

**LIONS OF NEW JERSEY
MULTIPLE DISTRICT 16
POLICY MANUAL**



As Amended to MAY, 2002
As Amended May 2005
As Amended October 2006
As Amended January 2007
As Amended March 2007
As Amended January 2008
As Amended March 2008
As Amended May 2009
As Amended November 2009
As Amended March 2010
As Amended March 2013

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POLICY MANUAL FOR MULTIPLE DISTRICT SIXTEEN INTERNATIONAL ASSOCIATION OF LIONS CLUBS

PREFACE

A. INTRODUCTION: The contents of this manual, as published, constitutes various procedures and policies as approved by the 1986-87 Council of Governors and subsequent Councils.

B. PURPOSE: The intent of this manual is to set in writing a standardized method of operation for Multiple District 16 by each Council of Governors and the MD 16 Committees. The authority for the policies enumerated in this manual is consistent to the Policy Manual of Lions International as promulgated and revised from time to time by a majority vote at International Board Meetings.

C. OPERATION:

(1) The policies herein shall immediately become effective upon receiving a majority vote by a Council. They shall remain in effect until such time as they may be revised or rescinded by a majority vote of two successive Council meetings, within a given fiscal year. No policy shall contradict the MD 16 or International Constitution and By-Laws.

(2) Additions, revisions or deletions shall be effective as of the date of the second Council meeting where such action was approved.

(3) Manual Form: The Policy Manual will be maintained in a loose-leaf binder. Sheets are to be printed on one side only, for ease of inserting revised pages.

(4) Policy Manual Revisions: Whenever a page or pages are revised, new pages with revision date on the lower right hand corner of the page are to be issued.

SECTION 1 - DISTRICT GOVERNOR

A. CANDIDATE FOR DISTRICT GOVERNOR

1. QUALIFICATION AND ENDORSEMENT

A candidate for the office of District Governor shall:

- (a) Be an active member in good standing of a chartered Lions Club in good standing in his/her Sub-District.
- (b) Secure the endorsement of his/her club or a majority of the Clubs in his/her Sub-District.
- (c) Currently be serving as the V-District Governor within the District from which he/she is to be elected.
- (d) Only in the event the current Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of Vice District Governor exists at the time of the District Convention, any club member who fulfills the qualifications for the office of Vice District Governor as set forth in Article 1, Section 2 of the Multiple District

16 State By Laws and who is currently serving or who has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements of Article 1, Section 2 (c) of the Multiple District 16 State By Laws.

2. FAILURE TO ELECT, DEATH OR REFUSAL OF DISTRICT GOVERNOR-ELECT TO ASSUME OFFICE OF DISTRICT GOVERNOR PRIOR TO BEGINNING OF TERM.

If any Sub-District shall fail to elect a qualified District Governor or if the District Governor-Elect of any Sub-District shall die or refuse to take such office prior to the day his/her term would otherwise begin, then in any such event, such Sub-District shall have a District Governor appointed by the International Board of Directors in the time and manner and for the term set forth in Article VII, Sub- Section 4 of Section 9 (a) of the International Constitution and By-Laws.

3. VACANCY IN OFFICE OF DISTRICT GOVERNOR

In the event of a vacancy in the office of District Governor, the same shall be filled by the Board of Directors of the International Association of Lions Clubs in accordance with the provisions of Article IV, Section 10 of the International Constitution and By-Laws.

The remaining Cabinet Officers, Past International Presidents, Past International Directors and Past District Governors residing in the respective District shall convene at a date, time and place called as determined by the Immediate Past District Governor to pick a replacement for recommendation to the International Board of Directors.

4. FILING FOR CANDIDACY OF DISTRICT GOVERNOR

- (a) Club resolution endorsing candidate for the office of District Governor shall be submitted to the MD 16 State Office.
- (b) Such resolution must be filed, with MD 16 State Office, than thirty (30) days prior to the MD 16 Convention date.
- (c) The District Governor in office at the time will notify Lions Clubs International and necessary paperwork will be forwarded to candidate.

5. NOMINATING SPEECHES

In the nomination for the office of District Governor, there may be but one nominating speech by a delegate not over five (5) minutes duration and but one seconding speech by a delegate not over three (3) minutes duration for each candidate in whose district there is a contest.

In districts where there is no contest, a delegate will nominate the candidate and a second to this nomination will be made by another delegate. Both the nominating and seconding speeches will be of one (1) minute duration. The above may be notified by the Rules Committee of the Sub-District Convention.

6. ELECTIONS - ENTITLED TO VOTE

Each chartered club in the MD 16 in good standing shall be entitled to one (1) voting delegate and one (1) alternate for each ten (10) members of said club or major fraction thereof, as shown by the records of the International Office on the first day of the month last preceding that month

during which the Convention is held, provided however, that each club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be five (5) or more members. Each such vote based on membership can be cast only by a delegate present in person at the Convention, and no delegate shall cast more than one (1) vote on each question.

(a) Each District Governor in each Sub-District of the MD 16, by virtue of his office, shall be an accredited delegate to each such Multiple District 16 Convention, but shall not be included in the delegate quota of his club for such Convention.

(c) A club in good standing is defined as one having all financial obligations paid to Lions Clubs International and MD 16. Delinquent dues must be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

7. VOTING PROCEDURE

Balloting for the office of District Governor shall take place at the Multiple District Annual Convention. Time is to be set by the Council of Governors.

