

**INTERNATIONAL ASSOCIATION
of
LIONS CLUBS**



**MULTIPLE DISTRICT “N”
POLICY MANUAL
and
APPENDICIES**

NOTE: The singular "THEY" and "THEIR" is used throughout these documents as the gender neutral pronoun.

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..... **Addendum**

No 1 Convention Handbook

POLICY MANUAL

1. ELECTION OF COUNCIL CHAIR

- A) Subject to Article VI, Section 1 of the Constitution any Candidate for the office of Council Chair shall deliver (by mail or in person to the Council Secretary-Treasurer) written notice of their intention to seek the office of Council Chair not less than thirty (30) days prior to the convening date of the Multiple District Convention. The Candidate(s) must be nominated by a sitting District Governor and must be selected by a majority vote of the delegates at the MD N Convention as defined in Article VI, Section 1(a) of the Constitution.
- B) In the event of a tie vote for candidates with the least number of votes, a run-off election for those candidates only, shall be held to determine which candidate(s) shall proceed to the next ballot.

2. DUTIES OF COUNCIL CHAIR

In addition to the direction given in Article X, Section 1 of the Lions Clubs International By-Laws, of the MDN Constitution, and Article II and III of the MDN By-Laws, the following items shall be the responsibility of the Council Chair:

- A) To ensure that each incoming District Governor nominates their members for all Multiple District Committees for presentation at the first Council meeting and that elections for Committee Chairs, as necessary, be held at that meeting. In the event that the Council at its first meeting does not elect a Chair for any of the Multiple District Committees, then the Council Chair shall have the authority to appoint.
- B) It shall be the responsibility of the Council Chair to prepare the agenda in consultation with the Council Secretary-Treasurer, for each Council meeting and circulate same to all members of the Council, all VDGs, PIDs, MD Chairs and to other persons included on the agenda not less than twenty (20) days in advance of the meeting as regulated by Section 5-Meetings, of Article VI of the Constitution. In the event of an electronic meeting seven (7) days' notice shall be given.

All members of the Council have the opportunity to place items on the agenda by

- i) Notifying the Council Chair not less than thirty (30) days prior to the Council meeting.
- ii) Under item one (1) of the agenda which shall be "approval of the agenda".
- C) In consultation with the sitting International Director or most recent past International Director, secures a guest speaker for the Fall Conference and for the Multiple District Convention not less than one year in advance.

- D) To designate the Governors who will chair various Multiple District functions at the Multiple District Convention. Normally the District Governor of the host Sub-District will chair the banquet at the Fall Conference and the International banquet at the Multiple District Convention.
- E) To assist the Council Secretary-Treasurer with the financial transaction when requested.
- F) Organize the Multiple District N participation in the International Parade, including arranging for the flags and banners to be present, and such other details as requested by the Council of Governors.
- G) Arrange reception or any other meetings, functions or meals as may be requested by the Council of Governors for the Multiple District N delegates or alternates attending the International Convention.
- H) To attend the first meeting of the Incoming Council to provide continuity.

3. DUTIES OF THE COUNCIL SECRETARY-TREASURER

In addition to the duties and responsibilities as defined in the Multiple District Constitution under Article VI, VIII (section 9), X (section 2), XIV and in the Multiple District By-Laws under Article I (sections 1 & 2), Article III (sections 2), the Council Secretary-Treasurer shall be responsible for the following items the Council Secretary-Treasurer shall be responsible for the following items

- A) All reports submitted to the Council by any members of the Council, by the Chair of the Multiple District Committees, by the Council Secretary-Treasurer and any other reports submitted to the Council must be forwarded to the Editor of the LIONS N-FORMER in time for official publication in the next succeeding issue.
- B) To see, in conjunction with the Constitution & By-Laws Committee Chair, that the Policy Manual of Multiple District N is kept updated regularly and that copies are provided to all members of Council and to the Chairs of the Multiple District Committees each year.
- C) Shall be responsible for all Multiple District property and records. The Council Secretary-Treasurer shall turn over, as required, to Multiple District Chairs, obtain receipt for same and ensure that all properties and records are returned following their use.
- D) All Multiple District records and properties shall be turned over to their successor as quickly as possible, but not later than August 1st.
- E) Multiple District financial records and documents shall be kept and stored in accordance with the Storage and Archiving Policy in this manual. (Appendix "F"):

4. INVESTMENTS

- A) The Council Chair, Secretary-Treasurer, in conjunction with the Budget & Audit Chair, will review investment policies regularly (at least annually) in order to invest surplus for the maximum benefit to the Multiple District.

5. GIFTS

- A) Recognition plaques or gifts shall be purchased by the Multiple District annually for presentation to the outgoing Council Chair. The Council Secretary-Treasurer will be responsible to order and prepare these for presentation.
- B) Gifts for the guest speaker at the Fall Conference and the Multiple District Convention shall be purchased by the Convention Chair, in consultation with the Protocol Officer and Council Chair, from the convention budget up to a maximum of \$250.00 for each occurrence. Gifts to be representative of the Multiple District or area if possible.
- C) The Council Chair shall be responsible to select and buy a gift for the Multiple District Convention Chair and the Council Secretary-Treasurer. This expenditure is not to exceed \$150.00 each and will come from the Administrative budget.

6. DISTRICT GOVERNORS ELECT SEMINAR

The Council Chair shall ensure that a Governors-Elect and Vice District Governors Elect (and their spouse or guest) seminar is conducted at the Multiple District Convention with the assistance of such members of Council and Multiple District Chairs as they deem appropriate.

7. FUND RAISING

There shall be no Club or Sub-District fund raising activities at any Multiple District function and there shall be no raffles at any Multiple District Banquet.

8. CONVENTION AND CONFERENCE SITES

- A) In the event there are no bids for the site of the Fall Conference or the annual Multiple District Convention, the Council of Governors shall select a site.

9. DRESS CODE

- A) The **Council of Governors** shall wear white dinner jackets at the International Night Banquet of the Multiple District Convention. They shall wear their blue/grey outfits at the Fall Conference, Necrology Service, Council meetings and Multiple District Business sessions.
- B) At Banquets of the Multiple and Sub-Districts, the **Past District Governors and Past International Directors** shall have the option of wearing white or black dinner jackets, blue/grey outfits, business suits or dresses. At the Fall Conference Banquet, blue/grey outfits, business suits or dresses is the dress code

- C) **Official Dress colours** of the Multiple District are navy blue jackets (blazers) with grey pants or grey skirts. This dress code applies to both sexes.
- D) **Incoming members of Council** shall buy the navy blue jacket with the grey pants or skirt outfit.
- E) At Banquets of the Multiple District, **Lions** shall wear their blue/grey outfits, business suits, dresses, Lions vests with dress pants or skirts. (Please, no jeans, baseball caps or Club shirts.)
- F) At Council meetings, Committee meetings, Necrology Service, Speak-out and Business sessions of the Multiple District, **Lions** should wear their blue/grey outfits, Lions vests or Club shirts.
- G) Appropriate attire will be worn by those participating in the **International Parade**, as agreed upon, from time to time, by the Council.
- H) District Governors shall wear white dinner jackets at their Sub-District's Banquet.
- I) **District Governors and Cabinet Secretary-Treasurers** should wear the blue/grey outfits at District Cabinet meetings and official Club visitations.
- J) Lions who currently own a **green outfit** can wear it in place of the blue outfit. The existing green outfits are grandfathered.
- K) DGE formal luncheon - dress code – The **Incoming Council of Governors** ~~shall~~ may wear white dinner jackets at the formal Luncheon held in their honour for the purpose of introduction to the members. Sufficient time scheduling shall be allowed to dress prior to the luncheon. The 4 District Governors elect, in solidarity, may also choose to wear their Blue and grey.

10. PROTOCOL

- A) Head table seating at all Multiple District banquets shall be according to the attached diagram attached to this Policy Manual as Appendix "B" (provided by Lions International) and local custom, and shall include:
 - I) All District Governors and spouses, Council Chair, Council Secretary-Treasurer and spouses, Guest Speaker and spouse, and Convention Chair and spouse;
 - II) When space allows, Past International Officers and spouses may be seated at the head table;
 - III) When space allows, the Senior Leo Office from the host District and their spouse or escort may be seated at the head table;
 - IV) At all Multiple District banquets, reserved tables shall be provided for Past District Governors, spouses of deceased Past District Governors, and Past International Officers. Spouses or escorts of the above shall be included at the reserved seating;
 - V) The verbal recognition of Head Table guests and others is the responsibility of the banquet Chair and the Guest Speaker only. All other speakers shall recognize the chair only;
 - VI) Non-Head Table guests (PDG's etc.) shall be recognized in groups, rather than individually.
 - VII) To follow as closely as reasonably possible the Protocol Guidelines as are attached to this Policy Manual as Appendix "A"

11. RECEPTIONS

Attendance at the VIP Receptions shall be restricted to the Head Table and Past International Officers and their spouses or escorts.

12. CONVENTION

- A) Rooms for the following groups should be allocated as closely together as possible preferably on the same floor.
- District Governors and Cabinet Secretary-Treasurers;
 - District Governors Elect and Cabinet Secretary-Treasurers Elect;
 - Council Chair, Council Secretary-Treasurer, and Convention Committee members;
 - Current and Past International Officers;
 - Multiple District Committee Chairs.
- B) All the above shall confirm in writing not less than thirty (30) days prior to the Convention, that they will be attending the Convention and shall submit all necessary deposits with their confirmation or before. If such confirmations are not received, the allocated accommodations will be released and the above Lions will be placed in such rooms as are available.

13. FLAGS

- A) District Governor Elect of the Convention host district of the current year will be responsible to take the Flags as part of their luggage to the International Convention. Cost for extra luggage will be paid by the Multiple District N with receipts.
- B) District Governor Elect of the Fall Conference host District will be responsible to take the flags home as part of their luggage. Cost for extra luggage will be paid by Multiple District N with receipts.

14. GLOBAL LEADERSHIP DEVELOPMENT PROGRAM

The purpose of the Global Leadership development program shall be to create knowledgeable Lions by ensuring all Lions have a reasonable opportunity to obtain the knowledge, skills and information necessary to properly carry out their respective duties and responsibilities by:

- a) Providing adequate training for Multiple District officers and chairs;
- b) Making training available to Lions of Multiple District N at an effective cost;
- c) Drafting the necessary documents for training purposes for all levels of *Lionism* within the Multiple District.
- d) Providing information on service programs and activities of the Multiple District.

GLT COMPOSITION

The Multiple District Global Leadership Development Team shall be comprised of the Multiple District N Global Leadership Coordinator(s), the Global Leadership Coordinators of the four sub-districts and up to

three other Lions as appointed by council on the recommendation of the chair. Appointments will be for a term of three years.

COMMITTEE MANDATE: The Multiple District N Global Leadership Coordinator(s), in consultation with the Sub-District Global Leadership Coordinators shall:

- I) Organize and conduct the training session for District Governors Elect and Vice District Governors Elect at the Multiple District Convention.
- II) Oversee and subsidize, on a yearly basis, according to the procedures included in Part I of Appendix "L" of this policy manual, an APPROVED leadership training program in the Sub-Districts, conducted by the Sub-Districts, up to an amount not to exceed seven hundred dollars (\$700.00) in each Sub-District.
- III) Administer the regional and faculty development institutes according to the procedures established in Part 2 of Appendix "L" of this Policy Manual.
- IV) Draft and periodically revise, training curriculum materials for Sub-District training of zone, region, and club officers and make these materials available to the Sub-Districts.
- V) Provide information to the Sub-Districts pertaining to education and training materials and programs available on Lions Clubs International and Multiple District websites.
- VI) Plan and organize meaningful seminars for the Fall Conference and Multiple District Convention, as well as training sessions for the Sub-District Global Leadership Development Teams.
- VII) Provide the Council of Governors, on a yearly basis, with written reports outlining the leadership development and training programs at the Multiple District and Sub-District levels.
- VIII) Submit to the Council of Governors, prior to the Fall Conference of the year previous, an annual budget for leadership development and training at the Multiple District and Sub-District levels.
- IX) Submit applications to Lions Clubs International for the District Governor Elect and Vice District Governor Elect leadership grant and other grants that may become available for education and training.
- X) Ensure District Governors and Leadership Development Coordinators are informed of Lions Clubs International's senior and faculty development institutes for Constitutional Areas 1 and 2.

LEADERSHIP DEVELOPMENT AND TRAINING EXPENSES

The following costs in relation to leadership development and training programs shall be covered by Multiple District N.

- I) Costs of conducting the training session for District Governors and Vice District Governors Elect by the coordinator(s), including accommodations and meals for the training period, shall be paid by the Multiple District in accordance with the annual budgetary allowance therefore.
- II) Training grants, in the form of partial reimbursement of expenses as stipulated below shall be made available to those Sub Districts who District Governor Elect and 1st and 2nd Vice District Governors Elect participate in the District Governors and Vice District Governor training program in accordance with the annual budgetary allowance therefore.
- III) Only the hotel rooms (two nights) and meals, as detailed in the Multiple District N Reimbursement Policy, will be reimbursed to the Incoming District Governors and Incoming 1st and 2nd Vice District

Governors for their days of training. Regular Convention expenses and mileage are not reimbursable by the Multiple District and/or the Training and Education fund.

- IV) Costs of conducting the Sub District leadership development and training programs by the Sub Districts shall be reimbursed by the Multiple District up to a maximum of \$700.00 per Sub District, provided that such expenses were expended and the Sub District submits an request for said funds, detailing activities and expenses, to the Council prior to June 30th each year. Council will have to approve these disbursements in accordance with the annual budgetary allowance thereof, before they are reimbursed.

15. COMMUNICATION COMMITTEE

- A) There shall be a minimum of two and a maximum of six publications per year. The Chair Publisher shall be appointed by the Council of Governors. Each District Governor Elect shall appoint an Associate Editor to work with the Chair. These Associate Editors will be ad hoc of the Multiple District Communications Committee.
- B) The Associate Chair shall be responsible for the accumulation of news, reports and articles, including pictures from their Sub-District and forwarding same to the Chair by the deadline date set by the Chair.
- C) The Council Chair, Council Secretary-Treasurer, Multiple District Committee Chairs and District Governors shall be responsible to forward their reports, minutes, budgets, financial reports, plans, etc. to the Editor on a continuous basis by the established deadlines for inclusion in the "N Former" and posting on the web Site by the Lion Webmaster. The editor is responsible to forward all received documents to the Webmaster for posting.
- D) The Committee shall ensure that the official publication is published electronically to the clubs at least thirty (30) days prior to the start of the Fall Conference and the Annual Convention so as to allow timely notices to be published.
- E) Subject to item 12 A, extra editions of the N Former may be created by the Editor of the N-Former as deemed necessary, published and posted on the Multiple District and Sub-Districts websites.
- F) The deadline for the Editor to receive documents for publication in the N-Former shall be forty five (45) days, prior to the Fall Conference and the Multiple District Convention. The deadline for the Editor to receive documents to be published in the extra issues of the N-Former shall be received by the tenth (10th) of the months of July, September, November, January, March and May, provided that a publication is being created.
- G) The Multiple District, in conjunction with the Sub-Districts, shall maintain an electronic distribution network that will filter from the Council to the Lions at the Club's level.

16. OTHER COMMITTEES

- A) The following committees have been established to assist the Convention Committees at the Multiple District N Annual Convention.

Sergeant-At-Arms
Tail Twisters

- B) These appointments will be made by the Host Multiple District N Convention Chair. These appointments are for the Multiple District Convention only.

17. SERGEANT-AT-ARMS

Duties shall be as outlined in By-Laws Article III, Section 10 of the Multiple District N Constitution and By-Laws.

18. TAIL-TWISTERS

The Tail-Twister shall keep harmony, good fellowship, life and enthusiasm in the meeting. They shall collect fines from the members and there shall be no ruling from their decision in imposing a fine. The Tail-Twister may not be fined except by the unanimous vote of members present. They shall also promote fun and laughter at the meeting by the inauguration of appropriate stunts and games.

