

THE INTERNATIONAL ASSOCIATION OF LIONS  
CLUBS

DISTRICT 22- W

POLICY AND PROCEDURE MANUAL



Approved August 7, 2011

## FOREWORD

This reference book is a composite of responsibilities and obligations for those who serve as a District Governor and on the District Governor's Cabinet for Sub-District 22-W in Multiple District 22 of Lions Clubs International. The policies are either dictated constitutionally or are a continuation of an acceptable procedure that has become a tradition by continued usage.

In accordance with procedures adopted in 1988-89 to enlighten the newly elected District Governor and the Cabinet, a committee composed of the current and Past District Governors and other officers was formed to provide guidance, resulting in the District 22-W Policy and Procedure Manual adopted April 14, 1989. The revisions herein were submitted by the Long Range Planning Committee and were adopted by the Voting Cabinet on:

February 9, 2003

February 5, 2006

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## TABLE OF CONTENTS

Objectives	Page 1
Responsibilities-	
District Governor	2-3
First Vice District Governor	3-4
Second Vice District Governor	4-5
Cabinet Secretary	5
Cabinet Treasurer	5-6
Region Chairperson	6
Zone Chairperson	7
Administrative Assistant	7-8
District Governor's Cabinet	8
District Governor's Advisory Committee	8
Honorary Committee	8-9
District Chairpersons	9-20
Social Committee	20
District Coordinators	21
Vacancy – Office of District Governor and Vice District Governors	21-22
Fiscal and Monetary Controls	22-23
Club Dispute Resolution	23
Protocol	24-28
Social Usual and Customary	29

## OBJECTIVES

### District 22-W Constitution

#### Article II

Section 1. The object of this Constitution and By-Laws is to provide an administrative structure with which to advance the purposes and objectives of the International Association of Lions Clubs in District 22-W.

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The Governor and the Cabinet have designated obligations and responsibilities with specific authority as outlined in the Constitution and By-Laws that should not be taken lightly. Some of the objectives assigned to the Governor and the Cabinet are:

- liaison with Lions Clubs International Headquarters
- liaison with the Multiple District Council of Governors
- formation of the District Cabinet and Committees and providing direction and supervision for proper discharge of duties
- unification of Regions, Zones and Clubs to support District identity and esprit de corps
- provide and maintain financial management of the District funds

The Governor is ultimately responsible for everything that goes on during the year. Lions Clubs International provides the District Governor with all the tools needed to organize the Sub-District. Multiple District 22 and District 22-W hold Candidate Schools. It is recommended that the First and Second Vice District Governors, the Cabinet Secretary and the Cabinet Treasurer attend these schools. District 22-W holds training sessions for Region and Zone Chairpersons and Club Officers.

## RESPONSIBILITIES

### **District Governor**

The District Governor's general duties are outlined in Article X, Section 2(a) of the International Association of Lions Clubs' By-Laws and in Article II, Section 2 of the District 22-W By-Laws.

The District Governor should

- make Cabinet appointments as early as possible
- advise appointees of potential cost of serving
- prepare budget items for submission to the Finance Committee by June 15 of the year elected to the office
- formulate and document in writing programs and policies as early as possible for the coming year
- set up Contest rules/or guidelines and see that they are developed with care and properly adhered to
- hold an informal meeting with the Voting Cabinet prior to the first Cabinet Meeting or as early as possible
- set the dates and places for all Cabinet Meetings and at the first Cabinet Meeting explain the voting and management duties
- publish a District Directory (roster book) to be distributed by the first Cabinet Meeting. Accuracy, when it comes to names, addresses, phone numbers, dates and times, is imperative
- ensure that all major expenses of the District are based on the comparison of at least two qualified bids subject to approval by the Voting Cabinet in accordance with the Constitution and By-Laws
- make sure the Outgoing Governor finalizes all reports according to the Constitution and By-Laws before signing the 100% District Governor's form
- hold a Transfer meeting with outgoing and incoming Cabinet Officers as soon as possible after the election
- ensure that at least \$500 is transferred to the incoming administration within fifteen (15) days of the close of the District Convention
- make sure that the outgoing administration has turned over the remaining district funds available for use by the new cabinet no later than the week of August 15

- appoint one three-year Director to the Kusiak Lions Youth Foundation, Inc. by May 15 after seeking advice of the Honorary Committee
  - submit final report by first Cabinet Meeting of next Administration
  - distribute copies of the District Policy and Procedure Manual adopted as a guide by Voting Cabinet during their term of office and post on district web site
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### **First Vice District Governor**

The First Vice District Governor's general duties are outlined in Article X Section 2(b), of the International Association of Lions Clubs' By-Laws and Article II, Section 4 of the District 22-W By-Laws.