Each delegate or alternate must be present in person and certified before balloting for the office of District Governor. Balloting shall be held separately by each Sub-District and shall be by written secret ballot and a plurality vote shall be necessary to elect, provided, however, that when there is only one candidate in contention, other methods of voting may be chosen.

In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected providing the tied candidates have a majority vote if more than two are on the ballot.

SECTION II - COUNCIL OF GOVERNORS

A. MULTIPLE DISTRICT 16 COUNCIL

1. There shall be a Multiple District 16 Council composed of all the District Governors in the Multiple District, with a Chairman and a Treasurer. The Chairman of the State Council shall be a Past District Governor.
2. A majority of the Multiple District Council shall constitute a quorum.
3. The powers of the Organization or implied, shall be vested in the Council.
 - (a) It shall constitute the executive body of this Organization and its action shall be final.
 - (b) It shall have the general management and control of the business, property and funds of this Organization.
 - (c) It shall exercise general control and supervision over all committees and officers of the Organization, except the District Governors in their capacity as officers of the International Association of Lions Clubs.
 - (d) It shall have such other powers, duty and authority as prescribed in the By-Laws herein.
4. District Governors-Elect shall meet following the close of the Multiple District 16 Convention.
5. Multiple District 16 Council Meetings:
 - (a) The Multiple District 16 Council shall call its first meeting within thirty (30) days after the date on which the District Governors officially take office.
 - (b) The time, date, location and frequency of the Council Meetings are determined by the Council of Governors. There will be a minimum of four (4) Council Meetings of which the last will be conducted at the Multiple District 16 Convention.
 - (c) The Council may invite on a regular sustaining or special basis any "Lion" or person it may deem advisable appropriate to the conduct of Council business. Such invitations shall be in writing.
 - (d) The agendas shall be prepared jointly by the Council Chairman and the Multiple District 16 Advisor.
 - (e) All Council Meetings shall be governed by Roberts Rules of Order.
 - (f) Any additions to the agenda of the Council of Governors meetings set forth herein after must be received by the Multiple District 16 Advisor at least 30 days prior to the Council meeting and must be approved by the Council Chairman to be added to the agenda.
6. All bills being submitted for payment must be accompanied by proper invoices or receipts.

7. In absence of the Council Chairman, the Council Treasurer shall preside at all Council meetings, Multiple District 16 and International Convention business sessions.
8. All candidates for District Governor shall be invited at their own expense to attend the Fourth Council of Governors Meeting held in conjunction with the Multiple District Convention.
9. Expense items, not in the annual budget, must be referred to the Finance and Operations Committee for review and advice before Council action.

B. Council Chairman Duties and Reimbursement

The Council Chairman shall:

1. Serve in an administrative and staff function to the Multiple District 16 Council of Governors.
2. Preside at all meetings of the Council of Governors, pursuant to Roberts Rules of Order.
3. Review all agendas of Council Meetings printed by the Multiple District Advisor and add any subject matter requested by member(s) of the Council of Governors. Said agendas are to be sent to all Governors at least five (5) days prior to meeting. The Governors are to be notified of any additions and/or changes prior to the opening of the meetings.
4. Insure that all members of MD 16 committees are appointed through their respective District Governor.
5. Sign all checks that are prepared by the Multiple District 16 office. A voucher must be received by the Chairman from the Administrative Assistant for each check. The Multiple District Treasurer, or alternate, thereafter countersigns said checks.
6. Sign all bank transactions jointly with the Multiple District Treasurer in regard to transfer or investments of funds.
7. *All financial statements are to be sent to the Council Chairman each month for his review and then returned to the State Office.
8. Within the parameters of his available time and with consideration of distances to be traveled, meet and greet International dignitaries when they visit the Multiple District.
9. Be familiar with the structure of the Multiple District 16 and the policies and Lions that make it work.
10. Be familiar with and if possible visit the Multiple District 16 office to learn its day-to-day functions.
11. Meet privately with the Multiple District Advisor and Council of Governors prior to the preliminary meeting at each Council Meeting to review the agenda.
12. Call special (additional) meetings of the Council when requested to do so by three (3) or more members of the Council of Governors.

13. Shall appoint a State Parliamentarian who will serve at the pleasure of the Council of Governors to advise on questions of procedural rules of order.
14. *Shall appoint a State Auditor with the approval of the Council of Governors.

15. * *Shall be responsible for the signing of all contracts upon review of said contracts by the MD 16 Legal Committee and approval of the State Council of Governors. Signing of contracts will include the following
For MD 16:

By: _____

16. Reimbursement of Expenses

- a. The Council Chairperson shall receive reimbursement for mileage and tolls to the MD16 Office, Council Meetings and Convention commensurate to those allocated to District Governors by Lions Clubs International.
- b. Receive reimbursement for meals at MD16 Council of Governors' Meetings.
- c. Receive room and meal package at MD 16 Convention.
- d. Reimbursement NOT to exceed \$750.00 per year.
- e. Payment will be made only when proof of expenditure is submitted.

