

POLICY MANUAL

MULTIPLE DISTRICT N



ADOPTED MAY 2008

Amended to May 14, 2011

TO THE LIONS / USERS OF THIS MANUAL:

This Multiple District N "Policy Manual" is designed to be a guideline for the officers of the Multiple District and its Lions. This Manual does not supersede the Constitution and By-Laws of our Multiple District nor is it meant to change or amend it.

Hopefully, this Manual will prove to be a valuable asset for the officers of our Multiple District N. It is hoped that it will give the necessary information so that the business of our Multiple District will be conducted more efficiently and LIONISM will be strengthened.

Obviously, this Manual will have to be amended from time to time to reflect our needs and changes which will take place in our Multiple District.

This document is meant to be gender neutral.

This Multiple District Manual, which has been forged from the Multiple District 41 policy manual, may be the cornerstone of what will become a complete valuable guide in the management of our Multiple District.

Suggestions for its betterment are welcomed and should be passed to the Multiple District Council.

May 2008 - POLICY MANUAL COMMITTEE.

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1. ELECTION OF COUNCIL CHAIR AND COUNCIL SECRETARY-TREASURER

- A} Subject to Article V, Section 1 of the Constitution, any Candidate for the office of Council Chair or Council Secretary-Treasurer shall deliver (by mail or in person to the Council Secretary-Treasurer) written notice of their intention to seek the office of Council Chair or Council Secretary-Treasurer no less than **thirty (30)** days prior to the convening date of the Multiple District Convention. The Candidate(s) must be nominated by a sitting District Governor and must be elected by a majority vote of the delegates at the MD N Convention as defined in Article V, Section 1a) of the Constitution.
- B} In the event of a tie vote for candidates with the least number of votes, a run-off election for those candidates only, shall be held to determine which candidate(s) shall proceed to the next ballot.
- C} **Anything pertaining to the nomination and election of the Council Secretary-Treasurer is suspended temporarily for a period of two years, from July 1st 2012 to June 30th 2014 and replaced by a Semi-Permanent position of Secretary-Treasurer, for a two year trial period, as detailed in Article V of the MDN Constitution and Appendix "M" of the MDN Policy Manual.**

2. DUTIES OF COUNCIL CHAIR

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

- A} To ensure that each Incoming District Governor nominates their members for all Multiple District Committees for presentation at the first Council meeting and that elections for Committee Chairs, as necessary, be held at that meeting. In the event that the Council at its first meeting does not elect a Chair for any of the Multiple District Committees, then the Council Chair shall have the authority to appoint:
- B} It shall be the responsibility of the Council Chair to prepare the agenda, in consultation with the Council Secretary-Treasurer, for each Council meeting and circulate same to all members of the Council, all VDGs, PIDs, MD Chairs and to other persons included on the agenda not less

than twenty (20) days in advance of the meeting as regulated by Section 5 - Meetings, of Article V of the Constitution.

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

- i) Notifying the Council Chair not less than thirty (30) days prior to the Council meeting;
 - ii) Under item one of the agenda which shall be "approval of the agenda".
- C} In consultation with the sitting International Director or most recent past International Director, secures a guest speaker for the Fall Conference and for the Multiple District Convention not less than one year in advance.
- D} To designate the Governors who will chair various Multiple District functions at the Multiple District Convention. Normally, the District Governor of the host Sub-District will chair the banquet at the Fall Conference and the International banquet at the Multiple District Convention.
- E} To assist the Council Secretary-Treasurer with the financial transactions when requested.
- F} Organize the Multiple District N participation in the International Parade, including arranging for the flags and banners to be present, and such other details as requested by the Council of Governors.
- G} Arrange for a room for Multiple District N to hold its caucus meeting at the appropriate time and place at the International Convention.
- H} Arrange reception or any other meetings, functions or meals as may be requested by the Council of Governors for the Multiple District N delegates or alternates attending the International Convention.
- I} **To attend the first meeting of the Incoming Council to provide continuity.**

3. DUTIES OF THE COUNCIL SECRETARY-TREASURER

In addition to the duties and responsibilities as defined in the Multiple District Constitution under Article V, VII (section 9), IX (section 2), XIV and in the Multiple District By-Laws under Article III (sections 3 & 6), the Council Secretary-Treasurer shall be responsible for the following items:

- A} All reports submitted to the Council by any member of the Council, by the Chair of the Multiple District Committees, by the Council Secretary-Treasurer and any other reports submitted to the Council must be forwarded to the Editor of the LIONS N-FORMER in time for official publication in the next succeeding issue.
- B} To see, in conjunction with the Constitution & By-Laws Committee Chair, that the Policy Manual of Multiple District N is kept updated regularly and that copies are provided to all members of Council and to the Chairs of the Multiple District Committees each year.
- C} Shall be responsible for all Multiple District property and records. The Council Secretary-Treasurer shall turn over, as required, to Multiple District Chairs, obtain receipt for same and ensure that all properties and records are returned following their use.
- D} All Multiple District records and properties shall be turned over to his/her successor as quickly as possible, but not later than August 1st.
- E} Multiple District financial records and documents shall be kept and stored in accordance with the Storage and Archiving Policy in this manual. (Appendix "F")
- F} To transfer to the incoming Council Secretary-Treasurer the sum of \$5,000.00 from Administration Funds to enable the new Council to cover legitimate expenses incurred up to the turning over of all MD records. Such transfer shall be effected at the meeting of the new Council immediately following the close of the MD Convention.

4. INVESTMENTS

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

5. GIFTS

- A} Recognition plaques shall be purchased by the Multiple District annually for presentation to the outgoing Council Chair and Council Secretary-Treasurer. The Council Secretary-Treasurer will be responsible to order and prepare these for presentation.

- B} Gifts for the guest speakers at the Fall Conference and the Multiple District Convention shall be purchased by the Convention Chair from the convention budget up to a maximum of \$250 for each occurrence. Gifts to be representative of the Multiple District or area if possible.
- C} The Council Chair shall be responsible to select and buy a gift for the Multiple District Convention Chair. This expenditure not to exceed \$150.00 will come from the Administrative budget.

6. DISTRICT GOVERNORS ELECT SEMINAR

The Council Chair shall ensure that a Governors-Elect and Vice District Governors Elect (and their spouse or guest) seminar is conducted at the Multiple District Convention with the assistance of such members of Council and Multiple District Chairs as he/she deems appropriate. The Council Chair shall also attempt to ensure that an International Staff Representative is available to assist. In conjunction with this seminar, the Council Secretary-Treasurer shall ensure that an updated Multiple District N Constitution, By-Laws, MDN Rules of Audit and Policy Manual is available for each Governor and Vice District Governor Elect.

7. FUND RAISING

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

8. CONVENTION AND CONFERENCE SITES

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

9. DRESS CODE

- A} The **Council of Governors** shall wear white dinner jackets at the International Night Banquet and District Governor Elect Banquet of the Multiple District Convention and the Fall Conference. They shall wear their blue/grey outfits at the Necrology Service, Council meetings and Multiple District Business sessions.
- B} At Banquets of the Multiple and Sub-Districts, the **Past District Governors and Past International Directors** shall have the option

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

10. PROTOCOL

- A) Head table seating at all Multiple District banquets shall be according to the attached diagram attached to this Policy Manual as Appendix "B" (provided by Lions International) and local custom, and shall include:
 - i) All District Governors and spouses, Council Chair, Council Secretary-Treasurer and spouses, Guest Speaker and spouse, and Convention Chair and spouse;
 - ii) When space allows, Past International Officers and spouses may be seated at the head table;
 - iii) When space allows, the Senior Leo Officer from the host District and their spouse or escort may be seated at the head table;
 - iv) At all Multiple District banquets, reserved tables shall be provided for Past District Governors, spouses of deceased Past

District Governors, and Past International Officers. Spouses or escorts of the above shall be included at the reserved seating;

- v) The verbal recognition of Head Table guests and others is the responsibility of the banquet Chair and the Guest Speaker only. All other speakers shall recognize the chair only;
- vi) Non-Head Table guests (PDG's etc.) shall be recognized in groups, rather than individually;
- vii) To follow as closely as reasonably possible the Protocol Guidelines as are attached to this Policy Manual as Appendix "A".

