

LIONS CLUBS INTERNATIONAL

MULTIPLE DISTRICT 19-F

POLICY MANUAL

REVISED February 2007

THIS DISTRICT 19-F POLICY MANUAL AND ADDITIONAL SUPPLEMENTS WHICH AFFECT ALL CLUBS IN THE DISTRICT SHALL BE MADE AVAILABLE TO THE DISTRICT GOVERNOR, DISTRICT SECRETARY, CABINET MEMBERS, AND ZONE CHAIRPERSONS.

CONTENTS

I	ACTIVITIES-----	1
II	DISTRICT GOVERNOR ELECTIONS-----	1
III	VICE DISTRICT GOVERNOR ELECTIONS-----	1
IV	ZONE CHAIRPERSON-----	2
V	VOTING-----	2
VI	DISTRICT CABINET-----	2-3
VII	ZONE MEETINGS-----	3
VIII	DISTRICT LEM/PR TEAM-----	3
	Leadership-----	4
	Training Chairperson-----	4-5
	Extension-----	5
	Membership-----	5-6
	Women's Membership Development-----	6
	Public Relations-----	7
IX	CONTEST & AWARDS-----	7-8
X	SPRING CONFERENCE-----	8-9
XI	RECORDS-----	9
XII	REVIEW-----	9

I
ACTIVITIES

Programs and Projects approved as District 19-F projects on a continuing basis are: LCIF, C.A.R.E., and Northwest Foundation for Sight & Hearing, and Youth Exchange.

II
DISTRICT GOVERNOR ELECTIONS

District Governor Declaration of Candidacy and Election Procedures:

1. All candidates who meet the requirements for the office of District Governor as established by Lions International Constitution and By-Law, Article IV, Section 6, must submit their declaration of candidacy to be received by the Multiple District office and the District Governor, no later than December 31st of each year.
2. If no candidate has declared in accordance with number 1 above, then a candidate may declare his candidacy, to be received by the Multiple District office and the District Governor, 30 days prior to the District Conference.
3. If no candidate declares under number(s) 1, 2 above, a properly qualified candidate may be nominated from the floor of the conference.
4. If no candidate comes forth from number(s) 1, 2, 3 above, then Lions International Constitution and By-Laws Article III, Section 5 shall be followed. A properly qualified candidate may be declared by the Past District Governors of District F.

III
VICE DISTRICT GOVERNOR ELECTIONS

Vice District Governor Declaration of Candidacy and Election Procedures:

1. All candidates who meet the requirements for the office of Vice District Governor as established by Lions International Constitution and By-Laws, Article IV, Section 7, must submit their declaration of candidacy, to be received by the Multiple District office and their District Governor, no later than December 31st of each year.
2. If no candidate has declared in accordance with number 1 above, then a candidate may declare his candidacy, to be received by the Multiple District office and the District Governor, 30 days prior to the District Conference
3. If no candidate declares under number(s) 1, 2 above, a properly qualified candidate may be nominated from the floor of the conference.
4. If no candidate comes forth from number(s) 1, 2, 3 above, then Lions International Constitution and By-Laws Article III, Section 5 shall be followed. A properly qualified candidate may be declared by the Past District Governors of District F.
5. If the Vice District Governor chooses not to run for the Office of District Governor, in two years after serving as Vice District Governor, they must be elected Vice District Governor again in order to run for District Governor.

**IV
ZONE CHAIRPERSON**

Zone Chairperson Declaration of Candidacy and Election Procedures:

1. All candidates who meet the requirements for the office of Zone Chairperson as established by Lions International Constitution and By-Laws, Article IV, Section 8, must submit their declaration of candidacy, to be received by the Multiple District office and their District Governor, no later than December 31st of each year.

Every Zone Chairperson shall:

1. Be an active member in good standing in their respective club.
2. Be an active member in good standing in their respective Zone.
3. Have served, or will have served at the time of taking office, as President and/or Secretary of a Lions Club for a full term, or major portion thereof, and a member of the Board of Directors for no less than two (2) additional years.
4. Be limited to two terms consecutively

**V
VOTING**

1. Club delegates will be chosen in accordance with Article VI, Section 7 to 10 inclusive of the Multiple District Constitution.
2. Each club in the District, in order to vote, must be in good standing as outlined in Article III, Section 2 of the Multiple District Constitution as of December 31st of the current fiscal year.
3. The immediate Past District Governor currently serving on the Multiple District Council of Governors shall automatically become Chairperson of the District Credentials and Election Committee and shall appoint four (4) members to the committee.