The First Vice District Governor, subject to the supervision and direction of the District Governor, should

- Further the purposes and objects of this Association
- serve as chairperson of the District MERL team and Liaison to the Multiple District MERL Team
- Work with the District Membership Committee and the District Extension Committee to reach their goals
- Work with the District Leadership Development Committee and assist the committee to develop and implement a District-wide Leadership Development plan to enhance the enthusiasm and capability of the district officers and members to serve effectively through utilization of the district MERL Team and integration of the team's work with the district's leadership development's efforts
- Work with the District Convention Committee and assist the committee to plan and conduct the annual District Convention and assist the District Governor to organize and promote other events in the District
- serve as liaison between the District Governor and far-away clubs
- substitute for the District Governor at various District functions, when asked
- assist the Governor in Official Club Visits
- assist the District Governor in solving special problems
- provide services to weak clubs
- help clubs exchange knowledge and experience

- provide support in furthering the goals and projects of the District Governor, when asked
- become familiar with the District 22-W and Multiple District 22 Policy and Procedure Manual
- designate and identify future committee chairpersons and coordinators as needed for continuity of administrations
- Familiarize himself/herself with the duties of the District Governor so that in the event of a vacancy in the office of District Governor he/she would be better prepared to assume the duties and responsibilities of said office as the acting District Governor until the vacancy is filled according to these by-laws and rules of procedure adopted
- Participate in the planning of the next year including the district budget
- Perform such other functions and acts required by the International Board of Directors

The First Vice District Governor will not be reimbursed by International Association of Lions Clubs for travel or per diem expenses. (See Financial Section for District Funding)

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### **Second Vice District Governor**

The Second Vice District Governor's general duties are outlined in Article X, Section 2(c) of the International Association of Lions Clubs' By-Laws and Article II, Section 5 of the District 22-W By-Laws

The Second Vice District Governor, subject to the supervision and direction of the District Governor, should

- Further the purposes and objects of this Association
- assist the Governor in Official Club Visits, when requested by the District Governor
- substitute for the District Governor at various District functions, when asked
- Assist the District Governor and the First Vice District Governor and the Cabinet in the planning of the next year
- Familiarize himself/herself with the duties of the District Governor so that in the event of a vacancy in the office of District Governor and First Vice District Governor he/she would be better prepared to assume the duties and responsibilities of said office as the acting District Governor until the vacancy is filled according to these by-laws and rules of procedure adopted

- Assist the District Governor and First Vice District Governor in planning and conducting the annual District Convention
  - Work with the District Retention Committee and assist the Committee to prevent loss of clubs and members, particularly due to inactive club administration and/or financial problems or negligence
  - Work with the LCIF Committee and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF
  - Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the internet among the club and members to obtain information, file reports, purchase club supplies, etc.
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### **Cabinet Secretary**

The Cabinet Secretary's general duties are outlined in Article X Section 2(f) of the International Association of Lions Clubs' By-Laws and Article II, Section 6 of District 22-W By-Laws.

The Cabinet Secretary should

- keep accurate and complete records of the proceedings of all meetings of the District Governor's Cabinet
  - forward copies of minutes within five (5) days after each meeting to all members of the cabinet and to Lions Clubs International
  - serve as District 22-W Registration Chairperson at the Multiple District 22 Convention
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### **Cabinet Treasurer**

The Cabinet Treasurer's general duties are outlined in Article X, Section 2(f) of the International Association of Lions Clubs' By-Laws and Article II, Section 7 of District 22-W By-Laws.

The Cabinet Treasurer should

- mail the proposed budget to the Voting Cabinet two (2) weeks prior to the first Cabinet Meeting
- collect the stipulated per capita dues from clubs in the District
- deposit funds in such bank or banks as are designated by the Cabinet
- disburse funds only on authorization of the District Governor's Cabinet



- give bond for the faithful discharge of duties in an amount set by the Cabinet
  - submit a semi-annual financial report to the Cabinet and such other special reports as requested by the Cabinet
  - submit books and accounts for audit no later than August 15<sup>th</sup>
  - transfer at least \$500 to the incoming administration within fifteen days of the close of the District Convention
  - transfer all remaining funds and records that pertain to the office into the hands of his/her successor no later than the week of August 15
  - assist newly appointed District Cabinet Treasurer in preparing incoming budget
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### **Region Chairperson**

The Region Chairperson's general duties are outlined in Article X, Section 2(d) of the International By-Laws and Article II, Section 8 of District 22-W By-Laws

The Region Chairperson should

- attend regular Cabinet Meetings, and the Multiple District Convention
- have contact with the Zone Chairpersons in the region at least bi-monthly, discussing with them the status and health of each Club in the Region and covering such matters as service projects, membership status, attendance records and problem areas
- attend a regular meeting of each club in the Region at least once during the year. Accompanying the District Governor on Official Visits shall not be counted in this regard
- be prepared at all times to induct new members and install officers upon request by a Club in the Region
- work with the Zone Chairpersons in strengthening Clubs in the Region
- encourage the development of new clubs
- perform other duties as delegated by the District Governor, such as
  - assisting in District and Club Officer Schools
  - supervising District committees
  - encourage Regional New Member Orientations with District Membership and Orientation Chairperson

### **Zone Chairperson**

The Zone Chairperson's general duties are outlined in Article X, Section 2(e) of the International Association of Lions Clubs' By-Laws and Article II, Section 9 of the District 22-W By-Laws.

The Zone Chairperson should

- attend regular Cabinet Meetings and the Multiple District Convention
- serve as chairperson of the Zone's District Governor's Advisory Committee
- hold at least three meetings during the fiscal year of the District Governor's Advisory Committee
- attend staff meetings at least by-monthly with the Region Chairperson of his or her Region for reviewing and analyzing the status of the Clubs in the Zone, including their service programs, membership status and attendance records, and reporting delinquencies, financial problems and other pertinent Club information
- visit a regular meeting of each club in the Zone within the first quarter of the term in office, reporting the findings to the Region Chairperson, particularly with respect to observed weaknesses
- suggest and implement methods for assisting problem clubs
- support the formation of new clubs in the Zone
- guide and assist clubs in exchanging ideas on programs, projects, activities and methods of fundraising
- know and understand the structure and function of the District organization
- work in assuring that all clubs understand the programs of the District and Lions Clubs International by working in close cooperation with all District committee chairpersons

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### **Administrative Assistant**

The District Governor may establish and appoint an Administrative Assistant as outlined in Article IV, Section 4 (c) of the District 22-W Constitution.

