

# 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

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# POLICY MANUAL FOR MULTIPLE DISTRICT SIXTEEN LIONS INTERNATIONAL

## 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:** To enhance, improve and clarify the organization and administration of MD-16, the Council of Governors (hereafter referred to as the "COG") shall adopt and maintain a current and accurately revised MD-16 Policy Manual. This manual shall contain all policies established by the Council and shall not take precedence over the authority of those listed in the Constitution and By-Laws of the Lions International, the Constitution and By-Laws of MD 16, and the policies recorded in the International Board Policy Manual.
- C. **AMENDMENT PROCEDURE:**
- (1) The policies herein may be revised or rescinded by the current council as follows:
    - a. Any member of the COG may propose amending the Policy Manual by
      - i. Requesting that it be added as an item on the agenda of a duly scheduled COG meeting
      - ii. Providing a written draft of the proposed changes to be distributed to each member of the COG and the members of the of the MD Constitution and By-laws Committee
    - b. FIRST VOTE: The proposed additions, revisions or deletions must receive a majority vote of the current COG at a duly scheduled COG meeting, and
    - c. SECOND VOTE: The proposed additions, revisions or deletions must again receive a majority vote of the current COG at the next successive COG meeting held following the Council meeting where the first vote occurred.
    - d. The first and second vote must occur at COG meetings within the same Lion's year
  - (2) Additions, revisions or deletions shall be effective as of the date of the second Council of Governors meeting where such action was approved.
  - (3) This Policy Manual as well as MD 16 Constitution and By-Laws shall be reviewed by the MD 16 Constitution and By-laws committee:
    - a. at the beginning of a new Lions year,
    - b. anytime Lions International votes upon items that may conflict with items within,
    - c. if there is a redistricting within MD 16.
- D. **FORMAT AND DISTRIBUTION**
- (1) A digital copy of the Policy Manual will be provided to the following individuals at the beginning of each Lions Year, and any time during the year when the document is revised

(after the second vote):

- a. Council Chairperson, District Governors, First Vice District Governors, Second Vice District Governors, and past or present International Directors from MD 16.
  - b. The Multiple District Information Technology Chairperson so that it may be promptly posted on the Multiple District 16 website.
- (2) The Policy Manual will be stored in an editable digital format at the Multiple District Office so that it may be accessed for update by the Multiple District Office Coordinator and Multiple District Office Manager when revisions to the document are authorized by the Council of Governors.
- a. An editable digital file of the current Policy Manual will be provided to the Chairperson of the Multiple District Constitution and By-laws Committee at the beginning of each Lions year.
- (3) Paper hard copies of the Policy Manual will be made available to each member of the Council of Governors and the Office Coordinator for easy reference during the meeting.
- a. The paper copies will be printed one side only and stored in loose leaf binders
  - b. Dated pages will be provided so they can be substituted in the binders if revisions are made during the year.
- (4) After any proposed additions, revisions or deletions have been approved by a first vote in accordance with the amendment procedure in C above, the Policy Manual will be modified to show the new changes by strikethrough, highlight and/or inserted red font. Once an amendment has been approved by a second vote, the change should be formatted to match the existing document and marked as amended.

## **SECTION I – ELECTION OF 1<sup>st</sup> and 2<sup>nd</sup> VICE DISTRICT GOVERNORS AND DISTRICT GOVERNORS**

### **A. CANDIDATE FOR DISTRICT GOVERNOR**

#### **(1) Qualifications and Endorsements**

The qualifications and endorsements required of candidates for the office of District Governor, are delineated in Exhibit “D” of the International Standard District Constitution & By-laws (LA-4) contained in Chapter VII of the Board Policy Manual.

#### **(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 Standard 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 in accordance with the provisions of By-laws Article II, Section 5 of the International Standard District Constitution and By-Laws (LA-4) contained in Chapter VII of the Board Policy Manual.

**(4) Filing for Candidacy of District Governor**

- a. Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the sub-district's Nominating Committee and the MD 16 Office, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Standard Constitution and By-Law (LA-4) contained in Chapter VII of the Board Policy Manual.
- b. Such documentation must be filed, with the sub-district's Nominating Committee and the MD 16 Office, no less than thirty (30) days prior to the MD 16 Convention date.
- c. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor.
- d. Following the election, the district governor in office at the time shall notify Lions International of the results by submitting the "District Convention Report" (form DA-20).

**(5) Nominating Speeches**

A candidate for District Governor shall be allowed one nominating speech by a delegate of no more than five (5) minutes duration and but one seconding speech by a delegate not over of no more than 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 modified by the Rules Committee of the Sub-District Convention.

**B. CANDIDATE FOR FIRST AND SECOND VICE DISTRICT GOVERNOR**

**(1) Qualifications and Endorsements**

The qualifications and endorsements required of candidates for the office of first or second vice district governor, are delineated in Exhibits "E" and "F" of the International Standard District Constitution & By-laws (LA-4) contained in Chapter VII of the Board Policy Manual.

**(2) Failure to Elect, Death or Refusal of 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor-Elect to Assume Office of Vice District Governor Prior to Beginning of Term**

If any Sub-District shall fail to elect a qualified 1st or 2nd Vice District Governor or if the 1st or 2nd Vice 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 1st or 2nd Vice District Governor appointed by the International Board of

Directors in the time and manner and for the term set forth by the Standard the International Constitution and By-Laws

**(3) Vacancy in Office of First or Second Vice District Governor**

In the event of a vacancy in the office of 1st or 2nd Vice District Governor, the same shall be filled in accordance with the provisions of By-laws Article II, Section 6 of the International Standard District Constitution and By-Laws (LA-4) contained in Chapter VII of the Board Policy Manual

**(4) Filing for Candidacy of First or Second Vice District Governor**

- a. Any qualified member of a club in the district seeking the office of first vice district governor shall file his/her intention to so run in writing with the sub-district's Nominating Committee and the MD 16 Office, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws.
- b. Such documentation must be filed, with the sub-district's Nominating Committee and the MD 16 Office, no less than thirty (30) days prior to the MD 16 Convention date.
- c. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor.
- d. Following the election, the district governor in office at the time shall notify Lions International of the results by submitting the "District Convention Report" (form DA-20).

**(5) Nominating Speeches**

A candidate for First or Second Vice District Governor shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

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.

**C. ELECTIONS**

**(1) Entitled to Vote**

Each chartered club in good standing in Lions International, and its district, and this multiple district shall be entitled in each convention of this multiple district to one (1) voting delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club 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 certified delegate present in person shall be entitled to cast one (1)



vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention.

- a. District Governor excluded from delegate quota 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.
- b. Good Standing. A club in good standing is defined as one having all financial obligations paid to Lions International and MD 16 and its sub district. Delinquent dues must be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention. This is to be done in accordance with the provisions of the International Standard District Constitution and By-Laws. The Council Chairperson will specify the deadline in Convention Call Letter.

## **(2) Voting Procedure**

Balloting for the office of District Governor, Vice Governors and any other district business shall take place at the Multiple District Annual Convention. Time is to be set by the Council of Governors. This may include virtual convention, electronic election or other means voted upon by sitting Council of Governors as issues arise.

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.

The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

When there is only one candidate in contention, other methods of voting may be chosen in place of a secret written ballot.

## **SECTION II - COUNCIL OF GOVERNORS**

### **A. MULTIPLE DISTRICT 16 COUNCIL OF GOVERNORS**

- (1) **Composition.** There shall be a Multiple District 16 Council of Governors composed of all the District Governors in the Multiple District and shall also include a past district governor who shall serve as council chairperson. The officers of this multiple district shall be the members of the Council of Governors.

- a. Lions International allows for a council of Governors to include a vice-chairperson; the MD 16 COG chooses not to designate a vice-chairperson.
  - b. The Council of Governors shall also include past and present international directors of the association as advisory, but non-voting members.
- (2) **Quorum.** A majority of the Multiple District Council of Governors shall constitute a quorum. Each member of the council of governors, including the council chairperson, shall have one (1) vote on each question requiring action of the council of governors.
- (3) **Powers.** Except where inconsistent with and contrary to the provisions of the articles of incorporation and constitution and by-laws of Lions International, the powers granted therein to the board of directors of said association, and the policies and acts of said board of directors, the Council of Governors shall:
  - a. Have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the multiple district and multiple district convention;
  - b. Have management and control over the property, business and funds of the multiple district;
  - c. Have jurisdiction, control and supervision over all phases of the multiple district convention and all other meetings of the multiple district;
  - d. Have original jurisdiction, when authorized under policy of the international board of directors [See Board Policy Manual Chapter XXV, Paragraph C] and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any sub-district or districts, and Lions club, or any member of a Lions club, in the multiple district. All such rulings of the Council of Governors shall be subject to review and decision by said international board;
  - e. Have control and management of all budgetary matters of the multiple district and committees of the multiple district and multiple district convention. No obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.
- (4) **Meeting after election.** District Governors-Elect shall meet following the close of the Multiple District 16 Convention.
- (5) **Multiple District 16 Council of Governors Meetings.**
  - a. The Multiple District 16 COG shall call its first regular Council meeting within sixty (60) days after the date on which the District Governors officially take office, and such other meetings as it deems advisable.
  - 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 of Governors Meetings of which the last will be conducted at the Multiple District 16 Convention.

