

**LIONS OF ALABAMA**  
**MULTIPLE DISTRICT 34, INC.**  
**POLICY MANUAL**



**As adopted by the MD-34 Annual Convention on May 21, 2005  
and amended through May 16, 2015.**

May 16, 2015 jfm

# POLICY MANUAL CONTENTS

|            |   |    |
|------------|---|----|
| I          | Awards .....                                | 1  |
| II         | Clubs .....                                 | 4  |
| III        | Reserved                                    |    |
| IV         | Committees .....                            | 6  |
| V          | Constitution & By-Laws .....                | 8  |
| VI         | Conventions .....                           | 9  |
| VII        | Council of Governors .....                  | 11 |
| VIII       | Reserved                                    |    |
| IX         | District Offices & Operations .....         | 13 |
| X          | Elections .....                             | 21 |
| XI         | Finance .....                               | 22 |
| XII        | Reserved                                    |    |
| XIII       | Reserved                                    |    |
| XIV        | Leadership Development .....                | 26 |
| XV         | Legal .....                                 | 27 |
| XVI - XVII | Reserved                                    |    |
| XVIII      | Membership & Global Membership Team .....   | 36 |
| XIX        | Multiple District Office & Operations ..... | 37 |
| XX         | Public Relations .....                      | 40 |
| XXI        | Reserved                                    |    |
| XXII       | Speaker Engagements .....                   | 43 |
| XXIII      | Reserved                                    |    |
| XXIV       | Attachments .....                           | 44 |
|            | Committee Function Table of Contents .....  | 45 |

## **CHAPTER I AWARDS**

The Multiple District Office shall notify each District Governor, on or before February 15, of the criteria for the Tom Jones Lion of the Year and the Roderick Beddow Outstanding Club Award, and request the District Governors to forward the selections of the District Lion of the Year and the District Outstanding Club Award as nominations for each Award. Such nominations are to be returned to the Multiple District Office, with qualifying criteria, no later than April 15. The Multiple District Office shall forward all nominations to the selection committee on or before May 1.

The Chair of the Tom Jones Lion of the Year Award and the Roderick Beddow Outstanding Club Award committees shall contact each committee member regarding their selection on a vote basis of three points for first place, two points for second place, and one point for third place. The Chair shall notify the Multiple District Office of the nominee receiving the most points on or before June 1.

The selection of the Aubrey D. Green Humanitarian Award shall be made at a committee meeting to be held in the Multiple District Office or at a convenient location to all members of the committee. The committee may consider nominees submitted within the past five (5) years in selecting a recipient. The Multiple District Office shall be notified of the committee selection at least 45 days prior to Multiple District Convention.

The William C. Chandler Award for Club Membership Growth is a statistical award for club membership growth and requires no committee.

**Section 1 District Lion of The Year Award** - This award shall be presented annually under criteria developed by the Multiple District Council. A Committee appointed by the District Cabinet shall select the recipient. The service of a District Governor during his/her term of office shall not be considered in selecting the award recipient.

**Section 2 Tom Jones Lion of the Year Award** - This award shall be presented annually under criteria developed by the Multiple District Council and a Committee appointed by the Multiple District Council shall select the recipient. The District Lion of the Year recipients for each District of MD-34 shall automatically be nominated for selection.

**Section 3 District Outstanding Club Award** - This award shall be presented annually to the outstanding Club in each District under criteria developed by the Multiple District Council. A Committee appointed by the District Cabinet shall select the recipient.

**Section 4 Roderick Beddow Outstanding Club Award** - This award shall be presented annually to the outstanding Club in Multiple District 34 under criteria developed by the Multiple District Council and a Committee appointed by the Multiple District Council shall select the recipient. The District Outstanding Club Award recipients for each District of MD-34 shall automatically be nominated for selection.

**Section 5 Aubrey D. Green Award** - This award shall be presented annually at the Multiple District Annual Convention to a **non-Lion** citizen of Alabama or a person who is native of Alabama who has made a significant contribution to a better community, state and nation through their personal, business or professional life under criteria developed by the Multiple District Council and the recipient shall be selected by a Committee appointed by the Multiple District Council.

**Section 6 William C. Chandler Award** - This award shall be presented annually to the Clubs in Multiple District 34 with the highest percentage membership gain on the basis of beginning membership as of July 1 and closing membership as of June 30 as shown on the Membership Register of Lions Clubs International.

There shall be three awards, with one to the Club with the highest percentage gain with a beginning membership of nineteen (19) or less, one with the highest percentage gain with a beginning membership of twenty (20) to a closing balance of forty-nine (49), and one with the highest percentage gain with a beginning membership of fifty (50) or more.

**Section 7 Presentation of Awards** - No awards shall be presented in any year in which less than two (2) nominations are submitted unless otherwise provided.

The expense of presenting the Tom Jones Lion of the Year Award, the Roderick Beddow Outstanding Club Award, the Aubrey D. Green Humanitarian Award, and the William C. Chandler Award shall be paid from the Multiple District 34 Council Administrative Fund. Unless as otherwise provided for in the MD-34 Constitution and By-Laws or MD-34 Policy Manual, any and all other awards as determined by the Council of Governors, shall be provided for and presented by the sponsoring organization.

**Section 8 George C. Spence Humanitarian Award** - This award may be presented annually at the Multiple District Annual Convention by Alabama Lions Sight Conservation Association, Inc., to an ophthalmologist or someone in the eye-care field, who has been supportive of Alabama Lions Sight Conservation Association, Inc. Presentation of the Award shall be made at the Alabama Lions Sight Conservation Association or at the Multiple District 34 Annual Convention.

It shall be the responsibility of the Association to name the recipient, to prepare the plaque for presentation and to incur all financial obligations for the award. The President of Alabama Lions Sight Conservation Association, Inc. or his/her appointee shall make the presentation of the award.

## **CHAPTER II CLUBS**

### **A. District Composition**

The Multiple District shall consist of three (3) Districts, A, B, and C, all within the state of Alabama.

- (1) District 34-A shall consist of Clubs located within the boundaries of the counties of: Blount, Cherokee, Colbert, Cullman, DeKalb, Etowah, Franklin, Jackson, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, and Winston.
  
- (2) District 34-B shall consist of Clubs located within the boundaries of the counties of: Autauga, Bibb, Calhoun, Chambers, Chilton, Clay, Cleburne, Coosa, Elmore, Fayette, Greene, Hale, Jefferson, Lamar, Lee, Perry, Pickens, Randolph, Shelby, St. Clair, Talladega, Tallapoosa, Tuscaloosa, and Walker.
  
- (3) District 34-C shall consist of Clubs located within the boundaries of the counties of: Baldwin, Barbour, Bullock, Butler, Choctaw, Clarke, Coffee, Conecuh, Covington, Crenshaw, Dale, Dallas, Escambia, Geneva, Henry, Houston, Lowndes, Macon, Marengo, Mobile, Monroe, Montgomery, Pike, Russell, Sumter, Washington, and Wilcox.

### **B. OBLIGATIONS OF CHARTERED CLUBS**

The obligations of each chartered club shall be as follows:

- (1.) To hold regularly scheduled meetings.
  
- (2.) Except as otherwise provided herein, to collect from each member minimum annual dues to cover international and district (single, sub- and multiple) dues and such other expenses as are necessary for club administration.
  
- (3.) To encourage and motivate regular attendance.
  
- (4.) To carry on activities for the advancement of the civic, cultural, social or moral welfare of the community and for the promotion of international understanding.
  
- (5.) To submit regular monthly reports to the International Office on forms provided by it containing such information as may be called for by the board of directors of the association.

- (6.) To report semi-annually to the International Office the financial condition of the club.
- (7.) To elect officers, annually, not later than April 15, whose terms of office shall commence on July 1 following their election.
- (8.) To thoroughly investigate the background of all persons proposed for membership in the community where the proposed individual resides or has a place of business or is employed.
- (9.) To uphold, preserve and enhance the image of The International Association of Lions Clubs.
- (10.) To abide by the policies and requirements as determined, from time to time, by the International Board of Directors.
- (11.) To further the Lions Clubs International Purposes and Lions Code of Ethics.
- (12.) To resolve all disputes arising at the club level according to the Club Dispute Resolution Procedure set out, from time to time, in the Policy of the International Board of Directors.

## CHAPTER IV COMMITTEES

### A. STANDING COMMITTEES

The following committees shall be appointed by the Council at their first meeting:

- Alabama Lions High School All-Star Band
- Alabama Lions High School Leadership Forum
- The Alabama Lion* Newsletter and Public Relations
- Alabama Lions Trading Pin and Banner
- Awards Committee
- Constitution and By-Laws
- Credentials
- Diabetic Awareness / Camp Seale Harris
- Elections
- Finance and Operations Committee
- Historical
- Information Technology
- International Convention
- Leo Club
- Lions Clubs International Foundation (LCIF)
- Long Range Planning
- Multiple District Annual Convention
- Multiple District Global Leadership Team
- Multiple District Global Membership Team
- Multiple District Leadership Conference
- Necrology
- Opportunities for Youth Programs
- Resolutions
- Rules

### B. COMMITTEE COMPOSITION

Each District shall have at least one representative on each Multiple District committee. Each committee shall include a Multiple District Chair and Vice Chair in addition to the district representatives. No Lion shall serve as Chair of more than one Multiple District Committee with the exception of the Multiple District Annual Convention Chair and the International Convention Committee Chair.

The Council of Governors may, at its discretion, increase the number of representatives from each district on any multiple district standing committee as conditions may warrant. It is the intent of this provision that each district of the multiple district be equally represented on all standing committees appointed by the council. If, however, a vacancy occurs for whatever reason, in a position on any standing committee of the multiple district and the represented sub-district is unable



to provide a replacement member, the Council of Governors shall have the authority to fill the unexpired term with any qualified Lion within the multiple district.

There shall be only one Parliamentarian, however Assistant Parliamentarians may be appointed.

### **C. EXPENSES**

Expenses for attendance at Council Meetings by any Committee Chair specifically requested to attend by the Council may be reimbursed at the discretion of a majority of the Council with funds from the Council Administrative Fund and in accordance with "Rules of "Audit" of Lions Clubs International.

### **D. OTHER COMMITTEES**

The Council may appoint other committees and shall designate the Chair and Vice Chair of each committee appointed by it. The Council shall have power to fill all vacancies in any committee so appointed.

**CHAPTER V  
CONSTITUTION & BY-LAWS**

**SUPREMACY OF STANDARD FORMS AND MULTIPLE DISTRICT-34 POLICY MANUAL** - BE IT RESOLVED, The Lions of Alabama shall and hereby does declare as policy that with respect to any matter of district (sub or multiple) operation which is not covered by the Constitution and By-Laws of the respective district (sub or multiple) and is covered by the Standard Form (single or multiple district) Constitution and By-Laws, that the provisions of the latter shall govern and control.

BE IT FURTHER RESOLVED THAT, The Lions of Alabama shall and hereby does declare as policy that with respect to any matter of Multiple District-34 operations which is consistent with the International Constitution and By-Laws and is not covered by the Constitution and By-Laws of the Multiple District and is covered by the Multiple District-34 Policy Manual, that the provisions of the latter shall govern and control.

## **CHAPTER VI CONVENTIONS**

**A. MULTIPLE DISTRICT CONVENTION** - The Council shall arrange a program for the Multiple District Convention, and the same shall be the order of the day for all sessions.

### **B. SUB-DISTRICT CONVENTION**

#### **1. District Convention Date and Delegate Certification**

(a) Each District shall hold a Convention, designated for the nomination and election of the District Governor, First, and Second Vice each year. The District Convention may be held at a date and place as chosen by the District Governor, or at a date in October, February, or March, to be determined in consultation with the District Cabinet.

The date and place of this District Convention shall be given in writing to all Clubs within the respective District at least sixty (60) days preceding the convening Convention. Registration fee for the Convention shall be nominal for the purpose of paying expenses of the Convention. No more than two (2) Districts from this Multiple District shall hold Conventions on the same dates where an International Officer has been scheduled to be the guest speaker.

(b) Delegates and Alternate Delegates must be certified by each District Credentials Committee in the time frame as established by the District Governor. There shall be a Registration Fee and single meal ticket (sold at the cost of meals) set by the District Governor.

#### **2. District Conference Time and Site**

Each District may hold a Conference in the District at a time and place to be approved by the District Cabinet, for the purposes of District and Club officer orientation, training and inspiration. Registration fee for this Conference shall be nominal for the purpose of paying expenses of the Conference. This Conference shall have no legislative authority.

#### **3. Year End Report**

The District Governor shall make a "*State of the District*" report to the Delegates at the District Convention with recommendations to the succeeding District Governor for improvements in the District.

#### **4. Special Conventions**

A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to

the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor.

Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

## **CHAPTER VII COUNCIL OF GOVERNORS**

### **A. Council Chair**

(1) The Council Chair shall call the first meeting of the Multiple District 34 Council, hereinafter called "Council" as soon as possible after the close of the International Convention for the purpose of electing a Council Vice-Chair, a Council Secretary, a Council Treasurer, and the appointment of all Multiple District Committees and selection of the Chair and Vice Chair of each Committee. Those Committees, funded by the previous Council and which did not make a final report at the Multiple District Annual Convention, shall submit written financial reports at the first Council Meeting of each Lions year. Subsequent meetings dates of the Council shall be held at such time and place as set by the Council.

(2) The Council Chair may call Council meetings and shall always call a meeting within five (5) days when requested to by a majority of the Council.

### **B. Multiple District Council**

(1) The Council is the deliberative and assisting body in the formulation of administrative plans and policies affecting the Multiple District, including the Multiple District Convention. The Council of Governors (hereinafter called the Council) shall designate the Chair and Vice-Chair of each Committee appointed by it, and have the power to fill all vacancies in any committee so appointed on the recommendation of the District Governor, whose representative is to be replaced.

It shall make all contracts and approve all bills relating to the Multiple District Convention Administrative Expenses. It shall designate a depository for all funds and set the amount of corporate surety bond for the Council Treasurer, and approve the surety company with which he/she shall be bonded. It shall cause journals and ledgers of permanent and perpetual type which shall contain a continuous record of the Multiple District financial records to be physically housed and safeguarded in the Multiple District Office, in which journals and ledgers bookkeeping entries shall be made under the direction of the Council by its elected Treasurer or Council designee.

