

POLICY MANUAL
Multiple District 5M
Lions Clubs International
(Rev. March 12, 2016)
Table of Contents

		Page
Section I.	Distribution	4
Section II.	Adoption and Amendments	4
Section III.	Upkeep and Expenses	4
Section IV.	Supremacy	4
Section V.	Incorporation	4
Section VI.	Organization	4
Chapter 1.	Table of Organization	5
	A. Committees	5
	1. District Organization	5
	2. Headquarters and Finance	5
	3. Legal	5
	4. Conventions	6
	5. Service Activities	6
	B. Special Rules	6
	C. Other Appointments	7
	D. International Relations Policy	7
	E. District Governor Appointments	7
Chapter 2.	Constitution and By-Laws	8
Chapter 3.	Legal	8
	A. Reference to MD5M Constitution and By-Laws	8
	B. Complaint and Dispute Resolution	8
	C. Past District Governors Association	8
	D. Consistency and Supremacy	8
	E. Records and Record Retention	8
Chapter 4.	Headquarters	10
	A. Multiple District Office	10
	B. Supplies	10
Chapter 5.	Statement of Employment Policy	11
	A. Employment at Will	11
	B. Equal Opportunity Employer	11
	C. Benefits	11
	D. Independent Contractors	11
Chapter 6.	Finance	11
	A. Exchange Rates	11
	B. Collect calls	11
	C. Rules of Audit	11

	D.	Geographical Area Assistance Funds	11
	E.	Budgets	12
	F.	Budget Preparation Process	12
	G.	Recommended Minimum Record Keeping	13
	H.	Audit	14
	I.	Agreed Upon Procedures Engagements	14
Chapter 7.		Executive Secretary and Council Chair	16
	A.	Executive Secretary	16
	B.	Council Chair	18
	C.	Council Chair Elect	19
Chapter 8.		Global Membership Team – Membership, Retention and New Clubs	19
	A.	MD5M Global Membership Team Coordinator	19
	B.	District Global Membership Coordinator District Global Membership (GMT) Team	20
	C.	LCI Membership Development Grant Program	20
Chapter 9.		Conventions	20
	A.	International Conventions	20
	B.	MD5M Conventions	20
	C.	District Conventions	23
Chapter 10.		Other Activities	24
	A.	Minnesota Lions Vision Foundation & Lions Eye Bank of Manitoba and NW Ontario	24
	B.	Lions Multiple District 5M Hearing Foundation, Inc.	24
	C.	Minnesota Lions Diabetes Foundation, Inc.	25
	D.	Lions Club International Foundation	25
	E.	Lions International Youth Exchange Camp Spicer, Inc.	26
	F.	Constitution and By-Laws Committee	26
	G.	Long Range Planning Committee	26
	H.	Can Do Canines, Inc	27
	I.	Leader Dog for the Blind and Lions Foundation of Canada/ Dog Guides	28
	J.	Global Leadership Team/Leadership Development	28
	K.	District Governors Elect School	28
	L.	Public Relations	28
	M.	Youth Outreach and Youth Outreach Fund	29
	N.	Emergency Grant Procedures	29
	O.	Computer Technology Consultant and a Webmaster	29
	P.	Awards –MD5M	29
		1. Al Jensen Leadership Award	29
		2. Hall of Fame Award	29
		3. Awards that the Multiple District may qualify for	29
	Q.	Snowman Pins and Logo Policy	29
Chapter 11.		Committees	30
	A.	Executive Secretary Interview Committee	30
	B.	Executive Secretary Review Committee	30
	C.	Political Liaison Committee	31

D.	Environmental Committee	31
E.	Other Committees	31
F.	Committee Reports	31
G.	Restrictions-District Governor's & VDGs	31
Chapter 12.	Lioness Clubs	32
Chapter 13.	Leo Clubs	32
Chapter 14.	Attire	33
A.	District Governors Standard Uniform	33
B.	First Vice District Governor Standard Uniform	34
C.	Second Vice District Governor Standard Uniform	35
D.	International Parade Dress	35
E.	Council Chair	36
F.	Past District Governors	36
Chapter 15.	Committee Reports	36

INDEX OF APPENDICES

Appendix 1.0	District Governor Appointments-Chairs	37
Appendix 2.0	MD5M Global Membership Team (GMT) Coordinator	38
Appendix 2.5	New Clubs Growth Chair	39
Appendix 3.0	LCIF Chair	40
Appendix 4.0	International Lions Youth Exchange Camp Spicer, Inc.	41
Appendix 5.0	Constitution and By-laws Chair	44
Appendix 6.0	Long Range Planning Chair	45
Appendix 7.0	Can Do Canines Chair	46
Appendix 8.0	Leader Dog Chair	47
Appendix 9.0	MD5M Global Leadership Team (GLT) Coordinator	48
Appendix 10.0	MN Lions Diabetes Chair	50
Appendix 11.0	Public Relations Chair	51
Appendix 12.0	Youth Outreach Chair	52
Appendix 12.5	Lions Youth Outreach Fund	
	-Articles and Procedural Guidelines	53
	-Grant Request Application	57
Appendix 13.0	Leo Chair	59
Appendix 14.0	LCIF Emergency Grant Procedures	60
Appendix 15.0	Lion Al Jensen Leadership Award	64
	Lion Al Jensen Leadership Application	66
Appendix 16.0	MD5M Hall of Fame Award	67
	MD5M Hall of Fame Application	69
Appendix 17.0	Parade Consultant	70
Appendix 19.0	Procedures to authorize Projects and Organizations to promote their programs and solicit support	71

MULTIPLE DISTRICT 5M POLICY MANUAL

The purpose of this Policy Manual shall be to assure uniformity of policy within Multiple District 5M (MD5M) of the International Association of Lions Clubs.

Section I. Distribution

A. This Manual shall be printed and distributed as directed by the Council of Governors.

Section II. Adoption and Amendments

A. This manual shall be adopted and can only be amended at Regular or Special Council Meetings by two thirds vote of the Council of Governors (8 affirmative votes).

Section III. Upkeep and Expenses

A. This manual shall be maintained by the MD5M Legal Consultant. The expense of revision, printing, and distribution shall be a proper expense of MD5M.

Section IV. Supremacy

A. This Policy Manual shall in no way supersede or contravene the Multiple District Constitution and By-laws and in all matters affecting same, the Multiple District Constitution and By-laws shall prevail.

Section V. Incorporation

A. Any District within MD5M has the authority to incorporate, subject to the jurisdiction of the International Association of Lions Clubs and MD5M.

Section VI. Organization

A. This Policy Manual shall include the Sections and Chapters set out in the Table of Contents and any other Section(s)/Chapter(s) that may be adopted according to Section II above.

CHAPTER 1
TABLE OF ORGANIZATION

A. Committees - The Council of Governors, consisting of twelve Governors and the Council Chair, shall establish individual responsibility by assigning two or more Governors to special Committees to reduce expenses and minimize the need for special Council Meetings. The Committees shall consist of the following committees, and any other Committee(s) that may be established according to Section II of this Policy Manual.

1. District Organization

a. The District Organization Committee shall serve as an advisory body to the Council of Governors and may be empowered by majority vote of the Council of Governors to act on its behalf. The Committee may be assigned such other duties by the Council of Governors as are not within the responsibility of another standing committee. The District Organization Committee shall, commencing in 1998 and at four year intervals thereafter, consider the number of Districts and the advisability of changing the number of Districts and/or relocation of the boundary lines between Districts. (See Article III of MD5M Constitution and Article VII of MD5M By-Laws).

2. Headquarters and Finance

a. The Headquarters and Finance Committee shall serve as an advisory body to the MD5M Council of Governors. It may also become an administrative body when empowered by majority vote of the Council of Governors to act on its behalf. The Headquarters and Finance Committee shall review and make recommendations to the Council of Governors regarding Multiple Office operation. Its duties shall include but are not limited to reviewing office leases and employment, office equipment, MD5M directories and qualifications of candidates for the office of MD5M Executive Secretary. Duties also include yearly review of the MD5M dues structure and the MD5M Policy Manual. This committee also has the responsibility to review the subsequent year's budget as prepared by the MD5M Executive Secretary and to make recommendations to the Council of Governors at its meetings.

3. Legal

a. The Legal Committee shall serve as an advisory body to the MD5M Council of Governors and may become an administrative body when empowered to take specific action by majority vote of the Council of Governors to act on its behalf. It shall investigate actions proposed to be taken by the Council of Governors. It shall consider and present recommendations on questions of legal nature to the Council of Governors. Such recommendations shall be made in accordance with the Constitution and By-Laws of Lions Clubs International, MD5M and any other applicable statutes, regulations and policies. The Legal Committee shall monitor actions taken by the Council of Governors, District Office, Committees and members, Districts, Lions Clubs and individual Lions and shall bring to the attention of the Council of Governors any that are believed to require further consideration and/or action. This committee shall semiannually review and recommend appropriate changes in the MD5M Policy Manual to the MD5M Council of Governors. Also, this Committee shall annually review the Constitution and By-Laws of MD5M and shall submit to the Constitution and By-Laws Committee Chair any suggested changes for review by that Committee. See also Section VI Chapter 3 of this Policy Manual.

4. Conventions

a. The Convention Committee shall serve as an advisory body to the Council of Governors, and may become an administrative body when empowered by majority vote of the Council of Governors to act on its behalf. The host committee shall attend the two (2) Governors' Council meetings prior to the convention to receive the Council's wishes and to present the proposed agenda of events for the Convention. The Convention Committee, having the authority to make changes in the Convention, shall work in cooperation with the host committee to insure that all events are designed for maximum Lionistic impact and spirit and in keeping with proper protocol. All contracts to be made by the host committee with third parties, such as hotels and other vendors, for conduct of a Multiple Convention shall be presented to the MD5M Legal Consultant for review and approval prior to being signed. Also see guidelines on Convention, Section VI Chapter 9 of this Policy Manual.

5. Service Activities

a. The Service Activities Committee shall serve as an advisory body to the Council of Governors and may become an administrative body when empowered by majority vote of Council of Governors to act on its behalf. This Committee shall develop and present programs to the Council of Governors to promote Lioness and Leo organizations within MD5M. It shall assist in planning Lioness programs for the MD5M Convention. See also Section VI Chapter 12 and Chapter 13 of this Policy Manual.

b. This committee shall also advise and make recommendations to the Council of Governors on such programs as Lions Clubs International Foundation, Multiple District 5M Hearing Foundation, Inc., Can Do Canines, Minnesota Lions Vision Foundation, Inc., Leader Dogs for the Blind, Minnesota Lions Diabetes Foundation, Inc. Lions Foundation of Canada/Dog Guides, Lions Foundation of Manitoba & NW Ontario, Inc., Lions Eye Bank of Manitoba & NW Ontario, Inc., Lions Hearing Foundation of Canada, and other programs or projects.

c. This Committee shall also advise and make recommendations to the Council of Governors on Youth Outreach, which includes International Lions Youth Exchange Camp Spicer, Inc., Lions Quest, Leos and Peace Poster.

d. This Committee shall evaluate and examine all other requests made to the Council of Governors and shall, as requested, recommend appropriate actions and responses.

B. Special Rules - The MD5M organization shall be set up according to Articles IV and V of the MD5M Constitution, with the following additional provisions:

1. MD5M Governors shall be allowed no more than two special Council Meetings to be paid under Lions International Rules of Audit.

2. MD5M Governors shall be allowed expenses under Rules of Audit if they attend a meeting when an officer from Lions Clubs International is in attendance at a special Lions function in MD5M, if approved by the Council of Governors.

3. In the event that a District Governor is unable to attend a Governors' Council Meeting, the District Governor shall authorize the Vice District Governor to attend the Council meeting and to participate in business and committee meetings on behalf of the absent District Governor; the Vice District Governor shall not be entitled to vote at the Council or committee meetings.

4. Any person or entity requesting to come before the Council of Governors to request support, endorsement or funding of any new or proposed project or activity shall submit an application in writing to the Executive Secretary at least 30 days prior to the Council Meeting at which the proposal is to be considered, and shall remain throughout the meeting and Committee meetings to answer questions and provide input as requested by the Governors. The Executive Secretary and the Legal Consultant shall prepare a standard form to be used for such requests. See Appendix 19.

C. Other appointments by the Council of Governors.

1. There shall be one District Governor appointed as Liaison between the Council of Governors and Minnesota Lions Vision Foundation, Inc.
2. There shall be one District Governor appointed as Liaison between the Council of Governors and the Lions Multiple District 5M Hearing Foundation, Inc.
3. There shall be one District Governor appointed to serve as liaison between the Council of Governors and the Minnesota Lions Diabetes Foundation, Inc.
4. There shall be one District Governor appointed to serve as Political Liaison Committee Chair.
5. There shall be one District Governor appointed to serve as liaison between the Council of Governors and Lions International Youth Exchange Camp Spicer, Inc.
6. There shall be one District Governor appointed to serve as parliamentarian, to advise and assist the Council Chair at regular and special meetings of the Council of Governors.

D. International Relations Policy

1. MD5M, being located in both the USA and Canada truly is an International Multiple District. MD5M shall promote and encourage the "Hands Across the Border Theme" and adopt the emblem to be used on all MD5M Publications, Stationery, and promotions.
2. It is recommended and encouraged that at all District and Multiple District functions both the American and Canadian national anthems be sung and the proper toasts be given.

E. District Governor Appointments

1. Each District Governor is responsible for appointing District Chairs to serve as representatives to the various MD5M Lions supported service organizations and activities. For a summary of these appointments, terms and reference to the relevant MD5M Constitution, By-Laws or Policy Manual Section, see Appendix 1.0
2. Some of these appointments are multi-year, which means that each District Governor shall not be appointing all new chairs every year. Multi-year appointments are intended to provide continuity and to allow time to gain sufficient knowledge and experience to function effectively in the positions. Although the power to appoint necessarily implies the power to remove an appointee, this should be exercised midterm in only the most extreme cases such as when the chair is physically or mentally unable to perform his/her duties, or refuses to perform his/her duties. Personal preference by the District Governor should not be the basis for this decision.