- c. The COG may invite on a regular sustaining or special basis any “Lion” or person it may deem advisable appropriate to the conduct of COG business. Such invitations shall be in writing, and sent so they are received at least three weeks prior to the meeting.
  - d. The agenda items for each meeting will be determined by the Council Chairperson in with consultation and/or advisement of the District Governors.
  - e. All Council Meetings shall be governed by *Roberts Rules of Order, Newly Revised*.
  - f. Any additions to the agenda of the Council of Governors meetings set forth herein after must be received by the Multiple District 16 Office Coordinator at least 5 days prior to the Council meeting and must be approved by the Council Chairperson to be added to the agenda.
- (6) All bills being submitted by a member of the COG for payment must be accompanied by proper invoices or receipts
  - (7) In absence of the Council Chairperson, the Council Treasurer shall preside at all Council of Governor 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) COG member expense items, not in the annual budget, must be referred to the Finance and Operations Committee for review and advice before Council of Governor action.

**B. COUNCIL CHAIRPERSON DUTIES AND REIMBURSEMENT**

- (1) The council chairperson, shall be appointed by the District Governors of the multiple district provided that such chairperson shall be a current or past district governor when he/she takes office. The council chairperson shall serve for a one-year term only and cannot serve in that capacity again. All qualified Lions will be invited by the council chairperson to declare their interest in serving as the future council chairperson, so that they may be interviewed by the sitting First Vice District Governors prior to the multiple district convention. A meeting of the district governors of the multiple district who will be in office during the term of the council chairperson appointed shall be called following the multiple district annual convention, but no later than 30 days following the closing of the International Convention for the purpose of selecting a council chairperson. Each succeeding year the council chairperson selected shall be from the district next in rotation (N, J, L), and a substitution shall not disturb the normal succession. It shall be the duty of the attendees at this meeting to appoint a club member in good standing in a club in good standing in the multiple district as the council chairperson.
- (2) The multiple district council chairperson shall be the administrative facilitator of the multiple district. All actions are subject to the authority, direction and supervision of the multiple district Council of Governors. In cooperation with the Council of Governors, the council Chairperson shall,
  - a. Further the Purposes of this association;

- b. Serve as the Global Action Team Multiple District Chairperson to administer and promote membership growth, leadership development and humanitarian service throughout the multiple district;
  - c. Assist in communicating information regarding international and multiple district policies, programs and events;
  - d. Document and make available the goals and long-range plans for the multiple district as established by the Council of Governors;
  - e. Convene meetings and facilitate discussion during council meetings;
  - f. Facilitate the operations of the multiple district convention;
  - g. Support efforts initiated by the International Board of Directors or the Council of Governors that are intended to create and foster harmony and unity among district governors;
  - h. Submit reports and perform such duties as may be required by the multiple district constitution and by-laws;
  - i. Perform such other administrative duties as may be assigned by the multiple district Council of Governors; and
  - j. Facilitate, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.
    - i. A meeting of the sitting COG and the previous year's COG, including the past Council Chairperson, shall be held within one month of the conclusion of the International Convention.
- (3) Preside at all meetings of the Council of Governors, pursuant to Roberts Rules of Order, Newly Revised.
  - (4) Review all agendas of COG Meetings printed by the Multiple District office 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.
  - (5) Insure that all members of MD 16 committees are appointed through their respective District Governor no later than the start of the Lions year. The Council Chairperson shall login to MyLCI and enter the names of the Multiple District committee chairs in the Multiple District officer's tab for the for Lions International committees.
  - (6) Sign checks as needed, that are prepared by the Multiple District 16 office. A voucher must be received by the Chairperson from the Office Manager for each check.
  - (7) Sign all bank transactions jointly with the Multiple District Treasurer in regard to transfer or investments of funds.
  - (8) All financial statements are to be sent to the Council Chairperson each month for review and then returned to the MD 16 Office.

- (9) Within the parameters of his or her available time and with consideration of distances to be traveled, spend time with International dignitaries when they visit the Multiple District.
- (10) Be familiar with the structure of the Multiple District 16 and the policies and Lions that make it work.
- (11) Be familiar with and if possible visit the Multiple District 16 office to learn its day-to-day functions.
- (12) Meet privately with the Multiple District Office Coordinator and Council of Governors prior to the preliminary meeting at each Council of Governors Meeting to review the agenda.
- (13) Call special (additional) meetings of the COG when requested to do so by majority or more members of the Council of Governors.
- (14) Appoint a Multiple District Parliamentarian who will serve at the pleasure of the Council of Governors to advise on questions of procedural rules of order.
- (15) Appoint an outside professional auditor, who is a Certified Public Accountant licensed in the State of New Jersey, with the approval of the Council of Governors.
- (16) Shall be responsible for the signing of all contracts upon review of said contracts by the MD 16 Legal Committee and approval of the Council of Governors. Signing of contracts will include the following

**For MD 16:**

**By:** \_\_\_\_\_

(17) Reimbursement of Expenses

- a. The Council Chairperson shall receive reimbursement for mileage and tolls to the MD 16 Office, COG meetings and MD 16 Convention commensurate to those allocated to District Governors by Lions International.
- b. Receive reimbursement for meals at MD 16 Council of Governors meetings.
- c. Receive reimbursement for a room and meal package at MD 16 Convention.
- d. Total reimbursement is NOT to exceed \$1,000.00 per year.
- e. Payment will be made only when proof of expenditure is submitted

**C. MULTIPLE DISTRICT 16 OFFICE**

The Multiple District Office serves as the headquarters complex for the individual District of Lions International of New Jersey. The MD 16 Council Chairperson is responsible for the operation of the office. The MD 16 Office Manager shall maintain the office, on behalf of Multiple District 16. The Office Manager is responsible to the Council Chairperson and shall perform such duties as stated in his/her employment contract.

The office is committed to serve the Lions of Multiple District 16 and Lions International. The office is officially open from 9:00 am to 3:00 pm, Monday through Friday.

The office is currently located at:

200 US Highway 22 West Suite #200,  
Bridgewater, NJ 08807  
Telephone: 732.747.9440 Fax: 732.352.1411

## **SECTION III – MULTIPLE DISTRICT APPOINTMENTS**

### **A. APPOINTMENT GUIDELINES**

#### **(1) General Qualifications**

- a. All multiple district appointees should be a member in good standing in a Lions Club (or Leo Club as applicable) within the multiple district.
- b. Members of the Council of Governors shall not hold any elected or appointed positions that report directly to the COG with the exception of the Multiple District Treasurer.

#### **(2) Timeline/Notifications**

- a. Appointments are made annually, and run according to the Lions Fiscal year, from July 1 to June 30. In order to provide a smooth transition between COGs, the First Vice District Governors, and the sitting and incoming council chairpersons should begin working on appointments early to ensure appointees are in place at the beginning of the fiscal year (July 1). When asking a Lion to take an appointment, they should be made aware of the responsibilities of the position.
- b. All appointees, including those who will be repeating their role, should receive a written confirmation of their appointment no later than July 31.

#### **(3) General Responsibilities for appointees**

- a. Appointees should verify with their club secretary that their mailing address, email and telephone are correctly entered in MyLCI.
- b. At the end of their term, MD appointees and coordinators shall turn over position related records, papers and documents which have been in their possession during their term of office to the incoming appointee or coordinator.
- c. All monies collected in connection with the carrying out the duties of the position shall be promptly itemized and delivered to the Multiple District Treasurer, or designee, for deposit in the General Fund; no person or shall maintain a separate account.
- d. No obligation shall be incurred by any appointee of the Multiple District until itemized budgets (of anticipated income and expenses) have been presented to the Finance and Operations Committee and then approved by the Council of Governors. All bills submitted by an appointee for payment must be accompanied by proper invoices or receipts.
- e. In the event there are additional expenditures, then the additional expenditures shall require approval of the Council of Governors.
- f. All appointees or coordinators requiring budgets shall submit monthly reports to the Finance and Operations committee, once their budget has been approved.