*Revised 2/30/93; *Revised 11/09/98; *Revised 1/30/02; **Revised 3/29/2007*
1/19/10

C. MULTIPLE DISTRICT 16 OFFICE

The office is located at:

*54 Broad Street **Suite L-102
Red Bank, New Jersey 07701-1939

1. The office is officially open from 9:00 AM to 4:00 PM Monday through Friday. The telephone number is 732 747-9440. The office is committed to serve the Lions of Multiple District 16 and Lions Clubs International. ***The MD 16 Council Chairman is responsible for the operation of the office. An administrative assistant, responsible to the Multiple District 16 Council Chairman is also located in the office.

*Revised 5/1/94; **Revised 9/1/99; ***Revised 5/20/00

SECTION III - STANDING COMMITTEES

Each Standing Committee shall meet at least once each fiscal year and a report of each meeting shall be filed with the Multiple District Advisor before reimbursements are released.

Meetings are not necessarily to be held with other planned meetings or conventions.

MULTIPLE DISTRICT ADVISOR

- I. The Multiple District Office serves as the headquarters complex for the individual District of Lions International of New Jersey. The Administrative Assistant shall maintain, on behalf of Multiple District 16, a Multiple District Office as the headquarters and focal point for Multiple District 16, and shall perform the duties as provided in the Multiple District Policy Manual as herein defined. The Multiple District Advisor will keep in touch with each of the District Governors to the extent that he/she is aware of matters that arise in each District that might affect the Multiple District and provide advice accordingly, based on experience, precedent and policy of Lions International.

II. RANGE OF RESPONSIBILITY

Carry out all assignments under the direction of the New Jersey State Council of Governors as are required in the performance of duties that pertain to said office.

Carry out the efficient administration of the State Headquarters, including keeping of all necessary records, minutes, etc.

III. POSITION ACCOUNTABILITIES

- (a) Schedule and program State Council Meetings in coordination with the State Council Chairman.
- (b) In cooperation with the State Council Chairman, plans and prepares the agenda for State Council Meetings and the State Convention. Records and mail to each Governor minutes of all such meetings.
- (c) He/she assists the Finance and Operations Committee in its duty.
- (e) He/she assists any other State Committee as deemed necessary by the Council of Governors.

IV. QUALIFICATIONS/EXPERIENCE

- (a) Education/Experience Should have past experience of a professional and responsible nature in business administration, public relations and management.
- (b) Abilities and Knowledge Considerable knowledge of the Organization's structure, policies, activities and programs, of Lions Clubs International, as well as that of the Multiple District. Abilities to plan, layout and direct the administrative services as they relate to the Multiple District. Ability to communicate effectively orally and in writing, to motivate and to develop and maintain an effective working relationship between District Governors, Lions Membership, State Headquarters and Lions Clubs International.

V. MULTIPLE DISTRICT 16 ADVISOR'S JOB DESCRIPTION (Amended)

- (a) Advisor will be appointed by the **sitting Vice District Governors at the meeting immediately preceding the multiple district convention** which will concur with the appointment of the Council Chairman. This term shall be for one year and can be renewed for a maximum of three years. At that time, this individual will not be allowed to apply for this position until three years have elapsed.
- (b) The Advisor will be directly responsible to the Council Chairman. The Council Chairman shall oversee the daily functions of the Advisor and report his/her performance to the Council of Governors periodically.

The Advisor will have the following duties:

1. Be on call as an advisor to the Administrative Assistant.
 2. He/she will visit the Multiple District Office periodically and when deemed necessary by the Administrative Assistant or the Council Chairman.
 3. Attend all Council Meetings and be responsible for taking minutes of proceedings.
 4. Attend Multiple District Convention and be responsible for taking minutes of proceedings and be of assistance wherever needed.
- (b) Reimbursement of Expenses:
1. Receive thirty (.30) per mile for trips and tolls to the MD Office and other authorized travel.
 2. Receive reimbursement for meals while visiting the MD Office and Council meetings.
 3. Receive room and meal package at MD Convention.
 4. Reimbursement not to exceed \$2,500.00 per year.
 5. Payment will be made only when proof of expenditures is submitted.

VI. RECORDS

Upon termination of position of Multiple District Advisor, the Advisor agrees to turn over to the Council Chairman all records, papers and documents which have been in his/her possession during term of office.

A. MD 16 FINANCE AND OPERATION COMMITTEE

The Finance and Operation Committee consists of seven (7) members: One member from each Sub-District, the State Auditor, and the State Treasurer.

The functions of the Finance and Operations Committee are:

1. Preparation of the Annual Administrative Budget for MD 16.
 - (a) The Finance and Operations Committee shall consult with the Chairman of Convention Committee, International Convention Committee, and other standing committees regarding their budgetary requirements.
 - (b) All committees requiring budgets shall submit monthly reports, after budget approvals.

(c) The Administrative Budget shall be prepared and submitted to the Council at its first meeting for adoption.

2. The Finance and Operations Committee shall monitor the Monthly Financial Reports of MD 16 for strict compliance.

3. The Finance and Operations Committee shall prepare a long-range forecast of income and expenditures, for submission to the Council of Governors.

4. When changes in the dues structure of MD 16 are considered, the Finance and Operations Committee shall provide the Council with a written report containing its recommendations and justifications thereof. Said report will be forwarded with the agenda for the meeting at which the dues increase is to be considered.

