The District Governor and Vice District Governor should plan their year strategically to utilize their provided budget for the twelve months they are in this role. A portion of District Governor budget should be saved and allocated to district and multiple district conventions often occurring in the second semester of the year.

The district governor is responsible for tracking and managing the district budget to ensure it is used effectively in support of district operations and activities throughout the year.

1. REIMBURSABLE EVENTS

a. CLUB VISITATION

To successfully manage the district, the district governor is expected to personally contact each club president during his or her term in office. It is also encouraged that each club (and recently cancelled clubs when appropriate) be visited by the district governor, or vice district governor once every year to facilitate successful administration of the club.

The district governor or approved vice district governor may be reimbursed for the expenses related to official visits to club in the district. In person visits cannot exceed one day's duration.

The purposes of a club visitation are to:

- (1) Promote membership growth, leadership development and service activities within the club.
- (2) Explore, together with club members, the future membership and leadership growth plans.
- (3) Discuss challenges and possible opportunities for improvement.
- (4) Encourage clubs to function within the rules and policies of the association and conduct meaningful humanitarian service.
- (5) Convey the messages from the international president, the board of directors, and the district.
- (6) Encourage and assist with the reinstatement of clubs that are in financial suspension, status quo or have been cancelled within the previous 12 months.

Organizational Visits – expenses will also be reimbursed for visits to clubs in the process of organization, but not yet chartered.

b. MEETINGS TO SUPPORT DISTRICT ADMINISTRATION

District Governors may also be reimbursed for the following events:

- District Meetings – May include club officer orientation, cabinet meetings, the district convention and/or district membership and/or leadership development meetings.
- Multiple District Meetings – May include council meeting, multiple district conferences, multiple district conventions, or multiple district Global Action Team and club quality program meetings.
- Expenses related to the planning, organization or promotion of district and multiple district functions cannot be submitted for reimbursement.
- Trips to district meetings, multiple district meetings within the district or multiple district are eligible to be reimbursed.
- Mission 1.5 Training – District Governors must attend one Mission 1.5 training workshop organized by Lions Clubs International, in their own constitutional area, utilizing their district governor budget.

c. HOSTING AN INTERNATIONAL PRESIDENT OR VICE PRESIDENT

The district governor may submit his or her expenses for an additional club visit or district meeting for which an International President or Vice President is attending. The expenses are limited to the expenses allowed for the said club visit or district meeting as noted above.

Submission of Claims

Expense claims must be submitted in the Lion Portal. All claims must be accompanied by the appropriate documentation per this policy.

Receipts should be provided for all expenses, but are required for expenses of \$75.00 or greater, unless otherwise required by local regulations.

Expense claims by a vice district governor must be approved by the district governor. The claims must be in accordance with the purposes of representing the District Governor during assigned visits. Reimbursement will be paid directly to the vice district governor.

All claims must be submitted by the end of the month following the month in which the expense was incurred. One expense claim should be submitted monthly. Claims that are submitted after the submission deadline will not be reimbursed.

- The allowance for automobile is \$.50 per mile or kilometer equivalent, all-inclusive, *(which takes into account all actual automobile expenses such as fuel, repairs, replacements, tires, depreciation, insurance, etc.)*. If a car rental is used, reimbursement would be the \$.50 per mile or kilometer equivalent, all-inclusive. Any loss or damage to the rental vehicle is the traveler's personal responsibility, as the association will not reimburse a traveler or rental company for such expense.

- If rail travel is used, first class and Pullman (roomette) fare will be reimbursed, provided that canceled 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 reimbursed based on actual costs, including service charges, booking fees and credit card fees. Airfare should be booked at the lowest logical standard or discounted fare by the most direct route for the authorized class of service and period of travel. 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 following:
 - a. Detailed e-ticket itinerary which includes proof of payment. When applicable the detailed travel agency receipt showing payment must be submitted with the expense claim.
 - b. Proof of payment – paid travel agency receipt or credit card bill statement (with any information other than the 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.
 - c. A boarding pass or travel agent itinerary is not valid for reimbursement.
 2. Charter air travel may be authorized in advance by the Finance and Headquarters Operation Committee where travel by commercial air is not feasible and significant cost savings may be realized.

Other travel related expenses

1. Taxi fare, ride share services such as Uber and Lyft, shuttle buses, tolls, ferry, parking and other travel related expenses will be reimbursed.
2. Lodging Reimbursement will be made for actual costs only, not to exceed \$150.00 per night. The district governor should attach the original itemized bill to the claim form in the Lion Portal. The itemized bill must show payment and/or balance due of zero. Electronic copies are acceptable and will be considered as original.
3. Meals Reimbursement will be made for actual costs only, not to exceed \$25.00 per meal up to a maximum of three (3) meals per day. No charges for alcoholic beverages will be reimbursed.
4. A district governor elect of a districts with fewer than below the minimum 35 clubs/1250 members (transitional) as of April 30, will not be eligible to claim travel expenses for adult companion to attend the District Governors Elect Seminar. If the district is no longer transitional as of April 30, travel expenses for an adult companion up to a maximum of \$500.00 may be claimed.

5. Every attempt should be made to participate in the First Vice District Governors/District Governors-Elect Virtual Seminar and attend the DGE Seminar at convention to be eligible for travel expense reimbursement. If the District Governor-elect is unable to participate in the First Vice District Governors/District Governors-Elect Virtual Seminar in February/March, the expenses for the DGE Seminar at convention may only be reimbursed with the approval of the International President.

Note: The above changes to LCI's *Submission of Claims* paragraph B, reimbursement policy changes took effect July 1, 2026.

Office Expenses - A monthly office allowance is no longer reimbursable.

DISTRICT GOVERNORS-ELECT SEMINAR EXPENSE

1. Lions Clubs International will reimburse authorized travel expenses for district governors-elect as follows:
 - a. All travelers are expected to follow the annual guidelines provided by Lions Clubs International Travel Department when making travel arrangement.
 - b. For the DGE's traveling to the DGE Seminar at convention, one (1) economy roundtrip airline ticket for one eligible adult companion will be reimbursed up to a maximum of US\$500.00. Travel arrangements shall be made through the association's preferred travel agent.
 - c. Ticket reimbursement will be based upon the lowest logical standard or discounted economy class fare for the period of travel. Reimbursement will be made upon the submission of an expense claim and original receipts.
 - d. For DGEs traveling to the DGE Seminar at convention by car, reimbursement for the cost of mileage, tolls, meals and parking expenses may be claimed. Meal expenses (for up to three meals per day) may be claimed for one travel day to and one travel day from the DGE Seminar location by the district governor-elect. Total travel expenses claimed should not exceed the lowest logical economy airfare for the district governor-elect and a maximum of US\$500.00 for one adult companion. Reimbursement will be made, in line with the District Governor Expense Reimbursement policy. Reimbursement will be made upon the submission of an expense claim and original receipts.
2. Other District Governors-Elect Seminar reimbursements will be:
 - a. Hotel room: Seven (7) nights for the seminar at convention.
3. The expense for the district governor-elect of a district below the minimum 35 clubs/1250 members (transitional) for over 2 years or provisional district to attend the district governors-elect seminar and the international convention will be reimbursed according to the policies established annually by the board but not the expense of the companion, with an exception of provisional districts which have been in the provisional designation more than 30 years.
4. A district governor elect of a districts with fewer than 35 clubs/1250 members (transitional) as of April 30, will not be eligible to claim travel expenses for an adult companion to attend the District Governors-Elect Seminar. If the district is no longer transitional as of April 30, travel expenses for an adult companion up to a maximum of USD \$500.00 may be claimed.
5. Reimbursement will be made in local currency in countries where Lions Clubs International has a bank account.
6. Every attempt should be made to participate in the First Vice District Governors/District Governors-Elect Virtual Seminar and attend the DGE Seminar at convention to be eligible for travel expense reimbursement. If the District Governor-elect is unable to participate in the First Vice District Governors/District Governors-Elect Virtual Seminar in February/March, the expenses for the DGE Seminar at convention may only be reimbursed with the approval of the International President.

Effective July 2, 2026

OATH OF OFFICE FOR 2nd 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 district. Wear your emblem constantly and with pride.

OATH OF OFFICE FOR 1ST 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 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. Questions regarding Protocol shall be directed to the Chairperson(s) (or his/her designee) of MD 35’s Protocol Committee. His/her decision will be final. Questions regarding District Governor’s Partners/Companion in Service and/or Event Escort shall be made solely by the affected District Governor.

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 are handled by our current MD-35 endorsed International Director or the Immediate Past International Director, 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)

(Updated 21 October 2021)

* 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:

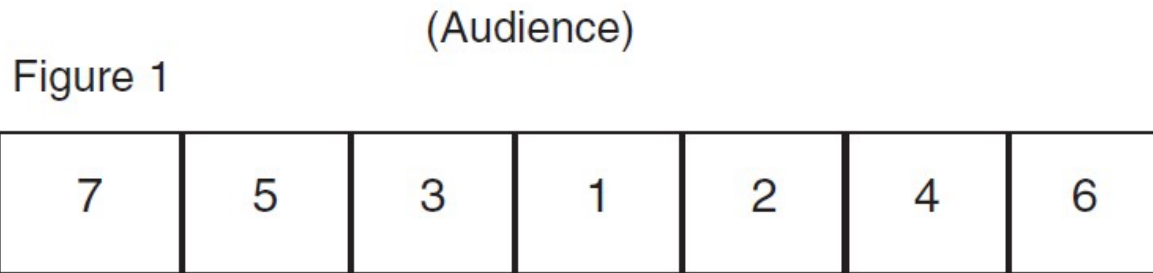
- a. When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the 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).



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.

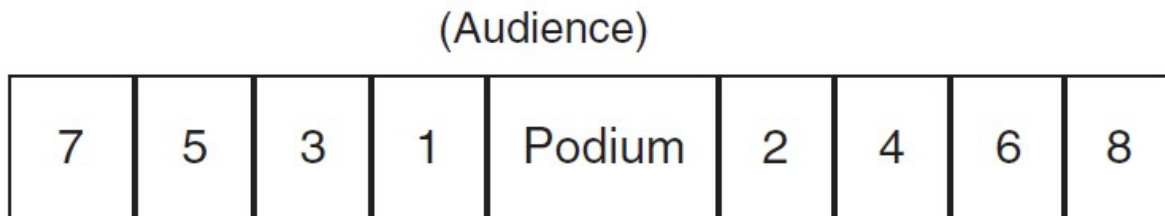


Figure 2

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 principal 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.