11. RECEPTIONS

Attendance at the VIP Receptions shall be restricted to the Head Table and Past International Officers and their spouses or escorts. In addition, the District Governors Elect and their spouses/escorts shall be invited to the VIP Reception on the day of the District Governors Elect Banquet.

12. CONVENTION

- A} Rooms for the following groups should be allocated as closely together as possible, preferably on the same floor.

District Governors and Cabinet Secretary-Treasurers;
District Governors Elect and Cabinet Secretary-Treasurers Elect;
Council Chair, Council Secretary-Treasurer, and Convention Committee members;
Current and Past International Officers;
Multiple District Committee Chairs.

- B} All the above shall confirm in writing not less than thirty (30) days prior to the Convention, that they will be attending the Convention and shall submit all necessary deposits with their confirmation or before. If such confirmations are not received, the allocated accommodations will be released and the above Lions will be placed in such rooms as are available.

13. GLOBAL LEADERSHIP DEVELOPMENT PROGRAM

The purpose of the Global Leadership development program shall be to create knowledgeable Lions by ensuring all Lions have a reasonable opportunity to

obtain the knowledge, skills and information necessary to properly carry out their respective duties and responsibilities by:

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

GLT COMPOSITION: The Multiple District Global Leadership Development Team shall be comprised of the Multiple District N Global Leadership Coordinator(s), the Global Leadership Coordinators of the four sub-districts and up to three other Lions as appointed by council on the recommendation of the chair. Appointments will be for a term of three years.

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

- i) Organize and conduct the training session for district governors elect and vice district governors elect at the multiple district convention.
- ii) Oversee and subsidize, on a yearly basis, according to the procedures included in part 1 of appendix "L" of this policy manual, an APPROVED leadership training program in the sub-districts, conducted by the sub-districts, up to an amount not to exceed seven hundred dollars (\$700) in each sub-district.
- iii) Administer the regional and faculty development institutes according to the procedures established in part 2 of appendix "L" of this policy manual;
- iv) Draft and periodically revise, training curriculum materials for sub-district training of zone, region and club officers and make these materials available to the sub-districts.
- v) Provide information to the sub-districts pertaining to education and training materials and programs available on Lions Clubs International and multiple district websites.
- vi) Plan and organize meaningful seminars for the fall conference and multiple district convention, as well as training sessions for the sub-district Global Leadership Development Teams.
- vii) Provide the Council of Governors, on a yearly basis, with written reports outlining the leadership development and training programs at the multiple district and sub-district levels.
- viii) Submit to the Council of Governors, prior to the fall conference of the year previous, an annual budget for leadership development and training at the multiple district and sub-district levels.

ix) Submit applications to Lions Clubs International for the district governor elect and vice district governor elect leadership grant and other grants that may become available for education and training.

x) Ensure district governors and leadership development coordinators are informed of Lions Clubs International's senior and faculty development institutes for Constitutional areas 1 and 2.

LEADERSHIP DEVELOPMENT & TRAINING EXPENSES: The following costs in relation to leadership development and training programs shall be covered by Multiple District N.

i) Costs of conducting the training session for district governors and vice district governors elect by the coordinator(s), including accommodations and meals for the training period, shall be paid by the multiple district in accordance with the annual budgetary allowance therefore.

ii) Training grants, in the form of partial reimbursement of expenses as stipulated below, shall be made available to those sub districts whose District Governor elect and 1st and 2nd vice district governors elect participate in the district governors and vice district governor training program in accordance with the annual budgetary allowance therefore.

iii) Only the hotel rooms (two nights) and meals, as detailed in the MDN Rules of Audit, will be reimbursed to the Incoming District Governors and Incoming 1st and 2nd Vice District Governors for their days of training. Regular Convention expenses and mileage are not reimbursable by the Multiple District and/or the Training and Education fund.

iv) Costs of conducting the sub district leadership development and training programs by the sub districts shall be reimbursed by the multiple district up to a maximum of \$700 per Sub-District, provided that such expenses were expanded and the Sub-District submits a request for said funds, detailing activities and expenses, to the Council prior to June 30th each year. Council will have to approve these disbursements in accordance with the annual budgetary allowance thereof, before they are reimbursed.

14. COMMUNICATION COMMITTEE

A) There shall be a minimum of two and a maximum of six publications per year. The Chair Publisher shall be appointed by the Council of Governors. Each District Governor Elect shall appoint an Associate Editor to work with the Chair. These Associate Editors will be ad hoc members of the MD Communications Committee.

B) The Associate Chair shall be responsible for the accumulation of news, reports and articles, including pictures from his/her District, and forwarding same to the Chair by the deadline date set by the Chair.

These Associate Editors will be ad hoc members of the MD Communications Committee.

- C) The Council Chair, Council Secretary-Treasurer, MD Committee Chairs and District Governors shall be responsible to forward their reports, minutes, budgets, financial reports, plans, etc. to the Editor on a continuous basis by the established deadlines for inclusion in the "N-Former" and posting on the Web Site by the Lion Webmaster. The Editor is responsible to forward all received documents to the Webmaster for posting.
- D) The Committee shall ensure that the official publication is published electronically to the clubs at least 30 days prior to the start of the Fall Conference and the Annual Convention so as to allow timely notices to be published.
- E) Subject to Item 12 A), extra editions of the N'Former may be created by the Editor of the N-Former as deemed necessary, published and posted on the MD and Sub-Districts websites.
- F) The deadline for the Editor to receive documents for publication in the N'Former shall be forty five (45) days prior to the Fall Conference and the MD Convention. The deadline for the Editor to receive documents to be published in the extra issues of the N'Former shall be received by the tenth of the months of July, September, November, January, March and May, provided that a publication is being created.
- G) The MD, in conjunction with the Sub-Districts, shall maintain an electronic distribution network that will filter from the Council to the Lions at the Club's level. (Refer to Appendix "K" of this manual for details.)

15. OTHER COMMITTEES

- A) The following committees have been established to assist the Convention Committee at the Multiple District N Annual Convention.
 - Sergeant-at-Arms
 - Tail-Twisters
 - Convention Rules Committee
- B) These appointments will be made by the Host Multiple District N Convention Chair. These appointments are for the Multiple District Convention only.

16. SERGEANT-AT-ARMS

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

17. TAIL-TWISTERS

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

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

18. CONVENTION RULES COMMITTEE

It is the duty of this committee to report to the Convention the rules under which the Convention will be governed. This Committee chaired by the MD N Constitution and By-Laws Committee Chair, will be bound by Multiple District N Constitution and By-Laws under By-Laws Article VI.

19. MULTIPLE DISTRICT SPEAK-OUT

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

20. AMENDMENTS, ADDITIONS, DELETIONS OR REVISIONS

- A} Any amendments, additions, deletions or revisions to this Policy Manual shall first be submitted to the Council of Governors and the Multiple District N Constitution and By-Laws Committee for review and recommendation and presentation at the next MD N Conference or Convention and such amendments or revisions shall only become effective after publication to the Lions 30 days prior to the vote and an

affirmative vote of a clear majority of the delegates registered at the next Conference/Convention.

- B) It shall be the responsibility of the Multiple District Constitution and By-Laws Chair to, immediately after adoption of such amendments, additions, deletions or revisions to insert same or appropriately update this manual.

21. ADOPTION AND SIGNATURE

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

SIGNED _____ SIGNED _____

PDG Oral Clark, CC

PDG Sam Parson, CST

Amended May 16, 2009 in Truro, NS

Amended May 23, 2010 in Fredericton, NB

Amended May 14, 2011 in St. John's, NL

APPENDIX "A"
MULTIPLE DISTRICT N
PROTOCOL

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

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

Protocol is a multi-faceted word.