CHAPTER 2
CONSTITUTION & BY-LAWS

- A. Refer to Constitution and By-Laws (available at Multiple website)
- B. Committee for Constitution and By-Laws. Refer to MD5M Constitution Article IX and By-Laws Article I Section 4-F-13.

CHAPTER 3
LEGAL

- A. MD5M Constitution and By-Laws available at MD5M website.
- B. Complaint and Dispute Resolution - Complaints or disputes involving the Multiple District shall be resolved by using the Multiple District Dispute Resolution Procedure set forth in Chapter XV of the International Association of Lions Clubs Policy Manual.
- C. An Association of Past District Governors in MD5M is hereby authorized but in no event shall dues be assessed for membership.
- D. The Constitution and By-Laws of each District shall be consistent with that of MD5M and the International Constitution and By-Laws; in matters of interpretation or questions of consistency, the Lions Clubs International Constitution and By-Laws shall control.
- E. Records and Record Retention.
 - 1. District Records
 - a. Newsletters - A copy of each District's newsletter shall be mailed or electronically delivered to the MD5M Office each month.
 - b. Copies of each District's Constitution & By-Laws shall be retained by the MD5M Executive Secretary.
 - 2. MD5M
 - a. Council of Governors Meetings - The minutes shall be kept on file by the MD5M Executive Secretary for five (5) years.
 - b. Committee Meetings - The minutes shall be kept on file by the MD5M Executive Secretary for five (5) years.
 - c. MD5M Convention - The minutes shall be kept on file by the MD5M Executive Secretary for five (5) years, along with programs, etc., relating to said Convention.
 - 3. Tapes or other Recording Devices
 - a. The only official tapes or recordings are those made by the Executive Secretary of MD5M. This includes tapes or recordings of meetings of the Council of Governors, and MD5M Convention.

b. Use of Tapes

(1) Requests for copies of tapes or recordings described in this Chapter and Section shall be in writing to the Governor of the District in which the Lion is a member, with a copy to the MD5M Executive Secretary. The District Governor shall not unreasonably withhold approval for release of the requested information.

(2) If there is no response to the request within 10 working days of the date the request was posted, permission shall be considered to have been given. Permission shall be by letter, phone or in person to the Lion requesting same.

(3) From the date a request is posted, the yearly provision for erasing the tapes shall be suspended, and if the request is denied the suspension shall stay in effect until the complaint is resolved, or for six (6) months, whichever is longer.

4. Proposed Resolutions and Proposed Constitution & By-Laws Amendments. These shall be destroyed ninety (90) days after the minutes have been published.

5. MD5M

a. Paid bills - Destroy after three (3) years.

b. Canceled checks and Bank Statements - Destroy after seven (7) years.

c. Miscellaneous Correspondence, etc., to or from Lions International, any District Governor, Governor's Council, Multiple Activities Committee, etc.. Destroy after two (2) years.

d. Insurance Policies - Destroy after new or renewal policy is received, unless a claim is pending or anticipated on the old policy.

e. Tax records shall be kept for a minimum of ten (10) years.

f. Employment records shall be kept for seven (7) years.

6. Routine Miscellaneous Correspondence - This can be destroyed at the discretion of the MD5M Executive Secretary.

7. Minnesota Lions Vision Foundation, Inc.; Lions Foundation of Manitoba & NW Ontario, Inc.; Lions Eye Bank of Manitoba & NW Ontario; Minnesota Lions Diabetes Foundation, Inc.; Lions International Youth Exchange Camp Spicer, Inc.; and Lions Multiple District 5M Hearing Foundation, Inc. These records shall be maintained by the respective corporate officers and provision shall be made to store and/or file them in the MD5M Office, if the corporate officers choose to maintain them there. A copy of all minutes and a copy of the Annual Audit shall be furnished to the MD5M Office.

8. MD5M Family Tree of Lionism - This shall be maintained by the MD5M Executive Secretary, to be updated every year. A copy shall be included in the electronic directory published on an annual basis.

9. Past District Governors - The MD5M Executive Secretary shall establish and maintain a file on every Past District Governor in MD5M, whether from MD5M or presently residing herein. The files shall include but not be limited to the following;

- a. Occupations while a Lion
- b. Date he/she became a Lion and Club or Clubs names
- c. Date served as President and Club's name
- d. Dates he/she served as Zone Chair, Vice District Governor(s), Region Chair, Cabinet Secretary and/or Treasurer and Governor
- e. Awards received on District or International level such as 100% Governor, Extension Awards, International Presidents Award, Ambassador of Good Will Award, Special Awards presented by any International President, L.C.I.F. Honors, etc.

10. Constitution and By-Laws - Copies of currently amended Constitutions and By-Laws of every District, MD5M and Lions International shall be maintained at the MD5M Office along with Standard Form Constitution and By-Laws for Districts and Multiple Districts.

11. Campaign literature, etc., on every candidate from MD5M for International Director or International Office, shall be maintained indefinitely.

CHAPTER 4 HEADQUARTERS

A. Multiple District Office

A Multiple District Office to be used by the Executive Secretary and Council Chair shall be maintained in a convenient location to be determined by the Council of Governors. The MD5M Office lease shall be approved by the Council of Governors, and the lease shall be signed by the Chair of the Council of Governors. An Executive Secretary to be employed on a part or full-time basis shall be financed by MD5M. The Executive Secretary shall be hired by a majority vote of the Council of Governors. The MD5M Executive Secretary shall interview, hire and fire office staff and recommend salary and cost of living increases subject to approval of the Council of Governors.

The Multiple District Office shall be the principal office of the Minnesota Lions Diabetes Foundation, Inc.

The normal office hours of the MD5M Office shall be from 9:00 a.m. - 4:00 p.m. Monday through Friday.

If time permits, the Executive Secretary or the Council Chair may authorize work to be performed by the MD5M Office for the official Committees of MD5M. No work shall be performed unless the above approval has been granted. The budget approved by the Council of Governors is the financial plan for the year. The MD5M Executive Secretary is not authorized to disburse funds in excess of those contained in the approved budget, unless authorized by resolution to amend the budget by majority vote of the Council of Governors.

B. Supplies

A supply of the following items is to be stocked at the MD5M Office. All saleable items require payment on delivery.

MD5M Shirts
Proposal for Membership Forms
Certificates of Appreciation

MD5M Trading Pins
Decals
Lions Pins

CHAPTER 5 EMPLOYMENT POLICY

A. Employment at Will. MD5M strives to provide continuing and stable employment but all employees are at-will employees, which means that the employees enter into employment with MD5M voluntarily, and may resign at any time for any reason or no reason. Similarly, MD5M may end its employment relationship with an employee at any time for any reason or no reason.

B. Equal Employment Opportunity. It the policy of MD5M to provide equal opportunity for employment to all individuals regardless of race, creed, color, religion, national origin, sex, disability, age, pregnancy, genetic information (including family medical history), marital status, veteran status, sexual orientation, familial status, status with regard to public assistance, or any other protected status in accordance with applicable federal, state, or local laws.

C. Employee Benefits. MD5M employee benefits shall be only those benefits detailed in the employment agreement. These benefits cannot be in excess of the benefits provided to employees with similar work duties who are employed by Lions Club International.

D. Independent Contractors. MD5M contracts with several independent contractors. The terms of the work ordered and the compensation to be paid to the contractor is described solely in the written agreement between MD5M and the contractor. Contractor is not entitled to any additional compensation not listed in the written agreement. The compensation paid to the contractor cannot be in excess of the compensation provided to contractors providing similar work to Lions Club International.

CHAPTER 6 FINANCE

A. Exchange Rates - Exchange rates shall be made at the respective U.S. currency equivalent rate in effect at the time of payment.

B. Collect Calls - No collect calls shall be accepted by the MD5M Office.

C. Rules of Audit—Rules of Audit shall be those as prescribed in the International Policy Manual to be followed to the extent funds are available as determined annually by the Council of Governors in their budgeting process, with the following modification: meal expenses are limited to \$50.00 per day.

D. Geographical Area Assistance Funds

1. History-GAAF was originally adopted to provide assistance to those districts with large land areas and resultant long travel distances for district officers in order to provide service to clubs. Some districts objected to the method of allocation because some of the northern districts had large undeveloped areas with no clubs, therefore these areas did not add to the travel costs for the district. In 1998, an Operating Resolution was passed by the delegates to the Annual Meeting with a new formula for calculating the allocation per district and specifying that the funds were to be used to promote growth at the club level.

In 2000, a bylaw amendment which incorporated the language and reasoning of the Operating Resolution was adopted.

2. Rationale-The concern was that a number of districts were using the GAAF funds to supplement the district budget for travel by the District Governor and district officers to annual meetings and other multiple district events, rather than using them to provide training to club officers and members.

3. Criteria-Since that time, GAAF funds have been uniformly applied for and distributed for training activities by district chairs to train club presidents, officers and members on subjects which promote “Lions growth at a club level”. This has been interpreted to mean training in membership, extension, retention, orientation, and club officer training. GAAF is not to be used to pay District Governor’s or Vice District Governor’s expenses for visitations or other travel, and is not to be used as a travel fund for travel unrelated to the above objectives.

Examples of activities that would be subject to GAAF reimbursement:

- District Global Leadership Coordinator giving a presentation at a club meeting
- District Global Leadership Coordinator giving an orientation presentation at a district zone meeting.
- District Global Leadership Coordinator giving a presentation on new club development at a district midwinter convention.
- District officer training event for new club officers.

Examples of activities that would **not** be eligible for GAAF reimbursement:

- District Governor travel to annual meeting.
- Multiple district chairs attending midwinter conventions, even if they do put on seminars.
- District chairs attending training as students, such as GLT/GMT training.

These examples are not intended to be a complete list, but are only to illustrate the dividing line for GAAF funding. As noted in the bylaw, all expenses, if approved, are subject to the limitations of Lions Clubs International Rules of Audit.

E. Budgets-Each Committee Chair shall submit a budget request for the following Lions’ year, to be submitted to the Executive Secretary in writing at least 10 days prior to the March Council Meeting. For those chairs that are newly appointed, the Executive Secretary shall include the budget amount for the previous year, and the newly appointed chair shall have the opportunity to submit an amended proposed budget, to be acted on by the Council of Governors at its meeting during the scheduled Annual Meeting of MD5M.

F. Budget Preparation Process.

1. Following the selection of the incoming Council Chair by the District Governors Elect following the third Council of Governors meeting, a Budget Committee shall be established consisting of the following:

- a. Current Headquarters and Finance Committee Chair;
- b. Incoming Headquarters and Finance Committee Chair;
- c. Council Chair;
- d. Council Chair Elect;
- e. Immediate Past Council Chair;
- f. Financial Consultant;
- g. Executive Secretary;

- h. Current Treasurer; and
 - i. Incoming Treasurer
2. Between the March (third) and Spring (fourth) Council of Governors' meetings and prior to the MD5M Convention, the budget Committee shall meet, either in person, by conference call or electronically, and prepare a Preliminary Budget.
 3. At the Spring (fourth) Council of Governors' meeting, the Preliminary Budget shall be presented to the Council of Governors and the District Governors Elect for review and discussion. District Governors Elect need only be recognized by the Council Chair to speak. Revisions to the Preliminary budget may be made as deemed necessary by the Council of Governors with the advice of the District Governors Elect. The Preliminary Budget shall be adopted by the Council of Governors pending approval of the incoming District Governors following the International Convention.
 4. At the July (first) Council of Governors meeting:
 - a. The Council of Governors shall be presented with the Preliminary Reports of the Year End MD5M Combined Balance Sheet and the MD5M Council of Governors Profit and Loss Statement for the council's review.
 - b. The Council of Governors shall adjust the Preliminary Budget as needed, based on the Preliminary Year End reports described in (a) above.
 5. At the October (second) Council of Governors meeting:
 - a. The Council of Governors shall be presented with the Final Reports of the MD5M Statement of Revenues and Expenditures-Operating Fund, the MD5M_Combined Balance Sheet and the MD5M Council of Governors Profit and Loss Statement.
 - b. The Preliminary Budget shall be reviewed and discussed based on the review of the Statements set forth in (a.) above with revisions to the Preliminary Budget made as necessary.
 - c.. The Final Budget for the Lions fiscal year is approved by the Council of Governors.

G. Recommended Minimum Record Keeping

1. The following minimum record keeping requirements can be utilized by Districts, clubs and special accounts as well as MD5M.
 - a. Receipts journals-a detailed receipt journal shall be maintained that contains the following data, summarized by month:
 - (1.) Date of transaction
 - (2.) Source of receipt (name of individual organization)
 - (3.) Type of receipt (dues, pin sales, convention meals, etc)
 - b. Disbursements journal-a detailed disbursement journal shall be maintained that contains the following data, summarized by month:
 - (1.) Date of transaction
 - (2.) Payee
 - (3.) Check number or memo if bank debit
 - (4.) Type of expenditure
2. At a minimum a statement of activity shall be presented (month, quarterly or other) that shows total receipts broken down by type, and total expenditures broken down by

type, resulting in a net increase or decrease in cash. The amount of detail shall be determined by the user and the preparer of the information.

3. The maintenance of a balance sheet shall be required by the Multiple and optional as needed by Districts and Clubs.

4. Utilization of software-the preparers of the information shall use any form of accounting software or spreadsheet software that they are familiar with. Generally, personal finance software such as Quicken is not acceptable.

5. The preparer of the financial statements shall also maintain statistics as needed to be able to reconcile revenues and expenditures. Examples are meal hospitality books sold, individual meals sold, members billed and others, as needed.

6. Checking accounts shall be reconciled on a monthly basis and shall be reviewed by an independent party (someone not having signature on the account). Documentation of this review shall be by initialing and dating by the reviewer.

H. Audit - The following funds and accounts maintained by MD5M are subject to audit under US Generally Accepted Auditing Standards.