Spouse/Companion in Service

It is the responsibility of the Spouse/ Companion 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/Companion in Service of the Office Manager (*Executive Secretary/Treasurer*), Executive Secretary, Executive Treasurer, or a Lion designated by the Council of Governors, should be knowledgeable in the MD District 35 Companion Handbook and Teaching Guide and shall coordinate training classes for the Spouses/Companions in Service of the Governors as well as the candidates or potential candidates for Governor.

The Spouse/Companion in Service of the Council Chair will act as Liaison and Facilitator for social and service projects as decided on by the Spouses/Companions 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 fiscal 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 subcommittee 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:

Electronic and Paper Ballot Voting

Electronic voting is preferred but Paper ballots at the MD Convention is an option. There will be NO hybrid voting. Either electronic or paper ballots. All District Elections will be held on the same three days, by the same electronic voting vendor. The vote count is not to be released until voting has closed and only on the date and time to the person(s) named by the District Governor. If there is an Electronic Ballot to select an endorsed International Director candidate the results shall only be released to the Individual(s) at the time and date, as approved by the Council of governors.

- Credentials: Provide for certification of delegates and alternates as outlined in the Constitution and By-laws. All certifications 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).
- Parliamentarian: "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 (*Executive Secretary/Treasurer*) (*Executive Secretary*), 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 (*Executive Secretary/Treasurer*)(*Executive Secretary*). (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 (*Executive Secretary/Treasurer*) or (*Executive Secretary, Executive Treasurer*), 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 a suite if possible, 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 MD35 Office Manager (*Executive Secretary/Treasurer*) or (*Executive Secretary*).
- Shall work closely with the Council Chairperson, through the Office Manager (*Executive Secretary/Treasurer*) or (*Executive Secretary*), 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 (*Executive Secretary/Treasurer*) or (*Executive Secretary*) 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 any entities 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.
- A majority of the delegates in attendance at any session of either the MD-35 convention or a district convention constitutes a quorum.

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.

ELECTIONS - Electronic Voting

The Cabinet must select either Electronic Voting Individual Internet Voting by email address or on-site Paper Ballots at the District or Multiple District Convention prior to beginning the Election process. A combination of Electronic and Paper Ballots is not recommended by Lions Club International.

Rule 1. Credentials Committee

- (a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary or district administrator and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice.
- (b) The registration and certification of delegates shall occur 45 day(s) prior to the opening of electronic voting.
- (c) The number of certified delegates shall be announced to all district members upon close of certification and prior to the commencing of electronic voting by email address that is on the Lions International database.

Rule 2. Nominations Committee

- (a) 60 days prior to the opening of electronic voting, the district governor, unless otherwise provided, shall appoint and designate the chairperson of a nominations committee consisting of not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.
- (b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 3. Replacement of delegates and alternate delegates.

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers (one of which shall be the club's President or secretary) certifying that the replacement is eligible as an alternate delegate and sent to the Credentials Chair up to 3 days prior to the opening of electronic voting.
- (b) Prior to the day of electronic voting, a duly certified alternate delegate shall be sent by email the personalized link to the online voting site and vote in lieu of a duly certified delegate from the same Lions club. The Credentials Chair will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate. Note! The exact voting process will not be known until the contract is signed with the selected voting machine company.

Rule 4. Elections Committee.

- (a) Prior to the convention, the district governor shall appoint and designate the chairperson of an elections committee consisting of three (3) members) and no more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.

- (b) The elections committee shall be responsible for confirming certified delegate's email address and sending personalized links, if needed, to the online election site. The committee's decision shall be final and binding.
- (c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date(s) and time online election site was opened and closed; specific voting results by candidate; signature of each committee member. The district governor, council chairperson and all candidates shall be provided with a copy of the committee's report. The District Governor will announce the results of the election by email to district members. The election result shall be confidential until released by the District Governor.

Rule 5. Nominating/Seconding Speeches

At the 3rd Cabinet/District Meeting, nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed 3 minute(s) for each nominee.

Rule 6. Electronic Voting.

- (a) Electronic voting will take place on a reputable, certified, and secure online voting site during a 3-day period predetermined by the Elections Committee.
- (b) Online voting will end no less than five (5) days prior to the District Convention.
- (c) To secure a personalized link utilizing the delegate's personal email, the delegate shall ensure that their individual email is correct in the Lions International database.
- (d) Anytime during the allotted 3 days of voting, the delegate will be able to click on the link sent to them by email that's currently in the Lions International database which will then take them to the online voting site. The voter shall indicate their vote by clicking in the appropriate box by the name of the candidate of their choice or no confidence for that candidate. Once submitted the delegate will be unable to access the site again.
- (e) If there are 3 candidates for Second Vice District Governor or International Director, the online electronic ballot will utilize "preferential voting" rules which allows 3 or more candidates on a single ballot.
- (f) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor or candidate for International Office. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
- (g) A majority vote shall be necessary to elect all other candidates. In the event any one candidate fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

Constitution and By-Laws update for 2025-2026 completed. After adoption of these rules, they shall not be altered or rescinded except by two thirds (2/3) vote of the Council of Governors.

Convention Funds and Expenses

- All events that require 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.
- The following must be sent in a timely manner to the Office Manager (*Executive Secretary/Treasurer*) or (*Executive Secretary and Executive Treasurer*). All receipts and supporting details shall be turned over along with a detailed listing of any expected income or invoices. Any invoice received shall be sent for payment, accompanied by a voucher requesting same. Any uncollected sums due shall be actively pursued by the committee and as received.
- The Office Manager (*Executive Secretary/Treasurer*) or (*Executive Secretary and Executive Treasurer*) will be in overall charge as the official representative of the Council, to ensure 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:

- Lions Saving Sight – 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 the lobby prior to Banquet or another designated area. Cash bars are usually set up.

Senior Leadership Social – Room with rounds of 8-10 for 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). Reserved tables in center front for Vice District Governors and their spouses/companions in service and any other dignitaries present.

Sunday

Lions Saving Sight 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 3
- Thursday – 20 - 25 (Councils, Council Chair, ID (if one is current) PIDs, International Guest, Office Manager (*Executive Secretary/Treasurer*) or (*Executive Secretary, Executive Treasurer*)
- Friday – 45
- Saturday – 55

Day-to-Day Variation of Requirements for MD Convention

The Council Chair hosts the MD Convention.

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

Thursday:

- *Same as Conference*

Friday:

- Breakfast – Lions Saving Sight Annual Meeting
- General Session in the morning. There is no planned Executive Session.
- There are 4 District Luncheons – in place of the one luncheon.
- Voting will be in the early morning (*only for MD-35 constitutional changes or endorsement of an International Director candidate if conducted at the convention*)

Saturday:

- Recognition Breakfast – rounds of 8-10 with a second head table of 10
- The 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.
 - Senior Leadership Luncheon – for Officers and Spouses/Companions in Service.

Sunday:

Breakfast – Lions Saving Sight Installation of Officers

Host Committee Responsibilities

The Office Manager (*Executive Secretary/Treasurer*) or (*Executive Secretary*) will block the rooms for the council, Past International Directors (PIDs), International Director (ID) (if currently serving), and International Guest. It is the responsibility of the Council, PIDs, ID to pay for their room and meals through the event website by credit/debit card or a check sent to the Multiple District 35 office.

When pricing meals remember, not only do you have the base price of the meal, but you also have gratuity and service charge of approximately 24% to add to your cost. Prices vary from property to property and for the time of year. Being that venue meal costs are constantly rising; there is not any leeway to add to the base cost to offset the visiting guest's expenses and make it affordable to Lions. Negotiate to get a percentage off their asking price. The key for attendee participation is getting sponsors to offset the overall costs. This will allow you to set the price of the meal lower than what the venue is charging. Work closely with the Office Manager (*Executive Secretary/Treasurer*) or (*Executive Secretary*) when planning meals. State sales taxes and tourist fees are waived as Multiple District 35 is a 501(c)(3) tax exempt entity.

Host Committee is responsible for:

- Lodging for the International Guest.
- Meals for the International Guest and their partner.
- Gift Baskets for current Council of Governors, current Director, and Past International Directors, Office Manager (*Executive Secretary/Treasurer*) or (*Executive Secretary, Executive Treasurer*).
- 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 companion). 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 (*Executive Secretary/Treasurer*) or (*Executive Secretary*).

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)

Elections (Electronic)

Credentials Committee

- a. The credentials committee shall be composed of the Multiple District Credentials Chair, as chairperson, the cabinet secretary or district administrator and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify the club delegate credentials. In fulfilling this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice.
- b. The registration and certification of delegates shall occur 30 day(s) prior to the opening of electronic voting.
- c. The number of certified delegates shall be announced to all district members upon close of certification and prior to the commencing of electronic voting by email that is on the Lions International database.

Nominations Committee

- a. 60 days prior to the opening of electronic voting, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.
- b. Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Replacement of delegates and alternate delegates.

- a. To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate and sent to the Credentials Chair up to 3 days prior to the opening of electronic voting.
- b. Prior to the day of electronic voting, a duly certified alternate delegate shall be sent by email the personalized link to the online voting site and vote in lieu of a duly certified delegate from the same Lions club. The Credentials Chair will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Elections Committee.

- a. Prior to the multiple district convention, the council shall appoint and designate the chairperson of an elections committee consisting of three (3) members.
- b. The elections committee shall be responsible for preparation of the electronic voting site, confirming certified delegate email addresses, and sending personalized links to the online election site. The committee's decision shall be final and binding.
- c. The elections committee shall prepare a comprehensive report of the election results containing the following components: date(s) and time online election site was open; specific voting results by candidate; signature of each committee member. The council chairperson and all candidates shall be provided with a copy of the committee's report.

Nominating/Seconding Speeches

At the 3rd Cabinet/District Meeting, nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed 3 minute(s) for each nominee.

Rule 6. Electronic Voting.

Electronic voting will take place on a reputable, certified, and secure online voting site during a 3-day period predetermined by the Elections Committee.