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

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

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

INTERNATIONAL SPEAKERS

Our Multiple District is entitled to five (5) speakers in each Lions year, one for each Sub-District (Convention) and one for an MD event (Fall Conference or MD Convention). Our Multiple chooses to have an International speaker for both the Fall Conference and the MD Convention. Therefore, whichever Sub-District hosts the MD Convention is charged with the speaker for the Fall Conference and is not entitled to an official speaker for their Sub-District Convention.

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

INVITATION

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

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

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

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

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

FACTS TO INCLUDE ON THE SPEAKER REQUEST FORM

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

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

5. If the International representative's spouse is accompanying him/her, he/she will need to know what activities have been planned for him/her and what type of attire will be needed.

YOUR SPEAKER HAS BEEN ASSIGNED

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

YOUR SPEAKER ARRIVES

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

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

HOTEL ACCOMMODATIONS

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

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

OFFICIAL LION ESCORT

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

If the guest is accompanied by his wife, it is recommended that a committee of members' wives be appointed to make her visit enjoyable and entertain her while her husband is attending to his official Lion duties. She, too, should be provided with an escort to accompany her to all ladies functions—usually the wife of the escort of the speaker, if available.

SCHEDULE OF EVENTS AND APPOINTMENTS

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

PUBLICITY

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

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

THE EVENT

The guest has arrived; he has been officially welcomed to your city and is comfortably resting in his hotel room. The important event he's been invited to is coming up soon, and you will want everything to go smoothly, so well in fact, that it will remain a happy memory for everyone involved.

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

1. Try to arrange your visiting Officer's or Director's schedule so that he will arrive at the main meeting, dinner or convention session a short time before the event begins.
2. Whether your guest is an International Officer, Director or District Governor, his entrance should be marked with enthusiasm. If the audience is seated, members should rise and applaud him as he makes his way to the head table.
3. If a reception is planned just prior to the evening banquet meeting, it is suggested that the guest be escorted to the reception a short

prior to the time it is scheduled to end. This will allow sufficient time for him to meet and greet Lion dignitaries, and yet not over-tire him before the banquet begins.

4. If a meal is included in the festivities, the guest should of course, be served first. If the dinner is buffet-style, the head table should lead the line.
5. The flag of the country of the International Officer or Director should be displayed, if possible.
6. The guest's National Anthem should be played. (The Protocol and Itineraries Department will provide a cassette recording of an International Officer's National Anthem when he is visiting a country other than his own.)
7. Avoid lengthy introductions. The audience is more interested in hearing what the speaker has to say, and will be eager for the talk to begin. Two or three minutes should be all that is needed to introduce your guest of honor. Be sure to include the following in the introduction:
 - The speaker's name
 - His position in Lionism
 - His business or profession
 - Where he lives
 - His/her background in Lionism
8. Every effort should be made to give the guest speaker the best spot on the program so that the audience will be in a receptive mood. Schedule your visitor to speak around 8:30 to 9:00 PM. A speaker is at a tremendous disadvantage if called on at a time when the audience is tired from too many musical numbers, entertainment features or is anxious to begin dancing. Although it is a good idea to save the guest speaker for last so that the audience will go away with his message fresh in their minds, it is not a good idea if it takes place after the audience is worn out. Remember, it is a breach of Lions' etiquette to introduce a Lion speaker after 10:00 p.m. Therefore, if the meeting is running late, re-arrange the program as it goes along, always keeping in mind the necessity of getting to your speaker on time.

9. If the program calls for the presentation of a token of appreciation to your guest speaker, the best time to present it would be directly after his/her speech. The appropriate responding remarks should be made at this time, and given by the most prominent Lion official in attendance.

DISPLAYING THE FLAG

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

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

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

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

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

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

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

When a flag is displayed otherwise than by being flown from a staff, it should be displayed flat.

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

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

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

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

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

IN CONCLUSION

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

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

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

APPENDIX "B"

MULTIPLE DISTRICT FUNCTIONS

AUDIENCE

(With Spouse & Guests)

Table

1	2	3	4	5	6	Podium	7	8	9	10	11	12
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- 1 - Past International Officer or Director and spouse/escort
- 2 - Current District Governor and spouse/escort
- 3 - Current District Governor and spouse/escort
- 4 - Current District Governor and spouse/escort
- 5 - Chair or MC (if a Dist. Gov or CC) and spouse/escort
- 6 – International Guest Speaker and spouse/escort
- 7 - Chair, Council of Governors (if not MC) and spouse/escort or current District Governor and spouse/escort
- 8 - International Officer or Director (if not speaking) and spouse/escort
- 9 - Past International Officer or Director and spouse/escort
- 10 - Council Secretary-Treasure and spouse/escort
- 11 - Chair, Convention Committee and spouse/escort
- 12 - Senior Leo Officer and spouse/escort

APPENDIX "C"

MULTIPLE DISTRICT N SPEAK-OUT REGULATIONS

Section 1: Purpose of Contest

To provide an opportunity for high school students to:

- (a) Think about important issues facing them and their community, province/state or nation

- (b) Organize their thoughts and ideas into a logical sequence, namely a prepared speech
- (c) Express their ideas publicly and defend these ideas when questioned

Section 2: General Regulations

- (a) The Lions Club Speak-out will be co-educational.
- (b) The contest is open to any high school student who is in full- time attendance (i.e., not a part-time student) in high school and who will not be nineteen (19) years old on December 31 of the contest year.
- (c) All speeches are to be approximately five (5) minutes in length. Speeches shorter than four (4) minutes or longer than six (6) minutes will be penalised one (1) point for each ten (10) seconds or portion thereof; e.g. 2 Seconds = 1 point, 8 seconds = 1 point, 13 seconds = 2 points, 33 seconds =4 points, etc.
- (d) The speeches should in no way indicate where the speaker is from (School, Community, Province, State or Country).
- (e) At the Club level, a script may be prepared. Except for quotations, however, the contestants may not read from the script. Points will be subtracted for excessive reading. At the Regional, Sub-District and Multiple District Levels the contestant may take only notes to the speaker's stand. The same speech may be used at all levels of the contest.
- (f) Immediately at the conclusion of the speech, each contestant will be asked two (2) questions, one from each questioner. These questions should be worded in such a way that they require not merely recall of information, but rather some reasoning or application of knowledge of the subject. Points will be awarded, not only for the answers given, but also for the way the contestant handles the questions.
- (g) A panel of three (3) judges and two (2) questioners will be provided at each level.
- (h) In all contests, speakers will be assigned numbers which may be drawn by lot just prior to the contest. Contestants will be introduced by number only. The contestants will be introduced by name and school after all have spoken and the judges have retired.
- (l) A suggested score sheet and judges checklist shall be given to the judges.

- (j) The suggested dates for the completion of the contests are as follows:
 - (I) Club Level February 16;
 - (ii) Regional or Zone Level March 16;
 - (iii) Sub-District Level Sub-District Convention;
 - (iv) Multiple District Level Multiple District Convention

Section 3: Contest Organization

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

- (a) ensure that appropriate facilities are available for the contest.
- (b) ensure Hotel accommodations are arranged, cost of accommodations is the responsibility of the Sub-Districts.
- (c) appoint three (3) judges and two (2) questioners and ensure suitable space is available for judges meeting.
- (d) ensure that all trophies and plaques are available for presentation.

Prizes at the Multiple District Level shall be:

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

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

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

Section 4: Judges' Check List

- A. Delivery of Speech
 - (I) The contestant's sincerity and conviction

- (ii) The quality of the voice (use of breath, pitch, resonance, etc.)
- (iii) Voice techniques (phrasing, vocal punctuation, paragraphing, emphasis, pacing, pauses, inflection, use of climax, etc.)
- (iv) Pronunciation and articulation
- (v) Poise and facial expression
- (vi) Movement and gesture
- (vii) Communication with the audience

B. Material of Speech

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

C. Response to Questioning

- (I) The Responses:
 - (a) Did the contestant fully understand the questions?
 - (b) Did the contestant fully answer the questions?
 - (c) Did the contestant appear to know his/her subject thoroughly?
 - (d) Did the contestant apply reasoning and logic in the answer?
- (ii) The Manner of Response:
 - (a) Did the contestant receive the question well? Was he/she poised, confident, and self-controlled?