**B. MULTIPLE DISTRICT CHAPLAIN**

- (1) The Council of Governors shall appoint annually a chaplain for the multiple district.
- (2) Under the supervision and direction of the Council of Governors, the chaplain shall:
  - a. Act as the spiritual guide and spiritual leader for the Council of Governors.
  - b. Provide the invocation and benediction at the COG meetings and sessions of the Multiple District Convention.

**C. MULTIPLE DISTRICT PARLIAMENTARIAN**

- (1) The Council of Governors shall appoint annually a parliamentarian for the multiple district.
- (2) The Parliamentarian shall
  - a. Attend all COG meetings and the Multiple District Convention
  - b. Advise the COG on matters of proper procedure and governance with the Constitution and By-laws of Lions International, International Board Policy, the Constitution and By-laws of Multiple District 16, the Multiple District 16 Policy Manual, and Roberts Rules of Order.

**D. MULTIPLE DISTRICT PROTOCOL CHAIRPERSON**

- (1) The Council of Governors shall appoint annually a protocol chairperson for the multiple district.
- (2) Under the supervision and direction of the Council of Governors, the protocol chairperson shall carry out the duties in accordance with Standard Form (LA-5) By-laws ARTICLE III, Section 4.

**E. LEO/LEO-LION LIAISON**

- (1) The Council of Governors in consultation with the Multiple District LEO Chairperson shall appoint annually a Leo or Leo-Lion to serve a one-year term in an official non-voting capacity.
- (2) The responsibilities of the Leo/Leo-Lions Liaison are listed in Standard Form (LA-5) By-laws ARTICLE III, Section 9.

**F. GLOBAL SERVICE TEAM (GST) MULTIPLE DISTRICT COORDINATOR**

- (1) **Appointment.** The Council Chairperson, in consultation with the COG, shall appoint annually the Global Service Team Multiple District Coordinator (GST-MD). The GST-MD may serve multiple terms, but must be reappointed each year. The coordinator shall not serve as a chairperson for any other MD 16 committee during his or her term in office.
- (2) **Qualifications.** Lions International's recommended qualifications for the GST-MD, can be found in the Global Action Team publication [GAT Multiple District GST Coordinator Roles & Responsibilities](#) (GAT L 014), searchable on the Lions International website, [lionsclubs.org](http://lionsclubs.org).
- (3) The responsibilities of the GST-MD are listed in Standard Form (LA-5) By-laws ARTICLE III, Section 5.

**G. GLOBAL MEMBERSHIP TEAM (GMT) MULTIPLE DISTRICT COORDINATOR**

- (1) **Appointment.** The Council Chairperson, in consultation with the COG, shall appoint annually the Global Membership Team Multiple District Coordinator (GMT-MD). The GMT-

MD may serve multiple terms, but must be reappointed each year. The coordinator shall not serve as a chairperson for any other MD 16 committee during his or her term in office.

- (2) **Qualifications.** The GMT Coordinator candidate must possess the abilities and skills to identify, expand and present membership development programs that meet the needs of the multiple district. Lions International's recommended qualifications for the GMT-MD, can be found in the Global Action Team publication [GAT Multiple District GMT Coordinator Roles & Responsibilities](#) (GAT L 011), searchable on the Lions International website, [lionsclubs.org](http://lionsclubs.org).
- (3) The responsibilities of the GMT-MD are listed in Standard Form (LA-5) By-laws ARTICLE III, Section 6.

#### **H. GLOBAL LEADERSHIP TEAM (GLT) MULTIPLE DISTRICT COORDINATOR**

- (1) **Appointment.** The Council Chairperson, in consultation with the COG, shall appoint annually the Global Leadership Team Multiple District Coordinator (GLT-MD). The GLT-MD may serve multiple terms, but must be reappointed each year. The coordinator shall not serve as a chairperson for any other MD 16 committee during his or her term in office.
- (2) **Qualifications.** The GLT-MD must possess the abilities and skills to identify, expand and present leadership development programs that meet the needs of the multiple district, and educate, coach and mentor the subdistrict GLT coordinators. Lions International's recommended qualifications for the GLT-MD, can be found in the Global Action Team publication [GAT Multiple District GLT Coordinator Roles & Responsibilities](#) (GAT L 008), searchable on the Lions International website, [lionsclubs.org](http://lionsclubs.org).
- (3) **Responsibilities.** The responsibilities of the GLT-MD are listed in Standard Form (LA-5) By-laws ARTICLE III, Section 7. Additionally, the GLT-MD shall ensure that the Lions International prescribed training for the first and second vice district governors is supplemented by sessions that reviews, in detail, the contents of this Policy Manual and the MD-16 Constitution and By-laws.

#### **I. MULTIPLE DISTRICT 16 OFFICE COORDINATOR**

- (1) **Appointment.** The Council of Governors shall appoint a Multiple District Office Coordinator to help oversee the efficient operation of the MD 16 Office. He/she will be appointed by the sitting First Vice District Governors at the meeting immediately preceding the multiple district convention. 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 or fill this position again, until one year has elapsed. If the Office Coordinator position becomes vacant, the sitting Council of Governors will appoint someone to fill the position.
- (2) **Qualifications.** The Office Coordinator should have experience, of a professional and responsible nature, in business administration, public relations and management. Specifically, he/she should
  - a. possess considerable knowledge of the organizational structure, policies, activities and programs, of Lions International and Multiple District 16.
  - b. have the ability to plan, layout and direct administrative services as they relate to the Multiple District
  - c. be an effective communicator both, orally and in writing, so as to develop and maintain an effective working relationship with the District Governors, Leo Lion Liaison, Lions Membership, the Multiple District 16 Office and Lions International.



- d. be knowledgeable about tax filing and reporting requirements, as well as labor laws as they pertain to the employment of the Office Manager.
- (3) **Responsibilities.** The Office Coordinator will be directly responsible to the Council Chairperson. The Council Chairperson shall oversee the functions of the Office Coordinator and report his/her performance to the Council of Governors periodically. The Office Coordinator will have the following duties:
- a. Be a mentor to the Office Manager.
  - b. Visit the Multiple District Office periodically and when deemed necessary by the Office Manager or the Council Chairperson.
  - c. Attend all Council of Governor Meetings and be responsible for taking minutes of proceedings.
  - d. Attend the Multiple District Convention and be responsible for taking minutes of the of proceedings and be of assistance wherever needed.
  - e. When requested, assist the Council Chairperson in securing venues or speakers for the COG meetings.
  - f. Ensure that the Office Manager
    - i. uses the proper format and logos in accordance with Lions International Branding Guidelines when typing/preparing MD documents such as letterhead, agendas and minutes, and
    - ii. distributes minutes and agendas according to the MD 16 Constitution and By-laws and this Policy Manual.
  - g. Assist the Finance and Operations Committee in its duty, such as explaining the budget process/timeline and document format used by the MD 16 Office, providing account information and balances, etc.
  - h. Assist other MD 16 Operations Committees as deemed necessary by the Council of Governors.
- (4) **Reimbursement of Expenses:** The Office Coordinator shall be reimbursed for expenses incurred while performing the duties of this position as follows:
- a. Receive mileage re-imbusement based upon Lions International standards for trips and tolls to the MD 16 Office and other travel authorized by the COG.
  - b. Receive reimbursement for meals while attending Council of Governor meetings.
  - c. Receive reimbursement for a room and meal package at the MD 16 Convention.
  - d. Total reimbursement not to exceed \$2,500.00 per year.
  - e. Payment will be made only when proof of expenditures is submitted.

## **SECTION IV – MULTIPLE DISTRICT COMMITTEES**

### **A. COMMITTEE APPOINTMENT GUIDELINES**

#### **(1) General Qualifications**

- a. All multiple district committee appointees shall be a member in good standing in a Lions Club within the multiple district.

- b. Members of the Council of Governors shall not hold any elected or appointed positions that report directly to the COG with the exception of the Multiple District Treasurer.

**(2) Timelines/Notifications**

- a. Committee appointments are made annually, and run according to the Lions Fiscal year, from July 1 to June 30. In order to provide a smooth transition between COGs, the First Vice District Governors, and the sitting and incoming council chairpersons should begin working on appointments early to ensure appointees are in place at the beginning of the fiscal year. When asking a Lion to take an appointment, they should be made aware of the responsibilities of the position.
- b. All appointees, including those who will be repeating their role, should receive a written confirmation of their appointment no later than July 31, which also lists the names and contact information of the other Lions serving on that committee.