The Administrative Assistant will assist the Governor, as he/she deems necessary and appropriate for effective operations of the district. The appointee shall not be a voting member of the district cabinet.

## **DISTRICT GOVERNOR'S CABINET**

The District Governor's Cabinet is the deliberative and assisting body for the formulation of administrative plans and policies affecting the welfare of Lionism within the District. Members of the Cabinet other than the District Governor, the Immediate Past District Governor, the First and Second Vice District Governors, Region Chairpersons, Zone Chairpersons, Cabinet Secretary and Cabinet Treasurer, have no voting rights therein unless the District Constitution and By-Laws extends the vote to them.

### **District Governor's Advisory Committee**

The committee serves in an advisory and administrative capacity between the Zone, the District Governor and the Cabinet. It is composed of:

- the Zone Chairperson who serves as chairperson of the committee
- presidents and secretaries of clubs within the Zone

The duties of the District Governor's Advisory Committee are:

- to hold at least three regularly scheduled meetings during the fiscal year
- to assist the Zone Chairperson so that every club within the Zone is operating efficiently
- to promote attendance from the clubs in the Zone at the annual Multiple District and International Conventions, USA Canada Lions Leadership Forum and MD 22 Leadership Training Institute
- to assist the Zone Chairpersons in promoting attendance at the charter night of newly organized clubs
- to exchange ideas and suggest solutions to club problems
- to cooperate with the Zone Chairpersons in arranging functions with the clubs in the Zone

### **Honorary Committee**

The District Honorary Committee membership consists of the following Lions within the District:

- Past International Officers
- Past International Directors
- Past District Governors

This committee functions only at the request of the District Governor, or at the request of the Committee, with the Immediate Past District Governor as Chairperson. The Honorary

Committee Chairperson will be invited to all meetings of the District. In the event the Immediate Past District Governor cannot fulfill this position, then the next Immediate Past District Governor shall be the Chairperson.

The Honorary Committee shall act under the direction of the District Governor in promotion of harmony throughout the District. The Committee Chairperson shall call a meeting at least 45 days prior to the convening of the annual District Convention, and there cause the election of two Honorary Committee members when called upon to serve on the Multiple District Finance Committee permitted under Multiple District By-Laws Article II, Section 1, paragraph m, with the first election being for one member to be elected for a one-year term, the second for a two-year term, and after which one member shall be elected each year thereafter for a term of two years. Also, to elect three members to the Lions Vision Research Foundation Board with one member to be elected to a one-year term, the second to be elected to a two-year term and the third to be elected for a three-year term and after which one member shall be elected each year thereafter for a term of three years. Confirm three members to the Lions Youth Foundation with one member to serve a one-year term, the second to serve a two-year term and the third to serve a three-year term and after which one member shall be confirmed each year thereafter for a term of three years. They will also select a candidate for Council Chairperson of Multiple District 22 from among their ranks to be forwarded to the Multiple District 22 Council of Governors for approval by March 1<sup>st</sup> of the year provided for in the Policy and Procedure Manual of Multiple District 22. The Candidate cannot have previously served as Council Chairperson.

## **DISTRICT CHAIRPERSONS**

District Chairpersons are important to District organization. Together with the Region Chairpersons and the Zone Chairpersons, they assist in accomplishing the District Governor's goals for the year. Lions Clubs International provides guide booklets for each chairperson. The information covers the function, responsibilities and suggested operation of each position.

### **American Heritage, Preservation and Patriotism Committee**

Duties of the Chairperson:

- educate and motivate clubs to seek information and participate in essay contests on selected topics of American Heritage, Preservation and Patriotism
- select a committee to judge essays submitted by Regions
- hold an awards ceremony to honor the finalists in each category

### **Constitution and By-Laws Chairperson**

The position is appointed with the intent that it is a two year commitment by the person involved and acts on behalf of the District for the express purpose of keeping the Constitution and By-Laws up to date. Amendments to the Constitution and By-Laws will be in conformity with Article X, District 22-W Constitution, and Article VII, District 22-W By-Laws.

Duties of the Chairperson:

- be familiar and current with the International, Multiple and District Constitutions and By-Laws and be able to answer questions that might arise
- serve on the Multiple District Constitution and By-Laws Committee
- process any changes or corrections initiated in the District for recommendation to the cabinet by the February Cabinet meeting with prior approval of the wording by Lions Clubs International
- publish amendments to the Constitution and By-Laws after adoption at all levels

**Convention Chairperson**

The International, Multiple District and District Conventions require a liaison for coordination and promotion throughout the District

Duties of the Chairperson:

- educate and motivate club members to participate in conventions at all levels of Lionism
- urge clubs to appoint an active Club Convention Chairperson
- communicate with the clubs using all available resources such as the District newsletter, visitations, Zone and District meetings, and special meetings
- inform clubs of the dates, location, registration procedures, programs and costs of each of the Lions Conventions
- manage and coordinate the District Conventions and Conferences

**Diabetes Awareness Chairperson**

The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection and research.

