



*MULTIPLE DISTRICT C*

***POLICY MANUAL***

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# **1. MULTIPLE DISTRICT C POLICY MANUAL**

## **1.1 STATEMENT**

A general statement regarding the Multiple District C Policy Manual, International Association of Lions Clubs:

Multiple District C (hereafter referred to as "MDC") of Alberta, part of British Columbia and part of the Northwest Territories, Canada is governed by the Constitution and By-Laws of the International Association of Lions Clubs, the Constitution and By-Laws of MDC, and the policies recorded in the International Board Policy Manual.

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

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

## **1.2 AVAILABILITY**

This Policy Manual shall be made available free of charge to the following Lions of MDC: members of the Council, Vice District Governors and/or District Governors Elect, MDC Committee Chairpersons, current and/or past International Officers, and members of the Policy Manual Committee.

The current version of the Policy Manual will also be available for downloading from the Multiple District Website at no cost. Any individual Lions, or Lions Clubs, requesting additional copies shall be charged an amount sufficient to cover the cost of printing and postage. Zone and Club copies should be passed on to successors, with additional copies being supplied only on request as above. All pages of the Policy Manual will be dated as to their acceptance date. Any changes made during the Lionistic year will be communicated to those with Policy Manuals by way of addendum and at the end of each year the pages affected by any change will be amended, dated as at that date and sent to those who require a Policy Manual.

## **1.3 CHANGES**

Lions Clubs in good standing, District committees, MDC committees, members of the Council, or individual delegates from the floor at the MDC Convention may recommend Policy Manual changes to the Council stating chapter, page, item number, etc. in their recommendation.

## **1.4 PERPETUITY**

This MDC Policy Manual shall be perpetual, but may be amended by the Council within the following guidelines:

### **1.4.1 Routine Change Procedure:**

- i. any proposed Policy Manual changes shall be presented to the Policy Manual Committee immediately following the adjournment of the Council meeting at which said changes were proposed.
- ii. the Policy Manual Committee shall submit the requested changes to the Council for discussion and action (by majority vote) at their next regularly scheduled meeting.
- iii. any proposed changes to the Policy Manual scheduled to come before the Council at their next regular meeting shall be so noted immediately in the next issue of the MDC bulletin, and
- iv. when approved the revised policy manual will be published on the MDC Website, noting the date the policy manual was amended.

#### 1.4.2 Urgent Change Procedure:

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

- i. urgent changes to the Policy Manual proposed and accepted by a two-thirds (2/3) affirmative vote of the Council at a regularly scheduled Council Meeting or at a special Council Meeting called by the Council Chairperson shall become effective immediately upon passage of vote at said meeting. The affected changes shall be presented to the Policy Manual Committee immediately upon adjournment of same meeting; and
- ii. the Policy Manual Committee shall implement the necessary changes as addenda to the Policy Manual and submit these changes to all the appropriate parties through electronic means and/or the next MDC bulletin.

1.4.3 All changes of policy shall be identified on the Council Meeting agenda as "Action Items" and noted in the minutes with maker and the second as passed, defeated, tabled or postponed.

1.4.4 Any policy revisions adopted will be provided as "addenda" to the appropriate chapter until full text revision is completed by staff at the close of the fiscal year. All such revisions (addenda) shall be dated and sent to: members of the Council, Vice District Governors and/or District Governors Elect, MDC Committee Chairpersons, current and/or past International Officers, and members of the Policy Manual Committee, and published in the next issue of the MDC bulletin.

1.4.5 The printed Policy Manual shall be of a loose-leaf format and shall be prefaced by the MDC Constitution and By-Laws.

1.4.6 This MDC Policy Manual was adopted by a majority vote of the MDC Council at a regularly scheduled meeting on May 5<sup>th</sup>, 2017. It upon said date became the governing policy for MDC, its Districts, Zones, Clubs, Lions, Leos and Lioness where applicable and not in conflict with over-riding authority.

## **2 MULTIPLE DISTRICT COUNCIL OF GOVERNORS**

### **2.1 MEMBERSHIP**

The Council members shall be the current District Governors, MDC Council Chairperson and the MDC Vice Council Chairperson. The First and Second Vice District Governors are actively involved



with Council and are allowed to make motions and second motions but are not allowed to vote. The Council may employ a Multiple District Secretary Treasurer or Multiple District Secretary and Multiple District Treasurer, they shall be an ex-officio member of the Council.

## 2.2 FUNCTION

The Council shall deliberate and formulate administrative plans and policies affecting MDC.

## 2.2 POWERS AND RESPONSIBILITIES

Except where inconsistent with, and contrary to, the provisions of the Articles of Incorporation and Constitution and By-Laws of the International Association of Lions Clubs, the powers granted therein to the Board of Directors of said Association, and the policies and acts of said Board of Directors, the Council shall:

- 2.2.1 be the governing authority for the Lions of the MDC.
- 2.2.2 subject to the provisions of the Constitution and By-Laws of Lions Clubs International and the powers granted thereto, and the Policies of the International Board of Directors, the Council shall supervise the administration of all MDC affairs, choose such officers, hold such meetings, administer such funds, authorize such expenditures and exercise such other administrative powers as are provided for in the Constitution and By-Laws of MDC;
- 2.2.3 the Council shall meet no less than four times each year in accordance with the Constitution and By-Laws of MDC. This will comprise of three face to face meetings and one on-line meeting per Council year.
  - i. the location of the first meeting shall be held at the discretion of the Council Chairperson. With the required minimum of one face to face meeting to be held in each District at.
  - ii. the minutes of each meeting of the Council shall be sent, by the MDC Secretary, to all members of the Council within thirty (30) days from the conclusion of the meeting; and
  - iii. no recording devices may be used, by anyone, except the Secretary during the Council meetings.
- 2.2.4 the majority of the Council shall constitute a quorum; and
- 2.2.5 the Council Chairperson, the District Governors, First Vice District Governors, Second Vice District Governors, the Vice Council Chairperson, MDC Advisors in attendance, Council Secretary and Council Treasurer shall be reimbursed for attending Council meetings, as per availability of funds in the current year budget. They shall be reimbursed from the appropriate funds designated for such purposes within the Budget of the Council where and when such reimbursement is not covered by Lions Clubs International. As outgoing Governors and Vice Council Chairperson, attending the International Convention, the USA/Canada Lions Leadership Forum or for other reimbursable expenses relating to their year, they shall be reimbursed for expenses (meals, hotel and transportation) on the basis as outlined, from year to year, in the MDC Rules of Audit to a maximum allowed in the approved budget. The Council Chairperson shall be reimbursed for expenses to a maximum allowed in the approved budget. All such reimbursements shall be in accordance with the MDC Rules of Audit

and Policies pertaining thereto. No expense reimbursement will be allowed if the expense is reimbursed from any other source(s).

## **2.3 EXECUTIVE COMMITTEE**

The Executive Committee of the Council shall be the Council Chairperson, the Vice Council Chairperson, the MDC Secretary and the MDC Treasurer (both non-voting). The Executive Committee shall handle emergency business arising between Council meetings, subject to approval of the Council at its next meeting.

All of the Executive Committee members shall have current police check as shall be approved by the Multiple District C Council of Governors and the cost of the police check shall be an administrative expense of the Multiple District C.

## **3 MULTIPLE DISTRICT COUNCIL CHAIRPERSON**

### **3.1 SELECTION**

At a Multiple District C Convention, the delegates will elect a Vice Council Chairperson who will automatically assume the role of Council Chairperson one year later. Each District may have one candidate for consideration by the delegates at the convention. These candidates shall have been elected at their respective District conventions. Candidates seeking the role of Vice Council Chairperson/Council Chairperson must file their intentions 45 days prior to the commencement of their District convention. Immediately after the District Convention the current District Governor must report to the MDC Office the name of the successful candidate, the voting shall be by secret ballot, unless otherwise provided. The candidate or bid receiving a majority of votes cast shall be declared elected. In the event of a tie vote, or failure of one candidate to receive the required majority, on any ballot, balloting shall continue with respect to the two (2) candidates only, who received the largest number of votes on the previous ballot, until one receives the required majority of votes cast.

The results of this election, at the Multiple District C Convention, shall not be disclosed to anyone until these results are announced by the Master of Ceremonies (Council Chairperson) usually at the Governors Banquet on Saturday evening.

### **3.2 FUNCTION**

The Council Chairperson shall preside at all meetings of the Multiple District Council of Governors and follow through on business approved by the Council.

### **3.3 RESPONSIBILITIES**

The Council Chairperson shall:

- 3.3.1 issue the call for MDC Council meetings through the office of the MDC Secretary.
- 3.3.2 consult with the MDC Secretary, who prepares the agendas, regarding the preparation of an agenda for each Council meeting. A copy of same shall be in the hands of all members of the Council at least 10 days prior to the meeting.
- 3.3.3 preside over all Council meetings.
- 3.3.4 provide the initiative for MDC programs, goals, and long-range planning.
- 3.3.5 create and foster harmony and unity among Districts.

- 3.3.6 submit reports and perform such duties as may be required by the MDC Constitution and By-Laws, and the International Board of Directors.
- 3.3.7 assist when asked with the planning of MDC Conventions.
- 3.3.8 be the presiding officer at the MDC Convention. The Council Chairperson may delegate the duties of presiding officer, in the several sessions scheduled at each of the above meetings. However, because of status as presiding officer, the Council Chairperson must preside at the opening session of the Convention. The Council Chairperson may then delegate duties for the first business session and subsequent sessions. Again, as presiding officer of the Council, the Council Chairperson must preside at the closing meeting which is usually the District Governors' Banquet.
- 3.3.9 serves as the leader of the MDC delegation at the International Convention, representing MDC at meetings, caucuses and other events where MDC shall have representation. The Council Chairperson shall be the presiding officer at the MDC Caucus Breakfast if one is held, and any other meeting to which all MDC delegates are called, to discuss matters of interest to the delegates.
- 3.3.10 work closely with the Friendship Committee during the International Convention and shall be the host at any receptions given in honor of International Officers from MDC; and
- 3.3.11 when there is no MDC office at the International Convention, to facilitate communications among MDC delegates, incoming District Governors, and Council Advisors by ensuring that a contact list for MDC Lions in attendance is available to all; and
- 3.3.12 promote International participation by:
  - i. coordinating Caucus Breakfast arrangements with other Multiple Districts; and
  - ii. ensuring that all parade paraphernalia is transported to and from the International Convention site
- 3.3.13 delivery, forthwith, at the termination of term of office, all MDC records to the successor in office.

#### 3.4 GENERAL

The Council Chairperson shall:

- 3.4.1 as a primary function, coordinate the promotion of leadership and harmony among the members of the Council, and conduct the affairs of the Council in accordance with the Constitution and By-Laws of MDC and Lions Clubs International.
- 3.4.2 as a member of the Executive Committee of the Council, together with the Vice Council Chairperson, the MDC Secretary, and the MDC Treasurer handle emergency business arising between Council meetings, subject to approval of the Council at its next meeting.
- 3.4.3 as much as is feasibly possible, act as a coordinator of all Council appointed committees and coordinators.

- 3.4.4 maintain a close relationship with the Vice Council Chairperson to ensure a thorough awareness of council business within MDC.
- 3.4.5 be required, from time to time, to report to Lions Clubs International with regard to the affairs of MDC.
- 3.4.6 make every effort to accept invitations to attend District Conventions.
- 3.4.7 be reimbursed as follows:
  - i. Regularly Scheduled Meetings: including the MDC Convention on the same basis as the Council - expenses (hotel and meals) and mileage as per MDC Rules of Audit not to exceed three (3) days and three (3) nights for each meeting except when the council meeting is in conjunction with a convention, then four (4) days (hotel and meals);
  - ii. Convention Planning: for one meeting pertaining to Convention planning, not to exceed three (3) days and three (3) nights expenses (hotel and meals) and mileage as per MDC Rules of Audit
  - iii. International Convention: consistent with that of the Council and on the basis as outlined, from year to year, in the MDC Rules of Audit, for a maximum of five (5) days; and
  - iv. Emergency Meeting: it is recommended that emergency meetings be avoided unless there is not another way of solving the problem(s). The use of on-line communication is recommended for such emergency meeting. Use of the Executive Committee is recommended. If such emergency meeting must be held, the Council Chairperson shall be reimbursed on the same basis as the members of Council.

## **4 MULTIPLE DISTRICT VICE COUNCIL CHAIRPERSON**

### **4.1 SELECTION**

- 4.1.1 Delegates at a Multiple District C Convention will be presented candidates duly elected at their respective District convention, for consideration as Vice Council Chairperson. Voting will be by secret ballot and the results will be announced by the Council Chairperson usually at the Saturday evening banquet. If there is more than one candidate, there shall be an election by secret ballot. The candidate receiving a majority of votes cast shall be declared elected. In the event of a tie vote, or failure of one candidate to receive the required majority, on any ballot, balloting shall continue with respect to the two (2) candidates only, who received the largest number of votes on the previous ballot, until one receives the required majority of votes cast.

- 4.1.2 When No Candidates Come Forward from the Sub-Districts

In the event, no candidates come forward from the District Conventions for the position of Vice Council Chairperson, it shall be the duty of the Council Chairperson, or designate, to convene a meeting of the Council Chairperson, Immediate Past Council Chairperson, the Council Secretary, as recording secretary, International Officers, all available Past International Officers and Past Council Chairperson's, who are members in good standing of a chartered Lions Club, in good standing, in the District, for the purpose of finding a suitable candidate to run from their sub-District. This meeting will

be held within 15 days of the last sub-District convention. The committee shall assemble within 15 days of the first meeting to present their nominated candidates.

4.1.3 Each qualified candidate, who has accepted the committee's invitation to run for the position of Vice Council Chairperson / Council Chairperson for the upcoming Lions Year shall provide a written letter of acceptance of their nomination to the MDC Office, on or before the second meeting date. The committee may nominate only one candidate from each sub-District.

4.1.4 Voting for the committee nominated candidates, will be by secret ballot at the MDC convention and the results will be announced by the Council Chairperson usually at the Saturday evening banquet of the MDC Convention. If there is more than one candidate, there shall be an election. The voting shall be by secret ballot, unless otherwise provided. The candidate or bid receiving a majority of votes cast shall be declared elected. In the event of a tie vote, or failure of one candidate to receive the required majority, on any ballot, balloting shall continue with respect to the two (2) candidates only, who received the largest number of votes on the previous ballot, until one receives the required majority of votes cast.

4.1.5 When the Position of Vice Council Chairperson Becomes Vacant.

In the event a vacancy arises in the office of Vice Council Chairperson, it shall be the duty of the Council Chairperson to convene an extraordinary meeting of the Council of Governors to decide if, under the circumstances, a replacement Vice Council Chairperson is needed. If the Council of Governors determines a replacement Vice Council Chairperson is needed, the Council Chairperson, or designate, shall convene a meeting of the Council Chairperson, Immediate Past Council Chairperson, the Council Secretary, as recording secretary, International Officers, all available Past International Officers and Past Council Chairperson's, who are members in good standing of a chartered Lions Club, in good standing, in the District, for the purpose of finding suitable candidates to fill the vacancy from the District. This meeting will be held within 15 days of creation of the vacancy.