**(3) General Responsibilities for Committees**

- a. Appointees should verify with their club secretary that their mailing address, email and telephone are correctly entered in MyLCI.
- b. At the end of their term, committee members shall turn over committee related records, papers and documents which have been in their possession during their term of office to the incoming committee members.
- c. All monies collected in connection with a Committee shall be promptly itemized and delivered to the Multiple District Treasurer, or designee, for deposit in the General Fund; no person or committee shall maintain a separate account.
- d. No obligation shall be incurred by any Committee of the Multiple District until itemized budgets (of anticipated income and expenses) have been presented to the Finance and Operations Committee and then approved by the Council of Governors. All bills submitted by an appointee for payment must be accompanied by proper invoices or receipts.
- e. In the event there are additional expenditures, then the additional expenditures shall require approval of the Council of Governors.
- f. All committees requiring budgets shall submit monthly reports to the Finance and Operations committee, once their budget has been approved.

**(4) General Responsibilities for Multiple District Committee Chairpersons**

- a. MD-16 shall have Multiple District Committee Chairpersons for the various required and desired committees, as per the International Board Policies, the Multiple District Policies, and others chairs that may be required by the Council of Governors in their responsibilities to the Multiple District.
- b. The Multiple District Committee Chairpersons, as appropriate for their committee type, shall offer guidance, training, needed and required materials, offer support, ideas and programs for the various sub district chairpersons so that they might be able to

carry out their duties in a desirable manner, promoting the objects of their committee's responsibilities.

- c. It shall be the Multiple District Committee Chairperson's responsibility, if needed, to bring together the various sub district chairs for training. During these training sessions, provide the sub district chairpersons the information available from Lions International and from other sources which will make their job easier and more productive.
- d. If a district chairperson asks or requests the Multiple District Committee chairperson to help within their district, and this request is approved by the District Governor in that district, then the Multiple District chairperson may then, and only then, come to that district to help.
- e. It is not required for Multiple District Committee chairpersons to travel, on a regular basis, within the Multiple District in pursuit of their duties, or get involved in the district role, but only to provide the training, advice, expertise, ideas, material, and other pertinent up to date information, so that the sub district chairperson can carry out their responsibilities efficiently.
- f. Each Multiple District Committee Chairperson shall be asked for up to five written reports by the MD-16 Council of Governors each year, one at each of the four council of governors meeting and the other during the MD-16 convention. The frequency of the reports depends on the nature of the committee's charge. At a minimum there should be two written reports from each committee – ideally submitted in writing during the first and third quarters of the Lions year. If a committee appears on the agenda of the COG meeting, a written report is also expected at that time. These reports should be an overview of the activities reported from each of the sub districts, as well as covering of any information which would be regarded pertinent to the Lions attending these functions about their committee's roles in Lionism.

**(5) Addition/Deletion of Committees in Policy Manual**

- a. The Council of Governors may find the need to create committees and positions as it deems necessary and appropriate for efficient operation of the multiple district or to comply with changes to the International Constitution & By-Laws and policies of Lions International. For any new committees, the Policy Manual shall be amended to add a section that states the purpose and composition of the committee, the process by which committee members are chosen, and their term limits.
- b. If the need for a committee no longer exists, or whose responsibilities are absorbed into another committee, or has been removed from the MD 16 Constitution and By-laws by amendment, it shall be removed from the policy manual.

**B. MULTIPLE DISTRICT GLOBAL ACTION TEAM (GAT)**

The GAT is chaired by the council chairperson and includes the GMT multiple district coordinator, GST multiple district coordinator and GLT multiple district coordinator. It develops and initiates a coordinated plan to help expand humanitarian service, achieve membership growth, and develop future leaders within the multiple district. The Multiple District GAT meets regularly to

discuss the progress of the plan and initiatives that may support the plan. The team collaborates with area leaders and members of district Global Action Teams to share best practices, achievements and meet challenges.

### **C. OPERATIONS COMMITTEES**

#### **(1) MD 16 Finance and Operations Committee**

- a. The Finance and Operation Committee consists of four (4) members: One member from each Sub-District, and the Multiple District Treasurer. The Chairperson shall be appointed by the MD 16 Council of Governors, from the three sub-district members appointed by their respective District Governors. The chairperson can only serve for three consecutive one-year terms.
- b. The functions of the Finance and Operations Committee are:
  - i. Preparation of the Annual Administrative Budget for MD 16
    - a. The Finance and Operations Committee shall consult with the Chairperson of Convention Committee, International Convention Committee, and all other standing committees and coordinators regarding their budgetary requirements. It should not be assumed that because a committee or coordinator did not require a budget in a previous year that they will not need one in the future.
    - b. All committees and coordinators requiring budgets shall submit monthly reports, after budget approvals.
    - c. The Administrative Budget shall be prepared and submitted to the COG at its first meeting for adoption. Said budget will be forwarded to the COG with the agenda, or earlier, so that the COG has adequate time to review it.
    - d. The proposed Administrative Budget for the next fiscal year, shall be completed by June 30, and shall be presented to the COG for their review and action at their first meeting in July.
  - ii. The Finance and Operations Committee shall monitor the Monthly Financial Reports of MD 16 for strict compliance. The committee shall ensure that the account and line item names used in the financial reports are reflective of the current committee names and the nature of the expenditure.
  - iii. The Finance and Operations Committee shall prepare a long-range forecast of income and expenditures, for submission to the Council of Governors.
  - iv. When changes in the dues structure of MD 16 are considered, the Finance and Operations Committee shall provide the COG 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.
  - v. The Finance and Operations Committee shall require an annual audit of the books of MD 16 by an outside professional auditor who shall submit their report to the Committee and the Council of Governors.

- vi. 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 COG for their consideration.
- vii. The chair of the Finance and Operations Committee should attend all meetings of the MD 16 Council of Governors on an advisory basis. 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.
- viii. The Finance and Operations Committee, through the MD 16 Office Coordinator shall advise each coordinator and standing committee chairman and its members of the reimbursement budget for that respective financial year.
- ix. The Finance and Operations Committee shall review the proposed budgets of the Multiple District 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 the COG's approval.
- x. Expense items, not in the annual budgets, must be referred to the Finance and Operations Committee for review and advice before COG action.
- xi. 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.
- xii. The MD 16 Finance and Operations Committee consists of one member from each sub-district, as shown, and the Multiple District Council Treasurer.

Effective July 1, 2021, the committee will be appointed as follows:

District 16- N	1 year
District 16- J	2 years
District 16- L	3 years

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.

**(2) Information Technology Committee**

- a. The Information and Technology Committee consists of three (3) members: One member from each Sub-District, each appointed by their respective District Governor. The COG appoints one of these members as the Multiple District Information Technology Chairperson.

- b. Responsibilities. The Chairperson of this committee is responsible to provide guidance and support to the sub-district chairpersons, and support the multiple district as follows:
  - i. Develop and maintain the Multiple District website; update it regularly with information relevant to members of MD 16 and as directed by the COG; and maintain the domain name registration.
  - ii. Encourage and support the development and expanded use of technologies that aid in enhancing communications within the Multiple District, Districts and individual Clubs.
  - iii. Provide direction to the Multiple District to minimize the expense of future technology upgrades and expansion.
  - iv. Encourage and promote the development and use of websites and social media by each District and Club.
  - v. Promote the use of virtual meetings using visual conferencing websites and teleconference services
  - vi. Provide seminars and training, as requested, on use of information technology (IT) to perform tasks in the various levels of Lionism.

**(3) Multiple District Public Relations & Lions Information Committee**

- a. The Public Relations & Lions Information Committee consists of three (3) members: One member from each Sub-District, each appointed by their respective District Governor. The COG appoints one of these three members as the Multiple District Public Relations & Lions Information Chairperson. It is suggested that a past district governor serve in this position.
- b. Responsibilities. The Chairperson of this committee is responsible to provide guidance and support to the sub-district chairpersons, and support the multiple district as follows:
  - i. In consultation with the Honorary Committee Chairperson, arrange publicity for visits of international officers, directors and other dignitaries within the multiple district
  - ii. Store and account for multiple district-owned promotional property such as publications, banners, signage, table covers, audio/visual materials, etc.
  - iii. In consultation with the COG, handle the public relations for the Multiple District, including preparing news releases to all media, including posts for social media.
  - iv. Edit or assist in the preparation of the *NJLion* Multiple District newsletter.
  - v. Assist the MD Convention Committee as needed with planning and executing a promotional plan for the Convention, event signage and the convention guide booklet.
  - vi. If requested by sub-district chairpersons to support their clubs
    - a. Conduct a basic training course for club public relations chairpersons to assist them in better publicizing Lions activities to the community

- b. Encourage proper use of the Lions brand, and the direct them to digital public relations materials and templates available from Lions International, that they can use to promote both internal and external communication
- c. Offer guidance on the erecting and maintaining Lion highway signs at entrances to communities