- a. Online voting will end no less than five (5) days prior to the Multiple District Convention. This will allow sufficient time to setup the online ballot again in case either the district governor elect, first vice district governor elect, or second vice district governor candidate do not receive a majority.
- b. To secure a personalized link utilizing the delegate's personal email, the delegate shall ensure that their individual email is correct in the Lions International database.
- c. Anytime during the allotted 3 days of voting, the delegate will be able to click on the link sent to them by email that's currently in the Lions International database which will then take them to the online voting site. The voter shall indicate their vote by clicking in the appropriate box by the name of the candidate of their choice or no confidence for that candidate. Once submitted the delegate will be unable to access the site again.
- d. If there are 3 candidates for Second Vice District Governor, the online electronic ballot will utilize "preferential voting" rules which allow 3 or more candidates on a single ballot.
- e. A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number of more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
- f. A majority vote shall be necessary to elect all other candidates. In the event any one candidate fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

**DISTRICT CREDENTIALS FORM
(FOR REPORTING DELEGATES – ELECTRONIC VOTING)**

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 DELGATES ENTITLED TO _____

DELEGATES

NAME (Please type or print)

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ALTERNATES

NAME (Please type or print)

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 _____

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 ensure 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

INDENTIFICATION OF BIDDING GROUP

CONVENTION IDENTIFICATION

RECEIVED BY _____

DATE _____

District Elections

Districts utilizing electronic voting will not conduct a hybrid election. Hybrid voting is using both electronic and paper ballots to conduct an election. Per Lions Club International Legal Department hybrid voting is not allowed at any time for any reason. An election will be invalidated by Lions Club International if hybrid voting occurs.

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 club's 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 handwritten 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/Executive Secretary.

On Election Day, the district election chair shall exchange the ballot for the voter verification card and 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 with 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 from one-year prior will apply.

If a Cabinet secretary becomes a candidate for the office of District Governor, First or Second Vice District Governor, International Director, or International Third Vice President, the District Governor of that district shall immediately appoint a replacement.

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.

MD-35 PROJECTS / ENTITIES

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 MD35 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.
- Lions Saving Sight, Inc. *(formerly Florida Lions Foundation for the Blind, Inc.)*
- Dogs, Inc. *(formerly Southeast Guide Dogs, Inc.)*
- Lions World Vision Institute, Inc. *(formerly Lions Eye Institute for Transplant and Research)*
- Beauty of Sight, Inc. *(formerly Florida Lions Eye Bank, Inc.)*
- Lions Diabetes Awareness Foundation of MD-35, Inc.
- Florida Lions Diabetic Retinopathy Foundation, Inc.
- Conklin-Davis Center for the Visually Impaired

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 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.
- 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:

- 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
- The Council of Governors can vote to place entity on probation and require an annual review until criteria are consistently met.
- 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 (*Executive Secretary*).
- 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**
 1. 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.
 2. 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.
 3. 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.
 4. 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 other 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 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 and the MD-35 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 Council's pleasure but must be permanent residents of Florida to regularly attend the Council of Governors Conferences.

The incoming District Governors (DGE) shall select a Committee Chair from the Committee at their incoming organizational meeting in May, after the Convention. The Committee Chair must have served as a District Governor for a full year or as District Governor for the current year to date. 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 and a member of Multiple District 35. 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 bring recommendations to the Long-Range Planning Committee for their decision or further action.

This page updated 6 Aug 2023

Constitution and By-Laws Special Standing Committee

It shall be the responsibility of this committee to continually be alert to 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 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. They have held screenings throughout Florida, Bahamas, and the ABC Islands, screening thousands of residents and training hundreds of Lions to be certified 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

Position Overview

As the GLT Multiple District Coordinator, you are appointed annually to drive leadership development in support of MISSION 1.5. You serve as the primary leadership development expert within your MD, coaching and empowering district GLT coordinators to strengthen the skills of current and future leaders. Through training strategy, mentorship, and strong collaboration, you ensure Lions and Leos at every level are equipped to lead with confidence and support club and district success.

Performance Expectations Commitment to Growth:

- Champion MISSION 1.5 by ensuring leaders are equipped to support membership and club growth.
- Sponsor at least one new member and help establish at least one new club annually.
- Ensure Vice District Governors complete required MD-level training.

Engagement and Collaboration:

- Work closely with the GAT area leader, Council Chairperson, and fellow MD coordinators to track progress on district goals and submitted action plans.
- Mentor district GLT coordinators and encourage collaboration with club officers, zone chairpersons, and region leaders.
- Engage past international leaders and other GAT Ambassadors to support leadership initiatives.
- Promote international and local leadership development opportunities to all levels of the association

Monitoring and Adjustments:

- Track training participation and leadership development metrics using Learn & Insights reports.
- Forecast training needs and help districts adjust leadership strategies.
- Ensure accurate reporting of local MD and district-level learning events and leadership training.

Training and Resource Sharing:

- Lead the development and execution of the MD training and leadership development plan.
- Share local, regional and international learning opportunities, tools and resources to strengthen district and club members.

Broaden Participation:

- Encourage engagement of Lions and Leos from all backgrounds in leadership opportunities.
- Support the development of emerging leaders and expand access to training at all levels.
- Promote inclusive leadership and identify talent for growth in membership, service, and leadership.

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 the Council of Governors, in consultation with the GLT Area Leader and Council Chairperson.

Global Membership Team (GMT) Coordinator

Position Overview

As the GMT Multiple District Coordinator, you are appointed annually to drive regional membership growth through MISSION 1.5. You serve as the primary membership expert within your MD, coaching and empowering district GMT coordinators to meet annual targets for new members. Through strategic action planning, mentorship, and data-informed decision-making, you help ensure districts overcome barriers and build a sustainable culture of growth.

Performance Expectations Commitment to Growth:

- Champion MISSION 1.5 targets and action plans across the multiple district.
- Sponsor at least one new member and help establish at least one new club annually.
- Develop and implement a membership recruitment and retention plan in collaboration with district GMTs, monitor progress and participate in MISSION 1.5 Summits.
- Review membership metrics, forecast results, and guide strategy shifts as needed.

Engagement and Collaboration:

- Work closely with the GAT area leader, Council Chairperson, and fellow MD coordinators to track progress on MISSION 1.5 targets, district goals and submitted action plans.
- Mentor district GMT coordinators and support the development of strong district GAT teams, both at the district and club levels.
- Engage past international leaders and other GAT Ambassadors to strengthen efforts.
- Encourage district participation in various membership awards and recognition programs.

Training and Resource Sharing:

- Promote and facilitate Global Membership Approach training with district teams.
- Ensure club and district leaders are aware of available resources and training opportunities.
- Encourage completion of online learning paths and use of the Lions Learning Center.
- Maintain open communication through meetings, email, and MD-wide updates.
- Provide timely updates, tools and applicable resources to district GMTs.
- Apply for and support use of Membership Development Grants, including tracking action items, progress reports, and submitting reimbursements on time.
- Celebrate district and MD achievements and share successes with GAT area leader.

Broaden Participation:

- Encourage involvement of Lions from all backgrounds and experiences.
- Support efforts to expand outreach across different communities and groups.
- Promote inclusive leadership opportunities within membership initiatives.

Both membership growth and leadership are vitally important to our continued ability as Lions to provide needed community service 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

Global Extension Team (GET) Coordinator

The Global Extension Team (GET) (part of the Global Action Team) drives new club development and expands Lions Clubs International reach into new communities. GET District Coordinators are appointed annually to lead, identify new growth opportunities, and guide new clubs from planning through chartering, often supporting MISSION 1.5 goals.

Key Responsibilities and Duties:

- New Club Development: Identify, plan, and charter new Lions clubs, including traditional, specialty, and branch clubs.
- Strategic Growth (MISSION 1.5): Actively work to increase membership numbers and expand the organization's footprint in new communities.
- Team Leadership: Build, lead, and train a district team focused on expansion, ensuring they understand their roles and responsibilities.
- Planning and Execution: Develop action plans, set goals, and utilize the Global Membership Approach to increase club chartering success.
- Collaboration: Work with District Governors, GMT (Global Membership Team), and GLT (Global Leadership Team) counterparts to align efforts.
- Resource Management: Apply for Membership Development Grants and manage budgets effectively.
- Reporting and Monitoring: Track progress using the District Goals Progress Dashboard in the Lion Portal and report on challenges and successes.

The GET provides the energy and focus needed to start new clubs and sustain them, often acting as "champions" for growth within their district.

Performance Expectations

Commitment to Growth:

- Champion MISSION 1.5 targets and action plans across the multiple district.
- Sponsor at least one new member and help establish at least one new club annually.
- Share tools, models and resources that support new club development, including specialty clubs and club branches - encouraging the formation of diverse club models in new communities and underserved areas.
- Develop and implement a new club extension plan and review the previous year's strengths and gaps, monitor progress and participate in MISSION 1.5 Summits.

Engagement and Collaboration:

- Work closely with the GAT area leader, Council Chairperson and fellow MD coordinators to track progress on MISSION 1.5 targets, district goals and submitted action plans.
- Mentor district GET coordinators to develop strong local extension strategies.
- Engage past international leaders and other GAT Ambassadors to strengthen efforts.
- Encourage districts and clubs to establish strong GAT structures at all levels.
- Encourage district participation in various membership awards and recognition programs.

Monitoring and Adjustments:

- Review membership metrics, forecast results, provide ongoing mentorship and guide strategy shifts as needed.
- Support districts in addressing challenges with club formation, including recruiting Guiding Lions.
- Ensure club and district leaders are aware of available resources and training opportunities.
- Encourage requesting a New Club Consultant in eligible constitutional areas.

Training and Resource Sharing:

- Support training for district GETs and First Vice District Governors on new club development.
- Share successful models for club building and onboarding resources.
- Provide regular updates and information to district GETs and collaborate on solutions.
- Submit timely reports and respond to requests from Lions International.
- Maintain open communication through meetings, email and MD-wide updates.

Global Service Team (GST) Multiple District Coordinator

Position Overview

As the GST Multiple District Coordinator, you are appointed annually to lead service development in support of MISSION 1.5. You serve as the primary service expert within your MD, coaching and empowering district GST coordinators to drive impactful, visible, and well-reported service. Through strategic planning, mentorship, and cross-team collaboration, you ensure districts and clubs strengthen communities while supporting membership growth and leadership development goals.