All monies collected by the Tail-Twister shall be immediately turned over to the Council Secretary-Treasurer and a receipt taken thereof. The fines so collected will be donated to such cause as may be decided, by motion, at the banquet or meeting at which they are collected.

19. MULTIPLE DISTRICT SPEAK-OUT

The Chair, any members appointed to the Multiple District Speak-Out and all participants in the Multiple District Speak-Out shall be bound by the Multiple District Speak-Out Rules as are attached hereto as Appendix "C".

20. AMENDMENTS, ADDITIONS, DELETIONS OR REVISIONS

- A) Any amendments, additions, deletions or revisions to this Policy Manual may be made by the Council of Governors, meeting in person or via electronic means, after having first referred the proposal to the appropriate Multiple District Committee and Multiple District N Constitution and By-Laws Committee for consideration and recommendation and shall be reported to the Multiple District within thirty (30) days of approval
- B) It shall be the responsibility of the Multiple District Constitution and By-Laws Chair to, immediately after adoption of such amendments, additions, deletions or revisions to insert same or appropriately update this manual

This Multiple District N Policy Manual has been adopted on May 17th, 2008

Amended to	May 24, 2015.
Amended to	May 24, 2018.
Amended to	May 26, 2019.
Amended to	May 17, 2020.
Amended to	June 30, 2020.
Amended to	Aug 02, 2022.
Amended to	Aug 31, 2023.
Amended to	Sept 22, 2023.

APPENDIX “ 1 ”

BUDGET AND AUDIT COMMITTEE

References

- Constitution and By-Laws, Article XIV, Section2, Sub-section B, page 28
- Appendix “1” of “MULTIPLE DISTRICT N Policy Manual”
- Section “3.6 Committees – Common Attributes,” page 12

Authority

Multiple District N (MD N) By-Laws - Article XIV, section 1 and Section 2, Subsection B, pg.28

Purpose

The Budget and Audit Committee is mandated by the MD N Council of Governors and the Lions of Multiple District N to provide direction and oversight of Multiple District N’s Auditing, financial, budgeting and financial strategic planning activities.

From the Constitution

“The Committee shall, annually, prepare a proposed Revenue and Expenditure Budget in conjunction with the Vice-District Governors and the sitting MD N Council Secretary-Treasurer for the next successive fiscal year and shall present same for discussion and amendment at the current year’s [meeting, last weekend in September to mid-November], and for final approval at the current year’s Multiple District Convention in accordance with these By-Laws.

“Following adoption of the Budget, the Committee shall regularly monitor expenditures and revenues of the Multiple District so as to ensure both correctness of expenses and revenues, and proper allocation to the respective applicable revenue and expense categories.

“At the conclusion of each fiscal year, the Committee shall review the balances of each Multiple District fund, and where surpluses are recorded in excess of \$15,000.00 shall recommend the disposition of such surpluses at the next succeeding Fall Conference as part of the Committee’s proposed budget.

“The Committee shall also review and make recommendations to the MD N Council on specific matters referred to it by MD N Council ...”

Members

Chairperson: The Budget and Audit Chair is appointed for two (2) years, renewable for one (1) term.

Members: At minimum, four (4) members chosen by the Sub-Districts **1st Vice District Governors**.

Ex-officio: The MD N Council Chair and Secretary Treasurer are Ex-officio members.

Quorum

A majority of its members

Selection Criteria

The Budget and Audit Chairperson undergoes an annual review of their Terms of Reference, and the decision on reaffirmation of membership is made by MD N Council.

Reporting Criteria

In addition to the common committee reporting criteria, the Budget and Audit Chairperson

- Reports, at each meeting of the MD N Council of Governors, on all of its proceedings since the last meeting of the MD N Council of Governors.
- Reports to the Lions of MD N at the Fall Conference and the Annual Convention.

Position Requirements

- Financial and Audit background

Responsibilities & Performance Goals

The Budget and Audit Chair

1. Holds Budget and Audit meetings follow Robert's Rules of Order, Newly Revised
2. Reviews issues and requests as directed by the MD N Council of Governors
3. Advises and assists the MD N Council
4. Regularly monitors expenditures and revenues
5. Provides financial strategic planning activities to MD N Council
6. Holds meetings at least two times annually: one at the MD N Fall Conference and the other at the MD N Annual Convention, or by request of the MD N Council Chair.
7. Ensures that MD N has an effective planning process in place, one that provides appropriate alignment of financial resources with strategic directions.
8. Provides direction and oversight to the planning process and ensures that annual and multi-year MD N plans are received from the
 - a. Constitution and By-laws Committee
 - b. Conference and Convention Committees
 - c. Communications Committee
 - d. Global Leadership Team
 - e. Global Membership Team
 - f. Strategic Planning Committee
9. Reflects the strategic directions established by the MD N Council of Governors and the Lions of MD N.
10. Provides direction and knowledge to the MD N Council of Governors on all matters pertaining to financial operating procedure according to the laws of Canada, of Lions Clubs International and of Multiple District N.
11. Oversees short- and long-term investments.
12. Recommends to the MD N Council of Governors, and the Lions of MD N, an annual MD N budget.
13. Assesses MD N's financial requirements on a continuous basis, and recommend strategies and measures to increase MD N's overall level of resources to the MD N Council of Governors and the Lions of MD N.
14. Monitors annual financial results of operations, and reports to the MD N Council of Governors and the Lions of MD N on any matters of financial significance.

15. Follows the procedural guidelines in “The Budget and Audit Committee – Procedural Guidelines” and “Budget and Audit Committee Appendix A – Audit, Budget and Audit Committee Appendix A – Audit” page 54, and “
16. Budget and Audit Committee Appendix B – Budget,” page 55, attached to, and forming part of, this document. Note that these two appendices should be made part of the Legal Records [currently they are not].
17. Responds to all matters related to the Committee’s mandate as may be referred to it by the MD N Council of Governors, and to act according to the nature of the referral.
18. Initiates any reviews, studies, etc. , necessary to carry out the mandate of the Committee.
19. Promotes transparency and accountability in all financial and planning activities of MD N.
20. Conducts an audit of the funds of MD N within sixty (60) days of the conclusion of the fiscal year, which includes both financial members of the Secretary-Treasurer’s home Sub-District.
21. The committee’s report, which shall include a detailed statement of income and expenditures with comparative data from the two preceding years, shall be presented at the next succeeding meeting of the MD N Council of Governors and circulated to all Clubs.
22. The Committee Chair attends the Fall Conference and the Multiple District Convention.
23. The Committee shall, annually, prepare a proposed Revenue and Expenditure Budget in conjunction with the Vice-District Governors and the sitting MD N Council Secretary-Treasurer for the next successive fiscal year and shall present same for discussion and amendment at the current year’s Fall Conference, and for final approval at the current year’s Multiple District Convention in accordance with these By-Laws.
24. Following adoption of a Budget, the Committee shall regularly monitor expenditures and revenues of the Multiple District so as to ensure both correctness of expenses and revenues, and proper allocation to the respective applicable revenue and expense categories.
25. At the conclusion of each fiscal year, the Committee shall review the balances of each Multiple District fund, and where surpluses are recorded in excess of \$15,000.00 shall recommend the disposition of such surpluses at the next succeeding Fall Conference as part of the Committee’s proposed budget.
26. The Committee shall also review and make recommendations to the MD N Council on specific matters referred to it by MD N Council.

APPENDIX “2”

MULTIPLE DISTRICT N CREDIT CARD

The Council Secretary Treasurer is authorized to use a Scotiabank Credit Card issued in the name of Multiple District N for purchases of supplies and expenses related to the normal operations of the Multiple District and its projects. The Credit Card is not to be used for direct payment of reimbursable expenses such as food or lodging of the CST or any other Multiple District officer. (See Appendix I - Reimbursable Expenses)

The authorized credit limit of the credit card is \$ 2000.00. Any single purchase over \$ 500.00 is to be preauthorized by another Officer with signing authority on the Multiple Districts Bank account.

Use of the Multiple District N credit card is a privilege that the Multiple District Council may withdraw at any time, with or without cause. Upon the completion of the term of the Council Secretary Treasurer, the card must be returned to the Multiple District’s Budget and Audit Chairperson for final Audit of the account.

The Council Secretary Treasurer is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts.

APPENDIX I – Reimbursable Expenses

The Council Secretary Treasurer may reimburse approved expenses of any Multiple District Officer (except his/her own) by e-transfer from the Multiple District’s bank account as per Appendix “3”. No Multiple District Officer may

sign/authorize payment to themselves. She/he may also settle the balance on the Credit Card once the Credit Card Statement has been approved by one other authorized signing officer.

APPENDIX "3"

MULTIPLE DISTRICT N ELECTRONIC FUNDS TRANSFER

The Council Secretary Treasurer may reimburse approved expenses of any Multiple District Officer (except his/her own) by e-transfer from the Multiple District's bank account as per Appendix "3". No Multiple District Officer may sign/authorize payment to themselves. She/he may also settle the balance on the Credit Card once the Credit Card Statement has been approved by one other authorized signing officer.

1. The Council Secretary Treasurer is authorized to receive Electronic Funds Transfers (EFT's)
2. The Council Secretary Treasurer is authorized to initiate an Electronic Funds Transfers (EFT's) for approval by the Council Chair or in the instance of the unavailability of the Council Chair another Super User as identified by Multiple District N Banking Documents
3. The maximum authorized amount of the Electronic Funds Transfers (EFT's) is \$2000;
4. Multiple District N Accounts to be reconciled monthly after which the Council Secretary Treasurer is to send to the Budget & Audit Chair the monthly Statement of Financial Position, Income statement, Bank Statement, and Transaction detail

Appendix 4 – Audit

Budget and Audit Committee - Procedural Guidelines

Overview:

The function of the Auditor is to perform a detailed examination of the financial records of Multiple District N to ensure conformity to Generally Accepted Accounting Principles, the Rules of Lions Clubs Internationals, the Multiple District N Constitution and By-Laws and the Multiple District N Rules of Audit. This examination is to include but is not limited to the source documents.

The Auditor is a financial resource to the Multiple District N Council Secretary Treasurer and the MD N Council Chair and the sitting MD N Council.

Procedural Guidelines:

1. Be prepared to sit at the first meeting of each new MD N Council in May to assist with Financial matters.
2. Work closely with the MD N Council Secretary Treasurer to assist with the distributions per the approved budget and the Multiple District Rules of Audit.

3. Work with Long Range Planning and other Committee Chairs to ensure Financial realism of proposed planning.
4. Maintain accurate records of all Multiple District N Investments. Ensure the appropriate signing authorities are maintained with the sitting Multiple District N Council Chair and Secretary Treasurer.
5. As the term of office of the MD N Council Secretary Treasurer ends June 30 of each year, assist with the closing procedures to allow the timely receipt of the Multiple District books - not later than August 15
6. Review the books, comparing source documents for the accuracy of budget distributions according to the approved budget and the Multiple District Rules of Audit. Make recommendations for procedural improvements
7. Ensure the procedures and reports are adherent to the Generally Accepted Accounting Principles.
8. Prepare a detailed Statement of Operations for the year, including the budget for presentation to the sitting MD N Council at the Fall Conference.
9. Documents to be prepared for each year end, including the reporting year and budget and the preceding two (2) years actual, should consist of the following:
 - I. Statement of Financial Position
 - II. Statement of Change in Fund Balances
 - III. Cash Flow Statement
 - IV. Statement of Fund Operations and Balances
 - V. Notes to the Financial Statements
10. The above documents must be accompanied by an auditor's report.
11. The documents should be submitted to Multiple District N Council electronically prior to each Fall Conference to allow sufficient time for examination.
12. The documents, once approved by Multiple District N Council for distribution, are to be published in the spring edition of the N-Former at least 30 days prior to the Annual Convention.
13. Report to the Lions of Multiple District N the Audited Statement and Budget for approval

Budget and Audit Committee - Procedural Guidelines

Appendix 5 – Budget

Overview:

The function of the Budget Chair is to prepare a detailed budget for the next operating year, allowing sufficient resources to meet the goals of that Multiple District N Council and the Lions of Multiple District N, to ensure conformity to Generally Accepted Accounting Principles, the Rules of Lions Clubs Internationals, the Multiple District N Constitution and By-Laws and the Multiple District N Rules of Audit.

Procedural Guidelines:

1. Invite the 2nd Vice District Governors to sit with your committee at the meeting held in May. Ensure that each Vice District Governor is aware of their role as a committee member so that they understand the budgeting process.
2. Ensure they are aware of commitments and time lines of the Strategic Plan
3. Communicate with each committee chair early in the new year. They should submit a detailed budget request for the next fiscal year.
4. Communicate with the 1st Vice District Governors, your committee members, to ensure sufficient budget is proposed to allow them to meet their goals.
5. Prepare a detailed budget for the next fiscal year incorporating the information from items 2 and 3. Ensure conformity with Show comparison figures from the immediate preceding year end
6. Distribute complied document to the committee members for their approval. Revise as necessary.
7. Once approval is obtained from the committee members, distribute the document to the Multiple District N Council and, **once approved by MD N Council**, to the Communications Chair for inclusion in the N-Former, at least 30 days prior to the Fall Conference.
8. Present the Budget on behalf of the Committee to the Lions of Multiple District N at the Fall Conference as a "Draft Copy".
9. Be prepared to explain and answer any questions arising from the presented document.
10. Make amendments as recommended by the Lions of Multiple District N and submit to the committee members
11. Publish the final document in the spring edition of the N-Former at least 30 days prior to the Annual Convention.
12. Present the Budget to the Lions of Multiple District N for approval.
13. Receive, at a minimum, quarterly Financial Statement from the Multiple District N Secretary Treasurer. Review and compare to the approved budget. Communicate findings to Multiple District N Secretary Treasurer and MD N Council.
14. Ensure any budget overages, if present, receive the approval of Multiple District N Council before they are paid out.

15. Any other duties pertinent to the Financial function as requested by Multiple District N Council.

APPENDIX "A"
MULTIPLE DISTRICT N
PROTOCOL

COMMENTS: This would supplement what is presently in the Policy Manual so that it would clearly explain the responsibility relative to speakers visiting our Multiple

Protocol: – among nations and among people-is an official expression of good manners. The courtesy we show each other in our everyday lives affects our attitudes, our work and, in turn, how we view ourselves as human beings.

Protocol is a multi-faceted word.

Protocol means respect for position. It also means using diplomacy and tact in your relations with others. Protocol is dictionary-defined as a code of diplomatic etiquette and precedence. It is all these rolled into one single word.

A well organized and problem-free experience will be guaranteed if the correct use of protocol is recognized and practiced.

The guidelines described as follows are intended to aid in the following proper protocol on District and Multiple District levels and in the successful reception of visiting Lion officials.

INTERNATIONAL SPEAKERS

Our Multiple District is entitled to five (5) speakers in each Lions year, one for each Sub-District (Convention) and one for a Multiple District event (Fall Conference or Multiple District Convention). Our Multiple chooses to have an International speaker for both the Fall Conference and the Multiple District Convention. Therefore,

whichever Sub-District hosts the Multiple District Convention is charged with the speaker for the Fall Conference and is not entitled to an official speaker for their Sub-District Convention.

Lions Clubs International is responsible for transportation cost to and from an official event. The host Sub-District or Multiple District is responsible for all local expenses including accommodation costs, meals and local transportation.

INVITATION

An official invitation (directly or indirectly) by a District Governor, Council Chair or a current or Past Director on behalf of the District or Multiple, is the first step towards a visit by an International Officer. That first step is vitally important, however, since the success of their visit may hinge upon the information provided to International Headquarters.

All invitations for a speaker on the International level must be made on a Speaker Request Form and sent to the Protocol and Itineraries Department at International headquarters.

An invitation to an International President should be extended at least a year in advance. In the case of an Officer or Director the necessary time limit is six months or preferably more.

An International Officer, Director or Past President may be invited to attend authorized meetings subject to the following conditions:

1. All requests for speakers shall be made through, and shall be honored only when submitted by, a current District Governor or Chair of the Multiple District Council. Explanation of this procedure shall be given to all others requesting speaker assignments.
2. A specific date shall be sent and an alternate should be shown.
3. Each request for a speaker for a conference or a convention shall be accompanied by a proposed schedule of events which shall provide for an open discussion period with the International speaker.