- (b) Was the answer given promptly?
- (c) Did the contestant answer fluently?
- (d) Did the answer reveal that the contestant can think on his/her feet and maintain dialogue with the audience?

D. Judges' Score Sheets

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

**LIONS CLUBS INTERNATIONAL
MD-N
SPEAKOUT CONTEST
SPEAKER RESUME**

Speaker's name _____

Grade _____ Date of Birth: _____ Age _____

Address _____

School represented _____

Lions Club represented _____

Parents/ Guardians Name _____

Hobbies _____

Career aspirations _____

Other pertinent information _____

This form to be given to each speaker, for completion prior to contest

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

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

SPEAKER 1 2 3 4

1. Delivery of Speech -- 40%

- | | |
|-----------------|----|
| (a) Voice | 8% |
| (b) Modulation | 8% |
| (c) Enunciation | 8% |
| (d) Pace | 8% |
| (e) Appearance | 8% |

2. Material in Speech --30%

- | | |
|------------------|-----|
| (a) Construction | 15% |
| (b) Lucidity | 5% |
| (c) Interest | 10% |

3. Responses to Questioning 30%

- | | | |
|--------------------------|---------------------------|-----|
| (a) Replies; | (adequate, logical, etc). | 15% |
| (b) Manner of responses: | (calm, fluent, etc.) | 15% |

SUB - TOTAL

Penalty for use of notes (Up to 20%)

TOTAL

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

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

JUDGES FINAL SCORES

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

Judge Number 1

Judge Number 2

Judge Number 3

SUB TOTAL SCORES

Penalty points (Timekeeper)

TOTAL SCORES

FINAL PLACEMENT

SPEAKER

Third place No.

Second place No.

First place No.

**This form to be given to the judge selected to be the
spokesperson**



APPENDIX "D"

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

RULES OF THE ASSOCIATION

1. The Association is known as the **MULTIPLE DISTRICT N PAST DISTRICT GOVERNORS ASSOCIATION.**
2. The Association is composed of all the Past District Governors of Multiple District N, who have paid their life membership entry fee of \$25.00.
3. The Officers of the Association are the President, Vice-President, Secretary, Treasurer, Chairperson of Nominating Committee and Chairperson of Selection Committee.
4. The President, Vice-President and Secretary, are normally elected for a one-year term.
5. The Treasurer is elected for a three-year term (1999 minutes).
6. The Chairpersons of the Nomination Committee and the Selection Committee are appointed by the President for a one-year term, and are re-eligible.
7. It is expected that the Secretary will move from Secretary to Vice-President and to the Presidency of the Association in succeeding years.
8. The President, or Vice-President, or Secretary, along with the Treasurer, will co-sign the cheques.
9. All the financial obligations of the Association shall be paid by cheques (no cash payments).
10. The Association shall meet annually at the Multiple District Convention, where the business of the Association shall be under the direction of the President or his/her designate.
11. The Officers can also meet at the Fall Conference, if requested by the President.
12. The business of the Association will be conducted at an annual noon luncheon meeting held in conjunction with the Multiple District Convention (2002 minutes).
13. The annual luncheon meeting is usually held at the Convention Hotel or close by, so all the PDGs have the opportunity to attend.
14. The cost per member attending the annual PDG's luncheon meeting should be sufficient to cover the expenses.
15. The Association will present annual Awards, in the form of plaques (perpetual and keeper), to the Outstanding President, Outstanding Secretary and Rookie of the Year, within the Multiple.

Revised and adopted on May 17, 2008

President _____
PDG Rhéal Cormier

Secretary _____
PDG Sonny Bonnell

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

AWARDS POLICY

YEARLY AWARDS

Outstanding President

Outstanding Secretary

Rookie of the Year

These awards will consist of engraved plaques.

SPONSOR

The Past District Governors Association of Multiple District N.

OBJECTIVE

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

ELIGIBILITY

Past District Governors are not eligible for these awards.

The recipient's Club and Sub-District must be in good standing.

TERM

The period to be judged is as follows;

President, July 1 to June 30.

Secretary, July 1 to June 30.

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

SELECTION PROCESS

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

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

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

Multiple District level – The Selection Committee Chair, in conjunction with the President of the PDG's Association, will appoint a committee of Past District Governors by September 15, one from each Sub-District, to select the

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

Outstanding President, Outstanding Secretary and Rookie Lion in the Multiple District.

PRESENTATION OF AWARDS

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

The President of the PDG's Association and the award's Sponsor will present the Outstanding President Award.

The Secretary of the PDGA and the award's Sponsor will present the Outstanding Secretary Award.

The Vice-President of the PDGA and the award's Sponsor will present the Rookie of the Year Award.

RECOMMENDATIONS

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

Promote the Multiple District Awards for Outstanding President, Outstanding Secretary and Rookie of the Year.

Work closely with the Zone Chairs, and Region Chairs if utilized, in the selection process.

Ensure that each Zone is represented in the District's final nomination process.

It would save some work and copies if the Sub-Districts would use the same criteria and forms for Best President, Secretary and Rookie of the Year, that the Multiple District uses.

PUBLICATION

This Awards Policy, along with the Nomination Forms, will be;

Published in the Fall issue of the Lions N-Former.

Distributed to each District Governor at the August Council meeting or before.

Published or forwarded, by the District Governors, to Clubs Presidents, Secretaries and Cabinet Officers involved, by September 30 each year.

Revised and adopted on May 17, 2008

President _____
PDG Rhéal Cormier

Secretary _____
PDG Sonny Bonnell

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

DUTIES AND RESPONSIBILITIES OF OFFICERS

PRESIDENT

BEFORE THE END OF JULY

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

AUGUST (Before September 1st)

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

FALL (September to December)

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

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

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

At the Fall Conference, presents the Outstanding President Award, as determined by the Selection Committee.

Presides over the Fall PDGA meeting, if called.

WINTER (January to March)

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

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

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

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

SPRING (Two weeks before the Annual meeting)

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

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

The President, working with the Past International Directors from the Multiple District, normally arranges for the Convention's International Speaker to be a guest of the Association's annual luncheon meeting at no charge.

Should any PDG or guest require a special meal for any reason, the President should receive this information in advance, so arrangements can be made with the kitchen.

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

Presides over the annual meeting of the PDGA.

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

VICE-PRESIDENT

GENERAL INFO

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

FALL

1. At the Fall Conference, presents the Outstanding Rookie of the Year award, as determined by the Selection Committee.

SPRING

1. Be prepared to give a short acceptance speech at the Association's annual luncheon meeting at the MD Convention.

Revised and adopted on May 17, 2008

President _____ Secretary _____
PDG Rhéal Cormier PDG Sonny Bonnell

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

SECRETARY

GENERAL INFO

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

SOON AFTER ELECTION (By the 15th of July)

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

SUMMER (Before the end of August)

1. The Secretary ensures that the Award Policy and Nomination Forms for the selection of the Outstanding President, Secretary and Rookie of the Year are forwarded to the sitting Governors for publication in their newsletters or District bulletins.
2. Each Lions Clubs in the MD should receive a copy of the PDGA Awards Policy and the Nomination Forms, in a timely manner.
3. Forward a copy of the Award Policy to the Editor of the Lions N-Forcer to ensure that it will be printed in the Fall issue.
4. The Secretary adds the names of the new joining Past District Governors to the master membership list in the Association's binder.