Duties of the Chairperson:

- become familiar with the District Diabetes Chairperson guide
- become knowledgeable about diabetes and diabetic retinopathy
- raise the level of diabetes awareness in the District by coordinating diabetes activities involving the entire District
- be available for forums and presentations at club and Zone meetings

- establish liaison with local diabetes organizations and the medical community for assistance in planning diabetes activities
- accept funding and application for camperships at Camp Merrick

### **District Newsletter Editor**

A newsletter or bulletin is an excellent way to communicate with the clubs in the district. It may be written by the District Governor, the Public Relations Chairperson or any other Lion designated by the District Governor.

The following may be helpful in producing a newsletter

- Newsletter will be e-mailed and upon request, only two hard copies will be mailed to clubs
- make it easy to read
  - use an easy to read type
  - divide parts of the newsletter so that past activities will be separated from future activities
  - avoid long, drawn-out paragraphs
  - use tasteful artwork and photographs whenever possible
  - include the month and district number on the front page of each issue to ensure proper credit for reimbursement and record keeping
- contents of the newsletter
  - upcoming projects of District and Clubs
  - mention International Convention, etc. months in advance
  - continually stress membership
  - mention names whenever possible (Lions watch for their names)
  - compliment:
    - secretaries who get reports in on time
    - Committee Chairpersons that do a good job
    - Clubs on good projects, anniversaries
- give precedence to news of future events and projects
- E-mailing dates: E-mail to distribution list so that recipients receive by first week of month

### **Environment Chairperson**

The district environment chairperson encourages clubs in the district to implement Lions Green Team projects such as: cleaning the environment, planting trees, recycling and environmental education. The chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.IV-4.

### **Duties of the Chairperson**

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate Lions Green Team projects for the district.
- Meet with Lion leaders to develop a coordinated Lions Green Team plan for the year.
- Encourage clubs to participate in the annual Lions Environmental Photo Contest. Ensure that the selected district photo is submitted to the council chairperson by January 15.
- Visit clubs to explain the importance of protecting our natural resources, provide information about activity planning resources, and solicit feedback and suggestions.
- Encourage clubs to appoint an environment chairperson.
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.
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### **Finance Committee**

The Finance Committee will consist of two (2) Past District Governors elected by members of the District Governor's Honorary Committee. One Past District Governor will be elected each year to serve a two-year term. The Past District Governor serving in his or her second year will be the Chairperson of the Committee. The Committee will address itself to fiscal matters as referred by the District Governor or requested, in writing, by a majority of the Voting Cabinet members. All conclusions and recommendations issued by the Finance Committee will be presented to the District Governor and Cabinet for whatever action is deemed appropriate. The Chairperson and Vice Chairperson also serve on the Multiple District Finance Committee, which is presided over by the Chairperson of the Council of Governors who has no vote. (See Article II, Section 1.m., Multiple District 22 By-Laws.)

### **Global Leadership Team (GLT) – District (D):**

The GLT-District *is* comprised of a GLT- District Coordinator and the District Governor Team, with the Second Vice District Governor serving as liaison to the DG Team. Other qualified Lions may be added as necessary. The GLT-D will work in cooperation with the GMT-D (DG Teams are core members of both GLT and GMT at the district level). GLT District Coordinators and other team members are appointed by the District Governor, in consultation with the GLT Area Leader, GLT Multiple District Coordinator (where applicable) and First and Second Vice District Governors.

Responsibilities of the GLT-D include:

- Supports and motivates zone and club leadership

- Assesses training and leadership needs in district; communicates needs to GLT-Multiple District
- Establishes training and development plan for district with guidance from GLT-Multiple District
- Organizes and promotes training at district conferences and conventions
- Collaborates with GMT counterpart to identify needs and ensure suitability of training opportunities
- Educates Lions in district on and encourages use of LCI leadership development programs, tools and resources
- Organizes zone chairperson training and club officers training
- Organizes Certified Guiding Lion training; supports and advises CGLs
- Organizes Club Excellence Process workshops
- Ensures new member orientation is effectively implemented
- Evaluates training and development programs in multiple district and provides feedback to GLT-Multiple District and Leadership Division
- Identifies and encourages potential leaders based on aptitude, experience and interest; recommends qualified candidates for further development; encourages involvement with Lions Mentoring Program
- Identifies community leaders to join Lions – refers to GMT for follow up
- Ensures training and development is emphasized throughout the district
- Enhances awareness and understanding of the need for quality leadership at all levels of the association

### **Global Membership Team (GMT) - District (D)**

GMT District Coordinators and other team members are appointed by the District Governor, in consultation with the GMT Multiple District Leader, and First and Second Vice District Governors. GMT-D member responsibilities include setting membership goals, implementing action plans, and communicating the goals and plans to the GMT multiple district coordinator. The GMT - D, comprised of a District GMT Coordinator and the District Governor Team, with the First Vice District Governor serving as liaison to the DG Team, will work in cooperation with the GLT-D.