FACTS TO INCLUDE ON THE SPEAKER REQUEST FORM

The following facts shall be included on the Speaker Request Form:

1. The name of the hotel in which reservations have been made or will be made for the International representative. Also include the address, email address and telephone numbers since it is vital that they be accessible at all times.
2. The exact time the event will begin and the approximate time it will conclude. This information is needed in order to arrange proper transportation
3. The type of dress code that will be required –whether formal, informal long dress, cocktail dress, white or black tuxedo, etc.
4. Whether plans have been made to hold a press conference or interview with the media. The Protocol and Itineraries Department will send photographs and a biographical sketch prior to the arrival of an Officer or Director.

5. If the International representative's spouse is accompanying the speaker they will need to know what activities have been planned and what type of attire will be needed.

YOUR SPEAKER HAS BEEN ASSIGNED

As soon as you have been advised by Lions International that a speaker has been assigned for your event, a letter should be sent immediately to the invited guest, thanking them for their acceptance of the speaking engagement and furnishing them with pertinent information contained in Items 1 through 5 above. Any other information that may be deemed important and helpful to the speaker should also be furnished in such correspondence. Copies of all correspondence with the International Officer or Director should be sent to the International Office.

YOUR SPEAKER ARRIVES

If the International Officer or Director is traveling by airlines or train, arrangements should be made to have a delegation of prominent Lions on hand to greet their arrival.

Also, you might wish to invite the Mayor and other leading citizens to help welcome an honored guest to your city.

HOTEL ACCOMMODATIONS

It is the responsibility of the hosts to arrange the hotel accommodations for the visiting Officer or Director prior to their arrival. Comfortable accommodations should be provided, but at the same time, consideration should be given to the cost of the hotel room or suite.

Thoughtful gestures may include arranging to have morning or evening newspapers sent to the guest's room or perhaps liquor, soda, candy, flowers or a small basket of fruit delivered.

OFFICIAL LION ESCORT

One customary courtesy that should never be overlooked is designating someone who will escort the guest to and from planned activities during their stay. The escort should be an ID, PID, CC, PCC, DG or PDG as available.

If the guest is accompanied by a spouse, it is recommended that a small committee be appointed to make their visit enjoyable and entertaining while the speaker is attending to official Lion duties. The spouse too should be provided with an escort to all special spousal functions-usually the spouse of the escort of the speaker, if available.

SCHEDULE OF EVENTS AND APPOINTMENTS

It is suggested that upon the guests arrival, you give them a list of the scheduled events and possible appointments; ask if these are agreeable and convenient, and make such changes as they may suggest. Consideration should be given to the fact that they will very probably welcome a period of relaxation between the time of arrival and the scheduled meetings, particularly if they are on an extended itinerary.

PUBLICITY

With the guests consent, it is a good plan to have members of the press, radio and television interview the visiting Officer or Director. If such an interview is arranged, close cooperation should be given to press photographers to help them obtain good photographs. When a press photography is not available, you may wish to supply the newspaper with photographs taken by a qualified member of the Club or District, or photographs, newspaper articles and biographical sketches of the visiting Officer or Director which are sent in advance to the host Club or District by the International Office.

Remember, such favorable publicity for your Club, District and International Association can be obtained in this manner.

THE EVENT

The guests have arrived, have been officially welcomed to your city and are comfortably resting in the hotel room. The important event they're invited to, is coming up soon, and you will want everything to go smoothly, so well in fact, that it will remain a happy memory for everyone involved.

Here are some tips that will contribute to the success of the program:

1. Try to arrange your visiting Officer's or Director's schedule so that they will arrive at the main meeting, dinner or convention session a short time before the event begins.
2. Whether your guest is an International Officer, Director or District Governor, their entrance should be marked with enthusiasm. If the audience is seated, members should rise and applaud them as they make their way to the head table.
3. If a reception is planned just prior to the evening banquet meeting, it is suggested that the guest be escorted to the reception a short time prior to the time it is scheduled to end. This will allow sufficient time for them to meet and greet Lion dignitaries, and yet not be overtired before the banquet begins.
4. If a meal is included in the festivities, the guest should, of course, be served first. If the dinner is buffet-style, the head table should lead the line.
5. The flag of the country of the International Officer or Director should be displayed, if possible.
6. The guest's National Anthem should be played. (The Protocol and Itineraries Department will provide a cassette recording of an International Officer's National Anthem when they visit a country other than their own.)
7. Avoid lengthy introductions. The audience is more interested in hearing what the speaker has to say, and will be eager for the talk to begin. Two or three minutes should be all that is needed to introduce your guest of honor. Be sure to include the following in the introduction:

The speaker's name

Their position in *Lionism*
Their business or profession
Where they live
Their background in *Lionism*

8. Every effort should be made to give the guest speaker the best spot on the program so that the audience will be in a receptive mood. Schedule your visitor to speak around 8:30 to 9:00 PM. A speaker is at a tremendous disadvantage if called on at a time when the audience is tired from too many musical numbers, entertainment features or is anxious to begin dancing. Although it is a good idea to save the guest speaker for last so that the audience will go away with the message fresh in their minds, it is not a good idea if it takes place after the audience is worn out. Remember, it is a breach of Lions' etiquette to introduce a Lion speaker after 10:00 PM. Therefore, if a meeting is running late, re-arrange the program as it goes along, always keeping in mind the necessity of getting to your speaker on time.
9. If the program calls for the presentation of a token of appreciation to your guest speaker, the best time to present it would be directly after the speech. The appropriate responding remarks should be made at this time and given by the most prominent Lion official in attendance.

DISPLAYING THE FLAG

No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the host country.

When displayed from a staff on a speakers platform, in a hall, public auditorium or behind a head table, the flag of the host country should occupy the position of honor and be placed at the speaker's right as they face the audience. If only one other flag, banner or pennant is displayed on the platform, it should be placed at the speaker's left.

If more than one other flag, banner or pennant is displayed in a hall, speakers' platform, public auditorium or behind a head table they should be displayed equally spaced, in the following order:

- | | |
|-----------------------------|----------------------------------|
| 1. Flag of the Host Country | -Extreme right of speakers stand |
| 2. Flag of Other Nation | -Left of Host Country's Flag |
| 3. State or Province Flag | -Left of Other Nation's Flag |
| 4. Club or District Banner | -Left of Stage or Province Flag |

When flags of two or more nations and/or provinces are displayed, they are to be on staffs of the same height. The flags should be of approximately equal size.

If another past or present International Officer or Director is present, the flag of their country should be procured and placed to the left of the flag of the honored guest or principle speaker.

When the flag of the Host Country is displayed from a staff elsewhere than on a platform or behind the head table it should be placed in the position of honor at the right of the audience as they face the platform. Any

other flag so displayed shall be placed on the left of the audience as they face the platform. When a flag is displayed otherwise than by being flown from a staff, it should be displayed flat.

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.

The flag of the Host Country, when displayed with another flag against a wall from crossed staffs, should be on the right, the flags own right, and its staff should be in front of the staff of the other flag.

The flag of the Host Country should be at the center and at the highest point of the group when a number of flags of countries, states, provinces or Lion banners are grouped and displayed from staffs.

The flag should never be used as a drapery of any sort whatsoever, never festooned, drawn back, nor up in folds, but always allowed to fall free.

The flag should never be used to decorate a speaker's platform or rostrum or for decoration in general.

IN CONCLUSION

The event to which you have channeled so much of your time and energy is complete. The evening has been a great success. Yet, there are additional considerations which remain to be directed to your guest.

It is extremely important to arrange departure transportation for your International representative. An International President, Officer or Director must be escorted to the airport. Punctuality is often crucial since flight connections are customarily intricate and precise.

During the week following the event, send a note of thanks to your guest and to all other Lions (and non-Lions) who helped to make the event a success.)

APPENDIX "B"

MULTIPLE DISTRICT FUNCTIONS

HEAD TABLE SEATING ORDER

AUDIENCE

(With Spouse and Guests)

1	2	3	4	5	6	Podium	7	8	9	10	11	12
---	---	---	---	---	---	--------	---	---	---	----	----	----

1. CST and spouse/escort
2. Current DGs and spouses/escorts
3. Current DGs and spouses/escorts
4. Current DGs and spouses/escorts
5. Current DG of Host Sub-District and spouse/escort
6. Council Chair and spouse/escort
- Podium
7. Speaker and spouse/escort
8. ID and spouse, if present
9. PID and spouse/escort
10. PID and spouse/escort

11. Convention Chair and spouse/escort
12. Senior Leo Officer and guest/escort

APPENDIX "C"

MULTIPLE DISTRICT N SPEAK-OUT REGULATIONS

Section 1: Purpose of Contest

To provide an opportunity for high school students to:

- A) Think about important issues facing them and their community, province/state or nation.
- B) Organize their thoughts and ideas into a logical sequence, namely a prepared speech.
- C) Express their ideas publicly and defend these ideas when questioned.

Section 2: General Regulations

- A) The Lions Club Speak-Out will be co-educational.
- B) The contest is open to any high school student who is in full-time attendance (i.e., not a part-time student) in high school and who will not be nineteen (19) years old on December 31st of the contest year.
- C) The speech may be delivered in either of the two Canadian official languages – English or French with a typed copy delivered to the Speak-out Chair in advance. It is the responsibility of the Speakout Chairperson to have a sealed copy delivered to the judges and questionnaires in the language of their choice at the information meeting immediately before the speaking competition marked only with the Speaker's number. It will be the responsibility of the MC to oversee the opening of the sealed envelope for that speaker when he/she takes the podium.
- D) All speeches are to be approximately five (5) minutes in length. Speeches shorter than four (4) minutes or longer than six (6) minutes will be penalised one (1) point for each ten (10) seconds or portion thereof, e.g. two (2) seconds =1 point, eight (8) seconds = 1 point, thirteen (13) seconds = 2 points, thirty three (33) seconds = 3 points, etc.
- E) The speeches should in no way indicate where the speaker is from (School, Community, Province, State or Country.)

- F) At the Club level, a script may be prepared. Except for quotations, however, the contestants may not read from the script. Points will be subtracted for excessive reading. At the Regional, Sub-District and Multiple District Levels, the contestant may take only notes to the speaker's stand. The same speech may be used at all levels of the contest.
- G) Immediately at the conclusion of the speech, each contestant will be asked two (2) questions, one from each questioner. These questions should be worded in such a way that they require not merely recall of information, but rather some reasoning or application of knowledge of the subject. Points will be awarded, not only for the answers given, but also for the way the contestant handles the questions.
- H) The response to the question may be delivered in the same language as the speech however it must also be delivered in English or a French translator be provided.
- I) A panel of three (3) judges and two (2) questioners will be provided at each level.
- J) In all contests, speakers will be assigned numbers which may be drawn by lot just prior to the contest. Contestants will be introduced by number only. The contestants will be introduced by name and school after all have spoken and the judges have retired.
- K) A suggested score sheet and judges checklist shall be given to the judges.
- L) The suggested dates for the completion of the contests are as follows:

(I)	Club Level	2 weeks prior to Zone level Competition
(II)	Regional or Zone Level	2 weeks prior to Sub- District Convention
(III)	Sub-District Level	Sub-District Convention
(IV)	Multiple District Level	Multiple District Convention

Section 2: Contest Organization

At the Multiple District Level the Speak-Out will be organized by the Multiple District Speak-Out Chair who shall:

- A) Ensure that appropriate facilities are available for the contest.
- B) Ensure Hotel accommodations are arranged, cost of accommodations is the responsibility of the Sub-Districts.
- C) Appoint three (3) judges and two (2) questioners and ensure suitable space is available for judges meeting.
- D) Ensure that all trophies and plaques are available for presentation.
- E) At the beginning of the Speak-Out, the M.C. shall advise the audience that there are to be no photographs and to turn off their phones. There is to be no movement in or out or around the room while a contestant is speaking or responding to questions. The Sergeant-at-Arms shall secure all doors.

Prizes at the Multiple District Level shall be:

First	The Multiple District trophy plus \$300.00
Remaining 3	A suitable trophy plus \$100.00

It is suggested that the prize structure at the other levels be no higher than:

District Level	
First prize	\$250.00
Second prize	\$100.00
Third prize	\$ 50.00
Region Level	
First prize	\$100.00
Second prize	\$ 75.00
Third prize	\$ 50.00
Club Level	
First prize	\$ 75.00
Second prize	\$ 50.00
Third prize	\$ 25.00

Section 4: Judges' Check List

A) Delivery of Speech

- (I) The contestant's sincerity and conviction
- (II) The quality of voice (use of breath, pitch, resonance, etc.)
- (III) Voice techniques (phrasing, vocal punctuation, paragraphing, emphasis, pacing, pauses, inflection, use of climax, etc.)
- (IV) Pronunciation and articulation
- (V) Poise and facial expression
- (VI) Movement and gesture
- (VII) Communication with the audience

B) Material of Speech

- (I) Originality:
 - (a) Is this the student's own material?
 - (b) Is the approach to the subject fresh and new?
- (II) Interest (good material, stimulating arguments, etc.)
- (III) Use of language (good vocabulary, grammar, use of quotations, etc.)
- (IV) Logical arguments (good introduction, body, conclusion, etc.)

C) Response to Questioning

- (I) The Responses:
 - (a) Did the contestant fully understand the questions?
 - (b) Did the contestant fully answer the questions?
 - (c) Did the contestant appear to know his/her subject thoroughly?
 - (d) Did the contestant apply reasoning and logic in the answer?

 - (II) The Manner of Response:
 - (a) Did the contestant receive the question well? Was he/she poised, confident, and self-controlled?
 - (b) Was the answer given promptly?
 - (c) Did the contestant answer fluently?
 - (d) Did the answer reveal that the contestant can think on their feet and maintain dialogue with the audience?
- D) Judges' Score Sheets

Each Judge is to complete a score sheet as provided by the District Chair.

**LIONS CLUB INTERNATIONAL
 MULTIPLE DISTRICT N SPEAK-OUT CONTEST
 SPEAKER RESUME**

Speaker's Name _____

Grade _____ Date of Birth: _____ Age: _____

Telephone: _____ Email: _____

Address: _____

School Represented: _____

Lions Club Represented: _____

Parents'/Guardians' Names: _____

Hobbies: _____

Career Aspirations: _____

Other Pertinent Information: _____

Please note: The Lions Organization, Club, District, Multiple District or International will be documenting the Speaking Competitions for promotional purposes. Your participation may be filmed or photographed at any of these events. Your Speakout Contestant Resume is your consent and the consent of your parent and /or legal guardian for use of these images by Lions Clubs International and it's organizations.

The parent or guardian of the contestant must sign giving approval to the use of the above personal information to the Lions organization for the sole use of the Speak-Out contest and may not be used or published elsewhere.

This form is to be given to each speaker for completion prior to the contest.

Print name of parent/guardian

Signature of parent/guardian

**LIONS CLUBS INTERNATIONAL
MULTIPLE DISTRICT N
STUDENTS SPEAK-OUT
JUDGE'S SCORE SHEET**

Judges should be given a copy of the Speak-Out regulations prior to judging.

		SPEAKER	1	2	3	4
1. Delivery of Speech	– 40%					
(a) Voice	8%					
(b) Modulation	8%					
(c) Enunciation	8%					
(d) Pace	8%					
(e) Appearance	8%					
2. Material in Speech	– 30%					
(a) Construction	15%					
(b) Lucidity	5%					
(c) Interest	10%					
3. Responses of Questioning	– 30%					
(a) Replies: (adequate, logical, etc.)			15%			
(b) Manner of responses: (calm, fluent, etc.)			15%			

SUB-TOTAL

Penalty for use of notes (Up to 20%)

Penalty for over or under time one (1) point each 10 seconds or major portion.

TOTAL

This form to be given to each judge prior to contest.