**VI
DISTRICT CABINET**

The District Governor Elect should begin to establish a Cabinet from prospective candidates throughout the District immediately after being elected. All of the offices sanctioned by Lions International should be filled. The Governor elect should take great care to see that those Lions who accept a Cabinet position are willing and capable of fulfilling the requirements of the office. Cabinet offices should not be handed out as rewards or thanks for special favors. District Governor is encouraged to select Cabinet members so they are not serving more than two consecutive years in the same Cabinet position.

After the District Governor Elect has interviewed all of the candidates for the cabinet, appointments should be made and confirmed by the incoming cabinet at the August meeting. These appointments should be listed in the District Governor's first bulletin mailed in the month of July.

Job descriptions for each position is found in MD Policy Manuel Chapter IV

No Cabinet Appointee shall hold more than one District Cabinet Office at anyone time. If the person has a Multiple District 19 Foundation position they can only serve on the Cabinet in that position

CABINET MEETINGS:

The District Governor should schedule Cabinet meetings as soon as possible after taking office and list them in July bulletin.

The first Cabinet meeting should be within 30 days after close of International Convention. (Aug)

The second Cabinet meeting should be 90 days after the first meeting. (Nov)

The third Cabinet meeting should be 90 days after the second, (Feb)

The final cabinet meeting should be at Spring Conference.

VII ZONE MEETINGS

Zone Chairpersons should schedule at least 3 Zone Meetings, two within 30 days following each of the first two Cabinet Meetings. This should conform to the Zone Chairperson's Manual. The above will allow the Zone Chairpersons enough time to coordinate the Zone activities with those of the District Governor and Cabinet.

The final Zone Meeting should be prior to the Spring Conference and should be used to see that all projects have reached their conclusion. It is also a good opportunity to get 100% attendance by all Lions Clubs and their officers. The Zone Chairperson should also have all candidates who wish to run for Zone Chairperson declared, and present at a designated Zone Meeting fixed within the limits of practical planning for electing, either to precede or coincide with the Sub-District (Spring) Conference.

Zone Meetings are the basis of an active and successful Zone. All areas of Lionism should be discussed and promoted. A Zone Chairperson needing assistance should contact the District Governor who will assist to make Zone Meeting a success

VIII DISTRICT LEM/PR TEAM LEADERSHIP, EXTENSION, MEMBERSHIP, PUBLIC RELATIONS

- A. **FACILITATOR: Vice District Governor** will act as the facilitator. Based on the input given by the Team members, he/she will create the meeting agenda and set the date and place for the meeting.
- B. **MEMBERS:** The 19F Leadership, 19F Extension, 19F Membership and 19F Public Relations Chairpersons, and the 19F District Governor, as an Ex-Officio Member. The District Governor Elect shall appoint the members of the LEM/PR Team. All appointments shall be for three years. Applications for all appointments must be into the person making the appointment by April 30th. If there are no applications by that date the existing LEM/PR Team will appoint. The District Governor may replace any LEM/PR Team member if they are not performing their duties up to standards. The Vice District Governor will determine the Standards.
- C. **MEETINGS:** Regularly scheduled meetings of the 19F LEM/PR Team will be held. A LEM/PR Team member or a person selected by the Team will take minutes at the meetings.
- D. **REIMBURSEMENT: LEM/PR TEAM:** Members may be reimbursed for some of their expenses to attend regular meetings and special meetings of the LEM/PR Team as per MD19 Rules of Audit. Others such as Women's Development Chairperson, Training Chairperson, Zone Chairperson and etc. may be reimbursed only if approved by the District F Cabinet prior to the said LEM/PR meeting. The District Cabinet will set the amount of reimbursement and who shall receive the reimbursement for those other than LEM/PR team members.