It shall demand and receive from the Council Treasurer financial reports, semi-annually or more frequently if necessary, and shall make provisions for a review, at the end of the fiscal year, of the books and accounts of the Council Treasurer by a Certified Public Accounting firm. This review shall include all records related to funds disbursed by the Treasurer or Council designees and shall include the financial transactions, vouchers, etc., of all committees and activities conducted under the authority of the Council and the Constitution and By-Laws of Multiple District 34, including but not limited to the Multiple District Convention Funds, International Convention Activities Fund.

It shall appoint a Sergeant-At-Arms and such Assistant Sergeant-At-Arms for the Multiple District Convention as are deemed necessary. The Council shall provide from Council Administrative Funds, a blazer of uniform dark blue fabric and Lions Crest to each District Governor-Elect and the Council Chair-Elect in Multiple District 34.

The Immediate Past Council Chair, the Past and Present International Presidents and International Directors from Alabama, together with the Vice District Governors of MD-34, the President of the MD-34 PDG Organization, and other Committee Chairs directed by the Council may attend Council meetings and shall be so notified of the time and place, together with agenda items, 10 days prior to the meeting pursuant to Section 2. of ARTICLE I of the By-Laws.

For the purpose of compliance with the above paragraph to attendees and other Lions of MD-34, written notice, email correspondence, posting of notice in the *Alabama Lion* newsletter, posting on the MD-34 website, or combination of notice types shall constitute valid notification of said meeting(s).

### **C. Council Secretary and Council Treasurer**

(a) Under the supervision and direction of the Council, the Council Secretary shall assist the Council in conducting the business of the Multiple District, and shall perform such duties as are specified or implied in this Constitution and By-Laws or as may be assigned to him/her from time to time by the Council. He/she shall keep a record of all minutes of the Executive Session meetings.

(b) Under the supervision and direction of the Council, the Council Treasurer shall supervise the receipts and disbursements of all funds turned over to the Multiple District Administrator by the various Districts and any other entities. All checks drawn by the Multiple District Administrator shall be countersigned by either the Council Chair, the Council Treasurer, Secretary to the Administrator or others so designated by the Council.

He/she shall receive a statement at the end of each month of all monies received and deposited in such bank, or banks, as may be designated by the Council, dues received from each Club, other income and/or reimbursements, and an itemized list of checks drawn against the Multiple District account. He/she shall also receive quarterly or when requested a statement of each of the Multiple District funded entities from the Multiple District Administrator and the accounts shall be open, at all times for inspection by the Council and any auditors named by the Council.

He/she shall assist the Council in conducting the business of the Multiple District and shall perform such duties as are specified or implied in the Multiple District Constitution and By-Laws, or as may be assigned to him/her from time to time by the Council.

**CHAPTER IX  
DISTRICT OFFICE & OPERATIONS**

**A. DISTRICT ORGANIZATION**

**1. Cabinet**

(a) The District Governor's Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism in the District. It shall serve in an advisory and administrative capacity only through the Region Chair (if the District Governor elects to appoint Region Chairs) and Zone Chair; it shall receive reports and recommendations that emanate from and concern the Clubs and Zones in the respective Regions of the Region Chair and Zones of the Zone Chair

It shall supervise the collection of all stipulated per capita tax pertaining to this organization by the Cabinet Secretary/Treasurer or Treasurer, and it shall designate a depository for all said funds. When deemed or found necessary it shall recommend to the Council, charges pertaining to the amount of Multiple District per capita tax collected to defray the administrative expense within the District. It shall authorize the payment out of funds of the District of all legitimate expenses pertaining to the administration of the affairs of the District.

It shall set the amount of corporate surety bond for the Cabinet Secretary/Treasurer and/or Treasurer and shall approve the surety company from which the surety bond is to be purchased. It shall demand of and receive from the Cabinet Secretary/Treasurer financial reports semi-annually or more frequently if necessary.

A minimum of \$1,000.00 annually shall be budgeted and disbursed by the current Sub-District Cabinet to the succeeding Sub-District Cabinet to provide start up funds for the succeeding District Cabinet. This requirement does not preclude or limit a District Cabinet from establishing a Reserve Fund consisting of funds over and above the required \$1,000.00.

It shall make provision for a review by a committee of three (3) Past District Governors, in accordance with generally accepted accounting standards at the end of each fiscal year, of the books and accounts of the District Secretary/Treasurer or Treasurer. A copy of this report shall be mailed to the District Governor, Region and Zone Chairs, the Multiple District Office, and Lions Clubs International by August 30 of each fiscal year.

It shall receive such other reports from the Secretary/Treasurer as are found necessary from time to time. At the first Cabinet meeting of this Cabinet there shall be agreed upon a definite schedule of Cabinet Meetings to be held during the year, and in so far as is possible, definite dates and places of such meetings.

(b) There shall be a District Governor's Cabinet in each District, composed of the District Governor as its presiding officer, Immediate Past District Governor, a First and Second Vice District Governor, a Cabinet Secretary/Treasurer and Treasurer (if so appointed), Region Chairs (if so appointed), and Zone Chairs.

(c) The District Governor shall call at least one regular meeting of the Cabinet each quarter during the year, and the first shall be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings of the Cabinet shall be given to each Cabinet member by the Cabinet Secretary or Secretary/Treasurer.

(d) Special meetings of the Cabinet may be called by the District Governor at his/her discretion, or shall be called upon written request made either to the District Governor or to the Cabinet Secretary by a majority of the members of the Cabinet. Not less than five (5) days and not more than ten (10) days written or telegraphic notice of special meetings of the Cabinet shall be given to each member by the Cabinet Secretary or Cabinet Secretary/Treasurer.

(e) A majority of the Cabinet members shall constitute a quorum.

## **2. Regions and Zone Organization**

(a) Each District Governor shall divide his/her District into Regions and Zones, or Zones only. If he/she chooses to divide into Regions and Zones, there shall be no more than sixteen (16) clubs in each Region. If he/she chooses to divide into only Zones, there shall be no more than eight (8) clubs in any Zone. All such Regions and Zones are subject to change by the District Governor when at his/her sole discretion it is in the best interests of Lions Clubs International and the individual Lions.

(b) Qualifications for Region and Zone Chair are:

- (1) Must be an active member in good standing in his/her respective Region or Zone.
- (2) Must have served or will have served at the time of taking office as Region or Zone Chair, as President of a Lions Club for a full term or major portion thereof, and as a member of the Board of Directors of a Lions Club for no less than two (2) additional years.

## **B. DISTRICT OFFICER QUALIFICATIONS**

**1. District Governor Qualifications** - Qualifications for District Governor, as stated in Lions Clubs International Constitution and By-Laws are:

- (a) Must be an active member in good standing of a chartered Lions Club in good standing in his/her District.



- (b) Must secure the endorsement of his/her Club or a majority of the Clubs in his/her District.
- (c) Must have served or will have served at the time he/she takes office as District Governor:
  - (i) As President of a Lions Club for a full term or a major portion thereof, and as a member of the Board of Directors of a Lions Club for no less than two (2) additional years, and
  - (ii) As a Zone Chair or a Region Chair or a Cabinet Secretary and/or Treasurer for a full term or a major portion thereof, and
  - (iii) As a Vice-District Governor for a full term or a major portion thereof, provided, however, that in the event that the incumbent Vice-District Governor does not stand for election as District Governor, any club member who fulfills the qualifications of Section 2 (b) of this Article IX and who is currently serving or has served one (1) additional year as a member of the District Cabinet shall also be an eligible candidate.

None of the above qualifications may be accomplished concurrently.

**2. First Vice District Governor Qualifications** - Qualifications for Vice-District Governor are as stated in Lions Clubs International Constitution and By-Laws:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (c) Currently be serving as the second vice district governor within the district from which he/she is to be elected.
- (d) Only in the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these by-laws or constitution shall fulfill the requirements of subsection (3) of this section.

**3. Second Vice District Governor Qualifications** A candidate for the office of second vice district governor shall:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.

- (c) Have served or will have served at the time he/she takes office as second vice district governor:
- (1) As president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years; and
  - (2) As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.

With none of the above being accomplished concurrently.

## **C. DUTIES OF OFFICERS AND APPOINTEES**

### **1. District Officers**

**(a) District Governor:** The District Governor shall preside at all meetings of the Cabinet, and as chief executive shall supervise the work and activities of his/her District and shall perform such other duties as pertain to that office, and as set forth in the International Constitution and By-Laws.

In the event of the absence of the District Governor at a Cabinet Meeting, the Vice-District Governor shall perform the duties of the District Governor at the meeting. In the absence, also, of the Vice-District Governor, the District Governor's Cabinet, by resolution, shall appoint one of its members to perform the duties of the District Governor at the meeting.

In the event the District Governor is unable, by reason of illness or other disability for a period of thirty (30) days, to perform his/her duties, the Vice-District Governor shall assume such duties until such time as the District Governor is able to reassume his/her duties.

**(b) First Vice District Governor.** The first vice district governor, subject to the supervision and direction of the district governor, shall be chief administrative assistant to the district governor. His/her specific responsibilities shall be to:

- (1) Further the purposes of this association.
- (2) Serve as the key District Governor Team liaison to the Global Membership Team and take an active role in membership growth, extension of new clubs, and ensuring existing club success within the district.
- (3) Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.
- (4) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor he/she will be better prepared to assume the duties and responsibilities of said office.
- (5) Perform such administrative duties as may be assigned by the district governor.

- (6) Perform such other functions and acts as may be required for him/her by the International Board of Directors and other directives,
- (7) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor.
- (8) Participate in council of governors meetings as appropriate.
- (9) Participate in the preparation of the district budget.
- (10) Engage actively in all matters to be continued during the next year.
- (11) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

**(c) Second Vice District Governor.** The second vice district governor is subject to the supervision and direction of the district governor. His/her specific responsibilities shall be to:

- (1) Further the purposes of this association.
- (2) Serve as the key District Governor Team liaison to the Global Leadership Team and actively participate and inspire other district officers to administer and promote effective leadership development.
- (3) Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.
- (4) Perform such duties as assigned by the district governor.
- (5) Perform such other functions and act as required by the policy of the association.
- (6) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- (7) Participate in the preparation of the district budget.
- (8) Actively engage in all matters to be continued during the following year.
- (9) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

**(d) Cabinet Secretary/Treasurer:** The District Governor shall appoint a Cabinet Secretary/Treasurer or Secretary and a Treasurer, who shall be a member of the same Lions Club of which the District Governor is a member or of a Lions Club in close proximity thereto. The Cabinet Secretary/Treasurer or Secretary and Treasurer shall be ex-officio members of the District Governor's Cabinet.

Under the supervision and direction of the District Governor and his/her Cabinet, the Cabinet Secretary/Treasurer shall keep an accurate record of the proceedings of all meetings of the Cabinet, and shall within five (5) days after each meeting forward copies of the minutes of same to all members of the Cabinet, the Multiple District Office, and to the English-speaking division of Lions Clubs International.

He/she shall assist the District Governor and the Cabinet in conducting the business of the District and shall perform such duties as are specified or implied in the Constitution and By-Laws of this Association, or as may be assigned to him/her from time to time by the Cabinet. He/she shall sign all notices and documents issued by the District, keep the accounts, receive all monies paid to the District, and shall make an annual report to the Cabinet at the meeting of the Cabinet immediately preceding the Multiple District Convention, and at such other times as said Cabinet may require.

He/she shall deposit all monies received in such bank, or banks, as may be designated by the Cabinet and shall disburse the same by order of said Cabinet. His/her accounts, books and records shall, at all times, be open to the inspection of the Cabinet, the District Governor, and any Auditors named by the Cabinet.

He/she shall give bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor's Cabinet, but of sufficient amount to cover all anticipated revenue he/she will handle during his/her term of office. Bond premium will be paid from the District Administrative Fund.

## **2. District Appointments**

**(a) Region Chair:** The Region Chair (if so designated by the District Governor) shall be a member of the District Governor's Cabinet and shall attend regular and special meetings and deliberations of the Cabinet. He/she shall assist the District Governor in the promotion of Lionism in his/her Region by performing such other duties as may be delegated to him/her from time to time by the District Governor and the District Governor's Cabinet.

He/she may recommend to the District Governor qualified Lions in his/her Region for appointment as Zone Chairs. It shall be his/her duty to see that every Club in his/her Region is efficiently operating under the Lions Clubs International Standard Constitution and By-Laws.

It shall be his/her duty to promote the Annual District, Multiple District, and Lions International Conventions among the Clubs in his/her Region, and shall endeavor to have them represented at each of these conventions by at least the full quota of delegates to which they are entitled.

He/she shall supervise and assist the Zone Chairs of his/her Region in the performance of their official duties, and shall cooperate with them in holding regularly scheduled meetings of the District Governor's Advisory Committee. He/she shall cooperate with Zone Chairs in arranging Zone Meetings to which all Lions in the Zones are invited, and may attend same when called upon to do so.

He/she shall further cooperate with Zone Chairs in promoting attendance at Charter Nights of newly organized Lions Clubs. In order to further develop good fellowship in his/her Region, he/she shall cooperate with Zone Chairs in promoting

such social activities as golf, bowling, soft-ball tournaments, banquets, anniversary celebrations, special functions such as meetings in observance of District Governor's Week, honoring Key Members, Monarchs, etc., installation of officers, induction of new members, spouse nights, outings and other similar functions.

The official actions of the Region Chair shall be under the supervision of the District Governor. In the event the Region Chair for any reason cannot or does not efficiently and to the best interests of Lionism, perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

**(b) Zone Chair:** The Zone Chair shall be a member of the District Governor's Cabinet and shall attend the regular and special meetings and deliberations of the Cabinet. The Zone Chair shall be a member and the Chair of the District Governor's Advisory Committee (committee composed of Club Presidents and Secretaries) of his/her Zone. The Zone Chair shall hold regularly scheduled Advisory Committee meetings, as provided in the manual of the District Governor, and make a report of each Advisory Committee meeting and send copies within five (5) days thereafter to his/her Region Chair, District Governor, and the office of Lions Clubs International.