**LIONS CLUBS INTERNATIONAL
MULTIPLE DISTRICT N
STUDENTS SPEAK-OUT
JUDGES SUMMARY SHEET**

JUDGES FINAL SCORES
SPEAKER

1

2

3

4

Judge Number 1

Judge Number 2

Judge Number 3

SUB TOTAL SCORES

Penalty Points (Timekeeper)

TOTAL SCORES

WINNER NUMBER

This form is to be given to the judge selected to be the spokesperson.

**LIONS CLUB INTERNATIONAL
MULTIPLE DISTRICT N
STUDENT'S SPEAK-OUT
TIME KEEPER'S SCORE SHEET**

SPEAKER	1	2	3	4
----------------	----------	----------	----------	----------

Speaking time Min/Sec'

Penalty points

This form is to be given to the official timekeeper.

Policy on speaking time.

All speeches are to be approximately five (5) minutes in length. Speeches shorter than four (4) minutes or longer than six (6) minutes will be penalized one (1) point for each ten (10) seconds or portion thereof; e.g. two (2) seconds=1 point, eight (8) seconds=1 point, thirteen (13) seconds=2 points, thirty three (33) seconds=3 points etc.

APPENDIX "D"

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

RULES OF THE ASSOCIATION

- 1 The Association is known as the Multiple District N Past District Governor's Association.
- 2 The Association is composed of all the Past District Governors of Multiple District N who have paid their life membership entry fee of \$25.00.
- 3 The officers of the Association are the President, Vice-President, Secretary, Treasurer, Chairperson of Nominating Committee and Chairperson of Selection Committee.
- 4 The President, Vice-President and Secretary, are normally elected for a one-year term.
- 5 The Treasurer is elected for a three-year term.
- 6 The Chairpersons of the Nomination Committee and the Selection Committee are appointed by the President for a one-year term, and are re-eligible
- 7 It is expected that the Secretary will move from Secretary to Vice-President and to the Presidency of the Association in succeeding years.
- 8 The President, or Vice-President, or Secretary, along with the Treasurer, will co-sign the cheques.
- 9 All the financial obligations of the Association shall be paid by cheques (no cash payments)
- 10 The Association shall meet annually at the Multiple District Convention, where the business of the Association shall be under the direction of the President or designate.
- 11 The officers can also meet at the Fall Conference, if requested by the president.
- 12 The business of the Association will be conducted at an annual breakfast/noon luncheon meeting held in conjunction with the Multiple District Convention.
- 13 The annual meeting is usually held at the Convention Hotel or close by, so all the PDGs have the opportunity to attend.
- 14 The cost per member attending the annual PDG's luncheon meeting should be sufficient cover the expenses.
- 15 The Association will present annual Awards, in the form of plaques (perpetual and keeper), to the Outstanding President, Outstanding Secretary and Rookie of the Year, within the Multiple.

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION AWARDS POLICY

YEARLY AWARDS

Outstanding President
Outstanding Secretary
Rookie of the Year

These awards will consist of engraved plaques.

SPONSOR

The Past District Governors Association of Multiple District N

OBJECTIVE

Each year, Multiple District N Past District Governors Association will recognize its Outstanding President, Outstanding Secretary and Rookie of the Year. These Lions will be honoured at the Fall Conference banquet with appropriate introduction and presentation of plaques.

ELIGIBILITY

Past District Governors are not eligible for these awards.
The recipient's Club and Sub-District must be in good standing.

TERM

The period to be judged is as follows:

President, July 1st to June 30th.

Secretary, July 1st to June 30th

Rookie, maximum 18 months, and not less than 10 months, by June 30th.

SELECTION PROCESS

Club Level – The Club must nominate deserving Lions, complete appropriate nomination forms and forward the completed documents to the Zone Chair by June 15th.

Zone Level – The Zone Chair, and the Region Chair if utilized, will evaluate all submissions received from the Clubs in his/her Zone. Only one nomination in each category will be retained per Zone and forwarded to the District Governor by June 30th. The Zone Chair, and the Region Chair if utilized, will sign the submitted forms.

District Level – The District Governor will make the final selections, sign the forms and submit one nomination in each category along with his written endorsement to the President of the PDG’s Association or the Selection Committee Chair, not later than August 31st following his/her term of office.

Multiple District Level – The Selection Committee Chair, in conjunction with the President of the PDG’s Association, will appoint a committee of the Past District Governors by September 15th, one from each Sub-District, to select the outstanding president, outstanding secretary and rookie lion I the Multiple District.

PRESENTATION OF AWARDS

These awards will be presented annually at the banquet of the Multiple District N Fall Conference.

The President of the PDG’s Association and the award’s Sponsor will present the Outstanding President Award, sponsored by P.I.D. Leonard (Len) Giffen.

The Secretary of the PDGA and the award’s Sponsor will present the Outstanding Secretary Award Sponsored by P.I.D. James (Jim) Sherry.

The Vice-President of the PDGA and the award’s Sponsor will present the Rookie of the Year Award Sponsored by P.I.D. Albert (Bud) Ozark*

RECOMMENDATIONS

Each District Governor should appoint a Sub-District Chair whose role would be to:

- Promote the Multiple District Awards for Outstanding President, Outstanding Secretary and Rookie of the Year.
- Work closely with the Zone Chairs, and Region Chairs if utilized, in the selection process.
- Ensure that each Zone is represented in the District’s final nomination process. It would save some work and copies if the Sub-Districts would use the same criteria and forms for Best President, Secretary and Rookie of the Year that the Multiple District uses.

PUBLICATION

This Awards Policy, along with the Nominations Forms will be:

- Published in the fall issue of the Lions N-Former.
- Distributed to each District Governor at the August Council meeting or before.
- Published or forwarded, by the District Governors, to Clubs Presidents, Secretaries and Cabinet Officers involved, by September 30th each year.

DUTIES AND RESPONSIBILITIES OF OFFICERS

PRESIDENT

BEFORE THE END OF JULY

The President appoints a PDG as Chair of the Selection Committee to carry out the specific duties of the office.

AUGUST (Before September 1st)

Receives Nomination Forms for Multiple District PDGA awards and forwards them to the Chair of the Selection Committee.

FALL (September to December)

The President communicates with the Vice-President, Secretary and Treasurer for any issues or concerns regarding the Association.

Be available to answer any questions and give guidance to other Association's Officers on the execution of their duties.

Ensures that the Selection Committee completes its responsibilities and the selection of awards recipients is completed before the Fall Conference.

At the Fall Conference, presents the Outstanding President Award together with award sponsor if available, as determined by the Selection Committee.

Presides over the Fall PDGA meeting, if called.

WINTER (January to March)

Appoints a PDG as Chair of the Nominating Committee to carry out the specific duties of the office.

Contacts the Multiple District Convention Chair to arrange for a noon luncheon meeting of the Association's members at the Multiple District Convention in May.

Contacts all Association's Officers to verify if they will be attending the Multiple District Convention.

If some Officers are not attending, makes arrangements for another Past District Governor to look after their responsibilities.

SPRING (Two weeks before the Annual meeting)

The President, in consultation with their Association's Officers, prepares the agenda for the annual meeting, or delegates the Secretary to prepare it and email it to the PDGs.

The President (if not done by Secretary) sends an invitation letter to the sitting District Governors to join the PDG Association.

The President, working with the Past International Directors from the Multiple District, normally arranges for the Convention's International Speaker to be a guest of the Association's annual luncheon meeting at no charge. Should any PDG or guest require a special meal for any reason, the President should receive this information in advance so arrangements can be made with the kitchen.

Is responsible to ensure that the Nominating Committee completed its responsibilities and is ready to present a nominating report at the annual meeting.

Presides over the annual meeting of the PDGA.

In conjunction with the Secretary, ensures that new “Life Member” patches and wallet cards are presented to the joining PDG at the annual meeting luncheon.

VICE-PRESIDENT

GENERAL INFORMATION

1. The Vice-President, in the absence of the President, arranges and conducts the meeting of the Association as well as accomplishing the duties of the President, as required.
2. Be prepared to move to the office of President at the end of your term of office.
3. Performs other duties as requested by the President.

FALL

1. At the Fall Conference, presents the Outstanding Rookie of the Year award, (together with award sponsor if available) as determined by the Selection Committee.

SPRING

1. Be prepared to give a short acceptance speech at the Association’s annual luncheon meeting at the Multiple District Convention.

SECRETARY

GENERAL INFORMATION

1. After your election to the post of secretary at the annual meeting, the incoming Secretary meets with the outgoing Secretary to receive the PDGs Association’s brief case, which contains most of the information needed to complete the year.
2. Keeps Association’s records binder up to date by inserting the necessary documents and information as required during the year.
3. Be prepared to move to the position of Vice-President at the end of their term of office.
4. Endeavours to acquire the E-mail addresses of all PDGs for future communications.
5. Performs other duties as requested by the President.

SOON AFTER ELECTION (By 15th of July)

1. Forwards copies of the Duties and Responsibilities of the Officers of the Association of all the elected and appointed Officers.
2. Forwards copies of the Awards Policy and the Nomination Forms to the Chair of the Selection Committee.
3. If not done previously forwards the Association’s brief case and records to the incoming Secretary.

SUMMER (Before the end of August)

1. The Secretary ensures that the Award Policy and Nomination Forms for the selection of the Outstanding President, Secretary and Rookie of the Year are forwarded to the sitting Governors for publication in their newsletters or District bulletins.

2. Each Lions Club in the Multiple District should receive a copy of the PDGA Awards Policy and the Nomination Forms, in a timely matter.
3. Forward a copy of the Award Policy to the Editor of the Lions N-Former to ensure that it will be printed in the Fall Issue.
4. The Secretary adds the names of the new joining Past District Governors to the master membership list in the Association's binder.

FALL (Before the Fall Conference)

1. Orders, in conjunction with the Treasurer, award plaques for Outstanding President, Secretary and Rookie of the Year. These are keeper awards.
2. Bring these awards (perpetual and keeper) to the Fall Conference for presentation to winning Lions.
3. All involved keep the names of the award winners confidential.
4. Makes arrangements with the Chair of the Selection Committee to obtain the names of the award's winning Lions as soon as possible so that the engraving of the plaques can be completed before the Fall Conference, if possible.
5. If not done prior to the Fall Conference, makes arrangements through the Multiple District Fall Conference Chair to have the awards (perpetual and keeper) engraved prior to presentation at the banquet.
6. At the Fall Conference banquet, presents the Outstanding Secretary award, as determined by the Selection Committee.
7. Records, in the Association's binder, the names of the awards recipients, along with their Lions Club's name and respective District number.

WINTER (December to April)

1. Reviews the Association's membership list and updates addresses, telephone numbers, e-mail addresses and members deceased, as required. This information can be obtained from the Sub-District's directories or the District Governors.
2. Ensures that this membership list is available for revisions at the annual meeting.

SPRING (May and June)

1. If requested by the President, prepares in conjunction with the other officers, the agenda for the annual meeting and sends (if not done by the President) a letter of invitation to the sitting District Governor to join our Association.
2. Once the information is available, the Secretary informs the Association's members, through the Multiple District Convention program or by other means of the details for the annual meeting and the cost to each attendee.
3. Ensures that life membership patches and wallet cards are available and ready for presentation to the four outgoing District Governors.
4. Ensures that all the Past District Governors attending the annual meeting, enter their name and District number on an attendance list.
5. Records the minutes of the annual meeting.
6. Prepares the official minutes of the annual meeting soon after and gets them reviewed by the President.

7. Once the minutes are finalized, the minutes are forward to the Officers of the Association and the original copy is forward to the new Secretary to be inserted in the Association's binder.
8. Sends a copy of the minutes to the Editor of the N-Former for publication.

TREASURER (Soon after annual meeting before end of June)

1. After election, the incoming Treasurer arranges, in conjunction with the outgoing Treasurer, the transfer of the Association's financial information and records.
2. Banking procedures are discussed and the outgoing Treasurer should have the bank cards (documents) ready for signatures to transfer signing authorizations to the new Treasurer and other signing officers.
3. Updates bank account with the funds collected at the annual meeting held at the Multiple District Convention and the funds for new members joining the Association, if not already done by the outgoing Treasurer.

FALL (Before the Fall Conference)

1. Participates, in conjunction with the Secretary, in the purchase and payment of the award plaques. Names of winners are kept confidential until presentation.

SPRING (May and June)

1. The Treasurer will be early at the annual meeting in order to properly set-up for collection of meal fees from attendees. Invited guest Speaker does not pay. Check with president for name.
2. Has enough money to do change with the paying members.
3. The Treasurer, in conjunction with the Multiple District Convention Chair, makes arrangements to pay the hotel, restaurant or caterer for the meal and gets a receipt.
4. Presents a financial report of the past year, at the annual meeting.
5. Soon after the annual meeting, forwards a copy of the current year's financial report to the Association's Officers.
6. Forwards a copy of the same financial report to the Editor of the Lions N-Forcer for publication.

GENERAL INFORMATION

1. Pays all the financial obligations of the Association by cheques (no cash payments).
2. Performs other duties as requested by the President.

NOMINATION COMMITTEE CHAIR (Winter to Multiple District Convention)

1. The Chair of the Nominating Committee, in conjunction with the President, or on your own initiative, determines who should be recommended to the annual meeting of the Association, for the position of Secretary and that of Treasurer, if the three year term is completed.
2. If wished so, the Chair may appoint a second PDG to the Nominating Committee, in order to help with the process.

14. Did the candidate personally sponsor a new Lion this year?
15. Did your Club have an increase in membership this year?
16. If so, how many new members? _____
17. Did your Club support or sponsor a community service project this year?
18. Did your Club organize a major fundraising project this year?
19. Did your Club participate in a District project this year?
20. Did your Club support LCIF or LCI through a donation this year?
21. What activity did your Club do for Lions World Service Day?

22. Using a separate sheet, please describe in detail your President's Leadership and Club Program in the following areas;

- a) Membership and Retention
- b) Drug Awareness
- c) Diabetes Awareness
- d) Sight related activities
- e) Public Relation activities
- f) Other activities or involvement which made your President outstanding.

ENDORSEMENTS:

Zone Chair Signature: _____

Regional Chair Signature (If used): _____

District Governor's signature: _____

District Governor's remarks: _____

Note: This contest is separate from the 100% President's Award sponsored by Lions International.

USE THIS NOMINATION FORM FOR COPIES ONLY. NO SUBSTITUTION

MULTIPLE DISTRICT N PDG'S ASSOCIATION
OUTSTANDING CLUB SECRETARY
NOMINATION FORM

Name: _____ Club: _____

District: _____ Club Membership: _____

Date: _____ President's Signature: _____

Eligibility: Candidate must have been Secretary for at least six (6) months of the period to be judged (July 1st to June 30th)

Please complete the following:

Yes No

1. Were the monthly reports completed correctly?
2. Were the monthly reports mailed by the 2nd of the following month?
3. Were the International dues paid by October 1st and March 1st?
4. Were the District dues paid on time?
5. Was correspondence completed properly?
Did the candidate;
6. Keep accurate minutes of meetings?
7. Keep accurate record of individual Lion attendance?
8. Help President with agenda?
9. Keep list of Club's Committees?
10. Personally sponsor a new Lion this year?
11. Keep a calendar of events and inform the President?
12. Keep records of new members and their sponsors?
13. Order awards promptly?
14. Submit a resume of the Club's activities to Lions Intl by June 30th?
15. Did the candidate keep a current list of members with coordinates?
16. Did the candidate attend the Sub-District Convention?
17. Did the candidate attend the Fall Conference?
18. Did the candidate attend the Multiple District Convention?
19. List the Cabinet meetings or DGO meetings attended.

20. List the Zone meetings attended.

21. Please describe in detail your secretary's involvement in other activities which made him/her outstanding.

ENDORSEMENTS:

Zone Chair signature: _____

Regional Chair signature (if used) _____

District Governor's remarks:

District Governor's signature: _____

Note: **This contest is separate from the 100% Secretary's Award sponsored by Lions International.**

USE THIS NOMINATION FORM OR COPIES ONLY. NO SUBSTITUTION.