4.1.6 The committee shall develop a short list of maximum one candidate from each Sub-District, focusing first on the candidates who were not successful at the last MDC Convention, in order of their finish. Failing to find a candidate who will accept the position, from that group, the committee will look at for other nominees from the Past District Governors in the Multiple District.

4.1.7 The committee shall assemble within 15 days of the first meeting to present their nominated candidates. Once the committee has decided on their short list, a meeting of the Council shall be called to select the replacement Vice Council Chairperson. The selected short list candidates will file, within 7 days, with the MDC Office their Bio's and Lionistic resume to assist the Council in their deliberations.

4.1.8 The Council Selection meeting may be face to face, if convenient, to allow each DG and 1st VDG to ask one question of the candidates. Use of an online meeting will require the candidate to be on camera during the question period.

4.1.9 Upon completion of the question period, the Council of Governors will select the Vice Council Chairperson replacement. The Council Chairperson shall call the successful candidate and unsuccessful candidates and congratulate them for their service. The Council Chairperson and Council Secretary will be responsible to bring the new Vice Council Chairperson up to date.

4.1.10 The new Vice Council Chairperson shall assume the office of Council Chairperson at the beginning of the next Lionistic Year.

4.1.11 When the Position of Council Chairperson Becomes Vacant.

In the event a vacancy arises in the office of Council Chairperson, the Vice Council Chairperson shall assume the role of Council Chairperson and convene an extraordinary meeting of the Council of Governors to decide if, under the circumstances, a replacement Vice Council Chairperson is needed. If the Council of Governors determines a replacement Vice Council Chairperson is needed, then the procedure's starting with section 4.1.5 shall be followed.

## 4.2 FUNCTION

The Vice-Chairperson shall be an Officer of the Council, and if the Chairperson is unable to perform the duties of the office for any reason, the Vice-Chairperson shall occupy this position and perform such duties.

### 4.3 RESPONSIBILITIES

The Vice-Chairperson shall:

- 4.3.1 assist the Council Chairperson in the execution of duties.
- 4.3.2 act as Finance Chairperson and approve all MDC Expense Claims before forwarding claims to the MDC Treasurer for payment.
- 4.3.3 give direction to MDC committees as assigned; and
- 4.3.4 oversee the MDC Convention committee for the MDC Convention held in their year as Council Chairperson: and
- 4.3.5 represent the Council Chairperson as directed.

### 4.4 GENERAL

The Vice-Chairperson shall:

- 4.4.1 As a primary function, assist the Council Chairperson in giving leadership and promoting harmony among Council members.
- 4.4.2 As a member of the Executive Committee of the Council, handle emergency business arising between Council meetings, subject to approval of the Council at its next meeting; and
- 4.4.3 Act as Parade Chairperson at the ensuing International Convention as per section 18.8.15.

## 5 **MULTIPLE DISTRICT SECRETARY TREASURER**

The Multiple District shall employ as a staff member of the executive, a Multiple District Secretary, a Multiple District Treasurer or a Multiple District Secretary Treasurer. Should the Multiple District choose to employ a Multiple District Secretary Treasurer, the terms of reference, job description, for both the Multiple District Secretary and the Multiple District Treasurer shall apply as outlined in articles 6 & 7.

## 6 **MULTIPLE DISTRICT SECRETARY**

### 6.1 QUALIFICATIONS

- 6.1.1 Education/experience - should have past experience as a professional and responsible nature in business administration, public relations, and management.
- 6.1.2 Abilities/knowledge - considerable knowledge of the organization structure, policies, activities, and programs of Lions Clubs International as well as that of MD C
- 6.1.3 Ability to plan, lay out, and direct the administrative services as they relate to MD C
- 6.1.4 Ability to communicate effectively orally and in writing
- 6.1.5 Ability to motivate; and
- 6.1.6 Ability to develop and maintain effective working relationship.

### 6.2 FUNCTION

The primary purpose of the Secretary is to direct and coordinate the administrative services at the Multiple District level by carrying out directives as issued by the Council and performing such other functions as required by both the Multiple District Constitution and By-Laws and the MDC Policy Manual.

### 6.3 RESPONSIBILITIES

- 6.3.1 Carry out all assignments under the direction of the Council as are required in the performance of duties that pertain to such office.
- 6.3.2 Carry out the efficient administration of MDC Headquarters, including:
  - i. Employment and supervision of secretarial personnel.
  - ii. Location and organization of suitable accommodations of all MDC merchandise.
  - iii. Keeping of all necessary records, minutes, etc.; and
  - iv. Complete responsibilities for ordering and keeping accurate inventory of merchandise where applicable.
- 6.3.3 Schedule and program Council meetings in cooperation with the Host District Governor.
- 6.3.4 Assist the Council in the organization and administration of MDC Conventions and meetings.
- 6.3.5 In cooperation with the Council Chairperson, plan and prepare the agenda for Council meetings. The Agenda should be in the hands of the Council of Governors no less than 10 days prior to the scheduled Council meeting
- 6.3.6 In cooperation with the Vice Council Chairperson, plan and prepare the agenda for Finance meetings. The Agenda should be in the hands of the Council of Governors no less than 10 days prior to the scheduled Finance meeting
- 6.3.7 Record and distribute, within thirty (30) days of the conclusion of the meeting, to the Council Chairperson, the District Governors, the Vice District Governors and/or District Governors Elect, and the Council Advisors (on request) minutes of all Council meetings, and record minutes of the MDC Convention business proceedings;
- 6.3.8 Maintain in an up-to-date fashion the MDC Constitution, By-Laws and Policy Manual. Annotate amendments and arrange for reprinting of such documents or chapters as required
- 6.3.9 Under the direction of the Council, work with standing committees as a source of information. Reports when received from Committee Chairpersons, should be available to District Officers. In this regard, maintain records indicating progress of programs and arrange that such information be given to District Officers
- 6.3.10 Work closely, as an advisor, with each District Governor when requested, as a consultant on matters dealing with public relations and publicity, fund-raising, program and promotional planning, protocol, etc.
- 6.3.11 Work as the liaison between Lions International and the Lions of MDC
- 6.3.12 Maintain and make available to all Governors and recognized committees and projects an up-to-date mailing list service. It includes all Club presidents, secretaries (by District), all Past District Governors, and all Multiple District Committee Chairpersons in MDC



- 6.3.13 Purchase and sell certain parts of the official MDC convention dress uniform and accessories when directed by Council. This shall include carrying an inventory and keeping proper records of the vendors
- 6.3.14 The MDC Secretary shall as a non-voting member of the Executive Committee of the Council, together with the Council Chairperson and the Vice Chairperson, handle emergency business arising between the Council meetings, subject to approval of the Council at its next meeting; and
- 6.3.15 The MDC Secretary shall be an ex-officio member of Council and of all MDC Committees.
- 6.3.16 Attend, when requested by and compensated by the Council, the Lions Clubs International Convention and maintain an MDC office at said convention. Reasonable daily office hours shall be maintained, and a daily newsletter shall be published and distributed to all attendees for the duration of the convention. The office shall assist any political campaigns and all attendees in order that their convention experience be maximized.
- 6.3.17 In the event of the MDC Secretary being temporarily unable or incapacitated so as to limit his/her ability to fully discharge his/her obligations to the Multiple District, temporary assistance shall be provided. The need for such action shall be determined by:
- i. A letter from the MDC Secretary the MDC Council of Governors requesting assistance and stating the limitations and expected time frame for such assistance.
  - ii. A decision by the Council of Governors that the MDC Secretary's obligations to the Council are not being met and reasons for this are temporary and beyond the control of the Secretary.

When either or both of the above are presented to and accepted by the Council of Governors (Council may choose to terminate the contract) the Council may appoint an interim secretary, and/or an interim secretary-treasurer to assist with the administrative business of the Council.

The MDC Council Chairperson, Vice Council Chairperson, interim assistant(s) and, if available, the MDC Secretary shall meet to negotiate a fair compensation for the level of service to be provided by the MDC Secretary and the interim assistant(s). Said compensation shall be considered to be part of the contract fee paid to the MDC Secretary had he/she performed these duties. The total of these costs may be less than but not greater than the contract fee. An agreement providing the details of this compensation package shall be signed by the negotiators, including the MDC Secretary if he/she is able. This action shall replace the contract accepted by the MDC Secretary and the Council of Governors until such time as the MDC Secretary and the Council of Governors deem the MDC Secretary to be available and fit to assume full responsibilities for his/her duties.

The MDC Council Chairperson shall conduct a monthly review of the status of the MDC Secretary to determine if he/she is fit and available to assume full responsibility of his/her duties. The Council Chairperson shall report to Council as to what further action may be required.

## **6.4 MDC AMBASSADOR**

### **6.1 PURPOSE:**

- i. The purpose of the ambassador position is to be a Single Point of Contact for the membership of Multiple District C to be able to receive information related to the convention as well as answer questions that could arise during the International Convention.
- ii. The position would only be filled if the MD did not have an office at the convention to disperse information and handle queries.
- iii. The MD C Council Chair receives a list of all attendees for the upcoming LCI Convention from our multiple district including their names, email contact information and phone numbers. The Council Chair sends a copy of this list to the appointed ambassador who in turn compiles a distribution list on their tablet and/or iPhone.

### **6.2 DUTIES:**

- i. To disperse all pertinent information related to the International Convention to our membership.
- ii. The ambassador will inform the membership of the date, time and meeting place for the International Parade.
- iii. The ambassador informs our members of the date, place and time of the Canadian Caucus Meeting. If our MD is providing a social meet and greet for our membership, they also relay this information as to when, where and time.
- iv. In the plenary sessions all Canadians sit in the same section together, so the membership is informed to look for the Canadian Flags.
- v. The Ambassador will ensure all attendees have his or her contact information so if any questions or concerns arise, they will be able to direct these items to our MD C ambassador.

## **7 MULTIPLE DISTRICT TREASURER**

### **7.1 QUALIFICATIONS**

- 7.1.1 Education/experience - should have past experience as an accountant/bookkeeper and have experience in using electronic accounting programs; have professional and responsible skills in business administration, public relations, and management
- 7.1.2 Abilities/knowledge - considerable knowledge of the organization structure, policies, activities, and programs of Lions Clubs International as well as that of MDC
- 7.1.3 Ability to plan, lay out, and direct the financial services as they relate to MDC

- 7.1.4 Ability to communicate effectively orally and in writing
- 7.1.5 Ability to motivate; and
- 7.1.6 Ability to develop and maintain effective working relationship.

## 7.2 FUNCTION

The primary purpose of the MDC Treasurer is to direct and coordinate the financial services at the Multiple District level by carrying out directives as issued by the Council and performing such other functions as required by both the Multiple District Constitution and By-Laws and the MDC Policy Manual.

## 7.3 RESPONSIBILITIES

- 7.3.1 Carry out all assignments under the direction of the Council as are required in the performance of duties that pertain to such office.
- 7.3.2 Carry out the efficient financial administration of MDC Headquarters, including keeping of all necessary financial records.
- 7.3.3 Responsible for twice yearly invoicing, crediting the MD Life members from the former MD37 and collecting MDC dues.
- 7.3.4 Pays all bills; (any one of the three, approved MDC signing authorities, signing the cheque.) The three signing authorities are the MDC Treasurer, the MDC Council Chairperson, and the MDC Vice Council Chairperson.
- 7.3.5 Maintains a proper and accurate set of books on all MDC accounts.
- 7.3.6 Sees that the MDC Chairpersons operate on a budget and keep within their budgets.
- 7.3.7 With assistance from the Vice Council Chairperson, prepare a budget, for Council approval and maintain the month to month expenditure budget.
- 7.3.8 Prepare and distribute the financial reports, to Council, one week prior to each Council Finance meeting for review.
- 7.3.9 Must receive a budget from all MDC committees and approval for said proposed budget by the Council before issuing any monies.
- 7.3.10 Shall receive and account for all funds and expenditures of the MDC Convention and Regional Lions Leadership Institute.
- 7.3.11 Shall receive and account for all funds and expenditures of any LCI or LCIF Grants.
- 7.3.12 Summarize the total financial picture with MDC Committee Chairperson after their function is over.
- 7.3.13 Receive funds from the sale of pins, accessories, etc., properly recorded, report profits, and pay taxes, if applicable.
- 7.3.14 Make recommendations for improving control of expenditures and income for a more efficient operation.
- 7.3.15 Make sure all bank deposits for all accounts are properly accounted for. Transfer of funds to proper accounts as required, so money will earn as much interest as prudently as possible.

- 7.3.16 Is the custodian of all MDC funds, LCI and LCIF grant funds?
- 7.3.17 Prepare and distribute the financial reports, to Council by the 10<sup>th</sup> of each month.
- 7.3.18 Arrange for the banking and disbursement of funds.
- 7.3.19 The MDC Treasurer shall be an ex-officio member of Council and of all MDC Committees.
- 7.3.20 In the event of the MDC Treasurer being temporarily unable or incapacitated so as to limit his/her ability to fully discharge his/her obligations to the Multiple District, temporary assistance shall be provided. The need for such action shall be determined by:
- i. A letter from the MDC Treasurer to the MDC Council of Governors requesting assistance and stating the limitations and expected time frame for such assistance.
  - ii. A decision by the Council of Governors that the MDC Treasurer's obligations to the Council are not being met and reasons for this are temporary and beyond the control of the Treasurer.

When either or both of the above are presented to and accepted by the Council of Governors (Council may choose to terminate the contract) the Council may appoint an interim treasurer to assist with the financial business of the Council.

The MDC Council Chairperson, Vice Council Chairperson, interim assistant(s) and, if available, the MDC Treasurer shall meet to negotiate a fair compensation for the level of service to be provided by the MDC Treasurer and the interim assistant(s). Said compensation shall be considered to be part of the contract fee paid to the MDC Treasurer had he/she performed these duties. The total of these costs may be less than but not greater than the contract fee. An agreement providing the details of this compensation package shall be signed by the negotiators, including the MDC Treasurer if he/she is able. This action shall replace the contract accepted by the MDC Treasurer and the Council of Governors until such time as the Treasurer and the Council of Governors deem the MDC Treasurer to be available and fit to assume full responsibilities for his/her duties.

The MDC Council Chairperson shall conduct a monthly review of the status of the MDC Treasurer to determine if he/she is fit and available to assume full responsibility of his/her duties. The Council Chairperson shall report to Council as to what further action may be required.

## **8 MULTIPLE DISTRICT COUNCIL ADVISORS**

### **8.1 ELIGIBILITY**

Council Advisors shall include current and Past International Presidents and International Officers and International Directors currently residing within MDC.

### **8.2 FUNCTION**

Advisors to the Council, upon request of the Council, may be invited to attend Council meeting(s) to assist the Council in the decision-making process.

### **8.3 RESPONSIBILITIES**

- 8.3.1 To maintain an understanding of constitutional matters, both International and MDC.
- 8.3.2 To be informed of MDC affairs.
- 8.3.3 To assist the Council members as requested.
- 8.3.4 To provide advice to Council members when requested; and
- 8.3.5 When there is no present International officer in MDC, the most immediate past International officer shall assist the Districts and the Multiple District in selecting the International guests for the Conventions.