1. MD5M Administrative Fund
2. Leadership Institute

I. Agreed Upon Procedures Engagements

1. Accounts or funds not subject to audit requirements shall be subject to Agreed Upon Procedures engagements.

2. The following funds shall fall under this area:

- a. Campaigns, International Director and International 2nd Vice President.
- b. Multiple Convention and International Convention (MD5M portion).
- c. Any funds held by separate committees if those funds are not under the control or signature of the Executive Secretary and Council of Governors.

3. The person or persons responsible for the account shall follow the recommended record keeping requirements as outlined in Chapter 6 Section G. Also, a separate account for the activity shall be maintained and funds cannot be comingled with any district, club or other account of funds.

4. The agreed upon procedures are as follows:

a. ALL FUNDS

(1.) Bank account reconciliations-bank accounts shall be reconciled monthly. The independent accountant shall review 2-3 bank reconciliations selected at random. The selections shall always include the last reconciliation prepared.

(2.) Reconcile total revenues shown in the Statement of Activities to total bank deposits. This shall apply also to convention funds where a separate account is maintained (primarily MD5M).

(3.) Verify transfers (if any) from other Lions sources (primarily International MD5M and District).

(4.) Review that expenditures are properly classified and supported by invoices. Invoices shall show approval by a responsible person.

A sample of 25 disbursements shall be appropriate. Include in the sample expenditures that are determined under the "Rules of Audit" standards established by Lion Clubs International.

(5.) Reconcile total expenditures on the statement of activity with checks and charges in the bank statements.

b. CONVENTION FUNDS

(1.) Using statistical data for hospitality books and meals sold, recomputed revenue that should be generated from hospitality books and meals. If advertising is sold, obtain literature with all advertising and trace 25% of ads displayed to the receipts journal noting the receipt for the ad. Take total advertising revenue divided by the number of ads sold to determine the reasonableness of the average revenue per ad.

(2.) Convention meal expense-do a mathematical proof of meals paid to the convention center or hotel facility by using the same statistical data used to reconcile revenues and the charge per plate.

c. DISTRICT FUNDS

(1.) Mathematically verify dues revenues based on number of members billed times the semi -annual billing for each billing period.

5. Reportable findings shall be as follows:

- a. Bank reconciliation-failure to reconcile the bank account timely.
- b. Unresolved reconciliation variances.
- c. Computation of revenues/expenditures and total tie out of revenues to deposits and expenditures to bank statement cleared checks-reconciliation differences in excess of \$150 shall to be reported as a finding.
- d. Expenditure review-improperly classified expenditure and lack of supporting invoices

CHAPTER 7
EXECUTIVE SECRETARY AND COUNCIL CHAIR

A. Executive Secretary

1. Primary function: To direct and coordinate the various administrative and promotional services activities and services for the Lions of MD5M.
2. Reports to Council Chair with direction from the Council of Governors (COG).
3. Qualifications:
 - a. Shall become familiar with the protocol of Lions Clubs International, MD5M, District and Club level so upon request, he/she can properly advise the Council Chair and District Governors.
 - b. Shall become knowledgeable on the framework of the "International Association of Lions Clubs" so that he/she can properly advise and assist the Council of Governors on proper procedures, LCI departments or LCI staff to contact when the Council or Districts are in need of advice or support for the LCI Office.
 - c. Shall become knowledgeable of the LCI awards and qualifications so that upon request he/she can properly advise all Lions who seek such information.
 - d. Shall become knowledgeable on the International Constitution and By-Laws, the MD5M Constitution and By-Laws and the MD5M Policy Manual.
 - e. Shall become knowledgeable of all Foundations which are supported by MD5M.
 - f. Shall be knowledgeable of office procedures and proficient with computer systems and other office equipment.
4. Specific tasks and duties: The Executive Secretary shall perform such duties as specified or implied in the Constitution and By-Laws of MD5M and such duties as may be assigned by the Council of Governors or the Council Chair. These duties shall include but are not limited to:
 - a. Receive all correspondence and other detailed matters which require his/her attention.
 - b. Shall be an ex-officio member of all standing and appointed committees of the Council of Governors (except Committees controlled by a separate Board of Directors such as Hearing, Vision and Diabetes) and shall generally assist the Council of Governors and the standing and appointed committees in conducting the business of MD5M. While serving in this role, he/she shall have no vote.
 - c. Appropriate bonding shall be provided by the Council of Governors to cover potential losses incurred in the performance of these duties.

- d. Shall preserve the records of MD5M and be responsible for a summary of statistics acquired in MD5M from year to year including information on all phases of Lionism available in MD5M. Wherever practical, records shall be maintained electronically.
- e. The Executive Secretary shall provide a quarterly and annual financial statement to the Council of Governors either by him/her or by the MD5M financial Consultant.
- f. The Executive Secretary shall bill semi-annually each Cabinet Secretary of each of the Districts of MD5M for dues and assessments that shall be fixed under the MD5M Constitution and By-Laws
- g. All business sessions of the MD5M Convention shall be recorded, transcribed, and printed in the MD5M Annual directory. Each Club, the District Governors, Past District Governors, current International Director and Past International Directors listed in MD5M directory shall receive a copy.
- h. The Executive Secretary at the direction of the MD5M Council Treasurer shall receive and deposit MD5M funds directed to him/her in writing by said Treasurer and may prepare such checks as are required for the conduct of MD5M business. Checks shall be counter signed by the Council Chair and the Council Treasurer of MD5M. The Vice Chair of the Council shall sign in the absence of one of the aforementioned officers.
- i. The Executive Secretary shall maintain the accounts, books and records of MD5M which shall at all times be open to the inspection of Council Treasurer, MD5M Council of Governors and any auditors named by the Council of Governors.
- j. The Executive Secretary shall promote interest in and attendance at MD5M and International Conventions.
- k. At the direction of the Council of Governors shall secure appropriate gifts for visiting officers and International Directors of Lions Clubs International and other special guests.
- l. Shall provide information as requested in organizing Charter Night programs.
- m. Shall prepare and distribute the MD5M directory at the direction of the Council of Governors.
- n. Under the direction of the Council of Governors, shall order, store, and distribute MD5M merchandise.
- o. Shall assist the MD5M Global Leadership Coordinator in setting up of the Governor's elect Training School and regional Leadership Institute..
- p. Shall serve as a resource for the District Governors and MD5M committee chairs.

- q. Shall assist the Council Chair in providing guidance and support for the Governors, Council Chair-Elect, and Governors-Elect at the International Convention.
- r. Shall assist 1st Vice District Governors in visitation to Leader Dogs for the Blind home site.
- s. Working with MD5M Financial Consultant, shall assist in the preparation of a preliminary budget.

5. The budget and salary of the Executive Secretary shall be as follows:

- a. The Executive Secretary shall operate the MD5M office within budget as approved by the Council of Governors.
- b. All expenses incurred by the Executive Secretary for travel and meals to attend Council Meetings, Conventions or other authorized (by the Council) expense shall be approved by the Council of Governors. Approval for lodging shall be actual expense.

B. Council Chair

1. The duties of the Council Chair of MD5M shall be to:

- a. Chair all regular and special meetings of the Council of Governors and the Multiple Convention.
- c. Shall, working with the Executive Secretary, distribute a proposed agenda to all MD5M District Governors 10 days prior to each such meeting, for their actions and shall strive to keep each COG meeting moving within the framework of the approved agenda.
- d. If in attendance at the International Convention, shall be available to support and guide the MD5M delegation.
- d. Serve with a vote and shall not participate in any discussions or deliberations of the Council of Governors unless requested, and shall not act in any capacity outside of the Council of Governors' meetings upon Council business unless directed to do so by the Council of Governors, and then shall act under its direction and control.
- e. It shall be the Council Chair's responsibility to see that the MD5M GLT Coordinator conducts a Governors Elect School prior to the first Council meeting after their election. MD5M GLT Coordinator is in charge of the curriculum, the organization and presentation of training. See Chapter 10, section K. This school shall be reviewed and updated annually.

f. In the event that the Executive Secretary is unable to fulfill his/her employment contract, the Council Chair shall see that the the duties of Executive Secretary are performed. Council Chair shall activate the Executive Secretary selection committee.

2. The expenses for the MD5M Council Chair shall be as follows:

a. The approved budget for MD5M shall include sufficient funds to enable the Council Chair to attend all meetings of the Council of Governors, the MD5M Convention, the USA/CANADA Leadership Forum, and such other meetings as are authorized in the MD5M budget. All reimbursements shall be governed by Lions Clubs International General Reimbursement Policy with the exception of Lodging which shall be at actual expense.

C. Council Chair Elect

1. The expenses for the MD5M Council Chair Elect shall be as follows:

a. The approved budget for MD5M shall include sufficient funds to enable the Council Chair Elect to attend Council Chair Elect Training at the International Convention. Reimbursement shall be governed by Lions Clubs International General Reimbursement Policy with the exception of lodging, which shall be actual expense.

CHAPTER 8 GLOBAL MEMBERSHIP TEAM

A. MD5M GMT Coordinator

1. Primary Function shall be to work closely in partnership with each District GMT Coordinator and District Team to achieve membership, new club development, club success, and member satisfaction goals and implement action plans incorporating the goals and objectives of the MD5M GMT

2. Shall report to the Council Chair with direction from the Council of Governors (COG).

3. The term of the MD5M GMT Coordinator shall be appointed by the Council Governors for a term of three years. See appendixes 2.0 for duties, job description and qualifications.

4. MD5M GMT Team shall include the Council Chair, MD5M GMT Coordinator, along with MD5M specialists (2) that focus on:

- a. Membership and New Club Growth Team
- b. Club Success Team

B. District GMT Coordinator and District GMT Team

1. The District GMT team shall include the District Governor, First Vice District Governor, Second vice District Governor, District GMT Coordinator and Region/Zone Chairs.
2. The District GMT Coordinator shall be supported by specialists that shall focus on:
 - a. Membership and New Club Growth Team
 - b. Club Success Team
3. The District GMT Coordinator shall be appointed for a term of three years with approvals from District Governor, 1st Vice District Governor, 2nd Vice District Governor and MD5M GMT Coordinator
4. District Coordinators and District Team shall work closely with MD5M GMT Coordinator to achieve District and Multiple District goals.

C. LCI Membership Development Grant Program

1. LCI has a grant program available to help Districts and our Multiple District capture new markets or test new marketing strategies. Any grant request shall be presented to the Council of Governors for approval before seeking funding from LCI.

CHAPTER 9
CONVENTIONS

A. International Conventions

The District Governors and Cabinet Members shall, throughout their term, promote attendance at the International Conventions, as should every Lion.

If a band is to be used as part of the MD5M Parade unit, bands should be contacted at least two years prior to the convention to determine if they have an interest in performing at the International Convention Parade.

B. MD5M Conventions

The District Governors and Cabinet Members shall, throughout their term, promote MD5M Conventions, as should every Lion.

1. The MD5M Annual Convention shall be held prior to the International Convention. The dates and city shall be determined by the delegates voting at the third preceding MD5M Convention. The MD5M Convention dates should not fall on the dates of Memorial Weekend, Mothers' Day, MN Opening fishing or Canada's Victoria Holiday Weekend (3rd weekend of May). The Host Club shall mail registration forms and promotional materials for the upcoming Multiple District Convention no later than the first week of January in the year of the Convention, or such other date as shall be set by the Council of Governors.

2. The first business session of the Convention shall be held on Friday afternoon, to convene no later than 3:00 pm and shall be designated as the official opening session of the Multiple District 5M Annual Convention At the business meetings of the

Convention, the MD5M Council Chair shall be the presiding officer. If he/she is unable to preside, the Council Vice-Chair, if available, or a Lion designated by the Council of Governors, shall conduct the meetings.

3. The Canadian and American Flags shall be properly displayed at all official functions of the Convention. The President of the United States and the Queen of England shall be properly recognized. The respective National Anthems, "Oh, Canada", and "The Star Spangled Banner" shall be printed in the program.

4. The Host Lions Club shall appoint a Convention Committee. The Committee Chair shall assign responsibilities to members to be in charge of Reservations, Housing, General Meetings, Publicity, Decorations, Signs, Secretary, Treasurer, Memorial Services, Banquet, Breakfasts, Entertainment, Lunches, Printing, and Church information. The MD5M Convention Procedures manual shall be adhered to so that these items are completed in an orderly and timely fashion.

5. The Council Chair shall meet with the host Convention Committee to approve programs and finances. The Council of Governors shall approve or disapprove the Convention budget. A complete and detailed financial report by the host shall be presented to the Council of Governors within sixty (60) days after the conclusion of the Convention.

6. It shall be the policy of the host(s) or District to set costs for the various events at a price which shall reach the break-even point after all bills are paid at the conclusion of the Convention. See Article IV Section 4 of the MD5M By-Laws for rules covering reimbursement of the host club. A contingency fund shall be established by the MD5M Council of Governors to cover losses in emergency cases. This is limited to \$3,000.00.

7. A member of the International family shall be invited as the banquet speaker and guest.

8. Any candidate for International office shall be given every courtesy and an opportunity to speak at District and Multiple Conventions.