**MULTIPLE DISTRICT N PDG'S ASSOCIATION
ROOKIE OF THE YEAR
NOMINATION FORM**

Name: _____ Club: _____

District: _____ Club Membership: _____

Date: _____ President's signature: _____

Eligibility; Candidate must be a Lion for not more than 18 months and not less than 10 months of the period to be judged, ending June 30th.

Please complete the following:

YesNo

1. Date reported on Membership report? _____
2. Percentage of attendance at Club's meetings? _____ %
3. Does the candidate wear a Lions emblem at meetings and activities? _____
4. Number of visits to other Lions Club _____
5. List the Zone meetings attended. _____
6. List the Cabinet meetings or DGO meetings attended. _____
7. Did the candidate attend the Sub-District Convention? _____
8. Did the candidate attend the Fall Conference? _____
9. Did the candidate attend the Multiple District Convention? _____
10. Name of Committee chaired? _____
11. Describe Rookie involvement with the Committee and the service outcome.

12. Please describe in detail your Rookie's involvement in other activities and involvements which contributed to this person's nomination for Rookie of the Year.

ENDORSEMENTS:

Zone Chair signature: _____

Regional Chair signature (if used): _____

District Governor's remarks:

District Governor's signature: _____ 00

APPENDIX E

Multiple District N Peace Poster Contest

Chairperson:

The Multiple District Youth Opportunities Chairperson shall be responsible for coordinating the Multiple District N Peace Poster Contest. They are responsible for reviewing the rules for participation in the Lions Clubs International Peace Poster Contest and ensuring they are followed.

Submission of Entries

Peace Poster entries from Clubs should be sent directly to the Peace Poster Chairperson for each District, and not to each District Governor.

One winning poster from each of the four Districts (N1, N2, N3 and N4) shall be submitted by each District Chairperson to the respective District Governor who signs the poster as required and then submits to the Multiple District Council Chair, either by personal delivery, or through Canada Post. If using Canada Post, Express Post is recommended, both for speed of delivery and accompanying tracking number. Each entry must be postmarked by December 1st of the current year and should be contained in a sturdy, clearly addressed (mailing and return) mailing tube.

A clear photo of the winning poster and attached contest label must be taken by each District Chair, prior to delivery/mailing.

Judging

Judging should be done by a panel of 3-5 individuals who are knowledgeable and experienced in the area of artwork – e.g. artists, art instructors, etc. A Judging Form (below) may be used to assist in the process.

The winning poster must be mailed to the Public Relations Department at International Headquarters, post-marked by December 15th of the current year.

Pictures of all four Multiple District N entries should be shared with each District, along with the contestants' names, and represented Lions Clubs.

Prize Structure

1st Price: \$200.00 Cash, Plaque and Letter of Congratulations

Remaining 3 entries: \$50.00 Cash, Plaque and Letter of Congratulations.

Cheques and plaques shall be distributed by the Multiple District N Council Chair/Cabinet Secretary-Treasurer receiving the judging results from the Multiple District Youth Opportunities Chair.

A note and gift of appreciation should be presented to each judge, for a total cost of \$50.00. This may be handled by the Youth Opportunities Chair, and be reimbursed by the Multiple District.

Suggestions to District and Club Chairpersons

Club and District Chairs Peace Poster Chairperson must be encouraged to review the rules for participation in the Lions Clubs International Peace Poster Contest and ensure they are followed.

District Chairs should be encouraged to order kits promptly, soon after they become available, and to encourage clubs to hold contests early in the year.

A member of the Royal Canadian Legion may be invited to take part in the judging process.

Whenever personal information (age, address, telephone #, email, school etc.) is used to identify a contestant, a signed permission note by a parent or guardian of the contestant is required to be included with the entry for the sole use of the Lions Organization.

LIONS CLUB INTERNATIONAL PEACE POSTER CONTEST JUDING FORM

Contest Theme: _____

Date: _____

Judge Number: _____

Poster Number: _____

Judging Criteria

1. Originality

- a) Creativity/Imagination
- b) Unique Concept

1. 2. 3. 4. 5.
1. 2. 3. 4. 5.

2. Artists Merit

- a) Appearance -
- b) Representation of Components:

1. 2. 3. 4. 5.
1. 2. 3. 4. 5.

(i.e. dove, hands, children, etc. are readily recognized)

3. Appropriateness to Contest

- a) Portrayal of Contest Theme

1. 2. 3. 4. 5.

- B)Presented as a Poster

1. 2. 3. 4. 5.

(i.e.draws attention communicatespurpose, etc.)

Total Score _____

APPENDIX "F"
MULTIPLE DISTRICT N

Storage and archiving of MD N and MD 41 documents and records

NEW DOCUMENTS OF MULTIPLE DISTRICT N

1. The following Multiple District N documents and records will be permanently filed and stored in a secure location preferably a Lions Club building, for future access and use by the Lions of our Multiple;
 - Minutes
 - Audited Financial Reports
 - MD Committee's Financial Reports
 - All issues of "Lions N-Former" Publication
 - MD Directories
 - Reports of Council Chair and Secretary-Treasurer
 - Reports of MD Committee Chairs
 - Constitution and By-Laws and Its Amendments
 - Policy Manual and Its Amendments
2. Filing cabinets, as needed, will be provided at no cost to the storing Club, by the Multiple District.
3. The archiving Lions Club will appoint a Lion, or Lions, who will be responsible for filing, storing, archiving and retrieving documents for reviewing or photocopying purposes. The appointment of the archiving Lion will have to be sanctioned by the MD Council.
4. A master file will be set up for each *Lionistic* year, with all above mentioned documents included in it. Also, another parallel or partial filing set-up will be created so that separated running annual files will be kept on the following MD Committees, so Lions can retrieve specific information about said Committees, without reviewing all the contents of one, or many master files.
 - Constitution and By-Laws
 - Conference and Convention
 - Budget and Audit
 - Long Range Planning
 - Training and Education

-Communications

-?????

5. No document or records will be allowed to be removed from the premises under any circumstances. All documents can only be reviewed on site, with the archiving Lion present, or can be photocopied under the supervision of the archiving Lion and remitted to the requesting Lions. Any requesting Lion or group will be responsible to pay for photocopies, at a rate established by the storing Club or Lion.
6. An annual report on documents storage and retrieval will be submitted to Council by the archiving Lion or Club.
7. The Council Chair and the Council Secretary-Treasurer will be responsible to forward the above mentioned documents, either in original versions, e-mail versions (if archiving Lions have access to the e-mail and a printer) or photocopies, except the audited financial report, to the archiving Club or Lion by August 31st each year following their tenure as a Multiple District N Officer. The audited financial report will be submitted as soon as presented to and accepted by Council but not later than 10 days after the Fall Conference. Printing costs, if involved, will be paid by the Multiple District under administration.
8. The archiving Lion will have a prepared yearly check-off list of all above listed documents (in Section 1) to be filed and if any are missing, for any given year, he will notify the outgoing Council Chair and/or the Committee Chair responsible for the missing documents. Please see Article IV, Section I, of the Multiple District N By-Laws for further details and responsibilities re: Multiple District Committee Chairs.

OLD RECORDS AND DOCUMENTS OF MULTIPLE DISTRICT 41

9. All documents and records mentioned in Section I, which were created for/from our former Multiple District 41, which are still existing and available, will also be collected and/or copied and archived, but only in one master file for each year. No separate Committees' files are necessary due to redistricting of our Multiple District. Original documents or copies can be archived as collected. We will archive as many documents as possible, but some may no longer be available therefore our Multiple District 41 records may never be complete.
10. If photocopying costs are involved for these old records and documents, they will be paid by the Multiple District under Administration.

APPENDIX 'G'
MULTIPLE DISTRICT N
Necrology Service

Mission objective: To remember Lions, Lionesses and Leos who have departed this earthly life and to give praise and celebration for their good works through *Lionism*.

Our challenge: To re-dedicate ourselves to continue good deeds in voluntary service to others.

It's the responsibility of the Convention Chair to appoint a Necrology Chairperson who has a keen interest in this topic is open minded, knowledgeable and may have some insight in Service planning. This person should be a member of Convention Committee.

The Chair of Necrology Service selects at least two other members for the Committee, one of whom may be a Priest/Minister.

Start early to organize planning, e.g. twelve months in advance.

If you wish the place for the service to be in a church building near the Convention Hotel, book early and talk with the Priest/Minister in charge. Explain the type of service needed. As the Priest/Minister for suggestions to show that they need to be part of it. Do Model outline and share with Priest/Minister. If the place of worship is the hotel, make sure it can accommodate approximately 200 people. Also invite Priest/Minister to lead the service.

Content of Service:

- A) Seek out models from services in your own District or other Districts.
- B) Invite Priest/Minister to do homily and lead the Service.
- C) The Chair of Necrology may have opening remarks or may choose someone else.
- D) Have a small choir which could be made up of Lions familiar with singing. Have some prior practise.
- E) Select music appropriate to occasion.
- F) Have a solo or two sung by a high profile singer. This person may or may not be a Lion.
- G) Involve all current Governors and Council Chair. Each Governor is asked to read the names of deceased Lions, Lionesses, Leos who passed away in their District in the past 12 months. When the names are being read all Lions, Lionesses, Leos of that District stand out of respect.
- H) Have a copy of Service for each person present.

Other:

- Have Lions parade in Church (Auditorium) under colors seating officials in appropriate area.
- A Cadet Band or small portion thereof may play or pipe Officials to seats.
- Flags of Provinces should be on stage including Lions flag.
- Check the church/hotel re use of candles and lighting of same. What about fire code? Make sure to check this out.
-

APPENDIX "H"

MULTIPLE DISTRICT N

INTERNATIONAL DIRECTOR ENDORSEMENT POLICY

1. Any endorsement for the position of International Director must be in accordance with Article III of the Lions International By-Laws and Article VII of the Multiple District N By-Laws.
2. Any endorsement at the Multiple District Level must take place at least three (3) MDN Conventions prior to the International Convention when the election for said candidate will be held. (Example, if vote is taking place at the 2015 International Convention, then the endorsement must be held at the 2013 MDN Convention.)
3. Any endorsement necessary at the Sub-District level must be held at the Sub-District Convention at least one year prior to the MDN Convention at which the MDN endorsement will take place.
4. Notice of candidacy for International Director must be received in writing by the Council Secretary-Treasurer or Cabinet Secretary-Treasurer at least thirty (30) days prior to the Sub and Multiple District Convention.

Guide Lines for the I. D. Expenses:

Funds up to a maximum of \$15,000.00 CA shall be turned over to the officially endorsed candidate's campaign account to be used for travel. Meals, accommodation, promotion and other related campaign expenditures consistent with L.C.I. expenditure policy.

A proposed budget shall be given to CST for the information of Council.

At the conclusion of the candidate's term of office as director, a detailed accounting of expenditures with documentation attached shall be turned over to the CST.

APPENDIX "I"

Reimbursable Expenses

RULES COVERING REIMBURSEMENT OF EXPENSES POLICY FOR MULTIPLE DISTRICT N

1.Total Allowable Expense

The Council Chair, Council Secretary-Treasurer, and Committee Chairs will be allowed qualifying expense reimbursement per the MDN Constitution, By-Laws, Policy Manual and MD Reimbursement Policy based on the final budget approved by the Lions of Multiple District N at the preceding Annual Convention.

MD N has a GLT and a GMT and a GST Coordinator for Sub districts These coordinators will be reimbursed for expenses as per the Reimbursement Policy based on the final budget approved by the Lions of Multiple District N at the preceding Annual Convention.

2.Submission of Claims

a) Claim Forms

Expense claims must be submitted on official forms approved by Multiple District N, properly itemized, columns totaled and accompanied by original itemized receipts, cancelled tickets where required. Credit card vouchers will not be accepted. Airline e-ticket receipts will be accepted when accompanied by the itemized expense coverage.

b) Council Chair's Representative Claim

Expense claims by a Multiple District representative other than the Council Chair must be signed by the Council's Chair and representative. The claims must comply with Rule # 3a below. Reimbursement will be on the same basis as the Council Chair's and payment will be made from the appropriate budget.

c) Deadline

Deadline to submit a claim is not later than fifteen (15) days after the event from which the expense occurred. If claims are received more than thirty (30) days or later after the deadline, they will not be considered or allowed.

3.Reimbursable Functions and Events

a) Multiple District Meetings

Qualifying expenses, as written in the MD N Constitution and By-Laws and/or the MD N Policy Manual, may be submitted for reimbursement for attendance to three Multiple District functions, providing attendance is required and/or requested (i.e. council meeting, conferences, conventions) not to exceed three days and three nights each. Expenses related to the planning, organization or promotion of district

or Multiple District functions cannot be submitted for reimbursement. All meetings must be held within the Multiple District.

4. Transportation

No payment can be made for trips outside the Multiple District meetings as specified in rule # 3 (a) above. All travel must be made by the most economical means. Transportation reimbursement is restricted to traveling to and from covered events per 3 (a) only.

a) Automobile

The allowance for automobile is \$.31/km in CDN funds, all inclusive. If an automobile is used for trips within the Multiple District, the **total claims** cannot exceed the cost of economy airfare. If taxi and/or car rentals are used, reimbursement would only be maximum \$25 per trip or the rate of international **(no Conversion)** in CDN funds, all inclusive. Taxi will not be paid where free or low cost shuttle is available. Tunnel, toll road, parking to a maximum of \$15/day, charges may be claimed in addition to your mileage allowance. Receipts are required. If bridge, ferry or boat travel is used, the cost of the vehicle and passenger will be reimbursed and the cost of a berth to a maximum of the hotel rate of \$75.

b) Railroad

If rail travel is used, first class fare will be reimbursed, and Pullman (roomette) fare will be reimbursed at \$79/night, provided that cancelled tickets are attached to the claim.

c) Airplane-Commercial

If commercial airplane travel is used, maximum reimbursement will be the most economical fare. If the equivalent commercial fare cannot be established, reimbursements will be on the basis of Can \$.31 per kilometer. Cancelled airline tickets or E-ticket, if applicable, itinerary/receipt/statement must be submitted with expense claim. The cost of the first checked bag will be covered. Any other related expenses are not covered.

d) Airplane-Private or Charter

If private or charter plane is used, maximum reimbursement will be the most economical fare and subject to prior approval by the Council of Governors.

e) Other

Any other methods of transportation are subject to approval of the Council of Governors. Submit a detailed explanation.

5. Hotel

The actual cost of lodging required during travel related to 3 (a) above but not to exceed Can \$75 per night is allowed, provided that an original itemized and paid receipted bill from the hotel is attached to the claim and the total driving distance one way exceed 650 km. Hotel rates when attending a covered event as a registered delegate of said event in 3 (a) above will be reimbursed at the lowest published convention/conference rate while resident at convention hotel. The name of the expense reimbursement recipient must be included on receipt. No credit card receipts accepted unless an itemized bill is also provided.

6.Meals

The claimant may be reimbursed for the actual cost of meals not to exceed \$30.00 per day provided that individual meal receipts for the day total \$30.00 or more. No alcohol reimbursed. Hospitality books will be covered for CC, CST and MD Chairs but not for their spouse or companion.

7.Hosting International Guests

Hospitality expenses covered for claimant are limited to \$75.00 per day. The hospitality expenses of the spouse of the claimant may be covered and are limited to \$75.00 per day when the spouse is acting in an official capacity as host to the spouse of our International guest. Hospitality expenses by a Multiple District representative may be covered when acting in an official capacity, subject to the above limitations. The cost of hospitality for our international guests is covered in full.

8. Administrative Expenses

Paper, photocopies, printing, long distance telephone calls, and faxes may be covered for the actual cost providing an itemized receipt is provided to a maximum of the subject budget.

9. Couples serving on MD N Committees

In the event a couple living together, residing in the same household and both serving on a position for MD N for which expenses are reimbursed, they will be entitled to only one room and one travel expense as qualified under the existing reimbursement policy or Reimbursement Policy. Room rate will be at the lowest rate stated on the Conference/Convention registration form. Anything above this amount is at their own expense

10.Other

Any expenses not specifically mentioned above must be submitted to Council for approval before payment can be made.