FALL (Before the Fall Conference)

1. Orders, in conjunction with the Treasurer, award plaques for Outstanding President, Secretary and Rookie of the Year. These are keeper awards.
2. Brings these awards (perpetual and keeper) to the Fall Conference for presentation to winning Lions.
3. All involved keep the names of the award winners confidential.
4. Makes arrangements with the Chair of the Selection Committee to obtain the names of the award's winning Lions as soon as possible, so that the

- engraving of the plaques can be completed before the Fall Conference, if possible.
5. If not done prior to the Fall Conference, makes arrangements through the MD Fall Conference Chair to have the awards (perpetual and keeper) engraved prior to presentation at the banquet.
 6. At the Fall Conference banquet, presents the Outstanding Secretary award, as determined by the Selection Committee.
 7. Records, in the Association's binder, the names of the awards recipients, along with their Lions Club's name and respective District number.

WINTER (December to April)

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

SPRING (May and June)

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

Revised and adopted on May 17, 2008

President _____ Secretary _____
 PDG Rhéal Cormier PDG Sonny Bonnell

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

TREASURER

SOON AFTER ANNUAL MEETING (Before the end of June)

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

FALL (Before the Fall Conference)

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

SPRING (May and June)

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

GENERAL INFO

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

Revised and adopted on May 17, 2008

President _____ Secretary _____
PDG Rhéal Cormier PDG Sonny Bonnell

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

NOMINATION COMMITTEE CHAIR

WINTER (January to MD Convention)

1. The Chair of the Nominating Committee, in conjunction with the President, or on your own initiative, determines who should be recommended to the annual meeting of the Association, for the position of Secretary and that of Treasurer, if the three year term is completed.
2. If wished so, the Chair may appoint a second PDG to the Nominating Committee, in order to help with the process.
3. It is expected that the Vice-President will accept the office of President and the Secretary will move up to the Vice-Presidency.
4. The PDG who is elected as Secretary should be aware and prepared to move from Secretary to Vice-President and to the Presidency of the Association in succeeding years. This is necessary to assure the continuity of information and the smooth operation of the Association.
5. Verifies with the suggested Lions and those already on the executive, if they will accept the position that they are nominated for, if elected.

SPRING (May)

1. Be prepared to submit his Nominating Committee report at the Association's annual luncheon meeting at the MD Convention.
2. Be prepared to conduct the Officer's election, if asked by the President.

Revised and adopted on May 17, 2008

President _____ Secretary _____
PDG Rhéal Cormier PDG Sonny Bonnell

- 18. Did your Club organize a major fundraising project this year?
- 19. Did your Club participate in a District project this year?
- 20. Did your Club support LCIF or LCI through a donation this year?
- 21. What activity did your Club do for Lions World Service Day?

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

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

ENDORSEMENTS;

Zone Chair signature _____

Regional Chair sign. (if used) _____

District Governor's remarks; _____

District Governor's signature _____

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

USE THIS NOMINATION FORM OR COPIES ONLY. NO SUBSTITUTION.

May 2008

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

Name _____ Club _____

District _____ Club membership _____

Date _____ President's signature _____

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

Please complete the following; Yes No

1. Were the monthly reports completed correctly?

2. Were the monthly reports mailed by 2nd of the following month?..... ..

3. Were the International dues paid by October 1 and March 1?

4. Were the District dues paid on time?

5. Was the correspondence completed promptly?

Did the candidate;

6. Keep accurate minutes of meetings?

7. Keep accurate record of individual Lion attendance?

8. Help President with agendas?

9. Keep list of Club's Committees?

10. Personally sponsor a new Lion this year?

11. Keep a calendar of events and inform the President?

12. Keep records of new members and their sponsors?

13. Order awards promptly?

14. Submit a resume of the Club's activities to Lions Int. by June 30th ?

15. Did the candidate keep a current list of members with coordinates?

16. Did the candidate attend the Sub-District Convention?

17. Did the candidate attend the Fall Conference?

18. Did the candidate attend the Multiple District Convention?

19. List the Cabinet meetings or DGO meetings attended.

_____, _____, _____,

20. List the Zone meetings attended. _____, _____,

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

ENDORSEMENTS;

Zone Chair signature _____

Regional Chair signature. (if used) _____

District Governor's remarks;

District Governor's signature _____

Note; This contest is separate from the 100% Secretary's Award sponsored by Lions Int.

USE THIS NOMINATION FORM OR COPIES ONLY. NO SUBSTITUTION.

May 2008

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

Name _____ Club _____

District _____ Club membership _____

Date _____ President's signature _____

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

Please complete the following; Yes No

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

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

ENDORSEMENTS;

Zone Chair signature _____

Regional Chair signature (if used) _____

District Governor's remarks; _____

District Governor's signature _____

USE THIS NOMINATION FORM OR COPIES ONLY. NO SUBSTITUTION.

May 2008

APPENDIX "E"

MULTIPLE DISTRICT N PEACE POSTER CONTEST

Prize Structure:

1st Prize	\$200 Cash and Plaque
Remaining 3	\$50 Cash and Plaque

APPENDIX " F "

MULTIPLE DISTRICT N

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

New Documents of MD N

1. The following Multiple District N documents and records will be permanently filed and stored in a secure location, preferably a Lions Club building, for future access and use by the Lions of our Multiple;

- Minutes
- Audited Financial Reports
- MD Committee's Financial Reports
- All issues of "Lions N-Former" Publication
- MD Directories
- Reports of Council Chair and Secretary-Treasurer
- Reports of MD Committee Chairs.
- Constitution and By-Laws and it's Amendments
- Policy Manual and it's Amendments

2. Filing cabinets, as needed, will be provided at no cost to the storing Club, by the Multiple District.

3. The archiving Lions Club will appoint a Lion, or Lions, who will be responsible for filing, storing, archiving and retrieving documents for viewing or photocopying purposes. The appointment of the archiving Lion will have to be sanctioned by the MD Council.

4. A master file will be set-up for each Lionistic year, with all above mentioned documents included in it. Also, another parallel or partial filing set-up will be created so that separate running annual files will be kept on the following MD Committees, so Lions can retrieve specific information about said Committees, without reviewing all the contents of one, or many, master files;

- Constitution and By-Laws
- Conference and Convention
- Budget and Audit
- Long Range Planning
- Training and Education
- Communications
- ????

5. No document or records will be allowed to be removed from the premises under any circumstances. All documents can only be viewed on site, with the archiving Lion present, or can be photocopied under the supervision of the archiving Lion and remitted to the requesting Lions. Any requesting Lion or group will be responsible to pay for photocopies, at a rate established by the storing Club or Lion.

6. An annual report on documents storage and retrieval will be submitted to Council, once a year, by the archiving Lion or Club.

7. The Council Chair and the Council Secretary-Treasurer will be responsible to forward the above mentioned documents, either in original versions, e-mail versions (if archiving Lions has access to the e-mail and a printer) or photocopies, except the audited financial report, to the archiving Club or Lion by August 31st each year following their tenure as a MD N Officer. The audited financial report will be submitted as soon as presented to and accepted by Council, but not later than 10 days after the Fall Conference. Printing costs, if involved, will be paid by the Multiple District under Administration.

8. The archiving Lion will have a prepared yearly check-off list of all above listed documents (in Section 1.) to be filed and if any are missing, for any given year, he will notify the outgoing Council Chair and/or the Committee Chair responsible for the missing documents. Please see Article IV, Section 1, of the MD N By-Laws for further details and responsibilities re; MD Committee Chairs.

Old Records and Documents of MD 41

9. All documents and records mentioned in Section 1, which were created for/from our former Multiple District 41, which are still existing and available, will also be collected and/or copied and archived, but only in one master file for each year. No separate Committees' files are necessary, due to redistricting of our Multiple District. Original documents or copies can be archived as collected. We will archive as many documents as possible, but some may not be available anymore, therefore our MD 41 records may never be complete.

10. If photocopying costs are involved for these old records and documents, they will be paid by the Multiple District under Administration.