It shall be his/her duty to see that every Club within his/her Zone is effectively operating under the Lions Clubs International Standard Constitution and By-Laws. He/she shall arrange, with the cooperation of his/her Region Chair, regularly scheduled Zone meetings (meetings to which all Lions in the Zone are invited) and he/she shall be the presiding officer of these meetings.

He/she shall encourage the Clubs in his/her Zone to hold inter-club activities such as golf, bowling, softball tournaments, banquets, anniversary celebrations, special functions such as meetings in observance of District Governor's Week, honoring Key Members, Monarchs, installation of officers, induction of new members, spouse nights, outings and other similar functions. He/she shall promote attendance at Charter nights of newly organized Clubs.

It shall be the duty of the Zone Chair to promote the Annual District, Multiple District, and Lions International Conventions among the Clubs in his/her Zone, and shall endeavor to have his/her Clubs represented at each of these conventions by at least the full quota of delegates to which they are entitled.

The official actions of the Zone Chair shall be under the supervision of the Region Chair of the Region of which his/her Zone is a part. In the event the Zone Chair, for any reason, cannot perform the duties of the office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

**(c) District Governor's And Cabinet Committees**

(1) In each Zone, the Zone Chair and the President and Secretary of Clubs in the Zone shall compose a District Governor's Advisory Committee. At a

date, time, and place called by the Zone Chair, this Committee shall hold a first meeting within sixty (60) days after the adjournment of the preceding International Convention, a second meeting in the month of November, a third meeting in the month of February or of March, and a fourth meeting approximately thirty (30) days prior to the Multiple District Convention.

(2) The District Governor may appoint a District Governor's Honorary Committee composed of Past and Present International Officers and Past District Governors who are members in good standing of Clubs within the District. This Committee shall meet when and as called upon by the District Governor.

(3) The District Governor may appoint other Committees and Chairs, as he/she deems necessary to carry out the affairs of the District.

#### **D. VACANCIES**

(1) Any vacancy in a District office, except that of District Governor or Vice-District Governor, shall be filled by the District Governor for the unexpired term.

(2) If any Region or Zone Chair shall cease to be a member of a Club in the Region or Zone, as the case may be, to which he was appointed, his/her term of office shall thereupon cease and the District Governor shall appoint a successor to fill such office.

#### **E. EXPENSES OF SPOUSE TO DGE SEMINAR**

The expense for the district governor-elect of a district below 35/1250 for over 2 years or provisional district to attend the district governors-elect seminar and the international convention will be reimbursed according to the policies established annually by the board but not the expense of the companion, with an exception of provisional districts which have been in the provisional designation more than 30 years.

Districts below 35/1250 for over 2 years and Provisional districts showing a net membership gain in a full fiscal year will have the travel expenses for the adult companion reimbursed as provided by policy for that year's district governor to attend the District Governors-Elect Seminar.

## **CHAPTER X ELECTIONS**

### **A. ELECTIONS COMMITTEE**

Each District Governor shall appoint by written notification received at least sixty (60) days prior to the District Convention, an Elections Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District, and shall not at the time of their appointment hold any District, Multiple District, or Lions International office. The names of Lions so appointed shall be sent to all Clubs in the District at least forty-five (45) days prior to the convention date of the District Convention. He/she shall request the Elections Committee to conduct the elections.

### **B. NOMINATIONS FOR DISTRICT GOVERNOR, FIRST, or SECOND VICE DISTRICT GOVERNOR**

Any Club desiring to place in nomination the name of a member thereof for the office of District Governor or First, or Second Vice-District Governor, or endorsement for of its respective District in the Multiple District shall file with the District Governor of the District for which such nomination is to be made, a notice in writing that said Club nominates such member for the office of District Governor, First, or Second Vice-District Governor, for said District, more than thirty (30) days prior to the opening of a District Convention designated for the nomination and election of a District Governor and/or First, or Second Vice District Governor, or endorsement for.

No candidate will be eligible for election and no nomination will be entertained unless such notice is so filed, provided however, in the event no written notice is filed by any Club in any District with the District Governor for such District prior to said thirty-day period, then nominations of any qualified member of such District may be made and received at any time prior to the election at the District Convention without requiring such notice to be made. The District Governor shall turn the nominations in to the Elections Committee which will conduct the election.

### **C. VOTING**

The election shall be by secret, written ballot. When two or more candidates are placed in nomination, the candidate receiving the majority of the votes cast by the registered delegates, whose credentials are certified, present and voting at the nomination-election District Convention or in the event the nomination and election is held at the Multiple District Convention, shall be elected.

If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate receiving the lowest number of votes shall be eliminated and balloting will continue until one candidate receives a majority.

When only one candidate is offered for any District office or endorsement, voting shall be by show of hands of the delegates present.

**CHAPTER XI  
FINANCE**

**A. OPERATING BASE**

(1) The funds administered by the Council shall have an operating balance at the beginning of each calendar year in the following amounts:

|   |             |
|---|-------------|
| Council Administrative Fund   | \$ 1,000.00 |
| MD Global Leadership and<br>Global Membership Committees (a Total of) | 9,000.00    |
| International Convention Activities Fund                              | 500.00      |
| Multiple District Office Operations Fund                              | 6,000.00    |
| The Alabama Lion Newsletter and PR Fund                               | 2,500.00    |
| Multiple District Annual Convention                                   | 1,000.00    |
| Fall Conference   | 1,000.00    |

Such initial base operating balances will provide necessary working capital for the Council operations until such time as semi-annual billings are paid by each Club. In no instance can the base initial operating balance be eroded by expenditures in excess of the annual revenue of the Funds.

(2) A designated amount from the surplus from all accounts except the All Star Band, Newsletter and Reserve Fund shall be placed in a Restricted Fund named Multiple District Office Equipment Contingency Fund for the purchase or repairs to Multiple District Office Equipment. This fund is to reach a total of \$3,000.00 after which time all surpluses are to be transferred to the MD-34 Reserve Account.

Funds available in the Office Equipment Contingency Fund used for the purchase and repairs to equipment amounting to not more than \$500.00 for any one occasion may be spent by the MD-34 Administrator. For acquisitions or major repairs in excess of \$500.00 but less than \$3,000.00 approval must be given by the seated Council. For acquisitions or major repairs that exceed \$3,000.00 per occasion, approval must be given by Alabama Lions, Multiple District 34 at the Multiple District Convention.

In accordance with the other portions of this Article, all excess funds, after the funds are placed in the Multiple District Office Equipment Contingency Fund, shall be transferred to the Multiple District Reserve Fund at the conclusion of each year.

(3) Authorization is hereby provided for the establishment of the following bank accounts by the Council. These accounts are to be maintained in an account insured by the FDIC (Federal Deposit Insurance Corporation) in the State of Alabama and the authorized signatures are to be approved by the Council at their first meeting. All accounts shall require two (2) signatures.



Funds shall remain with the established bank until the Council authorizes change:

- Alabama Lions Reserve Account
- Alabama Lions Multiple District Office Account (Multiple District Office and Council Administrative)
- Alabama Lions Multiple District Annual Convention Account
- Alabama Lions International Convention Account
- Alabama Lions All-Star Band Account

(4) Over-expenditure in any account may be reimbursed from surplus remaining in any other account as of June 30, upon approval by the Council of Governors. All remaining excess funds described in this Article, and any funds administered by the Council, shall be transferred to the Reserve Fund at the conclusion of the calendar year.

## **B. COUNCIL ADMINISTRATIVE FUND**

The revenue derived from Article VII, Section 2 (b) of the Constitution shall be used to defray the administrative expenses of the Council not paid by Lions Clubs International and such expenses shall be reimbursed in accordance with the *“Rules of Audit”* of Lions Clubs International.

The financial records are the responsibility of the Multiple District Administrator and a ledger shall be kept by the Multiple District Administrator, detailing all income and expenditures in the Office Operations Fund and the Council Administrative Fund, under the direction of the Council of Governors, with monthly reports sent to each member of the Council of Governors for review.

## **C. DISTRICT ADMINISTRATIVE FUND**

**1. Disbursement** - The revenue derived from ARTICLE VI, Section 2 (a) of the Constitution shall be disbursed only for administrative expenses of the District as approved by the District Governor’s Cabinet. Payment out of said Fund shall be by checks drawn and signed by the Cabinet Secretary/Treasurer or Treasurer and countersigned by the District Governor.

(a) Expenses of the District Governor in connection with his attending the International Convention and/or the USA/Canada Leadership Forum shall be considered a District Administrative expense, and fifteen cents (\$0.15) out of each annual per capita tax shall be set aside in each District to defray said expenses, and in the event the amount so set is insufficient to meet the necessary expenses, the District Governor’s Cabinet has authority to supplement same from the District Administrative Fund in order to meet the deficiency, not to exceed *“Rules of Audit”* of Lions Clubs International. Reimbursement of said expenses shall be on the same basis and shall not exceed the remuneration as outlined in the *“Rules of Audit”* of Lions Clubs International, and he/she must attend the International Convention and/or USA/Canada Leadership Forum to be eligible for such reimbursement.

(b) Expenses of the succeeding First Vice District Governor, who shall serve the next year, in connection with his/her attending the International Convention and/or USA/Canada Leadership Forum shall be considered a District Administrative expense, and fifteen cents (\$0.15) out of each annual per capita tax shall be set aside in each District's budget to defray such expenses. In the event that such amount is insufficient to meet necessary expenses, the District Cabinet has authority to supplement the expense from the District Administrative Fund in order to meet the deficiency, not to exceed Rules of Audit of Lions Clubs International.

Reimbursement for said expenses shall be on the same basis and shall not exceed the remuneration as outlined in the "*Rules of Audit*" of Lions Clubs International and he/she must attend the International Convention and/or USA/Canada Leadership Forum and attend available conferences, forums and/or school of instruction to be eligible for such reimbursement.

Cabinet Secretaries/Treasurers may be authorized to attend the Lions USA/Canada Leadership Forum by the respective Cabinets if funds are available.

(c) The District Governor and his/her Cabinet shall not incur obligations in excess of unencumbered balances of funds received from the preceding administration and the anticipated income from the annual per capita District Administrative Fund based on the semi-annual billings. All funds must be approved in the budget at the beginning of the year and any changes to the budget must be approved by the Cabinet membership.

(d) The Cabinet Secretary/Treasurer shall be required to make bond in such amount as shall be approved by the District Governor's Cabinet. Expense of the surety bond premium shall be paid from the District Administrative Fund.

**2. Review of Books** - The District Governor's Cabinet shall provide for a review of all District Records (such as Check Book, Cancelled Checks, Deposits, financial reports, minutes and any other pertinent records deemed necessary to complete an acceptable review) of the Cabinet Secretary/Treasurer or Treasurer annually, and at more frequent intervals when necessary. The Review of Books shall be made by three (3) Past District Governors who are not members of the Cabinet Secretary/Treasurer or Treasurer's club nor members of the cabinet. A copy of the committee's report shall be sent to Lions Clubs International, each club in the District and to the Multiple District Office, not later than August 30 of each year. Attached to the report of the Review of Books shall be copies of the balance sheet, profit and loss statements, budget comparison report, and a listing of all checks written.

The Cabinet Secretary/Treasurer or Treasurer shall keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the cabinet, the Cabinet Secretary/Treasurer or Treasurer shall furnish any such books and records as requested to any auditor appointed by the District Governor.

## D. RULES OF AUDIT

Throughout the Policy Manual and Constitution and By-Laws reference is made to "Rules of Audit". Therefore, at the beginning of each term of office, the Multiple District Office shall send to each District Governor and all others having access to funds, a copy of the "Rules of Audit" set forth by Lions Clubs International and/or as may be established in the Multiple District 34 Policy Manual. These rules will be strictly enforced by the Council, Committee Chair, Vice District Governors and the Multiple District Administrator.

Where "*Rules of Audit*" are referred to in the Constitution and By-Laws or this Policy Manual, the following *Rules of Audit* shall apply in every instance to include District Governors, Vice-District Governors, District Administration, Council Operations, and operations of Committees and Chairs approved for reimbursement by the Council of Governors. Nothing shall be construed by these rules of audit to preclude an individual from requesting reimbursement at a rate less than that specified.

### 1. General Reimbursement Rules

The following general rules and regulations apply to expense accounts submitted, in connection with the conducting of official business, committee meetings, training activities, or the fulfillment of official duties as specified by Lions Clubs International within the Multiple District and as approved by the Council of Governors. No expenses, except those specifically covered in these reimbursement rules may be requested in the name of the individual traveling on behalf of the Multiple District.

### 2. Automobile Travel

The standard mileage reimbursement rate shall be \$.30 per mile, which takes into account all actual automobile expenses such as fuel, repairs, replacements, tires, depreciation, insurance, etc.

### 3. Hotel and Lodging

Reimbursement will be made for actual costs only, not to exceed \$50.00 per night. The claimant should enter itemized hotel charges by date, and attach the original itemized bill to the expense report form. The itemized bill, in the claimant's name, must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

### 4. Meals

Reimbursement will be made for actual costs only, not to exceed \$25.00 per day. Such costs must be itemized and original itemized receipts must be attached to the claimant's expense report form. Note that facsimile and electronic copies may be acceptable and may be considered as original. No alcoholic beverages will be reimbursed.

5. Travel Policies

No payment can be made for trips outside the claimant's own district, except those made for multiple district meetings or as approved by the Council of Governors as specified in Section 1 above. All travel must be made by the most economical means.

6. Companion Travel and Travel of Other Family Members

The travel expenses of an accompanying adult companion or family members shall not be reimbursed.

The Council of Governors may establish, by policy, "Rules of Audit" for employees of the Multiple District.

Vouchers and/or receipts must be furnished to be eligible for any reimbursement under all "Rules of Audit".

**E. FINANCIAL REPORT**

The Cabinet Secretary/Treasurer or Treasurer shall make a financial report at each Cabinet Meeting, with a copy to the District Governor, of all receipts and expenses of the District for the fiscal year to date. He/She shall request the Cabinet to appoint an Audit Committee to conduct the audit at the end of the term of office with copies of such audit and Review of Books report being forwarded to the District Governor, each Club in the District, the Multiple District Office, and to Lions Clubs International.