#### **8.4 GENERAL**

- 8.4.1 To represent Lionism and MDC to the best of their ability, in providing a valuable link from Council members to Lions Clubs International; and
- 8.4.2 including the MDC Convention, if the budget allows, they may receive the MDC Rules of Audit on the same basis as the Council - expenses (hotel and meals) and mileage as per MDC Rules of Audit not to exceed three (3) days and three (3) nights for each meeting except when the council meeting is in conjunction with a convention, then four (4) days (hotel and meals);

### **9 DISTRICT GOVERNORS' OBLIGATIONS TO MDC OFFICE**

#### **9.1 DISTRICT GOVERNOR'S BIOGRAPHY & PHOTOGRAPH**

All District Governors Elect of MDC must provide the MDC Office with a copy of their Biography and a color photograph no later than May 1st, prior to the MDC Convention. These are to be provided as electronic files, with the photograph being a minimum of 300 dpi. 600 dpi is preferred.

#### **9.2 CABINETS**

All District Governors of MDC must provide the MDC Office with a listing of all members of their Cabinet (1st and 2nd Vice District Governors, Region Chairpersons, Zone Chairpersons and District Chairpersons) and all pertinent contact information, before June 1<sup>st</sup>, prior to your taking office. The District Governors shall continue to update the MDC Office, as to changes, throughout the year.

#### **9.3 DISTRICT DIRECTORY**

All District Governors of MDC must provide the MDC Office with an electronic copy, if available of their District Directory prior to the July Council Meeting. The District Governor must ensure all updates to their Directory are sent immediately to the MDC Office.

#### **9.4 DISTRICT NEWSLETTERS**

Electronic copies of the District Newsletters must be submitted to the MDC Office, each member of Council and the District Newsletter distribution center for each District. To facilitate better communication, within MDC, District Governors should distribute the Newsletters from the other Districts to their Clubs and members.

#### **9.5 REQUESTS FOR ANNIVERSARY CERTIFICATES**

All District Governors of MDC must request Club Anniversary Certificates with a minimum of 6 weeks' notice for production and delivery.

#### 9.6 TOPICS/MOTIONS FOR COUNCIL AGENDA

All Council Members should provide to the MDC Office, with a minimum of 2 weeks' notice prior to the next Council Meeting, any topics or motions they wish to have included on the MDC Council of Governors Meeting Agenda.

#### 9.7 WEBSITE UPDATES

All Council Members may submit any Website updates or additions directly to the MDC Website Master. Where there are ongoing updates occurring, the Website master may grant the District Governor direct Website access for the updates. All members of Council are required to send all articles of interest from their District or MDC to the Website Master prior to each publication of the issuance of a newsletter.

#### 9.8 RULES OF AUDIT & EXPENSE CLAIMS

Rules of Audit submissions must be received by the Vice Council Chairperson within 30 days of the event. Submissions received after that date will not be accepted or reimbursed.

#### 9.9 MDC DUES INVOICE

The MDC Semi-Annual Dues Invoices are sent electronically to the District Governor, the 1<sup>st</sup> Vice District Governor, the 2<sup>nd</sup> Vice District Governor the Vice Council Chairperson and the Council Chairperson on or before the 25<sup>th</sup> of July and January each year. If you have not received the email by the 30<sup>th</sup> of July and January, you are responsible for contacting the MDC Office and requesting another copy.

#### 9.10 DISTRICT CONVENTION REPORT FOR MDC

All District Governors of MDC must provide to the MDC Office within 10 days of the last day of their District Convention, a typed Convention Report including the following:

{District Governor must ensure the correct spelling of the names and the names to appear on their name badges. Replacement badges, due to spelling errors on the report, will be charged back to the District}

**District Governor Elect:** their Spouse/Companion in Service (are they a Lion member); up to date contact info: their membership ID number; their Lions Club; mailing address; phone numbers (home, work, cell phone); and their email address.

**1<sup>st</sup> Vice District Governor Elect;** their Spouse/Companion in Service (are they a Lion); up to date contact info: their membership ID number; their Lions Club; mailing address; phone numbers (home, work, cell phone); and their email address.

**2<sup>nd</sup> Vice District Governor Elect;** their Spouse/Companion in Service (are they a Lion); up to date contact info: their membership ID number; their Lions Club; mailing address; phone numbers (home, work, cell phone); and their email address.

**Vice Council Chairperson Candidate:** their Spouse/Companion in Service (are they a Lion member); up to date contact info: their membership ID number; their Lions Club; mailing address; phone numbers (home, work, cell phone); and their email address.

**Hall of Fame Nominees** with an electronic 600 dpi photograph (300 dpi minimum) and biography; their Spouse/Companion in Service (are they a Lion); up to date contact info: their membership ID number; their Lions Club; mailing address; phone numbers (home, work, cell phone); and their email address.

#### 9.11 DECEASED MEMBERS

All District Governors of MDC must provide the MDC Office with the name, color photograph, date of passing and Club name of all deceased members in their District.

#### 9.12 FINAL REPORT & DISTRICT GOVERNOR ALLOWANCE

District Governors of MDC will provide the MDC Office with a copy of their Final Report for the July Council Meeting following the completion of their term. The final report shall note major events, accomplishments and anecdotes of their year, keeping in mind these reports have historical value to the Multiple District. These reports may be filed as electronic medium.

The District Governor's Allowance Claim must be submitted to the MDC Office on or before June 30<sup>th</sup>. The Allowance Claim must have receipts attached for all items listed on the claim.

#### 9.13 RESPONSIBILITIES TOWARD YOUR VICE DISTRICT GOVERNORS

District Governors should assist their Vice District Governors with the completion of their MDC Rules of Audit and Expense Claim. District Governors should assist the Vice District Governors with their dress and deportment. They not only represent MDC at functions, but your District as well.

### 10 **HOST DISTRICT GOVERNOR'S RESPONSIBILITIES**

#### 10.1 COUNCIL MEETINGS

The District Governor who is the District Governor of the District hosting a meeting of the Council of Governors is responsible for arranging a social evening for all the Lions attending the Council Meeting (including members of the Convention Planning Committee, if the Council meeting is immediately prior to the District convention) and their companions following the first day of said Council Meeting. The Host District Governor is responsible for all arrangements, including a meal for a reasonable cost to the participants, and shall inform such participants as to location, dress and cost for the evening. The District Governor may delegate this event to a Lions Club of the area.

#### 10.2 MDC CONVENTION

The Host District Governor is responsible, along with the Chairperson of the Convention Planning Committee, for an evening as in 10.1 above. As the Host Governor he/she should also work with the Host Committee and the Convention Advisory Committee to ensure the success of said convention.

# 11 COUNCIL DRESS CODE

## 11.1 FUNCTION

This code is to give guidance to Members of the Council as to the appropriate dress for Lions functions within the jurisdiction of the Council, so that members of the Council may present themselves in a most favorable manner to the Lions of the world and the public in general.

## 11.2 DESCRIPTION

The following section details the recommended dress as adopted by the Council to meet the above criteria:

11.2.1 PARADE DRESS: MDC convention shirt, convention hat (navy blue, panama style), navy blue pants or skirt, black socks and black shoes or black dress sandals.

11.2.2 COUNCIL CASUAL or CONVENTION DRESS: Council or Convention shirt; navy blue or black pants, or skirt; black socks and black shoes or black dress sandals.

11.2.3 BUSINESS DRESS: (DG Blues) Navy Blue blazer; grey pants or skirt; white shirt or blouse; Council approved or supplied tie or scarf; black shoes, socks. The blazer shall have the embroidered Lions Emblem with District Governor, C-, 20 - 20\_ attached to the left side of the jacket.

11.2.4 FORMAL DRESS:  
White dinner jacket, black tuxedo pants, formal white shirt, black bow tie, black cummerbund or vest, black shoes, and black socks. Female Council members will wear corresponding and equivalent attire. Vice District Governors shall wear formal attire or VDG Blues, but not a white jacket.

## 11.3 APPROPRIATE DRESS

The following is the appropriate dress at stated Lions functions:

### 11.3.1 Council Meetings:

Business Sessions	Business Dress
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### 11.3.2 Multiple District Convention:

Business Sessions	Business Dress
Luncheons	Business Dress
Meetings	Business Dress
Memorial	Business Dress
Award Dinner	Business Dress
Governors' Banquet	Whites Formal Attire, CC, VCC, DG's, DG Elect's. VDG's Formal Attire or Blues, VDG Elect's Formal Attire

### 11.3.3 International Convention:

Parade	Parade Dress
Caucus Breakfast	Convention Dress
Luncheons	Business Dress



Banquets	Formal Dress
Melvin Jones Luncheon	Business Dress
DG Installation	
Current Governors	Optional-Consistent Dress
Governors Elect	Business Dress
International Show/Plenary Sessions	
Current Governors	Optional-Consistent Dress
Governors Elect	Business Dress

11.3.4 U.S.A./Canada Lions Leadership Forum:

Business Sessions	Council Casual, Convention Dress or Business Dress (consistent)
President's Banquet	Business Dress

11.3.5 Other occasions where council participates i.e. District Conventions and Lions Foundation of Canada: Council Casual, Convention Dress or Business Dress as directed by the appropriate Club or District authority, but consistent within the group is a must. If in doubt, wear Business Dress.

## 12 MULTIPLE DISTRICT HEADQUARTERS

### 12.1 ACCOMMODATIONS

The MDC Secretary shall provide for a suitable office to serve as headquarters for the MDC operations. This will include suitable accommodations for all MDC files, records, and merchandise inventories. All costs of these accommodations are to be borne by the MDC Secretary as per contract/agreement between MDC and the MDC Secretary.

## 13 MULTIPLE DISTRICT COMMUNICATIONS

### 13.1 STATEMENT

Because of the great distances and harsh climates in our Multiple District, a consistent form of communication link between the Council, District Governors, Clubs, International Office, International Board, International President, and others, the MDC "Bulletin" or "Newsletter" shall be a high priority of MDC.

### 13.2 PUBLICATION

The MDC Website Master shall be charged with the responsibility of the publication and distribution of the MDC Newsletter. (4 issues per Lionistic year)

### 13.3 DISTRIBUTION

The MDC Website Master shall supply the said publication to each District Governor by the 15th of the second month in electronic format.

### 13.4 CONTENTS

The MDC publication shall contain information including, but not restricted to the following:

- 13.4.1 International President's message, goals, directives.
- 13.4.2 International Office news, International Board news, etc.
- 13.4.3 International, MDC, and District Convention news, workshops, forums, etc.
- 13.4.4 MDC contest(s) and statistics.
- 13.4.5 Club news, activities, donations, etc.
- 13.4.6 Calendar of upcoming events, charter anniversaries, new Club charters, special events, etc.
- 13.4.7 Other MDC activities.
- 13.4.8 Unpaid MDC dues reminder notice. (delinquent Clubs shall not be identified); and
- 13.4.9 Any other relevant information.

### 13.5 ANNOUNCEMENTS

Since this MDC "Bulletin" or "Newsletter" is the official publication of MDC, it will therefore publish such items as:

- 13.5.1 Recommended changes to the Constitution and By-Laws of MDC.
- 13.5.2 Changes to the MDC Policy Manual.
- 13.5.3 Information as to candidates for any required election at MDC Conventions and report results of same.
- 13.5.4 Convention reports; and
- 13.5.5 Other administrative reports of MDC.

## 14 **MULTIPLE DISTRICT C POLICY ON ELECTRONIC COMMUNICATIONS**

### 14.1 PURPOSE

The use of the Internet and electronic communications is intended to provide assistance and guidance to Districts, Clubs and members of Clubs, within MDC, as an increasing number of these people take advantage of electronic communications and sites on the Internet and the to promote our service efforts.

### 14.2 INTERNET

Lions Clubs International has established and maintains a Website. Within their budget and other considerations and limits, Districts and Clubs within MDC are also encouraged to establish and maintain Websites to further the Objects of Lionism.

#### 14.2.1 Lions Clubs International:

The Website of Lions Clubs International is primarily as a source of information about the International programs and as a means of communicating with Lions and public about important events occurring at the International level.

#### 14.2.2 Districts within MDC:

A Lions District Website should be maintained primarily to inform Lions and others about:

- i. Important events occurring within the District.
- ii. Programs and projects undertaken by the District and the Clubs within the District; and
- iii. Other special Lions related information about activities within the District.

A Lion District should provide a link from its Website to the Lions Clubs International Website.

### **14.3 OTHER RECOGNIZED LION ENTITIES**

A Website established by a recognized Lion entity, such as a Leo Club should be maintained primarily to inform Lions and others about:

- 14.3.1 Important events relating to the entity.
- 14.3.2 Programs and projects undertaken by the entity.
- 14.3.3 The meeting times and place of the entity; and
- 14.3.4 Other special related information about activities of the entity.

A Website maintained by a recognized Lion entity should provide a link from its site to Lions Clubs International Website.

### **14.4 USE OF THE NAME AND EMBLEM**

The use of the Lions emblem and the words "Lions Clubs International", "The International Association of Lions Clubs", "Lions Clubs", "Lionism", "Lioness", "Leo", or any other Lions marks in any manner not authorized by the Constitution and Bylaws of Lions Clubs International or Multiple District C, or by action of the Lions Clubs International Board of Directors, is forbidden, and all Districts, member Clubs, individual Lions, and other recognized Lion entities, shall conform to this provision.

### **14.5 COMMERCIALIZATION FORBIDDEN**

14.5.1 Any use of a Website by a District, Lions Club, other recognized Lion entity, or an individual Lion, within MDC, for a commercial purpose is forbidden. No licensing of the Lions name, emblem or other Lions marks will be permitted for any District, Lions Club, other recognized Lion entity, individual Lion, or non-Lion, within MDC, to establish, develop, maintain, or otherwise service a Website or any other electronic site.

14.5.2 A Website or other electronic site of a District, Lions Club, other recognized Lion entity, or individual Lion, within MDC, shall not be linked to any commercial Website or other location on the Internet maintained for a commercial purpose. The Lion name, emblem, or other Lions marks shall not be used to point to any commercial Website or other location maintained for commercial purpose.

### **14.6 RECOGNITION OF DONATION OF WEBSITE or ANOTHER ELECTRONIC SITE**

A District, Lions Club, other recognized Lion entity, or an individual Lion, within MDC, may provide recognition on their Website or other electronic site for the donation of that site to a Lion entity by a commercial benefactor.

#### 14.7 MEMBERSHIP LISTS

A Website or other electronic site of a District, Lions Club, other recognized Lion entity, or an individual Lion, within MDC, shall not contain the names, addresses (mailing or electronic mail), or telephone numbers of any individual Lions, without the specific written consent of the individual Lion. A Website or other electronic site of a District, Lions Club, other recognized Lion entity, or individual Lion, within MDC, shall not use the official directory or any part thereof in its Website or another electronic site.

#### 14.8 CIRCULARIZATION OF LIONS CLUBS PROHIBITED

A Website or other electronic site of a District, Lions Club, other recognized Lion entity, or individual Lion, within MDC, shall not be used to solicit financial aid or support from any other District, Lions Club, other recognized Lion entity, or from any individual Lion unless and until it first secures the specific authorization of the Council of Governors of MDC. The Council of Governors does not look with favor upon the use of electronic communications and sites on the Internet for such purposes.