Performance Expectations Commitment to Growth:

- Champion MISSION 1.5 by ensuring service is used to support membership and club growth.
- Sponsor at least one new member and help establish at least one new club annually.
- Promote LCI and LCIF service programs, resources, partnerships, and funding opportunities.
- Develop and report a multiple district service activities plan.
- Encourage service leaders to incorporate marketing and recruitment in all service activities.

Engagement and Collaboration:

- Collaborate with your GAT area leader, council chairperson, and fellow MD coordinators.
- Mentor district GST coordinators and provide timely updates and best practices.
- Act as an advocacy voice, encouraging projects that promote awareness, education, advocacy, or community partnerships.
- Promote participation in global and local service celebrations (e.g., Weeks of Service, Lions Day at the United Nations and international days of recognition).
- Encourage use of the service journey approach and global cause resources available from the Service Journey webpage.
- Share service highlights and success stories with GAT leaders and encourage year-end celebrations.

Monitoring and Adjustments:

- Monitor district service reporting in the Lion Portal and provide support to increase the percent of clubs reporting.
- Follow up with districts that fall behind on service goals and action plans.
- Practice and model service reporting in the Lion Portal so you can train and support others.
- Identify opportunities to use LCIF support to strengthen local initiatives.
- Encourage applications for the Kindness Matters Service Award.

Training and Resource Sharing:

- Communicate regularly with district GST coordinators, ensuring awareness of resources and expectations.
- Serve as a resource for successful service examples and share them across the MD.

Broaden Participation:

- Promote service projects that attract all generations and backgrounds and include community participation.
- Increase Leo involvement and joint service projects between Lions and Leos.
- Promote succession planning by identifying and mentoring new service leaders.

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 MD35 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.

Revised 11 January 2021

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 to 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 affect 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 managed by the Office Manager/Executive Secretary, 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 money for 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/Executive Secretary 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 the 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 for 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 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 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 called 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:

- Youth Activities
- 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 organizing 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 accepts 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 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:
 - a) Glaucoma Screening
 - b) Collection and distribution of used eyeglasses
 - c) 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 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 eyeglasses.

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 eyeglasses.

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 should 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 Action Committee

The purpose of this committee shall be to identify, coordinate, foster and promote activities relating to the needs and desires of the hearing impaired in the Districts of MD-35.

District Hearing Chairs shall:

Communicate with the Hearing Chairs in their District in order to establish, share and coordinate ways in which individuals in need of assistance with hearing issues can be identified and directed to centers that can help resolve these issues.

Possible approaches to include:

- 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. The extent of these services would be determined within each District and be based on each club's ability to financially assist each client identified as needing assistance.
- Help identify hearing centers across their district who are willing and able to assist Lions by providing assistance to those in need.
- Provide names of other applicable Government agencies and other entities which would be able to help.

The MD chairperson shall communicate with the Hearing Chairs in each District to:

- Help coordinate the efforts of Lions Clubs in the areas of hearing evaluation to determine services needed in MD-35.
- Help coordinate the programs in each of the districts to promote a more unified system of evaluating the needs of the hearing impaired.
- Each district is responsible for formulating their own plan of action.

This will allow the MD Chair the opportunity to collect information from each District in order to complete a quarterly report to present to the Council of Governors that accurately documents the activities across the Multiple District.

The MD chairperson's responsibilities could/should include:

- Public Information (i.e. let the public know that help is available)
- Encourage each district to establish an inventory of used hearing aids
- Encourage each District to look into the possibility of placement of TDD/TTY in police and fire stations, which makes community services available to the hearing impaired and plan fund raisers to cover costs if allowed
- Purchase of testing/evaluation equipment for use throughout the district.
- Investigate the possibility of a mobile unit for testing and/or treatment. Join with other nonprofits, such as Sertoma, to support and or join hands to support mobile testing units.
- Encourage support of social/recreational and educational services for the deaf, i.e. Florida School for the Deaf and Blind.

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 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 1st 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:

Source of funds (state in detail):

How are funds raised?

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

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

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

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

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:

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:

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 H, 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 district governor and first vice district governor of the district from which the club is located, the district governor and first vice district governor from which the club will be relocated to, and a map showing the club's proximity to the district border, are required. Documents signifying approvals and verifying the location are submitted to the international office for review and action. If all parties do not agree to the transfer, the request will be referred to the District and Club Service Committee for consideration.

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. The Executive Administrator and divisions as designated by the Executive Administrator, 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. The objective of status quo is to stop the activity of the club that is not fulfilling the obligations of a chartered club until the reason for placement into status quo is resolved or the club is cancelled.

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

- Failure to comply with the purposes of the association, or conduct unbecoming a Lions club, such as, but not limited to, failure to solve club disputes or involvement in litigation
- Failure to fulfill any obligations of a chartered Lions club, such as, but not limited to, failure to hold club meetings or events regularly, or failure to report membership or service activities via official methods.
- The club is non-existing or fictitious
- The club is non-functional due to low members.
- The club has asked to disband or participate in a club merger.
- Clubs may be placed in status quo utilizing multiple categories and may include clubs that were previously cancelled for other reasons.

1. Failure to comply with the purposes of the association: When a club or its members are reported to have committed a serious action such as, but not limited to, the filing of litigation or failure to solve club disputes the club may be placed immediately in status quo.

a. While in status quo, the club cannot:

- (1) Conduct service activities
- (2) Conduct fund-raising activities
- (3) Participate in district, multiple district, or international functions or seminars
- (4) Participate in any voting procedures outside of the club
- (5) Endorse or nominate a candidate for district, multiple district and international office
- (6) Report membership or service activities via official methods
- (7) Sponsor a Lions club, or organize a Leo club

b. In order for a status quo club to regain the status of good standing, the club must:

- (1) Correct the reason for which the club was placed in status quo
- (2) Pay all outstanding balances in the district, multiple district and international accounts
- (3) Submit a completed Reactivation Report to report membership and leadership changes if needed
- (4) The recommendation to release a status quo club shall be made at any time of the year

c. **Cancellation:** When the infraction is severe and club cancellation is in the best interest of the association, a charter may be cancelled at the request of the Executive Administrator or his or her designee in consultation with the Legal Division.

Effective July 02, 2026

Note: Lions Clubs International Board Policy Manual, Chapter 5 Section C, 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 procedure is to be completed:

1. The clubs considering a merger are to conduct a joint meeting to decide the following matters:
 - a. Which one of the clubs is to be cancelled.
 - b. 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 remaining club members, district cabinet and the District and Club Administration Division of Lions Clubs International.
 - c. 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 will be conducted, set the location, date and time for the election and forward the results to the district governor and international office.
 - d. Adopt a resolution selecting the location, date and time for the board and general meetings or events of the remaining club after the merger is completed. Adopt a resolution for a continuation of charter date of one resolution of the clubs.
2. The general membership of each club considering a merger must adopt a resolution in support of the merger.
3. The club(s) agreeing to be cancelled must also complete the following additional phases prior to the merge:
 - a. Pay all outstanding obligations.
 - b. Transfer any funds remaining in the administration and activities accounts to the appropriate accounts maintained by the remaining club.
 - c. Dispose of all club property in an appropriate manner.
 - d. File its closing Monthly Membership Report with the international office listing the members transferring to the remaining club.
 - e. Turn its charter over to the district governor.
4. The club remaining forwards the following documents and materials to the District and Club Administration Division at the international office.
 - a. A copy of the merger resolution adopted by each club.
 - b. A copy of the district cabinet resolution approving the merger.
 - c. A membership report listing as transfer members the members from the merged club(s).
 - d. The Merger Request Form.
5. The merged club may receive a certificate of merger upon request.
6. When the name of the merged club is revised, the merged club may request that a charter be issued in the new name of the merged club.

Effective July 02, 2026

Club Name Change Requirements

1. For a Lions club to change its name, the following information must be submitted to the District and Club Administration Division, International Headquarters:
 - a. A letter of authorization from the Lions club board of directors recommending the new name.
 - b. An expression of opinion letter from the district governor regarding the name change.
 - c. A letter signed by an authorized officer of each of the other clubs that abut the Lions club requesting the name change consenting to the name change.
2. The new name of the club must comply with the requirements established in the Lions Clubs International Constitution and Board Policy.
3. The club may request that a charter be issued in the new name.

Effective July 02, 2026

Procedure for the Cancellation of a Lions Club

The following steps are for both the club and the district governor to ensure the proper closing of a Lions Club:

1. When a club is choosing to disband, it is important that the club members meet and vote to do so, and then record the result of the vote in the club's minutes. A majority of members on the roster voting in favor of disbanding is required for cancellation. Included in the minutes should be the month of club cancellation and any remaining assets belonging to the club (ex. Licenses, buildings, etc.) Please email the minutes to clubstatus@lionsclubs.org
2. Prior to submitting the minutes, the district and club should assist any members who want to transfer. The secretary of the club which is disbanding should report the members as "dropped transfer" and the club accepting the transfer members should report them as "transfers." If unable to complete the transfer, the clubs may request assistance by emailing clubstatus@lionsclubs.org. Lions International will place the club into Status Quo when the minutes and governor's acknowledgement are received at which point no changes can be made to the club's roster. Once documents are reviewed and approved the club will be Procedure for Lions Club Cancellation or Disbanding its Club scheduled to cancel on the next available board approved club cancellation date, which is typically the 29th of each month.
3. Contact the Membership Billing Department at 630-203-3820 or by email membershipbilling@lionsclubs.org. Any outstanding accounts should be paid first, including district, multiple district and international dues. Any remaining administrative funds may be donated at the club's discretion, while community funds must be returned to the community.
4. The district governor provides their acknowledgment in writing stating they are aware the cancellation of this club. The governor's acknowledgement is to be sent to clubstatus@lionsclubs.org.

Items 1 thru 4 should be completed as soon as possible and the documentation needed should be emailed to LCI at clubstatus@lionsclubs.org.

**** Allow time at calendar year end for Lions International review and approval of documentation for club cancellation. The monthly cancellation process begins approximately 5 business days prior to the 29th of every month. Once it has begun, clubs will likely not be included that month for cancellation. Minutes and District Governor acknowledgement should be submitted prior to the five days to ensure the club cancels before beginning of next Lion year (and next billing period). This practice should also be followed in December (prior to January billing). During the holidays submit documents seven business days prior to December 29th.**

The following steps may be completed during the time of disbanding the Lions club.