On or before August 30 of each fiscal year, the Cabinet Secretary or Treasurer shall submit to the Multiple District Office the completed review of the books as required by Chapter XI, Section C. (2.), Review of Books, to be made part of the annual Multiple District Review by its' auditors. Attached to the Review of Books submitted shall be the final Balance Sheet, Profit & Loss Statement, Budget Comparison Report, and Check Register for the year.

The Review of Books Report and attachments listed in Chapter XI, Section C.(2.), paragraph 1 and as listed above shall also be provided to the successor District Governor and Cabinet Secretary/Treasurer or Treasurer.

**F. COMPENSATION**

No salary shall be paid to any officer or appointee of the Multiple District or District.

## **CHAPTER XIV LEADERSHIP DEVELOPMENT**

### **A. MULTIPLE DISTRICT LEADERSHIP CONFERENCE**

An annual Multiple District Leadership Conference shall be held as early in the new Lions Year as practical. This Conference is to be used primarily as a training endeavor for all the incoming District Committees, Multiple District Committee members, and Club Officers and other such uses as may be necessary. The MD-GLT, the MD Leadership Conference Committee, and the Council of Governors shall be responsible for the conference agenda and arrangements. The following Multiple District Awards may be presented at the conference as determined by the Council of Governors:

Tom Jones Lion of the Year  
Roderick Beddow Outstanding Club Award  
William C. Chandler Award for Club Membership Growth

### **B. MULTIPLE DISTRICT GLOBAL LEADERSHIP TEAM**

The GLT structure, which encompasses representation at the multiple district and district levels and includes district governor teams, provides a comprehensive global platform for developing more qualified leaders from the club level up, while encouraging development approaches to address local needs. The GLT allows for a concentrated emphasis on functional, operational training and education of leaders, coupled with motivational development, identification and effective recruiting of qualified leaders.

The Global Leadership Team (GLT), intended to operate as a parallel, mutually supportive specialized team with the GMT. The GLT provides for an enhanced focus on and support of leadership development, which is critical to the success of every LCI program and to the future vitality of the association as a whole.

### **B. DISTRICT GOVERNORS ELECT ORIENTATION**

(a) There shall be an orientation session for the, District Governors Elect, Cabinet Secretary or Secretary/Treasurer appointees, as provided and/or required by Lions Clubs International and shall cover, at a minimum the contents of the District Governors' Manual.

(b) The Multiple District Global Leadership Team Chair shall arrange for the orientation and select the format from information supplied from Lions Clubs International. Past and Present International Presidents and Directors may be invited to participate. The meeting shall be held at a location as determined by the MD-GLT Committee.

## CHAPTER XV LEGAL

### **A. NON-DISCRIMINATION POLICY – Service Activities and Employment**

The Lions of Alabama Multiple District 34, Inc., affirms a policy of nondiscrimination in all programs and activities without regard to race, color, religion, creed, national origin, ancestry, gender, marital status, age, disability, military veteran status or any other legally protected status.

The Lions of Alabama Multiple District 34, Inc is committed to this policy of non-discrimination and urges each Lions club to uphold the Lions Code of Ethics and purposes of Lions Clubs International by reflecting the common cause of friendship and service in all programs and activities in a non-discriminatory manner.

### **B. SOLICITATIONS** - It shall be prohibited for any Club or Member to solicit contributions from another Club.

### **C. USE OF NAME** - It shall be prohibited for any individual, group, organization or corporation, etc. to use the name “Alabama Lions” (or any variation thereof) without the expressed consent of the Multiple District Annual Convention through adoption of an appropriate resolution.

The “expressed consent” referred to herein shall not be granted unless a majority of the governing body of such group, organization, etc., shall be Lions Clubs Members in good standing in Multiple District 34 and who shall have been duly elected by ballot at the Multiple District Annual Convention. The Multiple District Nominations Committee shall make nominations of those Lion candidates for such governing bodies and nominations may be made from the floor of the Convention. Organizations/Foundations that have Multiple District 34 approval and/or have Lions Clubs International approval to use the Lions name, and which have a Constitution and By-Laws approved by the Multiple District 34 are exempt from the above election requirements. Incorporated organizations/ foundations shall be governed by their Articles of Incorporation and their Multiple District-approved Constitution and By-Laws.

### **D. UNIFORM DRESS CODE** - On occasions when individuals desire to participate in a uniform dress code, the dress code shall include a blazer of dark blue fabric, and the option of coordinated colors. Casual dress may also be selected by each seated Council.

### **E. CLUBS IN GOOD STANDING** – The definition of “Clubs in Good Standing” shall be defined by the International Constitution and By-Laws and International Board Policy. In general terms and in determining eligibility to vote in District and Multiple District Elections, the definition is interpreted to include clubs which do not have accounts payable to the District, Multiple District 34, or Lions Clubs International in a cumulative excess of fifty dollars (\$50.00) and those not placed on “Status Quo.”

**F. POLICY MANUAL AMENDING PROCEDURE** – The following procedure shall be required for any amendments to the Multiple District-34 Policy Manual:

(1) There shall be a “First Reading” of any proposed amendment to the Policy Manual with delay of any action on the proposal until the succeeding regularly scheduled Council of Governors Meeting.

(2) Mandatory notification of any proposed amendment shall be given to the Council of Governors, Current and Past International Directors and Executive Officers, Vice District Governors, the members of the Constitution and By-Laws Committee, and the Chair of the Past District Governors of Alabama.

(3) A two-thirds (2/3's) vote of the Council of Governors shall be required for adoption of proposed amendments.

## EXHIBIT A

### ETHICAL STANDARDS AND CONDUCT POLICY (Council Chairperson, District Governor, Club Officer)

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your Council of Governors, the International Board of Directors, the Executive Officers, the Administrative Officers, the International Office staff and our communities expect honest and ethical conduct from each of you every day. No act or request on the part of Lions clubs and their members, officers, board of directors or staff within our association with whom, or the community for whom, we render services can justify the breach of this guideline. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

**Integrity** – Lions Clubs International insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association's assets. We must also comply with all association policies and applicable laws.

**Accountability** – Lions Clubs International expects all Council Chairpersons to honor commitments as authorized and made on behalf of the association and take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

**Teamwork** – Lions Clubs International seeks to maintain a service environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

**Excellence** – Lions Clubs International is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals. Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Your role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct. Lions Clubs International has adopted several policy statements that concern the association's Ethical Standards, such as our Mission Statement, Code of Ethics, Anti-Discrimination Guidelines for Service Activities and Membership, Obligations of a Chartered Club, Use of Publicly Raised Funds, Rules of Audit, Conflict of Interest, Solicitation, and Privacy. The International Constitution and By-Laws, the Council Chairperson Manual and the International Board Policy Manual provide information about these policy statements and additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of the appropriate International Board committee or International Office division (for example, the Finance and Headquarters Operation Committee reviews Conflict of Interest issues; the Constitution and By-Laws Committee and/or Legal Division review Legal issues). You may also bring ethical or legal concerns to the attention of the International Board of Directors, the Executive Officers, or the



Administrative Officers of the association. The core values of the Ethical Standards of Lions Clubs International, along with the policies of the International Board of Directors, provide a guide and framework to help you understand what is expected from you and to help you make good decisions. As they are not all inclusive, your good and best judgment is essential in doing the “right” and ethical thing. Please join us in continuing Lions Clubs’ tradition of honest and ethical practices in serving millions of people in need.

## **EXHIBIT B**

### **EMBLEM USE POLICY**

In compliance with the trademark laws of various countries where Lions clubs are chartered, the International Board of Directors enforces an EMBLEM USE POLICY setting out guidelines for the use of the Lions Clubs International Emblem and the marks "Lions," "Lions Club," "Lions International," and "Lions Clubs International." The full EMBLEM USE POLICY sets out the following regulations.

1. As a matter of legal protection to Lions Clubs International and its member clubs, the association's name and emblem (and variations thereof) are registered as trademarks in countries around the world. As the owner so protected, the association has a corresponding legal obligation to be alert to infringements thereof, and to take all necessary steps to prevent, and to provide against legal risks which may flow from, unauthorized use thereof.

2. In fulfillment of this legal obligation, the international board, through its general counsel, seeks prompt cessation of any unauthorized use of the association name and emblem and the marks "Lions," "Lions Club," "Lions International," and "Lions Clubs International." Further it has established the following rules of policy:

a. No items bearing the association name or emblem or the marks "Lions," "Lions Club," "Lions International," and "Lions Clubs International" including electronically may be sold or otherwise distributed to Lions or Lions clubs or districts or the public except upon express written permission of the general counsel or the Club Supplies and Distribution Division.

b. No Lion, Lions club or Lions district may use the association emblem on any item sold to Lions or to the public for fundraising purposes. A special "Lions Clubs Fund Raising Activity" seal has been created for this purpose and may be used only upon written permission granted by the general counsel.

c. No manufacturer, printer, producer, promoter, publisher, entrepreneur or enterprise in any form, be it profit or nonprofit in nature, may employ the association name, goodwill, trademarks, service marks, emblem, seal, insignia, the marks "Lions," "Lions Club," "Lions International," and "Lions Clubs International" or any indicia thereof in any manner whatsoever except upon license granted by the International Board of Directors or the general counsel or the Club Supplies and Distribution Division.

d. No Lions district or other group of Lions clubs may use the association name or emblem or the marks "Lions," "Lions Club," "Lions International," and "Lions Clubs International" in connection with any district or group project except upon express written license granted by the International Board of Directors. Applications for such use shall be submitted to the board and shall be in form attached hereto as Exhibit A (provided on request). No such application shall be approved unless the proposed activity (in whatever legal form it may exist) is controlled by the Lions clubs or district or districts involved and participation by Lions clubs or club members is on a strictly voluntary basis and without any necessity to contribute monies thereto in the form of dues or otherwise.

As a matter of policy, the International Board of Directors requests that all association officers and council chairpersons read and study the EMBLEM USE POLICY and agree to abide by and encourage the enforcement of said policy. The officers and council chairpersons are further requested to report to the Legal Division at the International Office any and all unauthorized use of the association's trademarks and emblems and, where possible, obtain a sample of the unauthorized use.

## **EXHIBIT C**

### **CONFLICT OF INTEREST POLICY**

Considering the association's accountability to its membership and the public, The Lions of Alabama Multiple District 34, Inc., adopts the following policy and procedures with respect to disclosure requirements concerning transactions and relationships that may involve potential conflict of interest.

- Each multiple district and district officer and employee shall avoid situations where their personal interest could conflict with, or appear to conflict with, the interest of the association.
- The use of association assets for any unlawful or improper purpose is strictly prohibited.
- No undisclosed or unrecorded asset is to be established for any purpose.
- No false entries are to be made in the books for any reasons, and no employee shall engage in any arrangement that results in such prohibited act.
- No payments are to be approved or made with the intention that any part is to be used for any purpose other than that described in the supporting documents.
- Any employee who knows of any unrecorded asset or any prohibited act must promptly report it to the management of the association.
- This policy shall be construed to also apply to any organization, foundation, or activity which has petitioned and been granted permission to use the name "Lions" or the LCI Lion's emblem in their name, identity, or publications.

## EXHIBIT D

### LIONS CLUBS INTERNATIONAL PRIVACY POLICY

Collection and Use of Personal Membership Data by Lions Clubs International Lions Clubs International recognizes the importance of protecting the private information of our members. LCI collects personal information about Lions Club members to facilitate communications with and between our members. This information is to be used solely to further its Purposes including that “to unite the clubs in bonds of friendship good fellowship and mutual understanding” and to conduct its necessary operational activities including:

- Dues and other billings
- Distribution of *The Lion* magazine and membership/officer information and updates
- Compilation of membership profiles and trends to support membership growth, extension and retention programs
- Convention and meeting planning
- Contact information for Lion leaders, including past and present International Officers, Directors, and Board Appointees, Multiple District Council Chairpersons and Council of Governors, District and Vice District Governors, and Club Officers
- Furtherance of Public Relations activities and Cooperative Alliances
- Support of Lions Clubs International Foundation and other adopted service programs
- Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objects as determined by the International Board of Directors
- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

Lions Clubs International protects personal information by using password protected areas and by restricting access to such information. It is important that you protect your password.

Any payment information collected is protected by software during transmission, which encrypts all of your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order.

The official directory is not available on the Internet without a password, but a club locator with club officer contact information is available. The club locator is designed so that it cannot be used as a commercial mailing list and Lions Club members should ensure it is not used for that purpose.

#### **Privacy Recommendations for Lions Clubs, Districts, Multiple Districts and Foundations**

Your Lions Club, District, Multiple District and/or Foundation should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained in

the course of conducting your activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, email addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing email addresses with third parties. Please be aware that LOCAL LAWS MAY GOVERN THIS ISSUE and these laws vary widely from country to country, so you should seek advice from a local expert for more information before any personal information is used.

If you have any concerns or questions about these policies, please contact Lions Clubs International at (630) 571-5466 or [legal@lionsclubs.org](mailto:legal@lionsclubs.org).

## **CHAPTER XVIII MEMBERSHIP**

### **A. NON-DISCRIMINATION POLICY – MEMBERSHIP**

The Lions of Alabama Multiple District 34, Inc., affirms a policy of nondiscrimination in its membership criteria. A person of legal majority and of good moral character and good reputation in his/her community may be granted membership in any duly authorized Lions club. While membership shall be by invitation only, Lions clubs are encouraged to invite qualified members, irrespective of their race, color, religion, creed, national origin, ancestry, gender, marital status, age, disability, military veteran status or any other legally protected status.

### **B. MULTIPLE DISTRICT MEMBERSHIP DEVELOPMENT**

Lions Clubs International has instituted a membership development and growth program entitled – The Global Membership Team (GMT). The Multiple District - GMT is composed of a GMT MD coordinator, the council chairperson and additional service/membership development minded Lions. The GMT MD works in cooperation with the MD-GLT.

The GMT MD coordinator will develop two teams of three to four Lions each that will support the District Membership & Club Growth Team and the Club Success Team. These Multiple District Teams are appointed for a three-year term, and appointed by the council of Governors in consultation with the GMT MD coordinator and the GMT area leader. These appointments are renewable annually or removable by the International President.

