

**LIONS CLUBS INTERNATIONAL**

MULTIPLE DISTRICT 19-F

POLICY MANUAL

REVISED APRIL 28, 2011

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

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## ACTIVITIES

Programs and Projects approved as District 19-F projects on a continuing basis are: LCIF, C.A.R.E., and Northwest Foundation or 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 Clubs International, and the **MD19** Constitution and By-Laws, 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 31<sup>st</sup>. of each year.
2. If no candidate has declared in accordance with number 1 above, then a candidate may declare his/her candidacy, to be received by the Multiple District office and the District Governor, 30 days prior to the District Conference.
3. If no candidate has declared in accordance with number 1, 2 above, a properly qualified candidate may be nominated from the floor at the **Opening Session of the District F Spring Conference.**
4. If no candidate comes forth from number(s) 1, 2, 3, above, then Lions Clubs International Constitution and By-Laws, **Article VIII, Section 6, Paragraphs D. & E** 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 Clubs International, and **the MD19** Constitution and By-Laws, Article IV, Section 7, must submit their declaration of candidacy, to be received by the Multiple District 19 office, District Governor, and **Vice District Governor.** no later than December 31<sup>st</sup>. of each year.
2. If no candidate has declared in accordance with number 1 above, then a candidate may declare his/her candidacy, to be received by the Multiple District 19 office, District Governor, and **Vice District Governor** 30 days prior to the **District F** Spring Conference.
3. If no candidate has declared in accordance with number 1, or 2 above, a properly qualified candidate may be nominated from the floor **at the opening session of District F** Spring Conference.

4. If no candidate comes forth from number(s) 1, 2, or 3 above, then Lions Clubs International Constitution and By-Laws, **Article VIII, Section 6, Paragraphs D, and E**, shall be followed. A properly qualified candidate may be declared by the past District Governors of District F.
5. If a Vice District Governor chooses not to run for the office of District Governor, within two years after serving as Vice District Governor, then 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 Clubs International, and **MD19** Constitution and By-Laws, Article IV, Section 8, must submit their declaration of candidacy, to be received by the Multiple District 19 office, District Governor, and Vice District Governor, no later than December 31<sup>st</sup>. 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 Zone.
3. Have served, or will have served at the time of taking office, as President, and/or Secretary in a Lions Club for a full year, 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 (2) terms consecutively.

#### V

#### VOTING

1. Club delegates will be chosen in accordance with, MD19 Constitution and By-Laws, Article VI, Section 7 to 10 inclusive.
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 19 Constitution and By-Laws as of December 31<sup>st</sup>. 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 officers sanctioned by Lions Clubs International should be filled. The District Governor Elect should take great care to see that those Lions who accept a cabinet position are willing and capable of filling the requirements of that office. Cabinet Offices SHOULD NOT be handed out as rewards or thanks for special favors. The District Governor Elect is encouraged to select cabinet members so they are not serving more than two consecutive years in the same Cabinet position. **The exception to this rule is the District LEM/PRR (GMT/GLT) team who will serve three (3) year terms.**

After the District Governor Elect has interviewed all of the candidates for the cabinet, these appointments **shall be confirmed and sent to the Multiple District office no later than the 30<sup>th</sup>. Of May each year for entry into the Multiple District 19 Roster.**

**All Cabinet appointments shall be listed in the District Governors first News Bulletin sent out in the month of July each year.**

Job descriptions for each position is found in the MD 19 Policy Manual, Chapter IV

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

### CABINET MEETINGS

1. The District Governor shall schedule their Cabinet Meetings as soon as possible after taking office, and listing them in their July News Bulletin.
2. First Cabinet Meeting should be within 30 days of the close of the International Convention. (Aug)
3. Second Cabinet Meeting should be 90 days after the first Cabinet Meeting. (Nov)
4. Third Cabinet Meeting should be 90 days after the second Cabinet Meeting. (Feb)
5. Final Cabinet Meeting should be held at the Spring Conference. (March)

## 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 with the Zone Chairperson's Manual. The above will allow the Zone Chairperson 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

presented at a designated Zone Meeting fixed within the limits of practical planning for electing, either to precede or coincide with the 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 Meetings a success.