5. The Finance and Operations Committee shall require an annual audit of the books of MD 16 by a professional auditor who shall submit his report to the Committee and the Council of Governors.

6. Any consideration of expenditures that alter budget allocations or that have not been previously presented to the Council shall be reviewed by the Finance and Operations Committee and the Committee's recommendations shall be submitted to the State Council for their consideration.

7. The Finance and Operations Committee shall consult with and advise the Long Range Planning Committee on fiscal matters that impact long-range planning. Before new projects and activities are undertaken, the impact of these programs on future budgets should be reviewed by the Finance and Operations Committee which shall make recommendations to the Long Range Planning Committee.

*8. The chairman of the Finance and Operations Committee should attend all meetings of the MD 16 Council of Governors on an advisory basis.

**Change made at March 16, 2013 Council Meeting (see attached documents # 1, # 2)
*The Chairperson of the Finance and Operations Committee may be invited to attend scheduled or unscheduled meetings of the MD 16 Council of Governors, by the Council of Governors, and shall attend any financial discussion during said meeting or meetings on an advisory basis.**

9. The Finance and Operations Committee, through the MD 16 Advisor shall advise each standing committee chairman and its members of the reimbursement budget for that respective financial year.

10. The Finance and Operations Committee shall review the proposed budgets of the State and International Convention Committees and any other standing committees which require budgets. The Finance and Operations Committee shall submit its recommendations to the Council of Governors for their consideration. No funds shall be disbursed prior to Council's approval.

11. Expense items, not in the annual budgets, must be referred to the Finance and Operations Committee for review and advice before Council action.

12. This Committee will analyze, determine existing and apparent future problems, promulgate and present recommendations concerning solutions hereto that will provide for the smooth operation and increased growth of "Lionism" in the Multiple District 16. This committee will develop and present recommendations to the Council of Governors for all questions presented to it by the MD 16 Council of Governors.

The MD 16 FINANCE AND OPERATIONS COMMITTEE consists of seven members; one member from each sub-district, as shown, the State Auditor and the State Treasurer.

Effective July 1, 1992, the committee will be appointed as follows:

District 16-A	3 years
District 16-B	3 years
District 16-C	2 years
District 16-D	2 years
District 16-E	1 year

Each ensuing fiscal year as of July 1, the one-year appointment will leave; each other appointee will move down one level and less one year and a new three-year appointment will be made by the District Governor of the district that has a vacancy.

**C & BL Committee Report: Chairperson PID Chuck Wiemer (written report)
PID Bob Moore presented the report.**

PID Bob stated that this is the second reading of the changes to the policy manual. The reading was done. (The proposed change has the DG's appoint F & O chairperson, Jamesburg project chairperson and the Sight Preservation Committee chairperson). The first reading was in January 2013. The 2nd reading was read at the March 16, 2013 Council meeting. No vote is required at this time.

Section A. The Chairperson of the Finance and Operations Committee, the State Sight Conservation and Aid to the Blind Committee, and the Jamesburg Committee shall be appointed by the MD 16 Council of Governors. The Chairperson of the Finance and Operations Committee can only serve for three consecutive one-year terms.

B. MD 16 FUTURE SITES COMMITTEE

****1. This committee shall make evaluations of proposed sites and recommend those sites that meet the *criteria for the MD 16 Convention" to be held on the last weekend in April or a weekend in May to provide the Future Sites Committee with flexibility in securing State Convention sites.**

Items to be considered shall include, but not be limited to the following:

- (a) Facilities available.
- (b) Other factors pertinent to the proposed sites.

2. The Committee will solicit proposed sites in advance.

3. Report to the MD Council, at their 3rd Council Meeting, relative to proposed sites for the MD Convention.

4. The Council of Governors will be responsible for selecting a site to be presented to the delegates at the MD 16 Convention.

*See PROPOSAL FOR NJ STATE LIONS CONVENTION

Presented at 4/5/99 Council meeting for inclusion in policy manual; second reading at 5/13/99 council meeting.

** Aug 30,2009

LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT 16

**PROPOSAL FOR
NEW JERSEY STATE
LIONS CONVENTION**

PROJECTED DATES

[(Last weekend {Thursday, Friday & Saturday}in April or any weekend in May) Excluding Mothers Day]

ACTUAL DATE THURSDAY _____

FRIDAY _____

SATURDAY _____

Return all proposal information to:

Phone: (H) _____

(O) _____

Direct Billing Availability

Credit Card payment on final date of event following bill review on Sunday

No Walk Clause to be added/included in original contract

New Jersey State Lions Convention

THURSDAY – Date _____

GOLF TOURNAMENT

- 1) Golf Tournament usually held
- 2) Need prices for greens fees, carts, etc.
- 3) Need prices for continental breakfast, buffet lunch and/or buffet or sit-down dinner
- 4) Arrangements for this tournament made by a separate committee

Committee Comments

Golf Course Comments

New Jersey State Lions Convention

THURSDAY – Date _____

- 1) Some hotel rooms needed on above date for Thursday Night occupancy.

Estimated number of rooms _25_

2) Evening Dinner Meeting *

To be scheduled for estimated 26-30 persons for meeting with Convention ID/Speaker

Time of Dinner _____

Meal Selections _____

Vegetarian Meal _____

Committee Comments

Hotel Comments

* May not be in convention hotel.