1. Determine where the club's historical information, gong and gavel should be kept after consultation with the club members. Sometimes these items are returned to the sponsoring Lions club and sometimes they are given to a historical society collection or elsewhere.
2. If the club charter is still within the club's possession, please collect and return it to:

Lions International
c/o English Language Department
300 W. 22nd Street Oak Brook, IL 60523-8842

NOTE:

This procedure cancels the club with Lions Club International, but does not with the IRS. The club still needs to inform IRS. The club must file a 990-form stating that they are dissolved. In the last section of the 990-form states, "If you don't think you have to file a June 30, 20xx Form 990 or Form 990-EZ". Complete this section explaining that the club has dissolved and that all charitable moneys have been disbursed.

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 organization's 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 1st through December 31st 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 31st 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 Executive Secretary/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.

Last Updated 12 January, 2018

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 Executive Secretary/Office Manager. The official form is included in this policy manual. The committee shall inform the MD-35 Executive Secretary/Office Manager of the district winner and their nominee for the MD35 award no later than February 20th of each year to be considered. Only those district nominees for whom a completed Pilot Award form was submitted to the Executive Secretary/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 Executive Secretary/Office Manager, and will remain confidential until the award is presented at the MD-35 Convention.

Awards

The MD Executive Secretary/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 Executive Secretary/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: _____	_____
_____	_____
_____	_____
Sub Total:	_____
 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 _____	_____
Total District/MD:	_____

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 Has attended:	10 points each	_____
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

PAGE 2 TOTAL

GRAND TOTAL

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.

Committee Chair

Date

Committee Member

Date

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 1st through December 31st 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 1st 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 1st of the following year. The spouses or partners of any of the offices listed in the previous paragraph shall also regain their eligibility on January 1st 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 31st. Entries that are sent via the postal service, UPS or FedEx must be postmarked no later than January 31st 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 Executive Secretary/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 Executive Secretary/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 MD35 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 Executive Secretary/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 Executive Secretary/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 Executive Secretary/Office Manager.

Upon concluding the winners, the Executive Secretary/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 Executive Secretary/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, Bahamas, Aruba, Bonaire, & Curaçao website 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	_____
Total Club	_____

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 1st and December 31st 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 31st 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 & Curaçao 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: _____

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 Curaçao Lions Clubs Only

ELIGIBILITY: Any Lion who completes the following requirements between January 1st and December 31st, 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 31st 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 Curaçao 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 & Curaçao 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: _____

SIGNATURE OF SECRETARY VERIFYING ALL TASKS HAVE BEEN COMPLETED

MD-35 Bulletin Contest

The MD-35 Bulletin Contest starts on September 1st and ends March 31st 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 Executive Secretary/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 considered 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 1st.
- 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.



District Governor's Achievement Award New Lion

Welcome to the family! Please use this Governor's Achievement Award to help you learn during your first year of membership. It is designed to familiarize and involve all new Lions in a range of activities that will provide you with a better understanding of the mission and purpose of Lionism.

New Member Name _____ ID# _____

Date of Membership ____/____/____ Club Name _____

As a new Lion you have one (1) year or twelve (12) months to complete the application from the date you entered into your membership with Lions International. Your Lion sponsor will assist you as a new Lion in pursuit of this, your first membership award.

The requirements of this award are as follows:

As a new Lion, you must complete eight (8) of the following ten (10) requirements listed below. The sponsoring Lion will initial each item of your achievement as accomplished and secure certification by the club secretary.

1. Read a recent a quarterly Lions International Magazine or an ONLINE District Newsletter AND serve as a greeter at four (4) club meetings.

- Date ____/____/____ Initials _____
- Date ____/____/____ Initials _____
- Date ____/____/____ Initials _____
- Date ____/____/____ Initials _____

2. Attend one(1) Board of Directors meeting.

- Date ____/____/____ Initials _____

3. Attend a District Governor's Advisory Meeting / Zone Meeting in person or by ZOOM.

- Date ____/____/____ Initials _____

4. Participate actively in two (2) club projects.

- Project _____ Date ____/____/____ Initials _____
- Project _____ Date ____/____/____ Initials _____

5. Attend two (2) other Lion's club's meetings.

- Club _____ Date ____/____/____ Initials _____
- Club _____ Date ____/____/____ Initials _____

OR visit one (1) of our Florida Lions Entities.

- Entity _____ Date ____/____/____ Initials _____

6. Attend two (2) Lions social club functions.

- Date ____/____/____ Initials ____
- Date ____/____/____ Initials ____

7. Attend a New Member Orientation in person or by a ZOOM Meeting.

- Date ____/____/____ Initials ____

8. Attend 75% or better of regular club meetings in person or by ZOOM.

- Date ____/____/____ Initials ____

9. Attend one (1) One Multiple District Conference or Cabinet meeting.

- Date ____/____/____ Initials ____

10. Recruit one (1) new member.

- Name _____
- Club _____

CERTIFICATION OF DISTRICT GOVERNOR'S ACHIEVEMENT AWARD

We certify that Lion _____ has met all requirements.

Sponsoring Lion:

Name _____

Signature _____

Date ____/____/____

Club Secretary:

Name _____

Signature _____

Date ____/____/____

Upon completion and certification of this application, the club secretary shall forward to district chairperson to be processed.
(Check your district directory for the most current email address of the awards district chairperson.)

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 to. 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 & Curaçao Lions Clubs Only

OBJECTIVES: This award is designed to assist the new Bahamas, Aruba, Bonaire, or Curaçao 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 Curaçao 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. _____
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 dropouts, 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 31st 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, Dogs Inc., etc.)

The contest year shall run the Lionistic year, which runs from July 1st of each year through June 30th 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 1st, 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

The A. Geoffrey Wade 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.¹
- 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.²
- Must have a record of support for MD 35 entities.³

For the first year (2022), any past District Governor who served as District Governor prior to 2012 are eligible and would be “grandfathered” 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/Office Manager 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.

¹A PDG who served as a District Governor outside of MD 35 would be eligible for the A. Geoffrey Wade Senior Leadership Award after 10 years of service as a Lion in an MD 35 Lions Club.

²A 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.

³The 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 & Curaçao 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 oversee 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 counselors 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 MAY 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)

Final State of Material on Arrival

ACTUAL DATE AND TIME RECEIVED _____

TOTAL VEHICLES RECEIVED _____

RECEIVED BY WHOM? _____

REPORT FILED BY WHOM? _____

SIGNATURE

DATE

Appendix A

Office Manager Job Description

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, Zoom, 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.
- Under the supervision and direction of the Council of Governors, the Multiple District Executive Secretary and/or Executive Treasurer shall keep and maintain in a locked cabinet accurate books and records of accounts and minutes of all Council of Governors multiple district meetings and workshops.
- The Office Manager (Executive Secretary/Executive Treasurer) shall notify the Council Chairperson and the seated District Governors of any and all requests to view MD-35 Lions records and shall make any MD-35 paperwork or records available to anyone or any club in the multiple district (or any duly authorized agent of either), regardless of title which is required by Lions Clubs International Constitution and By Laws as revised July 2026.
 - Inspection of the same will be allowed at any reasonable time for any proper purpose.
- All applications for the position of Council Chair may be viewed only by the 1st Vice District Governors for the purpose of interviewing and selecting a Chairperson for their Council.
- The records to be maintained include, but are not necessarily limited to:
 1. Minutes of all sessions of council whether conferences, executive sessions or workshops;
 2. Executed copies of all contracts, leases, or any other document that obligates the Multiple District; Lease for premises;
 3. Leases for equipment;
 4. Maintenance contracts;

5. Hotel contracts for MD-35 conventions and conferences;
6. Biography, nominations paperwork and photos of all members of council, including Council Chair, Governors, First and Second Vice-Governors;
7. Training material for Governors and Vice-Governors;
8. Merchandise inventory;
9. Financial records, including:
 - a) Approved budgets
 - b) audit reports
 - c) tax returns
 - d) payroll records
 - e) vendors invoices
 - f) bank statements
 - g) accounting records, general ledger, cash receipts, and cash disbursements.

Office Duties

- Answering the telephones.
- Correspondence, including e-mails.
- Make deposits for funds received.
- Write checks.
- File all documents.
- 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.
- Assist in the preparation of the MD-35 budget.
- Invoice the districts for the semi-annual dues and pro-rated dues.
- 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.
- Assist in the coordination and conduct of MD-35 Conferences and Conventions; i.e. protocol, format contract copies, agenda, etc.
- 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.
- Register the names of the newly elected members of council with the LCI Website within 10 business days after the annual convention.
- 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.
- Order from LCI within 10 business days after the MD-35 Convention: Council Chair Badge, Pin and Crest; Immediate Past Council Chair Badge, Pin and Crest; crests for all Incoming District Governors; Vice District Governors Badges, Pins and Crests; Immediate Past District Governors Badges, Pins and Crests; and 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.
- 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 conferences and conventions.
- Make 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.

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 at least once per fiscal year.

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.

Appendix B

Executive Secretary Job Description

Selection:

The selection of the Executive Secretary will be made by either the Council of Governors or a committee appointed by them. The selectee will be offered a three-year renewable contract by the Council of Governors. A performance review will be conducted annually by the District Governors by the conclusion of the annual multiple district convention. The Multiple District Executive Secretary shall receive an annual stipend or salary as determined by the Council of Governors.

Responsibilities:

Constitution and By Laws - The Multiple District Executive Secretary shall manage the Multiple District administration functions as detailed in the Multiple District Policy and Procedures Manual under the direction and supervision of the Council of Governors.

Qualifications:

- Knowledge of Lions Clubs International.
- Knowledge of the Multiple District Lions organization.
- Knowledge of Secretarial Duties.
- Experience with computers.
- Previous Management/Administration Experience.
- Motivation and enthusiasm.
- Capabilities of Recording minutes of meetings.

