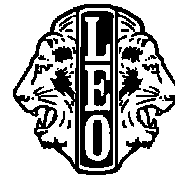
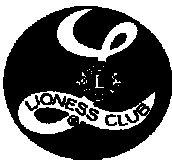


# POLICY MANUAL

## MULTIPLE DISTRICT N



ADOPTED MAY 2008

**Amended to May 31, 2014**

## **TO THE LIONS / USERS OF THIS MANUAL:**

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

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

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

This document is meant to be gender neutral.

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

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

May 2008 - POLICY MANUAL COMMITTEE.

1. ELECTION OF COUNCIL CHAIR AND COUNCIL SECRETARY-TREASURER.....	4
2. DUTIES OF COUNCIL CHAIR .....	4
3. DUTIES OF THE COUNCIL SECRETARY-TREASURER .....	5
4. INVESTMENTS.....	6
5. GIFTS .....	6
6. DISTRICT GOVERNORS ELECT SEMINAR.....	7
7. FUND RAISING .....	7
8. CONVENTION AND CONFERENCE SITES .....	7
9. DRESS.....	7
10. PROTOCOL.....	8
11. RECEPTIONS.....	9
12. CONVENTION .....	9
13. GLOBAL LEADERSHIP DEVELOPMENT PROGRAM.....	9
14. COMMUNICATION COMMITTEE.....	11
15. OTHER COMMITTEES .....	12
16. SERGEANT-AT-ARMS .....	13
17. TAIL-TWISTERS .....	13
18. CONVENTION RULES COMMITTEE.....	13
19. MULTIPLE DISTRICT SPEAK-OUT.....	13
20. AMENDMENTS, ADDITIONS, DELETIONS OR REVISIONS .....	13
21. ADOPTION and SIGNATURE.....	14

APPENDIX

APPENDIX "A" MULTIPLE DISTRICT N PROTOCOL.....	15
APPENDIX "B" MULTIPLE DISTRICT FUNCTIONS.....	22
APPENDIX "C" MULTIPLE DISTRICT N SPEAK-OUT REGULATIONS .....	22
APPENDIX "D" MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION .....	31
APPENDIX "E" MULTIPLE DISTRICT N PEACE POSTER CONTEST.....	46
APPENDIX "F" MULTIPLE DISTRICT N STORAGE AND ARCHIVING.....	47
APPENDIX "G" MULTIPLE DISTRICT N NECROLOGY SERVICE .....	49
APPENDIX "H" MD INTERNATIONAL DIRECTOR ENDORSEMENT POLICY .....	51
APPENDIX "I" MDN RULES OF AUDIT .....	52
APPENDIX "J" MDN STRATEGIC PLAN .....	55
APPENDIX "K" MDN DOCUMENTS DISTRIBUTION CHART .....	61
APPENDIX "L" TRAINING & EDUCATION POLICY .....	62
APPENDIX "M" POSITION OF COUNCIL SEC-TREAS .....	64
APPENDIX "N" MD CHAIRS JOB DUTIES (2011-12) .....	69
APPENDIX "O" PRESIDENTIAL AWARDS .....	76

Addendum

- No 1 Convention Handbook 6.5
- No 2 Fall Rally Handbook 1.4

## 1. ELECTION OF COUNCIL CHAIR AND COUNCIL SECRETARY- TREASURER

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

## 2. DUTIES OF COUNCIL CHAIR

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

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

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

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

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

### **3. DUTIES OF THE COUNCIL SECRETARY-TREASURER**

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

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

#### 4. INVESTMENTS

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

#### 5. GIFTS

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

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

## 6. DISTRICT GOVERNORS ELECT SEMINAR

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

## 7. FUND RAISING

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

## 8. CONVENTION AND CONFERENCE SITES

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

## 9. DRESS CODE

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

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

## 10. PROTOCOL

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



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

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

## **11. RECEPTIONS**

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

## **12. CONVENTION**

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

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

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

## **13. GLOBAL LEADERSHIP DEVELOPMENT PROGRAM**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **14. COMMUNICATION COMMITTEE**

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

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

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

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

## 15. OTHER COMMITTEES

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

## **16. SERGEANT-AT-ARMS**

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

## **17. TAIL-TWISTERS**

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

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

## **18. CONVENTION RULES COMMITTEE**

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

## **19. MULTIPLE DISTRICT SPEAK-OUT**

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

## **20. AMENDMENTS, ADDITIONS, DELETIONS OR REVISIONS**

- A} Any amendments, additions, deletions or revisions to this Policy Manual may be made by the Council of Governors, meeting in person or via electronic means, after having first referred the proposal to the appropriate MD District Committee and MD N Constitution & By Laws Committee for consideration and recommendation and shall be reported to the MD within 30 days of approval.

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

**This Multiple District N Policy Manual has been adopted on May 17th 2008 and amended to May 31, 2014**

**APPENDIX "A"**  
**MULTIPLE DISTRICT N**  
**PROTOCOL**

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

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

Protocol is a multi-faceted word.

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

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

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

**INTERNATIONAL SPEAKERS**

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

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

**INVITATION**

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

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

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

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

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

### **FACTS TO INCLUDE ON THE SPEAKER REQUEST FORM**

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

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



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

### **YOUR SPEAKER HAS BEEN ASSIGNED**

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

### **YOUR SPEAKER ARRIVES**

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

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

### **HOTEL ACCOMMODATIONS**

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

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

### **OFFICIAL LION ESCORT**

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

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

## **SCHEDULE OF EVENTS AND APPOINTMENTS**

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

## **PUBLICITY**

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

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

## **THE EVENT**

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

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

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

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

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

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

## **DISPLAYING THE FLAG**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **IN CONCLUSION**

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

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

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

**APPENDIX "B"**

MULTIPLE DISTRICT FUNCTIONS

AUDIENCE

(With Spouse & Guests)

Table

1	2	3	4	5	6	Podium	7	8	9	10	11	12
---	---	---	---	---	---	--------	---	---	---	----	----	----

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

**APPENDIX "C"**

MULTIPLE DISTRICT N SPEAK-OUT REGULATIONS

**Section 1: Purpose of Contest**

To provide an opportunity for high school students to:

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

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

**Section 2: General Regulations**

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

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

**Section 3: Contest Organization**

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

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

Prizes at the Multiple District Level shall be:

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

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

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

**Section 4: Judges' Check List**

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



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

B. Material of Speech

(I) Originality:

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

C. Response to Questioning

(I) The Responses:

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

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

D. Judges' Score Sheets

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

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

Speaker's name \_\_\_\_\_

Grade \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

School represented \_\_\_\_\_

Lions Club represented \_\_\_\_\_

Parents/ Guardians Name \_\_\_\_\_

Hobbies \_\_\_\_\_

\_\_\_\_\_

Career aspirations \_\_\_\_\_

\_\_\_\_\_

Other pertinent information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

**SPEAKER 1      2      3      4**

**1. Delivery of Speech -- 40%**

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

**2. Material in Speech --30%**

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

**3. Responses to Questioning 30%**

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

**SUB - TOTAL**

Penalty for use of notes (Up to 20%)

**TOTAL**

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

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

**JUDGES FINAL SCORES**

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

Judge Number 1

Judge Number 2

Judge Number 3

**SUB TOTAL SCORES**

**Penalty points ( Timekeeper )**

**TOTAL SCORES**

**FINAL PLACEMENT**

**SPEAKER**

Third place No.

Second place No.

First place No.

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





## APPENDIX "D"

### MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

#### RULES OF THE ASSOCIATION

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

Revised and adopted on May 17, 2008

President \_\_\_\_\_  
PDG Rhéal Cormier

Secretary \_\_\_\_\_  
PDG Sonny Bonnell

## MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

### AWARDS POLICY

#### YEARLY AWARDS

Outstanding President

Outstanding Secretary

Rookie of the Year

These awards will consist of engraved plaques.

#### SPONSOR

The Past District Governors Association of Multiple District N.

#### OBJECTIVE

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

#### ELIGIBILITY

Past District Governors are not eligible for these awards.

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

#### TERM

The period to be judged is as follows;

President, July 1 to June 30.

Secretary, July 1 to June 30.

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

#### SELECTION PROCESS

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

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

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

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



MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

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

PRESENTATION OF AWARDS

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

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

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

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

RECOMMENDATIONS

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

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

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

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

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

PUBLICATION

This Awards Policy, along with the Nomination Forms, will be;  
Published in the Fall issue of the Lions N-Former.

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

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

Revised and adopted on May 17, 2008

President \_\_\_\_\_  
PDG Rhéal Cormier

Secretary \_\_\_\_\_  
PDG Sonny Bonnell

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

**DUTIES AND RESPONSIBILITIES OF OFFICERS**

**PRESIDENT**

**BEFORE THE END OF JULY**

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

**AUGUST (Before September 1<sup>st</sup> )**

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

**FALL (September to December)**

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

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

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

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

Presides over the Fall PDGA meeting, if called.

**WINTER ( January to March)**

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

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

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

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

**SPRING (Two weeks before the Annual meeting)**

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

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

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

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

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

Presides over the annual meeting of the PDGA.

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

## **VICE-PRESIDENT**

### GENERAL INFO

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

### FALL

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

### SPRING

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

Revised and adopted on May 17, 2008

President \_\_\_\_\_  
PDG Rhéal Cormier

Secretary \_\_\_\_\_  
PDG Sonny Bonnell

## **MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION**

### **SECRETARY**

#### GENERAL INFO

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

#### SOON AFTER ELECTION (By the 15<sup>th</sup> of July)

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

#### SUMMER (Before the end of August)

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

#### FALL (Before the Fall Conference)

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

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

WINTER (December to April)

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

SPRING (May and June)

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

Revised and adopted on May 17, 2008

President \_\_\_\_\_ Secretary \_\_\_\_\_  
 PDG Rhéal Cormier PDG Sonny Bonnell

**MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION**

**TREASURER**

**SOON AFTER ANNUAL MEETING (Before the end of June)**

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

**FALL (Before the Fall Conference)**

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

**SPRING (May and June)**

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

**GENERAL INFO**

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

Revised and adopted on May 17, 2008

President \_\_\_\_\_ Secretary \_\_\_\_\_  
PDG Rhéal Cormier PDG Sonny Bonnell

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

**NOMINATION COMMITTEE CHAIR**

WINTER (January to MD Convention)

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

SPRING (May)

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

Revised and adopted on May 17, 2008

President \_\_\_\_\_ Secretary \_\_\_\_\_  
PDG Rhéal Cormier PDG Sonny Bonnell

MULTIPLE DISTRICT N PDG'S ASSOCIATION  
 OUTSTANDING CLUB PRESIDENT  
 NOMINATION FORM

Name \_\_\_\_\_ Club \_\_\_\_\_

District \_\_\_\_\_ Club membership \_\_\_\_\_

Date \_\_\_\_\_ Secretary's signature \_\_\_\_\_

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

Please complete the following; Yes    No

1. Were the monthly reports      a) completed on time? .....
- b) mailed by 2<sup>nd</sup> of next month? .....
2. Were the International dues paid by October 1 and March 1? .....
3. Were the District dues paid on time? .....
4. Did all committees function effectively? .....
5. Number of Board meetings held each month? \_\_\_\_\_
6. Number of regular or dinner meetings held each month? \_\_\_\_\_
7. Did the Club prepared and adhered to an administrative budget? ...
8. Are Lion's highway signs properly maintained? .....
9. Did the candidate attend the Sub-District Convention? .....
10. List the Cabinet meetings or DGO meetings attended. \_\_\_\_\_  
 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
11. List the Zone meetings attended. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
12. Did the candidate attend the Fall Conference? .....
13. Did the candidate attend the Multiple District Convention? .....
14. Did the candidate personally sponsor a new Lion this year? ...
15. Did your Club have an increase in membership this year? .....
16. If so, how many new members? \_\_\_\_\_
17. Did your Club support or sponsor a community service project this year?