New Jersey State Lions Convention

Friday – Date _____

PDG LUNCHEON

- 1) To be held from 11:30 AM to 1:00 PM
- 2) Banquet style tables
- 3) Buffet or sit-down lunch - _____
- 4) Estimated attendance – 50 to 60

5) Room to be equipped with podium, microphone, PA system and American flag

FIRST SESSION OF CONVENTION

- 1) To be held from 1:15 PM to 2:30 PM
- 2) Estimated attendance - 75 to 100
- 3) Room to have raised head table with seating for 30 plus
- 4) Room to have podium, microphone, PA system and American flag at head table
- 5) Room to have 1 or 2 microphones on the floor (near front & middle of main aisle)

Committee Comments

Hotel Comments

New Jersey State Lions Convention

Friday – Date _____

SEMINAR ROOMS

- 1) First seminar held from 2:30 PM to 3:30 PM
- 2) Second seminar held from 3:00 PM to 4:00 PM (if applicable)
- 3) Both rooms need 1 table with 2 chairs, plus podium, microphone, PA system and American flag
- 4) Estimated attendance at both seminars – 50 to 60

MEMORIAL SERVICE

- 1) Held from 4:30 PM to 5:30 PM
- 2) Estimated attendance – 100 to 150
- 3) Room needs 1 table with 7 chairs, plus podium, microphone, PA system and American flag

Committee Comments

Hotel Comments

New Jersey State Lions Convention

Friday – Date _____

LCIF DINNER

- 1) Reception 6:00 p.m. to 6:30 p.m.
- 2) Dinner to be held from 6:00 PM to 8:30 PM
- 3 Need dinner prices, including sales tax and gratuities/service charges _____per person
- 4 Need menu selections _____

Vegetarian Meal_____
- 5 Estimated attendance 100 to 150
- 6 Room needs banquet style tables, plus podium, microphone, PA system and American flag

Committee Comments

Hotel Comments

New Jersey State Lions Convention

Friday – Date _____

HOSPITALITY ROOMS

- 1) Need 5 to 8 hospitality rooms or bedroom suites
- 2) Each room to have portable unmanned service bar
- 3) Reserved thru approval of Convention Chairman for candidates for office only
- 4) Hospitality hours to be from 8:30 PM to Midnight

Question – Will candidates for office be allowed to bring liquid refreshments and snacks into their hospitality rooms? _____

PINA COLADA PARTY or Evening Entertainment Program May or My NOT be scheduled

depending in the Convention Committee

- 1) Party to be held from 9:00 PM to Midnight
- 2) Estimated attendance – 200
- 3) Arrangements for this party are made by a separate committee

Question – Will the committee handling this party be allowed to bring in their own pina colada supplies and snacks? _____

Committee Comments

Hotel Comments

New Jersey State Lions Convention

Saturday – Date _____

BREAKFAST

- 1) To be held from 7:45 AM to 10:00 AM
- 2) Need price per person, including sales tax, and gratuities/service charges
- 3) Need breakfast selections - _____

- 4) Estimated attendance – 200 to 250
- 5) Room needs head table with seating for 10
- 6) Room needs podium, microphone, PA system and American flag
- 7) Breakfast to be either sit-down or buffet

LUNCH – Are there facilities enough to handle feeding +/- 200 to 250 - Dutch treat in a cafeteria or other facility within the hotel?

Saturday – Date _____

SECOND SESSION OF CONVENTION

- 1) To be held from 10:30 AM to 12:00 Noon
- 2) Estimated attendance – 200 to 225
- 3) Use same set-up as per Friday’s First Session of Convention

Committee Comments

Hotel Comments

New Jersey State Lions Convention

Saturday – Date _____

RECEPTION

- 1) To be held from 6:00 PM to 7:00 PM
- 2) Area to be designated by hotel and/or committee
- 3) Cash service bars to be in operation for this reception

Saturday – Date _____

GRAND BALL

To be held from 7:00 PM to 11:00 PM
Need dinner price, including sales tax and gratuities/service charges
Need dinner selections - _____

- 4) Need double head table – raised upper level to seat 22-24 and lower level to seat 22
- 5) Need banquet style tables – Stage/Area for Band and suitable dance floor space,
- 6) plus cash service bars

- 7) Need podium, microphone, PA system and American flag in area of upper head table

Committee Comments

Hotel Comments

New Jersey State Lions Convention

Saturday – Date _____

LADIES PROGRAM [The convention Committee will decide annually if this or an alternate program will be presented]

- 1) **Separate committee to set-up Ladies Program from 10:30 AM to 12:00 Noon or** _____
- 2) It would be appreciated if the hotel could recommend some points of interest around their location that would be an attraction for the ladies not planning to attend the Convention Session, that we may make it a part of this program.

Saturday – Date _____

SUB-DISTRICT MEETINGS

- 1) **These meetings held from 1:30 PM to 4:00 PM**
- 2) **Five separate meeting rooms needed, each to contain the following:
1 table and 3 chairs each, American flag, plus podium* microphone*, and PA system***
- 3) **Estimated attendance for theatre seating at each room is as follows:**

District 16-A	80
District 16-B	60
District 16-C	100
District 16-D	50
District 16-E	80

Committee Comments

Hotel Comments

Podium, microphone and PA system are optional and would be at the respective district’s obligation to pay, if not provided free by the hotel/conference center.