**CHAPTER XIX  
MULTIPLE DISTRICT OFFICE AND OPERATIONS**

**A. Multiple District Administrator Duties**

(1) The Multiple District Administrator shall keep an accurate record of the proceedings of all meetings of the Council which shall be authenticated by the Council Secretary. Within thirty (30) days after each meeting, the Administrator shall forward copies of the minutes of same to all members of the Council, to the office of Lions Clubs International, and to Past and Present International officers in the Multiple District.

(2) The Administrator shall manage and operate the Multiple District Office under the supervision of the Council. The Administrator shall have no authority to obligate this organization or incur any indebtedness. At each meeting of the Council, an itemized statement of expenses incurred for the furnishings, supplies, rent, and maintenance of the Multiple District Office and the anticipated expenses thereof shall be furnished to the Council.

(3) The Administrator shall assist the Council in making the plans and executing the details of the Multiple District Convention.

(4) At the start of each fiscal year, the Administrator will meet with each District Governor and outline the work in that District in relationship to the work of the Multiple District Office. The Administrator shall present, at the first meeting of the Council, a program for the Multiple District Office for the coming year. The Administrator shall assist the District Governors in the administration of affairs within their Districts.

(5) The Administrator shall collect and preserve the records of the Multiple District and be responsible for a summary of information acquired in the Multiple District from year to year, keeping appropriate records of all phases of Lionism in the Multiple District.

(6) The Administrator shall attend all meetings of the Council, Annual Convention and other special meetings in the Multiple District.

(7) Within sixty (60) days after the conclusion of the fiscal year, the Administrator shall have the minutes of all business meetings of the Annual Multiple District Convention recorded, transcribed, printed and mailed to each member of the Council-Elect, Each Past and Present International Officer from Multiple District 34 and to Lions Clubs International. Any past District Governor, Club or Lions member in Multiple District 34 desiring a copy of the minutes must make a request in writing to receive a copy.

(8) The Administrator shall complete annual financial reports from the following and the same shall be made a part of the Multiple District Convention minutes:

(a) From each District Cabinet Secretary/Treasurer on all District funds.

(b) From the Council Treasurer on all funds under Council's stewardship, including Council Administrative Fund, Multiple District Office Fund, Reserve Fund, *The*



*Alabama Lion* Newsletter Fund, and financial records pertaining to the annual Multiple District Convention.

(9) The Administrator shall not assume the duties, responsibilities or prerogatives of the District Governors or Council.

(10) The Administrator shall receive copies of surety bonds from the Council Treasurer and Cabinet Secretary/Treasurers, and shall be responsible for their safekeeping.

(11) The Administrator shall be familiar with the terms of the Constitution and By-Laws and operate according to the provisions of said documents.

#### **B. Vacancies in the Office of Multiple District Administrator**

(1) When a vacancy occurs in the Office of Administrator, the Council Chair shall fill the duties until an Administrator is appointed by the Council. All Lions Clubs in Multiple District 34 shall be notified, by mail, within five (5) working days after such vacancy occurs or notification of vacancy to occur, and requested to make recommendations for such vacancy and forward resumes of the candidates to the Council Chair within thirty (30) days from the date of the letter of notification of such vacancy. The Council Chair shall forward copies of all resumes to all District Governors.

(2) The Council Chair shall convene a meeting of the Council within forty-five (45) days after the Council notification of vacancy occurs. The purpose of this meeting will be to select those candidates to be interviewed. Those selected shall meet with the Council, at a site to be selected by the Council within 20 days after selection.

(3) The Council shall immediately notify all candidates, in writing, of the selection for Administrator and the appointee shall become Multiple District Administrator within fifteen (15) days after appointment.

(4) In case of the vacancy occurring where there is not sufficient time to complete the selection in the current Lions year, the Council shall complete the selection and present their recommendation to the succeeding Council for approval.

#### **C. The Criteria for Multiple District Administrator**

(1) He shall realize that it is a part-time job with work days and hours to be approved by the Council.

(2) He shall have the responsibility for the administration of the Multiple District Office of the Lions of Alabama - Multiple District 34, Inc.

(3) He shall implement policies set forth by the Council.

(4) He shall oversee and supervise the Secretary to the Administrator.

- (5) He shall carry out his duties as outlined in the Constitution and By-Laws and the Multiple District Employees Manual.

**D. Personnel and Candidates for Office**

A Multiple District Administrator may not be a candidate for Council Chair. However, there is no prohibition restricting a Council Chair from applying for the office of Multiple District Administrator.

## CHAPTER XX PUBLIC RELATIONS

### A. LIONS CLUBS INTERNATIONAL - Official Protocol

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

#### A. Order of Precedence

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors (a)  
(Board Appointees)\*
5. Past International Presidents (b)
6. Past International Directors (c)
7. Chairpersons, Council of Governors (a)
8. District Governors (a)
9. Association Executive Administrator
10. Association Secretary
11. Association Treasurer
12. Past Council Chairpersons \*\*(c)
13. Immediate Past District Governor (a)
14. First Vice District Governor (a)
15. Second Vice District Governor (a)
16. Past District Governors (c)
17. Multiple District Secretaries (volunteer) (a)
18. Multiple District Treasurers (volunteer) (a)
19. District Secretaries (a)
20. District Treasurers (a)
21. Region Chairpersons (a)
22. Zone Chairpersons (a)
23. District Chairpersons (a)
24. Club Presidents (a)
25. Immediate Past Club Presidents (a)
26. Club Secretaries (a)
27. Club Treasurers (a)
28. Past Club Presidents (c)
29. Multiple District Secretaries (staff) (a)
30. Multiple District Treasurers (staff) (a)

\* Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned. After their term of appointment is concluded, special recognition shall cease.

\*\* Single, sub and multiple district constitution & bylaws or local customs and practice may alter the order of precedence and/or content of numbers 12 through 33.

Explanation of notes used above:

(a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.

(b) When more than one is present, the one who served most recently is given precedence, and so on.

(c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

General Comments—When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

### **B. Non-Lion Dignitaries**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairperson (see below).

### **C. Head Table Seating**

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium. The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president).

### **D. Master of Ceremonies and Meeting Secretaries**

At some events, the Master of Ceremonies (emcee) will be someone other than the chairperson or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

### **E. Multi-Head Tables**

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

**F. Head Table Introductions**

Introduction of the head table should begin with the meeting chairperson or presiding officer, and then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., “Past International Director John Doe and his wife Jane”).

**G. National Anthems**

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.

**CHAPTER XXII**  
**SPEAKER ENGAGEMENTS**

- A. Invitations to Guest Speakers** - Invitations to guest speakers from Lions Clubs International for the Annual Convention shall be extended by the Council; however, the Council may authorize a past or current International Officer to extend these invitations. The invitations shall be authorized each year at the first Council meeting and shall be for the following year(s).

**Multiple District 34, Inc.**

**Policy Manual**

**Attachments**

## TABLE OF CONTENTS

|   |    |
|---|----|
| Alabama Lions High School All-Star Band .....                 | 46 |
| Alabama Lions High School Leadership Forum .....              | 47 |
| <i>The Alabama Lion</i> Newsletter and Public Relations ..... | 48 |
| Alabama Lions Trading Pin and Banner .....                    | 49 |
| Awards Committee .....  | 50 |
| Constitution and By-Laws .....                                | 52 |
| Credentials .....   | 53 |
| Diabetic Awareness / Camp Seale Harris .....                  | 54 |
| Elections .....   | 55 |
| Finance and Operations Committee .....                        | 56 |
| Historical .....  | 58 |
| Information Technology .....                                  | 59 |
| International Convention .....                                | 60 |
| Leo Club .....  | 63 |
| Lions Clubs International Foundation (LCIF) .....             | 64 |
| Long Range Planning .....                                     | 65 |
| Multiple District Annual Convention .....                     | 66 |
| Multiple District Global Leadership Team .....                | 68 |
| Multiple District Global Membership Team .....                | 70 |
| Multiple District Leadership Conference .....                 | 73 |
| Necrology .....   | 74 |
| Opportunities for Youth Programs .....                        | 75 |
| Resolutions .....   | 76 |
| Rules .....   | 77 |



## **ALABAMA LIONS HIGH SCHOOL ALL-STAR BAND COMMITTEE**

The Alabama Lions High School All-Star Band Committee is composed of one member from each District in Multiple District 34. It shall be the duty of the District Governor to appoint a member from the District and confirm he/she will serve. The Council, at their first meeting, shall appoint a Chair and Vice Chair of the committee.

The Alabama Lions High School All Star Band Committee shall operate under supervision of the International Convention Committee.

The function of the Committee is to secure student sponsorships from Lions Clubs, Leo Clubs, Band Parent Associations, Past District Governors organizations and individuals to finance the Band to the International Conventions when held within the USA or Canada. The sponsor shall select the school the student is to come from, and leave the instrument selection to the Band Director unless the sponsor works with the Band Director in the selection of a special student.

The Committee shall select the Band Director and assist him in preparing a budget for approval by the Council of Governors. Sponsorship cost will be recommended by the Committee. Each District Committee member shall be responsible for sponsorships from his District by contacting each Club by visit, telephone or in writing.

A Band Camp will be held at a location selected by the Band Director and will mold the delegation into a marching band and also a Combo will be selected to play at the Alabama Lions breakfast at the International Convention. The entire band will play for the marching delegation of Lions at the International Convention parade. The band will strive to become the outstanding band at the International Convention. There shall be Assistant Band Director(s) as necessary, selected by the Band Director, to assist in an advisory capacity and provide supervision of the band.

The student shall furnish dark trousers, black shoes and socks, and his/her instrument. An appropriate uniform shall be approved by the Council of Governors. Expenses for the Band Camp, transportation to and from the International Convention, lodging and entertainment will be provided by the Alabama Lions. The student will furnish his/her own meals after leaving the Band Camp.

The Committee must stay within its budget and any excess of receipts over disbursements shall remain in the Band Fund. An audit shall be made within thirty (30) days of the close of the International Convention with copies sent to the International Convention Committee and Multiple District Office to become a part of the International Convention Committee minutes.

## **ALABAMA LIONS HIGH SCHOOL LEADERSHIP FORUM COMMITTEE**

The Alabama Lions High School Leadership Forum Committee shall be composed of at least one member from each District in Multiple District 34. The Alabama Lions High School Forum Committee shall present a roster of its committee, officers and Chair to the Council for approval at the first Council meeting of each year. Other members of the committee may be selected and appointed by the Forum Committee to include Treasurer, Secretary, Forum Director, program coordinators, and activity chairs to ensure proper operation of the Forum.

The Committee will have the authority to enter into a contract with an established institution for the full operation of the forum, including liability insurance and forum administration.

The Forum Committee shall establish the program of events for the Alabama Lions High School Leadership Forum to include agenda, activities and seminars for the students, an annual budget, forum fundraisers, and forum promotional materials.

The Alabama Lions Opportunities for Youth Fund (ALOYF), a 501(c)(3) entity of the Lions of Alabama, shall be the designated recipient of donations supporting the Forum. The forum committee shall have the authority to establish a bank account for the efficient operation of the forum and an ALHSLF account shall be established within the financial accounts of the Lions of Alabama to record income and expenses incurred in the operation of the forum.

Within thirty (30) days after the conclusion of the fiscal year, the committee shall forward to the State Office a complete statement of all income and expenses including canceled checks, vouchers, invoices, and paid receipts for State Audit.

## **THE ALABAMA LION NEWSLETTER AND PUBLIC RELATIONS COMMITTEE**

The Council shall appoint an Alabama Lion Newsletter and Public Relations Committee composed of a Chair, Co-Chair, and at least one member but no more than two members, from each sub-district of MD-34. The purpose of the committee shall be to publish a statewide newsletter for the Lions of Alabama, formulate a public relations plan for MD-34, apply for public relations grants as may be offered by Lions Clubs International and others, and encourage sub-districts and clubs to disseminate positive image building information concerning local and multiple district projects and activities.

Funding for activities of the committee shall be provided through the MD-34 Alabama Lion Newsletter annual per capita tax with first priority for use of funds being allocated to publish the *Alabama Lion* newsletter. In order to complete the responsibilities of the committee, a public relations sub-committee may be formed, chaired by a member of the committee. A Public Relations budget shall be prepared for approval before any public relations expenditure may be obligated and said budget shall be based only on residual funds remaining after funding of the *Alabama Lion* newsletter.

### **RESPONSIBILITIES**

1. See to the publishing of *THE ALABAMA LION* Newsletter.
2. Recommend public relations efforts and programs for the Multiple District, including news releases to all media.
3. Seek information from Clubs and each District Governor to be included in the Newsletter.
4. Hold a basic training course for Club Newsletter and Public Relations members at District and/or Multiple District level.
5. Request other MD Committee Chairmen to submit information.
6. Publish registration forms for Multiple District Annual Convention.
7. Publish order form for trading pin orders.
8. Publish picture and information on speakers for District and MD-34 Annual Convention.
9. Publish picture and biographical information on Council Chairman, District Governors, Alabama Lions Sight Conservation Association, Inc. officers in July issue.
10. Publish information concerning the Roderick Beddow Award, Aubrey D. Green Award, William C. Chandler Membership Awards, and Tom Jones Lion of Year Award.
11. Encourage representation at Multiple District, District and International events.

## **ALABAMA LIONS TRADING PIN AND BANNER COMMITTEE**

The Alabama Lions Trading Pin and Banner Committee is composed of one member from each District in Multiple District 34. It shall be the duty of the District Governor to appoint a member from the District and confirm he/she will serve. The Council, at their first meeting, shall appoint a Chair and Vice Chair of the committee. The Committee will meet prior to the October meeting of the Council and present to the Council at that meeting, designs and cost for Council approval.

### **RESPONSIBILITIES**

The Alabama Lions Trading Pin and Banner Committee shall:

1. Decide on the designs to be presented to the Council.
2. Draft drawing of design with information as to dimensions, coloring and finish desired.
3. Contact manufacturers with design and ask for quote on amount of pins and banners for submission of sample.
4. When samples and quotes arrive, meet with Council at October Council meeting for Council approval of particular pins or banners. The Council should determine the design and the successful bidder and authorize the number to be ordered.
5. Figure cost as best possible so State Office can begin to advertise article for sale.
6. Contact manufacturer with approval to begin production.
7. Sell items at the MD Leadership Conference, State Convention, International Convention and District Conventions if requested.
8. Within thirty (30) days after the conclusion of the fiscal year, forward to the State Office a complete statement of all income and expenses including canceled checks, vouchers, invoices, paid receipts for State Audit. Make a report at the first Council meeting after International Convention. The audited report will become a part of the State Convention Minutes.