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

---

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

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

ENDORSEMENTS;

Zone Chair signature \_\_\_\_\_

Regional Chair sign. (if used) \_\_\_\_\_

District Governor's remarks; \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**District Governor's signature** \_\_\_\_\_

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

USE THIS NOMINATION FORM OR COPIES ONLY. NO SUBSTITUTION.

**May 2008**

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

Name \_\_\_\_\_ Club \_\_\_\_\_

District \_\_\_\_\_ Club membership \_\_\_\_\_

Date \_\_\_\_\_ President's signature \_\_\_\_\_

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

Please complete the following; Yes    No

1. Were the monthly reports completed correctly? .....

2. Were the monthly reports mailed by 2<sup>nd</sup> of the following month?..... ..

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

4. Were the District dues paid on time? .....

5. Was the correspondence completed promptly? .....

Did the candidate;

6. Keep accurate minutes of meetings? .....

7. Keep accurate record of individual Lion attendance? .....

8. Help President with agendas? .....

9. Keep list of Club's Committees? .....

10. Personally sponsor a new Lion this year? .....

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

12. Keep records of new members and their sponsors? .....

13. Order awards promptly? .....

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

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

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

17. Did the candidate attend the Fall Conference? .....

**18. Did the candidate attend the Multiple District Convention? .....**

**19. List the Cabinet meetings or DGO meetings attended.**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

**20. List the Zone meetings attended.** \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**ENDORSEMENTS;**

**Zone Chair signature** \_\_\_\_\_

**Regional Chair signature. (if used)** \_\_\_\_\_

**District Governor's remarks;**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**District Governor's signature** \_\_\_\_\_

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

**USE THIS NOMINATION FORM OR COPIES ONLY. NO SUBSTITUTION.**

**May 2008**

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

Name \_\_\_\_\_ Club \_\_\_\_\_

District \_\_\_\_\_ Club membership \_\_\_\_\_

Date \_\_\_\_\_ President's signature \_\_\_\_\_

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

Please complete the following; Yes    No

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

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

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ENDORSEMENTS;

Zone Chair signature \_\_\_\_\_

Regional Chair signature (if used) \_\_\_\_\_

District Governor's remarks; \_\_\_\_\_

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District Governor's signature \_\_\_\_\_

USE THIS NOMINATION FORM OR COPIES ONLY. NO SUBSTITUTION.

May 2008

**APPENDIX "E"**

***MULTIPLE DISTRICT N PEACE POSTER CONTEST***

Prize Structure:

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

## **APPENDIX " F "**

### **MULTIPLE DISTRICT N**

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

### **New Documents of MD N**

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

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

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

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

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

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

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

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

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

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

## **Old Records and Documents of MD 41**

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

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



## **APPENDIX "G"**

### **MULTIPLE DISTRICT N**

#### **Necrology Service**

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

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

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

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

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

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

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

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

Content of Service:

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

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

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

**Other:**

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

## **Appendix "H"**

### **MULTIPLE DISTRICT N**

#### **INTERNATIONAL DIRECTOR ENDORSEMENT POLICY**

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

Guide Lines For I.D. Expenses:

Funds up to a maximum \$15,000.00 CA shall be turned over to the officially endorsed candidate's campaign account to be used for travel. Meals, accommodation, promotion and other related campaign expenditures consistent with L.C.I. expenditure policy.

A proposed budget shall be given to CST for the information of Council.

At the conclusion of the candidate's term of office as director, a detailed accounting of expenditures with documentation attached shall be turned over to the CST.

## APPENDIX "I"

### RULES OF AUDIT GOVERNING REIMBURSEMENT OF EXPENSES FOR MULTIPLE DISTRICT N

#### 1. Total Allowable Expense

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

#### 2. Submission of Claims

##### a. Claim Forms

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

##### b. Council Chair's Representative Claim

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

##### c. Deadline

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

#### 3. Reimbursable Functions and Events

##### a. Multiple District Meetings

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

#### 4. Transportation

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

##### a. Automobile

The allowance for automobile is Can\$.25 per kilometer, all inclusive. If an automobile is used for trips within the Multiple District, the **total claims** cannot exceed the cost of economy airfare. If taxi and/or car rentals are used, reimbursement would only be maximum \$25 per trip or the Can\$.25 per kilometer, all inclusive. Taxi will not be paid where free or low cost shuttle is available. Tunnel, toll road, parking to a maximum of \$15/day, charges may be claimed in addition to your mileage allowance. Receipts are required. If bridge, ferry or boat travel is used, the cost of the vehicle and passenger will be reimbursed and the cost of a berth to a maximum of the hotel rate of \$75.

##### b. Railroad

If rail travel is used, first class fare will be reimbursed, and Pullman (roomette) fare will be reimbursed at \$79./night, provided that cancelled tickets are attached to the claim.

##### c. Airplane – Commercial

If commercial airplane travel is used, maximum reimbursement will be the most economical fare. If the equivalent commercial fare cannot be established, reimbursements will be on the basis of Can \$.25 per kilometer. Cancelled airline tickets or E-ticket, if applicable, itinerary/receipt and proof of payment (cancelled check, paid travel agency receipt or credit card receipt/statement) must be submitted with expense claim. Any other related expenses are not covered.

**d. Airplane – Private or Charter**

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

**e. Other**

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

**5. Hotel**

The actual cost of lodging required during travel related to 3a above but not to exceed Can\$75. per night is allowed, provided that an original itemized and paid receipted bill from the hotel is attached to the claim and the total driving distance one way exceed 650km. Hotel rates when attending a covered event as a registered delegate of said event in 3a above will be reimbursed at the lowest published convention/conference rate while resident at convention hotel. The name of the expense reimbursement recipient must be included on receipt. No credit card receipts accepted unless an itemized bill is also provided.

**6. Meals**

The claimant may be reimbursed for the actual cost of meals not to exceed Can\$30.00 per day, provided that individual meals receipts for the day total \$30.00 or more. No alcohol reimbursed. Hospitality books will be covered for CC, CST and MD Chairs, but not for their spouse or companion.

**7. Hosting International Guests**

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

**8. Administration Expenses**

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

**9. Other**

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

**Summary**

**Travel**

Vehicle - per Km \$0.25	Not to exceed the most economical airfare
Bridge – per vehicle rate	Per published fare Receipts (itemized) required
Ferry - per vehicle rate	Per published fare Receipts (itemized) required
Ferry - per person rate	Per published fare Receipts (itemized) required
Tunnel, Road Toll - at rate	Receipts (itemized) required
Parking - at rate up to	Receipts (itemized) required (max \$15/day \$45 per 3 day Convention)
Taxi - \$ 25 per trip max	Receipts (itemized) required, not available where shuttle provided

Ferry per berth - \$75.00	Per MD N Rules of Audit travelling to/from covered events. Receipts (itemized) required
Railway - per person rate	Per published fare Receipts (itemized) required
Railway Pullman - \$75.00	Per MD N Rules of Audit travelling to/from covered events
Airplane - commercial rate Economy Class	Receipts (itemized) required
Airplane Private or Charter -	Subject to approval
Other	Subject to approval

**Meals** - Per Day allowance \$30. Receipts (itemized) required, no alcohol reimbursed  
 Hospitality books - Covered For claimant only

**Hotel**

Room -	per night rate	Per convention/conference approved rate for registered delegate
Room - per night	\$75.00	For Travel to/from approved Multiple District events

**Hospitality**

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

**Administration**

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

## Appendix "J"

# MULTIPLE DISTRICT N STRATEGIC PLAN

(Adopted on May 23, 2010)

## MISSION STATEMENT

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

## GOALS

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

### Goal #1

#### **Create and sustain an effective administration**

##### **Main Objective**

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

##### **Sub-Objectives**

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

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

## **Actions**

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



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

## **Goal #2**

## **Create and maintain effective communications**

### **Main Objective**

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

### **Sub-Objectives**

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

### **Actions**

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

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

### **Goal #3**

#### **Create knowledgeable Lions**

##### **Main Objective**

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

##### **Sub-Objectives**

-Provide adequate training for MD Officers and Chairs.

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

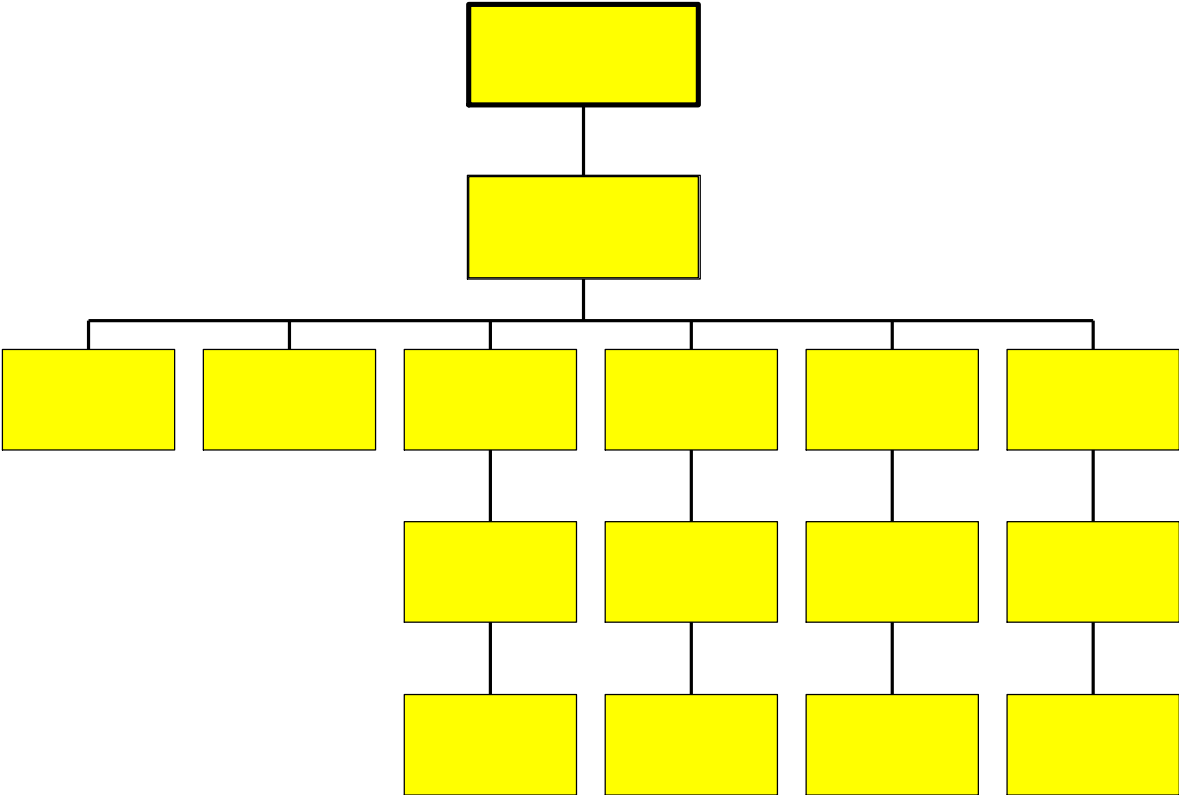
### **Actions**

- a) Continue training sessions at the MD Convention for Incoming District Governors, first and second Vice District Governors and Cabinet Secretary-Treasurers. Shall be coordinated yearly by the Chair of the Training & Education Committee.
  