**(4) Constitution and By-Laws Committee**

- a. The Constitution and By-Laws Committee consists of three (3) members: One member from each Sub-District, each appointed by their respective District Governor. The COG appoints one of these three members as the Multiple District Constitution and By-Laws Committee Chairperson.
- b. Responsibilities
  - i. Anytime Lions International votes upon items that may conflict with items in this Policy Manual or MD 16 Constitution and By-laws, the committee shall review both documents and as necessary recommend changes to the Council of Governors.
  - ii. The committee shall also review and evaluate proposed changes to the MD-16 Constitution and By-Laws, submitted by clubs at least 90 days prior to the convening of the Multiple District Convention.
    - a. As necessary, the committee shall place in the proper form any proposed constitutional amendment that has been presented by a Lions Club. The committee chair shall contact the club and secure its consent to any rewording made necessary due to lack of proper form in the original presentation
    - b. The Council of Governors shall be informed immediately when a Lions Club has proposed an amendment.
  - iii. In conjunction with the Multiple District Office the committee will be responsible for revising and printing of a new Constitution and By-Laws, as directed by the Council of Governors.
  - iv. 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 COG meetings.
  - v. The committee shall maintain a file of all sub-district constitutions and by-laws, together with the date of the review and action. The committee shall act in an advisory capacity to each sub district.

**D. SERVICE RELATED COMMITTEES AND PROJECT LIAISONS**

**(1) Multiple District (State) Approved Projects Review Committee**

- a. The Multiple District (State) Approved Projects Review Committee consists of three (3) members: One member from each Sub-District, each appointed by their respective District Governor. The COG appoints one of these three members as the Multiple District (State) Approved Projects Review Committee Chairperson. No member can serve more than three consecutive years.

- b. The committee shall oversee the process of proposing new projects, and reviewing current projects in accordance with Section V of the Policy Manual contained herein.
- c. Within 30 days of the close of the Multiple District Convention, the Chairperson shall provide a list of all approved projects, and how clubs can contact the project, to the Lions Information Technology committee, so that this information can be added to the Multiple District website. They should also be notified of any changes in project status or contact information as they may occur throughout the Lions year.

**(2) Multiple District Approved Projects Liaisons**

- a. District Governors may appoint a lion in their district to act as a liaison between each of the projects and the clubs within the district. The COG shall appoint one of the district Liaisons to also serve as the Multiple District Liaison.
- b. If a liaison is not appointed for every district, the Multiple District Liaison may provide information to, and communicate with the clubs, and cabinet, in the districts without a liaison.

**(3) Lions International Service Projects/Program Chairpersons**

District Governors may appoint a lion in their district as the Chairperson for any of the Lions International Service Projects introduced over the years with which district clubs may be involved. If more than one district operates a given project, the COG shall appoint one of the district chairpersons to also serve at the Multiple District Chairperson for that project.

If a district chairperson is not appointed for a district, the Multiple District Chairperson may provide information to, and communicate with the clubs, and cabinet, in the districts without a liaison.

Lions International Service Projects/Program currently operating in the Multiple District are:

- a. Reading Action Program was developed to assist Lions in implementing reading and education projects and help increase literacy rates. Program suggestions include: Helping with an after-school reading program; Reading to children at local libraries or schools; Working with local literacy experts and agencies to promote reading; Reading or recording books on tape for the blind and visually impaired; Providing access to assistive technology to individuals with visual impairments.
- b. Youth Camp and Exchange program's objectives are to bring young people into contact with youth and adults of other countries; share family and community life with another culture; and to promote international understanding and good will, throughout the World.
- c. Lions Strides for Diabetes Awareness. A Strides event can be any physical activity, from a run to a dance competition. Strides events use positivity and exercise to open the door to diabetes awareness and promote the importance of regular physical activity in the management of type 1 and type 2 diabetes.
- d. International Peace Poster Contest. The Peace Poster Contest was created in 1988 to give young people the opportunity to creatively express their feelings for world peace



and to share their visions with the world. Approximately 600,000 children from 75 countries participate in the contest annually. Lions clubs sponsor the contest, open to children ages 11 - 13, in local schools or organized, sponsored youth groups, such as Scouts and Boys & Girls Clubs. The contest provides Lions with the chance to interact with young people in their communities, introducing the youth to international understanding, as well as giving Lions a vehicle for obtaining positive publicity for their clubs.

- e. International Peace Essay Contest. Created to give an opportunity for visually impaired young people to express their feelings of peace, the International Essay Contest is a staple of Lions clubs around the world. Lions work with local schools and area families to identify young people who are interested in participating and who could benefit from this program. One grand prize winner will receive an award and US\$5,000.

#### **(4) Global Causes Service Committee Chairpersons**

- a. Each Global Causes Committee consists of three (3) members: One member from each Sub-District, who are appointed by their respective District Governor. The Council of Governors shall appoint annually a multiple district chairperson for each of the global cause service areas currently adopted and recognized by Lions International. The multiple district chairperson shall also serve as the chairperson of their sub-district's global cause committee.
- b. His/her responsibilities include:
  - i. Support Lions and Leos engaged or interested in service projects related to their respective global area. Such projects may include but not limited to
    - a. **Vision:** Eye health and blindness prevention and assistance to visually impaired and blind individuals
    - b. **Diabetes:** Promote diabetes education and awareness, reduce the prevalence of diabetes and improve the quality of life for those diagnosed.
    - c. **Childhood Cancer:** Expand access to life-saving treatment and provide support to the children and families who face childhood cancers.
    - d. **Environmental:** Meet environmental challenges at the local and global level.
    - e. **Hunger:** Alleviate hunger and malnutrition
  - ii. Serve as the topic expert for the multiple district about the global cause
  - iii. Identify areas of need within the multiple district and learn how those needs are being addressed to identify ways Multiple District 16 Leos and Lions may support, expand upon or compliment ongoing work.
  - iv. Establish and maintain open communication with the sub-district global cause chairpersons, district governors, council chairperson and Global Service Team (GST) leaders.
  - v. perform such duties as the Council of Governors shall designate.

## **(5) Leo Committee**

The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities. Leo chairpersons contribute to the success of their districts through the promotion, development, and continual support of Leo clubs.

- a. The Leo Committee consists of three (3) members: One member from each Sub-District, who are appointed by their respective District Governor. The COG appoints one of these three members as the Multiple District Leo Chairperson.
  - i. District Leo chairpersons serve a one or three-year term. District Governors can appoint the District Leo Chairperson for a one-year term by submitting the [LEO537D](#) form to Lions International; three-year appointments are made through entering the name in MyLCI (District officer tab).
  - ii. Multiple District Leo chairpersons serve a one or three-year term. The Council Chairperson can appoint the District Leo Chairperson for a one-year by submitting the [LEO537MD](#) form to Lions International; three-year appointments are made through entering the name in MyLCI (Multiple District officer tab).
- b. Responsibilities. The Chairperson of this committee is responsible to provide guidance and support to the sub-district chairpersons, and support the multiple district as follows:
  - i. Coordinate leadership trainings and orientations for Leo club advisors and Leo officers in the multiple district.
  - ii. Ensure that district Leo chairpersons are adequately facilitating the Leo to Lion transition
  - iii. Report a Leo multiple district, if eligible, via MyLCI.
  - iv. Ensure all Leo clubs report Leo Club Advisors for the current year.
  - v. Meet at least quarterly with district Leo chairpersons.
  - vi. Serve as a non-voting advisor to the Leo multiple district council, if one exists.
  - vii. Serve as the official liaison between the Lions Council of Governors and the Leo multiple district council.
  - viii. Report to the Lions Council of Governors all resolutions of the Leo multiple district conference.
  - ix. Encourage Leos to attend Multiple District and District Lions events

## **E. CONVENTION RELATED COMMITTEES**

### **(1) MD 16 Future Convention Sites Committee**

- a. The Future Convention Sites Committee consists of three (3) members: The past district governors who just completed their IPDG year. The COG appoints one of

these three members as the committee Chairperson. In the event any of the PDGs due to serve on this committee by progression are unable or unwilling to serve, the District Governor shall appoint another PDG from their district to serve.