APPENDIX "G"

MULTIPLE DISTRICT N

Necrology Service

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

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

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

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

Start early to organize planning eg. twelve months in advance.

If you wish the place for service may be a church building near Convention Hotel. Book early and talk with the Priest/Minister in charge. Explain the type of service needed.

Ask the Minister/Priest for suggestions to show that he (she) needs to be part of it. Do Model outline and share with Minister/Priest.

If the place to worship is the hotel, make sure it can accommodate approximately 500 people. Also invite a Minister/Priest to lead the service.

Content of Service:

- (A) Seek out models from services in your own District or other Districts.
- (b) Invite Minister/Priest to do homily and lead in Service.
- (c) The Chair of Necrology may have opening remarks or he/she may choose someone else.
- (d) Have a small choir which could be made up of Lions familiar with singing. Have some prior practice.
- (e) Select Hymns appropriate to occasion.
- (f) Have a Solo or two sung by high Profile Singer: this person may or may not be a Lion.
- (g) Involve all current Governors and Council Chair. Each Governor is asked to read the names of deceased Lions, Lionesses, Leos who passed away in his (her) District in past 12 months. When he (she) is reading

names all Lions, Lioness, Leos of that District should be expected to stand out of respect

(h) Have copy of Service for each person present.

Other:

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

Appendix "H"

MULTIPLE DISTRICT N

INTERNATIONAL DIRECTOR ENDORSEMENT POLICY

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

May 17, 2008
LRP Committee

APPENDIX "I"

RULES OF AUDIT GOVERNING REIMBURSEMENT OF EXPENSES FOR MULTIPLE DISTRICT N

1. Total Allowable Expense

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

2. Submission of Claims

a. Claim Forms

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

b. Council Chair's Representative Claim

Expense claims by a Multiple District representative other than the Council Chair must be signed by the Council's Chair and representative. The claims must comply with Rule No. 3.a. below. Reimbursement will be on the same basis as the Council Chair's and payment will be made from the appropriate budget.

c. Deadline

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

3. Reimbursable Functions and Events

a. Multiple District Meetings

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

4. Transportation

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

a. Automobile

The allowance for automobile is Can\$.20 per kilometre, all inclusive. If an automobile is used for trips within the Multiple District, the **total claims** cannot exceed the cost of economy airfare. If taxi and/or car rentals are used, reimbursement would only be maximum \$25 per trip or the Can\$.20 per kilometre, all inclusive. Taxi will not be paid where free or low cost shuttle is available. Tunnel, toll road, parking to a maximum of \$15/day, charges may be claimed in addition to your mileage allowance. Receipts are required. If bridge, ferry or boat travel is used, the cost of the vehicle and passenger will be reimbursed and the cost of a berth to a maximum of the hotel rate of \$59.

b. Railroad

If rail travel is used, first class fare will be reimbursed, and Pullman (roomette) fare will be reimbursed at \$59/night, provided that cancelled tickets are attached to the claim.

c. Airplane – Commercial

If commercial airplane travel is used, maximum reimbursement will be the most economical fare. If the equivalent commercial fare cannot be established, reimbursements will be on the basis of Can \$.20 per kilometer. Cancelled airline tickets or E-ticket, if applicable, itinerary/receipt and proof of payment (cancelled check, paid travel agency receipt or credit card receipt/statement) must be submitted with expense claim. Any other related expenses are not covered.

d. Airplane – Private or Charter

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

e. Other

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

5. Hotel

The actual cost of lodging required during travel related to 3a above but not to exceed Can\$59 per night is allowed, provided that an original itemized and paid receipted bill from the hotel is attached to the claim and the total driving distance one way exceed 650km. Hotel rates when attending a covered event as a registered delegate of said event in 3a above will be reimbursed at the **lowest** published convention/conference rate while resident at convention hotel. The name of the expense reimbursement recipient must be included on receipt. No credit card receipts accepted unless an itemized bill is also provided.

6. Meals

The claimant may be reimbursed for the actual cost of meals not to exceed Can\$18.00 per day, provided that individual meals receipts for the day total \$18.00 or more. No alcohol reimbursed. Hospitality books will be covered for CC, CST and MD Chairs, but not for their spouse or companion.

7. Hosting International Guests

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

8. Administration Expenses

Paper, Photocopies, Printing, Postage, Long distance telephone calls, Faxes may be covered for the actual cost providing an itemized receipt is provided to a maximum of the subject budget.

9. Other

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

Summary

Travel

Vehicle - per Km	\$0.20	Not to exceed the most economical airfare
Bridge – per vehicle rate		Per published fare Receipts (itemized) required
Ferry - per vehicle rate		Per published fare Receipts (itemized) required
Ferry - per person rate		Per published fare Receipts (itemized) required
Tunnel, Road Toll - at rate		Receipts (itemized) required
Parking - at rate up to		Receipts (itemized) required (max \$15/day \$45 per 3 day Convention)
Taxi - \$ 25 per trip max		Receipts (itemized) required, not available where shuttle provided

Ferry per berth - \$59	Per MD N Rules of Audit travelling to/from covered events. Receipts (itemized) required
Railway - per person rate	Per published fare Receipts (itemized) required
Railway Pullman - \$59	Per MD N Rules of Audit travelling to/from covered events
Airplane - commercial rate Economy Class	Receipts (itemized) required
Airplane Private or Charter -	Subject to approval
Other	Subject to approval

Meals - Per Day allowance \$18 Receipts (itemized) required, no alcohol reimbursed
 Hospitality books - Covered For claimant only

Hotel

Room -	per night rate	Per convention/conference approved rate for registered delegate
Room - per night	\$59	For Travel to/from approved Multiple District events

Hospitality

Official MD N host	\$75	Per day Receipts (itemized) required,
Official MD N host (spouse)	\$75	Per day Receipts (itemized) required,
International Guests Meals -		Covered at full costs

Administration

Printing -	at cost	Per Budget allowance (receipts required)
Postage -	at cost	Per Budget allowance (receipts required)
Paper -	at cost	Per Budget allowance (receipts required)
Long Distance Telephone and Fax -	at cost	Per Budget allowance (receipts required)
Photocopies -	at cost	Per Budget allowance (receipts required)

Appendix "J"

MULTIPLE DISTRICT N STRATEGIC PLAN

(Adopted on May 23, 2010)

MISSION STATEMENT

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

GOALS

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

Goal #1

Create and sustain an effective administration

Main Objective

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

Sub-Objectives

- Council of Governors able to run productive meetings, with maximum continuity.
- MD Committees being effective and representative of all Sub-Districts.

- Assure maximum Lions participation in all MD matters.
- Maintain comprehensive fiscal accountability with a reasonable dues structure.
- Archive records for future information and use.

Actions

- a) The Council of Governors will meet a minimum of four times each year. First meeting to be held immediately following the MD Convention; second meeting to be held in the month of August; third meeting to be held at the Fall Conference; fourth meeting to be held at Multiple District Convention. This schedule of meetings shall be included in the MDN Constitution under Article V, Section 5. The Chair of the Constitution and By-Laws Committee will be responsible to incorporate in 2010-11.
- b) The Council Secretary-Treasurer shall present to all Conferences and Conventions or more frequently and post on website, a comprehensive financial report detailing all expenses including, but not limited to, those of Committee Chairs. Will be added to By-Laws by Constitution & By-Laws Chair and will be done by May 2011.
- c) Council shall provide for an equal as possible distribution of MD Chairships amongst all the Sub-Districts, provided that qualified and interested Lions are available. To start at next appointments.
- d) All MD Committee Chairs shall hold meetings of their committees at the Multiple District Convention with representatives from all Sub-Districts attending as stipulated in Article IV, Section 1, of the By-Laws, Committee members. Convention Chair will reserve meeting rooms as required. All Committee Chairs shall attend the first meeting of the incoming Council held immediately after the close of the MD Convention. If this is not done, no reimbursement of expenses will be paid. Will start in May 2011.
- e) A special Committee appointed by Council shall be responsible to draft a comprehensive job description (duties) for all MD Committees to be approved by Council and to be used for future reference, guidelines and continuity. This shall be finalized prior to the MD Convention in May 2011. Each Committee Chair is responsible to remit his/her records to his/her