- b) Sub-Districts Leadership Chairs (Trainers) and other interested Lions shall be schooled at the MD Conferences and Conventions on topics such as MD programs and services, communication skills, computer operation (e-mail, surfing the Internet, MD Web Page, Lions International Web Site and internet reporting procedures for Clubs), MD legal documents (Constitution, By-Laws and Policy Manual), public speaking, effective meetings and on other topics relevant to Sub-Districts and Clubs. Will be coordinated by the Training & Education Committee and start in spring 2011 and continue yearly. In return, the Sub-District's Leadership Chairs will be responsible to deliver the appropriate information and training to the Lions of their Sub-Districts as necessary.
  
- c) Standard curriculum documents shall be drafted for training purposes at all levels of Lionism (Multiple District, Sub-District and Club) in order to create uniformity. The drafting of standard documents for MD training shall be prepared by the MD Training & Education Chair in conjunction with the Sub-District Leadership or Training Chairs and this shall be done by June 2011. The documents for training at the Sub-District's level shall be drafted by the Sub-Districts Leadership or Training Chairs with help from the MD Chair as required and shall be done by June 2012. Documents for training at the Club's level shall be prepared by the Chairs of the Leadership or Training Committee of the Sub-Districts and possibly with the help of some interested Lions Clubs. These documents shall be drafted by June 2013.
  
- d) The Council, in conjunction with the Sub-Districts, shall establish procedures for cost sharing with the MD and Sub-Districts in a

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

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

APPENDIX "K"



## Training and Education Policy

### **PART 1: Regional Leadership and Faculty Development Institutes**

#### **Procedures**

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

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

Continue this rotation in subsequent years.

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

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

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

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

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

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

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

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

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

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

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

A) At least two weeks prior to the summer council meeting of the new year, each sub district Global Leadership Development Coordinator(s) shall submit the following to the multiple district Global Leadership Development Coordinator(s):

- i) Goals and action plans for the year, including all aspects of sub-district training.
- ii) A list of proposed instructors, including their qualifications.
- iii) A preliminary budget showing expenditures and revenue for the program.

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

C) Prior to the disbursement of any grants to the sub-districts by the multiple district council secretary-treasurer, the sub-district Global Leadership Development Coordinator(s) shall submit a final report including:

- a) Programs completed, including locations, numbers in attendance and instructors.
- b) Detailed costs for the leadership development program within the sub-district.

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

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

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

#### APPENDIX "M"

### Multiple District N

#### Position of Semi-Permanent Council Secretary-Treasurer

##### **DESCRIPTION OF THE POSITION**

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

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

##### **DESIRED SKILLS, ABILITIES and EXPERIENCE (criteria)**

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

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



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

### **Process (Timelines) for Selection of a candidate**

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

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

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

MD Committee Ch  List \_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

District Committee Ch  List \_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

Other positions in Lionism: \_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

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

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

b) Leadership: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Recording and drafting of minutes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) Establishing and meeting deadlines: \_\_\_\_\_  
\_\_\_\_\_

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e) Organization and management: \_\_\_\_\_

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f) Human resource skills and work with groups: \_\_\_\_\_

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g) Reporting and record keeping: \_\_\_\_\_

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h) Finances (bookkeeping, budgeting, etc.): \_\_\_\_\_

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

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j) Computer Skills and programs: \_\_\_\_\_

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k) Parliamentary procedures: \_\_\_\_\_

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l) Other relevant skills or experiences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Still working  Retired  Semi-retired  Other  Explain: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Fax number \_\_\_\_\_ E-  
mail \_\_\_\_\_  
Position held \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_ E-  
mail \_\_\_\_\_  
Position held \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
Applicant TE \_\_\_\_\_

# Appendix “N”

## Communications Chair

### Duties of Chair

1. Attends the Incoming Council of Governors meeting held immediately after the MD Convention.
2. Briefs Council on outstanding matters and possible new items related to Communications within the Multiple District N.
3. Receives directives from Council in relation to communications within the MD for the following year.
4. Gives advice to Council on matters related to the N' Former and materials that are to be forwarded to the Editor and advise Council of required materials to be submitted within the required time lines for information to be distributed to the Lion members in MDN.
5. Obtains names of the Sub-Districts' Communication Chairs (Associate Editors) at the beginning of July each year. (These Lions shall be members of the MDN Communications Committee, as per Article XIV of the MDN By-Laws and item 14 of the MDN Policy Manual.)
6. By the earliest time possible, but prior to the summer Council meeting, works with the Council Secretary-Treasurer to prepare and publish the MDN Directory.
7. Sixty (60) days prior to publishing an issue of the Lions N' Former, checks with other Multiple District Committee Chairs for items related to their Committee which they may want to have published to the Lions of MDN.
8. MD Communications Chair and members of the Committee use e-mails as much as feasible to review and exchange information re: the committee's business.
9. Publishes a minimum of two issues and a maximum of six issues of the Lions N' Former each year.
10. Prepares & publishes an issue of the N' Former at least 30 days prior to the Fall Conference. Said issue will contain the registration form for the MD Convention, if not published earlier. It should also include other items of importance related to the Fall Conference.
11. Prepares and publishes an issue of the N' Former at least 30 days prior to the MD Convention. Said issue must contain the proposed notices of motion, the proposed MD budget and other items of importance for said Convention & Notice of Fall Conference.
12. Prepares and publishes additional issues of the Lions N' Former, as deemed necessary from time to time.
13. Forwards materials and documents to webmasters, which must be added to the Multiple District and Sub-District websites.
14. Prior to the Fall Conference at which the MDN budget is presented for the following year, submit a Communications Committee budget to the Budget & Audit Committee Chair.
15. Prepares a report to be presented to Council at the Fall Conference and a year end detailed report to be presented to Council and at the MDN Convention Business Session.
16. If possible and/or requested by Council, attends Fall Conference and/or MD Convention to submit his/her report and recommendations to Council and to possibly receive additional directives from Council.

17. When his/her term is over, transfers over as much information and knowledge as possible, along with related documents, to the succeeding Committee Chair.
18. Accomplishes other duties as assigned by Council.
19. Refers to item 14 of Policy Manual and article XIV, Section 4 & Art XV of By Laws for additional directives.

## **Youth Committee Chair**

### **Duties of Chair**

1. Become familiar with all related programs, as available on the Lions Club International website or in print, set forth by LCI that pertains to our youth,
2. Become familiar with the objectives related to youth activities that are set by the incoming International President.
3. Obtain the names of the Sub-Districts' Youth Chairs by September 1st each year.
4. Promote all youth programs and encourage the Sub-Districts to support them.
5. Act as a liaison between the Multiple District and the Sub-Districts Youth Committees in relation to youth programs and activities.
6. Promote the Peace Poster Contest and has the winning poster selected at the appropriate deadline by an impartial panel.
7. Promote the Leo Club program.
8. Promote the Lions Quest program.
9. Promote the Speakout program.
10. Promote youth camps and youth exchanges, if these programs are available.
11. Promote Service for Children.
12. Reports to Council prior to the MD Convention and from time to time, as required.
13. Accomplished other duties as assigned by Council or LCI.
14. Refer to article XIV Section 1 and section 5 Sub Section B of MDN By Laws and item 19 appendix C of MDN Policy Manual for additional directives.

## Global Membership Team

### Global Membership Team Overview

The Global Membership Team (GMT) provides a global structure for membership development which is continuous, focused, and integrated. Effective July 1, 2011, a Global Leadership Team counterpart was established. Additionally, newly expanded GMT-MD/District/Single District teams and GLT MD/District and Single District teams were established to replace the MERL program.

This new structure was created to work in a highly interdependent manner from the international level, to be constitutional area level, the Multiple District level, and to the District level for the benefit and success of the club.

Members of the GMT and GLT work together to develop membership through service and engagement and also support present Lions leaders and identify future leaders. The two teams operate as parallel structures and are connected and coordinated at the international level by an executive council. The GMT/GLT executive council is led by the LCI International president, with the international first and second vice presidents overseeing and providing guidance to the GMT and GLT respectively. Both GMT and GLT are further supported by two international coordinators and a joint operations committee composed of the chairpersons of the Membership Development Committee, the Leadership and the District and Club Service Committee, as well as a team of appointed constitutional area leaders.

For more information, please visit the GMT Resource Center or contact us.

### Introduction

Membership is critical to the overall success of any organization. An effective membership team will provide vision, guidance and motivation necessary for Lions Clubs International to continue to fulfill its mission of providing quality, relevant service to the global community.

The primary focus of the GMT Multiple District Team Coordinator is to work with his/her Membership Team to increase membership in existing clubs, help create new clubs and encourage club success in improving retention and assisting struggling clubs. This will require a simplified communications flow between the GMT, the Multiple District, District and Clubs. Moreover, it will require his/her full knowledge of the Lions Clubs International MD/District GMT Guides and the role of the GMT/GLT in the Club Excellence process.

#### I. Goal Setting:

- Set membership, extension and retention goals and implement an action plan with Council Chair and Council of Governors by September 1<sup>st</sup> each year.
- Motivate GMT District Coordinators to set goals and develop district and club programs.
- **Present a budget to MD Council to fund the plan. (*When? Each year*)**
- Attend council meetings, fall conference and spring convention when requested.

## II. Communication

- Use webinars, District Governors Newsletters, MD communiqué and/or attend meetings with Sub-District GMT coordinators to communicate goals and implementation procedures at the Sub-District level.
- Update Multiple District and Sub-Districts on new or revised development plans and resources on websites and establish open communication and feedback of Sub-Districts progress.
- Communicate with GLT MD Coordinator monthly to enhance the overall effectiveness of GMT/GLT efforts.
- Submit a quarterly report to GMT Area Leader advising of status of plans and development needs uncovered in districts.
- Utilize webinars and/or attend zone chairs meetings in each Sub-District, where possible, to foster open communication and update success plans on at least a quarterly basis.
- Establish a clear understanding that all zone chairs and GLT members report their success and failures quarterly to the District Governor

## III. Training

- Collaborate with GLT MD coordinator in planning and conducting workshops and seminars.
- Share membership, extension and retention development by using the resources available through LCI.
- Share membership and retention development techniques with Sub-Districts, area team leader and membership operations department.
- Hold workshops at fall conference and spring convention and when requested by council.
- Motivate lions members to develop and improve their membership, extension and retention skills.

## Conclusion

The GMT MD coordinator must possess the abilities and skills to identify, expand and present membership, extension and retention development programs that meet the needs of the Multiple District. Effective Sub-District level coordination must be provided by the MD Coordinator through webinar and/or Sub-District Workshops. The District GMT and Vice Governors must work with their District Governor to develop Sub-District Goals on new club growth and net membership gain. Both Multiple and Sub-District level GMT's will need to work closely together in a highly interdependent manner for the benefit and success of the clubs and in support of Lion's commitment to service.