b. Responsibilities

- i. This committee shall make evaluations of proposed MD 16 Convention sites and recommend those sites that meet the space and schedule criteria established in Appendix A of this policy manual. To provide the Future Convention Sites Committee with flexibility in securing Convention sites, beginning in 2024, the Convention date may occur on: the last weekend in March or a weekend in April. [Note that the Multiple District Convention must close at least 60 days prior to when the next International Convention convenes. The MD convention should not be scheduled on a weekend when a major religious holiday occurs.]
- ii. Items to be considered shall include, but not be limited to the following:
  1. Adequacy of the Facilities available.
  2. Other factors pertinent to the proposed sites, such as cost, nearby amenities, travel distance, quality of establishment, etc.
- iii. The Committee will solicit proposed sites in advance.
- iv. The convention sites recommendation report shall be delivered to the Council of Governors at a COG meeting that is scheduled no later than thirty (30) days prior to the convening date of the convention at which the convention site shall be voted upon by the delegates of said convention.
- v. The Council of Governors will be responsible for selecting a site to be presented to the delegates at the MD 16 Convention

**(2) International Convention Committee**

- a. The International Convention Committee consists of three (3) members: The immediate past district governors. The COG appoints one of these three members as the committee Chairperson. In the event any of the IPDGs due to serve on this committee by progression are unable or unwilling to serve, the District Governor shall appoint another PDG from their district to serve.
- b. Responsibilities. The purpose of this committee is to coordinate the activities at the International Convention that effect the Lions of Multiple District 16 and to act as a resource to MD Lions, especially those who are attending for the first time.
  - i. Each committee member is expected to attend the International Conventions The committee will work on all aspects of a convention.
  - ii. The Chairperson works with the MD Office Coordinator in setting up all functions for the International Convention including selling tickets for appropriate functions.
  - iii. The Chairperson is required to attend the Council of Governors Meetings when requested and provide detailed reports of convention planning to the Council of Governors. Included in his/her 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.

- iv. 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. All travel must be made by the most economical means. Reimbursement Expenses and rates shall be consistent with those established in Chapter IX of the International Board Policy manual pertaining to District Governors.
- v. Such expenses will be reimbursed to the committee member upon conclusion of Convention and upon submission of appropriate receipts and documents.
- vi. Expenses will be paid for official convention dates plus one day.

### **(3) Resolutions Committee**

- a. Shall be composed of one Lion appointed from each Sub-District.
- b. 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 Constitution and Bylaws

### **(4) Registration Committee**

- a. Shall be composed of at least one Lion appointed from each Sub-District by their respective District Governor.
- b. Provide coverage at the registration table, to distribute convention materials, and issue delegate cards to the attendees as designated by the Credentials committee.

### **(5) Credentials Committee**

- a. The Credentials Committee of the multiple district convention shall be composed of the current district governors, first and second vice district governors, cabinet secretary-treasurers, and two other non-officers from each sub-district. The chairperson of this committee shall be the council chairperson; however, the Council chairperson may designate any other committee member as chairperson.
- b. The credentials committee's primary responsibility shall be to verify club delegate credentials. 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. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

### **(6) Rules of Procedure Committee**

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

- b. 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.

**(7) Nomination Committee**

- a. Nominating Committee of the multiple district convention shall be composed of the Nominating Chairperson selected by the Council of Governors, and one member from each sub-district appointed by the district governor of each sub-district. The member appointed shall be an active member in good standing of a club in good standing and shall not, through the duration of their appointment hold any district cabinet or international office either by election or appointment.
- b. Committee members are required to attend all Nominating Committee meetings held prior to the opening of the convention in order to review the qualifications of each candidate pursuing office, and shall obtain from such prospective candidates any additional evidence needed to meet the necessary qualifications for the office sought.

**(8) Elections Committee**

- a. Shall be composed of two Lions appointed from each Sub-District.
- b. 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.
- c. The Council Chairperson announces the results of the voting to the assembled delegates at the final session of the Convention

**(9) Sergeant-at-Arms Committee**

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

**(10) Memorial Service Committee**

A simple Memorial Service takes place at the Multiple District Convention to pay tribute to departed members.

- a. The committee shall consist of the Multiple District Chaplain, a member of the MD Convention committee and a MD Lion appointed by the COG.
- b. The responsibilities of the committee include
  - i. Choosing a non-denominal ceremony to be used at the service
  - ii. Identifying all active Lions who passed away since the previous convention, and any who may have been left out of the ceremony the previous year, since their passing occurred close to the start of the convention. While member deaths should be reported in MyLCI, not all clubs update their membership records in a timely

manner. So, in addition to obtaining a “Deceased Members” report for each district from the MD Office, the committee should reach out to all multiple district clubs to explain what the Memorial Service is and to submit names of recently deceased members to be included in the ceremony.

- iii. Create a Memorial Service program booklet, which shall be printed in cooperation with the MD 16 office

#### **(11) Multiple District Convention Committee**

- a. The MD Convention Committee consists of two members from each Sub-District, who are appointed by their respective District Governor. The COG appoints one of these six members as the Multiple District 16 Convention Chairperson.
- b. The responsibilities of the six-person MD 16 Convention Committee shall be divided as follows, to be assigned at the first meeting of the committee.
  - i. **CHAIRPERSON:**
    1. Shall supervise the entire committee and be the spokesperson for the committee.
    2. 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 Chairperson shall arrange to have a flag from the Speaker's country and the words of the national anthem of that country available.
    3. Shall be responsible for the entire accounting of their conventions, including merchandise sales, and registrations.
    4. Shall be responsible for coordination of MD 16 Convention in conjunction with the MD 16 Office Coordinator and the Council of Governors.
    5. Shall act as the Liaison between the MD 16 Office and Convention hotels.
    6. Shall work with the MD Public Relations chairperson to publicize the convention, informing Lions about how to register and providing advanced agendas outlining the convention's activities
  - ii. **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.
  - iii. **SPECIAL EVENTS:** Shall be responsible for arranging the LCIF dinner in cooperation with the Multiple District LCIF Coordinator, and for the Memorial Service in cooperation with the Multiple District 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.
  - iv. **CONVENTION 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 in accordance with Lions International Protocol Guide (pr-768) and the prompt beginning and end of the function.

- v. **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.
- vi. **SEMINARS, WORKSHOPS, SERVICE PROJECTS:**
  - 1. Shall be responsible for arranging training seminars in cooperation with the MD 16 Global Leadership Team Coordinator. Shall be responsible for providing an appropriate furniture layout and AV equipment arrangements for the seminars.
  - 2. Shall be responsible for ensuring that there is an opportunity for a “hands on” service opportunity that attendees can participate in while at convention. (This could be anything ranging from a Strides walk, or book drive, to assembling care kits for the homeless, or a beach cleanup.) Shall be responsible for arranging the logistics for the service opportunity, and informing conventioners of anything they may need to register for in advance or bring with them in order to participate.
  - 3. Shall work to accommodate requests from clubs or committees that would like to hold a workshop or event at convention. (This could be something like a presentation about a proposed new MD Project, or a demonstration on how to operate an eye screening device, or how to run a successful Peace Poster contest.)

## **SECTION V - MULTIPLE DISTRICT (STATE) APPROVED PROJECTS**

### **A. QUALIFICATIONS FOR BECOMING A MULTIPLE DISTRICT (STATE) APPROVED PROJECT**

- (1) A project must be approved by the Sub-District and have been a District Project for at least three (3) years before it can be eligible to be proposed as a MD (State) Project.
- (2) A resolution proposing the project, two most recent financial statements and mission statement must be sent to the Multiple District (State) Approved Projects Review Committee for their review and recommendation to the Council of Governors no later than two (2) months prior to the MD Convention. This recommendation will also be presented to the delegates assembled at the MD Convention.
- (3) There must be notification to all of the clubs in the Multiple District in the form a resolution thirty (30) days prior to the MD Convention informing them that the project will be up for approval. In order to be approved, a project must prove that it services the entire MD-16 geographic area.

### **B. CRITERIA TO REMAIN A MULTIPLE DISTRICT (STATE) PROJECT**

- (1) Each Multiple District (State) Approved Project will be subject to review every other year. The MD (State) Approved Project Review Committee – at its discretion – will divide the projects into two nearly equal groups for review.

- (2) Each Multiple District (State) Approved Project must submit an immediate prior year Annual Financial Statement and completed questionnaire to the MD (State) Project Committee and MD Office by February 1 of each year. The statement must contain a breakdown of funding from each Sub-District and all other funding for that fiscal year.
- (3) The MD (State) Approved Projects Review Committee will advise the Council of Governors of their recommendations at the last scheduled Council of Governors Meeting preceding the MD 16 Convention and to the delegates assembled at the next MD 16 Convention
- (4) There shall be no distinction between Sight and Non-Sight Projects.