The Executive Secretary shall:

- Receive and send correspondence on behalf of Council of Governors.
- Be one of three signing authorities for the Multiple District.
- Attend Council of Governors meetings as a non-voting ex-officio member.
- Attend the Long-Range Planning Meetings as a voting ex-officio member.
- Attend other meetings as directed/authorized by the Council of Governors and/or the Council Chairperson.
- Keep accurate minutes of all Council of Governors meetings sending copies to the Council Chair, District Governors, 1st and 2nd Vice District Governors, the Multiple District Executive Treasurer and others designated by the Council Chair and/or the Council of Governors.
- Assist the Council of Governors in conducting the business of the Multiple District and perform such duties as are required by the LCI and the Multiple District Constitution and By Laws and the Multiple District Policy and Procedures Manual as well as those that may be assigned by the Council of Governors from time-to-time.
- Maintain Multiple District Officer contact information (Governors, 1st Vice District Governors, Multiple District Committees, PDG, etc.).
- Maintain the Policy and Procedures Manual.
- Reserve hotel accommodation for meetings of the Council of Governors and also committee meetings as and when required.
- Provide regular updates to the Multiple District Webmaster.

- Orders blazer emblems and name tags for the following: District Governors, Immediate Past District Governors, 1st & 2nd Vice District Governors and their adult companion, Multiple District Executive Secretary, Multiple District Executive Treasurer, and the Council Chairperson, plus other supplies from LCI as may be required on behalf of the Multiple District.
- Provides information documentation to Council Chairperson-elect (CCE).

In addition to the above:

- Provide appropriate reference material to the incoming Governors, and confirm meeting facilities for the Council Meetings at the designated locations for the year ahead.
- For each Council of Governors Meeting, the secretary requests reports from Committee Chairpersons.
- Reserves meeting rooms/refreshments and arranges for hotel accommodation (as needed) for the Council Chair, District Governors, 1st and 2nd Vice District Governors, the Multiple District Executive Treasurer (and others so designated).
- Prepares an agenda.
- Prepares and distributes accurate minutes of the Council of Governors Meeting proceedings.
- Maintains record of changes to C&BL, and Policy and Procedures Manual.
- Acts upon any requests emanating from the Council meetings.
- Prior to the Multiple District Convention, in accordance with timelines contained in the Policy Manual, finalize, prepare, and make available the Convention program to convention participants.
- At the Multiple District Convention, assist Council Chairperson as appropriate.
- Provide briefing material to District Governors-elect, and provides briefing and/or briefing documentation to incoming committee chairpersons.

Other:

- Perform other duties in writing or by email as requested/authorized by the Council of Governors.

Appendix C

Executive Treasurer Job Description

Selection:

The selection of the Executive Treasurer will be made by either the Council of Governors or a committee appointed by them. The selectee will be offered a three-year renewable contract by the Council of Governors. A performance review will be conducted annually by the District Governors by the conclusion of the annual multiple district convention. The Multiple District Executive Treasurer shall receive an annual stipend or salary as determined by the Council of Governors.

Qualifications:

- Have a good general knowledge of Lionism.
- Have a good understanding of the MD-35 Constitution and By-Laws and it's Policy Manual, in particular those areas covering the application of the Rules of Audit.
- Possess communication skills.
- Possess accounting skills.
- Possess knowledge of the selected accounting software used by the multiple district.
- Possess financial planning skills.
- Possess budgeting skills.

The Executive Treasurer shall:

- Be responsible for all receipts and disbursements of funds entrusted to the Multiple District in conjunction with the annual approved budget, Constitution and By-Laws, the Multiple District Policy and Procedures Manual and direction from the Council of Governors.
- Be one of three signing authorities for the Multiple District.
- Deposit all funds in the banking institution approved by the Council of Governors.
- Maintain all financial data according to accepted accounting principles.
- Arrange for a fidelity bond.
- Prepare an annual budget in conjunction with the Executive Secretary and submit to Council of Governors for consideration at the first Council meeting following the close of the International Convention.
- Prepare all financial data required for a 5th year audit by a firm approved by Council of Governors and resent the audited financial statements to Council of Governors no later than the second Council meeting of the Lions year.
- Present the audited financial statements at the appropriate session at the Multiple District Convention.
- Attend meetings of the Council of Governors, as a non-voting ex-officio member.
- Attend meetings of the Long-Range Planning Committee as a voting ex-officio member.
- Attend other meetings as directed/authorized by the Council of Governors and/or the Council Chairperson.
- Advise the Council of Governors of issues that might negatively impact the Multiple District issues that may require action on their part.
- Provide assistance to the Multiple District Committee members with their individual approved budgets.
- Provide briefing to in-coming Committee Chairpersons regarding financial obligations dealing with their annual budget and expense submissions at a time to be determined by the Council Chairperson.
- Attend session for District Governors-elect at the Multiple District Convention to brief them on financial issues that will impact their year as District Governor.

Monthly:

- Reconcile Bank Statement.
- Print and file the month-end financial statements (i.e. Balance Sheet, Income Statement, General Ledger, and Outstanding Receivable List).
- Mail out statements for outstanding receivables.
- Process the necessary journal entries.

Annually and Year-end:

- Prepare required reports for the incoming Council to conduct a yearly cursory review.
- Close out the year-end as of July 15th.
- Prepare annual financial statements and previous year's budgets submissions for each of the Multiple District Committee Chairpersons along with the request for their budget submissions.
- Along with the Executive Secretary prepare a proposed yearly budget for the incoming Council to review in June.
- Enter the approved budget figures in system.
- Reconcile the Control Accounts providing all documentation and Council Motions if applicable and assemble in a binder for a 5th year audit.
- Respond in a timely fashion to the questions and/or information requested by the Auditors during their audit process.
- Invoices for the Multiple District dues to be sent to the Clubs by September 15th.
- Arrange to provide the Bank with the appropriate documentation and signature cards to include the incoming Council Treasurer.

Council Meetings:

- Report to the four scheduled Council of Governors meetings presenting the Balance Sheet, the Income Statement comparing actual expenses to budget, the investment portfolio and the status of the collection of club dues.
- Report any concerns over any other financial issues that may need Council of Governors action.

Other:

- Assist the MD GLT in preparation of the grant request to LCI for Regional Lions Leadership Institute (RLLI).
- Assist the MD GLT in ensuring funds are available for the Potential Leaders Seminar.
- Use professional financial advice as required and report to Council of Governors.

Appendix D

Evaluation Form

Office Manager / Executive Secretary / Executive Secretary – Treasurer / Executive Treasurer

The following evaluation form is to be completed by the District Governors of MD-35 by the 15th day of April of their year in office and given to the Council Chairperson to discuss with the MD-35 Office Manager / Executive Secretary / Executive Treasurer. 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	_____	_____	_____	_____
2. CONTROL OF EXPENSES	_____	_____	_____	_____
3. CONTROL OF FUNDS	_____	_____	_____	_____
4. REPORTS ON TIME	_____	_____	_____	_____
5. REPORTS CONCISE	_____	_____	_____	_____
6. ABILITY TO COMMUNICATE	_____	_____	_____	_____
7. FOLLOWS PROCEDURES	_____	_____	_____	_____
8. FOLLOWS DIRECTIONS	_____	_____	_____	_____
9. CONSTRUCTIVE SUGGESTIONS	_____	_____	_____	_____
10.OVERALL PERFORMANCE	_____	_____	_____	_____

COMMENTS _____

DISTRICT GOVERNOR

APPENDIX E

REPLACEMENT OF MD-35 OFFICE PERSONNEL

Procedures and course of action for replacement of any MD-35 office personnel due to retirement or receiving proper notice of leaving office is as follows for *under friendly* and *hostile* circumstances.

Under Friendly Circumstances

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 any MD-35 office personnel position. 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 on the multiple district and district websites as well as their respective social media pages. 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 personnel is on friendly terms, it would be wise to have 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 person takes over. A full audit may be ordered.

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 person. 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 office personnel, 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.

APPENDIX F
EMPLOYMENT CONTRACT
OFFICE MANAGER (*EXECUTIVE SECRETARY/TREASURER*)

This Agreement is made effective as of _____ by and between the Multiple District 35 Council of Governors, hereinafter referred to as "the Council," and _____, hereinafter referred to as "Office Manager."

1. PURPOSE & APPOINTMENT

The Council hereby employs _____ to act as the Office Manager for MD35 to support the District Governor(s), cabinet officers, and clubs within the district.

2. TERM

This agreement shall be for a period of three (3) years commencing on _____, and ending on _____, unless terminated earlier in accordance with this Agreement. Renewal is subject to review by the incoming Council of Governors.

3. ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

Constitution and By Laws - The Multiple District Office Manager shall manage the Multiple District administration functions as detailed in the Multiple District Policy and Procedures Manual under the direction and supervision of the Council of Governors.

The Office Manager shall perform duties as directed by the Council Chair and District Governor(s), including but not limited to:

Records Management:

- Maintaining all records and documents of the district.
- Administrative Support: Processing correspondence, organizing meetings, and preparing materials for Council of Governors meetings.
- Database Management: Maintaining accurate multiple district member information, reporting to Lions Clubs International (LCI) via Lion Portal.

Communication:

- Distributing information for district newsletters, social media, and information to the Council of Governors by email.
- Be one of three signing authorities for the Multiple District.
- Attend Council of Governors meetings as a non-voting ex-officio member.
- Attend Long Range Planning Meetings as a voting member.
- Attend other meetings as directed/authorized by the Council of Governors and/or the Council Chairperson.

- Keep accurate minutes of all Council of Governors meetings sending copies to the Council Chair, District Governors, Vice District Governors, the Multiple District Committee Chairpersons and members, and others designated by the Council Chair and/or the Council of Governors.
- Assist the Council of Governors in conducting the business of the Multiple District and perform such duties as are required by the LCI and the Multiple District Constitution and By Laws and the Multiple District Policy and Procedures Manual as well as those that may be assigned by the Council of Governors from time-to-time.
- Maintain Multiple District contact information (Governors, Vice District Governors, Multiple District Committees, PDGs, etc.).
- Maintain and update Policy and Procedures Manual as required by the council.
- Reserve hotel accommodation for meetings of the Council of Governors and also committee meetings as and when required.
- Provide updates as needed to the Multiple District Webmaster.
- Orders blazer emblems and name tags for the following: Governors, Immediate Past District Governors, and 1st & 2nd Vice District Governors as well as their adult companion, Multiple District Office Manager, and the Council Chairperson, plus other supplies from LCI as may be required on behalf of the Multiple District.
- Provides information documentation to Council Chairperson-elect (CCE).
- Prepares and provide the Multiple District Convention Guidebook to appropriate participants.
- Prepares training along with the Multiple District GLT for the Potential Leader Seminar held during the month of February of each year.