### **15 MULTIPLE DISTRICT BUDGET AND FINANCE**

#### 15.1 COMMITTEE

All members of Council make up the Finance Committee with the Vice Council Chairperson as the Finance Chairperson.

#### 15.2 BUDGET

The Council shall approve a balanced budget based upon the anticipated income from the semi-annual per capita MDC Tax plus any accumulated surplus. Since all funds of MDC are the result of the semi-annual per capita tax and/or convention surpluses, which are administrative funds, the Council shall not use or lend any of these funds for non-administrative purposes.

As part of that budget:

- There shall be a \$1.00/member/year allocated to the MDC Friendship Committee.
- There shall be a \$0.50/member/year allocated to the International Participation Fund
- There shall be a \$0.15/member/per year allocated to the Canadian Caucus committee, to be used at the Lions Clubs International Convention to defray the costs of the Canadian Caucus meeting.
- There shall be a \$1.00/member/year allocated to the MDC convention fund.
- There shall be a \$1.20/member/year allocated to the Regional Lions Leadership Institute fund.

#### 15.3 CHANGES IN BUDGET

The Council may make changes to the budget as presented, but any said changes must continue to reflect a balanced budget. The MDC Treasurer may adjust line items amounts in the budget within designated categories but shall not exceed any budgeted category totals. All category over-expenditures will be forwarded to the Council, with justifying reasons, for review and approval.

#### 15.4 VICE COUNCIL CHAIRPERSON (FINANCE)

##### 15.4.1 Duties and Responsibilities:

- a) Assume the role of Finance Chairperson.
- b) Attend all Council meetings.
- c) Assist MDC Treasurer in preparing budget.
- d) Oversee and approve all expenditures
- e) Match all claims to receipts.
- f) Make financial report at each Council meeting.
- g) Assist MDC Treasurer as resource.
- h) Act as a secondary authority on MDC accounts; and
- i) Arrange for an independent financial review of the MDC books annually.

#### 15.5 REPORTS

The MDC Treasurer shall provide to the members of Council by the 10<sup>th</sup> day of each month, a balance sheet and monthly income statement for previous month, for their review.

#### 15.6 ANNUAL REVIEW

The MDC Treasurer shall direct a Standard Accountant's Review of the MDC accounting records every 5 years or at any time there is a change in Treasurer. During the years between the Standard Accountant's Reviews there shall be a review of the financial records to the extent determined by the Council of Governors. This review is to be completed no later than 20 days prior to the second Finance Meeting with copies of said review be sent to all members of the Council 15 days prior to the second Finance Meeting.

#### 15.7 ACCOUNTING PROCEDURES

The MDC Treasurer shall make no changes to the procedures of accounting, currently in place, without prior approval of the Council.

### **16 ALLOWABLE EXPENSES**

#### 16.1 MDC RULES OF AUDIT

In Accordance with: Lions Clubs International Rules of Audit, the MDC Council of Governors has established the MDC Rules of Audit as follows:

##### 16.1.1 Accommodations:

A maximum of \$115.00 per day is allowed, provided that an itemized and receipted bill from the accommodations is attached to the claim. 26/04/2019

##### 16.1.2 Meals:

A maximum of \$75.00/day for meals accompanied by receipts\*.

\*receipts must be store, campground, restaurant or hotel receipt. Credit card receipts are not acceptable.

16.1.3 Automobile:

The allowance for automobile is \$0.36 per kilometer.

26/04/2019

16.1.4 Spouse:

Expenses for spouses are not reimbursable in any case.

16.2 COUNCIL MEETINGS

16.2.1 Council Chairperson:

The Council Chairperson may claim for up to four (4) meetings, as per the rules of audit, to a maximum of three (3) days meals and three (3) nights lodging for each meeting. When the meeting is held in conjunction with the MDC Convention then an addition day for both meals and lodging will be allowed. Any such expense claim made to MDC must be filed with the MDC Vice Council Chairperson within thirty (30) days from close of the meeting. When the council meeting is held in conjunction with either a District Convention or the MDC Convention, then an additional day for meals and lodging will be allowed. No expense reimbursement will be allowed if the expense is reimbursed from any other source(s).

16.2.2 District Governors:

The District Governors are each reimbursed by Lions Clubs International for up to three (3) meetings, as rules of audit, to a maximum of three (3) days meals and three (3) nights lodging for each meeting. The District Governors are reimbursed for one (1) additional meeting by MDC on the same basis as those reimbursed for by Lions Clubs International. The meeting that MDC reimburses each District Governor for, individually, is that meeting which is the least distance to travel for that District Governor. Any such expense claim made to MDC must be filed with the MDC vice Council Chairperson within thirty (30) days from close of the meeting. When the council meeting is held in conjunction with either a District Convention or the MDC Convention, then an additional day for meals and lodging will be allowed. No expense reimbursement will be allowed if the expense is reimbursed from any other source(s).

16.2.3 Vice Council Chairperson:

The Vice Council Chairperson may claim for up to four (4) meetings, as per the rules of audit, to a maximum of three (3) days meals and three (3) nights lodging for each meeting. When the council meeting is held in conjunction with either a District Convention or the MDC Convention, then an additional day for meals and lodging will be allowed. Any such expense claim made to MDC must be filed with the MDC Council Chairperson within thirty (30) days from close of the meeting Vice District Governors:

The First Vice District Governors and Second Vice District Governors, if funds are allocated in the budget may claim for up to four (4) meetings, as per the rules of audit, to a maximum of three (3) days meals and three (3) nights lodging for each meeting. When the council meeting is held in conjunction with either a District Convention or the MDC Convention, then an additional day for meals and lodging will be allowed. Any

such expense claim made to the MDC must be filed with the MDC Vice Council Chairperson within thirty (30) days from the close of the meeting. No expense reimbursement will be allowed if the expense is reimbursed from any other source(s).

#### 16.2.4 Expenses Allowed, Plus Mileage, by MDC to Attend Meetings:

For Council Meetings that continue two (2) or more days, expenses will be allowed as per section 16.2.1, 16.2.2, 16.2.3 and 0, plus mileage as per section 16.1.3 for those who qualify as per section 16.2. For Council Meetings that are of shorter duration expenses allowed will be determined accordingly. No expense reimbursement will be allowed if the expense is reimbursed from any other source(s).

#### 16.2.5 Payment of expenses:

The payment of expenses attending council meetings will only be paid, if the member attends the full meeting or has advised the Council Chairperson prior to the meeting, reasons for not being able to attend the full council meeting. Council Chairperson will determine what if any, expenses will then be covered.

Any cost incurred at the Hotel due to failing to cancel reservations will be the responsibility of the said member of Council. This applies to all reservations made by the MDC Office.

### 16.3 INTERNATIONAL CONVENTION

#### 16.3.1 Special Rules of Audit:

When MDC maintains an office at the International Convention, then three (3) additional days of lodging and meals will be covered to ensure the office is available when the delegates start to arrive.

#### 16.3.2 Who may Claim for Reimbursement:

As per MDC Constitution and By-Laws, the Council Chairperson, the Vice Council Chairperson and the District Governors of MDC may claim for expense reimbursement for attending the International Convention.

### 16.4 SPOUSAL AIRFARE REIMBURSEMENT FOR OFFSHORE LCI CONVENTIONS

DGs may submit a claim to MDC Council for transportation costs of one adult companion attending offshore LCI Convention, the amount of such claim shall be considered on the following criteria:

- i. LCI's reimbursement of \$500 is deemed to have been paid.
- ii. The home District of the DG reimburses transportation costs of \$500 and proof of payment has been provided to the MDC Office.
  
- iii. The balance of such claim shall be difference of actual cost of transportation, less the District reimbursement and the LCI reimbursement to a maximum of \$500. Transportation claims are not to exceed the lowest economy roundtrip airfare to the site of the Convention.

### 16.5 USA/CANADA LIONS LEADERSHIP FORUM

16.5.1 Special Rules of Audit:

Special rules apply at for the Forum. Hotels maximum allowance is the actual amount paid and the meals allowance is the actual amount paid, both expenses to a maximum of four (4) days meals and four (4) nights' lodgings. Transportation claims are not to exceed the lowest economy round-trip airfare to the site of the Forum. Claims for registration are not to exceed the actual cost of registration.

16.5.2 Who may Claim for Reimbursement:

As per MDC Constitution and By-Laws, the Council Chairperson, the Vice Council Chairperson and the District Governors of MDC may claim for expense reimbursement for attending the Forum in accordance with the approved budget.

16.6 MDC CONVENTION

16.6.1 Definition:

Costs include lodging, meals, registration and travel not covered by reimbursement for Council meetings attached to these conventions.

16.6.2 Registration Costs for the MDC Convention will be paid as an MDC expense.

Registration packages for the Council Chairperson, Vice Council Chairperson, Council of Governors, MDC Council Secretary, MDC Council Treasurer or the MDC Secretary/Treasurer shall be paid from the MDC Convention Reserve Fund.

**16.6.3 Convention Reserve Fund**

**MDC will maintain a Convention Reserve Fund with a cap of \$10,000.00**  
**The funds for this account will come from the Multiple District's share of**  
**proceeds of the MDC Convention profits.**

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**17 MULTIPLE DISTRICT TRAINING**

17.1 DISTRICT GOVERNOR ELECT and 1<sup>st</sup> VICE DISTRICT GOVERNOR ELECT TRAINING

17.1.1 effectively conduct an informative, educational, motivational and enjoyable two (2) day seminar for the District Governors Elect, First Vice District Governors Elect, Vice Council Chairperson and their spouses/partners all of MDC.

17.1.2 Conduct the seminar during a separate weekend from the MDC Convention at a central location; and

17.1.3 Arrange for the meeting room, topics to be covered, materials, and presenters.

17.1.4 The expenses of the District Governors Elect, First Vice District Governors Elect, Vice Council Chairperson, MDC Leadership Development Chairperson and Seminar faculty attending the seminar, shall be covered by rules of audit, for travel, two (2) nights lodging and three (3) days meals.



## **18 COMMITTEES AND APPOINTMENTS**

### **18.1 LCI APPOINTED COMMITTEES**

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

### **18.2 APPOINTMENT**

The Council may appoint, with exceptions as listed within this chapter, the various following Committee Chairpersons as are mandated by the International Association of Lions Clubs, MDC Constitution and By-Laws, and MDC Council Policy Manual.

#### **18.2.1 Procedure:**

A committee, composed of the Vice Council Chairperson and the 1st Vice District Governors / District Governors Elect, shall be formed each year and charged with finding these Committee Chairpersons for the following year (their year). The Vice Council Chairperson shall chair this committee, with full voting privileges. The committee will decide how, when and where they will have their meeting(s) but will need to be prepared to have recommendations ready for the third Council meeting.

These individuals that the committee recommends must each be contacted in advance and agree to serve in the position (if appointed by the Council of Governors) before they may be recommended. The committee shall draft letters of acceptance for each Chairperson and ensure they are distributed, acceptance signed and returned to the MDC Office thirty (30) days prior to the fourth Council meeting of the Lionistic year.

The Chairperson of this committee shall report to the MDC office at least thirty (30) days prior to the fourth Council meeting those names of individuals to be appointed at that meeting. The District Governors do not take part in the selection process unless consulted by the committee.

The Council of Governors then votes upon the recommendations of the Committee as presented.

The MDC office shall outline the newly appointed Chairperson's duties and responsibilities in writing.

### **18.3 QUALIFICATIONS**

All members appointed to Committees of MDC shall be members in good standing of Lions Clubs in good standing, within the boundaries of MDC.

### **18.4 COMMITTEE REPORTS**

18.4.1 All committee reports will be typed and submitted to the MDC office no later than fifteen (15) days prior to the next regularly scheduled Council Meeting, to enable timely mailing to Council members. All reports will be presented at the Council Meeting by the Committee Chairpersons, or that person's representative. Emergency items may be added to the agenda at the discretion of the Council Chairperson and the Secretary. Committee Chairpersons who fail to submit reports for two (2) consecutive Council Meetings, at the discretion of the Council of Governors, shall be automatically removed and a new Chairperson appointed.

## 18.5 NEW COMMITTEES

Proposals for the creation of new MDC Committees shall be presented in writing to the Council at their next regularly scheduled meeting. [Note: The exception to this would be in the case of a mandated Committee coming from Lions Clubs International.]

## 18.6 CONFLICT OF INTEREST - APPOINTMENTS

18.6.1 The function of this policy is to prevent the possibility of a conflict of interest developing when an appointed member of a committee or a coordinator seeks to be the MDC Nominee as an officer or member of the Board of Directors of Lions Clubs International.

18.6.2 Appointees to any MDC committee or a coordinator position, where common prudence would indicate or where Council so indicates a conflict of interest to exist, shall be required to resign from such position prior to seeking to be MDC Nominee for election as an International Director, Vice President or President of Lions Clubs International.

## 18.7 GUIDELINES FOR MDC COMMITTEE CHAIRPERSON EXPENSES

Reimbursement of expenses will be in accordance with MDC Rules of Audit, in performance of their duties as described in this Chapter 7 of this Policy Manual. Allowable expenses: supplies and communication, travel (meals, lodging and mileage), seminar/workshop room rentals, visual aid rentals, must be established in the MDC Budget. Other expenses must be pre-approved by the Council. All expense claims must be accompanied by original receipts and the total claimed must not exceed the approved MDC Budget budgeted amounts. No expense reimbursement will be allowed if the expense is reimbursed from any other source(s).

## 18.8 COMMITTEES

### 18.8.1 Constitution, By-Laws and Policy Manual:

- i. Function:
  - a. The function of the Committee is to interpret the Constitution, By-Laws and Policy Manual. To bring before the Council and the delegates at the MDC Convention, Constitution and By-Law amendments that have been proposed by Clubs, Districts and the Council.
- ii. Qualifications:
  - a. The Committee shall consist of a Past District Governor. Past and Present International Officers may serve as advisors to the Committee, if requested.
- iii. Responsibilities:

- a. to write and maintain a clear, concise Constitution, By-Laws and Policies for MDC, which are in compliance with the Constitution and By-Laws of the International Association of Lions Clubs.
- b. prepare and/or review all resolutions to ensure proper and legal language of any proposed changes submitted.
- c. Ensure proposed changes to the MDC Constitution, By-Laws and Policies shall be reported to the Lions Clubs of MDC as mandated in the MDC Constitution and By-Laws.
- d. Review all proposed changes to the MDC Constitution, By-Laws and Policies and report said changes at the next regularly scheduled Council Meeting (and future meetings, as necessary), and make a full report of such proposed changes at a general session of the MDC Convention.
- e. must present to the Council at its next regularly scheduled meeting any Constitution, By-Laws and Policy changes it deems necessary to ensure the continued legality of MDC operations; and
- f. The Committee Chairperson shall be in attendance at Council meetings, if requested by the Council, for interpretation and guidance on issues involving the Constitution, By-Laws and Policies of MDC.

#### 18.8.2 Convention Planning Committee (CPC)

See Chapter 20.1.