9. Each District Governor shall name one Lion from his/her District to the following committees: Convention City, Elections, Nominations, Resolutions, Rules, and Sergeant-at-Arms. A qualified parliamentarian shall be appointed by the Council Chair and shall attend every MD5M Convention Meeting; a Credentials Committee shall be appointed in accordance with Article III, Section 2A of the By-Laws. The duties of these committees are:

a. Convention City Committee: Shall receive bids from a Lions Clubs(s) for potential convention cities for the site of the MD5M Convention three years hence. It shall inform each bidding club(s) or District of the requirements and the time of the convention and the bidding club(s) of their obligations. When called upon, report to the convention, the city or cities who are qualified and are bidding.

b. Credentials Committee: The committee shall be prepared to report during the convention at specified times the following:

(1) The total number of delegates registered and certified and

(2) The total number of Alternate Delegates registered and certified from MD5M and from each Sub District. Certification of credentials shall be conducted in accordance with Article V, Section 1C2 of the By-Laws.

c. Elections Committee: Shall supervise the balloting at the convention, count and certify the ballots and report the results to the convention. As soon as nominations for an International office and for the convention city are closed, prepare the ballots for voting. Arrange and supervise the polling location. During balloting, assure that only voting delegates, an observer for each candidate, the Elections and Sergeant-at-Arms Committee members are in the voting area.

d. Nominations Committee: Shall receive the names of candidates for International Office and determine if they are qualified candidates in accordance with the International Constitution and By-Laws.

e. Resolutions Committee: Shall receive in writing, analyze and re-write (if necessary) all resolutions turned in for presentation and consideration at the convention. These resolutions are to be presented to the committee 30 days prior to the convention, during which period the committee shall review all resolutions presented to determine the advisability of each prior to their being presented to the convention. It shall notify any delegate immediately if his/her resolution is not being presented. It shall prepare resolutions of gratitude to the Host City, the Mayor, the Host, and any other person or group that has assisted in making the convention a success. An Operating Resolution is defined as any resolution that would affect the day to day work of the Multiple District, the Districts or any of the Lions Clubs located within MD5M. Also included shall be any requests for changes in operations or policies of Lions Clubs International. A current resolution is defined to include resolutions of appreciation, recognition or such other resolution not affecting the operations of the Multiple Districts, Districts or clubs.

f. Rules Committee: To outline the rules that shall govern the convention. The chair of the committee shall present them at the opening session, move for adoption after which the presiding officer shall obtain the vote for approval. In the absence of proposed convention rules from the committee, Roberts Rules of Order shall govern. The rules shall include:

(1) The Order of Business (printed program, if possible)

(2) Procedure on Resolutions

(3) Speakers time limit and number of times he/she may speak

(4) Only Certified Delegates or Alternates shall vote. Voting shall be done by showing of delegate cards except in the case of secret ballot voting.

(5) Ballots- for election or endorsement of a candidate. When there is only one candidate, the ballot shall include a voting box for “no”.

g. Sergeant-At-Arms Committee: Shall see that all is prepared in the convention hall prior to the business sessions. The chair of the committee and/or

his/her appointed assistants shall assist the presiding officer in calling the session to order, and in closing the session. Committee members shall work with the Elections Committee during balloting, supervise all ushers, receive all messages and deliver them to the intended recipient, and maintain order throughout the convention at all times.

10. An annual Convention Program shall be printed and presented to each delegate.
11. A meeting and dinner for Past District Governors in MD5M may be held on the opening day of the MD5M Convention.
12. The dates and times of the business meetings for Lions, Leos, Lioness, and Spouse/Companions shall be printed in the program.
13. A Memorial Service for Lions, Lioness and Leos deceased during the year shall be held at every Convention. No banners or other campaign materials encouraging delegates to vote for a particular candidate shall be displayed or distributed at the entrance area or in the room during the flag and memorial service.
14. During the MD5M Convention efforts shall be made to promote MD5M programs and goals as well as Lions Clubs International Foundation. Lioness and Leo members shall be recognized at registration and on their name badges; the convention committee and host club are encouraged to provide instructional programs and seminars for Lioness and Leo members and other interested persons.
15. It shall be the policy of MD5M to discourage club fund raising projects, other than by the Host Club, during the Convention.
16. A Melvin Jones Fellowship luncheon may be held at the MD5M Convention.
17. The MD5M Convention shall conclude at the close of the final business session or at the conclusion of the Sunday brunch business session.
18. A written agreement shall be prepared between the Council of Governors and the host Lions Club(s) or District as soon as possible after the convention city has been chosen. The agreement shall be reviewed by the Legal Consultant. This shall be done prior to the first meeting of the Council of Governors in the new fiscal year, at which time the agreement shall be presented and approved.

C. District Conventions

1. Each District in MD5M shall hold a Mid-Winter Convention in the months of November, December, January, February or March. The Convention shall be at least thirty (30) days prior to the MD5M Convention.
2. When the Mid-winter Convention dates are set, the District Governor shall immediately notify the Executive Secretary.
3. The most recent International Director from MD5M, after the dates for the Mid-Winter Conventions are set, shall make arrangements for guest speakers from Lions Clubs International.

4. It shall be the duty of the District Governor to provide an escort, provide transportation, and serve as hosts, for any International Officer or Past International Officer who is a guest speaker of any District. Proper care and attention shall also be paid to the guest speaker's Spouse/Companion should he/she attend the convention.

CHAPTER 10
OTHER ACTIVITIES

A. Minnesota Lions Vision Foundation Inc. & Lions Eye Bank of Manitoba & NW Ontario

1. Each District in MD5M, except the Canadian portion of District 5M10 and District 5M11 & 5M13, shall appoint one and not more than two Lions members as trustees to the Minnesota Lions Vision Foundation, Inc. See Article IX Section 4 of the MD5M Constitution for appointment procedure.

2. The Canadian portion of District 5M10, and Districts 5M11 & 5M13 shall elect or appoint 3 members to serve on the Lions Eye Bank of Manitoba & NW Ontario Board of Directors.

3. Sight Conservation has been a major service activity of Lions Clubs International since 1925, and Lions of MD5M are to be encouraged to continue their generosity to this important program. Sufficient publicity relating to these programs shall be given so that as many as possible may be reached and afforded the services these programs provide by MD5M.

4. A resume of each Minnesota Lions Vision Foundation, Inc. and Lions Eye Bank of Manitoba & NW Ontario Board Trustee shall be provided to the March Council of Governors meeting. The resumes shall include a history of the terms of service, attendance records and any other pertinent information. These resumes shall be used to review the eligibility of all Trustee appointees.

5. Any donation to the Minnesota Lions Vision Foundation of \$1,000 (US\$) or more is eligible for a Helen Keller Award.

B. Lions Multiple District 5M Hearing Foundation, Inc.

1. Each District in MD5M shall appoint one and not more than two Lions members as Trustees to the Lions Multiple District 5M Hearing Foundation Inc. See Article IX Section 5 of the MD5M Constitution for appointment procedure.

2. Lions Clubs and Districts, under the auspices of the Hearing Conservation Program, shall be encouraged to cooperate with local health organizations and the medical profession so that as many as possible may be reached and afforded the services these programs provide by MD5M.

3. A resume of each Lions Multiple District 5M Hearing Foundation Board Trustee shall be provided to the March Council of Governors meetings. The resumes shall include a history of the terms of service, attendance records and any other pertinent information. These resumes shall be used to review the eligibility of all Trustee appointees.

C. Minnesota Lions Diabetes Foundation, Inc.

1. Each Minnesota District in MD5M shall appoint one and not more than two Lions members as Trustees to the Minnesota Lions Diabetes Foundation, Inc.
2. Minnesota Lions Clubs and Districts shall be encouraged to cooperate with local health organizations and the medical profession so that as many as possible may be reached and afforded the services these programs provide.
3. A resume of each Minnesota Lions Diabetes Foundation, Inc. Board Trustee shall be provided to the March Council of Governors meetings. The resumes shall include a history of the terms of service, attendance records and any other pertinent information. These resumes shall be used to review the eligibility of all Trustee appointees.

D. Lions Clubs International Foundation

Lions Clubs International Foundation (LCIF) is an officially adopted and incorporated activity of Lions Clubs International, designed to serve the needs of distressed people throughout the world. The MD5M Council of Governors shall annually appoint a MD5M LCIF Chair; for job description, duties and qualifications, see Appendix 3.0.

Every District Governor is encouraged to:

1. Appoint a District L.C.I.F. Chair at the beginning of his/her year.
2. Encourage participation of all District Lions Clubs on an annual basis.
3. Include an article on L.C.I.F. in at least one issue of the District Newsletter.
4. Publicize special awards available.
 - a. Foundation Honor Roll
Inscribed on the L.C.I.F. Honor Roll are those individuals, Lions and non-Lions, men and women, living and deceased, who have shared and served the cause of humanitarian service. In their names, a one-time undesignated contribution of U.S. \$100.00 or more is made to L.C.I.F.
 - b. Melvin Jones Fellows
The greatest honor L.C.I.F. can bestow is its recognition of an individual as a Melvin Jones Fellow. Honored in the name of Lionism's founder, this worthy individual may be a Lion or non-Lion, man or woman, living or deceased. Required for this honor is a U.S. \$1000.00 or more undesignated donation to L.C.I.F. made either at one time or cumulatively in increments of \$100.00 or more within a five year period. Here also, the donation may be made by the individual, by a Club, District or by another sponsor.
 - c. Each Lions Club is encouraged to contribute an amount from \$2.00 per member to \$10.00 per member (U.S. Funds) to become a 100% participating club.

E. Lions International Youth Exchange Camp Spicer, Inc.

1. A MD5M Chair shall be appointed to promote Lionism and International understanding through Lions International Youth Exchange Camp Spicer, Inc. For job description, duties and qualifications, see Appendix 4.0.
2. The Lions International Youth Exchange Camp Spicer, Inc. Committee shall function on a committee system with a chair appointed by the Council of Governors. The Chair shall appoint country coordinators and airport coordinators as needed.
3. The Lions International Youth Exchange Camp Spicer, Inc. Chair shall prepare a budget annually and present it to the Council of Governors for review. Upon approval of the revised or proposed budget, the Lions International Youth Exchange Camp Spicer, Inc. Chair shall be required to stay within said budget.
4. Each District in MD5M shall appoint one, but not more than two, Lions Members to serve on the Lions International Youth Exchange Camp Spicer, Inc. Committee.

F. Constitution & By-Laws Committee

1. Each District in MD5M shall appoint one Lions Member to serve on the Constitution and By-Laws Committee. See By-Laws Article III Section 1 for appointment procedure.
2. The MD5M Chair shall be appointed in accordance with By-Laws Article III Section 4. For job description, duties and qualifications, see Appendix 5.0.
3. The Constitution & By-Laws Committee shall receive proposed amendments to the MD5M Constitution and By-Laws in proper format from the Council of Governors during the fiscal year in sufficient time for the Constitution & By-Laws Committee to prepare amendments for voting at the MD5M Convention. See article X of the MD5M Constitution and Article X of the MD5M By-Laws.
4. The Constitution & By-Laws Committee shall review all amendments for proper wording and reference before submitting them to the MD5M Convention. All substantive amendments are to be submitted to Lions Clubs International Legal Department for review prior to being submitted to the Convention for voting.
5. The Council of Governors shall review all proposed amendments prior to presentation to the MD5M Convention for voting.

G. Long Range Planning Committee

1. The Long Range Planning Committee shall consist of:
 - a. A Lion from each District in MD5M. Appointment shall be made for two year terms. District Governors from odd numbered Districts shall appoint in odd numbered years and District Governors from even numbered Districts shall appoint in even numbered years.
 - b. A Lion may not serve more than six consecutive years on this committee and may not be reappointed without a two year lapse.

2. A Chair shall be named in accordance with the By-Laws Article III Section 1. For job description, typical duties and qualifications, see Appendix 6.0.
3. Long Range Planning Committee shall establish a MD5M Strategic Plan out to five years. The plan shall include:
 - a. Input from all Operations and Service Program committees.
 - b. Vision statements to inspire and guide the future of MD5M Lions.
 - c. A plan description to outline goals/objectives to accomplish the vision statements.
 - d. An action plan to set forth the specific action steps, responsibilities, time frame/milestones, and resources needed to accomplish the action steps.
4. Bi-annually review and provide to the Council of Governors a draft Strategic Plan at the annual October Council of Governors meeting.
5. Annually solicit input from all Operations and Service Program Chair to the Strategic Plan so as to receive input before the first Long Range Committee meeting. The input must include a status of planned action steps.
6. Communicate a review of the MD5M Strategic Plan and related planning efforts to District Governor Cabinets, Mid-Winter Conventions, Leadership Training Sessions and such other training as may be requested.
7. As requested by the Council of Governors, conduct an analysis of MD5M operations and such other tasks as may be required.

H. Can Do Canines

Can Do Canines is an officially endorsed program of MD5M, designed to serve the needs of disabled persons throughout MD5M. For job description, duties and qualifications of the MD5M Can Do Canine Chair, See Appendix 7.0. Each District Governor and District is encouraged to:

1. Appoint one and not more than two District Can Do Canine Chair(s) at the beginning of his/her year as governor.
2. Encourage participation by all Lions Clubs in his/her District by properly educating the Lions through the informed Chair program.
3. Make the Lions Clubs aware of the service the program offers. Each committee member shall be available to assist clubs in getting financial help to the program and assist them in receiving Dogs for hearing impaired persons.
4. The MD5M Chair shall submit immediately at the end of the year, audits of services, goals, and financial records to the Districts through the Council of Governors on his/her achievements and needs. These reports may be called for at other times at the request of the Council of Governors.
5. The Multiple District shall make available adequate information to the District Chairs so they may effectively promote the program.

I. Leader Dog for the Blind and Lions Foundation of Canada/Dog Guides

The Leader Dog for the Blind Program and Lions Foundation of Canada/Dog Guides are officially adopted activities of MD5M and are designed to serve the needs of visually challenged people throughout MD5M and the World. For job description, duties and qualifications of the MD5M Leader Dog for the Blind Chair, see Appendix 8.0. Every District Governor is encouraged to:

1. Appoint a District Leader Dog for the Blind and Lions Foundation of Canada/Dog Guides Chair(s) at the beginning of his/her year as governor.
2. Encourage participation by all Lions Clubs in his/her District by properly educating the Lions through the informed Chair program.
3. Make the Lions Clubs aware of the service the program offers. Each committee member shall be available to assist the club.
4. Assist the Clubs in directing assistance and financial help to their desired programs.
5. The MD5M Chair shall submit immediately at the end of the year, audits of services, goals, and financial records to the Sub-Districts through the Council of Governors on his/her achievements and needs. These reports may be called for at other times at the request of the Council of Governors.
6. The Multiple District shall make available adequate information to the District Chairs so they may effectively promote the program.