## VIII

### DISTRICT F SUPPORT TEAM (GMT/GLT)

**GMT** Extension, Membership, Public Relations, Retention

**GLT** Leadership, Training, Special Events Coordinator

- 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 meetings.
- B. MEMBERS:**
- C.** Districts 19F Leadership, 19F Extension, 19F Membership, 19F Public Relation, 19F Retention Chairpersons, and the 19F District Governor, as an Ex-officio Member. The District Governor Elect shall appoint the members of the 19F District Support Team (GMT/GLT) team. All appointment shall be for three (3) years. Applications for these appointments shall be presented to the District Governor Elect on or before April 30<sup>th</sup>. Of each year. If there are no applications by that date the District Governor Elect, with the assistance of the existing District F Support Team. (GMT/GLT) Team will make the appointments. The District Governor may replace any District F Support Team (GMT/GLT) Team member if they are not performing their duties up to standard. The Vice District Governor will determine the standards.
- D. MEETINGS:**
1. Regularly scheduled meetings of the 19F District Support Team. (GMT/GLT) Team will be held. **A District F Support Team. (GMT/GLT)** Team member, or a person selected by the team will take minutes at the meetings.
  2. **There will be Scheduled Districts D, E, & F Kick-Off Meetings in May or June, and Districts D, E, & F Half Time Meetings in January or February with the Multiple District 19 Support Team (GMT/GLT) team. Dates, time, and location will be determined by the sponsoring District each year. Sponsorship for these meetings is on a rotating basis.**
  3. **REIMBURSEMENT: DISTRICT F SUPPORT TEAM, (GMT/GLT) TEAM:** Members may be reimbursed for some of their expenses to attend regular meetings and special meetings of the District F Support Team. (GMT/GLT) Team as per MD19 Rules of Audit. Others such as the Special Events Coordinator

**Chairperson, Training Chairperson,** Zone Chairpersons, and etc. may be reimbursed only if approved by the District F Cabinet prior to the said **District F Support Team, (GMT/GLT)** Meeting. The District Cabinet will set the amount of reimbursement and who shall receive the reimbursement for those other than **District F Support Team, (GMT/GLT)** 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 offices and members of Lions Clubs within 19F. Under the Leadership portfolio, a Training Chairperson will provide classes to teach the necessary skills to District, Zone, and Club Officers. Together the Leadership and Training Chairpersons will also provide leadership enhancement programs such as Team Building, Conflict Management and Motivation, etc.
3. Recognize excellent clubs, Zones, district leadership at special Lions functions and events throughout the year. Oversee the activities and efforts of the Special Events Coordinator Chairperson, whose position is also under the Leadership portfolio, to provide outstanding and contemporary Seminars, and Speakers for the District Spring Conference, and District Events.
4. The Lion assuming this position will hold no other District offices that would compete with the energy and time requirements of his/her three (3) year term.

**C. SELECTION PROCEDURE:** **This is a three (3) year appointment in accordance with Lions Clubs International. The District Governor Elect, will review any applicants from the District for this position. The District Governor Elect has the final decision for this position.**

**D. QUALIFICATIONS:** **A Lion in good standing who has:**

1. **Demonstrated leadership abilities above the club level.**
2. **The ability to set clear goals and work to their completion.**
3. **Work closely with other team members.**
4. **Be able to do presentations in front of a group.**
5. **The ability and desire to work with the Md19 Leadership Team.**
6. **Willingness to attend District F Support Team, (GMT/GLT) meetings, and the District Governors Cabinet Meetings.**

7. Demonstrate enthusiasm and motivation to do a good job.

**E. GENERAL RESPONSIBILITIES:**

1. Develop good working relationship with District Team Leaders.
2. Communicate on a regular basis with District Team Leaders.
3. Participate with the District F Support Team, (GMT/GLT) Team to develop and promote programs for Leadership growth in District 19F.
4. Attend MD19 D, E, & F Kick-Off, and Half-Time meetings to develop and set District Leadership Goals.
5. Oversee the activities of the Training Chairperson and the Special Events Coordinator Chairperson, who fall under the Leadership Chairpersons portfolio.
6. Utilize material provided by Lions Clubs International, Multiple District 19, or develop material specifically for the needs of District 19F.

**SPECIAL EVENTS COORDINATOR**

**A. NAME: SPECIAL EVENTS COORDINATOR**

**B. PURPOSE: To work with, and assist the District Leadership Chairperson with an emphasis on those areas identified under General Responsibilities.**

**C. SELECTION PROCEDURE: This is a three (3) year appointment to coincide with the District Leadership Chairperson's team. The Leadership Chairperson will review the applications for this position, and make recommendations to the District Governor Elect of the best qualified candidate for the position. The District Governor Elect has the final decision.**

**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 arranging, promoting and overseeing workshops, seminars, and other forms of leadership events.
3. A knowledge of proper protocol with regards to International Guests election procedures, etc.
4. Effective interpersonal skills.
5. Respect and credibility within the district.