LEADERSHIP

- A. **NAME: LEADERSHIP**
- B. **PURPOSE:** This is a three (3) year appointment and this position has a three-fold purpose:
1. To have a vision for the District and look for new ideas and programs to bring to the Leadership Team of 19F, to improve the growth and direction of our organization.
 2. To oversee the development of leadership skills in the officers and members of Lions Clubs within 19F. Under the Leadership portfolio, a Training Chairperson will provide classes to teach the necessary skills for District, Zone and Club Officers. Together the Leadership and Training Chairperson will also provide leadership enhancement programs such as Team Building, Conflict Management and Motivation, etc.
 3. Recognize excellent club, zone, district leadership at special Lions' functions and events throughout the year. Oversee the activities and the efforts of Special Events Coordinator, whose position is also under the Leadership portfolio, to provide outstanding and contemporary seminars and speakers at MD19 Forum and Convention.
 4. The Lion assuming the position of Leadership Chairperson will hold no other District office that would compete with the energy and time requirements of his/her three (3) year term.

TRAINING CHAIRPERSON

- A. **NAME: TRAINING CHAIRPERSON**
- B. **PURPOSE:** To work with and assist the 19F Leadership Chairperson with an emphasis on those areas identified under General Responsibilities, Paragraph E.
- C. **SELECTION PROCEDURE:** This is a three (3) year appointment to coincide with 19F Leadership Chairperson's term. The Leadership Chairperson will review the qualifications of the candidates applying and recommend to the District Governor Elect the name of the strongest candidate. The final decision will be made by the District Governor Elect. To provide for a smooth transition, the outgoing Training Chairperson will serve as an advisor and resource person to the new appointee during his/her first year in office.
- D. **QUALIFICATIONS:** This position requires a Lion in good standing who has:
1. Demonstrated leadership abilities above the club level.
 2. A proven track record in developing curriculum and training
 3. Effective interpersonal skills.
 4. Respect and credibility within the Multiple District.
 5. The ability to give an effective presentation before a group.
 6. The willingness and temperament to take directions and guidance from the 19F Leadership Chairperson.
- E. **GENERAL RESPONSIBILITIES:**
1. Assist in the development of curriculum and training of the Zone Chairpersons Elect, Club Officers and Lions in the understanding of the duties of their office and the development of their leadership potential.
 2. Work in cooperation with Lions Clubs International to provide the necessary training for strengthening and developing leadership skills on the District levels.

3. The Lion assuming the position of Training Chairperson will hold no other District office that would compete with the energy and time requirements of his/her three (3) year term.

EXTENSION

- A. **NAME: EXTENSION:** To further the expansion of Lions Service in District 19F through the formation of new Lions Clubs
- B. **SELECTION PROCEDURE:** This is a three (3) year appointment in accordance with Lions Clubs International. The District Governor Elect has the final decision on the appointment of the Extension Chairperson
- C. **GENERAL RESPONSIBILITIES:**
1. All club categories to include Campus Clubs, Club Branches, New Century, Monarch, etc., should be under the direction of the Extension Chairperson. The Extension Chairperson may appoint an assistant as needed.
 2. Participate as a member of the MD19 Leadership, Extension, Membership, Public Relations (LEM/PR) Team to develop and promote programs for the growth of the District. This will involve monthly meetings with this team.
 3. Work with the Multiple District Extension Chairperson, the District LEM/PR Teams and Lions Clubs International to set attainable goals. Offer assistance in achieving those goals.
 4. Identify those areas that can be targeted for the expansion of new Lions Clubs.
 5. Know the proper procedures to follow for extending new clubs and reporting new clubs to LCI and the Multiple District 19 Office once they are organized.
 6. The Lion assuming the position of Extension Chairperson will hold no other District office that would compete with the energy and time requirements of his/her three (3) year term.

MEMBERSHIP

- A. **NAME: MEMBERSHIP**
- B. **PURPOSE:** To help Lions Clubs better serve their communities through provision of advice and enthusiasm related to:
Retention of present members and attracting new members
- C. **SELECTION PROCEDURE:** This is a three (3) year appointment in accordance with Lions Clubs International. The Leadership Chairperson will review the qualifications of the candidates applying and recommend to the District Governor Elect the name of the strongest candidate. District Governor Elect has the final decision.
- D. **GENERAL RESPONSIBILITIES:**
1. Participate as a member of the 19F- Leadership, Extension, Membership, Public Relations (LEM/PR) Team to develop and promote programs for the growth of the district.
 2. Work in harmony with the MD19 Membership Chairperson and Lions Clubs International to achieve membership and extension development goal.
 3. Educate and assist Clubs, Zone Membership Chairpersons, and the District Governor on those methods which are available to them to be used towards increasing and retaining membership.