J. Global Leadership Team

1. Each District in MD5M shall appoint one District Global Leadership (GLT) Coordinator and no more than two additional Lions to serve as GLT members to assist the District's GLT Coordinator. These Lions shall also be members of the MD5M Global Leadership Team Committee, and shall work with the MD5M Global Leadership Coordinator in developing and implementing training programs. For job description, duties and qualifications of the MD5M GLT Coordinator, see Appendix 9.0.
2. The District GLT Coordinators shall be available for training meetings throughout the District, such as meetings for Zone Chairs, Regional Chairs, Orientation programs and Club Officers Training Schools.

K. District Governor Elect School

1. The District Governor Elect School shall be chaired by the MD5M Global Leadership Team Coordinator and Co-Chaired by the seated Council Chair. See Chapter 7(B)(1)e.

L. Public Relations

The MD5M Council of Governors shall appoint a MD5M Public Relations Chair; for job description, duties and qualifications, see Appendix 11.0.

M. Youth Outreach and Youth Outreach Fund

The MD5M Council of Governors shall appoint a Youth Outreach Chair; for job description, duties and qualifications, see Appendix 12.0. An MD5M Youth Outreach Fund has been established by the Council of Governors to provide funding for Youth Outreach Programs, including but not limited to Youth Outreach, Lions-Quest, Leo Clubs, and the Lions International Peace Poster Contest. For Lions Youth Outreach Fund Articles and Procedural Guidelines, see Appendix 12.5.

N. Emergency Grant Procedures

The MD5M Council of Governors has adopted procedures to facilitate application for Emergency and Disaster Assistance Grants. These procedures and forms are set out in Appendix 14.0

O. Computer Technology Consultant and a Webmaster

The MD5M Council of Governors shall appoint a Computer Technology Consultant and a Webmaster. For Job Description, duties and qualification – see Appendix 17.

P. Awards-MD5M

1. Al Jensen Leadership Award---For description of Award, criteria and application form, see Appendix 15.

2. Hall of Fame Award---For description of Award, criteria and application forms, see Appendix 16.

3. Awards that the Multiple District may qualify for (Foundations, Leader Dog for the Blind, Can Do Canines for example) shall be considered by the Al Jensen Leadership Committee. Applications, review, selection. No more than one such award shall be presented yearly.

Q. Snowman Pins and Logo Policy

1. Snowman Pins-Multiple District “Snowman” pins for the international convention shall be designed under the direction of the Vice District Governors for the convention at which they shall be incoming District governors, subject to approval by the sitting District Governors.

2. Logo Policy-The use of the MD5M Snowman design or MD5M logo on District, Club, or Governor’s pins, banners or other paraphernalia is discouraged, except that the MD5M logo may be used on the Past District Governors patch, pins and letterhead

3. The “prestige” pin designed by the MD5M Pin Traders Association shall be consistent with the design of the MD5M snowman pin.

CHAPTER 11
COMMITTEES

A. Executive Secretary Interview Committee

1. The Committee shall be composed of the following individuals.
 - a. Chair of the Council of Governors.
 - b. Vice Chair of the Council of Governors.
 - c. Treasurer of the Council of Governors.
 - d. Immediate Past Council Chair. (Chair of the Committee)
 - e. Immediate Past International Director.
 - f. A Past Council Chair that the Council of Governor selects.
 - g. MD5M Financial Consultant.
 - h. Executive Secretary of MD5M, a nonvoting member.

B. Executive Secretary Review Committee

1. The Committee shall be composed of the following individuals:
 - a. Chair of the Council of Governors.
 - b. Vice Chair of the Council of Governors.
 - c. Treasurer of the Council of Governors.
 - d. Immediate Past Council Chair.
 - e. Council Chair Elect.
 - f. Chair of the Headquarters and Finance Committee of the Council of Governors.

C. Political Liaison Committee - Responsibilities:

1. To promote better understanding of political aspects of Lionism on the International level.
2. To be aware of all present and future candidates for the office of International Director and Third Vice Presidents.
3. The Chair of the Committee shall be elected from the Governors elect at the Spring DGE training and shall begin their term at conclusion of the LCI Convention.
4. This Committee shall be composed of but not limited to any current International Director, Past International Directors and all current District Governors and the Council Chair.
5. This Committee shall meet during the Council of Governor's Meetings.

D. Environmental Committee

1. Recognizing that MD5M includes vast areas with inherent natural beauty and aesthetic value, all clubs within MD5M should be encouraged to establish a Committee along with each District appointing a District Environmental Committee Chair to support initiatives of Lions Clubs International.

E. Other Committees

1. The Council of Governors shall establish such Committees as shall enhance International goals and objectives.
2. All requests requiring immediate Council action shall be made in writing to the Council Chair/Executive Secretary at least thirty days prior to the next scheduled Council meetings.

F. Committee Reports

1. All MD5M Committee Chairs are required to submit reports to the Executive Secretary at least 15 days prior to the Council of Governors meeting so that the Executive Secretary can place in Council packets plus send out to the Council prior to Council meeting.

G. Restrictions-District Governors

1. Sitting District Governors and Vice District Governors shall not serve as chairs or as members of an MD5M standing committee; he/she may serve as a consultant (e.g. insurance, technology, public relations, legal) at the request of the Council of Governors.

CHAPTER 12
LIONESSE CLUBS

- A. Lioness Clubs are active in MD5M. The District Governor is encouraged to:
1. Appoint a District Lioness Chair at the beginning of his/her term.
 - a. Encourage and involve Lioness Clubs in the District and MD5M projects.
 - b. Encourage Lioness Clubs to submit service reports to their Sponsoring Club and District.
 2. Promote Lioness Bridge Program for those Lioness clubs wanting to convert to a Lions Club. The Lioness Bridge Program makes it possible for Lionesses to honor and acknowledge their proud past while enjoying all the benefits, rights and privileges associated with Lions club membership. Lions Clubs may be chartered with the word "Lioness" in their name. If you have a Lioness Club wanting to become a Lions Club, utilize the Lioness Bridge Program.
 3. As a Lioness Lions Club, you can:
 - a. Continue to make a real impact in your community
 - b. Vote at the International Convention.
 - c. Receive administrative support for Lions Clubs International
 - d. Enjoy new leadership opportunities
 4. Lionesses receive credit for their previous years of service when joining a new or existing Lions Club.

CHAPTER 13
LEO CLUBS

Leo Clubs provide youth with an opportunity for development and contribution – individually and collectively – as responsible members of their local, national and international communities.

Lions Clubs International encourages the formation of Leo Clubs in all Districts. The MD5M Council of Governors shall appoint annually a MD5M Leo Club Chair. For job description, duties, and qualifications of the Leo Chair, refer to Appendix 13.0.

As Leo Clubs help to ensure the continual growth of Lionism and expansion of Lion services, every District Governor is encouraged to:

1. Appoint a District Leo Chair, at the beginning of his/her year.
2. Encourage and assist the District Leo Chair to form a District Leo Advisory Team comprised of Advisors from existing Leo Clubs.
3. Promote Leo Club service and activity in the District Newsletter.

CHAPTER 14
ATTIRE

The Council of Governors has determined that a professional, consistent wardrobe promotes the image and objectives of MD5M and adopts the following policy for wearing apparel:

A. District Governor Standard Uniform:

1. The standard uniform (blues) for Governor and Spouse/Companion shall consists of:
 - Navy Blue Blazer with lapel
 - White dress shirt, or blouse
 - Taupe dress pants, or medium or long taupe skirt or slacks
 - Appropriate matching tie, pocket tie, or scarf
 - Black shoes
2. The District Governor shall wear the LCI District Governor patch on the left breast-pocket with the tip of the patch touching the bottom of the stitch line across the top of the pocket. This patch shall be provided by the Multiple Executive Secretary and paid for by the Multiple to be worn on the Standard Uniform after the close of the MD5M Convention and prior to the DGE School which precedes the International Convention.
3. The District Governor Standard Uniform shall be ordered from a designated company at the Vice District Governor Training in October. A white dinner jacket (whites) shall be purchased at this time by the future District Governor.
4. The District Governor Standard Uniform shall be worn at all Governors Council Meetings, official club visits, while visiting other mid-winter conventions, functions such as Thanksgiving for Vision, and meetings where District Governors are asked to attend.
5. The District Governors shall wear their whites during the Saturday night banquet of the MD5M Multiple Convention. The partner, if a PID, PCC, or PDG may wear whites; otherwise, the Spouse/Companion shall wear business or formal attire. Whenever the District Governor wears whites, the Spouse/Companion shall be formally dressed.
6. The District Governor shall wear the standard uniform at the International Lions Convention the year they finish their District Governor term. The standard uniform shall be worn at the caucus breakfast and for Plenary Sessions. The standard uniform, business suit or whites can be worn to International Hospitality events.

B. First Vice District Governor Standard Uniform:

1. The standard uniform for First Vice District Governors should consist of:
 - Black Blazer for First VDG and Spouse/Companion
 - White dress shirt or blouse
 - Gray dress pants, or medium or long grey skirt or slacks
 - Appropriate matching tie, pocket tie or scarf
 - Black shoes
2. The First Vice District Governor shall purchase the LCI Vice District Governor patch through the MD5M Executive Secretary at the VDGE Training at the MD5M Multiple Convention at a cost of \$25.00. The patch should be placed on the left breast pocket with the top of the patch touching the bottom of the stitch line across the top of the pocket.
3. The First Vice District Governor Standard Uniform shall be purchased by the First VDG. A matching tie should be agreed on at the MD5M First VDG October Training held prior to the First Vice District Governors taking office.
4. The First Vice District Governor standard uniform shall be worn to all Council of Governors meetings, club visits, visiting mid-winter conventions, and any other function that the First VDG is asked to attend. The Spouse/Companion of the First VDG should wear the standard uniform at all Lions functions and events.
5. The District Governor Elects and Spouse/Companion shall wear the District Governor Standard Uniform for the first time during the Saturday Night Banquet at the MD5M Multiple Convention without the District Governor patch. They shall also wear their Uniform at the Lions Clubs International Convention DGE School and at all functions of the International Convention, unless other provisions are set by LCI. The DGE shall be required to wear whites to the District Governors Elect Celebration Banquet. The Spouse/Companion shall dress in formal wear, unless other provisions are established by LCI
6. During the Multiple Convention, the First VDGEs can decide if they want the uniform and First VDG patch for their year. If they decide to have a uniform, they shall follow the above guidelines.

C. Second Vice District Governor Standard Uniform

1. The standard uniform and rules regarding when the uniform is to be worn shall be the same as for the First Vice District Governors, Section B, above, except that the second Vice District Governor uniform shall not have a patch on the coat pocket.

D. International Parade Dress:

Plan A – Parade Attire-If the weather is favorable, the parade attire shall be as follows:

1. The Council Chair, District Governors, and District Governors Elect, Spouse/Companion, shall wear their Governors Uniforms, matching ties and scarves, pocket ties, black belts, black socks, and comfortable black shoes, or black sandals. (Suggestion – women, no stockings with sandals). Approved hat (MD5M White Bucket Hat is Optional) to wear in the parade.
2. The Official Parade Uniform for the MD5M parade marchers shall be as follows:
 - a. Blue MD5M shirt.
 - b. Khaki pants for men and women or a choice of Khaki Capri Pants, or skirts for women. (Knee length skirts)
 - c. Black belt.
 - d. Black socks.
 - e. Comfortable black shoes or black sandals. (Suggestion- women, no stockings with sandals).
 - f. Approved hat. (MD5M White Bucket Hat) to use for the parade.

Plan B – If weather is extremely hot, the Council Chair, District Governors, District Governors Elect, their Spouse/Companions, shall wear the MD5M Official Parade Uniform.

3. Past District Governors, their Spouse/Companion and all other MD5M Lions, shall wear the MD5M Official Parade Uniform designated at #2, above.
4. International parade participants shall be notified by the Council Chair before parade day whether Plan A or Plan B shall be implemented.
5. Uniform dress is important for the International parade, and shall be designated by the Council Chair at the MD5M Annual Meeting.
6. Accessories may include an umbrella, or other display items approved by the Sitting Governors.
7. Parade equipment can also include Flags, MD5M Banner, MOM Snowman Balloon, and Snowman Banners.
8. Marchers shall assemble and march in formation. Shall be organized by the MD5M Parade Consultant, Council Chair, or a Lion who understands parade marching procedure if the Consultant is not available. The objective is for the parade marching unit to achieve a uniform appearance and to convey a positive and professional image of MD5M at the International Parade.

E. Council Chair

1. The current MD5M Council Chair shall wear the standard uniform of the sitting MD5M Governors. The Council Chair shall wear a Council Chair patch purchased from Lions Club International, paid by MD5M.
2. The Past Council Chair may wear the standard uniform of the sitting Governors with a Past Council Chair emblem purchased from Lions Clubs International. The PCC patch shall be purchased at the expense of the PCC.

F. Past District Governors

1. The official jacket emblem for all Past District Governors shall be the Past District Governor patch with Lions logo which is available from Lions Clubs International. Another PDG patch that can be worn is the Hands Across The Border PDG patch. The patch shall be purchased at the expense of the PDG.

CHAPTER 15
COMMITTEE REPORTS

All standing and advisory committees shall prepare a written report to the Council of Governors for distribution with the meeting agenda. Such written reports are to be in the hands of the MD5M Executive Secretary at least 14 calendar days prior to each meeting.