6. **The ability to give an effective presentation before a group.**
7. **The willingness to take direction and guidance from the Leadership Chairperson and the District Governor, Vice District Governor, and District F Support Team, (GMT/GLT) Team.**

**E. GENERAL RESPONSIBILITIES:**

1. **Arrange for workshops and seminars as well as presenters, and moderators for the District Spring Conference, and special events.**
2. **Arrange for round table discussion sessions for Presidents, Vice Presidents Secretaries, Treasurer's, and or other officers when needed in or district.**
3. **Promote by example and training good protocol with regards to International guests, and election procedures, etc.**
4. **Assist the District Governor in the selection of speakers and seminars for the Spring Conference, or special events.**

**TRAINING CHAIRPERSON or CO-CHAIRPERSONS**

**A. NAME: TRAINING CHAIRPERSON, OR CO-CHAIRPERSONS:**

**B. PURPOSE:** To work with and assist the 19F Leadership Chairperson with an emphasis on those area's identified under General Responsibilities.

**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 candidates. **(This could be a Co-Chair position, one candidate for the East side of the District, and one candidate for the West side of the District.** 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, **or Lions,** 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 19.
5. The ability to give an effective presentation before a group.
6. The willingness and temperament to take direction and guidance from the 19F Leadership Chairperson.

**E. GENERAL RESPONSIBILITIES:**

1. Assist in the development of curriculum and training of the Zone Chairpersons, Elected Club Officers, **(Presidents, Vice Presidents, Secretaries, Treasurer's, Tail Twisters, Lion Tamers, Membership Chairperson's, and Board of Directors)** and Lions in the understanding of the duties of their office and the development of their leadership potential.
2. **With the assistance of the Zone Chairperson, set up Club Officer Training classes, listed in number one (1) above, no later than the 30<sup>th</sup>. of June for the newly elected officers for their year in office starting July 1. This training should take place within that Zone Chairpersons Zone. Date, Time, and Location shall be determined by each Zone Chairperson in their Zones.**
3. Work in cooperation with Lions Clubs International to provide the necessary training for strengthening and developing leadership skills on the District levels.
4. The **Lions** assuming this position of Training Chairperson, **or Co-Chairpersons**, will hold no other District office that will compete with the energy and time requirements of **their** three (3) year term.

**EXTENSION**

**A. NAME: \_\_\_\_\_ EXTENSION:**

**B. PURPOSE:** To further the expansion of Lions Service in District 19F through the formation of new Lions Clubs.

**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.** The District Governor Elect has the final decision on this appointment.

**D. QUALIFICATIONS: A Lion in good standing who has:**

1. **Demonstrated leadership ability above the club level.**
2. **The ability to do a presentation before a group.**
3. **The willingness to communicate with the District, and Multiple District Support Team, (GMT/GLT Teams).**
4. **The willingness to attend MD19 D, E, & F, Kick-Off & Half Time meeting each year.**
5. **The Willingness to attend District 19F scheduled Cabinet meetings.**
6. **The willingness to commit time and resources to reach goals for extension.**

**E. 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 **District 19F Support Team, (GMT/GLT) Team** to develop and promote programs for the growth of the District. This will involve regular scheduled meetings with this team.
3. **Participate in the annual D, E, & F Kick-Off, and Half Time Meetings with the Multiple District 19 Support Team, (GMT/GLT) Team** to set attainable goals, and 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 procedure to follow for extending new clubs and reporting new clubs to Lions Clubs International and Multiple District 19 Office once they are organized.
6. The Lion assuming this position will hold no other District office that would compete with the energy and time requirements of his/her three (3) year term.