4. Utilize materials provided by MD19 and Lions Clubs International, or develop own materials of a similar nature.
5. Coordinate and provide leadership and leadership training skills for strengthening and development of membership.
6. Develop realistic and achievable 19F membership goals.
7. Develop a networking program of communications with guidelines which would assist and enhance the efforts of various Club and Zone Membership Chairpersons.
8. The Lion assuming the position of Membership Chairperson will hold no other office that would compete with the energy and time requirements of his/her three (3) year term.

WOMEN'S MEMBERSHIP DEVELOPMENT AND PARTICIPATION

- A. **NAME:** WOMEN'S MEMBERSHIP DEVELOPMENT AND PARTICIPATION COMMITTEE
- B. **PURPOSE:** To work with and assist the 19F Membership Chairperson with an emphasis on the retention and recruitment of women members.
- C. **SELECTION PROCEDURE:** This is a three (3) year appointment.
- D. **QUALIFICATIONS:** This position requires a Lion in good standing who has:
 1. Demonstrated leadership abilities above the club level.
 2. A proven track record in recruitment and retention work (or similar experience) that may be applied to the recruitment and retention of women.
 3. Knowledge of/or a strong willingness to learn the fundamentals of marketing, promotion and mass communication, as they relate to membership recruitment and retention of women.
 4. The ability to promote the benefits of Lions to potential women members with a variety of interests and backgrounds.
 5. Effective interpersonal skills.
 6. Respect and credibility within the District.
 7. A strong, positive attitude and understanding of the need for women in Lions Clubs.
 8. The ability to give an effective presentation before a group.
 9. The willingness and temperament to take directions and guidance from the 19F Membership Chairperson.
 10. The willingness to experiment with new approaches to recruitment and retention.
 11. Preferably a woman, the Lion assuming the position of Women's Membership Development and Participation Chairperson will hold no other office that would compete with the energy and time requirements of his/her three (3) year term.

PUBLIC RELATIONS

- A. **NAME: PUBLIC RELATIONS**
- B. **PURPOSE:** To encourage the dissemination of accurate information regarding Lions Clubs Objects, Lions Code of Ethics, Lions Motto, service activities of Lions Clubs, and the various projects of Lions Clubs and their membership, both locally and worldwide.
- C. **SELECTION PROCEDURE:** This is a three (3) year appointment. The District Governor elect has the final decision on the appointment of the Public Relations Chairperson.
- D. **GENERAL RESPONSIBILITIES:**
1. Participate as a member of the 19F Leadership, Extension, Membership, Public Relations (LEM/PR) Team to develop and promote programs for the leadership growth of the multiple district. This will involve monthly meetings with this team.
 2. Provide information regarding the importance of the history and organizational structure of Lionism and the significance, of our motto, 'We Serve'. Promote the proper recognition, use and respect for our Lions Clubs International emblem.
 3. Assist in the training of Lions Club officers, Zone Chairpersons, and District Governors for the development of programs to promote their activities within their particular communities and District 19F. Utilize materials provided by Lions Clubs International, and also develop materials which are applicable to our own situation.
 4. Provide articles and pictures to 'The Lion' magazine and the MD19 Border Crossing to promote District 19F, Zone, Club and community activities. Encourage, and promote, media coverage of Lions Clubs, Zone and District activities.
 5. Encourage convention attendance, club visitations, club brochures and bulletins, and the interchange of club bulletins.
 6. Assist the Multiple District staff in the promotion and production of the 'Border Crossing'.
 7. As part of the 19F LEM/PR Team, communicate on a regular basis with the Vice District Governor.
 8. The Lion assuming the position of Public Relations Chairperson will hold no other District office that would compete with the energy and time requirements of his/her three (3) year term.

IX CONTEST & AWARDS

The District will participate in Contests and Awards as developed by MD 19. Club officers should read and understand the Contest and Awards Rule Book. Start immediately to build up a good Contests and Awards program.

At their discretion, the District Governors may have additional contest and awards.