Revised: March 12, 2016

Appendix 1.0

DISTRICT GOVERNOR APPOINTMENTS - CHAIRS

<u>Position or Organization</u>	<u># of Chairs</u>	<u>Term</u>	<u>Remarks</u>	<u>Reference</u>
MN Lions Vision Foundation *	2	2 yrs.	Appoint one each year	<u>MD5M Constitution</u> Article IX, Sec. 4
Lions MD5M Hearing Foundation	2	2 yrs.	Appoint one each year	Article IX, Sec. 5
Constitution and By-Laws	1	2 yrs.	Odd # Districts appoint in odd # years, Even # Districts appoint in even # years	<u>MD5M By-Laws</u> Article III, Sec. 1
Long Range Planning	1	2 yrs.		Article III, Sec. 1
Global Membership Coordinator	1 or more	3 yrs.	“In cooperation with MD5M Membership Chair”	<u>Policy Manual</u> Chapter 8C
New Clubs	1 or more	3 yrs.		Chapter 8C
LCIF	1	annual		Chapter 10C
Can Do Canine	1 or 2	annual		Chapter 10G
Leader Dog/Canine Vision-Canada	1(?)	annual		Chapter 10H
Leadership Development	1 or 2	annual		Chapter 10I
MN Lions Diabetes Foundation	1 or 2	annual		Chapter 10C
Lioness	1	annual		Chapter 12
Leo	1	annual		Chapter 13
Convention: Convention City	1	annual		Chapter 9-B.1
Elections	1	annual		Chapter 9-B.9
Nominations	1	annual		Chapter 9-B.9
Resolutions	1	annual		Chapter 9-B.9
Rules	1	annual		Chapter 9-B.9
Sgt-at-Arms	1	annual		Chapter 9-B.9

* Canadian Governors: See Policy Manual Chapter 10A2

Appendix 2.0
MD5M GLOBAL MEMBERSHIP TEAM (GMT) COORDINATOR
Job Description
3 Year Appointment

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to increase membership and improve retention. Act as a resource to the Council of Governors, District Governors Elect and District Membership Chairs.

RESPONSIBILITIES:

1. Annually develop the MD5M Membership/Retention goals and objectives and a proposed budget which is to be delivered to the Council of Governors at their July/August Council Meeting
2. Write a Membership/Retention Plan for MD5M, submitting a copy of the plan to the membership operations department at International Headquarter by September 1.
3. Report Plan, Plan progress/accomplishments and budget status to the Council of Governors at each Council Meeting.
4. Report to the Council of Governors on membership/retention developments from International Headquarters and from within the Multiple District and Districts.
5. Coordinate and conduct a workshop at the MD5M Convention for District Membership/Retention Chairs.
6. Motivate District Membership/Retention Chairs to set District goals and objectives and develop a plan that increases membership and improves retention.
7. Communicate monthly with District Membership/Retention Chairs, and assist the District Membership/Retention Chairs in development and conducting workshops seminars, etc., as requested.

Advise the Global Membership Department at International Headquarter of membership/retention development needs in MD5M, the Districts and the Clubs.

QUALIFICATIONS:

A Lion with prior experience in holding a position at the Multiple District and/or District level. Demonstrated success in membership/retention efforts.

Appendix 2.5
NEW CLUBS GROWTH CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to promote the organization of new lions clubs.

JOB DESCRIPTION:

1. Promote organization of new lions clubs.
2. Motivate District extension Chair to set goals for establishment of new clubs.
3. Educate District extension Chair on procedures and methods of establishing new clubs.
4. Assist District extension Chair developing a rebuilding team for clubs.
5. Develop an annual MD5M Extension Plan and Budget Proposal and deliver it to the Council of Governors prior to their July/August meeting.
6. Report plans, plan progress/accomplishments and budget status to the Council of Governors to each Council of Governors meeting.

QUALIFICATIONS:

Lion with prior experience holding positions at the Multiple District and/or District level.

Appendix 3.0
LCIF CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to facilitate grants from LCIF (Lions Club International Foundation), encourages contribution to LCIF from Lions Clubs in MD5M and (in the event of a major disaster) assist in administrating major catastrophic grants provided by LCIF to more than on District.

DUTIES:

1. Works closely with District LCIF Chair and the individual Lions Clubs in MD5M to actively assist in the preparation of emergency, standard (Humanitarian service, vocational assistance) and Sight First grants for submission to LCIF.
2. Helps Districts and Lions Clubs understand the criteria and application process for the various kinds of grants made by LCIF, reviews grants prior to submission to LCIF, and makes suggestions for improvement as needed. Helps ensure that progress and final reports are sent to LCIF as projects are completed.
3. Through the District Chair, promotes contributions to LCIF from Lions Clubs in MD5M.
4. Maintains files of emergency, standard, and SightFirst grants in process, submitted, and received by Districts in MD5M.
5. Through pro-active education, helps Lions Clubs and Districts receive recognition (Contributing Members Honor Roll, Melvin Jones Fellowships, etc.) For contributions made to LCIF.
6. In the event of a major disaster affecting more than one District, assist in developing a process to develop administrative budget, distribute, and account for major catastrophe grants received from LCIF.
7. Develop an annual MD5M LCIF Plan and Budget Proposal and deliver it to the Council of Governors prior to their July/August meeting.
8. Report plans, plan progress/accomplishments and budget status to the Council of Governors to each Council of Governors meeting.

QUALIFICATIONS:

Lion with prior experience holding positions at the Multiple District and/or District level; analytical skills and attention to detail; grants writing experience with both foundations and other grant making organizations desirable.

Appendix 4.0
INTERNATIONAL LIONS YOUTH EXCHANGE CAMP SPICER, INC. CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of International Lions Youth Exchange Camp Spicer, Inc. (YE) and for public relations to Lions organizations within the Multiple District.

DUTIES:

1. Establishes programs and activities to promote YE in MD5M.
2. Coordinates YE activities and works with District Chair to promote YE in the Districts.
3. Visits lions and lioness clubs and conducts YE programs.
4. Helps District Chair understand the outgoing student application.
5. MD5M YE Chair shall work with the District YE chairs that have been appointed by the District Governors.
6. MD5M YE Chair is to hold a workshop during the MD5M Convention, for all District YE chairs. At this time duties, obligations and responsibilities would be reviewed.
7. MD5M Chair shall send the invitations to countries and give date of exchange and date of camp week.
8. MD5M Chair shall receive all applications, screen the applications, and distribute the applications to all District Chairs. MD5M YE Chair shall keep a log of all youth in the program and keep the District chairs informed as to who is placed and who is not placed.
9. MD5M YE Chair shall process all outgoing applications.
10. Responsible for assuring that International Lions Youth Exchange Camp Spicer, Inc. camp be available for summer campers.
11. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors meeting.

QUALIFICATIONS:

Lion with a dedicated interest in the International Lions Youth Exchange Camp Spicer, Inc. program and who has excellent communication skills.

PROCEDURE:

1. It shall be the responsibility of the District International Lions Youth Exchange Camp Spicer, Inc. Chair or representative to personally interview each host family. At the time of the interview, the family is to be told of all duties, obligations and responsibilities that are required to be a host family.
2. Airport Coordinators or representatives shall meet each plane that arrives with youth being hosted in the Minneapolis/St Paul area or with youth passing through to another airport. The Country coordinators have the responsibility to get the flight information to the Airport coordinators. The airport coordinators shall also be available at departure time. Youth arriving at any other airports shall be met by the local Chair. The local Chair shall also be available at departure.
3. The MD5M Chair shall send the invitations and shall instruct the countries as to their coordinator. All further dealings with the countries shall be handled by the coordinators. The MD5M Chair shall handle the day to day answering of Letters, Training of the Youth Exchange Chairs, Public Relations and Seminars. The MD5M Chair shall keep a master log of all youth.
4. The coordinators shall receive, screen and distribute the applications. The coordinators shall keep a log of all youth in the program and shall keep the Chair informed as to who is placed and who is not placed so that the master log is always up to date. The coordinators shall distribute the applications on a first come, first served basis.
5. The Coordinator shall process all outgoing applications and shall, if possible, get all youth going to one country on the same flight. MD5M shall have a International Lions Youth Exchange Camp Spicer, Inc. uniform for outgoing youth. It shall consist of a white windbreaker with an International Lions Youth Exchange Camp Spicer, Inc. Emblem on the left breast pocket area. The patch shall be provided by the coordinator at the expense of the District involved.
6. Applications for the summer program shall be taken from January 1st thru April 1st. All youth shall be placed by May 1st and should have flight information by June 1st. Districts wishing to guarantee for the summer program must have their guarantees to the MD5M Chair by October 1st.
7. Applications for the winter program be taken from September 1st thru December 1st. Districts wishing to guarantee for the winter program must have their guarantees to the MD5M Chair by August 1st.

8. Only official International Lions Youth Exchange Camp Spicer, Inc. applications with pictures, along with an indemnity form and a letter of introduction shall be accepted. Only youth aged 16-20 years, inclusive, shall be considered as candidates for this program.

9. As many International Lions Youth Exchange Camp Spicer, Inc. Camps as are necessary shall be conducted to accommodate all youth coming to MD5M.

Appendix 5.0
CONSTITUTION AND BY-LAWS CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, chair the MD5M Constitution and By-Laws Committee to review, update, and maintain the MD5M Constitution and By-Laws and assist District Constitution and By-Laws Chairs.

DUTIES:

1. Review all amendments for proper wording and reference before submitting them to the MD5M Convention.
2. All substantive amendments are to be submitted to Lions Clubs International Legal Department for review prior to being submitted to the Convention for voting.
3. Present to the Council of Governors prior to the Multiple District Convention.
4. Develop an annual MD5M Long Range Plan and Budget Proposal and deliver it to the Council of Governors prior to their July/August meeting.
5. Report plans, plan progress/accomplishments and budget status to the Council of Governors to each Council of Governors Meeting.
6. Assist District Chair in reviewing and updating District Constitutions and By-Laws.

QUALIFICATIONS:

Lion with prior experience holding positions at the Multiple District and/or District level; analytical skills, and attention to detail.

Appendix 6.0
LONG RANGE PLANNING CHAIR
Job Description and Duties

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to establish MD5M Strategic Planning.

DUTIES:

1. Conduct all committee meetings.
2. Provide a meeting agenda to the Committee members, Council Chair and Executive Secretary at least 20 days before each meeting.
3. Convene the Committee at least two (2) times a Lions year and each meeting shall be scheduled at least 30 days before the October and March Council of Governors meetings.
4. Select the meeting site and coordinate all details so as to minimize costs.
5. Insure that minutes are recorded at every meeting.
6. Prepare an annual budget for Council of Governors' approval at the October Council of Governors' meeting. The budget may not be exceeded without prior Council Chair's approval.
7. Submit expense reports and reimbursement requests to the Executive Secretary at least 30 days after each committee meeting.
8. Submit Committee Reports to the Council Chair and/or Executive Secretary at least 20 days before a scheduled Council of Governors' meeting.
9. Annually publish and distribute to the Council of Governors, Operations/Service Program Chairs, and Committee members not later than March 30th the Council of Governors approved Strategic Plan.

QUALIFICATIONS:

Immediate Past Council Chair.

Appendix 7.0
CAN DO CANINES CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of the Hearing Dogs Program and for public relations to Lions.

DUTIES:

1. Establishes programs and activities to promote Hearing Dog in MD5M.
2. Coordinates hearing dog activities to and works with District Chairs to promote Hearing Dog activities in the Districts.
3. Visits lions and lioness clubs and conducts Hearing Dog programs.
4. Conducts information programs to increase the number of Hearing Dog graduates and puppy raisers in MD5M.
5. Helps District Chair understand the student application.
6. Actively supports fund raising activities in support of Hearing Dogs.
7. Acts as liaison with Hearing Dogs and MD5M related to Lions activities.
8. Coordinates Hearing Dog speakers at MD5M activities to include District and multiple District conventions and club visits.
9. Honors speaking requests with professional and community service organizations to promote Hearing Dog and Lionism.
10. Arranges for TV, radio, and newspaper interviews to promote Lionism and Hearing Dog.
11. Holds meeting with District Chairs during MD5M Convention.
12. Annual report of contributions from MD5M.
13. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors meeting.

QUALIFICATIONS:

Lion with a dedicated interest in Can Do Canine Program. Excellent communication skills.

Appendix 8.0
LEADER DOG CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of the Leaders Dogs for the Blind and for public relations to Lions organizations within the Multiple District.

DUTIES:

1. Establishes programs and activities to promote Leader Dog in MD5M.
2. Coordinates Leader dog activities to and works with District Chair to promote Leader Dog activities in the Districts.
3. Visits Lions and Lioness clubs and conducts Leader Dog programs.
4. Actively supports fund raising activities in support of Leader Dogs for the Blind.
5. Acts as liaison with Leader Dogs and MD5M related to Lions activities..
6. Coordinates Leader Dog speakers at MD5M activities to include District and multiple District conventions and club visits.
7. Honors speaking requests with professional and community service organizations to promote Leader Dog and Lionism.
8. Arranges for TV, radio, and newspaper interviews to promote Lionism and Leader Dog.
9. Holds meeting with District Chair during MD5M Convention.
10. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors meeting.

QUALIFICATIONS:

Lion with a dedicated interest in Leader Dog Program. Excellent communication and organizational skills.

Appendix 9.0
MD5M GLOBAL LEADERSHIP TEAM (GLT) COORDINATOR
Job Description

A. MD5M GLT Coordinator

- 1. Primary Function:** To work closely in partnership with each District GLT Coordinator and District Team to enhance, promote, facilitate and maintain leadership training and development. And to provide orientation of new members and clubs.
- 2. Reports To:** Council Chair with direction of the (COG) Council of Governors.
- 3. Term:** The MD5M GLT Coordinator shall be appointed by the Council of Governors for a term of three years.