Responsibilities of the GMT-D include:

- Membership and Club Growth Team and Club Success Team  
Both the Membership and Club Growth Team and Club success Team have tools to help achieve the district goals. The following are a few of the programs available to support each team:

#### **Membership and Club Growth Team**

- New Service Projects
- Club Excellence Process
- New Club Extension
- Extension Workshops



- Campus Clubs
- Family and Women
- Club Branch
- Membership Grants (growth projects)
- Lions Worldwide Induction Day
- October Growth Program
- Professional Partners
- Membership Key Award Program
- Year-Round-Growth Program

### **Club Success Team**

- Club Success Team Programs and Tools (possible areas to enhance)
- Review Existing Service Projects
- Club Excellence Process
- Presidents Retention Campaign
- Lions Mentoring Program
- New Member Orientation
- Guiding Lion
- Membership Grants (for engagement/involvement)
- Membership Transfers

### **Hearing and Speech Action Chairperson**

Deafness is a communication handicap and, statistically, hearing and speech impairments are more common than blindness.

Duties of the Chairperson:

- become familiar with the District Hearing and Speech Action and Work with the Deaf Chairperson guide
- develop training and educational programs
- encourage support of schools and rehabilitation centers for the deaf
- conduct public awareness campaigns
- consult with deaf members of the community and report information concerning their needs to clubs in the district
- suggest deaf activities to clubs
- promote screenings to detect hearing loss
- support research on ear diseases

- establish collection areas for used hearing aids
- report plans and accomplishments to the district cabinet
- accept funding and application for camperships at Camp Merrick

## **Historian**

### **Duties of the Chairperson:**

- maintain a history of District events and Cabinet Officers of District 22-W
- publish and distribute a yearly report (history) to each club, Cabinet members and Past District Governors

## **Information Technology Chairperson**

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each district is encouraged to stay in the main stream of the digital world by appointing an Information Technology Chairperson.

### **Duties of the Chairperson:**

- Create and maintain the district's home page
- Establish communication system through e-mail between members and other clubs
- Assist clubs in submitting the Monthly Membership Report, Lions Club Activity Report, Club
- Officers Reporting Form (PU101), and others through the association's WMMR Web site
- Show clubs how to obtain the association's official publications, newsletters, directories, and many other Lions information materials through the Internet-
- Work on other innovative projects.
- Monitor club web sites and publications for use of official logos only.
- Remind clubs with Web sites that only members should have access to member information
- Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
- Encourage and assist clubs with using the e-Clubhouse web site.

- Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

## **International Relations Chairperson**

The International Relations Chairperson's role is to create and foster a spirit of understanding among the peoples of the world.

### **Duties of the Chairperson:**

- Become familiar with the Information for Chairperson' section on the association's Web site.
- Identify appropriate projects for the district.
- Facilitate participation in:
  - o International club twinning's
  - o Lions Day with the United Nations
  - o International Relations Month (October)
- Meet with Lion leaders to develop a coordinated plan for the year. Work with LCIF and the youth and camp exchange chairpersons, whenever requested.
- Visit clubs. Explain the importance of international programs.
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

## **Leader Dog Chairperson**

Duties of the Chairperson:

- coordinate with the Multiple District Leader Chairperson on Visiting Leader Dog Representative
- set dates for Leader Dog Programs in each Region, working with the Region Chairpersons on time and location of host club

## **Lions Clubs International Foundation, Inc. (LCIF)**

Generally, the Immediate Past District Governor is appointed as chairperson.

Duties of the Chairperson:

- become familiar with information in the District LCIF Chairperson guide

- establish a monetary goal for the clubs in the District to attain
- educate Lions about LCIF, its operations and the benefits it provides
- promote and solicit funds at all Lions functions
- encourage Clubs to recognize outstanding Lions and non-Lions as Melvin Jones Fellows

### **Lions Quest Chairperson**

Lions Quest is a comprehensive, positive, youth development program, sponsored by Lions Clubs International and Lions Clubs International Foundation. It involves the home, school, and community to cultivate capable, healthy young people of strong character through life skills, character education, civic values, service-learning, tolerance, and substance abuse prevention.

### **Duties of the Chairperson**

- Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence, and Skills for Action) as described on the Lions Quest Web site **[www.lions-quest.org](http://www.lions-quest.org)**, and the Lions Quest program informational CD and DVD
- Speak at Lions Club meetings, district cabinet meetings and other Lions gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to lions clubs that request it.
- Network with educational institutions and other organizations involved in education in the district
- Learn about the scope of Lions Quest activity currently occurring in the district/multiple district including the clubs that have sponsored the program in recent years and schools that utilize the program
- Encourage clubs in the district to promote the program to school officials in their communities
- Encourage clubs in the district to sponsor Lions Quest training or material purchases for local schools
- Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program
- Generate publicity about Lions Quest activity in the district

- Keep the district governor and the LCIF Lions Quest Department informed of the progress of Lions Quest activity in the district
- Assist with coordination of Lions Quest training workshops in the district and the drafting of Lions Quest Core 4 grant proposals as appropriate

### **Lions Vision Research Foundation, Inc. (LVRF)**

The Foundation is a separate entity from the District and the Council of Governors. The District Governor's responsibility starts when elected as First Vice District Governor and, if elected, ends at the conclusion of his/her term as Governor.

The District Governor is automatically a voting member of the Board of Directors. The District Governor, First Vice District Governor and three elected members from the District represent the District at all regular Bi-monthly meetings of the Board and at all called special meetings of the Board.

Elected board should educate Lions Clubs about LVRF.