**C. PROCEDURES FOR REMOVING A MULTIPLE DISTRICT (STATE) APPROVED PROJECT**

- (1) The MD (State) Approved Projects Review Committee may recommend to the Council of Governors that a project be placed on Status Quo for one year for any of the following reasons:
  - a. Failure to submit an annual financial statement and a response to a financial report questionnaire
  - b. Unresolved issues between the Lions of MD 16 or its Sub-Districts regarding funding or administrative practices which could jeopardize the viability of the project.
  - c. Relationship between the Lions of MD 16 and the project that could cause or threaten damage to the reputation of the Lions of MD 16 or
  - d. When litigation has been brought against a project for fraud, misconduct, theft by deception, misappropriation of funds or any other legal actions.
  - e. No longer serves the entire geographic area of MD-16 and/or is limited to a particular geographic area or county.
    - i. There is no statewide JDFR organization in NJ; the Greater NY chapter and Greater Philadelphia chapters serve north and southern NJ.
- (2) Prior to being placed on Status Quo, a MD (State) Approved Project must be notified by Certified Mail of committee's intentions and be given thirty (30) days to appear before the MD (State) Approved Projects Review Committee to appeal said decision. After all appeals have been heard, the Council of Governors will decide which MD (State) Approved Projects will be placed on Status Quo.
- (3) The committee will review each project listed as Status Quo by March 1 of each year and report its findings to the Council of Governors at their last council meeting (or 60 days) prior to the Multiple District Convention whichever is greater and to the delegates assembled at the MD Convention of that year.
- (4) Upon review, if there has been no change regarding this project, said project could be removed from the MD (State) Approved Projects list at the next MD 16 Convention following the fiscal year the project was placed on Status Quo by a vote of 50%+1 of the delegates assembled and voting.
- (5) The MD 16 office will be charged with notifying all clubs within the Multiple District of a project's loss of Approved status.



- (6) Once a project is removed as a MD (State) Approved Project, said project may not be sponsored or proposed again for a period of three (3) years from the date of removal.

## **SECTION VI: 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 Chairperson, any current or past International Officer or Director, the President of the Past District Governors Organization, and the MD 16 Office Coordinator.

Others may be included in this group such as:

- (1) Multiple District Parliamentarian
- (2) The MD 16 Convention Chairperson for all events and activities taking place at a MD 16 Convention
- (3) The International Convention Chairperson 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 Office Coordinator 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 Chairperson recognizes and encourages participation including comments, where those comments can expedite, explain or otherwise aid the progress of the meeting.

### **D. GIFTS**

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

#### **E. COURTESIES AT INTERNATIONAL CONVENTIONS**

Members of the MD 16 Family shall have reserved seating at all MD 16 functions.

#### **F. SPEAKERS AND GUESTS AT MD 16 FUNCTIONS**

- (1) The Immediate Past President of Lions 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 Chairperson 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 RESOURCES**

- (1) The MD-16 resources/equipment may be borrowed for a specific event and/or meeting by an MD 16 District, MD 16 Committee or, an MD 16 Lions Club with the following conditions:
  - a. The entity borrowing the MD-16 the resource must make all arrangements for picking up and returning it to the MD-16 Office.
  - b. The entity borrowing the MD-16 the resource is responsible to return it in good working condition and is responsible for any repairs and/or replacements needed if it is lost or broken.

#### **H. FINANCIAL INSTITUTIONS**

- (1) All Multiple District Revenue shall be deposited and held in a Financial Institution doing business in the State of New Jersey;
- (2) The Financial Institution must be insured by the FDIC; and
- (3) The account(s) in that Financial Institution are not to be in excess of the FDIC limit(s).

APPENDIX A - RIDER  
LIONS INTERNATIONAL MULTIPLE DISTRICT 16

**PROPOSAL FOR  
MD 16 CONVENTION**

**PROJECTED DATES**

The multiple district convention will need to conclude 60 days before the convening date of the annual International Convention. Possible dates: Last weekend {Thursday, Friday & Saturday} in March or any qualifying weekend in April, excluding any weekend that includes a major religious holiday.

**ACTUAL DATE**

THURSDAY \_\_\_\_\_ FRIDAY \_\_\_\_\_ SATURDAY \_\_\_\_\_

Return all proposal information to:

Name & Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

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

**QUESTIONS FOR HOTEL:**

- 1) How many complimentary rooms are allowed?
- 2) Cost of rooms per night, including all applicable fees and taxes? Thursday, Friday and Saturday
- 3) Cost of bedroom suites, if available, including all applicable fees and taxes?
- 4) Cost of hospitality room, if available, including all applicable fees and taxes? Can candidates bring their own food and beverages to hospitality room?
- 5) Check-In Time: \_\_\_\_\_ Check-Out Time: \_\_\_\_\_
- 6) Is early check-in available? Is there a fee?
- 7) Are there any parking fees?
- 8) Are there any Audio/Visual Equipment Charges? Do they have built-in AV equipment available – such as projectors, drop-down screens. Must we use hotel provided equipment or can we bring our own? If presenters bring their own laptop, screen, projector – will there be any extra charge from hotel to set up - such as a providing a projector table and electrical cords to power source?
- 9) Are there electrical hook-ups available for displays/exhibits? Are there fees to set this up?

**QUESTIONS FOR LIONS BEFORE EXECUTING CONTRACTS:**

Convention Committee members need to take the initiative to reach out to various convention session participants to determine their room and audio/visual requirements – *don't expect them to know how early they need to contact the Convention Committee to be included.*

- a. MD Leo Coordinator – Leo Forum

- b. MD LCIF Coordinator – LCIF Reception and Dinner
- c. Council Chair – FIRST and SECONG MD Session, Sunday Breakfast
- d. District Governors – Sub District Meeting, Memorial Service
- e. MD Global Leadership Team Coordinator – Friday seminars
- f. TBD - Workshops/Presentations/Service Projects

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**MD 16 Convention**

**THURSDAY – Date\_\_\_\_\_**

**EVENING DINNER MEETING** (May not be in convention hotel).

*Meeting with Convention International Guest*

- 1) TIME: \_\_\_\_\_ (Varies depending on start time of entertainment if planned.)
- 2) SEATING: Round Banquet style tables
- 3) HEAD TABLE: Not required
- 4) MEAL/REFRESHMENTS: Dinner with choice of entrees

Meal Selections \_\_\_\_\_  
 \_\_\_\_\_

Vegetarian Meal \_\_\_\_\_

Per person dinner prices, including sales tax, gratuities, service charges \$ \_\_\_\_\_

- 5) TOTAL ATTENDANCE: Estimated 26-30 persons
- 6) EQUIPMENT: None required

Committee Comments

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Hotel Comments

\_\_\_\_\_

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**MD 16 Convention**  
**Friday – Date \_\_\_\_\_**

**PDG LUNCHEON** (1.5 hrs.)

*Meeting of the MD 16 Past District Governor's Association with International Guest*

- 1) TIME: To be held from 11:30 am to 1:00 pm
- 2) SEATING: Banquet style tables (round)
- 3) HEAD TABLE: Room to have head-table with seating for 8
- 4) MEAL/REFRESHMENTS: Buffet or sit-down luncheon, with a vegetarian option

Meal Selections \_\_\_\_\_

\_\_\_\_\_

Vegetarian Meal \_\_\_\_\_

Per person dinner prices, including sales tax, gratuities, service charges \$ \_\_\_\_\_

- 5) TOTAL ATTENDANCE: Estimated – 50 to 60 (including head table)
- 6) EQUIPMENT AT HEAD TABLE: Podium, microphone, PA system and American flag (to the speaker's right as he/she faces audience)
- 7) EQUIPMENT IN ROOM: Table with two chairs by entry door (in hall or in room) for check-in

Committee Comments

\_\_\_\_\_

Hotel Comments

\_\_\_\_\_

**FIRST SESSION OF CONVENTION** (1.25 hrs.)

*Council of Governors Meeting*

- 1) TIME: To be held from 1:15 pm to 2:30 pm
- 2) SEATING: Theatre seating, slight space between chairs, center aisle
- 3) HEAD TABLE: Room to have head-table with seating for 10
- 4) MEAL/REFRESHMENTS: None or possibly water station.
- 5) TOTAL ATTENDANCE: 75 to 100 (including head table)
- 6) EQUIPMENT AT HEAD TABLE: Room to have podium, microphone, PA system and American flag (to the speaker's right as he/she faces audience)
- 7) EQUIPMENT IN ROOM: Room to have 1 or 2 microphones on the floor (near front & middle of main aisle) Optional: table and electrical supply for projector, area to set up a screen at an angle to head table

Committee Comments

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Hotel Comments

\_\_\_\_\_

**2 SEMINAR ROOMS** (Two 1.25 hr. sessions)

*May be used for training, project presentations, hands-on service project, special interest topic, etc.*

- 1) TIME: 2:45 pm to 4:00 pm; ~~First seminar 2:30 to 3:30 pm~~ ~~Second seminar 3:00 pm to 4:00 pm~~
- 2) SEATING: Banquet or Classroom
- 3) HEAD TABLE: Both rooms need 1 table with 2 chairs
- 4) MEAL/REFRESHMENTS: None.
- 5) TOTAL ATTENDANCE: 50-60 in each room
- 6) EQUIPMENT AT HEAD TABLE: Podium, microphone, PA system and American flag,
- 7) EQUIPMENT IN ROOM: Optional depending on topic: table and electrical supply for projector, area to set up a screen.