DUTIES:

1. Be responsible for the MD5M Governor Elect Training Seminar and all curriculum of the Governor Elect Seminar. Report the results of the seminar to the Seminars and Workshops Department at International Headquarters within 30 days after the seminar.
2. Coordinates the MD5M Vice District Governor Elect Training Seminar to be held in conjunction with the MD5M convention.
3. Instruct District GLT Coordinators on leadership skills.
4. Assist District GLT Coordinators in conducting workshops.
5. Motivate Multiple District and District Lions to develop and improve their leadership skills.
6. Assemble (organize existing materials or create new materials) leadership development materials that are required to accomplish items 1 through 5.
7. Coordinate leadership development activities with the MD5M Multiple and District GMT Coordinators. Coordinate with them the development of workshops and seminars.
8. Involve previous Multiple District GLT Coordinators and trainers in the development of the leadership programs.
9. Develop an annual MD5M Leadership Development plan and provide to the GLT Area Leader and LCI.
10. Develop an annual MD5M Leadership Development Plan and Budget Proposal and deliver it to the Council of Governors prior to their July/August Meeting.
11. Report plans, plan progress/accomplishments and budget status to the Council of Governors to each Council of Governors meeting.

12. Advise the GLT Area Leader and LCI Leadership Division of any MD5M leadership or training needs.

QUALIFICATIONS:

1. Helpful if a graduate of LCI Faculty Development Institute, MD5M Train the Trainer, or have previous teaching or training experience.
2. Comprehensive understanding of Lions Club International.
3. Desire and ability to work with others in leadership development.
4. Effective presentation skills (i.e., public speaking, workshop presenters, etc.)
5. Time available to develop and assist with leadership initiatives.
6. Willingness to commit to a three year term.
7. Ability to travel within the Multiple District.
8. Ability to attend a leadership workshops sponsored by the association.
9. Lion with prior experience holding positions at the Multiple District and/or District level.
10. Credibility with other Lions.

Appendix 10.0
MINNESOTA LIONS DIABETES CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M

TYPICAL DUTIES:

QUALIFICATIONS:

Appendix 11.0
PUBLIC RELATIONS CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to enhance the growth and stability of Lionism in MD5M, to keep Lions and non Lions informed of current events and efforts.

DUTIES:

1. Provide to the District Public Relations Chair a recommended list of LCI promotional material.
2. Assist Districts to maintain and promote continuous public relations programs.
3. Provide advance notice to the media on Council of Governor's meetings and other events conducted at the multiple level.
4. Conduct public relations training/seminars at the Multiple convention.
5. Coordinate with the Chair for membership and extension the public relations for membership development in the formation of new clubs.
6. Compile an annual MD5M Fact Sheet.
7. Compile one page report for District newsletter following each Council meeting.
8. Develop an annual MD5M Public Relations Plan and Budget Proposal and deliver it to the Council of Governors prior to its July/August meeting.
9. Report plans, plan progress/accomplishments and budget status to the Council of Governors to each Council of Governors meeting.

QUALIFICATIONS:

Lion with prior public relations experience holding positions at the Multiple District and/or District level.

Appendix 12.0
YOUTH OUTREACH CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to promote more youth program support through financial support as well as person involvement with youth, to encourage and educate clubs about the program's unlimited opportunities for involvement.

TYPICAL DUTIES:

1. Works closely with District chairs to promote the program.
2. Communicates with and support District and club leaders who seek help.
3. Promotes the program with MD5M.
4. Works closely with Quest International and Lions-Quest Canada to increase Lions Quest programs throughout MD5M.
5. Seeks funding for Youth Outreach programs.
6. Meets with District Chair at MD5M Convention.
7. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors meeting.

QUALIFICATIONS:

Lion who understands the whole Youth Outreach program and have worked with youth programs on the local and District level. It is helpful to have contact with educators. The ability to write grants to help support the program would be beneficial. The chair needs to establish ties with LCI, Quest International, Lions-Quest Canada and other sources of help for the program from other organization.

Appendix 12.5
Multiple District 5M
Lions Youth Outreach Fund
Established October 1998

ARTICLES AND PROCEDURAL GUIDELINES

ARTICLE I
Name

The name of this fund shall be the
MUTIPLE DISTRICT 5M LIONS YOUTH OUTREACH FUND.

ARTICLE II
Purpose

The purposes of this fund shall be:

1. To provide the financial basis and support to the District Governors for the promotion and growth of Lions Youth Outreach programs in Multiple District 5M (MD5M). Lions Youth Outreach programs include, but are not limited to Youth Outreach, Lions-Quest, Leo Clubs, and The International Peace Poster Contest.
2. To make grant funds available to District Governors and Lions for projects designed to support youth through grant requests. Lions Youth Outreach projects fall under the following general categories: drug abuse prevention services, community service, educational services, environmental services, health services, international services, and recreational services.
3. While the International Lions Youth Exchange Camp Spicer, Inc. Program may be included for coordination in overall Youth Outreach efforts, the MD5M International Lions Youth Exchange Camp Spicer, Inc. Program acquires and maintains its own funds and shall not be included for funding under MD5M Lions Youth Outreach Fund.

Article III
Fund Design

1. The fund shall be administered and directed by the MD5M Youth Outreach Fund Committee (hereafter called the Fund Committee).
2. Funds shall be deposited in two places:
 - a. The MD5M Lions Youth Outreach Fund to be deposited in checking, money market, or certificates of deposit, as appropriate.
3. These funds shall be managed by the Fund Committee Treasurer under the direction of the Fund Committee. All checks shall be cosigned by the Treasurer and Committee Chair.

4. Fund shall be used to directly support grants, costs and expenses for the Youth Outreach Programs/Projects at the direction of the Fund Committee.

**Article IV
Fiscal Year**

The fiscal year of the Fund Committee shall be from July 1 to June 30.

**Article V
Contributions**

1. Any individual, Club, District, or other entity may contribute to the Fund.
2. Contributions may be sent directly to the Fund Treasurer, or

**Article VI
Grants and Awards**

A. Grants

Grant applications shall be submitted to the MD5M Youth Outreach Chair.

1. Applications for schools, clubs, organizations must include the following:
 - A. Written approval by a local Lions Club and endorsed by the District Governor.
 - B. Document approval and statement of support by the administrator of the proposed service project.
 - C. Detailed budget for the project to include identifying any funds being furnished by the applicant and/or Lions, Lioness or Leo Club.
 - D. Plan for public recognition of the grant and project.
2. To be eligible for approval, grants shall be within one or more of the following categories: youth drug abuse prevention, youth community service and programs, children with special needs programs, youth international programs, and youth recreational services.
3. Applications shall be reviewed by the Grant Subcommittee and forwarded to the Fund Committee for approval. Committee review and approval may be given by telephone, fax or other electronic means.
4. Approved grants shall be provided to the District Governor for presentation to the local Lions Club with specific report requirements concerning the expenditure of funds.

B. Awards

1. Peace Poster Contest-The MD5M Peace Poster Contest winner shall receive an award plaque and \$100.00 Savings Bond. The Youth Outreach Chair or designee shall be responsible for obtaining the plaque and savings bond and shall arrange for an appropriate presentation to the winner.

Article VII
Fund Expenses

1. Expenses directly related to fund raising shall be paid by the Fund Committee Treasurer at the direction of the Fund Committee
2. Expenses paid by the Fund to the MD5M Youth Outreach, Leo Club, and Peace Poster chairs and other Fund Committee members may include mailing, printing, mileage, telephone costs, and allowable travel expenses.
3. All expenses must be in accordance with MD5M Rules of Audit.

Article VIII
Fund Committee Members

The fund committee shall be composed of the following members:

1. The MD5M Chair for each Youth Outreach Program.
2. Each Lions District Youth Outreach Chair.

Article IX
Officers

1. The Chair of the Fund Committee shall be the MD5M Youth Outreach Chair.
2. The Fund Committee shall choose a Secretary from the Fund Committee Members.
3. The Fund Committee shall choose a Treasurer from the Fund Committee Members or appoint a MD5M Lion who qualifies for the position
4. The MD5M Youth Outreach chair shall form a Grant Subcommittee and head this subcommittee which shall include at least two additional persons from the Fund Committee.
5. The Fund Committee may appoint other officers and subcommittees as necessary.

Article X
Powers and Duties

1. The Committee Chair shall be the Chief Executive Officer and exercise general supervision and control over all Fund Committee affairs and cosign all checks.
2. The Secretary shall take minutes at all meetings, keep any Committee records and actions not kept by the Treasurer and shall mail out meeting notices and minutes.
3. The Treasurer shall be the Chief Financial Officer and custodian of Committee funds and cosign all checks. The Treasurer shall be bonded, maintain current financial records, and whenever required issue financial statements.

4. The Grant Subcommittee shall review all grant applications and recipients and provide recommendations to the Fund Committee.
5. The Fund Committee shall approve/disapprove all grant applications.
6. A Fund Committee Report shall be made at the MD5M Convention.
7. The Fund Committee Chair shall make an Annual Report to the Council of Governors at the first Council of Governors meeting.

Article XI Meetings

Meetings shall be called as required by the Fund Committee Chair. However at least one meeting shall be held annually during the MD5M Convention.

Article XII Audit

An audit shall be conducted annually in accordance with the MD5M Lions Rules of Audit. The results of this audit shall be provided to all Fund Committee members and the Council of Governors.

Article XIII Dissolution

In case of the dissolution of this Fund Committee, all funds remaining shall be used toward the following objects:

1. Pay for any costs associated with the dissolution of the Fund Committee.
2. Provide grants for clubs as outlined in these Articles as administered by the Council of Governors.

Article XIV Amendments

These articles may be amended by a majority vote of the Fund Committee and approved by the Council of Governors. A thirty (30) day written notice of proposed amendments shall be sent to all Fund Committee members.

**MULTIPLE DISTRICT 5M
Lions Youth Outreach Fund
Grant Request Application**

Lions Club or Organization Seeking Funding: _____

Primary Contact: _____

Address:

(City)	(State)	(Zip)
--------	---------	-------

Telephone(s): (_____) _____ Organization

(_____) _____ Fax

(_____) _____ Home

We request a grant in the amount of \$_____ (not to exceed \$2,000) to assist in the following project/activity/event: (The amount awarded which may be less than the request, shall be determined by the funds available and the number of requests.) A copy of the budget of the proposed program shall be included in this grant request.

This project shall impact approximately _____ young people.

The Lions/Lioness/Leo Club shall be involved with the use of the grant in the following way:

Media coverage which includes information about the involvement of Lions, Lioness, or Leo for the proposed project shall be provided as follows:

Please include any other information you believe would be helpful to the Fund Committee in evaluating your project :

Submitted by: _____ Date: _____

Title: _____

Local Lions Club supporting this grant proposal: _____

Signature of Lions Club president: _____

Signature of District Governor: _____

Grant funds shall be provided to the District Governor for presentation to the local Lions.

Send Grant Request Application to: MD5M Lions Youth Outreach Chair
(The address is available from the local Lion president or secretary).

Appendix 13.0
LEO CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of Leo Clubs and for public relations to Lions organizations and when appropriate to civic, community service and professional organizations within MD5M.

DUTIES:

1. Provide a foundation of knowledge for District Leo Chair on the development and advantages of Leo Clubs.
2. Meet at MD5M Convention with District Leo Chairs for the purpose of training, motivation, and promoting the formation of Leo Clubs.
3. Report the progress of Leo Clubs to Council of Governors and to encourage their active participation in the formation and support of Leo Clubs.
4. Coordinate the Leo Club program with the overall Lions Youth Outreach Program.
5. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors Meeting.
6. Forms to be completed are:
 - a. "Annual Leo Club Membership Report". The District Governor through his District Leo Chair shall see that this form is completed by every Leo Club advisor and distributed by July 1 of each year.
 - b. "District Leo Program Statistical Report". The District Governor shall see that this form is completed by the District Leo Chair and distributed by August 15 of each year. Copies for District files and District Leo Club Chair shall be passed on from year to year to the District Leo Club Chair, and shall not be destroyed sooner than three (3) years.

QUALIFICATIONS:

1. Lion with a dedicated interest in Leo Clubs.
2. Excellent communication skills.
3. Excellent person to person skills.

Appendix 14.0
Procedures
LCIF Emergency Grant

1. READ LCIF Emergency Grant INFO (following page)
2. Take a deep breath, sit down, and continue with these procedures.
3. Evaluate the situation by:
 - a. Contacting local clubs in the disaster area.
 - b. Contacting local government disaster agency.
4. Assess the needs:
 - a. Number of people and families affected.
 - b. Number of homes lost.
 - c. Number of injuries/deaths (if any).
 - d. Basic necessities (food, clothing, shoes, medical).
5. How many needs are being met by other agencies and what needs could be met by the Lions?
6. Review facts. If necessary to apply for an LCIF Emergency Grant, continue with these procedures.
7. Phone: Grants Administration Coordinator

LCIF Grants Department
International Association of Lions Club
Oak Brook, Illinois
Phone – (630) 571-5466 ext. 506
Fax - (630) 571-5735
8. While waiting for approval:
 - a. Review procedures for creating vouchers.
 - b. Review procedures for completing tracking form.
9. After approval:
 - a. Print vouchers.
 - b. Print tracking form.
 - c. Develop and implement a distribution procedure.
10. Wait for check!!

11. Upon receipt, deposit check and IMMEDIATELY (DO NOT DELY) IMPLEMENT!! The district must use the Emergency Grant funds within 30 days of receipt of the grant and submit a final Emergency Grant Report at that time.

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
300 22ND STREET
OAK BROOK, ILLINOIS 60521-8842 USA
TELEPHONE: (630) 571-5466 FAX NO. (630) 571-8890

TO: District Governor, 5M-_____

DESTINATION:

FROM: _____, Grants Administration Coordinator, LCIF Grants Department Ext. 506

DATE

NO. OF Pages 2

ORIGINAL SHALL NOT FOLLOW

Dear District Governor XXXXXXXXXXXXXXXXXXXX:

Thank you for contacting LCIF about the devastating tornado disaster in your district and your inquiry regarding the foundations Emergency Grants program for – disaster relief I am sorry to hear of the devastating situation caused by this unfortunate natural disaster. Please allow me to provide you with information on the LCIF Emergency Grant program.