## Constitution & By Laws Committee

### Duties of Chair

1. Attends the Incoming Council of Governors meeting held immediately after the MD Convention
2. Briefs Council on outstanding matters and possible new items related to Constitution, By-Laws and Policy Manual.
3. Receives, from Council, items to be worked on or reviewed during the coming year.
4. Gives advice to Council and rules on constitutional and legal matters, as required.
5. Attends the August Council meeting and does duties included in 2, 3, and 4 above.
6. Obtains names of the Sub-Districts' Constitution & By-Laws Chairs by the end of August each year. (These Lions are automatically members of the MDN Const & B-Ls Comm., as per article XIV, section 1 of the MDN By-Laws.)
7. Appoints other Committee members if deemed necessary and as stipulated in article XIV, section 1 of the MDN By-Laws under Committee members.
8. Checks with other Multiple District Committee Chairs for items related to their Committee which they may have concerns or suggestions about and may want to submit for review by the MD Const & B-Ls Committee.
9. By early September, begins to review items submitted by Council and other items brought to the attention of the Committee by the Const & B-Ls Chair, other MDN Committees Chairs, Chairs of the Sub-Districts Const & B-Ls Committees, Lions Clubs or other Lions. All items submitted are verified for their compliance with the existing legal documents, properly drafted and checked for proper language and accuracy, before a recommendation is made to Council.
10. MD Chair and members of the Committee use e-mails as much as feasible to review, exchange, input and feed back on the various items and recommendations to be reviewed for presentation to Council.
11. In early September, drafts expenses estimate for the following year and forwards to the Budget & Audit Chair, with a copy to the Council Sec-Treas, for inclusion in the proposed budget for the following year which is to be presented at the current year's Fall Conference.
12. Holds a Const & By-Ls Committee meeting in conjunction with the Fall Conference and the MD Convention each year.

13. Prepares a comprehensive report of recommendations to be submitted to Council at the Fall Conference. Council may agree with, add to, delete from or make changes to, these recommendations.
14. Attends the Fall Conference to submit his/her report and recommendations to Council and to possibly receive additional directives from Council or the Business Session. Gives advice to Council and rules on constitutional and legal matters, as required by Council and the Conference Business Sessions.
15. Presents to Council and to the Business Session at the Fall Conference his/her Const & B-Ls report, along with notices of motion to be voted upon at the MD Convention in May.
16. Following the Fall Conference incorporates Council's and/or Lions input into the notices of motion and prepares them for publication in the in the Lions N'Former. (Use method described in item 10)
17. Sends final report to Council members at least 60 days prior to the Convention, which will do a final review and if agreed to, will submit to the Editor of the Lions N'Former or direct the Const & B-Ls Chair to do so. (All notices of motions must be published at least 30 days prior to the MD Convention)
18. Attends the Multiple District Convention to submit his report and recommendations to Council and the Business Session. Presents all notices of motion to the Business Session for a vote. Gives advice to Council on constitutional and legal matters as required, rules and advises on legal or constitutional matters as they come forth.
  19. Following the MD Convention, but prior to the 15<sup>th</sup> of June, incorporates into the MDN Constitution, By-Laws and Policy Manual all amendments adopted by the Convention. Said revised legal documents will then be forwarded to Council, MD Committee Chairs, members of the MDN Const & B-Ls committee and the webmaster for inclusion on our MDN web site.
20. Answers requests for legal information and/or interpretation and rules on the various items brought to his attention by Lions, Clubs, Sub-Districts or Council during the year.
21. When in doubt or doesn't know the answer, contacts the Legal Department at Lions International to inquire on rulings and legal interpretations on matters or items. Once received, forwards LCI rulings and interpretations to the requester.
22. When his/her term is over, transfers as much information and knowledge as possible, along with related documents, to the succeeding Committee Chair.
23. Refer to article V and IX of constitution, article XIV at section 1 & 2, article XVI and article XVIII of the By-Laws and to item 18 & 20 of the Policy Manual.
24. Accomplishes other duties as assigned by Council or LCI.

## **L.C.I.F. Coordinators Multiple & Sub District**

### **Overview**

The Multiple District LCIF Coordinator and Sub-District Coordinators are appointed by the Chairman of the Board of Lions Clubs International Foundation on the recommendation of Constitutional Area 2 (Canada) LCIF Coordinator and serve for a term of three years.

### **Duties of Coordinators**

The primary roles of the Multiple District and Sub District Coordinators is:

- Conduit for 2 way communication between LCIF and the Lions of MDN
- Assist where necessary in the preparation of requests for grant funding for LCIF
- Promote increased giving from Clubs, Lions and non Lions within the MD for LCIF and the Lions of Canada Fund for LCIF through the implementation of an annual fundraising plan.
- Provide reports and workshops at Multiple District and Sub-Districts meetings and conventions as well as updates on LCIF activities and projects throughout the world.
- Coordinate the presentation of workshops/seminars at Club and Zone Meetings to increase knowledge of and participation in LCIF activities and funding support.

## Appendix "O"

### PRESIDENTIAL AWARDS AND INTERNATIONAL LEADERSHIP AWARDS:

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

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

### WHO INITIATES, ENDORSES AND SUBMITS THE AWARDS RECOMMENDATIONS?

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

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

Every year each District Governor is encouraged to submit one application for each award. The International President decides how many awards each Multiple District will receive.

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

	PRESIDENTIAL	LEADERSHIP
2008	N1 N2 N3 N4	N4 N3 N2 N1
2009	N2 N3 N4 N1	N3 N2 N1 N4
2010	N3 N4 N1 N2	N2 N1 N4 N3
2011	N4 N1 N2 N3	N1 N4 N3 N2

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

**Policy Manual  
Addendum #1**



**CONVENTION HANDBOOK Version 6.5**

**Approved May 31, 2014**

**LIONS CLUBS INTERNATIONAL  
MULTIPLE DISTRICT N**

**NEW BRUNSWICK  
PRINCE EDWARD ISLAND  
NOVA SCOTIA  
NEWFOUNDLAND  
THREE BORDER CLUBS IN MAINE, USA**

**NOTE:**

- Wherever the word “chair,” “chairperson” or “he” or “she” appears in this document, it is to be interpreted to mean male or female gender
- Wherever the word “Council” appears in this document that indicates the Multiple District Council of Governors
- Wherever the term MD N appears in this document that indicates Multiple District N
- A copy of this handbook is to be provided to the Host Convention Committee by April 30 - three years prior to the Convention

# Table of Contents

---

INTRODUCTION .....	4
Section 1 .....	4
Section 2 .....	5
Section 3 .....	5
Section 4 .....	5
Convention Chairperson.....	7
Host Committee Secretary .....	7
Host Committee Treasurer .....	7
Financial Report.....	7
Sub-Committees .....	8
GENERAL INFORMATION.....	8
MD N Convention Advisor(s) .....	8
Multiple District N Financial Assistance .....	8
Host Committee Expenses.....	9
Schedule of Events.....	9
Progress Reports.....	9
Convention Net Proceeds.....	10
Hotel Reservations/Accommodations .....	10
Refund Policy .....	10
Registration Packages .....	86
Registration Sub-Committee .....	10
Information Desk Sub-Committee .....	11
Display Space Sub-Committee .....	11
Transportation Sub-Committee .....	11
Printing Sub-Committee .....	11
Publicity/Public Relations Sub-Committee.....	12
Decorations Sub-Committee .....	12
Social Activities Sub-Committee .....	12
Prizes/Gifts .....	12
Companion Program .....	13
Audio/Visual /Music/Entertainment Sub-Committee.....	13
Credentials and Voting Sub-Committee.....	13

Meals Sub-Committee.....	14
Flag Ceremony .....	915
MD N Committee Meetings.....	15
Business Sessions.....	15
Memorial Service .....	16
V. I. P. Liaison, Protocol Chair .....	16
V. I. P. Publicity and Media.....	16
International Guest Host Couple .....	16
Past District Governors' Breakfast/Luncheon .....	17
MD N CONVENTION HANDBOOK APPENDICES .....	17
Lions Protocol .....	20
Progress Report No. 1 .....	21
Progress Report No. 2 .....	22
Progress Report No. 3 .....	23
Meal Agenda Worksheet.....	24
Suggested Schedule of Events .....	26
Check List for MD N Conventions .....	26
Notes.....	29
Sample Logo's.....	30

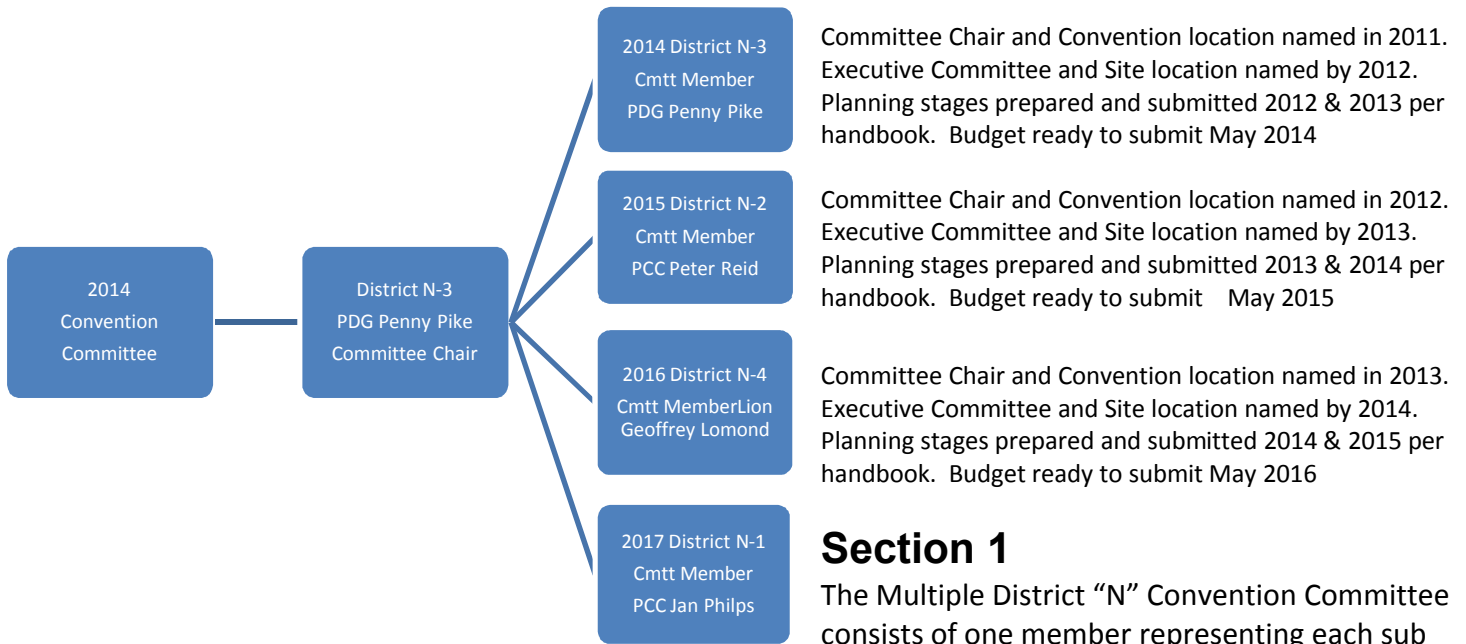
# INTRODUCTION

The information may be useful in planning and hosting aMD N Convention. If you have questions on any part of the handbook please contact the Multiple District Council Chairperson, your District Governor, or the MD N Secretary-Treasurer.