#### **MEMBER**

- 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 PROCEDURES:** 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. The District Governor Elect has the final decision for this appointment.
- D. **QUALIFICATIONS:** **A Lion in good standing who has:**
  1. **Demonstrated leadership ability above the club level.**
  2. **Sponsored more than two members.**
  3. **An understanding of the Lions Clubs International, and the Multiple District 19 Constitution and By-Laws, and a knowledge of the MD19 Policy Manual.**
  4. **The ability present a presentation in front of a group.**
  5. **The willingness to attend District 19F Cabinet Meetings.**
  6. **The willingness to attend MD19 scheduled D, E, & F Kick-Off , and Half Time meetings.**
  7. **The willingness to encourage membership growth in District 19F.**

**E. GENERAL RESPONSIBILITIES:**

1. Participate as a member of the 19F District Support Team, (GMT/GLT) Team to develop and promote programs for the growth of the District. This will involve regular scheduled meetings with this team.
2. **Participate in the Annual D, E, & F Kick-Off and Half Time Meetings with the Multiple District 19 Support Team, (GMT/GLT) Team**, to set attainable goals.
3. Educate and assist Clubs, Zone Membership Chairpersons, the District Governor **and the Vice District Governor**, on those methods which are available to them to be used toward increasing and retaining members.
4. Utilize material provided by Lions Clubs International, Multiple District 19, or develop material of a similar nature.
5. Coordinate and provide leadership training skills for strengthening and development of membership.
6. Develop realistic and achievable District 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 this position will hold no other district 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 Object, Lions Code of Ethics, Lions Motto, service activities of Lions Clubs, and the various projects of Lions Clubs and their membership both local and worldwide.

**C. SELECTION PROCEDURES:**    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. The District Governor Elect has the final decision for this appointment.

**D. QUALIFICATIONS:    A Lion in good standing who has:**

1. **Demonstrated leadership ability above the club level.**
2. **Demonstrate the ability to communicate in the areas of, Advertisements, Announcements, Writing and preparing Flyers, etc., and working with the clubs in District 19F in all areas of Public Relations.**
3. **The willingness to attend District 19F Cabinet meetings.**

4. **The willingness to attend MD19 scheduled D, E, & F Kick-Off, and Half Time meetings.**
5. **The ability to do a presentation in front of a group.**
6. **The willingness to work in a group setting, and work with an open mind for new ideas.**

**E. GENERAL RESPONSIBILITIES:**

1. Participate as a member of the **District 19F Support Team, (GMT/GLT)** Team to develop and promote programs for the leadership growth of District 19F. This will involve regular scheduled 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 Clubs Officers, Zone Chairpersons, District Governors, **Vice 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, Multiple District 19, and also develop materials which are applicable to our own situation.
4. Provide articles and pictures to 'The Lions' Magazine and the Multiple District 19 Board Crossing to promote, or Zones and our Clubs activities, in District 19F.
5. Encourage Convention, and Conference 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 Boarder Crossing.**
7. **As part of the 19F LEM/PRR Team, communicate on a regular basis with the Vice District Governor.**
8. The Lion assuming this position will hold no other District office that will compete with the energy and time requirements of his/her three (3) year term.

**RETENTION**

- A. **NAME: \_\_\_\_\_ RETENTION:**
- B. **PURPOSE: To work with and coordinate information with the Membership Chairperson to identify true reasons of Lions resignations, and to seek means to prevent drops in cases which may be prevented by finding solutions of common simple problems.**
- 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. If there are no**

**candidates for this position, it is the duty of the District Governor Elect to appoint a person for this position. The District Governor Elect has the final decision.**

**D. QUALIFICATIONS: \_\_\_\_\_ A Lion in good standing who has:**

1. **Demonstrated leadership ability above the club level.**
2. **An understanding of the Lions Clubs International, and Multiple District 19, Constitution and By-Laws, and the Multiple District 19 Policy Manual.**
3. **Demonstrated leadership skills in speaking, organization, goal setting, and team playing.**
4. **An open mind for new ideas.**
5. **Be willing to commit personal time where required.**
6. **Be willing to attend meetings or appoint a representative to attend in his/her place.**

**E. GENERAL RESPONSIBILITIES:**

1. **Participate as a member of District 19F Support Team, (GMT/GLT) Team to develop and promote programs for the growth of District 19F. This will involve regular scheduled meetings with District 19F Support Team, (GMT/GLT) team, and three District 19F Cabinet meeting.**
2. **Work in harmony with Lions Clubs International, Multiple District 19 Retention Chairperson, District 19F Support Team, (GMT/GLT) team, and the clubs in District 19F to achieve membership and Retention goals.**
3. **Assist clubs in District 19F on methods which are available to them to use toward increasing and retaining membership.**
4. **Utilize material provided by Lions Clubs International, Multiple District 19, and/or develop own material of similar nature.**
5. **Develop realistic and achievable District Retention Goals.**
6. **Develop and pass on networking and communication programs with guidelines which will assist and enhance the efforts of future Retention Chairpersons for positive membership growth.**
7. **Coordinate and provide leadership skills for strengthening and development of Retention.**
8. **Attend Multiple District 19 Support Team, (GMT/GLT) Kick-Off meetings in May or June, and their Half Time meetings in January or February with Districts D, E, & F, Support Team, (GMT/GLT) teams.**
9. **The Lion assuming this position will hold no other District office that would compete with the energy and time requirements of his/her three (3) term of office.**