DISTRICT LION OF THE YEAR:

1. The District F Lion of the Year shall be awarded to a Lion who, during his/her years of service, has shown outstanding leadership abilities, is dependable, willing, enthusiastic, and is dedicated to the Lions' motto, WE SERVE.
2. The award shall be made at the District Spring Conference in March.
3. The district contests run each fiscal year, July 1st through the month prior to the District Conference.
4. Candidates for District Lion of the Year are selected from resumes sent by the clubs to the District Governor no later than one month prior to spring conference each year. The District Governor will select a committee which will submit their selections to the District Governor no later than one month prior to Spring Conference.
5. If there are no eligible candidates, this award does not have to be presented.

**X
SPRING CONFERENCE**

The date of District 19F's Spring Conference shall be in the month of March. It is hoped that the District Governor will be able to coordinate with other districts in the Multiple District so that conference dates do not conflict. The avoidance of conflicts will allow the Council Chairman, Executive Secretary, and other District Governors to attend as many Spring Conferences as they may choose.

CONFERENCE SITE SELECTION

1. The District Governor Elect shall call for bids at the close of the Spring Conference.
2. Bids must be received by the District Governor Elect no later than April 30th of the year of his election.
3. The Conference Chairman and site shall be selected by the District Governor Elect no later than the MD Convention.
4. One Club shall be designated as the HOST CLUB, and other clubs in the area may join with the Host Club in sponsoring the Conference.
5. As soon as the City and Host Club are selected, the facilities such as hotels, motels, and meeting rooms must be reserved.

CONFERENCE COMMITTEE: Members of the Host Club, or combined committee taken from the clubs in the City-area or Zone.

DUTIES OF CONFERENCE CHAIRMAN

1. Host Club shall submit a suggested budget to the District Governor and the cabinet, in detail, showing all expenditures anticipated.
2. Have one person responsible to OK expenditures. (Conf. Chairman)
3. Tickets for meals should cover only the actual cost of the meal, plus tax and gratuity.10
4. Cost of rooms for all events-meetings. Most hotels and motels do not charge for these rooms. Check before preparing budget
5. Get firm cost figures for printing programs, flowers, decorations, public address systems, rentals, badges, postage, etc.
6. Cost of extra entertainment should be approved by the District Governor and Cabinet.
7. Determine cost of all complimentary tickets, rooms, meals, etc.
8. Cost of gifts for International guest and spouse.
9. No soft drink or alcoholic beverages are to be provided.

INFORMATION NEEDED BY MD19 OFFICE IMMEDIATELY AFTER CONFERENCE:

1. List of those club officers in attendance. (Presidents and Secretaries)
2. Financial statement
3. List of winners of the Contest
4. Name and address of Zone Chairman Elect
5. Name and address of District Governor Elect
6. Name and address of Vice District governor Elect

When booking a Conference into a hotel, the Conference Chairman should get up at least five free rooms for special guests. Don't be afraid to ask for other needed free items. Rooms for the District Governor and spouse, Conference Chairman and spouse, International Guest and spouse, Council Chairman and spouse, Executive Secretary and spouse, as well as meal tickets, for all functions, should be furnished gratis. Rooms for the visiting District Governors are not to be complimentary. A guest registration fee can and should be charged. A LIONS registration fee must be charged, and /or some other means established to provide the necessary funds to make the Conference SELF-SUPPORTING.

**XI
RECORDS**

The District Governor will keep good records and pass them on to their successor(s) prior to, or at, the Banner Passing Ceremony.

Pass on the MMR & VAD reports, Cabinet Minutes, Financial Statements, and other information from Lions Clubs International, so the Incoming District Governor can review them and make their self familiar with each club. It is also suggested that you provide a brief review of each club. Let the new District Governor know who the workers are and where they are located. Don't expect your successor to know everything there is to know about the District.

**XII
REVIEW**

This Policy Manual should be reviewed by a 3-member review committee. Each District Governor will appoint one new member to review committee who will be consented to by a simple majority of the District Cabinet at their first meeting. Each member of the review committee will serve a total of three years. In a round-robin fashion; such that one member will have 1 year (the chairman), a second member will have 2 years left, and finally, the third person who will have 3 years left.

The Policy Manual may be reviewed every year and must be reviewed every three years. Amendments to the Policy Manual will be presented to the District Cabinet for consideration. A simple majority of the members present at any cabinet meeting is needed to amend the District F Policy Manual