Summary

Travel

Vehicle - The allowance for automobile is \$.31/km in CDN funds, all inclusive. Not to exceed the most economical airfare

Bridge – per vehicle rate Per published fare Receipt (itemized) required

Ferry – per vehicle rate Per published fare Receipt (itemized) required

Ferry – per person rate Per published fare Receipt (itemized) required

Tunnel Road Toll – at rate Receipts (itemized) required

Parking – at rate up to Receipts (itemized) required (Max \$15/day \$45 per 3 day Convention)

Taxi - \$25 per trip max Receipts (itemized) required, not available where shuttle provided

Ferry per berth - \$75.00 per MD N Reimbursement Policy travelling to/from covered events. Receipts (itemized) required

Railway – per person rate Per published fare Receipts (itemized) required.

Railway Pullman - \$75.00 Per MD N Reimbursement | Policy travelling to/from covered events

Airplane – Commercial rate Economy Class Receipts (itemized) required

Airplane – Private or Chartered - Subject to approval

Other - Subject to approval.

Meals-Per Day Allowance \$30. Receipts (itemized) required, no alcohol reimbursed

Hospitality books – covered for claimant only.

Hotel-Room Per Night Rate Per convention/conference approved rate for registered delegate.

Hotel-Room Per Night \$75.00 For Travel to/from approved Multiple District events.

Hospitality

Official MD N Host \$75.00 Per day Receipts (itemized) required

Official MD N Host (spouse) \$75.00 Per day Receipts (itemized) required

International Guests Meal – Covered at full cost.

Administration

Printing - at cost Per Budget allowance (receipts required)

Postage – at cost Per Budget allowance (receipts required)

Paper – at cost Per Budget allowance (receipts required)

Long Distance Telephone And fax – at cost Per Budget allowance (receipts required)

Photocopies – at cost Per Budget allowance (receipts required)

APPENDIX "J"
MULTIPLE DISTRICT N STRATEGIC PLAN
(Adopted on May 23, 2010)
MISSION STATEMENT

"To enable LIONS, CLUBS and SUB-DISTRICTS to serve their communities with enthusiasm and quality of service."

GOALS

1. Create and sustain an **effective administration**.
2. Create and maintain **effective communications**.
3. Create **knowledgeable Lions**.

Goal # 1

Create and sustain an effective administration

Main Objectives

Ensure an **effective administration** with maximum Lions participation through a democratic decision making process and fiscal accountability consistent with Lions International and Multiple District N constitutions, by-laws and policy manuals.

Sub-Objectives

- Council of Governors able to run productive meetings, with maximum continuity.
- Multiple District Committees being effective and representative of all Sub-Districts.
- Assure maximum Lions participation in all Multiple District matters.
- Maintain comprehensive fiscal accountability with a reasonable dues structure.
- Archive records for future information and use.

Actions

- a) The Council of Governors will meet a minimum of four times each year. First meeting to be held immediately following the Multiple District Convention; second meeting to be held in the month of August; third meeting to be held at the Fall Conference; fourth meeting to be held at the Multiple District Convention. This schedule of meetings shall be included in the MDN Constitution under Article V, Section 5. The Chair of the Constitution and By-Laws Committee will be responsible to incorporate in 2010-11.
- b) The Council Secretary-Treasurer shall present to all Conferences and Conventions or more frequently and post on website, a comprehensive financial report detailing all expenses including, but not limited to those of Committee Chairs. Will be added to By-Laws by Constitution and By-Laws Chair and will be done by May 2011.
- c) Council shall provide for an equal as possible distribution of Multiple District Chairships amongst all the Sub-Districts, provided that qualified and interested Lions are available. To start at next appointment.
- d) All Multiple District Chairs shall hold meetings of their committees at the Multiple District Convention with representatives from all Sub-Districts attending as stipulated in Article IV, Section I, of the By-Laws, Committee members. Convention Chair will reserve meeting rooms as required. All Committee Chairs shall attend the first meeting of the Incoming Council held immediately after the close of the MD Convention. If this is not done, no reimbursement of expenses will be paid. Will start in May 2011.
- e) A special Committee appointed by Council shall be responsible to draft a comprehensive job description (duties) for all MD committees to be approved by Council and to be used for future reference, guidelines and continuity. This shall be finalized prior to the MD Convention in May 2011. Each Committee Chair is responsible to remit their records to their succeeding Chair. The Council Secretary-Treasurer is responsible to remit a job description to all newly appointed MD Chairs.
- f) All Council meetings and MD Committee meetings shall be opened to all interested Lions, with sufficient seating capacity provided by the Convention Chair to accommodate everyone. This practice shall start as soon as possible, hopefully in the fall of 2010. Add to By-Laws or Policy Manual by May 2011.
- g) Lions delegates attending MD Conferences and Conventions shall be given every possible opportunity to participate in the decision making process. This can be achieved by Council doing more business at the Business Sessions, rather than at meetings of Council. Also Lions delegates shall be afforded the opportunity to vote on as many items as possible in order to encourage interest, participation and a sense of ownership. This will be instituted by Council be continuous and start immediately.
- h) The Convention Committee or a special Committee appointed by Council shall undertake a complete review of all aspect of operations, procedures and financing of the Fall Conference and MD Convention for submission to Council. Try to find a way for Conferences and Conventions to be self-financed with no funds from the Multiple District. Consider combining Sub-District functions with MD Conferences/Conventions so attendance is increased and costs are reduced. Closely study the format of the Fall Conference with view to improve to change content. Review to be completed by May 2011.

- i) It is imperative that the “Archive Policy”, as included in the MD Policy Manual under “Appendix “F”, be implemented and then followed yearly. This has to be done ASAP, so that the 2006-07, 2007-08, 2008-09 records are permanently saved. Each Council Chair and Secretary-Treasurer is responsible to submit their records for their term of office. Council Chair and Secretary-Treasurer of 2009-10 and representative from the Moncton Lions Club will implement this policy.

Goal # 2

Create and maintain effective communications

Main Objective

Implement and sustain a system of effective communications which will result in the Lions of MDN being informed and knowledgeable about, participating in and having pride in their Multiple District.

Sub-Objectives

- Ensure that all Lions and Clubs are informed about MD matters.
- Set-up a system to get Lions, Clubs and Sub-Districts to forward info to the Editor of the “Lions N-Former”.
- Publish documents received from Council and MD Committee Chairs.
- Use computer technology and the Internet as an information platform, a communication medium and as a work tool.
- Assist Lions of the Multiple to build networks and create a bond of friendship outside of the Conference/Convention experience.

Actions

- a) Continue to create the “Lions N-Former” magazine but in digital print. Each District Governor will appoint an “Associate Editor” (District Representative) who will be responsible to forward information from the Districts and Clubs to the Editor of the “N-Former”. District Governors should appoint for 2010-11 and then yearly. These associate editors will be members of the MD Communications Committee.
- b) The Council Chair, Secretary-Treasurer and all MD Chairs shall be responsible to forward their reports, minutes, budgets, financial reports, plans etc. to the Editor on a continuous basis for inclusion in the “N-Former” and posting on the Web Site by the Lion Webmaster. The Council Chair is responsible to remind the MD Chairs about this policy. All documents shall be posted on the MD Web Site starting in the spring of 2010. The Editor is responsible to forward all received documents to the Webmaster for posting.
- c) Lions and Clubs will be encouraged to send, to the Editor or Associate Editor, write-ups and photos of their better projects and activities, as well as important presentations or awards. Every year, the Editor of the “N-Former” and the District Governors shall publish a reminder to the Club’s officers about this activity. To start in 2010-11.

- d) A Council Chair's Newsletter, similar to a DG newsletter, shall be created by Council and posted on the MD and Sub-Districts websites. The Council Secretary-Treasurer or Editor of N-Former will be responsible for creation and distribution. Add this to By-Laws or Policy Manual to start 2010-11.
- e) The MD, in conjunction with the Sub-Districts, shall create an electronic distribution network that will filter from the Council to the Grassroots Lions at the Club's level. MD Info shall be forwarded by the Council Secretary-Treasurer to the Associate editors and/or Cabinet Secretary-Treasurer, which in turn shall be sent to all Clubs' Secretaries or Public Relations Chairs, who will then forward/distribute to all Lions in their Club. This distribution network shall be organized not later than the spring of 2011.
- f) Use of the MD Web Site to get Lions to exchange on projects, info and topics of common interests. The Web Master shall set-up a web page link for such exchanges by the fall of 2010. When the link is ready for Lions to use, they will be informed through "N-Former" and "District's Newsletters".
- g) Summarize MD Conventions and Conferences highlights in digital photos format by posting on the MD Web Site. Done on an annual basis and coordinated by the Convention Committee in conjunction with the Associate Editor of the Sub-District where the Convention is held. Webmaster is responsible to post.

Goal # 3

Create knowledgeable Lions

Main Objectives

Ensure that all Lions have a reasonable opportunity to obtain the **knowledge, skills and information** necessary to properly carry out their respective duties and responsibilities.

Sub-Objectives

- Provide adequate training for Multiple District Officers and Chairs.
- Make training available to Lions of MDN at an effective cost.
- Draft the necessary documents for training purposes for all level of *Lionism*.
- Provide information on Service Programs and Activities of Multiple District.

Actions

- a) Continue training sessions at the MD Convention for Incoming District Governors, first and second Vice District Governors and Cabinet Secretary-Treasurer. Shall be coordinated yearly by the Chair of the Training and Education Committee.

- b) Sub-Districts Leadership Chairs (Trainers) and other interested Lions shall be schooled at the MD Conferences and Conventions on topics such as MD programs and services, communication skills, computer operation (e-mail, surfing the Internet, MD Web Page, Lions International Web Site and Internet reporting procedures for Clubs), MD legal documents (Constitution, By-Laws and Policy Manual), public speaker, effective meetings and on other topics relevant to Sub-Districts and Clubs. Will be coordinated by the Training and Education Committee and start in spring 2011 and continue yearly. In return, the Sub-District's Leadership Chairs will be responsible to deliver the appropriate information and training to the Lions of their Sub-Districts as necessary.
- c) Standard curriculum documents shall be drafted for training purposes at all levels of *Lionism* (Multiple District, Sub-District and Club) in order to create uniformity. The drafting of standard documents for MD training shall be prepared by the MD Training and Education Chair in conjunction with the Sub-District Leadership or Training Chairs and this shall be done by June 2011. The documents for training at the Sub-District's level shall be drafted by the Sub-District's leadership or Training Chairs with help from the MD Chair as required and shall be done by June 2012. Documents for training at the Club's level shall be prepared by the Chairs of the leadership or Training Committee of the Sub-Districts and possibly with the help of some interested Lions Clubs. These documents shall be drafted by June 2013.
- d) The Council, in conjunction with the Sub-Districts, shall establish procedures for cost sharing with the Multiple District and Sub-Districts in a matching manner or according to a predetermined formula in relation to training and education. Sub-District shall justify why they need a training grant from the Multiple District before receiving same and then account for how the grant was used. To be done by May 2011 and redone as necessary.
- e) Create a Multiple District document for Incoming District Governors detailing what services are available to the Sub-Districts from the Multiple District and indicating the various committee chairs which have to be appointed from each Sub-District to participate as members of the various MD Committees. Documents shall be prepared by the Council of Governors in 2010-11 and distributed at the MD Convention to Incoming Governors by the Outgoing Council Chair starting in 2011-12.

APPENDIX “K” GLOBAL ACTION TEAM

Global Action Team Overview

The new Global Action Team was built with a vision that one day every need in the world will be served by a Lion or Leo. It brings together the three key areas of Lions: leadership, membership and service. Lions Clubs International Foundation (LCIF) is integrated into the structure because it is an essential component of the service of Lions.

The **Global Action Team** brings the Global Leadership Team (GLT), Global Membership Team (GMT) and the newly formed Global Service Team (GST) together, creating a unified approach to the three key areas of Lions. The Global Action Team champions the vision of LCI and LCIF, and reignites the passion for service in Lions and Leos.

The Global Action Team can help you energize your members and **take your club to the next level.**

- Find great service resources and dynamic project support
- Identify leadership development opportunities to empower all Lions
- Recruit compassionate new members and keep current Lions coming back
- Learn how LCIF can support and enhance the service of your club

Goal Setting:

- Set membership, Leadership and Service goals, and implement an action plan with Council Chair and Council of Governors by September 1st each year.
- Motivate District Coordinators to set goals and develop district and club programs.
- **Present a budget to MD Council to fund the plan. (When? Each year)**
- Attend council meetings, fall conference and spring convention when requested.

Communication

- Use webinars, District Governors Newsletters, MD communique and/or attend meetings with Sub-District coordinators to communicate goals and implementation procedures at the Sub-District level.
- Update Multiple District and Sub-Districts on new or revised development plans and resources on websites and establish open communication and feedback of Sub-Districts progress.
- Communicate with other MD Coordinator monthly to enhance the overall effectiveness of GAT efforts.
- Submit a quarterly report to Area Leaders advising of status of plans and development needs uncovered in districts.

- Utilize webinars and/or attend zone chairs meetings in each Sub-District, where possible, to foster open communication and update success plans on at least a quarterly basis.
- Establish a clear understanding that all zone chairs and GAT members report their success and failures quarterly to the District Governor.

Training

- Collaborate with GLT/GST/GMT/LCIF MD coordinators in planning and conducting workshops and seminars.
- Hold workshops at fall conference and spring convention and when requested by council.
- Motivate Lions members to develop and improve their team building skills.

Reimbursement of Expenses

MD N has a GST, GLT and a GMT Coordinator for Sub districts N1/N2. As well they have a GST, GLT and a GMT Coordinator for Sub districts N3/N4. These coordinators will be reimbursed for expenses as per the Reimbursement Policy as follows:

The N1/N2 GST, GLT and GMT coordinator will be reimbursed when the summer meeting, fall conference, or spring convention are held in sub districts N1 or N2.

The N3/N4 GST, GLT and GMT coordinator will be reimbursed when the summer meeting, fall conference, or spring convention are held in sub districts N3 or N4.

Resources

Visit the LCI website for the latest information on the Global Action team. The Global Action Team webpage contains specific resources for GLT, GMT and GST, including e-book resources for club level roles. New resources will be added, so be sure to check back often.

Conclusion

The GAT MD coordinator must possess the abilities and skills to identify, expand and present membership, Leadership and Service development programs that meet the needs of the Multiple District. Effective Sub-District level coordination must be provided by the MD Coordinator through webinar and/or Sub-District Workshops. The District GAT and Vice Governors must work with their District Governor to develop Sub-District Goals on new club growth and net membership gain. Both Multiple and Sub-District GAT's will need to work closely together in a highly interdependent manner for the benefit and success of the clubs and in support of Lion's commitment to service.

Position Overview

Multiple District Chairperson (Council Chairperson)

The council chairperson will serve as the multiple district chairperson of the Global Action Team. You will ensure that

your multiple district's GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand the district's humanitarian service. You are the driving force that ensures your multiple district is strong, stable and focused.

Duties - Actions for Success

- Ensures the selection of qualified Lion leaders for the multiple district's Global Action Team positions (GLT, GMT, and GST coordinators).
- Ensures the GLT, GMT, and GST support the multiple district goals and implement the action plans.
- Facilitates regular meetings to discuss and advance initiatives established by the Global Action Team.
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
- Collaborates with the area's Global Action Team and other council chairpersons to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Shares successes, opportunities and needs with the area and district Global Action Team members and LCI staff.

Measuring Success

- Achieves multiple district leadership development, membership and service goals as reported by districts.
- 1st and 2nd vice district governors participate in vice-district governor multiple district training.
- Increases the total number of Lions participating in leadership development training events by 10%.
- Increases total membership over the previous fiscal year.
- Decreases membership drops by 5%.
- Increases women's membership.
- Prospective member leads provided by LCI have been contacted in a timely manner and informed about membership.
- Increases service project implementation and reporting by 5% over previous year.
- Increases diabetes project implementation by 5% over previous year.
- Ends FY 2017/2018 with increase in Centennial Community Legacy Projects over previous year.
- Identifies at least one service initiative in region that can be strengthened by LCIF resource utilization.
- Increases Leo Club development and hands-on service collaboration between Lions and Leos over the previous year.