### **Pre-school Vision Screening Program Chairperson**

Through this program, participating Lions, Lioness and Leo Clubs are trained to screen the vision of pre-school age children using a specially designed photo-screening device. The resulting picture is used to identify children with normal vision or children with a potential vision problem requiring professional attention.

Duties of the Chairperson:

- represent the District on the MD 22 Pre-school Vision Screening Committee.
- appoint regional coordinators to the District Pre-school Vision Screening Steering Committee
- act as District Governor's spokesperson to encourage club participation

### **Duties of District Pre-school Vision Screening Steering Committee:**

- responsible for major district program decisions and actions
- provide appropriate program handbooks, training and program information materials
- prepare and submit reports to the District Governor
- coordinate program implementation across regions
- coordinate the storage, maintenance and scheduled use of devices

### **Research and Long Range Planning Committee**

The Research and Long Range Planning Chairperson shall be the Immediate Past District Governor and the committee shall consist of the Past District Governors of the Honorary Committee.

Duties of the Committee:

- cooperate with Multiple District 22 to conduct surveys from time to time on various items that have the objective of improving services and materials to Clubs
- identify and analyze current and future problems in the District, and make suggestions and recommendations as to what actions are advisable in order to cope with the problem
- make projections into the next five or ten years as to what could possibly take place in Lionism in the area and discuss the projections at Cabinet Meetings
- update and maintain the District 22-W Policy and Procedures Manual

### **Sight Conservation Chairperson**

Sight Conservation and work with the blind are synonymous with Lions Clubs International in many places. All activities are aimed at the integration of blind persons into society with respect to their human dignity, rights, and potential.

Duties of the Chairperson:

- become familiar with the District Sight Chairperson Guide
- develop training and educational programs for presentation at club meetings
- encourage work with the blind, such as:
  - mobility training
  - rehabilitation programs
  - social and recreational services
- conduct public awareness campaigns
- stimulate club activities in the preservation of eyesight
  - Glaucoma screenings
  - Collection and distribution of used eyeglasses
- encourage clubs to cooperate with professional organizations and agencies in developing programs
- accept funding and application for Camperships at Camp Merrick

## **Social Committee**

A Social Committee shall be established in accordance with Article VIII, Section 1, District 22-W Constitution and By-Laws

The Chairperson is responsible for maintaining the Social Fund and arranging the Events of District 22-W Governor's Social, informing both the community and the clubs of Lions activities, promoting events, ticket sales and Ad Book sales pertaining to the District 22W Social.

### **Duties of the Chairperson**

- Open or maintain existing District 22W Social Fund account
- Set up social committee to coordinate events
- Prepare the proposed budget and mail to the Voting Cabinet two (2) weeks prior to the first Cabinet Meeting.
- Collect the money for Tickets and Governors Ad Book
- Deposit funds in approved Social Committee Fund Account
- Sign all contracts associated with the District Social
- Submit a preliminary financial report to the Cabinet at the end of the Social
- Turn over (\$500.00) five hundred dollars for reservation of the next year's site
- Submit a Final report and all records for audit by the last Cabinet Meeting of the current Lions year
- In any fiscal year, any balance remaining in the social fund after payment of all social expenses in that year shall remain in said social fund and become available for future social expenses as approved by the Social Committee and Voting Cabinet. Turn over balance of social fund at third Cabinet Meeting to next year's Chairperson. This fund shall be shown as a separate item of the District Financial Records.
- Two signatures are required on Social Checking Account

The Social's purpose is to honor the District Governor. No solicitations for other activities or purposes are to be conducted during this event.

## **DISTRICT COORDINATORS**

In addition to the Committee chairpersons previously mentioned, there are several District Coordinators who synchronize the activities in the field to which each is assigned. The Coordinators presently designated are:

- Alert
- Chaplain
- Nominations
- Peace Poster
- Pin – Timing and dates for District Pin selection by 2<sup>nd</sup> Cabinet Meeting
- Roaring Lions
- Song Leader
- USA/Canada Lions Leadership Forum
- Vehicle Tags
- VIP Committee and Lions Information

### **Vacancies**

In the event of a vacancy in the Office of District Governor, the same shall be filled in accordance with the provisions of the International Association of Lions Clubs Constitution. The remaining Cabinet Officers and the District Governor's Honorary Committee will convene at a date, time and place called and determined by the Chairperson of the District Governor's Honorary Committee to select a replacement for recommendation to the International Board of Directors.

In the event of a vacancy in the Office of First or Second Vice District Governor, the District Governor, together with the Cabinet Officers and the District Governor's Honorary Committee shall convene at a date, time and place called and determined by the District Governor to select a qualified club member as First or Second Vice District Governor for the remaining term. The following is the procedure to be used upon notification from the First or Second Vice District Governor that he or she is resigning or is unable to carry out the duties of First or Second Vice District Governor.

1. The District Governor will notify the District Cabinet, Honorary Committee and all Lions Clubs that a vacancy exists. The letter, in addition to setting the time and place for the meeting, will indicate that potential candidates for the position should make known in writing their intentions to the District Governor and District Nominations Chairperson, outlining his or her qualifications. The letter should indicate the Constitution and By-Laws section used as a basis for this action.
2. The District Nominations Committee will determine if candidates meet the Constitutional eligibility requirements. The candidates will be notified in writing that there will be a five minute nomination speech and a three minute seconding speech at the meeting set by the District Governor.