## MULTIPLE DISTRICT CONVENTION COMMITTEE

- I. The convention committee chair, the representative for the current District Convention Host.
- II. Three District Committee Chairs, the representative for the next three District Conventions

Committee Chair and Convention location named in 2010. Executive Committee and Site location named by 2011. Planning stages prepared and submitted 2011 & 2012 per handbook. Budget ready to submit May 2013



### Section 1

The Multiple District “N” Convention Committee consists of one member representing each sub

district in the Multiple District as appointed by their respective District Governors under Article VII Section 3 of the Constitution & By-Laws.

#### The Duties of the Committee

The duties of the Committee shall be the planning and management of the annual Multiple District Convention in accordance with the policies approved by and authority granted by the Multiple District Council.

The Committee Chair is the member representing the sub District hosting the Convention in a given year and is responsible to oversee and supervise all aspects of the planning and implementation of the convention in accordance with the policies and procedures outlined in this handbook.



## Section 2

Once a site has been selected and a club or clubs have been assigned to organize the event the Chair will ensure that a Host Committee Coordinator, Secretary and Treasurer are appointed as an executive group together with the Convention Chair. The executive group ensures that appropriate host sub-committees are in place to organize and carry out the various functions required for a successful event.

For example: The Registration sub-committee would collect all the registration fees, record the pertinent information and with a report would turn all monies over to the treasurer. Likewise, the registration sub-committee could approve a refund but the funds would be issued by the Treasurer. Where practical and feasible the Convention Chair and the Host Committee Coordinator may be the same person.

## Section 3

The Convention Committee shall submit a convention budget to the Multiple District Council for approval at its meeting immediately following the conclusion of the Multiple District Convention; said budget may be amended at the Fall Conference / Rally by the Council or at the request of the committee.

Liabilities not included in the budget may not be incurred by the committee without prior approval of the Council.

All attendees shall pay the registration fee of \$5.00 and such fee shall be included in the purchase of a full hospitality book. Only registered attendees shall be admitted to any session, activity or function of the Convention.

A **Hospitality Book fee** established by the committee and approved by the Council may be collected from each delegate, alternate and guest attending the Conference. Such fees together with other revenues shall be collected by the committee and disbursed in accordance with the approved budget and policies of the Multiple District Council. The Chair shall present a statement of revenues and expenditures, together with all records, source documents, registration data, bank statements and Convention surplus to the Council Secretary Treasurer not later than 45 days after the close of the Convention. A full Convention report including a financial summary shall be submitted to the Multiple District Council.

## Section 4

The members of the Council shall be the officers of the annual Multiple District Convention.

Once a District has been awarded aMD N Convention it is recommended that the following actions be applied: By May 1, three years before convention date actions #1 to #6 be applied; By May 1, two years before convention date actions #7 and # 8 and #9 be applied; By May 1, one year before convention date actions #10, and #11 and #12 be applied. This will give Council an opportunity to set a hospitality Fee and/or establish a dollar capon the Hospitality book and as well, to approve the Convention Registration Form.

1. The CHAIRPERSON in conjunction with the DG& Host Club President(s) ensures that the Host Committee Coordinator, Secretary and Treasurer are appointed and together with the District Convention Chair form the Executive Group.
2. Chairperson meets with the Executive Group and provides them with copies of the handbook and asks that they read the full handbook.
3. Executive Group makes arrangements to meet with the convention hotel and/or other facilities to get the blocked rooms confirmed, in writing.
4. The Executive Group selects Sub-Committees and provides them with a description of their duties as outlined in the handbook. Copies of these duties would be helpful to all Sub-Committee Coordinators.
5. During the third year prior to their function, the Chairperson meets regularly with the Executive Group and with each Convention Sub-Committee.
6. The Secretary ensures all Progress Reports and copies of the minutes of the full committee meetings are sent to the

required people. Progress Report blank forms are included in this handbook.

7. All sub-committees are required to submit a preliminary budget to the Convention Treasurer. The Treasurer provides copies of all budgets to the Executive Group for review.

8. A draft budget should be prepared using a spreadsheet, or other table format, showing fixed costs for 150, 200, 250, 300 or more people. The budget is to include all relevant costs including the cost for the Convention Chair, or his Host sub-committee Representative, to attend the MD N Convention that will be held one year prior to the Convention they are hosting.

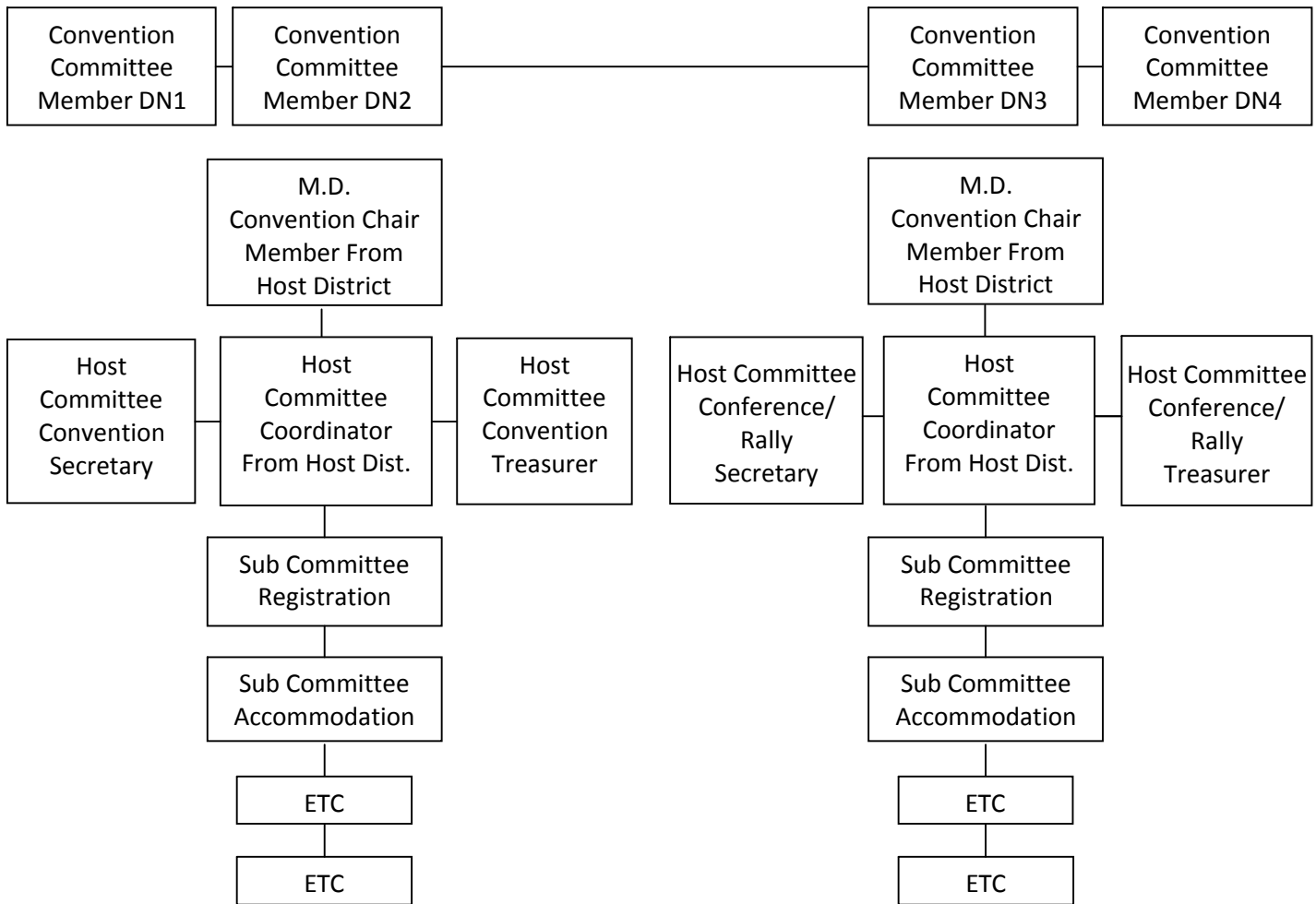
9. A preliminary budget is to be attached to Progress Report # 3 for review by the Council of Governors.

10. The final Convention Budget must be presented to the Council of Governors for review and approval.

11. The final Convention Registration Form must be presented to the Council of Governors for review and approval. This form must be approved by the Council before it is released. The approved registration form must be distributed to all Districts, and to the MD N Secretary-Treasurer and Communication Chair for publication in the MD N Newsletter and MD N Website

12. Promote the Convention through visitations throughout the MD.

### MULTIPLE DISTRICT N CONVENTION COMMITTEE ORG. CHART



The Executive group consists of the Convention Chair, the Host Committee Coordinator, Secretary and Treasurer. The Executive group may create any number of sub committees in order to accomplish convention planning and work activities over a 4 year period that concludes at the close of the Convention

## **Convention Chairperson**

The Host District Governor is initially responsible for appointing the Convention Committee Member. Together, the Host Governor and Convention Committee Member selects the convention site and the hosting club(s), and appoints both the Host Committee Coordinator and Secretary and Treasurer. The Convention Committee Member (referred to in this Handbook as Convention Chairperson), Host Committee Coordinator and Secretary and Treasurer form the 'Executive Group'.

The host club(s) president(s) is an ex-officio member of the Executive Group. The Convention committee member or his representative shall attend the MD N Convention held one year prior to their convention. The Host Committee Coordinator shall schedule regular meetings with the Executive Group and meet with other sub-committees whenever necessary. The chairperson is responsible for setting and notifying all executive group members of all meetings. The Host Committee Coordinator is responsible for the activities of all sub-committees assuring that programs, budgets and progress reports are completed when required. The Convention committee member together with the Host Committee Coordinator is responsible to select and book the venue for the convention. (See Appendices for Progress Reports) The Convention Chairperson shall be one of three signatories on the Convention Bank account.

## **Host Committee Secretary**

The Convention Secretary is to take minutes of all Executive Group meetings and is responsible for keeping records of all convention correspondence, committee memos and directives. The secretary shall forward the meeting minutes to the Executive Group, the MD N Convention Advisor(s) and the MD N Secretary-Treasurer. The committee secretary shall notify the Executive Group and the MD N Convention advisor(s) of the date, place and time of said meetings. That notification is to be provided one month prior to each meeting.

## **Host Committee Treasurer**

Treasurer is responsible for preparing the budget and shall assist and coordinate all sub-committee budgets. The convention budget shall show the costs for each event. Budgets must be numbered and dated as revisions are made and is to be prepared in the host country's currency. A preliminary budget shall be attached to the third Progress Report (see Appendices) for review by the Council. No later than the Council's May meeting in the year prior to which the Convention falls, the budget must be finalized to the point where the registration fee can be quoted to the Council of Governors. Immediately following Council's approval of the registration fee, the MD N Secretary Treasurer will contact the convention chairperson to inform him that he may begin distributing the registration form. The Treasurer must also open a Multiple District N Convention Bank Account that requires signatures of at least two of three Lions, who shall be the convention Chairperson, the Host Committee Treasurer and one Committee person. Any two of the three Lions, one of which must be the Convention Chair, who are not members of the same club, shall be required for checks authorizing the withdrawal of moneys from the Convention accounts.

## **Financial Report**

The convention chairperson shall call the Executive Group together shortly after the convention for their reports that shall include all relevant financial documents. A preliminary report is to be submitted to the Council Secretary-Treasurer before June 30. The final report is due in time for the Summer Council meeting. If there is a surplus, said surplus is to be submitted by cheque to the MD N Secretary Treasurer and is to be made payable to MD N. The convention Treasurer

shall submit a formal financial statement to the MD N office of the CST no later than 2 months following the close of the convention. Included with this statement shall be copies of all revenue information, including registration and donation revenues, deposits, etc., copies of all cancelled cheques, plus original receipts and/or other supporting documents. These documents must be itemized. The convention Treasurer shall make a copy of the full report including the supporting documents. This copy is to be provided to the convention chairperson.