Reporting Structure

- The Global Action Team multiple district chairperson reports to the council of governors and the Global Action Team area leader/special area advisor.
- The GLT, GMT, and GST multiple district coordinators report to the Global Action Team multiple district chairperson (council chairperson)

Multiple District Operating Budget

An operating budget of **US\$600** is available to each Global Action Team multiple district coordinator (1 for leadership, 1 for membership 1 for service) on record with LCI. The operating budget is used to cover expenses incurred by the Global Action Team multiple district coordinator while fulfilling his/her responsibilities. Examples of typical expenses include webinar services, training costs, and travel for leadership/membership/service related activities or attendance at district related meetings.

More information on criteria that must be completed by multiple district coordinators in order to receive Operating Budgets can be found on the Global Action Team website.

Global Service Team (GST) Multiple District Coordinator

Position Overview

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

Term

Three years; selected by the multiple district (per the multiple district constitutional by-laws) as a non-voting member of the council of governors. May serve multiple terms.

Actions for Success

- Develops and executes an annual multiple district action plan that will monitor progress towards service goals. Follows up with districts that are behind on their goals and offers motivation and support.
- Collaborates with GLT and GMT multiple district coordinators and the multiple district Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
- Collaborates with GMT and GLT to provide retention strategies to districts.
- Communicates regularly with GST district coordinators. Ensures they are aware of available LCI and LCIF service programs, partnerships, and grants.
- Serves as a resource and content expert for regional best practices in service project implementation; prioritizing those aligned with Centennial Service Challenge (CSC) campaigns (FY 2017/18) and LCI Forward Service Framework initiatives. Promotes the continued execution of Centennial Community Legacy Projects (FY 2017/18).
- Encourages GST district coordinators to promote service projects that attract multigenerational participants, including the integration and leadership development of Leos.
- Increases LCIF Coordinator collaboration at multiple district/district level in order to maximize LCIF resource utilization and fundraising engagement.
- Monitors LCIF Grants given to multiple district.

Recommended Qualifications

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

Reporting Structure

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

More information on the multiple district GST coordinators can be found on the Global Action Team website.

Global Membership Team (GMT) Multiple District Coordinator

Position Overview

As the GMT multiple district coordinator, you are the membership expert ensuring districts achieve their goals. You educate, coach and mentor your coordinators while removing barriers that impede progress. Your drive and determination will inspire and empower districts to be successful in strengthening membership.

Term

Three years; selected by the multiple district (per the multiple district constitutional bylaws) as a non-voting member of the council of governors. May serve multiple terms.

Actions for Success

- Collaborates with your GLT and GST multiple district coordinators and the multiple district Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Develops and executes an annual multiple district membership development plan.
- Communicates regularly with GMT district coordinators. Ensures they are aware of available membership programs and resources available.
- Monitors each district's progress towards membership goals. Follows up with districts who are behind on their goals and offers motivation and support.
- Encourages GMT district coordinators to include diverse populations to participate in Global Action Team Initiatives.
- Contacts prospective member leads, provided by LCI, in a timely manner and provides status updates on membership.
- Completes requirements and submits application to receive multiple district funding from LCI for membership development activities.
- Provides retention strategies to districts in collaboration with GLT and GST multiple district coordinators.
- Motivates districts to charter specialty clubs.

Recommended Qualifications

- Passionate about Lions and is invested in the association's future.
- Leads by example; actively sponsoring new members and participating in new club development.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).
- Graduate or faculty member of an Advanced Lions Leadership Institute or Faculty Development Institute, or other professional leadership program.

Reporting Structure

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

LCIF MULTIPLE DISTRICT COORDINATOR

POSITION DESCRIPTION

As a respected Lion, you will serve as an ambassador for Lions Clubs International Foundation (LCIF) in your multiple district. You have been chosen for this position because of your demonstrated leadership, ability and commitment to the philanthropic and humanitarian-service ideals of LCIF. By serving in this position, you will help create a stronger LCIF, enabling the Foundation to advance its humanitarian work in your community and around the world.

As a volunteer coordinator for LCIF, you will be asked to carry out the following critical responsibilities:

1. Educate Lions about the mission and success of LCIF and its importance to Lions Clubs International
2. Lead a team of LCIF district coordinators (LCIF DCs)
3. Assist with all aspects of LCIF fundraising in your multiple district

You are joining a worldwide network of volunteer coordinators for LCIF. Around the globe nearly 900 Lions will be recruited to lead the LCIF efforts in their districts and multiple districts. Like you, these leaders will be appointed to help strengthen LCIF – your Foundation – and through the coordinated efforts of this team, volunteer coordinators will help LCIF create a better world.

The LCIF Multiple District Coordinator (LCIF MDC) is appointed by the LCIF Chairperson and LCI President for a three-year term, although the duration of this term may vary in some parts of the world. MDCs report to the LCIF Chairperson and LCIF Steering Committee.

LEADERSHIP AND WORKING RELATIONSHIPS

Recruit, Train and Lead LCIF District Coordinator Team

- Identify and recruit one Lion in each district to serve a three-year term as the LCIF DC (in consultation with the DG Team and Steering Committee member)
- Train all newly-appointed LCIF DCs
- Lead the LCIF Coordinator team within your multiple district, providing periodic updates and assistance as needed
- Communicate with LCIF DCs on a regular basis
- Provide regular updates to LCIF DCs regarding LCIF news and information

Communicate Regularly with Your CA Steering Committee Members-

- Update your area Steering Committee member about LCIF progress and challenges in your multiple district.

Utilize the Resources of LCIF Headquarters Staff

- Familiarize yourself with key LCIF staff members and communicate with them regularly
- Consult LCIF staff regarding fundraising strategies, to obtain reports and ask questions about the Foundation

Work with District Governors and Other District Leaders

- Work closely with your district governors and multiple district leaders to promote the work of LCIF and encourage support from Lions within the districts

LCIF EDUCATION AND PROMOTION

Give LCIF Presentations

Multiple District Convention

- Arrange for and conduct an LCIF educational seminar at your annual Multiple District Convention
- Arrange for a booth to promote LCIF using the educational materials available

District Conventions

- Attend district conventions and provide support when possible
- Work with the district coordinator to ensure LCIF is well promoted (LCIF seminars, booth, materials, etc.)

Council Meetings

- Provide LCIF program, grant and fundraising updates to the Council of Governors and other interested multiple district leaders
- Inform the District Governors about LCIF progress and/or challenges in the multiple district
- Report on district and multiple district fundraising progress

Club Presentations

- Conduct select club presentations about LCIF to the highest-potential clubs in the multiple district

Local District Governor Elect Trainings

- Work with the Global Membership and Global Leadership Teams locally to ensure LCIF is included in Multiple District DGE trainings

Promote LCIF Whenever Possible

Multiple District Publications and Web site (where applicable)

- Submit LCIF success stories and updates to your multiple district-wide publications
- Recognize exceptional individual-member, club and/or district support of LCIF
- Provide fundraising progress report updates

External Public Relations

- Promote LCIF program success stories and help distribute press releases to local media outlets
- Work with your multiple district PR Chairperson to help promote LCIF whenever possible

Grant Application Assistance (IN CONJUNCTION WITH DISTRICT GOVERNORS)

- Provide education on the various grants that LCIF provides and projects supported by LCIF
- Assist district governors with grant applications to LCIF, as needed
- Help ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines

LCIF FUNDRAISING

Promote the Fundraising Efforts of LCIF

- Encourage all Lions to give to LCIF annually
- Encourage all clubs to conduct one annual fundraising event to support LCIF programs
- Assist with district and multiple district-wide LCIF fundraising events whenever possible
- Promote individual and club recognition programs as incentives to donate to LCIF

Identify Potential Donors

- Help identify potential Major and Lead Gift donors to LCIF, and when appropriate, be involved in the gift-request process (US\$25,000+ and US\$100,000+)
- Use reports provided by LCIF to help identify the highest-potential clubs that may continue to support LCIF
- Help identify local foundations, corporations and businesses with the potential to support LCIF

Assist with Submitting Funds and LCIF Recognition Applications

- Assist with the submission of LCIF funds, MJF applications and other donation information
- Answer questions pertaining to the various LCIF recognition programs
- Assist with presentations of LCIF recognition as requested

KEYS TO SUCCESS

FLEXIBILITY

As LCIF development strategies evolve, LCIF Coordinators in the field are asked to be flexible and help with the implementation of new and modified programs. It is anticipated that some job responsibilities may be modified and/or expanded during the course of this position. Understanding of this possibility will assist with the long-term success of building a stronger LCIF.

LOCAL CUSTOMIZATION OF PROGRAM IMPLEMENTATION

Not all geographic areas and cultures will implement LCIF development strategies identically. The strategies are intended to be modified to fit the cultural differences and needs associated with being an international organization. Whenever possible, area specific materials and/or suggestions will be made.

PERSONAL CONTRIBUTION

All LCIF MDCs are encouraged to make an annual contribution to the Foundation. Experience shows that fundraising efforts are most successful when leaders are fully committed to the cause, both with time and a financial contribution.

WORKING WITH THE DISTRICT LEADERS

The position of LCIF MDC reports to the LCIF Chairperson and LCIF Steering Committee representative, but he/she is encouraged to work closely with the Council of Governors and other multiple district leadership including Global Membership and Global Leadership Teams. Efforts to support LCIF will be most successful when all district leaders are working together for the same cause.

COMMUNICATION

Successful implementation of the development strategies will require the coordinated efforts of the entire LCIF volunteer team. It is crucial to building a stronger Foundation that coordinators work closely together and communicate frequently. Communicate regularly with members of your team and key LCIF staff members.

As members, we all belong to Lions Clubs International, but Lions Clubs International Foundation belongs to us

Global Leadership Team (GLT) Multiple District Coordinator

Position Overview

As the GLT multiple district coordinator, you are the leadership development expert ensuring districts achieve their goals. You educate, coach and mentor your coordinators while removing barriers that impede progress. Your drive and determination will inspire and empower districts to be successful in developing quality leaders.

Term

Three years; selected by the multiple district (per the multiple district constitutional bylaws) as a non-voting member of the council of governors. May serve multiple terms.

Actions for Success

- Collaborates with your GMT and GST multiple district coordinators and Global Action Team chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Develops and executes an annual multiple district leadership development plan.
- Communicates regularly with GLT district coordinators. Ensures they are aware of leadership development programs and resources available.
- Provides ongoing motivation to and monitors progress of GLT district coordinators, zone chairpersons and club leadership to achieve leadership development goals.
- Encourages GLT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- Promotes leadership development opportunities that encourages participation at all levels of the association.
- Collaborates with GMT and GST multiple district coordinators to provide retention strategies to districts.
- Identifies potential and new leaders to participate in service, membership and leadership development opportunities.
- Organizes and facilitates instructor-led and web-based training in coordination with LCI and Appendix L.
- Completes requirements and submits applications to receive multiple district funding from LCI for leadership development activities.

Recommended Qualifications

- Passionate about Lions and is invested in the association's future.
- Leads by example, actively participating in leadership development programs.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).
- Recognizes the importance of diversity in Lions.
- Graduate or faculty member of an Advanced Lions Leadership Institute or Faculty Development Institute, or other professional leadership program.

Reporting Structure

- GLT multiple district coordinators report to GLT special area advisors or area leaders.
- GLT, GMT and GST multiple district coordinators report to the multiple district Global Action Team chairperson (council chairperson).
- GLT district coordinators report to GLT multiple district coordinators.

APPENDIX “L”

Leadership Development Policy

PART I. Regional Leadership and Faculty Development Institutes

Procedures

A) Multiple District N shall provide annual support for these institutes according to the following schedule:

2019 – Regional Leadership or Faculty Development	N3 and N4
2020 – Regional Leadership or Faculty Development	N1 and N2
2021 - Regional Leadership or Faculty Development	N3 and N4
2022 – Regional Leadership or Faculty Development	N1 and N2

Continue this rotation in subsequent years.

- B) One of the two sub-districts shall serve as the host sub-district. Should it not be feasible for the specified sub-districts to host an institute in the scheduled year, the other two sub-districts shall be given an opportunity to host the institute. Such an occurrence shall not affect the normally scheduled rotation.
- C) By January 1st of the preceding year, the MD N Global Leadership Development Coordinator(s), in consultation with the council chair and the district governors of the hosting sub-districts shall select an institute coordinator.
- D) The institute coordinator, in consultation with the multiple district education and training chair, shall be responsible for establishing the dates for the institute, selecting a location and ensuring qualified faculty is identified.
- E) Prior to April 30th of the preceding year, the MD N Global Leadership Development Coordinator(s) and institute coordinator shall submit a funding application to Lions Clubs International, including the curriculum, funding arrangements, proposed budget and list of faculty members.

- F) It shall be the responsibility of the institute coordinator to either provide, or ensure that a designated individual provides, all curriculum and materials required for the various modules of the institute as specified in the initial funding application to Lions Clubs International.
- G) Multiple District“N” shall include an amount of \$1,000 yearly in the budget to support the institute being held that year. The two hosting sub-districts together are expected to match the amount provided by Multiple District N.
- H) As required by Lions International, the Multiple District Council Secretary-Treasurer shall establish a bank account for the specific purpose of the institutes. All revenues designated for the institutes shall be deposited in this account and all expenditures associated with the institute shall be paid from this same account. Any surplus funds in the account shall remain in the account for the next or for future institutes.
- I) At the completion of the institute, the coordinator shall file all required reports with Lions Clubs International and shall ensure all necessary materials have been included with the report that must be signed by the council chair and host district governor. A copy of the signed report shall be made available to the council chair, council secretary-treasurer, Global Leadership Development Coordinator(s) and the host district governor.
- J) For a spring institute, the institute coordinator, by July 1st of the calendar year in which the institute was held shall provide a detailed report, along with recommendations, to the council chair, council secretary-treasurer and Global Leadership Development Coordinator(s). Should the institute be held in the fall, the report shall be submitted no later than December 30th.

PART 2: Procedures to obtain Sub-District Leadership Development and Training Grants

- A) At least two weeks prior to the summer council meeting of the new year, each sub district Global Leadership Development Coordinator(s) shall submit the following to the multiple district Global Leadership Development Coordinator(s):
 - I) Goals and action plans for the year, including all aspects of sub-district training.
 - II) A list of proposed instructors, including their qualifications.
 - III) A preliminary budget showing expenditures and revenue for the program.
- B) The MDN Global Leadership Development Coordinator(s) shall provide council with a report including the proposed sub district programs.
- C) Prior to the disbursement of any grants to the sub-districts by the multiple district council secretary-treasurer, the sub-district Global Leadership Development Coordinator(s) shall submit a final report including:
 - a) Programs completed, including locations, numbers in attendance and instructors.
 - b) Detailed costs for the leadership development program within the sub-district.
- D) After receiving the report, the MDN Global Leadership Development Coordinator(s) shall request the multiple district council secretary-treasurer to forward a grant to the sub-district. No funds will be distributed unless a final report is submitted to the multiple district Global Leadership Development Coordinator(s) council.

- E) The MDN Global Leadership Development Coordinator(s), prior to/or at the summer meeting of council shall provide all members of council and the vice district governors with a summary report of the district's training programs.

APPENDIX "M"
Position of Council Secretary-Treasurer

DESCRIPTION OF THE POSITION

This position of Council Secretary-Treasurer shall be:

- a) A three year term with a maximum of two (2) terms
- b) A non-voting and non-paid position as a member of the Council of Governors.
- c) An appointment/election by the Council.
- d) Eligible for reimbursement of expenses per budget.
- e) Applied for, on the prescribed application form, by interested Lions who will be required to go through a screening/interview process to qualify.

DESIRED SKILLS, ABILITIES AND EXPERIENCE (CRITERIA)

The applicants are expected to have experience in as many of the following fields as possible.