Committee Comments

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Hotel Comments

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**MEMORIAL SERVICE** (1 hr.)

*Three district governors participate in program to remember Lions who have passed in last year*

- 1) TIME: Held from 4:30 pm to 5:30 pm
- 2) SEATING: Theatre seating, slight space between chairs
- 3) HEAD TABLE: 1 table with 5 chairs
- 4) MEAL/REFRESHMENTS: None
- 5) TOTAL ATTENDANCE: 100 to 150
- 6) EQUIPMENT AT HEAD TABLE: Podium, microphone, PA system and American flag,
- 7) EQUIPMENT IN ROOM: Optional: table and electrical supply for projector, area to set up a screen at an angle to head table

Committee Comments

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Hotel Comments

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**LCIF RECEPTION** (1/2 hour)

*Cocktail party for socializing*

- 1) TIME: Reception 6:00 pm to 6:30 pm.
- 2) SEATING: Tall standing tables, a few round tables with chairs
- 3) MEAL/REFRESHMENTS: Cash bar available.

**LCIF DINNER** (2.5 hrs.)

*Dinner with reports and presentations*

- 1) TIME: Dinner 6:00 pm to 8:30 pm
- 2) SEATING: Round Banquet style tables
- 3) HEAD TABLE: May be required
- 4) MEAL/REFRESHMENTS: Dinner with choice of entrees

Meal Selection \_\_\_\_\_

\_\_\_\_\_

Vegetarian Meal \_\_\_\_\_

Per person dinner prices, including sales tax, gratuities, service charges \$ \_\_\_\_\_

- 5) TOTAL ATTENDANCE: 100 to 150
- 6) EQUIPMENT IN ROOM: Podium, microphone, PA system and American flag, Optional: table and electrical supply for projector, area to set up a screen at an angle to head table

**Committee Comments**

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**Hotel Comments**

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**HOSPITALITY** (3.5 hrs)

*Candidates for 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor host a hospitality room; could also use event to campaign if competition on the ballot. Not required every year.*

- 1) TIME: Held from 8:30 pm to Midnight
- 2) SEATING: Tall standing tables, some round tables with chairs
- 3) HEAD TABLE: Not required
- 4) MEAL/REFRESHMENTS: None\*
- 5) TOTAL ATTENDANCE: 100 to 150
- 6) EQUIPMENT IN ROOM: Portable unmanned service bar per hotel allowance

(\* If candidates for office are not allowed to bring liquid refreshments and snacks into their hospitality rooms, get a price list of snacks, beverages and work out a budget with the candidates.)

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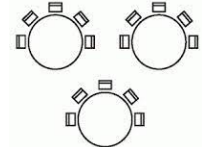
**MD 16 Convention**

**Saturday – Date \_\_\_\_\_**

**BREAKFAST** (2.25 hrs.)

*Presentation by International Guest.*

- 1) TIME: To be held from 7:45 am to 10:00 am
- 2) SEATING: Banquet (or if space permits, Cabaret so diners do not have backs to head table)
- 3) HEAD TABLE: Room needs head table with seating for 10
- 4) MEAL/REFRESHMENTS: Breakfast could be either sit-down or buffet



Meal Selection \_\_\_\_\_

\_\_\_\_\_

Vegetarian Meal \_\_\_\_\_

Per person prices, including sales tax, gratuities, service charges \$ \_\_\_\_\_

- 5) TOTAL ATTENDANCE: 200 to 250 (including head table)
- 6) EQUIPMENT AT HEAD TABLE: Room needs podium, microphone, PA system and American flag (to the speaker’s right as he/she faces audience)
- 7) EQUIPMENT IN ROOM: Table and electrical supply for projector, area to set up a screen

**3 SUB-DISTRICT MEETINGS** (Three 2.5-hour sessions)

*Cabinet meeting, elections, awards presentations*

- 1) TIME: These meetings held from 10:15 am to 12:45 Noon
- 2) SEATING: Three rooms with theatre seating, slight space between chairs
- 3) HEAD TABLE: 1 table and 4 chairs (each room)
- 4) MEAL/REFRESHMENTS: None or Water or Coffee station
- 5) TOTAL ATTENDANCE:
  - District 16 N:
  - District 16 J:
  - District 16 L:
- 6) EQUIPMENT AT HEAD TABLE\*: Room needs podium, microphone, PA system and American flag (to the speaker’s right as he/she faces audience)
- 7) EQUIPMENT IN ROOM\*: Optional - table and electrical supply for projector, area to set up a screen if requested by District

\* Podium, microphone and PA system, and other AV costs/items, are optional and would it be the respective district’s obligation to pay for it, if not provided free by the hotel/conference center.

**Committee Comments**

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**Hotel Comments**

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**LUNCH BREAK**

Are there facilities enough to quickly handle feeding +/- 200 to 250 - Dutch treat in a cafeteria or other facility within the hotel? Could attendees pre-order a "boxed lunch" to pick up? If so get price options.

**SECOND SESSION OF CONVENTION** (1.5 hrs.)

*Council of Governors Meeting*

- 1) TIME: To be held from 2:00 pm to 3:30 pm
- 2) TOTAL ATTENDANCE: Estimated attendance – 200 to 225
- 3) Use same set-up as per Friday’s First Session of Convention

**LEO CONFERENCE** (5 hrs.)

*Meetings for LEO members (aged 11 -18)*

- 1) TIME: To be held from 12 pm to 5:00 pm
- 2) SEATING: Banquet style tables
- 3) HEAD TABLE: Room to have head-table with seating for 10 plus
- 4) MEAL/REFRESHMENTS: Self-serve pizzas/soft drinks, or possibly boxed lunches.  
Per person prices, including sales tax, gratuities, service charges \$ \_\_\_\_\_
- 5) ATTENDANCE: Estimated attendance: 75 to 100
- 6) EQUIPMENT AT HEAD TABLE: Room needs podium, microphone, PA system and American flag (to the speaker’s right as he/she faces audience)
- 7) EQUIPMENT IN ROOM: Optional - table and electrical supply for projector, area to set up a screen if requested by LEOS

Committee Comments

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Hotel Comments

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**GRAND BALL RECEPTION** (1 hr.)

- 1) TIME: To be held from 6:00 pm to 7:00 pm
- 2) SEATING: Area to be designated by hotel and/or committee. Preferred - tall standing tables, and a few round tables with chairs
- 3) MEAL/REFRESHMENTS: Cash service bars to be in operation for this reception

**GRAND BALL** (4 hrs.)

- 1) TIME: To be held from 7:00 pm to 11:00 pm
- 2) SEATING: Round Banquet style tables
- 3) HEAD TABLE: Head table that seats 16-20.
- 4) MEAL/REFRESHMENTS: Dinner with choice of entrees

Meal Selection \_\_\_\_\_

\_\_\_\_\_

Vegetarian Meal \_\_\_\_\_

Per person dinner prices, including sales tax, gratuities, service charges \$ \_\_\_\_\_

- 5) ATTENDANCE: 80 including head table
- 6) EQUIPMENT AT HEAD TABLE: Room needs podium, microphone, PA system and American flag (to the speaker's right as he/she faces audience) all in upper head table area.
- 7) EQUIPMENT IN ROOM: Stage/Area for Band and suitable dance floor space, plus cash service bars

Committee Comments

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Hotel Comments

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**MD 16 Convention**

**Sunday – Date \_\_\_\_\_**

**DISTRICT GOVERNOR ELECT BREAKFAST/MEETING**

- 1) TIME: To be held from 9:00 am to 11:00 am
- 2) SEATING: Either a private room for up to 22-24 persons or a reserved area in hotel restaurant for same number. U-shaped or square set up would be ideal if space permits.
- 3) HEAD TABLE: None
- 4) MEAL/REFRESHMENT: Breakfast could be buffet or sit down

Meal Selection \_\_\_\_\_

\_\_\_\_\_

Vegetarian Meal \_\_\_\_\_

Per person prices, including sales tax, gratuities, service charges \$ \_\_\_\_\_

- 5) Arrangements to be made by either the MD Office Coordinator or the Convention Committee

Committee Comments

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Hotel Comments

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# Multiple District Council Structure