## **Sub-Committees**

Sub-Committee coordinators are responsible for preparing committee budgets and for providing a copy of that budget to the convention Treasurer. They are to determine the manpower and material requirements necessary to carry out the duties of the sub-committee and to report all activities to the convention chairpersons.

## **GENERAL INFORMATION**

### **MD N Convention Advisor(s)**

MD N Convention Advisor(s) are asked by the Council to act as advisor(s) to the MDN Convention host committee and are expected to attend as many convention meetings as possible to offer advice. The MD N advisor is only there to assist the committee and is not responsible for any part of the Convention, which is the full responsibility of the Council. The Advisor(s) must be a Lion (S) in good standing with MD N who have had several years of Convention experience, reside in the hosting district and are currently active within their District/Multiple District.

### **Multiple District N Financial Assistance**

The annual Convention fund is financed by a fifty-five cents levee per MD N Lion Member, which is payable as follows:

1. Convention Grant (90%)
2. Convention Contingency Fund (10%)

#### **Convention Grant (90%):**

The convention's Executive Group receives a grant from the MD N Annual Convention Fund.

- The grant is exclusively for defraying expenses of MD N Conventions.
- The grant base is 90% of fifty-five cents, times the number of MD N Lion members.
- The grant is payable to the convention's Executive Group, as follows:

80% by October 15<sup>th</sup> of the year prior to the convention

20% preceding the convention, upon delivery of the convention's Treasurers Report to the Executive Group.

- The remaining 10% is held as a contingency reserve fund
- The grant is held in a separate convention bank account.
- The Executive Group approves all financial decisions with respect to the grant.
- Grant disbursements are signed by any two of the three authorized signing officers of the Executive Group.

Grant example: Assuming 6,061 Lions members in MD N, with a starting balance of zero, the Annual Convention Fund would accrue \$3,000.19 ( $6,061 * \$0.55 * 0.9$ ) in one year. The Council payables to the Executive Group would be A) \$2,400.15 ( $\$3,000.19 * 0.8$ ) on Oct 15<sup>th</sup>, and B) \$600.04 ( $\$3,000.19 - \$2,400.15$ ) preceding the convention upon receiving the Treasurer's Report.

#### **Convention**

#### **Contingency Fund (10%):**

- The Contingency Fund is a reserve for unforeseen or unpaid convention liabilities which the MD N may be responsible for during or after a convention.
- The funds are exclusively for defraying expenses of MD N Conventions.
- These funds accrue within the MD N Annual Convention Fund.
- Once the Contingency Fund accrues to \$1,500, with all convention liabilities for the current or past years settled, Council may transfer funds above \$1,500 to other existing liabilities upon approval by the Executive Committee.

Contingency Fund Accrual Example: Assuming 6,061 Lions members, zero Contingency Funds and no use of the Contingency Fund in the following years, the Annual Convention Fund would accrue \$333.35 (6,061\*\$0.55\*0.1) per annum. After the fifth year, the total contingency value would be \$1,666.75 (\$333.35\*5), of which \$166.75 (\$1,666.75-\$1,500) may be transferred to another liability, upon approval.

## Host Committee Expenses

The host committee shall build in to the costs of their convention the promotion costs plus travel costs, registration fees, additional meals and lodging for the Convention Chair to attend the MD N Convention held one year prior to their convention and submit this budget to the MD N Budget and Audit Chair not later than September 1 of the year prior to the Chair's attendance at Convention. This cost is in addition to the grant and will be paid by the MD N Council Secretary-Treasurer upon receipt of Expense Claim Form. No other Committee expenses will be covered.

## Schedule of Events

The printed schedule of events includes breakfasts (optional), luncheons, banquets, committee meetings, business sessions and other activities. The printed schedule is to show the time, date and location for these events. The Council of Governors and others who may be appointed by Council will act as facilitators for each business session, as masters of ceremonies for each meal, and as MC for the memorial service. During February in the year of the convention, the convention chairperson will be provided the names, postal addresses, phone and fax numbers and e-mail addresses of all facilitators by the Council Chair and the Global Leadership Chair. NOTE: Once these names have been provided, it shall be the responsibility of the convention committee to contact each one to confirm their attendance and to finalize all arrangements each facilitator may have. The convention chairperson must ensure his committee has the information needed to assist these facilitators.

A preliminary draft of the schedule is to be prepared in time for the Summer Council meeting held one year prior to the convention. This draft shall be sent to the MD N Convention Advisor(s) and the MD N Secretary-Treasurer 10 days before said Council meeting. A copy must be attached to the Progress Report #3.

A final draft of the schedule is to be prepared and forwarded to the Council of Governors not later than February 15 in the year of the convention. The document shall be reviewed by Council and be approved not later than March 15. Should it require changes, those changes will be made at Council level and the schedule approved for publication on the Multiple District Website.

## Progress Reports

Progress Reports 1, 2, and 3 are to be completed and provided by the dates as noted on each one. (See Appendices) All reports will be reviewed by the Council. The convention chairperson may be contacted for additional information, if necessary. It is vital for the convention committee to provide these forms by the date requested and to have all the information included.

## **Convention Net Proceeds**

The convention host club(s) is entitled to 50% of the net profit from the convention. The other 50% of the said net profit is distributed to the MD N Convention Reserve account. 100% of Net profit is to be provided by the Convention Committee to MD N with a cheque made payable to MD N with the Final Convention Report and Financial Summary. A check representative of the 50% share to the convention host club(s) will be issued on completion of audit verifications.

## **Hotel Reservations/Accommodations**

The convention Executive Group, in its negotiations with hotel management to designate their hotel as the Lions Convention Hotel, shall work toward having the hotel comp one of their best rooms available for the International guest. The committee shall negotiate a block of the best hotel accommodation available at or close to convention rate for the MD N Council Chairperson, MD N Council of Governors, current and past International officers residing in MD N, MD Secretary Treasurer, District Governors-elect/candidates in that order and MD N Committee Chairs. They must also block rooms to be available for the Speakout Contestants and their chaperones. NOTE: Any hotel room costs for the International guest are to be paid by the committee from its convention budget. The convention committee must make certain these hotel rooms are paid prior to these individuals arriving to avoid any embarrassment to the guest or the committee. All others must confirm their reservations within the block and within the timeframe supplied by the Convention committee.

The convention committee shall block the best hotel accommodation available at the convention rate, in consultation with the MD N Global Leadership Chair for District Governors' Elect and Vice District Governors' Elect Training for the two days prior to the Convention.

## **Refund Policy**

The host convention committee may be asked for refunds. A standard refund policy is as follows:

1. Attempt to transfer the registration to another Lions member
2. Full refund if cancellation request is received by the host convention committee no later than 30 days before the convention

This policy must be printed on the registration form.

## **Registration Packages**

Registration packages are to be provided to the International guest, Council Chairperson, Council of Governors, MD N Secretary-Treasurer, MD N Committee Chairpersons and any current Lions Clubs International officer residing in Multiple District N and their companions. All registered participants should receive, at a minimum, a Schedule of Events, a confirmation of paid events, meals etc, and a Convention badge.

Hotel costs and registration fees for the International guest, and the current International Director residing in MD N and their companions are to be included in the convention budget.

One-time program participants and their companions who have been asked by the Convention Chair in conference with the Council Chair to be a formal part of the program are guests for that occasion and are not to be charged for their meal.

## **Registration Sub-Committee**

The registration committee is responsible for preparing a registration form to be reviewed by the Council of Governors for their approval. This committee is responsible for pre-registrations, at the convention registrations, and for keeping

A record of all who have registered and attended. Registration desk opening and closing times for a convention lasting up to three days should be as follows:

1. Day 1            2:00 PM - 8:00 PM
2. Day 2            7:00 AM–10:00 AM

These times may be adjusted to suit the convention format.

Any Lion, Lioness or Leo may attend only the business sessions by paying a registration fee of \$5.00. The registration desk should have blank registration forms and all registrants are to receive their identification badge and a schedule of events.

## **Information Desk Sub-Committee**

This desk should be separate from the registration desk and be able to provide a maximum of information. This desk should have local maps, information on any companion program, local points of interest, taxis, buses, emergency medical services and full information on what is happening at the convention. It should also have extra copies of the schedule of events. It should operate the same hours as the registration desk.

## **Display Space Sub-Committee**

All requests for display space must be received by the convention committee no less than thirty (60) days prior to the convention. Space will be provided on a first come, first served basis. Requests shall include whether power will be needed and if any audio/visual equipment is required. It shall be the responsibility of each display to provide extension cords, if required. Requests for space will not be accepted after the 60 day deadline. All displays and sales of raffle tickets or merchandise must have pre-approval from the MD N Council of Governors.

## **Transportation Sub-Committee**

This committee is responsible for arranging for ground transportation necessary for the convention. If registrants are to be transported to and from various convention venues, this committee will be responsible for arranging for all buses, vans, courtesy cars or other forms of transportation needed to accomplish this. This committee should submit budget estimates for transportation to each function

This committee is also responsible to all committees for moving of goods, such as decorations, chairs, refreshments or other items too large to carry in a single passenger car, van or truck.

Groups arriving by charter buses shall be responsible for their own local transportation, except for that transportation furnished by the convention for specific functions.

Announcements concerning transportation service should be made throughout the convention and in the registration packages.

## **Printing Sub-Committee**

This committee, through coordination with all other committees, will determine all printing needs and shall submit a budget. Items that may go through this committee are: committee letterhead and envelopes, registration forms, schedule of events, memorial service program, banquet programs, name tags, meal tickets, publicity materials, place cards, directional signs and other items that may be required for the convention. They may also be asked to make signs for various chairpersons such as credentials and voting, registration and information.

## **Publicity/Public Relations Sub-Committee**

This committee is responsible for determining publicity requirements, for preparing all media releases and for delivering them to all media. They will provide general information to the MD N Council Chair, CST and to all the District Governors for inclusion in the respective newsletters. This information should include a registration form, schedule of events and some points of interest for visitors. This committee is required to submit a budget.

Just prior to and during the convention, this committee is to distribute the "Welcome Lions" posters that are available through Lions Clubs International or can be produced locally. Order these well in advance so they can be distributed to local businesses.

This committee is responsible for news releases prior to and during the convention with the International Officers and District Governors in attendance. The committee is also responsible for arranging for a media interview of the International guest that may take place, time permitting. The MD N Protocol Chairman should assist in planning this media interview and also be present during any news conference.

This committee is responsible for obtaining lion volunteers who will videotape a cross-section of MD N convention highlights during their Host Convention. Some suggested items would be the Speakout competition, introduction of New Governors, excerpts from the International guest speech and various social activities. These tapes would be taken to a professional, preferably from a Community College, who will edit them onto one disc. Each Incoming District Governor and the Council Chair would be provided with a copy of the disc for promotion of the following convention.

## **Decorations Sub-Committee**

This committee will arrange to have the decorations for all official functions, business sessions and social functions while respecting the wishes of the convention hotel and/or other venues. They will be responsible for ensuring that the convention banners are mounted at the headquarters hotel. They will be responsible for working with all other committees from the start of the convention to the finish. They will be responsible for insuring all convention banners are put up and are removed after the convention. Several banners are stored by MD N and the committee should check with the MD N Secretary-Treasurer before ordering any new ones.