#### **9. TRADING PIN CONTEST:**

In order to enter the Trading Pin Contest, all Clubs, Districts and Multiple Districts must have purchased pins from a licensee approved by the Club Supplies Division of International headquarters. All pins are to be made for the purpose of trading, not for resale. Any evidence that pins are being sold will automatically disqualify them from competition.

## **AWARDS COMMITTEE**

The Awards Committee is composed of one member from each District in Multiple District 34 plus a Chair and Vice Chair. It shall be the duty of the District Governor to appoint a member from the District and confirm he/she will serve. The Council, at their first meeting, shall appoint a Chair and Vice Chair of the committee.

### **RESPONSIBILITIES AND PROCEDURES**

The committee shall have the responsibility of selecting recipients of the following awards based on the qualifications as presented or amended from time to time by the Council of Governors:

#### **Aubrey D. Green Humanitarian Award**

This award may be presented annually at the Multiple District Convention to a non-Lion citizen of Alabama or a native of Alabama who has made a significant contribution to society beyond the obligations of occupation or profession. Such contributions may include, but are not limited to, the promotion of human welfare, the alleviation of human suffering, and the advancement of social reforms. The recipient shall be selected by the committee from among nominees submitted within the past five years. Such nominees may be proposed by local Lions Clubs, District Governors, Committee members, or individual Lions.

Nominations, in writing, should be submitted to the Multiple District Office or the Committee Chair no later than February 1. The selection shall be made at a Committee meeting to be held at a location convenient to the members. The Multiple District Office shall be notified of the Committee selection no later than March 1.

No award shall be presented in any year in which the Committee has fewer than two nominees for consideration.

When the selection is made, the Multiple District Administrator shall notify the recipient, see that the award is prepared, make arrangements for the presentation, and inform the recipient that he/she may make a brief (15 minute) response to the convention. The Multiple District Convention Committee shall provide for accommodations for the recipient and his/her spouse if attending the Multiple District Annual Convention.

#### **Tom Jones Lion of the Year**

This award is presented annually, in honor of Past International Director Tom Jones, to a Lion in Multiple District 34, who, in the opinion of the Committee, has most distinguished him/herself for outstanding contributions and service to the furtherance of Lionism during the Previous Lions Fiscal Year.

The Multiple District Office shall notify each District Governor, on or before February 15, of the criteria for the Tom Jones Lions of the Year Award, and request the District Governors to forward the selections of the District Lions of the Year Award as nominations for the Award. Such nominations are to be returned to the Multiple District Office, with qualifying criteria, no later than April 15. The Multiple District Office shall forward all nominations to the selection committee on or before May 1.

A District Governor, while serving in office, shall be ineligible to receive the award for the year of service as District Governor.

Committee members shall make their selection on a vote basis of three points for the first place, two points for second place and one point for third place. The Committee Chairman shall contact each Committee member for their selection and notify the Multiple District Office of the winner on or before June 1.

The Multiple District Office shall arrange for the Award to be made ready for presentation.

### **Roderick Beddow Award**

This award is given annually in honor of Past International President Roderick **Beddow** to the Club who, in the opinion of the Committee, has most distinguished themselves in service and the promotion of **Lionism**.

The Multiple District Office shall notify each District Governor, on or before February 15, of the criteria for the Roderick Beddow Outstanding Club Award, and request the District Governors to forward the selections of the District Outstanding Club Award as nominations for the Award. Such nominations are to be returned to the Multiple District Office, with qualifying criteria, no later than April 15. The Multiple District Office shall forward all nominations to the selection committee on or before May 1.

The District Outstanding Club Award recipients for each District of MD-34 shall automatically be nominated for selection.

Committee members shall make their selection on a vote basis of three points for the first place, two points for second place and one point for third place. The Committee Chairman shall contact each Committee member for their selection and notify the Multiple District Office of the winner on or before June 1. The Multiple District Office shall arrange for the Award to be made ready for presentation. The plaque is to have a profile of Past President Beddow and must be molded and not only engraved.

If the Roderick Beddow Award is to be presented at a Multiple District function, the award shall be presented by the Multiple District 34 current or Past International Executive Officer(s) and/or Director(s).

## CONSTITUTION & BY-LAWS COMMITTEE

The Committee is composed of one member from each district in the state. It shall be the duty of the District Governor to appoint a member from his/her District and to confirm that he/she will serve. The Council, at its first meeting, will appoint a Chair and a Vice Chair for this Committee.

### RESPONSIBILITIES

The Constitution and By-Laws Committee shall be required to establish, maintain, and review the Multiple District 34 Constitution and By-Laws and Multiple District Policy Manual. Said Committee is hereby authorized to make such changes and designations as is necessary to perpetuate a uniform method of citation and reference throughout the documents.

The Multiple District Constitution and By-Laws Committee shall receive for its consideration all proposed amendments and resolutions referred to it. It shall be the further duty of the committee to also consider amendments and resolutions originating within the committee, which if approved by the committee will be presented to the Multiple District Convention, or in reference to Policy considerations, presented to the Council of Governors. The Committee shall evaluate the merits of the proposed amendments and the resolutions and determine by vote of the Committee which proposed amendments and resolution have sufficient merit to be presented to the Multiple District Convention for consideration by that body. The Constitution By-Laws Committee shall report out all amendments and resolutions submitted to it by the Council of Governors. The Committee Chair shall call timely meeting(s) of the Committee.

### AMENDMENTS TO THE CONSTITUTION:

Section 1. **AMENDING PROCEDURE.** This Constitution may be amended only at the Annual Multiple District Convention, by resolution reported by the Constitution and By-Laws Committee and adopted by an affirmative vote of at least two-thirds (2/3) of the registered delegates casting votes.

Section 2. **NOTIFICATION.** A copy of all proposed amendments shall be mailed by the Multiple District Administrator to each Lions Club in the Multiple District no less than thirty (30) days prior to the convening date of the Annual Convention at which the proposed amendments are to be presented.

Section 3. **COUNCIL AMENDMENTS** - All proposed amendments and resolutions originating from the Council of Governors shall be submitted in writing to the Constitution & By-Laws Committee for consideration on or before January 1 of each year. Upon receipt of such amendments and resolutions the Committee Chair shall call a meeting of said committee on or before February 1. All proposed amendments and resolutions originating herein shall be presented to the Council for review.

## **CREDENTIALS COMMITTEE**

The Credentials Committee is composed of the District Governors and their Cabinet Secretary. The Chairman shall, be the District Governor who is Vice-Chairman of the Council of Governors. The Council may appoint: a Vice-chairman to make the report to the Convention. The Committee shall meet as deemed necessary.

## **RESPONSIBILITIES**

The Credentials Committee shall:

1. Certify all official delegates and alternates from the Lions Clubs for voting purposes.
2. Prepare in proper form, a report to the Council of Governors and the State Convention the number of delegates so certified.



## **DIABETES AWARENESS AND CAMP SEALE HARRIS COMMITTEE**

The Diabetes Awareness and Camp Seale Harris Committee is composed of three or more members from each District in the Multiple District. Each year the committee for the previous year will submit a list of proposed members to the council of Governors for approval at the first meeting of the new Council.

The Diabetes Awareness Program is a major commitment of Lions Clubs International. Diabetes is a leading cause of new cases of blindness in the U.S. The objective of the program is to reduce the incidence of blindness caused by diabetes through detection, education and research.

Southeastern Diabetes Education Services, (SDES) the organization operating Camp Seale Harris resident camp for children having diabetes, is supported by Multiple District 34 in cooperation with foundations, corporations, gifts and SDES organized fund raising activities. SDES programs teach children, ages birth thru seventeen years - and their families, how to practice intensive diabetes management while also providing encouragement and motivation. Volunteer physicians, nurses, pharmacists, nutritionists and educators serve as volunteers. In addition to Camp Seale Harris, SDES operates a children's day camp - Camp Sugar Falls, and provides services to local community education and support initiatives.

### **RESPONSIBILITIES**

1. Become familiar with aspects of diabetes detection, education and treatment, and the effects of untreated diabetes resulting in blindness and other diabetes related complications.
2. Establish liaison with local diabetes organizations and the medical community for assistance in planning diabetes screening and education activities.
3. Raise the level of diabetes awareness by coordinating diabetes testing and education in the district.
4. Encourage all clubs to inform the public of the need for education in diabetes management so as to reduce the incidence of blindness caused by the disease.
5. Be available for public forums and presentations to Lions Clubs, at Zone and Region meetings, Conventions and Conferences.
6. Solicit Lions Clubs to provide funds for children to attend Camp Seale Harris and other Southeastern Diabetes Education Services programs. Work with schools and local health professionals to locate children in their community who may benefit from the services of Southeastern Diabetes Education Services.
7. Encourage Lions to visit Camp Seale Harris - especially to assist in registration of campers on opening day, and to visit other programs of Southeastern Diabetes Education Services.

## **ELECTIONS COMMITTEE**

The Elections Committee is composed of one member from each District in the State. It shall be the responsibility of each District Governor to make the appointment from his District and confirm that the member will serve in time to report the assignment at the first Council of Governors meeting. The Council of Governors, at their first meeting, will appoint the Chairman and Vice-Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Chairman of the Committee.

### **RESPONSIBILITIES**

The Elections Committee shall:

1. Prepare and have printed the ballots to be used in voting. (The State Office will provide ballots forms on request)
2. Open the polls, issue ballots, close the polls and count the ballots cast at the Multiple District Annual Convention. Tallying of ballots shall occur in a closed meeting with only Committee Members and representatives of candidates, if a contested election is conducted, present.
3. Prepare the results of the voting in such form that the announcement of results can be made to the Convention.
4. Provide the Multiple District Office with information, ballots cast, and results of elections.
5. Ensure that voting procedures are conducted in an orderly and efficient manner.

## **FINANCE AND OPERATIONS COMMITTEE**

The Committee is composed of at least one member from each district in the state. It shall be the duty of the District Governor to appoint a member from his/her District and to confirm that he/she will serve. The Council, at its first meeting, will appoint a Chairman and a Vice Chairman for this Committee.

### **A. Finance Function**

- 1. Objective** – To assist the Council of Governors in its constitutional responsibility of establishing policies and procedures as related to management and control of the business, property and funds of Multiple District 34 and periodically review the financial status of the Multiple District.
- 2. Duties** - Works with the Council Chair, Multiple District Staff, Multiple District Secretary, and Treasurer as well as other committees on financial matters to include the following:
  - (a.) During the month of May or June, develops a preliminary budget for the next fiscal year. Compile information from Multiple District Office staff, Multiple District Office Review Committee Chair, and Multiple District Treasurer.
  - (b.) During July or August, conduct a thorough study of the financial statements covering the preceding fiscal year. Present a budget for the current fiscal year to the Council of Governors for final adoption.
  - (c.) Review bank accounts, investments, and the disbursement and transfer of funds.
  - (d.) Periodically review all financial policy and makes recommendations to the Council of Governors for any change.

### **B. Office Operations Function**

- 1. Duties** - The Committee shall conduct an annual performance review of the Multiple District Office and staff.
  - (a.) The Committee shall meet with the staff at the beginning of each fiscal year for orientation, and at least ninety (90) days prior to the Annual Convention of each year, or at the request of the seated Council.
  - (b.) The Committee shall designate the fiduciary institution for the Multiple District funds; make recommendations to Council for any changes to office operations, to include employees and establishment or adjustments in the annual compensation for each employee.

- (c.) Any changes requiring a vote by the delegates to the Multiple District Annual Convention must be sent to the Constitution and By-Laws Committee more than ninety (90) days prior to the Multiple District Annual Convention in order to be presented to Council for its approval and be presented to the delegation at the Multiple District Annual Convention for adoption.

### **C. Audit Function**

**1. Objective** – To assist the Council of Governors in fulfilling its oversight responsibility relating to: the integrity of the financial statements and financial reporting, the annual independent audit of the financial statements, engagement of the independent auditor, compliance with legal and regulatory requirements, accounting systems and internal controls, and fulfillment of other responsibilities set out herein.

**2. Duties** – The committee shall:

- (a.) Recommend to the Council of Governors the selection and/or retention of the independent auditor to perform the audit of the financial statements.
- (b.) Supervise the annual audit by an independent auditor and review such statements with management and the independent auditor.
- (c.) Review annual financial statements, including any adjustments to those statements recommended by the independent auditor, and any significant issues that arose in connection with the preparation of those financial statements. The committee will report to the Council of Governors any significant findings.
- (d.) Review, as appropriate and in consultation with the independent auditor, accounting policies, internal controls and procedures of the organization as well as management responses to comments relating to those policies and procedures.

**D. Meetings** - The committee shall meet as often as necessary to perform its duties as prescribed in this policy. The chairperson may call a meeting at any time as he/she deems advisable. Other committee members may request meetings through the chairperson of the committee.

**E. Reporting** - The committee shall prepare a report of findings and recommendations for submission to the Council of Governors as set out herein.

## **HISTORICAL COMMITTEE**

The Historical Committee is composed of one member from each District in the State. It shall be the responsibility of each District Governor to make the appointment for his District and confirm that the member will serve in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chairman and Vice-Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

## **RESPONSIBILITIES**

1. The Historical Committee shall accumulate such materials as are pertinent to the creation of a historical account of Lionism in Alabama and shall continue to add to said historical account as events of significance occur. **EXAMPLE:** State Conventions, International Officer Campaigns, Election of International Officers, Alabama Lions State Projects, etc.
2. Assemble the history of the respective Districts and clubs, so that each year the committee can assemble an accurate and comprehensive history of Lionism in the Multiple District.