#### 18.8.3 Convention Committees:

See Chapter 20.2

#### 18.8.4 Convention Host Committee:

See Chapter 20.3.

#### 18.8.5 Lions Cavalcade:

- i. Responsibilities:
  - a. In harmony with District Cavalcade Chairpersons, promote Lions Cavalcade throughout MDC.
  - b. Establish a date and meeting site (with adequate parking space) for the Cavalcade.
  - c. Arrange for media coverage.
  - d. Arrange for attendance of dignitaries, such as, Lions Clubs International President, International Directors past and present, Council Chairperson, District Governors, Prime Minister and/or a local representative, Premier and/or a local representative, Mayor or a representative, etc.
  - e. Arrange for collection of funds and establish disposal of these funds after expenses are paid; and
  - f. Arrange for collaborative efforts by other organizations such as the Diabetes Association.

#### 18.8.6 Political Advisor

Qualifications:

- i. Must be a Past International Director, Past Council Chairperson or a Past District Governor.
- ii. Must have a good knowledge of the International political and organizational structure.
- iii. Must have some knowledge and/or experience in previous campaigns for International Director within MDC; and
- iv. Must have current knowledge, through consultation with Past International Directors of MDC and International Directors and Past International Directors visiting MDC, of the Lions political situation in both the United States and Canada.

#### 18.8.7 Responsibilities:

- i. Through consultation with the current District Governor and Past District Governors in each District, keep constantly aware of any potential candidates for International Office from MDC.
- ii. Must not encourage or discourage any particular potential candidate; and
- iii. Conduct inquiries about potential candidates, experience in Lionism, reason for running, personal background, and report these findings to the MDC Office and the Chairperson of the MDC International Friendship Committee.

#### 18.8.8 GMT - Global Membership Team - Multiple District Coordinator:

##### i. Purpose

Leads the Global Membership Team within MDC to achieve the established membership goals by Inviting for Impact and through member engagement

##### ii. General Description:

The Multiple District Global Membership Team Coordinator is a Lion volunteer whose work involves motivation, training, promotion, and coordination.

##### iii. Endorsement:

The persons holding this position must be endorsed by Council. This is a one year position, with reappointment if Council desires.

##### iv. Responsibilities:

- a. To be responsible to Lions Clubs International, MDC and the District Governors for the formation of new Clubs in MDC.
- b. Collaborates with the District coordinators to achieve District membership and retention goals.
- c. Provides direct leadership to the District GMT coordinators within MDC.
- d. Promotes the message of Invite for Impact and engagement of members.
- e. Reports to the GMT area leader and/or assigned GMT special area advisor, if applicable.
- f. Be committed to serve in the position for a minimum of three years.
- g. To report to the Council on progress being made and encourage Council to become actively involved.
- h. Help select the District Chairpersons.
- i. Arrange/conduct training for District Chairpersons.

- j. Establish objectives to reach the goals for net gains and plan strategies to meet the objectives.
- k. Assist District Chairpersons in training and developing Zone Chairpersons.
- l. Submit a budget annually to the Council through the Budget and Finance Committee, at least thirty (30) days prior to the Council Meeting preceding the MDC Convention, for approval.
- m. Cooperate with International Headquarters, when requested to:
  - i. Conduct surveys and provide rapid input.
  - ii. Procure photos for audio/visual presentations to be used in areas according to their needs; and
  - iii. Help in critiquing membership and extension materials.
- v. Qualifications:
  - a. A proven track record in extension work and a reputation for successful membership gains.
  - b. A fundamental grasp of social and group dynamics as they relate to affiliation and group formation.
  - c. A knowledge of or a strong willingness to learn fundamentals of marketing, promotion and mass communication, as they relate to extension, membership and retention within Lionism.
  - d. Effective interpersonal and communication skills needed to keep the District Chairpersons and the MD Council informed.
  - e. Ability to maintain good rapport with the MD Council and respect and credibility within much of MDC.
  - f. The proven availability of a minimum of time for extension, membership and retention work. A very strong likelihood that there would be no change in family or job status of such a nature that they would have to seriously curtail this time or drop the position.
  - g. A strong, positive attitude in valuing the need for new Lions and Clubs and the goodness of Lionism itself.
  - h. The willingness and ability to travel extensively within MDC, if required.
  - i. A commitment to Lionism.
  - j. The temperament to take charge of a group more as a "servant-leader" than an authority figure.
  - k. Enthusiasm about forming new Clubs.
  - l. An attitude of understanding and tolerance toward people.
  - m. A high comfort-level in dealing not only with difficult people, but with people in high positions of authority.
  - n. Ability to give effective presentations and lead discussions; and
  - o. The ability to give presentations on how to attract new members and retain existing ones.
  - p. The willingness and temperament to take directions and guidelines from either the Council or LCI.
  - q. The willingness, ability and temperament to experiment with new methods and ways to get things done.
  - r. The ability to lead a conversation or discussion; and

- s. The ability to persuasively sell the benefits of Lionism to a wide spectrum of audiences with different profiles.
- t. Creativity in helping District Chairpersons use their talents and to develop their skills in extension, membership and retention.
- u. Ability to follow up on assigned tasks.
- v. Good overall appearance, character, and personality as a role model or example for others.

#### 18.8.9 GLT- Global Leadership Team: Multiple District Coordinator:

##### i. Purpose:

To implement the program developed by Lions Clubs International, the goal of which is to have potential Lions leaders (at all levels) receive adequate formal training.

##### ii. Responsibilities:

- a. Working in harmony with the Council of Governors to, support, motivate and mentor the District GLT Coordinators, and with Lions Clubs International to develop and achieve their leadership goals.
- b. Assist in providing opportunities for District Governors Elect, Vice District Governors, for the development of their leadership potential.
- c. Assess and communicate training needs of the Multiple District
- d. Establish, implement and evaluate the Multiple District training plan/ programs
- e. Implement Constitutional Area goals
- f. Educate Lions in LCI leadership development programs, tools and resources such as Lions Leadership Center, Lions University, etc.
- g. Encourage Lions to take part in ELLI, ALLI, RLLI, FDI and FDES programs
- h. Organize and host a Regional Lions Leadership every two to three years
- i. Organize and implement the DGE, 1st VDG, and 2nd VDG training
- j. Submit required reports on a timely basis
- k. Collaborate with the Multiple District GMT Coordinator
- l. Enhance awareness and understanding of Quality leadership at all levels
- m. Promote the essence of good protocol, which should be demonstrated by any person self-respect and high esteem in extending respect and courtesy to others.
- n. Mentoring to include promoting networking and communications with the District Chairperson and encourage them to adopt similar guidelines, methods, techniques and goals.
- o. Submit a training budget annually to the Council, when requested.
- p. Share best practices.

##### iii. Endorsement:

The persons holding this position must be endorsed by Council. This is a one year position, with reappointment if Council desires.

18.8.10 GST – Global Service Team – Multiple District Coordinator:

i. Purpose:

To implement the program developed by Lions Club International, the goal of which is to have districts and clubs develop quality service projects in their districts and communities.

ii. Responsibilities:

- a. Ensure all districts in your multiple district appoint a GST coordinator.
- b. Ensure all District GST Coordinators as well as District Governors in your multiple district are aware of the new LCI Service Framework and our global cause of diabetes prevention and control.
- c. Provide District GST Coordinators with information and resources to encourage and increase club level service activity reporting through MyLCI.
- d. Provide District GST Coordinators with information and resources to encourage and increase the percentage of hands on service projects delivered by clubs, with special focus on service areas that align with the Centennial Service Challenge and the new Service Framework.
- e. Encourage all District GST Coordinators to promote club level diabetes project implementation.
- f. Promote the use of the My Lion mobile app (where available) in planning and implementation of service activities.

iii. Endorsement:

The persons holding this position must be endorsed by Council. This is a one year position, with reappointment if Council desires.

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18.8.11 ALERT:

i. Purpose:

To organize a Lions ALERT plan in the event of a local emergency; understand program parameters and knowledge of Lions ALERT program resources. Have the ability to cooperate with local emergency assistance resources and to mobilize a Lions ALERT team after an emergency has occurred and understanding of Lions Club International Foundation (LCIF) resources.

ii. Responsibilities:

- a. Familiarity with Lions ALERT program resources including the Lions ALERT guide (IAD 911) and the (4) checklists:  
How to Develop a Lions ALERT Plan  
Disaster Relief Opportunities  
Personal Safety Checklist  
After a Disaster Occurs
- b. Ability to work with local authorities in the development of a Lions ALERT plan.
- c. Lions ALERT chairpersons are responsible for rewarding team members with Lions ALERT awards.

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18.8.12 Historian:

- i. Responsibilities:
  - a. Will be maintained by the Multiple District office.
  - b. Write and maintain the history of MDC.
  - c. Compile such information as is necessary to write a comprehensive history:
  - d. Collect, each year, information about all MDC District Governors.
  - e. Assemble an historical article on each MDC project.
  - f. Assist the MDC Secretary in the preservation of articles and artifacts that they judge to have historical value for MDC.
  - g. Maintain a file of photographs of individuals and events that have been or are an important facet of the development of MDC; and
  - h. Store all of the above at the MDC office.

18.8.13 International Friendship Committee:

- i. Function:

To create and foster strong relationships between the Lions of MDC and other Districts and countries in the world of Lionism.

18.8.14 International Convention Participation/Promotion Committee:

- i. Membership:

This committee shall be composed of the MDC Council Chairperson, who shall act as its Chairperson, the MDC Vice Council Chairperson, and the MDC Secretary.
- ii. Purpose:

To encourage the active involvement of the Lions, Lioness and Leos of MDC in attending the annual International Convention.
- iii. Responsibilities:
  - a. Inform MDC Lions of the Convention, dates and location.
  - b. Enlist the aid of District Governors in promoting the International Convention in their respective Districts.
  - c. Coordinate promotional efforts with counterpart in each District.
  - d. Inform Lions of what to expect when attending the Convention. This shall include a resume of headquarters, hotel, food, travel tips, transportation in Convention city, location of Convention Centre in relation to hotel and any other items of interest which will make the convention more enjoyable for the Lions of MDC.
  - e. When MDC has a MD office at the Convention, the Convention Participation Committee shall compose, duplicate, and distribute to all MDC Lions in attendance, a daily bulletin containing Convention information and Convention attendance. Duplication of bulletin shall be done by the MDC Secretary.
  - f. Arrange a caucus breakfast and/or reception as required.
  - g. The International Parade Marshall shall be the Vice Council Chairperson each year and shall organize the MDC contingent into a parade unit.

18.8.15 International Parade Marshall Committee:



(Vice Council Chairperson)

- i. Responsibilities:
  - a. The International Parade Marshall shall inform all MDC attendees of parade dress, parade starting time, location of MDC unit in the parade, route, and any other particulars necessary for a successful appearance.
  - b. The International Parade Marshall shall make contact with the band, if one has been secured, and made arrangements for their appearance.
  - c. The International Parade Marshall shall report to the Convention Headquarters, as requested, and be in charge of the MDC parade unit.
  - d. Expenses necessary to this important aspect of the International Convention shall be assumed by the Council
  - e. Transport the parade banners, parade flags and harness both to the parade staging area and from the parade dispersal area; and
  - f. Distribute banners, parade flags and harness to the MDC Flag Party in the parade staging area and instruct all MDC parade participants to line up for the parade as follows:

- ii. MDC Parade Banners

To be carried by District Governor Elect's with assistance of an additional Lion.

- iii. Flag Party

Ensure proper placement of the Canada flag. Balance out the MDC parade participants so they are marching in neat rows.

#### 18.8.16 Lions Clubs International Foundation:

- i. Purpose:

To support the humanitarian endeavors of the Lions Clubs International Foundation (LCIF).
- ii. Responsibilities:
  - a. Encourage Lions Clubs' fund-raising activities designated to assist in funding of the humanitarian efforts of LCIF
  - b. Educate Lions and Lions Clubs as to the purpose, accomplishments, and organization of LCIF
  - c. Encourage Lions Clubs to use the presentation of Melvin Jones Fellowships as a means of recognizing an individual for distinguished service to the Club or community.
  - d. Become knowledgeable as to the procedure necessary for requesting and receiving LCIF grants for local needs, and make those requirements known to Lions Clubs.
  - e. Make Lions Clubs aware of the major objectives of LCIF, which are:
    - i. Major disaster relief.
    - ii. Humanitarian service; and
    - iii. Vocational assistance.

- f. Develop a networking program of communication and assistance directed to the enhancement and support of the efforts of the various District Chairpersons in cooperation with the MDC Chairpersons.

18.8.17 Lions Foundation of Canada:

- i. Qualifications:
  - d. Be a Lion in good standing; and
  - e. Any one of the following:
    - (i) Served as a District Representative for the Lions Foundation of Canada as appointed by the Provincial Director
    - (ii) Served as a District Representative for the Lions Foundation of Canada as appointed by the District Governor
    - (iii) Served as the Multiple District Representative for the Lions of Canada as appointed by the Council Chair
    - (iv) Has served as a District Governor and participated in the Lions Foundation of Canada's orientation program.
    - (v) Has served as a Representative, appointed by the Lions Foundation of Canada Board promoting and supporting one of the Lions Foundation of Canada projects.
- ii. Responsibilities:
  - a. Promote, in cooperation with the District Chairpersons, within MDC, the need for, the services being provided, and the status of the Lions Foundation of Canada.
  - b. Convey the need for contributions, from the Lions Clubs of MDC, to support the programs that the Foundation offers.
  - c. Report to Council as to changes in purpose, changes in personnel, or any action that affects the status of the Foundation; and
  - d. The voting delegates, attending the MDC Convention held during the final year of the incumbent's term, shall elect the nominee for the position of Alberta Director for the Lions Foundation of Canada Board of Directors by a secret ballot. This election shall be for a three (3) year term. The Director, so elected, shall also serve as the MDC Lions Foundation of Canada Chairperson. The MDC Office shall publish, in the last two (2) issues of the MDC Newsletter of any calendar year preceding such an election, a notice seeking candidates for this position from the Lions of MDC. This notice shall also contain a list of qualifications for the position. Any qualified Lion wishing to be a candidate for this position shall file a letter of intent, a biography, and a copy of their Lions Club's endorsement, with the MDC Office, before April 1, of the year of the election.