- succeeding Chair. The Council Secretary-Treasurer is responsible to remit a job description to all newly appointed MD Chairs.
- f) All Council meetings and MD Committee meetings shall be opened to all interested Lions, with sufficient seating capacity provided by the Convention Chair to accommodate everyone. This practice shall start as soon as possible, hopefully in the fall of 2010. Add to By-Laws or Policy Manual by May 2011.
 - g) Lions delegates attending MD Conferences and Conventions shall be given every possible opportunity to participate in the decision making process. This can be achieved by Council doing more business at the Business Sessions, rather than at meetings of Council. Also Lions delegates shall be afforded the opportunity to vote on as many items as possible in order to encourage interest, participation and a sense of ownership. This will be instituted by Council, be continuous and start immediately.
 - h) The Convention Committee or a special Committee appointed by Council shall undertake a complete review of all aspect of operations, procedures and financing of the Fall Conference and MD Convention for submission to Council. Try to find a way for Conferences and Conventions to be self-financed with no funds from the MD. Consider combining Sub-District functions with MD Conferences/Conventions so attendance is increased and costs are reduced. Closely study the format of the Fall Conference with view to improve or change content. Review to be completed by May 2011.
 - i) It is imperative that the "Archive Policy", as included in the MD Policy Manual under "Appendix "F", be implemented and then followed yearly. This has to be done ASAP, so that the 2006-07, 2007-08 and 2008-09 records are permanently saved. Each Council Chair and Secretary-Treasurer is responsible to submit their records for their term of office. Council Chair and Secretary-Treasurer of 2009-10 and representative from the Moncton Lions Club will implement this policy.

Goal #2

Create and maintain effective communications

Main Objective

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

Sub-Objectives

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

Actions

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

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

Goal #3

Create knowledgeable Lions

Main Objective

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

Sub-Objectives

- Provide adequate training for MD Officers and Chairs.

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

Actions

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

- b) Sub-Districts Leadership Chairs (Trainers) and other interested Lions shall be schooled at the MD Conferences and Conventions on topics such as MD programs and services, communication skills, computer operation (e-mail, surfing the Internet, MD Web Page, Lions International Web Site and internet reporting procedures for Clubs), MD legal documents (Constitution, By-Laws and Policy Manual), public speaking, effective meetings and on other topics relevant to Sub-Districts and Clubs. Will be coordinated by the Training & Education Committee and start in spring 2011 and continue yearly. In return, the Sub-District's Leadership Chairs will be responsible to deliver the appropriate information and training to the Lions of their Sub-Districts as necessary.

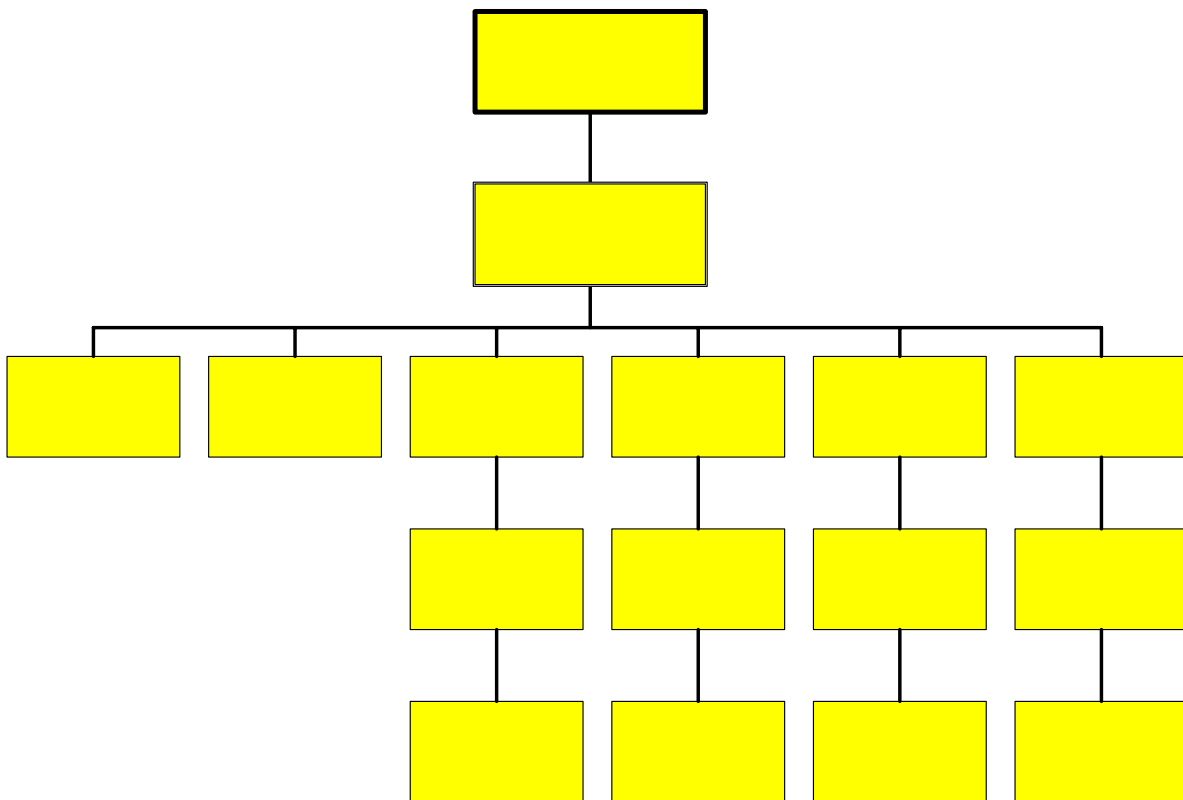
- c) Standard curriculum documents shall be drafted for training purposes at all levels of Lionism (Multiple District, Sub-District and Club) in order to create uniformity. The drafting of standard documents for MD training shall be prepared by the MD Training & Education Chair in conjunction with the Sub-District Leadership or Training Chairs and this shall be done by June 2011. The documents for training at the Sub-District's level shall be drafted by the Sub-Districts Leadership or Training Chairs with help from the MD Chair as required and shall be done by June 2012. Documents for training at the Club's level shall be prepared by the Chairs of the Leadership or Training Committee of the Sub-Districts and possibly with the help of some interested Lions Clubs. These documents shall be drafted by June 2013.

- d) The Council, in conjunction with the Sub-Districts, shall establish procedures for cost sharing with the MD and Sub-Districts in a

matching manner or according to a pre-determined formula in relation to training and education. Sub-District shall justify why they need a training grant from the MD before the MD contributes and then account on how the grant was used. To be done by May 2011 and re-done as necessary.

- e) Create a MD document for Incoming District Governors detailing what services are available to the Sub-Districts from the MD and indicating the various committee chairs which have to be appointed from each Sub-District to participate as members of the various MD Committees. Document shall be prepared by the Council of Governors in 2010-11 and distributed at the MD Convention to Incoming Governors by the Outgoing Council Chair starting in 2011-12.

APPENDIX "K"



APPENDIX "L"

Training and Education Policy

PART 1: Regional Leadership and Faculty Development Institutes

Procedures

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

2011	Regional Leadership or Faculty Development	N3 and N4
2012	Regional Leadership or Faculty Development	N1 and N2.
2013	Regional Leadership or Faculty Development	N3 and N4
2014	Regional Leadership or Faculty Development	N1 and N2.

Continue this rotation in subsequent years.

B) One of the two sub-districts shall serve as the host sub-district. Should it be unfeasible for the specified sub-districts to host an institute in the scheduled year, the other two sub-districts shall be given an opportunity to host the institute. Such an occurrence shall not affect the normally scheduled rotation.