3. The District Cabinet Secretary will record those present, verify those eligible to vote and supply ballots.
4. The Constitution and By-Laws Chairperson, Honorary Committee Chairperson and District Cabinet Secretary will be responsible for counting ballots and verifying election results.

### **FISCAL AND MONETARY CONTROLS**

The budget must be prepared, based on an overall view and analysis of requirements, order of priority, and the methods of financing activities for the coming year. The foremost item to keep in mind is the prime requirement of the District Constitution and By-Laws. The following items should be followed for a sound financial year:

1. The Governor's Proposed Budget and the Treasurer's Reports should be set up with the help of the Finance Committee in a uniform manner and be kept that way in future years.
2. The Governor-Elect must meet for budget review with the District 22-W Finance Committee on or before June 15<sup>th</sup> of the year in which elected and provide all members of the Governor's Voting Cabinet and all Past District Governor's with a copy of the Proposed Budget ten (10) days prior to the first Cabinet Meeting.
3. The District Finance Committee should review the District Treasurer's Report with the Treasurer and the District Governor after the third (3<sup>rd</sup>) Cabinet Meeting.
4. Both budgeted and actual figures should be shown on the Treasurer's Report. This will help the new Governor to prepare the proposed budget.
5. No District owned CD's Bonds, etc. will be removed or cashed without the approval of the Voting Cabinet. Only FDIC Banks are to be used for the deposit of District Funds.
6. The District books and bank accounts should be audited by an accountant with appropriate remarks at the end of the Lions' fiscal year. Checks and receipts should be furnished to the accountant.
7. Vouchers used by the various District Chairpersons who handle money for the District should be sent monthly to the District Treasurer.
8. Article IV, Section 12 of the District 22-W Constitution states that "No salary or other form of compensation may be paid to any Officer or Committee Chairperson of the District." Article V, Section 3 is the only exception—District Governor's expense to the International Convention at the end of the term of office. Article V, Section 3,a states that "The District will include in their annual Administrative Budget an amount equal to \$0.50 per capita to defray the expenses incurred by the First and Second Vice District Governor in his/her official capacity. It has been the policy of this District to

compensate the Cabinet Secretary and Cabinet Treasurer for part of their expenses to the Mid-Winter Conference and the Multiple District Convention. These two trips are required by the Multiple District 22 Constitution and By-Laws. It is suggested that the Cabinet Secretary and the Cabinet Treasurer each receive \$150.00 for the Mid-Winter Conference and \$150.00 for the Multiple District 22 Convention and a Cabinet Secretary-Treasurer receive \$300.00, for each of the two events and that no other compensation be paid out of District Funds.

### **CLUB DISPUTE RESOLUTION**

All disputes arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club's constitution and by-laws, or the expulsion of any member from the club, or any other matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution.

Any party to the dispute may file a written request with the District Governor asking that dispute resolution take place. Within fifteen (15) days of receipt, the District Governor shall appoint a conciliator to hear the dispute. The conciliator shall be a Past District Governor who is currently a member in good standing of a club in good standing, other than a club, which is a party to the dispute in the district in which the dispute arises. The selected conciliator shall be acceptable to the parties. Upon being selected, the conciliator shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliator. If such conciliation efforts are unsuccessful, the conciliator shall have the authority to issue his or her decision relative to the dispute, which decision shall be final and binding on all parties.

## PROTOCOL

### Procedure to Secure Speakers

Obtaining speakers for the District Convention and District Socials is a matter of immediate concern for the newly elected District Governor. Lions Clubs International has responsibility for scheduling speakers in accordance with established rules and procedures.

Travel schedules for International Officers are established many months, even years, in advance. Therefore, it is appropriate to contact the desired speaker well in advance of the activity, as early as prior to the election in May or at the International Convention in June. Even though there may be contests in sub-districts, District Socials are usually held on a historically designated weekend. Candidates for Sub-Districts should agree on a speaker to be invited for the affair, even though the details have not been finalized. The sooner a contact is made, the more likelihood of obtaining the speaker of your choice. Eighteen months in advance is not too soon.

It is appropriate to try to contact the preferred speaker directly. However, the best and most efficient way to obtain a speaker is through the International Director, if there is a current Director on the Board, or through one of the District's Past International directors. Those Lions are knowledgeable, they are aware of travel schedules, they have friends and contacts that can assist in securing speakers and they are willing and honored to help.

If a Club desires a speaker from the Executive group of Lions Clubs International and does not have the resources to pay the speaker's expenses, a way may be found. However, this would require cooperation between the Club and the District Governor or District Governors from other districts. For example, if a Club's charter celebration was scheduled for the Friday night prior to one of the Sub-District's Social, utilizing the same speaker, the club would be required to pay only the one night lodging accommodations for the speaker. Since the speaker would be on an authorized trip for the Social, the remaining expenses would be paid by Lions Clubs International or by the host District. This has proven successful on numerous occasions, both in Multiple District 22 and more extensively in other Multiple Districts. Any of these arrangements can be worked out, but it takes some planning on the part of the District Governors and the clubs.

Public relations play an important role by informing the Lions of a visiting guest speaker, whether it is a Sub- or Multiple District function. The event should be publicized in bulletins, newspapers, and programs so that the membership will know about the featured speaker.

### Official Protocol

Protocol is an official expression of good manners. The courtesy shown in our everyday lives affects our attitudes, our work and, in turn, how we view ourselves as human beings. Protocol is the format accepted as correct in official situations. It is a form of etiquette and respect.