18.8.18 Long Range Planning Committee:

- i. Function:

To assist the Council of Governors and the Lions of MDC in the future development and betterment of Lionism by studying plans, proposals, and ideas presented to them. The committee shall meet from time to time as deemed necessary to

perform its duties and shall make recommendations to the Council after each such meeting.

ii. Qualifications:

The Council shall appoint a Chairperson of the Committee for each Lions year.

iii. District Governors

Each year the District Governors or the Long-Range Planning Chairperson will appoint a representative for the Long-Range Planning Committee.

iv. Advisors:

Past and present International Officers shall be advisory members of the Committee and may be called upon for guidance in its deliberations.

v. Responsibilities of the Chairperson:

- a. Study what has been done by predecessor committees.
- b. Plan the goals and activities of the committee for the entire year. Confer with committee members as to the goals the committee is to accomplish.
- c. Provide committee members in advance with a detailed agenda of committee meetings, including meeting time and place.
- d. Be responsible for obtaining relevant background information on any subject on the committee's agenda.
- e. Make certain each committee member receives all information, both pro and con, relating to issues on the agenda.
- f. Preside over meetings of the committee, ensuring that adequate minutes are kept of each meeting and distributed to each committee member.
- g. Act as liaison between the committee and Council.
- h. Keep the Council informed and familiar with the committee's activities and progress.
- i. Report committee recommendations to the Council, as required.
- j. turn over all records and papers to the successor Chairperson; and
- k. Submit a brief report summarizing the actions of the committee to International headquarters annually. The report should mention current planning activity and the progress of items adopted in previous years as part of the MDC Action Plan. The report should be submitted no later than August 15 following the conclusion of the fiscal year and addressed to:

Executive Services Division  
Lions Clubs International  
300 22nd Street  
Oak Brook, Illinois 6521-8842, USA

18.8.19 Public Relations:

i. Purpose:

To encourage the dissemination of accurate information regarding Lions Clubs Objects, Lions Code of Ethics, Lions Motto, service activities of Lions Clubs and their membership.

- ii. Responsibilities:
  - a. Encourage the active participation of Lions, and Lions Clubs, in service activities, and the public promotion thereof.
  - b. Encourage a high level of public response to the service activities of Lions Clubs, to enhance the public's voluntary contributions.
  - c. Promote the understanding, and the significance, of our motto, "We Serve".
  - d. Provide information regarding the importance of the organizational structure of Lionism.
  - e. Promote the proper recognition, use and respect for our Lions Clubs International emblem.
  - f. Utilize the materials provided by Lions Clubs International and also develop MDC materials which are applicable to our own situation.
  - g. Assist in the education of Lions Clubs, and officers of the Districts, in their development of programs to promote their activities within their particular communities and Districts.
  - h. Provide leadership, and leadership training, for the strengthening and development of public relations on a District by District basis.
  - i. Encourage, and promote, media coverage of Lions Club, Zone and District activities.
  - j. Encourage reading of the "Lion" magazine and the MDC bulletin, and provide articles and pictures to those publications for possible inclusion.
  - k. Encourage Club bulletins, and the interchange of Club bulletins; and
  - l. Encourage Club visitations.

#### 18.8.20 Peace Poster Contest:

Judging of the District nominees shall be done by the Council Chairperson, the Vice Council Chairperson and the Immediate Past Council Chairperson. The Council Chairperson shall submit to the VCC and IPCC unidentified electronic photographs of each nominees' submissions. The final decision will be based on the input of all three officers. The Council Chairperson will submit the winning poster to LCI in accordance with the competition requirements.

Each year, MDC shall provide and present a certificate and a cheque in the currency of the winner, amounting to \$100.00. A letter or card, of congratulations, will also be sent from MDC to the school of this winning student and the sponsoring Lions Club.

#### 18.8.21 Lions Opportunity for Youth

All Lions youth programs at the Club, District and multiple District levels are coordinated under the umbrella of Lions Opportunities for Youth (LOFY).

- i. The mission of Lions Opportunities for Youth is:
  - a. To provide the young people of the world with opportunities for achievement, learning, contribution and service, individually and collectively, through sponsorship of activities identified as best practices in the field of youth development.
  - b. Lions Opportunities for Youth activities include the following: Leo Clubs, International youth exchanges and youth camps, International Peace

Poster Contest, Lions Quest, drug awareness, youth volunteerism, Scouting, Special Olympics, speaking and essay contests, scholarships, and Young Leaders in Service Awards.

ii. Multiple District Lions Opportunity for Youth Chairperson Guidelines:

Members of the committee should include /Multiple District Leo Club, Youth Exchange and Peace Poster Contest Chairpersons, in addition to Chairpersons of other youth activities sponsored at the multiple District level.

iii. Lions Opportunity for Youth Chairperson Duties:

- a. Become familiar with the various youth programs in your /Multiple District.
- b. For additional information, visit the Lions website at ([www.lionsClubs.org](http://www.lionsClubs.org))
- c. Arrange meetings for Youth Chairpersons to exchange ideas and coordinate activities.
- d. Encourage Lions Clubs and Districts to support youth activities.
- e. Provide guidance to Club and District level Lions Opportunities for Youth committees.
- f. Promote youth awards available from Lions Clubs International, including the Leo of the Year Award, Leo Club Excellence Award, District/Multiple District Leo Club Chairperson Award, 100% Leo Multiple District President Award, Top Ten Youth Camp and Exchange Chairperson Award, and the Lions Young Leaders in Service Awards.

#### 18.8.22 Webmaster

i. Qualifications

Must have a strong working knowledge of newsletter publication and webmaster abilities.

ii. Responsibilities

- a. Publish a Multiple District newsletter four (4) times a year. Seek input from all Council members and Committee Chairpersons.
- b. Keep the Multiple District website current.
- c. Post District and Multiple District Convention registration forms

#### 18.8.23 **New Voices Multiple District Coordinator**

**i. Purpose:**

**To work with the Council of Governors to encourage districts to nominate Lions or Leos in each of four categories; Membership, Leadership, Marketing and Service and provide a platform for the sharing of their successful ideas.**

**ii. Responsibilities:**

- a. **Tailor the New Voices global message to ensure cultural relevance for their Multiple District.**
- b. **Work with each District Governor to identify outstanding Lions or Leos in each category.**
- c. **Work with the Global Action Team Leaders to identify areas of potential development.**

- d. Develop networking opportunities through social media to encourage participation.
- e. Outline strategies to increase the number of women, youth and underrepresented populations as members and in the leadership of clubs, zone districts and multiple districts.
- f. Provide a platform during events to showcase the nominee's stories and ideas.
- g. Encourage district nominees to share new and creative ideas and provide a forum for them to discuss the same.
- h. Feature new ideas in multiple district communications.
- i. Review nominated New Voices within your Constitutional Area.
- j. Suggest area partnership opportunities. ☑ Host a New Voices seminar during their Multiple District Convention.
- k. Nominate four MD New Voices from the District nominees for onward selection of CA New Voices nominees.
- l. Attend webinars and meetings organized for New Voices.
- m. Share New Voices resources with Lions throughout the multiple district.

01/11/2019

#### 18.8.24 Multiple District LEO Coordinator

i. Purpose:

To contribute to the success of their districts through the promotion, development and continual support of Leo clubs

ii. Responsibilities:

- a. Report a Leo multiple district, if eligible, via MyLCI.
- b. Coach and motivate Lions who are actively involved in Leo club extension and development activities.
- c. Conduct leadership training and orientation for district Leo chairpersons and Leo officers.
- d. Ensure that district Leo chairpersons are adequately facilitating the Leo to Lion transition.
- e. Meet at least quarterly with district Leo chairpersons.
- f. Serve on the Leo multiple district council, if one exists.
- g. Serve as the official liaison between the Lions Council of Governors and the Leo multiple district council.
- h. Report to the Lions Council of Governors all resolutions of the Leo multiple district conference.

01/11/2019

#### 18.8.26 Multiple District CLERC Coordinator

i. Purpose:

To promote the need for used eyeglasses / hearing aids.

ii. Responsibilities:

- a. To coordinator the collection of donated eyeglasses / hearing aids from districts, clubs and other donors

- b. To coordinator volunteers to clean, sort, sterilize and pack collect eyeglasses
- c. Arrange for eyeglasses to be shipped to areas of need. 01/11/2019

#### **18.8.27 Multiple District Quest Coordinator**

##### **i. Purpose:**

**To coordinate with the District Lions Quest chairs workshops being held in the Multiple District.**

##### **ii. Responsibilities:**

- a. To hold at least one meeting per year for the District Coordinators.
- b. Report to the Council of Governors on the progress of the Lions Quest program within the Multiple District
- c. Report to the annual Multiple District Convention, orally or in writing as designated by the Council Chair
- d. Ensure that all District Coordinators communicate with the Multiple District Coordinator
- e. Provide Lions Quest Canada with minutes of meetings so that they can better assist the MD & District Coordinators by reacting to their needs
- f. Regularly consult with District Coordinators to determine if each of the Coordinators are fulfilling their responsibilities and providing support as needed
- g. Actively promote the program and distribute information to:
  - Multiple District Officers
  - District Chairs
  - Clubs, Lions, Lioness, LEOs
  - Lions Quest Canada
  - Provincial Government and Ministry of Education
- h. Work with Lions Quest Canada to coordinate fundraising at the provincial level, by identifying possible corporate sponsors, help with the preparation of briefs to these sponsors
- i. Ensure Lions Quest is promoted at all Multiple District Conventions and gatherings.

01/11/2019

## **19 FOUNDATIONS AND SOCIETIES**

NOTE: The following Foundations and Societies are operating within the boundaries of MDC, having received Council approval at a regular meeting of that body, as per the requirements stated in the MDC Constitution and By-Laws. All MDC Foundations and Societies are subject to an annual review, by the Council, before endorsement is given for the following year.

### **19.1 Guidelines for Establishing an MDC Foundation or Society**

- 19.1.1 If an affiliation of Lions (members/Clubs/Zones/ Districts/MDC) from within the boundaries of MDC desires to form an MDC foundation or society with the intent to use the Lions name or emblem, or designation of Multiple District/District/International Association of Lions Clubs as identifier with their efforts, they shall first appear before the Council at a regularly scheduled meeting to inform that body of:
- i. Their intentions.
  - ii. Services they would anticipate providing.
  - iii. Recipients of such services.
  - iv. Fund-raising anticipated to provide services; and
  - v. Benefits to the goals and objectives of Lionism within MDC and seek Council's permission to further investigate and prepare for acceptance of said entity. If the Council approves their proposal by a majority vote, said affiliation will be given permission to proceed with further research, fact finding and the opportunity to come before the Council at a subsequent regular meeting for the purpose of seeking the Council's endorsement.
- 19.1.2 An affiliation which has previously been given preliminary approval by the council to proceed (see above) and wishes to bring their final presentation to the Council shall request time on the agenda of the next regularly scheduled Council Meeting by contacting the Council Chairperson, and the MDC Secretary, in writing no later than thirty (30) days prior to said meeting.
- 19.1.3 The following documents shall be provided to each member of the Council no later than fifteen (15) days preceding the date on which the affiliation is scheduled to appear before the Council for their final presentation:
- i. A mission and/or policy statement, including specific purpose and intent of said foundation or society.
  - ii. A proposed Constitution and By-Laws signed off as to form by the Legal Counsel of the International Association of Lions Clubs allowing the use of the Lions name and emblem if subsequently approved by the Council.
  - iii. An outline of proposed fund-raising activities and an estimate of both revenues and expenditures. Note: No direct solicitation from Lions Clubs may be included in the fund-raising for any future MDC Foundations or Societies without annual approval of the Council.
  - iv. A proposed 5-year long range plan; and
  - v. A statement as to the anticipated benefit(s) to the recipients of this entity's service efforts.
- 19.1.4 The proposed Constitution and By-Laws shall include the seated MDC District Governors or Council Chairperson of any fiscal year as members of the Board of Trustees, with equal privileges to all other members of said Board.
- 19.1.5 The affiliation shall have a knowledgeable representative present at the Council Meeting at which the request is being made for final approval, in order to answer any questions from the council or others in attendance.
- 19.1.6 The Council having received all documents required within the stated deadline, and any additional information which may have been brought forth during final presentations



shall by council action place upon the agenda of their next regular meeting an "action item" to vote upon the acceptance of the entity proposed.

19.1.7 Approval to create a new foundation or society by the Council, following compliance with all requirements so stated, shall be by a two-thirds (2/3) majority of the Council.

## 19.2 FOUNDATIONS

19.2.1 Lions of Alberta Foundation:

The purposes of this Foundation are to facilitate fundraising by Individual Lions Clubs of MDC, by making tax deductible receipts available for donations complying with the guidelines of Canadian Income Tax authorities and to coordinate Lions fundraising projects which are Province wide in nature.”

21-7-18

## 19.3 SOCIETIES

19.3.1 Intentionally left blank

## 20 MULTIPLE DISTRICT CONVENTION

### 20.1 CONVENTION PLANNING COMMITTEE (CPC)

20.1.1 Mandate:

An MDC Convention Planning (CPC) Committee has been created and maintained to ensure excellence in MDC Conventions and to provide continuity and long-range planning of future conventions.

20.1.2 Purpose:

It shall be the purpose of this committee to design a Convention atmosphere conducive to learning and to the promotion of fellowship while facilitating the administrative duties and requirements of MDC and maintaining suitable decorum and protocol.

20.1.3 Responsibilities:

- a. Follow MDC Convention Policy and to work in harmony with the Council and the Convention Host Committee to assist in the solving of all problems that the Convention Host Committee may have regarding facilities, meals, budgets, accommodations, programs, themes, public relations, entertainment, etc. and to keep the Council informed and receive their approval on such matters. This does not preclude the Council from making or changing MDC Convention Policy or overriding any committee decision at their discretion.
- b. Furnish direction to a host Club in the organization and conduct of MDC Conventions in keeping with the MDC Convention Handbook.
- c. Gather and tabulate information concerning adequate Convention locations and accommodations.
- d. If it becomes apparent to Council or this committee at any time preceding a Convention date that the Club which is scheduled to hold the Convention has not made or cannot make adequate preparation, then this Committee shall take charge

- of the organization and operation of the Convention at a suitable location, subject to and under the supervision of Council; and
- e. The MDC Convention Chairperson, for a least one year in advance of the current meeting, shall be a part of the Committee for the purposes of observation and training.
  - f. The CPC, when meeting with the multiple District convention host committee, will provide to the Council of Governors, prior to the Council's adjournment, a detailed written report concerning the discussions held during the meeting. This will include all items of interest and whether they were approved or rejected.

## 20.2 CONVENTION COMMITTEES

The following MDC Convention committees shall be appointed by the Council of Governors at its Fall Council meeting and the names provided to the MDC Convention Chairperson by the MDC Secretary-Treasurer. These names are to be sent no later than December 1 prior to, but in the same Lion's year as, the MDC Convention.

### 20.2.1 Nominating Committee:

Shall receive, in writing; nominations for the office of District Governor or notice of intention to seek endorsement for the office of International Director or International Second Vice President, Council Chairperson or Vice Council Chairperson. These shall be received in the MDC Secretary's office no later than 45 days prior to the Convention. Lions Clubs wishing to host the MDC Convention shall submit written invitations for the fourth year following the MDC Convention shall also be received in the MDC Secretary's office no later than 45 days prior to the MDC Convention. The Nominating Committee shall consist of one sitting District Governor to be appointed by the Council. The Nominating Committee shall present all nominations, notices of intention and hosting invitations to the delegates of the MDC Convention for their consideration.

### 20.2.2 Elections Committee:

Responsible for following procedure for all elections at the MDC Convention. The Elections Committee shall consist of one sitting District Governor to be appointed by the Council Chairperson. They shall supervise the election, tally the ballots and report the results to the body assembled.

### 20.2.3 Credentials Committee:

Responsible for verification and certification of all delegates attending the Convention. The Elections Committee shall consist of one sitting District Governor to be appointed by the Council Chairperson. They shall make a preliminary and final report of delegates in attendance.