In addition to the above:

- At the start of the year, provide appropriate reference material to the incoming Governors, and confirm meeting facilities for the Council Meetings at the designated location(s) for the year ahead.
- For each Council of Governors Meeting:
 - a. The Office Manager requests reports from Committee Chairpersons
 - b. Reserves meeting rooms/refreshments and arranges for hotel accommodation for the Council Chair, District Governors, Vice District Governors, and the Multiple District Office Manager.
 - c. Prepares an agenda for Council of Governors meetings.
 - d. Prepares and distributes accurate minutes of the Council of Governors Meeting proceedings
 - e. Maintains record of changes to C&BL, updates Policy and Procedures Manual and acts upon any requests emanating from the Council meetings.
- Prior to the Multiple District Convention, in accordance with timelines contained in the Multiple District Policy Manual:
 - a. Provides notification of approved proposals for changes to C&BL.
 - b. Provides proposals of expenditures for approved Multiple District projects to the Multiple District Webmaster.
 - c. If required, assists the Multiple District Credentials subcommittee to prepare and distribute an appropriate number of Credential Certificates (as determined by the subcommittee)
 - d. Review convention details with Council Chairperson and Convention Committee.

- At the Multiple District Convention:
 - a. Assist Council Chairperson as appropriate.
 - b. Provide briefing material to District Governors-elect
 - c. Provides briefing documentation to incoming committee chairpersons.
 - d. Undertakes Council Meeting duties.
- After the Multiple District Convention:
 - a. Compile list of new Multiple and District Officers.
 - b. Update the Official copy of the Constitution and By- Laws and Policy and Procedures Manual.

4. TREASURER DUTIES AND RESPONSIBILITIES

- Be responsible for all receipts and disbursements of funds entrusted to the Multiple District in conjunction with the annual approved budget, Constitution and By-Laws, the Multiple District Policy and Procedures Manual and direction from the Council of Governors.
- Deposit all funds in the banking institution approved by the Council of Governors.
- Maintain all financial data according to accepted accounting principles.
- Arrange for a fidelity bond.
- Prepare an annual budget and submit to Council of Governors for consideration at the first Council meeting following the close of the International Convention.
- Advise the Council of Governors of issues that might negatively impact the Multiple District or issues that may require action on their part.
- Seek professional financial advice as required and report to Council of Governors.
- Provide assistance to the Multiple District Committee members in maintaining control over their individual approved budgets.
- During the session for District Governors-elect at the Multiple District Convention brief them on financial issues that will impact their year as District Governor.

Specific Duties to be performed:

As required:

- Deposit funds received and post to receivables ledger.
- Audit all claims received from the Multiple District Officers and Committee Members.
- Bill accounts receivable.

Monthly:

- Reconcile Bank Statement.
- File the month-end financial statements (i.e. Balance Sheet, General Ledger, and Outstanding Receivable List).
- Mail out statements for outstanding receivables.
- Process the necessary journal entries

Annually and Year-end:

- Close out the year-end as of July 15th and run the required reports for audit.
- Reconcile accounts providing all documentation and Council Motions if applicable and assemble in a binder for audit.
- Respond in a timely fashion to the questions and/or information requested by either council or paid auditors during their audit process.

- Prepare annual financial statements and previous year's budgets submissions for each of the Multiple District Committee Chairpersons along with the request for their budget submissions.
- Invoices for the Multiple District dues to be sent to all Clubs by September 15th and January 15th.
- Arrange to provide the Bank with the appropriate documentation and signature cards for incoming Council Treasurer.

Council Meetings:

- Report to the four scheduled Council of Governors meetings presenting the Profit and Loss Statement comparing actual expenses to budget, the investment portfolio and the status of the collection of club dues.
- Report any concerns over any other financial issues that may need Council of Governors action.

5. COMPENSATION AND BENEFITS

- Stipend: The Office Manager shall receive either a stipend or salary of \$_____ per Year, paid monthly. The Office Manager is responsible for their own taxes and Social Security if paid as a stipend employee.

Benefits:

- Dress jacket – The jacket will be provided and be the color decided upon by the current COG and purchased from the same supplier.
- Multiple District events – Standard IRS mileage if driving to an event, exact costs of alternate transportation (air & Uber-Lyft-taxi while there) when traveling to the Bahamas or ABC Islands, exact costs of hotel, meals, registrations.
See Notes 1 & 2.
- Lions Clubs International events (LCICON and USA/Canada Forum) – exact costs of transportation (air-rail & Uber-Lyft-taxi while there), hotels, meals, registrations.
See Notes 1 & 2.

Note 1: All alternate modes of transportation (air/train/Uber/Lyft/taxi) will be the most budget friendly as possible.

Note 2: Traveling companions or partners in service expenses are not covered.

6. WORK SCHEDULE & LOCATION

- This is a Part-time position.
- Work may be performed either remotely or at a designated office space.
- Hours of availability will be 9:30 AM – 3:30 PM, Monday through Friday (except holidays) with expected attendance at the 3 Council of Governors meetings, all Multiple District Conferences and the Multiple District Convention.
- Expected attendance at Lions Clubs International conventions and USA/Canada Forums.

7. PERFORMANCE REVIEW

The Council Chair or a designated committee will conduct a performance review annually to evaluate performance against the responsibilities outlined in Section 3.

8. TERMINATION

Without Cause: Either party may terminate this agreement with 60 days' written notice.

With Cause: The Council may terminate this agreement immediately if the Office Manager fails to perform duties, violates Lions ethical standards, or fails to maintain confidentiality.

9. CONFIDENTIALITY

The Office Manager acknowledges that they will have access to confidential member data and agrees to use such data only for authorized Lions purposes, respecting the privacy of members.

10. GOVERNING LAW

This Agreement shall be governed by the laws of Florida, USA.

SIGNATURES

_____ Date: _____
Office Manager

_____ Date: _____
Council Chair or District Governor

Appendix G

Executive Secretary Employment Contract

This Agreement is made effective as of _____ by and between the Multiple District 35 Council of Governors, hereinafter referred to as "the Council," and _____, hereinafter referred to as "the Executive Secretary."

1. PURPOSE & APPOINTMENT

The Council hereby employs _____ to act as the Executive Secretary for MD35 to support the District Governor(s), cabinet officers, and clubs within the district.

2. TERM

This agreement shall be for a period of three (3) years commencing on _____, and ending on _____, unless terminated earlier in accordance with this Agreement. Renewal is subject to review by the incoming Council of Governors.

3. DUTIES AND RESPONSIBILITIES

Constitution and By Laws - The Multiple District Secretary shall manage the Multiple District administration functions as detailed in the Multiple District Policy and Procedures Manual under the direction and supervision of the Council of Governors.

The Executive Secretary shall perform duties as directed by the Council Chair and District Governor(s), including but not limited to:

Records Management:

- Maintaining all records and documents of the district.
- Administrative Support: Processing correspondence, organizing meetings, and preparing materials for Council of Governors meetings.
- Database Management: Maintaining accurate multiple district member information, reporting to Lions Clubs International (LCI) via Lion Portal.
- Financial Assistance: Assisting the Multiple District Executive Treasurer in tracking administrative expenses.

Communication:

- Distributing information for district newsletters, social media, and information to the Council of Governors by email or postal services.
- Be one of three signing authorities for the Multiple District.
- Attend Council of Governors meetings as a non-voting ex-officio member.
- Attend Long Range Planning Meetings as a voting member.
- Attend other meetings as directed/authorized by the Council of Governors and/or the Council Chairperson.

- Keep accurate minutes of all Council of Governors meetings sending copies to the Council Chair, District Governors, Vice District Governors, the Multiple District Committee Chairpersons and members, the Multiple District Executive Treasurer and others designated by the Council Chair and/or the Council of Governors.
- Assist the Council of Governors in conducting the business of the Multiple District and perform such duties as are required by the LCI and the Multiple District Constitution and By Laws and the Multiple District Policy and Procedures Manual as well as those that may be assigned by the Council of Governors from time-to-time.
- Maintain Multiple District contact information (Governors, Vice District Governors, Multiple District Committees, PDGs, etc.).
- Maintain and update Policy and Procedures Manual as required by the council.
- Reserve hotel accommodation for meetings of the Council of Governors and also committee meetings as and when required.
- Provide updates as needed to the Multiple District Webmaster.
- Orders blazer emblems and name tags for the following: Governors, Immediate Past District Governors, and 1st & 2nd Vice District Governors as well as their adult companion, Multiple District Executive Treasurer, Multiple District Executive Secretary and the Council Chairperson, plus other supplies from LCI as may be required on behalf of the Multiple District.
- Provides information documentation to Council Chairperson-elect (CCE).
- Prepares and provide the Multiple District Convention Guidebook to appropriate participants.
- Prepares training along with the Multiple District GLT for the Potential Leader Seminar held in the month of February of each year.

In addition to the above:

- At the start of the year, provide appropriate reference material to the incoming Governors, and confirm meeting facilities for the Council Meetings at the designated location(s) for the year ahead.
- For each Council of Governors Meeting:
 - f. the secretary requests reports from Committee Chairpersons
 - g. reserves meeting rooms/refreshments and arranges for hotel accommodation for the Council Chair, District Governors, Vice District Governors, the Multiple District Executive Treasurer (as needed)
 - h. prepares an agenda
 - i. prepares and distributes accurate minutes of the Council of Governors Meeting proceedings
 - j. maintains record of changes to C&BL, updates Policy and Procedures Manual and acts upon any requests emanating from the Council meetings.
- Prior to the Multiple District Convention, in accordance with timelines contained in C&BL:
 - e. Provides notification of approved proposals for changes to C&BL.
 - f. Provides proposals of expenditures for approved Multiple District projects to be voted at Convention to the Multiple District Webmaster.
 - g. If required, assists the Multiple District Credentials subcommittee to prepare and distribute an appropriate number of Credential Certificates (as determined by the subcommittee)
 - h. Review convention details with Council Chairperson and Convention Committee, finalize the Convention Guidebook.

- At the Multiple District Convention:
 - e. Assist Council Chairperson as appropriate.
 - f. Provide briefing material to District Governors-elect
 - g. Provides briefing documentation to incoming committee chairpersons.
 - h. Undertakes Council Meeting duties.
- After the Multiple District Convention:
 - c. Compile list of new Multiple and District Officers.
 - d. Update the Official copy of the Constitution and By- Laws and Policy and Procedures Manual.
 - e. Perform other duties as requested/authorized by the Council of Governors.