## **Social Activities Sub-Committee**

This committee is responsible for booking locations for planned recreational activities for prizes and gifts, and for the Companion program. They are to ensure that firm written commitments are made at the various locations and that there is adequate room for the function being held. A social is normally held the first evening of the convention and most conveniently at the headquarters hotel. This should be an informal and fun-filled event. Prizes could be given for various reasons and the Tail Twisters could be used to keep the action lively and informal and cooperation with the Entertainment and Music committee is advised.

## **Prizes/Gifts**

The social sub-committee is responsible for getting items for attendance prizes, selecting and purchasing appropriate gifts for the International guests and purchasing welcoming graces such as fruit baskets for the dignitaries. This committee shall submit a budget for the following:

- Prizes: These prizes should be ones of quality, not quantity. It is preferable to have these prizes donated, whenever possible.
- Gifts for International guests: The gifts for the International guests should be easy to transport in their luggage and should reflect the area, whenever possible. Communicate with the Protocol Chair and the Council Chair for preferences and ideas.



- Welcoming graces: A welcome, such as a regular fruit basket, is to be placed in the rooms of the International guest speaker, the Council Chairperson, the Council of Governors and any current officer of Lions Clubs International residing in MD N. Gifts should not be that expensive but convey in a small way that the guest is very welcome. A recent local newspaper could be placed in their rooms, as well.

## **Companion Program**

All companions may attend the full convention activities but must register in order to do so. The information desk will have listings of what is available in the community as far as shopping places, taxi service, etc. for those who do not wish to participate in the convention's full schedule of events. If there is to be a companion program, the social committee shall arrange the activities and submit a budget. Whether or not to have a companion program is left to the discretion of the host committee.

## **Audio/Visual /Music/Entertainment Sub-Committee**

This committee is responsible for reviewing all sound systems at each venue of the convention. A member of this committee must be available at each function where a sound system is being used. Each system is to be tested within the hour prior to and again five minutes prior to the start of the function. For business sessions there should be one microphone on the floor or hand held mikes so that delegates may speak without having to walk up to the main podium. If hand-held mikes are going to be used, members of this committee should be available to take the mikes to where they are needed.

This committee shall arrange for music and/or entertainment at the various functions, where required. They will coordinate with the chairperson for the following:

- Friday night - Social
- Opening - Flag Ceremony
- Business Sessions
- Seminars/Training Sessions
- International - District Governors' Banquet
- Memorial Service - if music will be required

NOTE: If national anthems are to be led by a song leader this should be done without accompaniment. If the anthems are to be played there should be no song leader. This committee shall submit an outline of proposed plans and submit a budget.

## **Credentials and Voting Sub-Committee**

This committee is responsible for arranging for the facilities for certifying and voting and for providing the required number of ballot boxes. A suitable area with enough room to operate and one that is easily accessible to the delegates must be provided. This committee shall arrange for:

- Suitable locations for certifying and voting
- Two long six foot tables with four chairs with signage to indicate the Four Districts
- Several small tables where delegates may mark their ballots. There are to be pens on these tables
- Ballot boxes and tables on which to place the ballot boxes

Note: MD N Election Committee and Voting Chair is appointed by the Council of Governors. These chair will find others to assist with these functions. All required materials for these two functions, including the ballots, are provided by the MD N office.

## Meals Sub-Committee

This sub-committee shall work with all other committees to ensure that table placements are suitable for easy access and egress. They are to ensure that adequate staff is provided to serve the meals. The caterer is to be given a copy of the meal agenda so they know when the meals are to start. Meals are to be established at a cost per plate. This committee is to ensure that all meal arrangements and the associated costs are provided to them in writing and that the arrangements include a specific % over/under policy.

This committee shall:

- Obtain menu for all functions
- Work with hotel/facility management to ensure suitable facilities and prompt service
- Have provisions for special meals (i.e. diabetic, vegetarian, etc.)
- Obtain cost per plate, including all taxes and gratuities
- Submit a budget

This committee is responsible for the various breakfasts, luncheons and dinners and must work closely with the registration committee to determine the number of attendees. Some separate meal tickets may be available and these will have been noted on the registration form. It is important that the meal facilities accommodate the expected attendance without undue crowding.

Whenever there is a head table, those at the head table should be served first. If there is no head table, the table at which the Master of Ceremonies and/or the International guest, if there is one, is seated should be served first.

All meals are to start and end on time. Dishes are not to be removed during speaker presentations.

Breakfasts - Breakfasts may be held but are not required. If there is to be a breakfast, dignitaries of the convention will normally attend and protocol should be maintained even though the breakfasts may be informal.

Luncheons - On Saturday, a buffet luncheon will honor and introduce the District Governors-elect and a head table will be required plus nearby tables with reserved seating for the Council. The Council Chair will MC these luncheons.

International -District Governors' Banquet - The MD N Council Chairperson is the MC for this banquet and will let the convention committee chairperson know how many people there will be at the head table and what other nearby reserved seating will be required. Whenever feasible, a served meal is preferred for this banquet rather than a buffet meal.

A no-host VIP refreshment time precedes this banquet. The meals committee must ensure the hotel and/or caterer a separate room and the bar(s) ready so all guests can enter, network and to enjoy their beverages. The host committee must have several ticket takers at the door to take the meal tickets.

Ten minutes before the banquet is to start the CC will announce that the bar is to be closed and all guests asked to take their seats. A few minutes prior to the banquet the individuals who will be sitting at the head table will be gathered into an area near to the banquet room in order to make for an orderly march to the head table. This is the responsibility of the Council Chairperson or his/her designate to organize.

Once everyone is seated the head table will be marched in. It is the responsibility of the host committee to decide by which means this will be done but having the head tabled in by a piper is the custom at an MD N convention. It is the responsibility of the host convention committee to find a piper.

Protocol will be observed at this banquet. The MC is the Council Chairperson and will see to this but the convention committee can do its part by seeing that the decorations, flags, gong, gavel and microphone are in place and that the programs are on the tables. A glass of clear fruit juice is to be placed at each place setting for toasts. Place cards are to be prepared for the head table.

## Flag Ceremony

This committee is responsible for seeing that all flags to be posted are in good repair. Flag protocol is very specific -from left to right of the audience - CANADA, UNITED STATES, Host Province and Provinces in alphabetical order, then the LIONS flag. The flags of USA and Canada are presented at the end with the host country's flag carried in and posted last. It is not a requirement that a description of each flag be given when each flag is presented but that is at the discretion of the host committee to do. If there is a flag of the state/province of the International guest, that flag should be carried in and posted along with the other flags. The Lions Clubs International flag, if available, is also to be posted with the other flags. Also, refer to 'Flag Etiquette' in Handbook Appendices and Flag Ceremony located in Check List.

## MD N Committee Meetings

The format, content and agenda of the Committee Meeting is the responsibility of Committee Chair. The date, time and location of the meetings must be communicated by the Convention Chair after confirmation of availability of the Committee Chair for inclusion in the Convention Schedule of Events. Each session will be facilitated by the Committee Chair or representative as appointed. These Committee meetings, organization of which is the responsibility of the Host Committee, shall be the following Committees:

1. Budget and Audit
2. Constitution and By-Laws
3. Long Range Planning
4. Youth Services
  - a) Tables and Seating for 10 to 20 participants unless otherwise indicated
  - b) Prepare and place signs to identify each Meeting.
  - c) Ice water and glasses for tables
  - d) Scheduled to be non-competing with any other Convention event or session

## Business Sessions

The format, content and agenda of the business sessions is a responsibility of Council and must be prepared by the CST with approval of Council. Each session will be facilitated by the Council Chair or a member of the Council of Governors as appointed. This Business Session, organization of which is the responsibility of the Host Committee, shall contain the following:

- Sound systems
- Podium or head tables.
- Gong and gavel
- Ice water and glasses for head table
- Seating to meet head table requirements
- Plug in for recorders, where necessary
- Flags - Canadian and United States as well as a flag of the International guest (if other than Canada or U.S.A.)
- Microphones for those speaking from the floor
- Song Leader (1, if required)
- Local, State or Provincial and Federal dignitaries for the opening ceremonies

- Other equipment as required
- Business Session must start on time.

The Host sub-committee must ensure that everything is ready ahead of time. They must:

- Determine meeting rooms' needs, sizes, seating, times
- Prepare and place signs to identify each session.
- Submit a budget

## **Memorial Service**

The Host Sub-Committee is responsible for arranging an appropriate memorial service and for printing the program. It is the custom for the MD N Council Chairperson to be the MC of the Memorial Service. The names of the deceased members will be provided to the host committee for printing in the Memorial Service program. Each District Governor will be given a list of the deceased members and will be responsible for reading each name at this service. This committee shall:

- Arrange for an appropriate facility
- Arrange for a podium, decorations as needed, table and chairs for those involved in the service, gong and gavel, water and glasses, flags, music (if required)
- Arrange for a chaplain and request that the service be non-denominational out of respect to all faiths
- Arrange for reserved seating for the dignitaries and the families of those being memorialized. VIPs and family members should be ushered to their reserved seats prior to the service starting.
- Prepare the program, submit to printing committee, and arrange to have them distributed to all attendees.
- Arrange for transportation to and from the service, if required
- Submit a budget

## **V. I. P. Liaison, Protocol Chair**

The V. I. P. Liaison must be knowledgeable on all protocol procedures. This person will have the responsibility of working with all committee chairpersons to assure that the proper protocol is followed at all times during the convention. The committee should consult with the Protocol Chair to set the Order of Precedence

## **V. I. P. Publicity and Media**

The V. I. P. Liaison shall contact the Publicity Chairperson and arrange for an interview at a time suitable to the International guest. The International guest must be given sufficient time to prepare for this interview. After the convention, the V. I. P. Liaison will ensure that copies of local media coverage are sent to the International guest. The V.I.P Liaison also has the responsibility to review the most current edition of the following reference materials available from the MD N office.

- Protocol and the International visit
- Lions Protocol, Multiple District N

## **International Guest Host Couple**

This is a function of the Protocol Chair and their spouse whenever possible. In the absence of the Protocol chair, this host couple should be well-experienced Lions as they will have the responsibility of being hosts for the International guests. In a diplomatic manner, the host couple is to see that the needs of the International guests are met. This may include a tour of the local area and points of interest. A prior review of the International guest's background

information that the host committee chairperson will have been sent from LCI will assist in determining the interests of the guest couple.

Upon arrival at the hotel, the guests should be allowed some private time in their room, if at all possible. The host couple should ensure that the guests are fully aware of the schedule of events. A Schedule of Events should have been sent to the guest prior to them coming to the convention. Even if that has been done, one or two of the Schedules of Events should be placed in their hotel room. The host couple will ensure that the welcoming basket is in their room. A local newspaper will be appreciated by the guests. The host couple is responsible to escort the guests to and from all functions, unless otherwise arranged. The host couple should provide the guest with their hotel room number and a cell phone number, where possible.

## **Past District Governors' Breakfast/Luncheon**

This event is not an official event of the convention and is the responsibility of the MD N PDG Association President to organize. However, that person may contact the committee as to a place to have this event. The agreed cost of the event will be collected by the Convention Registration form as a separate line item and the meals ordered according to the number of paid tickets. No service beyond the paid tickets will be allowed. It is the responsibility of the PDGA Association and the Convention catering committee to ensure all costs is covered. Any unpaid costs for this event become the responsibility of the Past District Governors Association.