### 20.2.4 Registration Committee:

Responsible for the systematic registration of all attendees at the MDC Convention and a report, by District, to the Convention.

### 20.2.5 Rules Committee:

Establish the rules for the orderly conduct of the sessions at the MDC Convention and reports same to the first session of the assembly.

#### 20.2.6 Awards:

This committee shall ensure that any awards and/or recognitions to be presented at the MDC Convention have been approved by the Council of Governors for presentation. The committee shall also ensure that the names of said recipients are provided to the MDC Convention Chairperson at least thirty (45) days prior to the commencement of the Convention.

#### 20.2.7 Sergeant-At-Arms:

##### i. Purpose:

To maintain proper order and decorum at the MDC Convention and to perform such other duties as are assigned by Council and/or the Convention Planning Committee. (CRPC)

##### ii. Responsibilities:

- a. Act as liaison for delegates.
- b. Ensure protocol procedures.
- c. Promote attendance at business sessions and other functions.
- d. Ensure proper behavior and decorum at all functions.
- e. Collect all meal tickets, including committee, head table and guests, count, and deliver to the Committee Chairperson at each sitting.
- f. Ensure that all participants at business sessions are registered (they should be wearing Convention name tags - if not registered, they should be asked to leave).
- g. Ensure that all session participants are in meeting location prior to commencement of sessions to keep on schedule.
- h. Assist at voting, ensuring that all voting delegates are registered participants of the Convention.
- i. Be diplomatic, courteous and polite always; and
- j. Enjoy the Convention.

#### 20.2.8 Chaplain:

Responsible for providing the invocation and benediction at the sessions of the MDC Convention.

#### 20.2.9 Song Leader:

Responsible for leading the assembly in such songs as are selected and for ensuring a harmonious atmosphere. The National Anthems of the COUNTRY and Canada MUST be sung at the opening session, and thereafter, at the discretion of the Convention Planning Committee (CPC).

#### 20.2.10 Tail Twister Committee:

##### i. Purpose:

- a. To foster harmony and goodwill among delegates at Conventions and.
- b. To promote prompt and continuous attendance at meals and business sessions.
- c. To demonstrate leadership to Lions Club Tail Twisters by example; and

- d. To develop additional effective Tail Twisters at the Club level by hosting Tail Twister Seminars at District and MDC Conventions.
- ii. Guidelines:
  - a. To conduct themselves in a manner that creates respect for Tail Twisters among delegates and meets MDC Tail Twister objectives.
  - b. To be responsible to sell tickets for draws made during MDC Conventions.
  - c. Proceeds from tail twisting are to be kept separate from other convention funds and turned over to the MDC Secretary-Treasurer. These funds shall be donated to an MDC approved project decided by the MDC Council of Governors at the Council meeting immediately prior to the Convention.

### 20.3 MDC CONVENTION CHAIRPERSON

The Convention Chairperson shall be appointed by the incoming Council of Governors, through the Vice Council Chairperson. The function and responsibilities are outlined in the MDC Convention Manual.

### 20.4 MDC CONVENTION BIDS

- 20.4.1 Bids to host the MDC Convention shall be submitted, by the Lions Club or Clubs, to the MDC Secretary at least thirty (45) days before the date set of the intervening Convention.
- 20.4.2 If no bids are received as above, 20.4.1 then, the location of said Convention shall be determined by Council; and
- 20.4.3 If more than one bid is received as in 20.4.21 above, then a secret ballot must be held to determine the bid that shall be accepted. Balloting must continue until one bid receives a majority of the votes cast.

### 20.5 MDC CONVENTION GENERAL

- 20.5.1 No Lions or Leo Clubs, nor any of their members, shall conduct any fund-raising promotion(s) at or near the site of the MDC Convention or with the dates and times of starting and ending said Convention (including the date of the Council Meetings) without the express consent of the Council;
- 20.5.2 No Club, or Clubs, shall profit financially through hosting an MDC Convention except as provided for in Article VI – Section 3 of the MDC By-Laws, whereby the host Club(s) shares equally with MDC in the net profits of the Convention; and
- 20.5.3 Proper protocol shall be observed.
- 20.5.4 Cell phones must be turned off or put in vibrate mode during all sessions and events of the Convention. The only exception to this will be those individuals who are involved in the “emergency field” who must be available for calls.
- 20.5.5 Anyone attending the Multiple District C Convention exhibiting rude or disruptive behavior to others in attendance or staff may be expelled from the convention at the Multiple District Council Chairperson’s discretion, without a refund or any other form of compensation.

### 20.6 AUDIO VISUAL EQUIPMENT

MDC shall make available the MDC audio visual equipment inventory for use by Districts and Clubs for Conventions, Events and projects. **MDC will pay for the yearly insurance and warranty costs on the equipment.** 23/02/2019

## 21 PROTOCOL IN LIONISM

### 21.1 DEFINITION

"Protocol" between individuals is simply an expression of good manners. Mutual courtesy in everyday life affects our attitudes and our work which improves the society in which we live, one of the main purposes of Lionism. "Protocol" is a simple set of rules for such as; proper recognition of our fellow Lions who have distinguished themselves by having served our Association in a leadership capacity, head table seating arrangements, procedure for a function, the use of diplomacy and tact in our relationship with others, and etiquette. In Lionism, "protocol" is the "ceremonial" that must be observed at all public gatherings and at every level of our Association from Club to International level.

### 21.2 PURPOSE

The purpose of "protocol" is to bring order to all our gatherings by avoiding many needless problems. It gives Lions at all levels a blueprint to follow that will ensure the success of these gatherings.

### 21.3 ETIQUETTE

#### 21.3.1 Pay Attention:

Listen to the speaker that has the floor, whoever that may be. You have a moral obligation to be orderly and attentive. Do not conduct a meeting within a meeting, thereby disrupting the main meeting.

#### 21.3.2 Do Not Compete with the Speaker:

Do not do anything that could be considered distracting by the speaker. Politely assume an interested expression and a posture of attentiveness, even if you are bored. Do you expect any less when you have the floor?

#### 21.3.3 Do Not Interrupt the Speaker:

Wait for your turn to speak. Let others have the opportunity to express their views too.

#### 21.3.4 Avoid Personalities:

Discuss the motion or the topic, not the person proposing same. You may speak out against a proposal but not its proposer.

#### 21.3.5 Be Brief:

Plan what you have to say. Then, say it as concisely as is reasonably possible. Do not needlessly waste the time of others.

#### 21.3.6 Be Courteous as well as Correct:

Assert your rights courteously. Use your knowledge of parliamentary law and procedure prudently and politely.

## 21.4 BASIC PARLIAMENTARY RULES AND PROCEDURE

### 21.4.1 Purpose:

- i. Votes of all voting are counted equally, and only once
- ii. The preservation of the rights of absent members and those of members holding minority opinions
- iii. The right of free and fair debate, and the right to know the meaning of the question before the assembly (meeting), and what its effect will be
- iv. The right of the majority to decide and the right of the minority to protest without harassment; and
- v. To make the transaction of business and harmony easier, while maintaining fairness and good faith.

### 21.4.2 Main Motions:

- i. A main motion can only be moved when there is nothing else before the assembly.
- ii. A member makes the motion.
- iii. Another member seconds the motion (if no other member seconds the motion it fails).
- iv. The presiding officer places the motion before the assembly by re-stating the motion.
- v. The members debate the motion.
- vi. The presiding officer puts the motion to a vote, asking for both those in favor, and those opposed; and
- vii. The presiding officer announces the results and designates the appropriate action.

### 21.4.3 Subsidiary Motions:

- i. Subsidiary motions assist in disposing of a main motion.
- ii. They are in order only when a main motion is under consideration, and they modify, delay action, or dispose of, that main motion.
- iii. They require a second; and
- iv. No other motion with a lower precedence may be made while another motion with a higher precedence is before the assembly.

v. Order of Precedence	Vote Required
Table	Majority
Close Debate	2/3
Limit or Extend Debate	2/3
Postpone to certain time	Majority
Refer to Committee	Majority
Amend	Majority
Postpone Indefinitely	Majority
Main Motion	Majority

### 21.4.4 Privileged Motions:

- i. Privileged motions do not relate to pending business, but rather have to do with matters of immediate importance which, without debate, should be allowed to interrupt the consideration of other motions.
- ii. Have the next highest order of precedence above the motion to Table.
- iii. The two most frequently used privileged motions at Lions meetings are motions to recess and motions to adjourn.
- iv. A recess is a short intermission in the proceedings after which the business resumes at exactly the same point when it was interrupted (this is the third highest motion possible at meetings, it must be seconded, is not debatable, requires a majority to succeed and can only be amended as to the length of time of the recess);
- v. A motion to adjourn is used to end the meeting (this is the second highest motion possible at meetings, it must be seconded, is not debatable and requires a majority to succeed) (Note: the meeting is only formally adjourned when the presiding officer declares that the meeting has been adjourned thus allowing for last minute announcements); and
- vi. The highest ranking of all motions is a motion to fix the time of adjournment (this motion is used to set the time and place for another meeting to continue consideration of agenda items before the assembly, it must be seconded, cannot be debated and requires a majority to succeed).

#### 21.4.5 Incidental Motions:

- i. Incidental motions apply to the method of transacting business rather than the substance of the business being transacted.
- ii. Incidental motions must be decided immediately and have no order of precedence.
- iii. Examples of incidental motions are:
  - a. Point of Order:
    - a) Used by a member who thinks that the rules of the assembly are being violated.
    - b) Makes a formal request for a decision from the presiding officer as to whether or not the rules are being violated.
    - c) Can interrupt a speaker.
    - d) Does not require a seconder; and
    - e) Is not debatable.
  - b. Appeal:
    - a) Any two members have the right to force an appeal from a decision of the presiding officer.
    - b) Is debatable; and
    - c) Requires a majority to succeed.
  - c. Point of Information:
    - a) Is a request for information relevant to the business at hand, but is unrelated to parliamentary procedure?
    - b) Does not need a seconder.
    - c) Is not debatable; and
    - d) Does not require a vote.
  - d. Suspend the Rules:

- a) Used to override the standing rules of the assembly (i.e. to change the fixed agenda order).
- b) Must be seconded; and
- c) Needs a two thirds majority to succeed.
- e. Objection to Consideration of a Question:
  - a) Used to avoid debate or consideration of a particular main motion when two thirds of the members believe that the topic should not even come before the assembly.
  - b) No seconder is required.
  - c) It is not debatable; and
  - d) It requires a two thirds majority to succeed.
- f. Division of a Question:
  - a) Used to split a pending motion into separate questions that can stand on their own.
  - b) It requires a seconder.
  - c) It is not debatable; and
  - d) It requires a majority to adopt.
- g. Consideration by Paragraph:
  - a) Used for lengthy motions.
  - b) It requires a seconder.
  - c) It is not debatable.
  - d) It requires a majority for adoption.
  - e) If adopted, each paragraph is treated separately with debate and amendments allowed; and
  - f) Only after all paragraphs have been discussed is a vote for approval of the entire original main motion (as amended perhaps) in order.
- h. Division of the Assembly:
  - a) Used by a single member who doubts the Chairperson's announcement of the result.
  - b) It does not require a second; and
  - c) It does not require a vote but causes a recount of the vote of the previous motion to be taken.

#### 21.4.6 Motions to Change What Has Been Done:

- i. Motion to Reconsider:
  - a. Such a motion permits correction of erroneous action by considering additional information received since the taking of the vote.
  - b. Can only be made by a member who originally voted with the majority.
  - c. It requires a seconder; and
  - d. It requires a majority to succeed.
- ii. Motion to Rescind:
  - a. This motion cancels a motion previously adopted.
  - b. It can be made at any time, there is no time limit.
  - c. It requires a seconder; and
  - d. It requires a two thirds majority to succeed.

#### 21.4.7 Abstentions:



- i. Members have a right to abstain from voting and that right is protected by parliamentary law; and
- ii. Members abstaining from voting are not to be counted in the result.

#### 21.4.8 Plurality vs. Majority:

- i. A plurality is defined as the largest number of votes given to any option when three or more choices are available (as opposed to a majority where only two options are available) for a decision by the assembly.
- ii. A plurality that is not a clear majority never adopts a motion, unless the assembly has previously adopted a rule permitting such action; and
- iii. Unless there is a rule, the voting shall be by secret ballot, unless otherwise provided. The candidate or bid receiving a majority of votes cast shall be declared elected. In the event of a tie vote, or failure of one candidate to receive the required majority, on any ballot, balloting shall continue with respect to the two (2) candidates only, who received the largest number of votes on the previous ballot, until one receives the required majority of votes cast.

#### 21.4.9 The Role of the Presiding Officer:

- i. The presiding officer cannot participate in debate on a motion unless he/she relinquishes the chair; and
- ii. The presiding officer cannot introduce a motion but may encourage others to do so.

### 21.5 PROPRIETY OF DRESS AND ADDRESS

#### 21.5.1 Dress:

- i. Our Lions Pin:
  - a. The lapel pin is our badge of membership in a Lions Club and should be worn with pride at all times.
- ii. Our Lions Club Vest/Shirt:
  - a. the Club vest/shirt may be worn at all Club regular meetings, work projects, zone meetings and cabinet meetings.
  - b. In deference to non-Lions, Club vests/shirts should not be worn at Charter Nights, Ladies Nights, or other functions where we invite non-Lions.
- iii. Our Convention Dress:
  - a. The convention dress should be worn by all members and their spouses or escorts attending International conventions; and
  - b. The convention dress is also appropriate for Multiple District and District conventions.

#### 21.5.2 Address:

- i. We should express our pride in Lions membership by addressing each other as "Lion John" or "Lion Mary"; and
- ii. When addressing a Lion who holds an office, we should address them as "Lion President Mary" or "Lion Secretary John". This courtesy adds formality and enhances pride and dignity of membership and achievement to our organization.

### 21.6 PROPER POSITIONS OF NATIONAL FLAGS

21.6.1 In Canada:

- i. If there are three national flags to be displayed, then the Canadian flag must be placed in the center: and
- ii. If there are two, four, or more national flags to be displayed, then the Canadian flag must be placed at the extreme left as the audience views them.

21.7 ENTERTAINING DIGNITARIES

The responsibility of meeting and greeting should be given to a Lion who knows the visiting dignitary. The presiding officer should also greet them personally. All guests should be met at the door, offered refreshments, and accompanied by an assigned Lion or couple throughout their visit.

21.8 TOASTS

Toasts to Her Majesty the Queen and Lions Clubs International early in the Program. Other toasts should be included when a current or past International officer is in attendance. Toasts should be offered to the Country of the International Officer present.

21.9 THE HEAD TABLE

It is preferable that the guest speaker be provided with facilities that will permit him or her to address the audience from the center of the table.

All sound equipment should be tested in advance to ensure that it is in proper working order. Enquiries should be made of the guest speaker in advance of the function to ascertain if any audio visual or other equipment is required. If it is, then it should be set up and tested prior to the function.

Place cards should be placed on the head table in accordance with the established seating arrangements. Other accoutrements such as flags, gongs, gavels, center pieces, etc. should be in place well in advance of the commencement of the function.