## IX

### CONTEST & AWARDS

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

At their discretion, the District Governor may have additional Contests and Awards.

#### **A. DISTRICT LION OF THE YEAR:**

1. The District 19F Lion of the Year shall be awarded to a Lion who, during his/her year 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 presented at the District 19F Spring Conference in March of each year.
3. The District Contests run each fiscal year, July 1<sup>st</sup>. through the month prior to the District Spring Conference.
4. Candidates for District Lion of the Year are selected from resumes sent by the clubs to the District Governor no later than Two months prior to the Spring Conference each year. The District Governor will select a committee which will submit their selection to the District Governor no later than one month prior to the Spring Conference.
5. If there are no eligible candidates, this award does not have to be presented.

## X

### SPRING CONFERENCE

The date of the District 19F 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 19 so that conference dates do not conflict with each other. The avoidance of conflicts will allow the Council Chairperson, Executive Secretary Treasurer, and other District Governors to attend as many Spring Conferences as they may choose.

#### **A. 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 30<sup>th</sup>. Of the year of his/her election.
3. The Conference Chairperson, and the Conference site shall be selected by the District Governor Elect, no later than May 1<sup>st</sup>. of the year of his/her election.

4. One club shall be designated as the HOST CLUB, and other clubs in the area may join in with the Host Club in sponsoring the Conference.
5. As soon as the City and Host Club are selected, the facilities such as hotel, motels, and meeting rooms must be reserved, and meal arrangements for the Conference put in place.

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

**C. DUTIES OF THE CONFERENCE CHAIRPERSON:**

1. A suggested budget shall be submitted to the District Governor and the cabinet, in detail showing all Expenditures anticipated.
2. Have one person responsible to OK Expenditures. (Conference Chairperson)
3. Price for the meals shall cover only the actual cost of the meal plus tax and gratuity.
4. Cost of meeting rooms. Most hotels 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, awards, postage, etc.
6. Cost of extra entertainment should be approved by the District Governor and the 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.

**D. INFORMATION NEEDED BY MD19 OFFICE IMMEDIATELY AFTER CONFERENCE:**

1. A list of all club officers in attendance. ( Presidents & Secretaries)
2. Financial statement.
3. List of the winners of the Contests.
4. Names and addresses of all Zone Chairperson Elects.
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 Chairperson 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 Chairperson and spouse, International Guest and spouse, Council Chairperson and spouse, Executive Secretary Treasurer and spouse, as well as meal tickets for all functions, shall 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 selves 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

### PAST DISTRICT GOVERNOR'S PIN

#### **CHECK LIST FOR REIMBURSEMENT OF THE Past District Governors Pin being paid out of District Account.**

**The following Items must be completed before he/she receives the P.D.G. Pin:**

1. The District Governor's "Banners" must be presented to the incoming District Governor on or before the first Cabinet Meeting.
2. The District Governor's Banner must be embroidered by the outgoing District Governor with the incoming District Governor's Name, Home Club, and year of service.
3. Awards to the **(District, Clubs, and Individuals)** presented at the Multiple District 19 Fall Annual Convention, must be presented by the Immediate Past District Governor or his/her Designee.
4. All Conference expenses, and District expenses from the prior year must be paid in full.
5. All District Records must be passed on to the New District Governor on or before the first Cabinet Meeting.

When all items have been completed, the current District Governor will review and order the Past District Governor's Pin.

**NOTE: This will be paid for from the Districts Operations Account if funds are available.**

## XIII

## **REVIEW**

The Policy Manual should be reviewed by a three 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 three (3) year term. This committee will rotate such as the first member one (1) year (Chairperson), Second member two (2) years, and the third member three (3) years.

The Policy Manual may be reviewed each year and must be reviewed every three (3) 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 19F Policy Manual.