New Jersey State Lions Convention

Sunday – Date _____

INCOMING DG’S BREAKFAST/MEETING

- 1) **To be held from 9:00 AM to 11:00 AM**
- 2) **Needed: either a private room for up to 22-24 persons or a reserved area in hotel restaurant for same number**
- 3) **Arrangements to be made by either the MD Advisor or the Convention Committee**

Committee Comments

Hotel Comments

QUESTIONS

- 1) **How many complimentary rooms are allowed?**
- 2) **Cost of rooms per night, including all applicable taxes?**
- 3) **Cost of bedroom suites, if available, inc. taxes?**
- 4) **Cost of hospitality rooms, if available, inc. taxes?**
- 5) **Check-In Time - _____ Check-Out Time _____**
- 6) **Parking fees?**
- 7) **Audio/Visual Equipment Charges?**
- 8) **Electrical hook-up fees available for displays/exhibits?**

OTHER QUESTIONS

C. CONSTITUTION AND BY-LAWS COMMITTEE

1. This committee is responsible for the review and evaluation of all proposed changes to the Constitution and By-Laws and shall submit recommendations to the Council.
2. This committee in conjunction with the State Office will be responsible for evaluating, revising and printing of a new Constitution and By-Laws, as directed by the Council.
3. The MD 16 Policy Manual is maintained by this committee. It recommends changes to the Council of Governors and implements additions, revisions after approval, by two successive Council meetings.

D. INTERNATIONAL CONVENTION COMMITTEE

1. All will attend all International Conventions while a sitting member of the Committee and will work on all aspects of a convention. Specific assignments carried out on a rotation basis.
2. The Chairman works with the MD Advisor in setting up all functions for the International Convention including selling tickets for appropriate functions.
3. The Chairman is required to attend all Council Meetings and provide detailed reports of convention planning to the Council. Included in his reports, for appropriate council action, will be information relating to the failure or inability of any member of the committee to carry out assigned duties.
4. Total or partial reimbursement of expenses to the members of this committee for travel, room, and meals, incurred while attending the International Convention, shall be from the International Convention Fund. Reimbursements shall not exceed the amount collected in the International Convention Fund, for the Lions year of the International Convention, nor may the reimbursements exceed such sums, as allowed by Lions International for District Governors elect. (Amount to be paid to members to attend International Convention to be decided.)
5. Such expenses will be reimbursed to the committee member upon conclusion of Convention at Convention site.
6. Expenses will be paid for official convention dates plus one day.

E. MD 16 CONVENTION CHAIRMAN

The Chairman shall:

1. Be a Lion in good standing from the area in which the Convention is held and have knowledge of MD 16. The Chairman shall be appointed by the Council of Governors.
- *2. Convention Committee Chairmen will be responsible for the entire accounting of their conventions, including pin sales, merchandise sales, and registrations.

3. Be responsible for coordination of MD 16 Convention in conjunction with the MD 16 Advisor and the Council of Governors.
4. Be the Liaison between the MD 16 Office and Convention hotels and Convention Center.
*Revised 11/09/98

***A POLICY MANUAL FOR THE OPERATION OF THE MULTIPLE DISTRICT
STATE CONVENTION COMMITTEE**

A. APPOINTMENTS TO THE COMMITTEE

1. Subject to amendment of the Multiple District Constitution and By-Laws, the Chairperson will not be selected on a rotation basis. The State Council that appoints the committee will select person deemed best to be Chairperson.

B. COMMITTEE ASSIGNMENTS

The responsibilities of the five-person State Convention Committee shall be divided as follows, **to be assigned at the first meeting of the committee.

1. CHAIRPERSON: Shall supervise the entire committee and be the spokesperson for the committee. Shall be responsible for the arrangements to be made for the Convention Guest Speaker. If the Speaker is from a country other than the USA, the Chair shall arrange to have a flag from the Speaker's country and the words of the national anthem of that country available.
2. REGISTRATIONS: Shall be responsible for the registration of Convention attendees and Certification of Delegates. Shall prepare, receive, record, and preserve all records necessary for the identification of all attendees and Delegates.
3. SPECIAL EVENTS: Shall be responsible for arranging the LCIF dinner and for the Memorial Service in cooperation with the State Chaplain. Shall be responsible for the production of the above events and for the printing and distribution of brochures for these events. Shall be responsible for special decorations for these events.
4. STATE BREAKFAST: Shall be responsible for arranging the Convention Breakfast and any entertainment provided there. Shall arrange for awards to be presented at breakfast. Shall be responsible for the breakfast Protocol: Flags, banners, seating arrangements and the prompt beginning and end of the function.
5. GRAND BALL: Shall be responsible for arranging for the pre-ball cocktail hour and for the grand ball itself, including entertainment. Shall be responsible for the Protocol as listed above.

*Revised : 11/26/96; **Revised 5/13/99

F. CREDENTIALS COMMITTEE

Shall be composed of one Lion appointed by each District Governor and the Cabinet Secretary of each district.

The committee certifies that all voting delegates are members of Clubs in good standing with Lions International and MD 16 in accordance with the procedures outlined in the MD 16 Constitution and By-Laws.

G. SERGEANT-AT-ARMS COMMITTEE

Shall be composed of one Lion appointed from each Sub-District.