## **INFORMATION TECHNOLOGY COMMITTEE**

The Information Technology Committee is composed of one member from each District in the State. It shall be the responsibility of each District Governor to make the appointment from his District and confirm that the member will serve in time to report the assignment at the first Council of Governors meeting. The Council of Governors, at their first meeting, will appoint the Chairman and Vice-Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

Information Technology is concerned with the use of technology in managing and processing information, especially in large organizations. In particular, information technology deals with the use of computers and computer software to convert, store, protect, process, transmit, and retrieve information. Additionally, Lions have discovered that the Internet is a useful tool for conducting club and district business as well. Calendars, contacts, newsletters, announcements, meeting agendas, training and recruitment opportunities can all be available on Web sites.

### **RESPONSIBILITIES**

The Information Technology Committee shall assist the multiple district, clubs and Lions members in:

1. Understanding and incorporating the use of modern technology in the club to include: use of computers, use of the internet, use of email, developing a club web site, transmitting information electronically to Lions Clubs International, and use of the LCI membership web site (WMMR) for club administrative functions.
2. Transmitting club monthly membership data and club activity reports to LCI and appropriate district officers.
3. Assist in the development and maintaining of the Multiple District web page and the content of information for distribution to those viewing the web site.
4. Conduct workshops on Information Technology at leadership training institutes and multiple district conventions.

## INTERNATIONAL CONVENTION COMMITTEE

The International Convention Committee is composed of one member from each District in the Multiple District. It shall be the responsibility of each District Governor to make the appointment for his District and confirm that the member will serve in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chair and Vice-Chair of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

In the event the Chair for any reason cannot or does not efficiently and to the best interest of Lionism perform the duties of Convention Chair, or in the event the office for any reason becomes vacant, the Council shall appoint a successor to serve for the unexpired term.

The Committee will hold their first meeting within sixty (60) days after their appointment and hold subsequent meetings as deemed necessary.

The International Convention Committee shall:

1. Be responsible for Alabama Lions participation in the International Convention in cooperation with Lions International.
  - a. Multiple District Office will mail flyers to all Club Presidents, Secretaries, Past District Governors and Present and Past International Officers, (optional committee expense)
  - b. Arrange for Charter or special transportation to the International Convention, (optional) Tours etc. must be cleared through International Office.
2. Chairman should designate responsibilities of Committee members.
3. Prepare a budget of anticipated income and expenses for Council approval to include:
  - a. Cost of breakfast
  - b. Determine if participants will pay part of breakfast cost.
  - c. Cost of gifts for District Governors Elect and International Family.
  - d. Hospitality Room
  - e. Trading pins for District Governors Elect and others approved by Council.
  - f. Band expenses, if any
  - g. Cost of printing - flyers, breakfast program, tickets
  - h. Alabama Lions Caucus
  - i. Committee expenses
4. Parade. Encourage Lions to participate
  - a. Determine parade dress
  - b. Arrange for flags, banners, etc., to be at parade site.

- c. File necessary paper work with Lions International pertaining to parade for both the marching delegation and band
  - d. Furnish direction to parade assembly area and time to assemble.
  - e. Cooperate with band if they are participating in parade.
5. Gifts to District Governor Elects and International Family (if appropriate).
    - a. Secure approval of Council of a gift and cost.
    - b. Purchase gifts and arrange to have them at Alabama Convention Hotel.
    - c. Arrange for distribution of gifts.
  6. Breakfast.
 

|   |                      |
|---|----------------------|
| a. Program  | f. Guest invitations |
| b. Cost of meal and guarantee needed  | g. Entertainment     |
| c. Prorate cost to attendees  | h. Print tickets     |
| d. Head table arrangements  |                      |
| e. Make arrangements at Alabama Lions Hotel or other suitable site if necessary |                      |
  7. Hospitality Room
    - a. Make arrangements with Headquarters Hotel
    - b. Gifts, favorers and other items for give always.
    - c. Cost
    - d. Staffing
    - e. Scheduling times to be open
    - f. Post information about events.
  8. Caucus
    - a. Make arrangements for site and physical set up.
    - b. Notify candidates of time and place
    - c. Chaired by Council Chairman, if present, or Vice-Chairman if Chairman not present.
    - d. Have candidates escorted to podium
    - e. Set time allowed for each candidate
  9. Final Financial Report and Transfer of funds to MD-34 State Office.

Within sixty (60) days after the conclusion of the fiscal year forward to the Multiple District Office a complete statement of all income and expenses including canceled checks, vouchers, invoices, paid receipts for state auditor. Make a report at first Council meeting after International Convention to become a part of the Multiple District Convention minutes. The auditor requires that you use a bank who returns canceled checks. Transfer excess income over expenses to Council.

10. No member of this Committee has the authority to make contracts that obligates the Lions of Multiple District 34 without the written authority of the Council.



11. The Chairman shall see that information is sent to the Editor of *The Alabama Lion* newsletter for publication in the February issue.

## **LEO CLUB COMMITTEE**

The Leo Club Committee is composed of one member from each District in the Multiple District. It shall be the responsibility of each District Governor to make the appointment from his District, and confirm that the member will serve, in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chairman and Vice-Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

## **RESPONSIBILITIES**

The Leo Club Committee shall promote Leo Club formation and inform Lions Clubs of the following organizational requirements:

1. Stress the underlying philosophies of the Leo Club Program which are:
  - to offer young people the opportunity to help others through organized and productive service activities;
  - to provide young people with the opportunity to develop leadership abilities;
  - to alert young people to the circumstances of persons who are less fortunate than themselves.
  - To promote service activities among the youth of the community which will develop the individual qualities of Leadership, Experience and Opportunity. To unite its members in friendship, fellowship and mutual understanding.
2. Distribute information to explain the responsibilities of Leo Club sponsorship. Explain that every Leo club must have an advisor. This advisor must be a Lion who enjoys working with young people. School-based Leo clubs often require a teacher or school administrator to serve as co-advisor.
3. Provide information on obtaining a Leo Club Organization Kit (Kit 830) from the Youth Programs Department at International Headquarters.
4. Sponsoring a Leo club also involves a financial obligation. The Leo club organization fee is US\$100.
5. New Leo Clubs may operate in conjunction with a local school, church, or other community group. Often, outside agencies require the appointment of their own club leader or advisor. This agency must agree to fulfill Leo Club Program responsibilities.

## LIONS CLUBS INTERNATIONAL FOUNDATION COMMITTEE

The Lions Clubs International Foundation (LCIF) Committee is composed of one member from each District in Multiple District 34. It shall be the duty of the District Governor to appoint a member from his/her District and to confirm that he/she will serve. The Council, at its first meeting, will appoint a Chairman and a Vice Chairman for this Committee. The committee may recommend or review grant applications submitted to LCIF on behalf of the Multiple District, Districts, or Lions entity as requested.

### GENERAL DESCRIPTION

Lions Clubs International Foundation (LCIF) is the charitable arm of Lions Clubs International. LCIF meets vital needs of humanity that are beyond reasonable capabilities of local Lions acting alone. LCIF receives grant applications from all parts of the world where Lions have taken the initiative in solving problems beyond their local financial means. The Foundation makes certain that all donated monies are channeled into well-planned and controlled projects. LCIF is governed by a Board of Trustees, composed of the Lions Clubs International Board of Directors, plus two members appointed by the International President. The Immediate Past International President serves as Chairman. This Board meets three times each year and reviews all grant applications that meet the Foundation's grant criteria and regulations. Current grant categories include:

Standard grants provide matching funds of up to US\$75,000 to expand or initiate Lions' humanitarian projects such as eye clinics and equipment, schools, camps and projects for the disabled or disadvantaged youth.

SightFirst grants target preventable and reversible blindness worldwide but particularly in developing countries. Lions have built or upgraded hundreds of Lions eye hospitals, trained eye health care workers and provided sight-saving surgeries.

Core 4 grants provide up to US\$200,000 for large-scale projects that preserve sight, combat disability, promote health or serve youth. In addition to grants for diabetes, low-vision and other sight initiatives, Core-4 grants include funding to assist districts in expanding or implementing Lions Quest, a schools-based life-skills program. Through a partnership with Habitat for Humanity, Lions have built countless homes for those in need.

International Assistance Grants (IAG) provide between US\$5,000 and \$30,000 for projects between Lions clubs in a developed country and Lions clubs in an undeveloped country. Funds assist Lions in crossing borders for humanitarian service.

Emergency grants provide up to US\$10,000 for districts affected by a natural disaster that affects at least 100 people, including tornados, hurricanes, floods and typhoons. LCIF typically awards over \$2 million in emergency grant funding each year for immediate disaster relief.

Designated grants represent restricted funds that LCIF handles for donors supporting a particular cause. Money is spent solely as directed; funds are not applied to the general humanitarian grant fund. Recent designated funds include the tsunami and Hurricane Katrina.

## **LONG-RANGE PLANNING COMMITTEE**

The Long Range Planning Committee is composed of one member from each District in Multiple District 34. It shall be the duty of the District Governor to appoint a member from his District and confirm he/she will serve. The Council, at their first meeting, shall appoint a Chairperson and Vice Chairperson of the committee.

### **RESPONSIBILITIES**

**1. Purpose** - There shall be a Long Range Planning Committee which shall meet with the Council at their second meeting and at such times as called by the Chair. This Committee shall formulate long range recommendations to the Lions of Multiple District 34 on any long range goals that are continuing or goals in increments of 3-5-10 years and make a final report at the Multiple District Annual Convention.

**2. Membership** - Membership of this Committee shall be comprised of the Immediate Past District Governors and current District Governors for a one-year term, with three additional members from each district to serve a term of 3 years on a rotation basis. Past International Officers and Directors shall be ex-officio members. The Chair and Vice Chair shall be appointed by the Multiple District Council at the first meeting of the Multiple District Council.

**3. Redistricting** - In the event of a redistricting of any Districts of MD-34, the Council shall call a special meeting to appoint an Ad Hoc Redistricting Committee and designate a Chair to work in conjunction with the Long Range Planning Committee in formulating changes to sub-district boundaries. Additionally, a Nominating Committee from any such new District territories shall be appointed to receive nominations of Candidates for the office of District Governor for such new District(s). The Nominating Committee Chair shall preside at the Multiple District Convention meeting at which such new District Governor(s) shall be elected. The qualifying and election of each District Governor(s) for the District(s) shall be in accordance with all applicable provisions of the MD-34 Constitution and By-Laws.

The Long Range Committee may make recommendations during the year to the Council on matters the committee feels will strengthen Lionism in Alabama, leading to growth in membership, as well as better community relations, and help to further the Lions motto "We Serve" throughout Alabama.

## **MULTIPLE DISTRICT ANNUAL CONVENTION COMMITTEE**

There shall be a Multiple District Convention Committee, the purpose of which shall be to make studies and recommendations as the Committee deems necessary regarding the selection of a site for the Multiple District Convention including financial and other convention arrangements.

(a) The Multiple District Convention Committee shall be composed of one member from each District in the Multiple District who may serve for more than one year. The Council shall appoint a Chair and Vice Chair. Each year, additional members (not to exceed two), who reside in the District where the Convention is to be held, shall be appointed by the Committee. Each additional member of the Committee shall serve for one year.

(b) The duties of the Committee shall be to promote the Convention and to provide the facilities for the program which is prepared by the Council and to make all other arrangements for special events, to provide the gift (on approval of the Council) for the visiting guest speaker, to make necessary arrangements for the speaker's room, provide transportation for the speaker to and from the airport, and such other duties as are necessary, including the printing of the program and hospitality books, registrations and any other items necessary for the successful operation of the Convention.

### **RESPONSIBILITIES**

1. Meet with the Hotel and determine:
  - (a) Arrange for a meeting with the Hotel/Motel management to determine room rates for single, double and suites; arrive at number of gratis rooms and suites and menus for selection of breakfast, lunch and dinner meals. (NO MEMBER OF THIS COMMITTEE HAS THE AUTHORITY TO MAKE CONTRACTS that obligate the Lions of Multiple District 34 without written authority of the Council.)
  - (b) Availability of parking and cost, if not gratis.
  - (c) Secure necessary meeting and banquet space.
  - (d) Arrange for sufficient sleeping rooms to handle the convention.
2. Prepare budget of anticipated income and expenses and present to the Council. The budget should include:
  - (a) Anticipated income from Hospitality books.
  - (b) Cost of Meals
    1. Friday Evening event
    2. Saturday Night Banquet
    3. Sunday Luncheon

- (c) Cost of printing
  - 1. Programs
  - 2. Hospitality books
  - 3. Delegate Cards
  - 4. Necrology Program
  - 5. Flyers
  - 6. Mailing Cost
  
- (d) Other Expenses to include:
  - 1. Flowers-head table
  - 2. Speaker Expense
  - 3. Speaker Gift
  - 4. Convention badges
  - 5. Committee Expense in accordance with Policy Manual
  - 6. Entertainment
  - 7. Entertainment of Spouse
  - 8. Special transportation if needed
  
- 3. Recommend to the Council menus and cost of meals to be served at meal functions:
  - (a) Have alternate suggestions to present
  - (b) Seated or buffet meals
  
- 4. Make necessary arrangements for a successful Convention
  - (a) Have Host Committee Members work with Hotel/motel on room reservations with notice sent to those registered.
  - (b) Flyers to all Clubs, District Governors, Past and Present International Officers, Editor of *THE ALABAMA LION* Newsletter, and Past District Governors.
    - i. Cost of rooms, single, double, and suites
    - ii. Cost of Hospitality Books
    - iii. Spouse Entertainment
    - iv. Highlights of program, including information of the Guest Speaker
    - v. Any pertinent information concerning registration.
  
- 5. Set Head table seating arrangement according to Lions Clubs International protocol. (Multiple District Office will assist)
  
- 6. Arrange for meeting space for:
  - (a) Council meeting
  - (b) Alabama Lions Sight Conservation Association, Inc. meeting
  - (c) District meetings
  - (d) Committee meetings
  - (e) Seminars and exhibits
  
- 7. Final Financial Report

Within sixty (60) days after the conclusion of the Annual Convention, forward to the Multiple District Office a complete statement of all income and expenses including canceled checks, vouchers, invoices, paid receipts and other expenses items for the Multiple District Auditor. Make a Financial report at the first Council meeting after the Annual Convention. The audited report becomes a part of the Multiple District Annual Convention minutes. To do an audit, the Auditor requires that you use a bank who returns canceled checks.