Whenever there is a natural disaster. Emergency Grants of up to US \$10,000 are available to help Lions districts distribute relief aid to victims of these unfortunate disasters. The request for an Emergency Grant must be submitted by the district governor in the affected district. Emergency Grants are not given directly to individual Lions clubs, but rather to Lions districts for district relief efforts- According to the board-established grant criteria, Emergency Grand funds must be used only to provide basic necessities – such as food, clothing, blankets kitchen supplies, bottled water, and medical supplies for those affected by the disaster. **The LCIF funds may not be used to rebuild structures damaged by a storm or to provide housing on a long-term basis for disaster victims.** The amount of the grant is not sufficient to meet these needs and, in addition, other relief organizations and government agencies are better positioned to address such longer-term needs.

How should Lions districts best utilize the LCIF Emergency grant funding? To start with, LCIF recommends that districts establish a LIONS RELIEF COMMITTEE, made up of Lions in the affected areas, to oversee the purchase and distribution of relief supplies, Lions should then distribute immediate relief aid directly to the victim or district may also work with other group

such as churches and local government units, to identify those persons who are most in need of assistance. **However, a Lions district should not hand the LCIF funding over to another agency. One of the main objectives of the Emergency grant program is to provide Lions with an opportunity for hands-on involvement in bringing aid to disaster victims.**

Another way to distribute relief aid is through a **voucher** system. This would involve clubs in the affected area setting up an account with local food and clothing stores. The Lions would then provide vouchers to the affected families that can be redeemed at the store for purchasing immediate necessities. A voucher system generally works best in regions that have large multi-purpose retailers that sell both food and clothing. If such stores do not exist or if they are far from the disaster, then the Lions should instead purchase bulk supplies of relief aid for distribution directly to the families hardest-hit by the disaster.

In order for an Emergency grant request to be considered, the district governor in the affected district must provide the following detailed information by FAX immediately following the disaster.

- 1) **When and where did the disaster occur?**
- 2) **What are the extent of damages, deaths, injuries? How many homes and families were affected?**
- 3) **What are the current relief efforts by the community and by the Lions?**
- 4) **What is the district plan of action to purchase and distribute immediate relief aid, such as food, clothing, blankets, bottled water, medical supplies and similar items with the LCIF Emergency Grant funds?**

Once this detailed information is received at Lions headquarters the request is presented to the LCIF Chair for consideration. If approved, an Emergency Grant check, along with appropriate report forms, is sent to the district governor, who shall then act as the grant administrator working with the clubs in the affected areas to purchase and distribute relief supplies. **The district must use the Emergency Grant funds within 30 days of receipt of the grant and submit a final Emergency Grant report at that time.**

A district must present its Emergency grant request to LCIF by fax at 630-571-5735 or by phone at 630-571-5466 (ext. 506). Ideally, the district governor should be prepared to provide information on the disaster as requested in questions 1 to 4 above. I hope this information has been helpful. Please contact me directly with any questions.

Sincerely,
Grants Administration Coordinator, LCIF

P.S. Regarding the availability of LCIF funding for longer-term disaster reconstruction projects, Lions districts can apply for LCIF standard grants for situations in which there is a need to refurbish essential public facilities (e.g., schools, hospitals, houses for the blind or disabled, social welfare centers, etc.). The LCIF Standard grants are available up to a maximum of US \$75,000, although the Lions district applying for such a grant must also raise money locally to match the funds requested from LCIF.

MD5M EMERGENCY/DISASTER ASSISTANCE PROCEDURES

PROCEDURES

VOUCHER/TRACKING REPORT

The following are items to consider when:

1. DEVELOPING VOUCHERS

- a. Always print on red paper stock. (red paper stock is difficult to copy).
- b. Determine a deadline date for the redemption of the voucher and include the date on the voucher BEFORE print. (Recommend: 45 days from date of disaster.)
- c. Recommend that vouchers be in the amount of \$50. Multiple vouchers may be distributed to the same recipient if needed.
- d. Recommend Vouchers include merchant name for redemption.
- e. Vouchers must be numbered.

2. DISTRIBUTING VOUCHER

- a. Inform local merchants of:
 1. Possibility of receiving vouchers.
 2. Completing appropriate blanks on voucher.
 3. Attaching cash register receipts.
 4. Submitting vouchers (timely fashion).
- b. All appropriate blanks MUST be filled in.
- c. RECORD name of recipient and voucher number on tracking report. Submit tracking report to appropriate person when distribution is completed.

3. COMPLETING TRACKING REPORTS.

- a. All blanks MUST be completed.
- b. Each page MUST be signed and dated by the District Governor and Treasurer.
- c. Copies of the tracking reports may be used as part of the final Emergency Grant Report.

After completion of the tracking report, submit the appropriate documentation to finalize the grant process to:

Grants Administration Coordinator
LCIF Grant Department
International Association of Lions Clubs
300 22nd Street
Oak Brook, Illinois 60521-8842

Appendix 15.0
Lion Al Jensen Leadership Award

Selection Criteria

Selection Process:

1. One or two awards may be presented annually to Lions who have been members for five years or more.
2. The candidates' selection must be based only on contributions at a District or Multiple level.
3. Each District Governor shall annually nominate no more than one Lion to receive the award.
4. The nomination must be on the official nomination form, signed by the District Governor and submitted to the Council Chair each year no later than March 1.
5. Final selection of the award recipients shall be made by a committee of the seated Council Chair and the two previous Council Chairs.

Selection Criteria:

The award shall be presented to the most qualified Lions nominated for the award, based on the following criteria:

Leadership Characteristics:

1. **Vision...** The ability to see or seek out new ideas and new ways to advance the humanitarian service of Lionism.
2. **Creativity...** Can see new ways to solve problems and to provide humanitarian service. Willingly solicits new ideas from others and helps implement the ideas without worrying about who shall get credit.
3. **Courage...** Follows through on commitments or a project no matter how difficult it may be. Openly accepts feedback, both complementary and critical, and is able to use the feedback to improve the overall success of the work.
4. **Initiative...** Willing to step up and make things happen. Accepts assignments when asked and volunteers where needed. Makes things happen and gets things done.
5. **Unselfishness...** Contributes without expecting something in return. Is most interested in the success of the work and the recognition of those who contributed to the success. Finds satisfaction in the success of the work and the people served, not in the power base that may be gained.
6. **Teamwork...** Success in organizing a team, delegating work within the team, assuring that all members of the team are informed and committed, and follows through to make sure that the work of the team is successful. Also the ability to listen, take suggestions or directions, communicate, and work successfully as a member of a team.
7. **Effectiveness in leading others...** Motivates others to be part of a project/ piece of work, gives them clearly defined recognition when the project/work is completed.
8. **Best exemplifies the leadership qualities of Lion Al Jensen.**

Possible Areas of Leadership Accomplishments:

1. Leading and/or performing leadership development activities.
2. Projects
3. New clubs started
 - a. Lions
 - b. Leo
4. Membership growth
5. Saving or strengthening of weak Lions Clubs

Lion Al Jensen Leadership Award Nomination

Candidate must have been a Lion for at least five years prior to nomination

(Please type or carefully print)

NAME: _____ DATE JOINED LIONS: ___ / ___ / ___

DISTRICT: _____ CLUB: _____

OFFICES HELD (Club, District, Multiple District, please list all):

How does this candidate qualify for the Lion Al Jensen Leadership Award? (Please refer to the MD5M Policy Manual Appendix 15.0 for criteria)

APPENDIX 16
MD5M Hall of Fame

(September 2005)

Purpose

To honor those Lion and Lioness members of character and substance who have demonstrated the highest level of commitment and dedication to the efforts of their club, district or multiple district and the motto of our association, "We Serve."

Award

There shall be a maximum of one (1) recipient of the MD5M Hall of Fame Award per district, inducted into the MD5M Hall of Fame each year. The award may be presented posthumously.

Exception:

During 2005-06 Lion years, each district shall be allowed two (2) Hall of Fame recipients, at least one (1) of whom must be honored posthumously. Following the 2005-06 Lion year, beginning in the 2006-07 Lion year, the number of Hall of Fame recipients per district shall return to one (1) per district.

The MD5M Hall of Fame award recipients are to be inducted into the Hall of Fame at the annual MD5M Multiple District Convention during the Saturday noon luncheon. The first honorees shall be inducted during the Saturday Luncheon at the MD5M Multiple Convention, April 29, 2005.

MD5M Hall of Fame recipients shall receive a MD5M Hall of Fame award plaque and a Hall of Fame lapel pin in recognition of their induction in the MD5M Hall of Fame. In addition, a complete listing of all MD5M Hall of Fame recipients shall appear in the annual MD5M directory and a perpetual plaque, with the names of all inductees and the year of their induction inscribed thereon, shall be kept in a prominent place in the MD5M office, when available.

The presentation of the MD5M Hall of Fame inductees shall be the responsibility of the current International Director from MD5M, if there is one and he/she is in attendance at the MD5M Multiple District Convention. If not, then the most recent Past International Director having served from MD5M in attendance at the MD5M Multiple District Convention.

Criteria

A candidate may be a Lion or Lioness, must have been a member in good standing for at least 15 years, be at least two (2) years removed from the Council of Governors if a PDG, should have qualifications above and beyond the call of duty including social and human endeavors, and he/she should be of good moral character and have a good reputation in his/her community. A nominee must be a member in good standing of a Lions or Lioness Club, or must have been a member in good standing of a Lions or Lioness Club at the time of their death.

Process

A candidate may be sponsored by any Lion, Lioness, Lions Club, Lioness Club, Zone, or District.

There shall be a nomination fee of \$150.00 per each candidate nominated. The nomination fee shall be returned to those sponsors whose candidates are not elected for induction into the MD5M Hall of Fame. The nomination fee for those selected for induction shall be sent to MD5M and shall be used to offset the cost of the award process, plaques and pin.

Nominations, including the nomination fee, must be received by the District Governor at least 30 days prior to the District's Mid Winter Convention.

Each individual District shall annually hold an election at their Mid Winter Convention to determine the candidate(s), if any, to be inducted into the Hall of Fame for that Lion Year. Each sponsor shall have an opportunity to give a brief presentation on the merits and biographical information of their nominee prior to the election. Those elected to be inducted into the MD5M Hall of Fame shall not be publicly announced until their induction at the MD5M Multiple District Convention.

All nominations shall use the standard form, no others shall be accepted. The nomination fee must be received at the time the application is received, otherwise the nomination shall not be considered.

All successful candidates shall be inducted into the MD5M Hall of Fame at the next MD5M Multiple District Convention. The sponsor(s) and the respective District Governor shall ensure that the honoree or a suitable representative shall be in attendance at the MD5M Multiple District Convention Saturday Luncheon when the honorees are inducted.

A brief biography of each inductee shall be announced to those in attendance during the induction ceremony at the annual MD5M Multiple District Convention.

APPENDIX 17
PARADE CONSULTANT
Job Description

The MD5M Parade/Band Consultant shall be elected for a one year term which shall be approved yearly by the District Governor Elect's at the March DGE Training.

The MD5M Parade/Band Consultant shall be responsible for hiring a competitive marching band from Minnesota, Manitoba, or N.W, Ontario. The hired band would lead our MD5M marching delegation at the Annual Lions International Convention. The recommended marching band should be approved at the fall Council of Governors meeting.

The Parade/Band Consultant shall be in charge of organizing the MD5M marching delegation for their appearance at the Annual Lions International Convention.

The seated Council of Governors shall determine an amount of money from the MD5M budget to be given to the hired MD5M Marching Band to help defray travel expenses to the International Parade.

The Parade/Band Consultant should also develop a fund raising drive to solicit extra funds for the hired marching band. All MD5M Lions and Lioness Clubs would be notified to give an amount of \$50.00 to \$100.00. All funds donated by clubs should be sent to their respective District Secretary/Treasurer. When the District Secretary/Treasurer has collected funds from the clubs, a check from the District Secretary/Treasury should be sent to the MD5M Executive Secretary by June 1st of the given year.

Qualifications for the MD5M Parade/Band Consultant should be someone who is or has been a Band/Choir Director, a chaperone, band parent, or interested in marching bands.

APPENDIX 19

Procedures to authorize Projects and Organizations to promote their programs and solicit support within Multiple District 5M

- Some organizations, such as the numerous camps that operate within the district, want approval to solicit contributions and promote their programs within neighboring districts, but not necessarily Multiple District wide. Since the International Policy was modified in 2005 to allow this, any such organization should apply to the Council of Governors to seek approval of the proposed plan, and, if desired, to seek permission to use a copy of the MD5M Directory. Any such approval resolution, once made, is effective unless and until a successor Council of Governors rescinds it.
- Some organizations, usually 501 C(3) Corporations, want to solicit and promote their programs throughout the Multiple District. These organizations are to request that an Operating Resolution be passed by the delegates at the Annual Meeting of MD5M to allow them a one year window to promote their program to the Districts and the Multiple District. By operation of the Bylaws, Article V, Section 1E, these are referred to the Constitution and Bylaws Committee for the succeeding year. If that committee deems the operation appropriate (usually, that this is a successful organization that meets MD5M Lions requirements regarding tax status and appropriate services), the Constitution and Bylaws Committee is to draft the appropriate Bylaws amendment for consideration at the next Annual Meeting.
- If a Lion, Lions Club, or District (or the Council of Governors) wishes, a project or organization can be introduced initially as a proposed Bylaws amendment. Although quicker, this probably is not as likely to receive approval at the annual meeting. The amendment can be either for “approval” under Article IX, Section 2, which usually includes activities, such as International Lions Youth Exchange Camp Spicer, Inc., that are not separate corporation with 501C-3 (or equivalent Canadian) tax status. Those organizations which are incorporated can request that they be included as an “endorsed” program under Article IX, Section 1. These are at this point all 501C(3) (or Canadian equivalent) corporations. Although discretionary with the applicant, the two step process set out under the second bullet, above, is recommended, because the applicant doesn’t have to make decisions regarding how the amending process works, and the Constitution and Bylaws Committee gets a chance to put the proposal in proper format after having had the opportunity to observe the organization in action for nearly a year.