C) By January 1st of the preceding year, the MD N Global Leadership Development Coordinator(s), in consultation with the council chair and the district governors of the hosting sub districts shall select an institute coordinator.

D) The institute coordinator, in consultation with the multiple district education & training chair, shall be responsible for establishing the dates for the institute, selecting a location and ensuring qualified faculty is identified.

E) Prior to April 30th of the preceding year the MD N Global Leadership Development Coordinator(s) and institute coordinator shall submit a funding application to Lions Clubs International, including the curriculum, funding arrangements, proposed budget and list of faculty members.

F) It shall be the responsibility of the institute coordinator to either provide, or ensure that a designated individual provides, all curriculum and materials required for the various modules of the institute as specified in the initial funding application to Lions Clubs International.

G) Multiple District "N" shall include an amount of \$1,000 yearly in the budget to support the institute being held that year. The two hosting sub-districts together are expected to match the amount provided by Multiple District N.

H) As required by Lions Clubs International, the multiple district council secretary-treasurer shall establish a special bank account for the specific

purpose of the institutes. All revenues designated for the institutes shall be deposited in this account and all expenditures associated with the institute shall be paid from this same account. Any surplus funds in the account shall remain in the account for the next or for future institutes.

I) At the completion of the institute, the coordinator shall file all required reports with Lions Clubs International and shall ensure all necessary materials have been included with the report that must be signed by the council chair and host district governor. A copy of the signed report shall be made available to the council chair, council secretary treasurer, Global Leadership Development Coordinator(s) and the host district governor.

J) For a spring institute, the institute coordinator, by July 1st of the calendar year in which the institute was held, shall provide a detailed report, along with recommendations, to the council chair, council secretary treasurer and Global Leadership Development Coordinator(s). Should the institute be held in the fall, the report shall be submitted no later than of December 30th.

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

- A) At least two weeks prior to the summer council meeting of the new year, each sub district Global Leadership Development Coordinator(s) shall submit the following to the multiple district Global Leadership Development Coordinator(s):
- i) Goals and action plans for the year, including all aspects of sub-district training.
 - ii) A list of proposed instructors, including their qualifications.
 - iii) A preliminary budget showing expenditures and revenue for the program.

B) The MDN Global Leadership Development Coordinator(s) shall provide council with a report including the proposed sub district programs.

- C) Prior to the disbursement of any grants to the sub-districts by the multiple district council secretary-treasurer, the sub-district Global Leadership Development Coordinator(s) shall submit a final report including:
- a) Programs completed, including locations, numbers in attendance and instructors.
 - b) Detailed costs for the leadership development program within the sub-district.

D) After receiving the report, the MDN Global Leadership Development Coordinator(s) shall request the multiple district council secretary-treasurer to forward a grant to the sub-district. No funds will be distributed unless a final

report is submitted to the multiple district Global Leadership Development Coordinator(s) and/or council.

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

APPENDIX "M"

Multiple District N

Position of Semi-Permanent Council Secretary-Treasurer

DESCRIPTION OF THE POSITION

This position of semi-permanent Council Secretary-Treasurer shall be:

- a) A two year term on a trial basis, to begin on July 1st 2012.
- b) A non-voting and non-paid position as a member of the Council of Governors.
- c) An appointment/election by the Council.
- d) Reviewed by Council, at the end of the initial two year term, in order to determine if said position will be continued or if the MD will revert back to the one year elected position of Council Secretary-Treasurer, as it existed before this trial.
- e) Eligible for reimbursement of expenses similar to the existing Council Secretary-Treasurer position.
- f) Applied for, on the prescribe application form, by interested Lions who will be required to go through a screening/interview process to qualify.

DESIRED SKILLS, ABILITIES and EXPERIENCE (criteria)

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

- a) Be a Lion in good standing in a Club in good standing.
- b) Have good verbal and written communications skills and have experience with the recording and transcribing of minutes.
- c) Possess a strong work ethic with the ability to get things done.
- d) Have ability to establish and meet deadlines.
- e) Possess good organizational and management skills.
- f) Have demonstrated ability to work closely and harmoniously with other Lions, groups and committees and possess good human resources skills.
- g) Have knowledge about the organization and operation of MDN and its Sub-Districts.
- h) Have the ability to keep records and prepare reports as requested by Council and the requirements of the position.

- i) Have experience in dealing with financial matters in an organization, including book keeping, budgets, expense tracking, investments, projections, etc.
- j) Have attended, or be willing to attend, a senior leadership development institute.
- k) Have broad experience and leadership abilities in the volunteer sector.
- l) Possess, or is willing to acquire, a certain knowledge of the MD legal documents, especially as they pertain to the position of Council Secretary-Treasurer and Council procedures in general.
- m) Must have the time and availability to participate in all MD meetings, Conferences and Conventions.
- n) Must possess computer skills with abilities to work with the e-mail system, financial programs, to prepare and alter documents, as well as save key information on CDs for future reference or use.
- o) Knows, or is willing to learn, the basics of parliamentary procedures.

Process (Timelines) for Selection of a candidate

1. Established "Duties of Position" and "Application Form" to be published in the Fall issue of the N'Former and also forwarded to the Sub-District Cabinet Secretary-Treasurer to be published in their district newsletter not later than October 30th, 2011.
2. Interested Lions complete an application form and forward it to the Council Chair and Council Secretary-Treasurer by January 15th, 2012.
3. The members of Council or a special committee appointed by Council with at least two members of Council as part of the committee, will review the applications prior to March 1st, 2012 and decide by March 31st, 2012 which applicants will be interviewed.
4. Interviews of applicants shall be held by telephone conference call.
5. Interviews of applicants shall be conducted by April 15th, 2012 and a recommendation submitted to Council by May 1st, 2012.
6. Appointment/election of the Semi-Permanent Council Secretary-Treasurer will take place at the incoming Council of Governors meeting held immediately following the MD Convention in May 2012.
7. The successful candidate will officially start his/her job on July 1st, 2012.

**Application Form for the Semi-Permanent Position of
Council Secretary-Treasurer**

1. Name _____ Name of Partner _____
2. Address _____, _____, _____, _____
3. Name of Lions Club _____ Years in Lions _____
4. Tel. _____ Fax _____ E-mail _____
5. Position held in Lionism; Pres Sec Treas Zone Ch Reg Ch VD Gov
Dist Gov Council Ch Council Sec-Treas Cabinet Sec-Treas

MD Committee Ch List _____, _____
_____, _____, _____

District Committee Ch List _____, _____
_____, _____, _____

Other positions in Lionism: _____, _____

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

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

b) Leadership: _____

c) Recording and drafting of minutes: _____

d) Establishing and meeting deadlines: _____

e) Organization and management: _____

f) Human resource skills and work with groups: _____

g) Reporting and record keeping: _____

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

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

j) Computer Skills and programs: _____

k) Parliamentary procedures: _____

l) Other relevant skills or experiences: _____

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

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

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

Name _____
Address _____
Phone number _____
Fax number _____
E-mail _____
Position held _____

Name _____
Address _____
Phone Number _____
FAX Number _____
E-mail _____
Position held _____

SIGNATURE _____ DATE _____
Applicant

Appendix "O"

PRESIDENTIAL AWARDS AND INTERNATIONAL LEADERSHIP AWARDS:

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

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

WHO INITIATES, ENDORSES AND SUBMITS THE AWARDS RECOMMENDATIONS?

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

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

Every year each District Governor is encouraged to submit one application for each award.

The International President decides how many awards each Multiple District will receive.

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

	PRESIDENTIAL	LEADERSHIP
2008	N1 N2 N3 N4	N4 N3 N2 N1
2009	N2 N3 N4 N1	N3 N2 N1 N4

2010	N3 N4 N1 N2	N2 N1 N4 N3
2011	N4 N1 N2 N3	N1 N4 N3 N2

The above completes a full cycle after which we would begin the same process beginning in the following year, 2012.