21.10 HEAD TABLE SEATING ARRANGEMENTS

These arrangements should be consistently followed whether an International officer, International Director, District Governor or any other guest speaker is being hosted. If possible, there should be the same number of seats to the right and left of the podium.

21.10.1 With a Centre Podium:

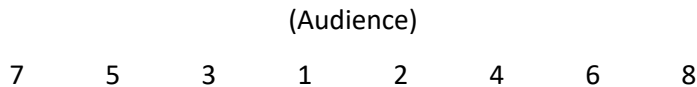
The meeting Chairperson or presiding officer is always seated at the left of the podium (facing the audience) shown as seat 1 in the following diagram and the principle speaker at the right shown as seat 2 in the following diagram, then other Lion dignitaries in accordance with the general order of precedence.



21.10.2 Without a Centre Podium:

The meeting Chairperson or presiding officer is always seated at the most central seat at the table shown as seat 1 in the following diagram and the principle speaker at the

right shown as seat 2 in the following diagram, then other Lion dignitaries in accordance with the general order of precedence.



### 21.10.3 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.

## 21.11 INTRODUCING THE HEAD TABLE

Introduction of the people at the head table should begin with the meeting Chairperson or presiding officer, then continue from the person at the far left from the center of the table to the center of the table, then from the far right from the center of the table to the center of the table. When spouses are present at the head table, they should be introduced with the member (i.e., "Past International Director John Doe and his wife Jane or Lion Jane if she is a Lion"). Don't forget your spouse. Be consistent, if first names are used in addition to the family name, use first names for all members of the head table. It is easier and less time consuming to ask all present to withhold their applause until all the head table has been introduced (Those introduced should stand as they are introduced and remain standing until all are introduced). When addressing the audience, "Lions, Lioness, Leos, ladies and gentlemen, and distinguished guests" (using only those that are applicable in your particular case) is acceptable.

## 21.12 RECOGNIZING VIPS

### 21.12.1 Lion Dignitaries:

At each meeting level, there is one important or ranking officer who is responsible for that level of Lionism and that officer's presence should be acknowledged first. For example, at the Club meeting it is the Club President, at the Zone meeting it is the Zone Chairperson, at the District meeting it is the District Governor, and at the Council meeting it is the Council Chairperson. Recognize the appropriate important officer first and then International rank takes over.

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

## Official Protocol

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

### Order of Precedence

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. Past International Presidents (b)
5. International Directors (a) (Board Appointees)\*/\*\*
6. Past International Directors (c)
7. Regional LCIF Coordinators and Area GMT/GLT Leaders
8. Chairperson, Council of Governors (a)
9. District Governors
10. Association Executive Administrator
11. Association Secretary
12. Association Treasurer
13. LCIF Executive Administrator
14. Past Council Chairperson (a)
15. Immediate Past District Governor (a)
16. Multiple District Chairpersons and Coordinators (including LCIF, GMT and GLT)
17. First Vice District Governor
18. Second Vice District Governor
19. Past District Governor (a)
20. Multiple District Secretaries (Volunteer) (a)
21. Multiple District Treasurers (Volunteer) (a)
22. District Secretaries (a)
23. District Treasurers (a)
24. Region Chairperson (a)
25. Zone Chairperson (a)
26. District Chairperson and Coordinators including LCIF Coordinators and GMT/GLT/GST Team Leaders (a)
27. Club Presidents (a)
28. Immediate Past Club Presidents (a)
29. Club Secretaries (a)
30. Club Treasurers (a)
31. Past Club Presidents (c)
32. Multiple District Secretaries (staff) (a)
33. Multiple District Treasurers (staff) (a)

\* 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.

\*\* Single, sub and multiple District constitution and bylaws or local customs and practice may alter the order of precedence and/or content of numbers 4, 5, 6 and 14 through 31 and in order to include recognition of past board appointees.

Explanation of notes used above:

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

21.12.2 Non-Lion Dignitaries:

Non-Lion dignitaries should be given precedence in accordance with local protocol and 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.

## **22 RECOGNITION OF MDC HALL OF FAME RECIPIENTS**

### **22.1 GUIDELINES**

22.1.1 MDC Hall of Fame recipients are to be recognized at MDC Conventions.

22.1.2 One breakfast, luncheon or dinner at Conventions shall be named for Melvin Jones Fellows, MDC Hall of Famers and Old Monarchs. A presenter shall be appointed to deliver a 2 to 3-minute explanation of each award, and to recognize recipients who are present. The program must be well prepared and within the time allowed. New inductees shall be recognized at the Friday evening banquet.

### **22.2 MDC HALL OF FAME CRITERIA**

Any Lion, Lions Club, Zone or Region may nominate a candidate from their District to the MDC Hall of Fame.

22.2.1 There is no nomination fee.

22.2.2 The awards will be presented up to four (4) candidates, a maximum of two (2) per District, inducted into the Hall of Fame each year.

- 22.2.3 The District Governor must receive nominations at least 45 days prior to the District's Annual Convention.
- 22.2.4 Each individual District will hold an election to determine the successful candidate(s).
- 22.2.5 The award may be presented posthumously.
- 22.2.6 Each candidate must have 15 years of service and not be a member of the current Council of Governors.
- 22.2.7 Each candidate should have qualifications above and beyond the call of duty including social and human endeavors. He/She should be of good moral character and have a good reputation in his/her community.
- 22.2.8 All sponsors shall use the standard MDC nomination form. No other application formats will be accepted.
- 22.2.9 The sponsor(s) will ensure the candidate, or a representative, will attend the Multiple District Convention.
- 22.2.10 All successful candidates will be inducted to the Hall of Fame at the next MDC Convention.
- 22.2.11 The presentation of the MDC Hall of Fame Awards is the responsibility of the MDC Council Chairperson.
- 22.2.12 A brief biography of each inductee shall be announced to the delegates attending the Annual MDC Convention, and published in the subsequent MDC Newsletter.
- 22.2.13 The District Governor of each District will be responsible to ensure that the MDC Hall of Fame Application Form, Candidate's bio and photograph are supplied to the MDC office at least one month prior to the MDC convention.

## **23 MULTIPLE DISTRICT C TRADING PINS**

### **23.1 ORDERING**

The MDC Council will direct the MDC Secretary to order MDC trading pins each year to be received prior to the MDC Convention. The number to be ordered will be determined by the Council of the day.

## **24 APPLICATION TO BECOME AN MDC ENDORSED PROJECT**

### **24.1 GUIDELINES**

- 24.1.1 Provide endorsements from local, state, provincial or national supporters.
- 24.1.2 Furnish listing of needs and beneficiaries of the organization.
- 24.1.3 Provide a plan for MDC involvement - what groups and areas will be requested to participate in fundraising -expenses of fundraising.
- 24.1.4 Name the Lions or Leos who will be involved in leadership roles.

- 24.1.5 Check for possible duplication of services currently provided within the Districts and MDC.
- 24.1.6 Check the Constitution and By-Laws for conflicts or legal problems. Provide for insurance and bonding.
- 24.1.7 Provide a copy of current financial statements, Business Plan and/or Budget, goals and objectives of the project annually, or more often as requested, to the MDC Council.
- 24.1.8 Determine what portion (if not all) of MDC will be involved.
- 24.1.9 Determine how the involvement of MDC will be recognized.
- 24.1.10 Written annual reports, or more often as requested, must be provided to the MDC Council.
- 24.1.11 Applications from organizations desiring to become an MDC endorsed project must be reviewed by a committee of Past District Governors or Lions appointed by the MDC Council Chairperson. This committee will then provide its recommendations to the MDC Council for approval or disapproval.
- 24.1.12 Non-compliance of any of the foregoing may lead to the loss of MDC endorsement.

## **25 APPLICATION TO COUNCIL OF A NEW FELLOWSHIP PROGRAM**

### **25.1 NO NEW FELLOWSHIP PROGRAM MAY BE ESTABLISHED IN MDC WITHOUT COUNCIL APPROVAL**

Any group or committee of Lions in MDC wishing to start any new Fellowship Program must apply in writing to the Council of Governors for Council approval. Any submission must include information about use of funds resulting from the program and a complete biography of the individual Lion(s) being honored by the Fellowship.

### **25.2 COUNCIL APPROVAL**

Any application must be approved by the full Council of Governors.

## **26 CONTESTS AND AWARDS**

### **26.1 APPROVAL**

All rules, guidelines, point accumulation methods instruction, and/or beneficiaries which may be used in various contests, programs, or awards within MDC during any fiscal year shall be made clear and shall be approved by the Council.

### **26.2 CHANGES**

If a Lions Club requests a change in the Contests and Awards rules, such change requests must be submitted in writing to the Council. All such change requests would be duly considered by the Council, and if deemed reasonable, submitted to the Council at a regularly scheduled Council Meeting. Any such rules changed by a vote of the Council would take effect on July 1st of the immediately following fiscal year.

### **26.3 COSTS**

All awards and/or recognitions expenses shall reflect MDC's ability to pay as budgeted.

## 26.4 SENIOR/MASTER LEADERSHIP AWARDS

The Senior Leadership Award is presented to a Past District Governor who has remained active within their Club, District and/or Multiple District C for a minimum of ten years after they joined a Club in Multiple District C and after their term as District Governor.

The Master Leadership Award is presented to a Past District Governor who has remained active within their Club, District and/or Multiple District C for a minimum of twenty-five years after they joined a Club in Multiple District C, following their term as District Governor.

Each sitting District Governor will approve the Past District Governor nominated for consideration of a Senior or Master Leadership Award. The list of nominees, from the Multiple District C records, will be presented at the second Council meeting.

The District Governors may submit additional names of any other Past District Governor who has moved into their District and has met all the criteria as mentioned above, from the time they joined a Club in Multiple District C.

The approved list of nominees will be voted on at the third Council meeting.

Each District Governor will invite the selected Past District Governor from their District to be honored to the Multiple District Convention for the presentation of the award.

It is important to remember, this is a Multiple District C Award and candidates must be a Lion in good standing and active in their Club, District and/or Multiple District C to be considered for this award.

## 27 **INTERNATIONAL AWARDS**

### 27.1 APPROVAL

- International President's Award
- International Leadership Award
- International President's Certificate of Appreciation

### 27.2 AVAILABILITY

There is one (1) International President's Award available for each 3,500 Lions throughout the membership. There is one (1) International Leadership Award available for every 2,000 Lions in our Association. There is a limited number of International President's Certificates of Appreciation available. It is not automatic that MDC will receive that ratio of awards. The limited number of these awards may not allow all nominations to be honored. The awards will be given based on the information supplied to the International President or those that he or she relies on to help make those decisions (i.e. Past International Officers in MDC).

### 27.3 CRITERIA

Although the criteria for these awards has been left to the sole discretion of the International President during his/her term, and therefore may change from year to year, some general criteria have been as follows:

#### 27.3.1 The International President's Award:

Outstanding contribution to a program, project, idea, or activity that is International in scope, result or effect.



#### 27.3.2 The International Leadership Award:

Contribution to Lionism beyond the Club level (i.e. District, Multiple District or International level) which demonstrate outstanding leadership characteristics, but which may be something less than that which would merit consideration for the International President's Award.

#### 27.3.3 The International President's Certificate of Appreciation:

Significant service to Lionism.

### 27.4 PROCEDURE FOR NOMINATION(S)

In MDC the District Governors, in consultation with the visiting International guest and whoever else he/she wishes, are responsible for the selection of recipients of the International President's Certificates of Appreciation in their own District. This award is not dealt with at the MDC level.

In MDC the District Governors, in consultation with other knowledgeable Lions in his/her District, make written nominations on the prescribed forms a minimum of 21 days prior to the fall (second) Council Meeting for the International President's Award and/or the International Leadership Award. Only those nominations received 21 days prior to the commencement of this meeting will be considered. A list of all previous recipients shall be provided by the Multiple District Office to the District Governors at the July Council meeting. The Council, in consultation with any present and/or past International officers, shall collectively arrive at a consensus for nominations to be recommended to the International President, (by the present International officer or, there being none, the most immediate past International officer), for his/her consideration. These nominations must be accompanied by a detailed description of the nominee's accomplishments including the complete title, Club name, and District number, as the final decision is based on the information supplied in addition to the President's own knowledge of the individual's achievements. There should be a fairly balanced distribution of all awards across MDC. The awards must be dealt with on a timely basis to ensure that MDC receives their fair share of these awards.

### 27.5 PRESENTATION OF AWARDS

The International President's Awards and the International Leadership Awards are presented at the MDC Convention. The International President's Certificates of Appreciation should be presented at a District Convention or a District-wide function.

## 28 DEFINITIONS

#### 1. CONSTITUTION:

Structure, organization, make-up, the way in which a government, state, society is organized.

#### 2. CHAIRPERSON:

Gender neutral and with reference to the person who acts as the Chairperson at a meeting.

#### 3. COUNCIL

The Council consists of the MDC Council Chairperson, and the MDC District Governors who are voting members. The MDC Vice Council Chairperson, the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors, the MDC Secretary, the MDC Treasurer or the MDC Secretary Treasurer who are non-voting

members. The MDC Advisors are invited to attend the Council meetings, but do not have a vote on issues that come before the Council.

4. DISTRICT(S):

Single and Sub-Districts shall be referred to and simply known as Districts.

5. FISCAL YEAR:

That period of time from July 1st of any given year through June 30th of the next succeeding year.

6. GENDER REFERENCE:

If, in any case within this Policy Manual, a single gender reference can be found, it is a simple entry error and not intended as an attempt to exclude any person.

7. LIONS CLUB IN GOOD STANDING:

International Board Policy Manual states: "A Club in good standing is one which:

- i. is not on status quo.
- ii. operates in accordance with the provisions of the International Constitution and By-Laws and International Board policy; and
- iii. has current International and District (single, sub and multiple) per capita taxes paid in full; no unpaid balances of more than U.S. \$50.00 ninety days past due; and entrance fees for new members, affecting voting strength of more than one (1) delegate, paid in full.

8. LIONS CLUBS INTERNATIONAL:

An accepted shortened version of the legal authorized title of the Association.

9. MDC:

Multiple District C.

10. PARLIAMENTARY PROCEDURE:

Conforming to the customs and rules of a parliament or other public assembly.

11. POLICY:

Political wisdom, prudence, expedient conduct, governing principle, plan, or course of action.

12. THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS:

The legal, authorized title of the Association.

13. LEADERSHIP PROGRAM:

A program developed by the International Association of Lions Clubs whereby Lions appointed by their Multiple Districts are provided the opportunity to receive leadership training at International Headquarters, Oak Brook, Illinois. These Lions then return to their own Multiple Districts as official trainers for MDC and conduct leadership training for other Lions using the

techniques and methods attained through Lions Clubs International. The goal of this program is to improve leadership abilities at all levels of Lionism.

14. USA/CANADA LIONS LEADERSHIP FORUM:

An annual leadership training and educational Rally normally conducted for the Lions of the USA and Canada during the month of September each year, at a location in one of the above-mentioned two countries.

15. FUNDS

All funds referenced in the document are in Canadian dollars unless otherwise noted.

Appendices

Appendix 1 Multiple District C - Convention Manual

Appendix 2 Hall of Fame Application Form