The Committee maintains order and decorum at the respective meetings of the conventions and shall perform such other duties as they may be assigned by the Council of Governors.

H. RULES COMMITTEE

Shall be composed of at least one Lion appointed from each Sub-District.

The Committee formulates a set of rules which will be adopted as the rules of procedure at the MD 16 Convention. None of these rules shall conflict with the Constitution and By-Laws of Multiple District 16.

I. ELECTIONS COMMITTEE

Shall be composed of two Lions appointed from each Sub-District.

The Committee is responsible for tabulation of votes. They shall be responsible for review of election procedures and determine the most efficient manner to conduct the elections.

The Council Chairman announces the results of the voting to the assembled delegates at the final session of the Convention.

J. RESOLUTIONS COMMITTEE

Shall be composed of one Lion appointed from each Sub-District.

The Committee is responsible for the Convention resolutions as they pertain to MD 16 and shall receive all resolutions to be presented at the MD Convention in compliance with the MD 16 State Constitution Article III, Section 3.

K. ANNUAL MD 16 ACTIVITIES CHAIRMAN

This policy will govern the following MD 16 committees:

- Sight Conservation
- Hearing Conservation
- Youth Exchange
- Leo Clubs
- LCIF

1. The MD 16 Chairman's responsibilities are as follows:
 - (a) Study the needs of the Multiple District and what is being done to meet those needs.
 - (b) Cooperate with all sub-district chairmen in the field.

2. The duties are as follows:
 - (a) Hold a MD 16 conference with District Chairman early in the fiscal year. The conference should include an exchange of information and enhance and develop work in the districts.

 - (b) Receive from MD 16 Advisor sufficient copies of the MD 16 committee report for distribution.

 - (c) Distribute sufficient copies of the committee report to each District Chairman. Request each District Chairman to distribute the reports to the District Chairman to each of the District's Lions Clubs.

 - (d) Attend all State Council Meetings.

3. At the MD 16 Lions Conventions:
 - (a) Report to the general membership the committee's accomplishments for the year.

 - (b) "Chair" a seminar at the MD 16 Convention.
 1. At the Seminar, the MD 16 Chairman may use his discretion as to the type of program that will be provided.

L. VICE DISTRICT GOVERNOR TRAINING COMMITTEE

Council of Governors will appoint a chairperson, who will in turn select five (5) other members, with the approval of the Council of governors to the committee.

The responsibilities of this committee will be the training of all First and Second Vice District Governors within Multiple-District 16.

SECTION IV: PRACTICES, PROCEDURES, COURTESIES, AND TRADITIONS OF MULTIPLE DISTRICT 16

A. THE MD 16 FAMILY

The Family is considered to include: The Council of Governors and its Chairman, any current or past International Officer or Director, the President of the Past District Governors Organization, and the MD 16 Advisor.

Others may be included in this group such as:

1. State Parliamentarian
2. The MD 16 Convention Chairman for all events and activities taking place at a MD 16 Convention
3. The International Convention Chairman for certain MD 16 events taking place at an International Convention
4. The guest of honor or primary speaker at MD 16 conventions

B. COURTESIES AT THE MD 16 CONVENTION

1. Reservations for rooms are made by the MD 16 Advisor for all members of the MD 16 Family.
2. Assigned seating at all functions is provided the MD 16 Family according to protocol and space.
3. The Convention program features a picture or biography of the guest speaker and pictures of the MD 16 Family and other ranking MD 16 Lions.

C. COURTESIES AT MD 16 COUNCIL MEETINGS

1. The MD 16 Family receives meeting notices, agendas and other details.
2. Room, meal, etc., reservations are made for all those acknowledging their availability for the meetings.
3. Reserved seating at social functions for current and past International Officers and Directors is assigned by place cards or other means to insure a proper mix.
4. Places are assigned to all MD 16 Family members at Council Meetings.
5. Though the role of the current and past International Officers and Directors is advisory, the Chairman recognizes and encourages participation including comments, where those comments can expedite, explain or otherwise aid the progress of the meeting.

D. GIFTS

1. A suitable gift is given to the guest speaker at the MD 16 Convention.

E. COURTESIES AT INTERNATIONAL CONVENTIONS

1. Members of the MD 16 Family shall have reserved seating at all MD 16 functions (not necessarily at either top or second dais).

F. SPEAKERS AND GUESTS AT MD 16 FUNCTIONS

1. The Immediate Past President of Lions Clubs International is the first choice as speaker and guest at MD 16 Conventions.
2. The ranking current or past International Officer or Director from MD 16 in consort with the current Council Chairman is responsible for issuing invitations to the Lion who will be Immediate Past President at a time sufficiently early to insure his acceptance. Should the future Immediate Past President be unavailable, they select another suitable guest.

G. USE OF MD-16 PROJECTOR

The MD-16 Projector may be borrowed for a specific event and/or meeting by a New Jersey Sub-District, a New Jersey State Sight Meeting, or a New Jersey Lions Club with the following conditions.