- a) Be a Lion in good standing in a Club in good standing.
- b) Have a good verbal and written communications skills and have experience with the recording and transcribing of minutes.
- c) Possess a strong work ethic with the ability to get things done.
- d) Have ability to establish and meet deadlines.
- e) Possess good organizational and management skills.
- f) Have demonstrated ability to work closely and harmoniously with other Lions, groups and committees and possesses good human resources skills.
- g) Have knowledge about the organization and operation of MDN and its Sub-Districts.
- h) Have the ability to keep records and prepare reports as requested by Council and the requirements of the position.
- i) Have experience in dealing with financial matters in an organization, including book keeping, budgets, expense tracking, investments, projections, etc.
- j) Have attended, or be willing to attend a senior leadership development institute.
- k) Have broad experience and leadership abilities in the volunteer sector.
- l) Possess, or is willing to acquire, a certain knowledge of the MD legal documents, especially as they pertain to the position of Council Secretary-Treasurer and Council procedures in general.
- m) Must have the time and availability to participate in all MD meetings, Conferences and Conventions.

- n) Must possess computer skills with abilities to work with the e-mail systems, financial programs, to prepare and alter documents, as well as save key information on CDs for future reference or use.
- o) Knows, or is willing to learn, the basics of parliamentary procedures.

Process (Timelines) for Selection of a Candidate

- 1) Established "Duties of Position" and "Application Form" to be published in the fall issue of the N-Former and also forwarded to the Sub-District Cabinet Secretary-Treasurer to be published in their district newsletter not later than October 30, immediately preceding year of appointment.
- 2) Interested Lions complete an application form and forward it to the Council Chair and Council Secretary-Treasurer by January 15, immediately preceding year of appointment.
- 3) The members of Council or a special committee appointed by Council with an least two members of Council as part of the committee, will review the applications prior to March 1st, and decide by March 31, immediately preceding year of appointment which applicants will be interviewed.
- 4) Interviews of applications shall be held by telephone conference call.
- 5) Interviews of applicants shall be conducted by April 15, immediately preceding year of appointment and a recommendation submitted to Council by May 1, immediately preceding year of appointment.
- 6) The C.C. will announce the name of the successful candidate at the Multiple District Convention.
- 7) The successful candidate will officially start the job on July 1, of year of appointment.

Application form for the Position of Council Secretary-Treasurer

1. Name: _____ Name of Partner: _____
2. Address: _____
3. Name of Lions Club: _____ Years in Lions: _____
4. Telephone: _____ Fax: _____ E-Mail: _____
5. Position held in *Lionism*; Pres ___ Sec ___ Treasurer ___ Zone Chair ___ RegCh ___ VD Gov ___
 District Governor ___ Council Chair ___ Council Sec-Treasurer ___ Cabinet Sec-Treasurer ___
 MD Committee Chair: List _____

 District Committee Chair: List _____

 Other positions in *Lionism*: _____

6. Other relevant positions held outside *Lionism* (work or other): _____

7. Briefly describe your experiences, abilities or skills in the following fields:
 - a) Communication _____

- b) Leadership: _____

- c) Recording and drafting of minutes: _____

- d) Establishing and meeting deadlines: _____

- e) Organization and management: _____

- f) Human resource skills and work with groups: _____

- g) Reporting and record keeping: _____

- h) Finances (bookkeeping, budgeting, etc.): _____

- i) Knowledge of the MD N Constitution. By-Laws and Policy Manual: _____

- j) Computer skills and programs: _____

- k) Parliamentary procedures: _____

- l) Other relevant skills or experience: _____

8. Still :working ___ Retired ___ Semi-Retired ___ Other ___ Explain _____

9. Briefly explain why Council should appoint/elect you to this CST position:

10. REFERENCES: Please provide the following information regarding people who can be contacted to provide references. Indicate the position the person holds, or held when you worked with them:

APPENDIX "N"
Communications Chair

Name: _____	Name: _____
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Fax Number: _____	Fax Number: _____
E-Mail: _____	E-Mail: _____
Position Held: _____	Position Held: _____

Duties of Chair

1. Attends the Incoming Council of Governors meeting held immediately after the MD Convention.
2. Briefs Council on outstanding matters and possible new items related to Communications within the Multiple District N.
3. Receives directives from Council in relation to communications within the MD for the following year.
4. Gives advice to Council on matters related to the N-Former and materials that are to be forwarded to the Editor and advise Council of required materials to be submitted within the required time lines for information to be distributed to the Lion members in MD N.
5. Obtain names of the Sub-Districts' Communication Chairs (Associate Editors) at the beginning of July each year. (These Lions shall be members of the MDN Communications Committee, as per Article XIV of the MDN By-Laws and item 14 of the MDN Policy Manual.)
6. By the earliest time possible, but prior to the summer Council meeting, works with the Council Secretary-Treasurer to prepare and publish the MDN Directory.
7. Sixty (60) days prior to publishing an issue of the Lions N-Former checks with other Multiple District Committee Chairs for items related to their Committee which they may want to have published to the Lions of MDN.
8. MD Communications Chair and members of the Committee use e-mails as much as feasible to review and exchange information re: the committee's business.
9. Publishes a minimum of two issues and a maximum of six issues of the Lions N-Former each year.
10. Prepares and publishes an issue of the N-Former at least thirty (30) days prior to the Fall Conference. Said issue will contain the registration form for the MD Convention, if not published earlier. It should also include other items of importance related to the Fall Conference.

11. Prepares and publishes an issue of the N-Former at least thirty (30) days prior to the Multiple District Convention. Said issue must contain the proposed notices of motion, the proposed MD budget and other items of importance for said Convention and Notice of Fall Conference.
12. Prepares and publishes additional issues of the Lions N-Former, as deemed necessary from time to time.
13. Forwards materials and documents to webmasters, which must be added to the Multiple District and Sub-District websites.
14. Prior to the Fall Conference at which the MDN budget is presented for the following year, submit a Communications Committee budget to the Budget and Audit Committee Chair.
15. Prepares a report to be presented to Council at the Fall Conference and a year-end detailed report to be presented to Council and at the MDN Convention Business Session.
16. If possible and/or requested by Council attends Fall Conference and/or MD Convention to submit their report and recommendations to Council and to possibly receive additional directives from Council.
17. When their term is over, transfers over as much information and knowledge as possible along with related documents, to the succeeding Committee Chair.
18. Accomplishes other duties as assigned by Council
19. Refers to item 14 of Policy Manual and article XIV, Section 4 and Article XV of By-Laws for additional directives.

Youth Committee Chair

Duties of Chair

1. Become familiar with all related programs, as available on the Lions Club International website or in print, set forth by LCI that pertains to our youth.
2. Become familiar with the objectives related to youth activities that are set by the incoming International President.
3. Obtain the names of the Sub-Districts' Youth Chairs by September 1st each year.
4. Promote all youth programs and encourage the Sub-Districts to support them.
5. Act as a liaison between the Multiple District and the Sub-Districts Youth Committees in relation to youth programs and activities.
6. Promote the Peace Poster Contest and has the winning poster selected at the appropriate deadline by an impartial panel.
7. Promote the Leo Club program.
8. Promote the Lions Quest program.
9. Promote the Speak-out program.
10. Promote youth camps and youth exchanges, if these programs are available.
11. Promote service for children.
12. Reports to Council prior to the MD Convention and from time to time, as required.
13. Accomplished other duties as assigned by Council or LCI.
14. Refer to article XIV section I and section 5 sub-section B of MDN By-Laws and item 19 appendix C of MDN Policy Manual for additional directives.

Constitution and By-Laws Committee

Duties of Chair

1. Attends the Incoming Council of Governors meeting held immediately after the MD Convention.
2. Briefs Council on outstanding matters and possible new items related to Constitution, By-Laws and Policy Manual.
3. Receives, from Council, items to be worked on or reviewed during the coming year.
4. Gives advice to Council and rules on constitutional and legal matters, as required.
5. Attends the August Council meeting and does duties included in 2, 3, and 4 above.
6. Obtain names of the Sub-Districts' Constitution and By-Laws Chairs by the end of August each year. (These Lions are automatically members of the MDN Constitution and By-Laws Committee as per Article XIV, Section 1 of the MDN By-Laws.
7. Appoints other Committee members if deemed necessary and as stipulated in Article XIV, Section 1 of MDN By-Laws under **Committee members**.
8. Checks with other Multiple District Committee Chairs for items related to their Committee which they may have concerns or suggestions about and may want to submit for review by the MD Constitution and By-Laws Committee.
9. By early September, begins to review items submitted by Council and other items brought to the attention of the Committee by the Constitution and By-Laws Chair, other MDN Committees Chairs, Chairs of the Sub-Districts Constitution and By-Laws Committees, Lions Clubs or other Lions. All items submitted are verified for their compliance with the existing legal documents, properly drafted and checked for proper language and accuracy, before a recommendation is made to Council.
10. MD Chair and members of the Committee use e-mails as much as feasible to review, exchange, input and feed-back on the various items and recommendations to be reviewed for presentation to Council.
11. In early September, drafts expenses estimate for the following year and forwards to the Budget and Audit Chair, with a copy of the Council Secretary-Treasurer, for inclusion in the proposed budget for the following year which is to be presented at the current year's Fall Conference.

12. Holds a Constitution and By-Laws Committee meeting in conjunction with the Fall Conference and the Multiple District Convention each year.
13. Prepares a comprehensive report of recommendations to be submitted to Council at the Fall Conference. Council may agree with, add to, delete from or make changes to, these recommendations.
14. Attends the Fall Conference to submit his/her report and recommendations to Council and to possibly receive additional directives from Council or the Business Session. Gives advice to Council and rules on constitutional and legal matters, as required by Council and the Conference Business Sessions.
15. Presents to Council and to the Business Session at the Fall Conference his/her Constitution and By-Laws report, along with notices of motion to be voted upon at the Multiple District Convention in May.
16. Following the Fall Conference incorporates Council's and/or Lions input into the notices of motion and prepares them for publication in the Lions N-Former. (Use method described in item 10).
17. Sends final report to Council members at least sixty (60) days prior to the Convention, which will do a final review and if agreed to, will submit to the Editor of the Lions N-Former or direct the Constitution and By-Laws Chair to do so. (All notices of motions must be published at least thirty (30) days prior to the Multiple District Convention.)
18. Attends the Multiple District Convention to submit his report and recommendations to Council and the Business Session. Presents all notices of motion to the Business Session for a vote. Gives advice to Council on constitutional and legal matters as required, rules and advises on legal or constitutional matters as they come forth.
19. Following the Multiple District Convention, but prior to the 15th of June, incorporates into the MDN Constitution, By-Laws and Policy Manual all amendments adopted by the Convention. Said revised legal documents will then be forwarded to Council, MD Committee Chairs, members of the MDN Constitution and By-Laws committee and the webmaster for inclusion on our MDN web site.
20. Answers requests for legal information and/or interpretation and rules on the various items brought to his/her attention by Lions, Clubs, Sub-Districts or Council during the year.
21. When in doubt or doesn't know the answer, contacts the Legal Department at Lions International to inquire on rulings and legal interpretations on matters or items. Once received, forwards LCI rulings and interpretations to the requester.
22. When his/her term is over, transfers as much information and knowledge as possible along with related documents, to the succeeding Committee Chair.
23. Refer to Article V and IX of Constitution, Article XIV, Section 1 and 2, Article XVI and Article XVIII of the By-Laws and to item 18 and 20 of the Policy Manual.
24. Accomplishes other duties as assigned by Council or LCI.

APPENDIX "O"

PRESIDENTIAL AWARDS AND INTERNTIONAL LEADERSHIP AWARDS"

Section A

Service to our Association takes many forms. Lions serve the needs in their communities, serve as leaders of Lion at the club, district and other levels, and serve the overall mission of Lions Clubs through membership efforts, public relations initiatives and other endeavors. The Presidential Award should be considered for Lions who distinguish themselves for their exemplary service by being personally involved in club activities, being supportive of the programs of Lions Clubs International, being supportive of LCIF and having sponsored at least one new member.

Quality leadership is essential to our association in that it affects membership growth, the service that we provide and the impact that service has on our communities and on the overall quality of the Lions Clubs membership experience. The Leadership Award should be considered for Lions who make significant contributions to leadership development and results within our association.

Recommendations should be initiated by the district governor. The district governor should verify that the president's criteria have been met prior to passing them on to the Lion leader responsible for endorsing the recommendations. The recommendations then need to be endorsed, and then submitted, by the current board member, if there is one. If not, then the most current past international president from the Multiple District should endorse and then submit the recommendations. If there isn't one, then the most current past International Director should endorse and then submit the recommendations.

There are many Lions who are diligently working to provide hope to those less fortunate in their local communities who have never been recognized for their efforts. A concerted effort should be made to honor those Lions who have not received a presidential or leadership award in the previous five years.

Every year each District Governor is encouraged to submit one application for each award. The International President decides how many awards each Multiple District will receive.

Our Multiple District selection process is based on the following formula:

PRESIDENTIAL

LEADERSHIP

2016	N1 N2 N3 N4	N4 N3 N2 N1
2017	N2 N3 N4 N1	N3 N2 N1 N4
2018	N3 N4 N1 N2	N2 N1 N4 N3
2019	N4 N1 N2 N3	N1 N4 N3 N2

The above completes a full cycle after which we would begin the same process beginning in the following year.

Protocol for the Wearing of Medals

Section B

Ambassador, International President, International Leadership and Judge Brian Stevenson medals are significant achievement awards available for presentation to deserving Lions and as such should be displayed with the respect they deserve.

Since all of these medals come with an appropriate lapel pin for regular dress, the medal itself should only be worn at formal events with formal wear, business suit or jacket and tie.

Lions International does not have a specific protocol for the wearing of such medals but does have some suggestions.

At formal events, i.e. Charter Nights, Cabinet and Multiple District Banquets, the above mentioned medals should be worn on the left chest and your Lions pin on the left lapel with the highest priority medal closest to the centre of the chest and other medals in order of priority to the left.

In the event more than one International President's medal is worn, the current or most recent medal is closer to the centre of the chest and additional one/ones worn left of it in descending order of term office from most recent Past President.

In the event of a military member or veteran, military medals are worn on the left chest and Lions medals on the right in appropriate order from the centre of the chest.

The above mentioned medals should never be worn on Lions vests or shirts.

NOTE

Lion name tags should always be worn on or near the right lapel so they are clearly visible when the right hand is put forward to greet someone.

APPENDIX "P"

MULTIPLE DISTRICT N ENVIRONMENTAL PHOTO CONTEST

Chairperson:

The Multiple District xxxxxxxx Chairperson shall be responsible for coordinating the Multiple District N Environmental Photo Contest. They are responsible for reviewing the rules for participation in the Lions Clubs International Environmental Photo Contest and ensuring they are followed.

Submission of Entries

Environmental Photo entries from Clubs should be sent directly to the Environment Chairperson for each District, and not to each District Governor.

One winning photo from each of the four Districts (N1, N2, N3 and N4) shall be submitted by each District Chairperson to the Multiple District Council Chair, either by personal delivery, or through Canada Post. If using Canada Post, Express Post is recommended, both for speed of delivery and accompanying tracking number. Each entry must be postmarked by January 15th and should be contained in a sturdy, clearly addressed (mailing and return) envelope.

Judging

Judging should be done by a panel of 3-5 individuals who are knowledgeable and experienced in the area of photography – e.g. photographers, instructors, etc.

The winning photo must be post-marked by March 1st and submitted to Lions Clubs International with a complete and signed official entry for (available on the LCI website).

Photos of all four Multiple District N entries should be shared with each District, along with the contestants' names, and represented Lions Clubs.

Prize Structure

1st Price: \$200.00 Cash, Plaque and Letter of Congratulations

Remaining 3 entries: \$50.00 Cash, Plaque and Letter of Congratulations.

Cheques and plaques shall be distributed by the Multiple District N Council Chair/Cabinet Secretary-Treasurer receiving the judging results from the Multiple District Youth Opportunities Chair.

A note and gift of appreciation should be presented to each judge, for a total cost of \$50.00. This may be handled by the xxxxxxxxxxxx Chair, and be reimbursed by the Multiple District.