## **MULTIPLE DISTRICT GLOBAL LEADERSHIP TEAM**

**GLT - Multiple District:** Each multiple district has a GLT, comprised of a Multiple District GLT Coordinator, the Council Chairperson, and additional leadership development-minded Lions (3 maximum). The GLT-MD will work in cooperation with the GMT-MD. GLT Multiple District Coordinators and other team members are appointed by Council of Governors, in consultation with the GLT Area Leader and Council Chairperson.

**GLT - District:** Each district has a GLT, comprised of a District GLT Coordinator and the District Governor Team, with the Second Vice District Governor serving as liaison to the DG Team. Other qualified Lions may be added as necessary. The GLT-D will work in cooperation with the GMT-D (DG Teams are core members of both GLT and GMT at the district level). GLT District Coordinators and other team members are appointed by District Governor, in consultation with the GLT Area Leader, GLT Multiple District Coordinator (where applicable) and First and Second Vice District Governors.

### **GLT- Multiple District: GLT Multiple District Coordinator Responsibilities**

- Supports and motivates GLT-District
- Assesses training and leadership needs in multiple district; communicates needs to Area Leader
- Establishes training and development plan for multiple district with guidance from Area Leader
- Organizes and promotes training at multiple district conferences and conventions
- Collaborates with GMT counterpart to identify needs and ensure suitability of training opportunities
- Educates Lions in multiple district on and encourages use of LCI leadership development programs, tools and resources
- Organizes first and second vice district governor training
- Evaluates training and development programs in multiple district and provides feedback to Area Leader and Leadership Division
- Identifies and encourages potential leaders based on aptitude, experience and interest; recommends qualified candidates for Lions Leadership Institutes and Faculty Development Institutes, encourages graduates' active involvement
- Ensures leadership training and development is emphasized throughout the multiple district
- Enhances awareness and understanding of the need for quality leadership at all levels of the association

## **GLT- Multiple District: GLT Multiple District Coordinator Responsibilities**

- Supports and motivates GLT-District
- Assesses training and leadership needs in multiple district; communicates needs to Area Leader
- Establishes training and development plan for multiple district with guidance from Area Leader
- Organizes and promotes training at multiple district conferences and conventions
- Collaborates with GMT counterpart to identify needs and ensure suitability of training opportunities
- Educates Lions in multiple district on and encourages use of LCI leadership development programs, tools and resources
- Organizes first and second vice district governor training
- Evaluates training and development programs in multiple district and provides feedback to Area Leader and Leadership Division
- Identifies and encourages potential leaders based on aptitude, experience and interest; recommends qualified candidates for Lions Leadership Institutes and Faculty Development Institutes, encourages graduates' active involvement
- Ensures leadership training and development is emphasized throughout the multiple district
- Enhances awareness and understanding of the need for quality leadership at all levels of the association

### **Collaboration: GMT & GLT**

Both membership growth and leadership are vitally important to our continued ability as Lions to provide needed community service in an effort to fulfill our mission, We Serve. This is the reason behind the establishment of the Global Membership Team (GMT) and the Global Leadership Team (GLT). Together, these two teams have three basic goals:

- Continued membership growth
- Improved club success
- Enhanced leadership quality

While the GMT and GLT are two independent parallel teams, the positive impact of each will only be maximized through a collaborative effort.



## **MULTIPLE DISTRICT GLOBAL MEMBERSHIP TEAM**

The MD-GMT is composed of a GMT MD coordinator, the council chairperson and additional service/membership development minded Lions. The GMT MD works in cooperation with the MD-GLT.

The GMT MD coordinator will develop two teams of three to four Lions each that will support the District Membership & Club Growth Team and the Club Success Team. These Multiple District Teams are appointed for a three-year term, and appointed by the council of Governors in consultation with the GMT MD coordinator and the GMT area leader. These appointments are renewable annually or removable by the International President.

### **GMT Multiple District Coordinator**

The major responsibilities of GMT multiple district coordinators include area analysis, goal setting/action plan development, communication and collaboration - all guided by a strategic plan. The success of the GMT Multiple District Team will depend upon its ability to work with others – those in charge of service and membership at the district, zone, region and club levels – as well as those responsible for leadership and training. Strong GMT Multiple District Team should have trained and motivated leaders, cooperation and collaboration, respect and acceptance, and a strategic plan which includes:

- Data analysis
- Membership and service goal setting and action planning
- Scheduled communication

### **GMT District Team**

The GMT district/single district is composed of a GMT district coordinator and the District Governor Team. The GMT district coordinator works in cooperation with the GLT district coordinator. GMT district coordinators are appointed by the District Governor Team (district governor, first vice district governor, second vice district governor) in consultation with the GMT MD coordinator. In the case of the single district, the GMT area leader's input will be considered in place of a GMT MD coordinator.

The GMT district coordinator will develop two teams of three to four Lions each that will be the Membership and New Club Growth Team and the Club Success Team. These two teams are appointed for a three-year term, appointed by the DG Team in consultation with the GMT multiple district coordinator and the GMT district coordinator. These appointments are renewable annually or removable by the international president.

### **Membership and New Club Growth Team Responsibilities**

- Identifies opportunities for building new clubs.
- Encourages outreach to new members.
- Identifies candidate clubs for Club Excellence Process (CEP).

## **Membership and New Club Growth Team Specialists**

- CEP Specialist
- Club Builder Specialist
- Family & Women's Specialist
- General Specialist
- Special Interest Specialist
- Young Adult Specialist

## **Club Success Team Responsibilities**

- Focuses on engaging Lions in community service projects and identifying new opportunities.
- Promotes service activity reporting. (Reported service activity information now appears on Lions club locator page along with e-Clubhouse links, Leo links and branch links.)
- Where appropriate, encourages use of the President's Retention Campaign.
- Supports clubs who have participated in the Club Excellence Process (CEP)
- Fosters healthy clubs to maintain and engage membership, and assists in the rebuilding of struggling clubs.

## **Club Success Team Specialists**

- CEP Follow-Up Specialist
- Community Service Specialist
- General Specialist
- Member/Membership Satisfaction Specialist
- Mentoring Specialist
- President's Retention Campaign Specialist
- Publications Specialist
- Rebuilding Specialist
- Service Reporting Specialist
- Technology Specialist

Members appointed to the Membership and New Club Growth Team and Club Success Team should be action oriented leaders with proven experience in service activities and membership development.

## **Zones/Regions/Clubs**

The GMT MD, district/single district, zones, regions and clubs work together through:

- Ongoing communication of opportunities and goals presented by GMT leadership to zone, region and club leaders
- Ongoing communication of local service and membership data presented by zone, region and club leadership to GMT leadership

- Utilization of established communication vehicles and reports (i.e. district newsletter, calendar, electronic reminders, club newsletters, etc.)
- Promotion of LCI membership resources

### **Collaboration: GMT & GLT**

Membership development is important if Lions Clubs International is to meet the ever increasing needs of our communities. Effective leadership offers our members critical information, guidance and motivation to provide quality, relevant service. Both membership growth and leadership are vitally important to our continued ability as Lions to provide needed community service in an effort to fulfill our mission, "We Serve." This is the reason behind the establishment of the Global Membership Team and the Global Leadership Team. Together, these two teams have three basic goals:

- Continued membership growth
- Improved club success
- Enhanced leadership quality

While the GMT and GLT are two independent parallel teams, the positive impact of each will only be maximized through a collaborative effort.

### **Steps for Strategic Planning**

Strategic planning should be a deliberate and thoughtful process. The council of governors and the GMT Multiple District Team should schedule meetings to analyze service and membership data, district trends, and to set goals and action plans for the multiple district based on current and historical membership data.

## **MULTIPLE DISTRICT LEADERSHIP CONFERENCE COMMITTEE**

There shall be a Multiple District Leadership Conference Committee, the purpose of which shall be to make studies and recommendations regarding the selection of a site for the Multiple District Leadership Conference including financial and other conference arrangements.

- (a) The Multiple District Leadership Conference Committee shall be composed of one member from each District in the Multiple District who may serve for more than one year. The Council shall appoint a Chair and Vice Chair. Each year, additional members (not to exceed two), who reside in the District where the Leadership Conference is to be held, shall be appointed by the Committee. Each additional member of the Committee shall serve for only one year.
- (b) The duties of the Committee shall be to promote the Leadership Conference and to provide the facilities for the program, which is approved by the Council, and to make all other arrangements for events, including the printing of the program and hospitality books, registrations and any other items necessary for the successful operation of the Leadership Conference.

### **RESPONSIBILITIES**

1. Facilitate the program of events and curriculum as provided by the Multiple District Global Leadership Team.
2. Meet with the Hotel and determine:
  - (a) Determine room rates for single, double and suites; arrive at number of gratis rooms and suites and menus for selection of breakfast, lunch and/or dinner meals. (NO MEMBER OF THIS COMMITTEE HAS THE AUTHORITY TO MAKE CONTRACTS that obligate the Lions of Multiple District 34 without written authority of the Council.)
  - (b) Availability of parking and cost, if not gratis.
  - (c) Secure necessary meeting and banquet space.
  - (d) Arrange for sufficient sleeping rooms to handle the conference.
3. Prepare budget of anticipated income and expenses and present to the Council.
4. Recommend to the Council menus and cost of meals to be served at meal functions.
5. Make necessary arrangements for a successful Conference to include publicity and promotion to all clubs.
6. Submit final financial report to the Council. Within sixty (60) days after the conclusion of the Conference, forward to the Multiple District Office a complete statement of all income and expenses including canceled checks, invoices, paid receipts and other expenses items. Make a Financial report at the first Council meeting after the Conference. To do an audit, the Auditor requires that you use a bank who returns or provides an image of canceled checks.

## **NECROLOGY COMMITTEE**

The Necrology Committee is composed of one member from each District in the Multiple District. It shall be the responsibility of each District Governor to make the appointment from his District, and confirm that the member will serve, in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chairman and **Vice-Chairman** of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

### **RESPONSIBILITIES**

The Necrology Committee shall prepare and conduct a Necrology Ceremony to be held at the Multiple District Annual Convention which shall include:

1. An appropriate recognition of deceased Lions
2. Appropriate music
3. An address directed to those in attendance memorializing deceased Lions.
4. A printed program of the service to be conducted.
5. And other arrangements deemed appropriate and approved by the Council.

Lions Clubs International sends a list of deceased members to each District Governor; however, the list may include deceased Lions from the previous fiscal year. The committee should review the list and insure that all deceased Lions not recognized since the previous Annual Convention are included in the necrology service.

## OPPORTUNITIES FOR YOUTH COMMITTEE

The Opportunities for Youth Committee is composed of one member from each District in the Multiple District. It shall be the responsibility of each District Governor to make the appointment from his District, and confirm that the member will serve, in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chairman and **Vice-Chairman** of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

## RESPONSIBILITIES

Lions Opportunities for Youth Committee shall promote youth activities within the Multiple District and encourage clubs to sponsor and participate in the youth activity program adopted by the Multiple District and Lions Clubs International. Examples of such activities include:

### Alabama Lions High School Leadership Forum

Lions International Peace Poster Contest: Lions clubs sponsor this art contest for students, ages 11-13. The grand prize winner receives a trip for him or herself and two family members and the sponsoring Lions club president to the award ceremony.

Lions Clubs International Youth Exchange: Sponsored by a Lions club, young people (between the ages of 15 and 21) travel to another country to learn about another culture. Exchanges last between four and six weeks and can occur in any of the more than 190 countries in which Lions clubs exist. Often, exchangees also participate in a Lions Clubs International Youth Camp.

Lions Clubs International Youth Camp: Lions clubs sponsor young people (between the ages of 16 and 22) to attend Lions club, district or multiple district-sponsored youth camps. Each year, there are approximately 100 Lions camps organized around the world.

Lions Young Leaders in Service Awards: Lions Clubs International will issue a congratulatory letter from the international president and a certificate to each nominee who completes 50 hours of community service (silver seal certificate) or 100 or more hours of community service (gold seal certificate).

Peace Poster: The Lions International Peace Poster Contest provides youth ages 11-13 with an opportunity to artistically share their vision for peace. Contest Rules & Conditions found in the Peace Poster kit provided by Lions Clubs International.

## RESOLUTIONS COMMITTEE

The Resolutions Committee is composed of one member from each District in MD-34. It shall be the responsibility of each District Governor to make this appointment from his (her) District and confirm that the member will serve in time to report the assignment at the first Council meeting. The Council, at its first meeting, will appoint the Chairman and the Vice Chairman of this Committee. The Committee shall present all Resolutions approved by the Council at the Multiple District Annual Convention and shall meet at such other times as is deemed necessary.

## RESPONSIBILITIES

The Resolutions Committee shall:

1. Prepare Resolutions for presentation at the Multiple District Convention regarding:
  - (A) Hotel or Motel for hospitality extended
  - (B) International or guest speaker
  - (C) Multiple District Convention Committee
  - (D) Official of City (if invited and attends)
  - (E) Others as deemed necessary
2. Prepare Resolutions for presentation to the Multiple District Convention regarding financial matters and withdrawals from the Reserve Fund. Money Resolutions must be mailed to all Clubs at least thirty (30) days prior to the Annual Convention.
3. Resolutions are prepared by the Multiple District Office staff on direction of the Council and the Resolutions Committee.
4. Resolutions will be sent to all Committee Members and the Chair, or his/her designee, who shall present the Resolutions at the Annual Convention.

## **RULES COMMITTEE**

The Rules Committee is composed of one member from each District in the State. It shall be the responsibility of each District Governor to make this appointment from his District and confirm that the member will serve in time to report the assignment at the first Council meeting. The Council at their first meeting will appoint the Chairman and Vice-Chairman of this Committee. The Committee shall meet as often as deemed necessary. The Committee shall report to the Council at the regular scheduled Council Meeting prior to the Annual Convention any recommendations and special rules to be adopted for implementation governing the rules and procedures of the Convention.

## **RESPONSIBILITIES**

The Rules Committee shall:

1. Recommend the Rules of procedure for the Multiple District Convention to the Council.

Prepare the adopted rules of procedure in such form as to be presented to the Multiple District Convention.

3. Have a copy of ROBERT'S RULES OF ORDER NEWLY REVISED available to be used when needed.