- a.) **The entity borrowing the MD-16 Projector must make all arrangements for picking up and returning the projector to the MD-16 State Office.**
- b.) **The entity borrowing the MD-16 projector is responsible to return the projector equipment and containers in good working condition and is responsible for any repairs and/or replacements needed to return the projector equipment in good working condition.**

H – MD 16 Safe Deposit Box

1. **All important documents, records, account passbooks and certificates will be maintained in a safe deposit box.**
2. **Keys to safe deposit box to be maintained by the MD 16 Council Chairperson and State Advisor and each of these individuals can access the box on their own.**

Change Control Log

PROCEDURAL

- SECTION III V. MULTIPLE DISTRICT 16 ADVISOR'S JOB DESCRIPTION

a. Advisor will be appointed by the **sitting Vice District Governors** <Council of Governors> at the April meeting...

May 2005: The words "Council of Governors" was replaced with the words "sitting Vice District Governors" to be consistent with the amendment with this new wording that was made to the MD-16 Constitution and Bylaws at the May 2005 State Convention.

- Starting on page 10: item C. "Constitution & Bylaws Committee", the subsequent letters were corrected so that "International Convention Committee" becomes item D instead of another item C as it was.

POLICY MANUAL CHANGE - 2006

After two successive readings on **August 29, 2006 and October 26, 2006** the Council approved changes to the Policy Manual, the following section was changed The words [**April Meeting**] were eliminated and replaced the words "**at the meeting immediately preceding the multiple district convention**".

V. MULTIPLE DISTRICT 16 ADVISOR'S JOB DESCRIPTION

(a) Advisor will be appointed by the **sitting Vice District Governors at the meeting immediately preceding the multiple district convention** which will concur with the appointment of the Council Chairman.

POLICY MANUAL CHANGE - 2007

After two successive readings on **October 26, 2006 and January 30, 2007** the Council approved changes to the Policy Manual. The following section was changed to add the following under SECTION IV: PRACTICES, PROCEDURES, COURTESIES, AND TRADITIONS OF MULTIPLE DISTRICT 16

G. USE OF MD-16 PROJECTOR

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- b.) The entity borrowing the MD-16 projector is responsible to return the projector equipment and containers in good working condition and is responsible for any repairs and/or replacements needed to return the projector equipment in good working condition.**

POLICY MANUAL CHANGE - 2007

After two successive readings on **January 30, 2007 and March 29, 2007** the Council approved changes to the Policy Manual. The following section was changed to add the following # 15 under SECTION II - COUNCIL OF GOVERNORS; *Council Chairman Duties

**15. Shall be responsible for the signing of all contracts upon review of said contracts by the MD 16 Legal Committee and approval of the State Council of Governors. Signing of contracts will include the following
For MD 16:**

By: _____

POLICY MANUAL CHANGE - 2007

After two successive readings on **January 30, 2007** and **March 29, 2007** the Council approved changes to the Policy Manual. The following section **B. MD 16 FUTURE SITES COMMITTEE** was changed to

- 1. This committee shall make evaluations of proposed sites and recommend those that meet the *criteria for the MD 16 Convention” to be held on a weekend in April or May to provide the Future Sites Committee with flexibility in securing State Convention sites.**

The restriction: <to be held on the third weekend in May, as this date will afford the New Jersey Lions the opportunity to get better speakers for future Multiple District 16 Conventions.> was eliminated.

POLICY MANUAL CHANGE – 2008

After two successive readings on **October 30, 2007** and **January 31, 2008** the Council approved changes to the Policy Manual. The following section: **B. MD 16 FUTURE SITES COMMITTEE** was changed to read:

- 1. This committee shall make evaluations of proposed sites and recommend those that meet the *criteria for the MD 16 Convention” to be held on the last weekend in April or a weekend in May to provide the Future Sites Committee with flexibility in securing State Convention sites.**

POLICY MANUAL CHANGE -2008

March 27th Council Evening meeting minutes doc # 080327 Addition of Section H. On Motion by DG Fernando Navarro and seconded by DG Bob Virgadamo that a safe Deposit box near the State Office be opened to maintain the CD books/certificates and also the other important papers e.g. our Certificate of Incorporation and IRS declarations as a Non-Profit. The keys to this box are to be kept by the Council Chair and the State Advisor (one key each). The motion carried.

POLICY MANUAL CHANGE – 2010 At the Executive Session of the March 25, 2010 Council Meeting

Constitution & By-Laws – PID Chuck Wiemer presented for its second reading changes to add section **L: Vice District Governor Training** to the committees section of the Policy Manual to read as follows:

Council of Governors will appoint a chairperson who will in turn select five other members, with the approval of the Council of Governors to the committee.

The responsibilities of this committee will be the training of all first and second vice district governors within Multiple District 16.

Following the second reading of the above proposed change a motion was made by DG Al Olizi with a second by DG Jim Dougherty to approve the change. The motion carried unanimously.

POLICY MANUAL CHANGE – 2013 At the Pre Council Session of the March 16, 2013 Meeting

This change removes the statement:

At the first meeting of the Finance and Operations Committee, the committee will elect one of the district appointees as chairman of the committee for an ensuing year.

And replaces it with:

C & BL Committee Report: Chairperson PID Chuck Wiemer (written report)

PID Bob Moore presented the report.

PID Bob stated that this is the second reading of the changes to the policy manual. The reading was done. (The proposed change has the DG's appoint F & O chairperson, Jamesburg project chairperson and the Sight Preservation Committee chairperson). The first reading was in January 2013. The 2nd reading will be at the Council meeting. No vote is required at this time.