The responsibility for protocol rests with the District Governor for Sub-District functions or the designated Committee Chairpersons for Multiple District functions.

On the arrival of the guest:

- a. Have a delegation, including the District Governor, meet the plane or train.
- b. Escort the guest to the hotel
- c. Have the guest pre-registered so that he/she will not need to stand around filling out forms
- d. Have refreshments or flowers in the room, if appropriate
- e. Advise the guest (in advance, if possible) of the order of events at which he/she will be expected to be in attendance
- f. Allow ample time for relaxation and rest.

At pre-function activities:

- a. allow time for leisurely change of clothes
- b. do not exhaust the guest with extraneous activities
- c. escort the guest to receptions and cocktail parties
- d. do not leave the guest standing alone. Introduce him/her to all, especially any other dignitaries who are present.

At the main function:

- a. escort the guest to the main function
- b. escort the guest to his/her seat
- c. introduce the guest to all those who will be at the head table
- d. give the guest and the spouse (if present) a very respectful introduction. Horseplay is definitely a breach of good manners
- e. a gift is not required; however, a gift is customary for an invited speaker
- f. a moderately priced gift that is representative of the area being visited is appropriate. If in doubt, suggestions may be obtained from Lions Clubs International, Protocol and itineraries.
- g. DO NOT leave the guest standing or sitting alone after the function. Have a place for distinguished guests to gather and/or sit.

On the departure of the guest:

- a. The hotel bill, meals and other function costs of the guest should be paid by the District
- b. Have a delegation including the District Governor escort the guest to the plane or train.
- c. Wait until the plane or train leaves before departing from the airport or station.
- d. A note of thanks is not only appropriate; it is very much appreciated by the guest. The District Governor should send the note of thanks when his/her District is visited by a guest. The Council Chairperson should send a note of thanks to a guest at Multiple District function.

### Order of Precedence

The following is the official protocol policy of the International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present. Lions shall be recognized in the following order:

1. International President
2. Immediate Past President
3. International Vice Presidents (according to rank)
4. International Directors (a) Board Appointees (\*)
5. Past International Presidents (b)
6. Past International Directors (c)
7. Chairperson, Council of Governors (a)
8. District Governors
9. Association Executive Director
10. Association Secretary
11. Association Treasurer
12. Past Council Chairperson (a)
13. Immediate Past District Governor (a)
14. First Vice District Governor
15. Second Vice District Governor
16. Past District Governors (a)
17. Multiple District Secretaries (volunteer) (a)
18. Multiple District Treasurers (volunteer) (a)
19. District Secretaries (a)
20. District Treasurers (a)
21. Regional Chairpersons (a)
22. Zone Chairpersons (a)
23. District Chairpersons (a)
24. Club Presidents (a)
25. Immediate Past Club Presidents (a)
26. Club Secretaries (a)
27. Club Treasurers (a)
28. Past Club Presidents (c)
29. Multiple District Secretaries (staff) (a)
30. Multiple District Treasurers (staff) (a)

\*Appointees by the international president to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned. After their term of appointment is concluded, special recognition shall cease.

Explanation of notes used above:

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest Association membership shall be given precedence

- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for Past International Presidents, as in (b) above. In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

### General Comments

The Head Table should be introduced first as detailed in the Head Table Introduction section below. Other guests are then introduced in the order detailed in the Order of Precedence section above.

When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those previously listed, they should be recognized in accordance with local customs, provided that elected officers always have precedence over appointed ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

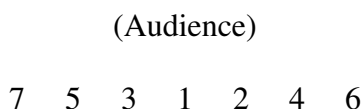
### Non-Lion Dignitaries

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

### Head Table Seating

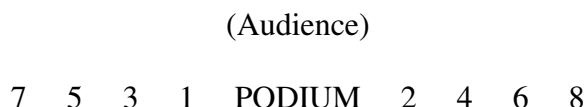
The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (Figure 1). The principal speaker should occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who normally would be the Club President, District Governor, Council Chairperson or International President).

*Figure 1*



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

*Figure 2*



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

### Multi-Head Tables

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

### Head Table Introductions

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

DISTRICT 22-W SOCIAL  
USUAL AND CUSTOMARY INCOME AND EXPENSES

Income: all proceeds from the social program book

Income: all ticket sales

Carry over from last year

Expenses:                Printing of Social Program Book

Expenses:                All expenses of the International Guest or Guests (spouse) which may include:

All meals after picking up at the airport: all breakfasts, all lunches and dinners

Gift basket in room, drinks and snacks in the room

Depending on the arrival date: entertainment and/or tour

Gift presented at Social

Gift in the guest's name to LCIF

Hotel room the entire stay

Expenses:                District Governor and Spouse:

All meals during the entire Social weekend (usually with the guests)

Gift basket in room, same as the guest

Hotel rooms during the entire social depending upon the arrival of the guest

Expenses:                Chairperson of the Social

All meals during the entire Social (starting with the arrival of the guest)

Hotel room during the entire Social (starting with the arrival of the guest)

Expenses:                Decorations Committee

All decorations at the Social

Expenses:                Entertainment

Expenses:                Ticket Chairperson

Printing of the tickets, envelopes and postage for mailing

Expenses:                All meeting rooms (including all meeting rooms and MD22 Council room for Sunday)