4. COMPENSATION AND BENEFITS

- Stipend: The Executive Secretary shall receive either a stipend or salary of \$_____ per Year, paid monthly. The Executive Secretary is responsible for their own taxes and Social Security if paid as a stipend employee.

Benefits:

- Dress jacket – The jacket will be provided and be the color decided upon by the current COG and purchased from the same supplier.
- Multiple District events – Standard IRS mileage reimbursement if driving to an event, exact costs of alternate transportation (air & Uber-Lyft-taxi while there) when traveling to the Bahamas or ABC Islands, exact costs of hotel, meals, registrations.
- *See Notes 1 & 2.*
- Lions Clubs International events (LCICON and USA/Canada Forum) – exact costs of transportation (air-rail & Uber-Lyft-taxi while there), hotel, meals, registrations.
- *See Notes 1 & 2.*

Note 1: All alternate modes of transportation (air/train/Uber/Lyft/taxi) will be the most budget friendly as possible.

Note 2: Traveling companions or partners in service expenses are not reimbursable.

5. WORK SCHEDULE & LOCATION

- This is a Part-time position.
- Work may be performed either remotely or at a designated office space.
- Hours of availability will be 9:30 AM – 3:30 PM, Monday through Friday (except holidays) with expected attendance at the 3 Council of Governors meetings, all Multiple District Conferences and the Multiple District Convention.
- Expected attendance at Lions Clubs International conventions and USA/Canada Forums.

6. PERFORMANCE REVIEW

The Council Chair or a designated committee will conduct a performance review annually to evaluate performance against the responsibilities outlined in Section 3.

7. TERMINATION

Without Cause: Either party may terminate this agreement with 60 days' written notice.

With Cause: The Council may terminate this agreement immediately if the Executive Secretary fails to perform duties, violates Lions ethical standards, or fails to maintain confidentiality.

8. CONFIDENTIALITY

The Executive Secretary acknowledges that they will have access to confidential member data and agrees to use such data only for authorized Lions purposes, respecting the privacy of members.

9. GOVERNING LAW

This Agreement shall be governed by the laws of Florida, USA.

SIGNATURES

_____ Date: _____

Executive Secretary

_____ Date: _____

Council Chair or District Governor

Appendix H

Executive Treasurer Employment Contract

This Agreement is made effective as of _____ by and between the Multiple District 35 Council of Governors, hereinafter referred to as "the Council," and _____, hereinafter referred to as "the Executive Treasurer."

1. PURPOSE & APPOINTMENT

The Council hereby employs _____ to act as the Executive Treasurer for MD35 to support the District Governor(s), cabinet officers, and clubs within the district.

2. TERM

This agreement shall be for a period of three (3) years commencing on _____, and ending on _____, unless terminated earlier in accordance with this Agreement. Renewal is subject to review by the incoming Council of Governors.

3. DUTIES AND RESPONSIBILITIES

- The Executive Treasurer shall perform duties as directed by the Council Chair and District Governor(s), including but not limited to:
- Be responsible for all receipts and disbursements of funds entrusted to the Multiple District in conjunction with the annual approved budget, Constitution and By-Laws, the Multiple District Policy and Procedures Manual and direction from the Council of Governors.
- Be one of three signing authorities for the Multiple District.
- Deposit all funds in the banking institution approved by the Council of Governors.
- Maintain all financial data according to accepted accounting principles.
- Arrange for a fidelity bond.
- Prepare an annual budget with the Executive Secretary and submit to Council of Governors for consideration at the first Council meeting following the close of the International Convention.
- Attend all meetings of the Council of Governors as a non-voting ex-officio member.
- Attend other meetings as directed/authorized by the Council of Governors and/or the Council Chairperson.
- Attend all multiple district conferences and the annual convention.
- Advise the Council of Governors of issues that might negatively impact the Multiple District or issues that may require action on their part.
- Seek professional financial advice as required and report to Council of Governors.
- Provide assistance to the Multiple District Committee members in maintaining control over their individual approved budgets.
- Attend session for District Governors-elect at the Multiple District Convention to brief them on financial issues that will impact their year as District Governor.

Specific Duties to be performed:

As required:

- Deposit funds received and post to receivables ledger.
- Audit all claims received from the Multiple District Officers and Committee Members.
- Respond to all email and telephone queries promptly.
- Bill accounts receivable.

Monthly:

- Reconcile Bank Statement.
- File the month-end financial statements (i.e. Balance Sheet, General Ledger, and Outstanding Receivable List).
- Mail out statements for outstanding receivables.
- Process the necessary journal entries

Annually and Year-end:

- Close out the year-end as of July 15th and run the required reports for audit.
- Reconcile accounts providing all documentation and Council Motions if applicable and assemble in a binder for audit.
- Respond in a timely fashion to the questions and/or information requested by either council or paid auditors during their audit process.
- Prepare annual financial statements and previous year's budgets submissions for each of the Multiple District Committee Chairpersons along with the request for their budget submissions.
- Invoices for the Multiple District dues to be sent to all Clubs by September 15th and January 15th.
- Arrange to provide the Bank with the appropriate documentation and signature cards for incoming Council Treasurer.

Council Meetings:

- Report to the four scheduled Council of Governors meetings presenting the Profit and Loss Statement comparing actual expenses to budget, the investment portfolio and the status of the collection of club dues.
- Report any concerns over any other financial issues that may need Council of Governors action.
- Other duties as requested/authorized by Council of Governors.

4. COMPENSATION AND BENEFITS**Stipend/Salary:**

The Executive Treasurer shall receive either a stipend or salary of \$ _____ per Year, paid monthly. The Executive Treasurer is responsible for their own taxes and Social Security if paid as a stipend employee.

Benefits:

- Dress jacket – The jacket will be provided and be the color decided upon by the current COG and purchased from the same supplier.
- Multiple District events – Standard IRS mileage reimbursement if driving to an event, exact costs of alternate transportation (air & Uber-Lyft-taxi while there) when traveling to the Bahamas or ABC Islands, exact costs of hotel, meals, registrations.
See Notes 1 & 2.
- Lions Clubs International events (LCICON and USA/Canada Forum) – exact costs of transportation (air-rail & Uber-Lyft-taxi while there), hotel, meals, registrations.
See Notes 1 & 2.

Note 1: All alternate modes of transportation (air/train/Uber/Lyft/taxi) will be the most budget friendly as possible.

Note 2: Traveling companions or partners in service expenses are not reimbursable.

5. WORK SCHEDULE & LOCATION

- This is a Part-time position.
- Work may be performed either remotely or at a designated office space.
- Hours of availability will be 9:30 AM – 3:30 PM, Monday through Friday (except holidays) with expected attendance at the 3 Council of Governors meetings, all Multiple District Conferences and the Multiple District Convention.
- Expected attendance at Lions Clubs International conventions and USA/Canada Forums.

6. PERFORMANCE REVIEW

The Council Chair or a designated committee will conduct a performance review annually to evaluate performance against the responsibilities outlined in Section 3.

7. TERMINATION

Without Cause: Either party may terminate this agreement with 60 days' written notice.

With Cause: The Council may terminate this agreement immediately if the Executive Treasurer fails to perform duties, violates Lions ethical standards, or fails to maintain confidentiality.

8. CONFIDENTIALITY

The Executive Treasurer acknowledges that they will have access to confidential member data and agrees to use such data only for authorized Lions purposes, respecting the privacy of members.

9. GOVERNING LAW

This Agreement shall be governed by the laws of Florida, USA.

SIGNATURES

_____ Date: _____
Executive Treasurer

_____ Date: _____
Council Chair or District Governor

APPENDIX I
Multiple District 35 Lions of Florida – Bahamas – ABC Islands
Board Member Conflict of Interest and Confidentiality Policy

Article I Purpose

To ensure that Multiple District 35 operates in a manner consistent with its charitable purposes and in order to maintain its federal tax exemption, board members have a duty to subordinate personal interests to the welfare of Multiple District 35 and those we serve. Conflicting interests can be financial, personal relationships, status or power.

Article II Definitions

1. Board members are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which will obligate or induce the board member to compromise the best interest of Multiple District 35 while executing their responsibilities during negotiations, inspections, audits, purchases or awarding contracts.
2. Board members are prohibited from knowingly harming or creating a conflict by disclosing information about Multiple District 35 to those who do not have a need to know or whose interest may be adverse to Multiple District 35. Nor may board members in any way use such information to the detriment of Multiple District 35.
3. Board members may not have a financial interest in any property that Multiple District 35 purchases, or a direct or indirect interest in a supplier, contractor, consultant, or other entity which Multiple District 35 does business, without first making full disclosure to the Board of Directors.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 1 a person who has a financial interest may have conflict of interest only if the Board of Directors decides that a conflict of interest exists.

Article III Procedures

Any possible conflict of interest of any board member will be disclosed to the Board of Directors and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

Article IV Records of Proceedings

1. Any board member having a conflict of interest or possible conflict of interest will recuse themselves from voting on the matter and leave the meeting so that other board members can speak freely, as participation could be construed as undue personal influence. Nor will they be counted as part of a quorum, for the conflict-of-interest issue vote. The minutes of the meeting will reflect the disclosure, non-participation in any board discussion regarding the conflict-of-interest matter at hand and the abstention from the voting.
2. As a matter of record, all board members are required to complete the “Conflict-of-Interest and Confidentiality Statement” annually. Changes to this policy may be made by the Constitution and Bylaws Committee and will be presented to the Board of Directors for approval prior to implementation.



Conflict of Interest and Confidentiality Statement
Multiple District 35 lions of Florida – Bahamas – ABC Islands



I have read and am familiar with the Multiple District 35 Council of Governors policy concerning conflict of interest and confidentiality. I agree not to disclose information about the organization to those who do not have a need to know or whose interest may be adverse to the organization. In addition, I have initialed the line opposite the appropriate paragraph below.

_____ To the best of my knowledge, during the past year neither I nor any member of my family has had an interest in or taken any action which would breach the policy of this Council.

_____ To the best of my knowledge, during the past year neither I nor any member of my family has had an interest in or taken any action which would breach the policy of this Council, except such interest or action fully disclosed below and approved on _____ at the _____ Council of Governors meeting.

Council Member Signature

Date

Please Print Name