# **MD NCONVENTION HANDBOOK APPENDICES**

## **Lions Protocol**

### Contents

1. Define Levels of Visitors at the Convention
  2. Information Communication to Visitors
  3. Arrival, Departure, Entertainment of Visiting Dignitaries
  4. Flags - Positioning
  5. International - District Governors' Banquet
  6. Other
- 
1. Define Level of Visitors at Convention
    - a. Review the levels of all dignitaries who may attend and be prepared to react in a dignified manner
    - b. Appoint a Past District Governor to the convention committee who has the responsibility to ensure that all visiting Lions dignitaries are recognized as is set out through Lions protocol.
    - c. Visiting dignitaries who will not take part in the program may require only to be made aware of the fact they are not on the program

- d. Lions Past District Governors and International Officers who are present may not want any special treatment. However, it should be ensured that they are recognized at some point during the convention.
- e. Political dignitaries should be given consideration as to the position they occupy in the political spectrum whether they are municipal, provincial/state or federal politicians. Depending on the International presence of Lionism, the recognition of the politician may vary. In one case, local protocol may dictate that one level of government dignitary be recognized ahead of another. In another case, the opposite may be the correct protocol. In the event that a particular level of government is sponsoring any part of the conference, that level of government should be recognized first.

## 2. Communication of Convention Information

- a. Brief all visiting dignitaries on the background of the geographical area and its highlights. In the case of non-Lions dignitaries and/or visitors, provide them with a brief background on Lions and our service work. Do not assume that everyone knows about Lions.
- b. Prior to his coming to your convention, provide the keynote speaker with background to the convention, convention committee members and delegates. If possible, prepare a package showing an overall map of the Multiple District, local District and Convention area, together with specific highlights. This information will assist the keynote speaker in individualizing his address. Names of current District Governors and their spouses should be included in this information.

## 3. Arrival, Entertainment and Departure of Visiting Dignitaries

- a. Visiting Lions dignitaries - It is in good order to obtain personal information on a visiting Lions dignitary which provides their likes and dislikes. The idea is to extend hospitality and make the visitors feel at home while they are relaxing upon arrival. Provide a least one copy of the local newspaper in their room. Ensure that their accommodations are ready and arrangements for payment have been made to avoid embarrassment when the guest checks out.
- b. Non-Lions dignitaries - Make sure rooms are comfortable and suited to the likes of the individual
- c. When the convention is over, the Council Chair, on behalf of Council, should send a letter to visiting dignitaries thanking them for coming. The letter should note some of the highlights of the individual's speech. In the case of a Lions Clubs International dignitary, copies of this letter should be sent to the host District Governor and head of protocol at Lions Clubs International.

## 4. Flag Etiquette

In MD N, the locale of the event determines the nationality of the flag considered prominent (honored). When the event is held in Canada, the Canadian flag is placed facing the audience's left and the USA flag is placed facing the audience's right. When the function is held in the United States, the USA flag is placed facing the audience's left and

the Canadian flag is placed facing the audience's right. When flags are being carried in, the host country's flag is always brought in last.

#### 5. International - District Governors' Banquet

The Master of Ceremonies for this banquet is the MD N Council Chairperson and is responsible for this banquet and must ensure that the following is done:

- a) An agenda and timetable must be prepared and closely followed. The banquet must start and end on time. The MC should avoid making remarks or telling stories about anyone at the head table. Place cards should be on the head table and wine and juice for the toasts is to have been poured.
- b) All references are made as the MC faces the audience. Whenever possible, have the podium in the middle of the table. The guest speaker is always seated at the immediate right of the podium (facing the audience) with the MC on the immediate left of the podium.
- c) The Grand March – The CC is to ensure everyone who is to be at the head table is ready to march in. This march is to start on time. The MC will arrange to have the Grand March announcement made and for the audience to stand. The MC comes in with the head table guests. The head table guests will have place cards at their seats with their names and titles on these cards.
- d) The MC will call the banquet to order and announce any items to be covered while the audience remains standing; for example, the anthems, the invocation and toasts.
- e) Dinner - head table to be served first and if there is no head table, the MC table will be served first.
- f) Introduction of head table - MC to announce to hold all applause until all head table guests been introduced. Using correct titles and avoiding abbreviations, the MC starts at his far left and proceeds until he has introduced himself.
- g) Then he begins at his far right and ends up by introducing the guest speaker last. The entire head table should remain standing until all are introduced. Audience may now applaud.
- h) The MC is to ensure the bars are closed and caterers do not remove dishes during the formal program. He will ask the Convention Committee Chairperson to see that the staff is informed.
- i) Presentations - The MC must organize the presentations. He must be prepared for surprises but maintain control.

#### 6. Other

For the Saturday luncheon honoring the District Governors-elect, the committee should see to the following set-up requirements:

- a) a head table reserved for the District Governors-elect
- b) reserved tables close to the head table for the District Governors-elects companions (with place cards)
- c) tables close to the head table reserved for the District Governors and their companions (with place cards)

- d) reserved seating for a Chaplain and companion (near the head table/tables and with place cards)
- e) reserved seating for the Song Leader... if anthems are going to be done.... and companion (near the head table/tables and with place cards)
- f) podium with microphone (checked)
- g) gong and gavel in place
- h) decorations in place
- i) flags properly displayed
- j) special diet markers in place

## Progress Report No. 1

This report is to be prepared and received by the Council of Governors by May 01, THREE years before the date of the convention.

Date Prepared

Position	Name	Address	Phone/fax	E-mail
----------	------	---------	-----------	--------

Chairperson

Secretary

Treasurer

Convention Dates

Headquarters Hotel    Number of Rooms blocked

Hotels (if necessary)    Number of Rooms blocked

1.

2.

Total Rooms Blocked

Note: Registrants are responsible for reserving their own rooms.

Number of Meeting Rooms:

Location	Seating
----------	---------

1.

2.

Send this report to:

MD N Secretary Treasurer \_\_\_\_\_



# Progress Report No. 2

This report is to be prepared and received by the Council of Governors by May 01, TWO years before the date of the convention.

Date prepared

List any changes from Progress Report No. 1

CHAIRPERSONS (List all)

Division	Chairpersons	Address	Phone/fax	E-mail
----------	--------------	---------	-----------	--------

Convention Chairperson

Host Committee Coordinator

Host Committee Secretary

Host Committee Treasurer

Host Sub-committee Chairs

1. Registrations

2. Catering

3. Entertainment

4. Facilities

5. Publicity

6. Protocol

Which members of this committee attend the Convention next year?

Send to:

MD N Secretary Treasurer \_\_\_\_\_

# Progress Report No. 3

This report is to be prepared and received by the Council of Governors by May 1, ONE year before the date of the convention.

Date Prepared

List any changes to Report #1

List any changes to Report #2

Attach Preliminary Budget

Are all sub-Committee Coordinators functioning?

If not functioning, list who and why:

List any additional information or assistance required from Council

MEALS:

Meal	Location	Served?	Buffet?
------	----------	---------	---------

Are buses required? If so, are they booked for the dates needed?

Send this report to:

MD N Secretary Treasurer \_\_\_\_\_

# Meal Agenda Worksheet

MD N Conventions/Conferences (Suggested format, only)

Starting time:

Ending time:

Call to Order by Presiding Lion:

State what Lions and/or organizations are being honored at this meal (if any):

**(For example: Melvin Jones, Stevenson, Lions Quest, LFC Fellowships recipients)**

National Anthems - Visiting country

- Host country

Invocation:

Meal

Recognition of those being honored

Introduction of Guest Speaker, if one is scheduled:

Guest speaker's address

Thank you and gift presentation to the speaker (if one is to be given) Announcements

Attendance draw

Adjournment

# Suggested Schedule of Events

(Times may be adjusted to suit the event)

REGISTRATION & INFORMATION                      Friday, 2:00 – 8:00PM                      PLACE:

Council of Governors Meeting                      1:00 – 2:00PM                      PLACE:

Committee Meetings

- 1. Budget and Audit                      5:00 – 6:00 PM
- 2. Constitution and By-Laws                      4:00 – 5:00 PM
- 3. Long Range Planning                      3:00 – 4:00 PM
- 4. Youth Services                      2:00 – 3:00 PM

International and Council of Governors Dinner                      6:30PM                      PLACE:

CONVENTION SOCIAL                      8:30PM                      PLACE:

Attendance draw

REGISTRATION & INFORMATION                      Sat., 7:00 – 10:00 AM                      PLACE:

PDGA BREAKFAST (if there is one)                      7:30 AM                      PLACE:

Luncheon to honor District Governors- Elect.                      12:00 Noon                      PLACE:

OPENING                      9:00 AM                      PLACE:  
 \_\_\_\_\_, Presiding

Opening of the Convention Presentation of Flags Anthems  
 Invocation

Welcomes:

Federal Representative:	Provincial/State Representative:
Municipal Representative:	Host Club President:
Convention chairperson:	Others:

FIRST BUSINESS SESSION                      9:30 AM                      PLACE:  
 \_\_\_\_\_, Presiding

Rules of the Convention (including Tail twisting)  
 Call for Resolutions  
 Nominations for those to be elected at the Convention  
 Bids for Conventions  
 Convention Registration Report  
 Notices of Motions  
 Discussion of Notices of Motions  
 Attendance draw

BREAK 10:30 AM

SECOND BUSINESS SESSION 10:45 AM PLACE:  
 \_\_\_\_\_, Presiding

DISTRICT GOVERNOR ELECT LUNCHEON 12 Noon – 1:30 PM PLACE:  
 PROGRAM:  
 \_\_\_\_\_, Presiding

Honoring:

Invocation:

MD N Speakout Competition 2:00PM– 3:00PM

Meet the International Guest Speaker 3:00PM– 4:00PM

International Reception 6:00PM

GRAND MARCH 6:50PM

DISTRICT GOVERNORS’ BANQUET 7:00PM PLACE:  
 Council Chairperson  
 \_\_\_\_\_, Presiding

Invocation:

Dinner  
 International Director/Guest Speaker:  
 Presentations

MEMORIAL SERVICE Sunday, 9:00 AM PLACE:  
 \_\_\_\_\_, Presiding

Chaplain:

FINAL BUSINESS SESSION and VOTING (if necessary) 10:30 AM PLACE:  
 \_\_\_\_\_, Presiding

Awards

Voting

Voting results

Final Convention Report

Joint Council meeting – Outgoing and Council Elect 1:00 PM – 3:00 PM PLACE:  
 Council Chairperson Elect  
 \_\_\_\_\_, Presiding

## Check List for MD N Conventions

This checklist is provided to ensure the smooth running of the Convention. Whenever a host committee has any questions to which they are unable to find an answer, they should contact their appointed MD N advisors to their committee or the MD N Council Chairman or to the appropriate Committee Chair.

Registration form: Has been prepared by the committee and approved by the Council of Governors. Registration forms cannot be distributed until the Council gives its approval. Approval given on:

Publicity/Public Relations: Registration forms sent to the District Governors and to the MD N Secretary-Treasurer for placement in the respective newsletters and websites. All posters welcoming Lions to the Convention ordered and received. The local press contacted. Completed on \_\_\_\_\_

Host Couple for the International guest: These people have been contacted and know what is expected of them. They have received the information to enable them to complete their task. Completed on \_\_\_\_\_

Hotel Reservations/Accommodation: Rooms that have been reserved by the host committee for the International guest prepaid by the committee and checked to see they are suitable. All rooms set aside for Council and other VIPs and checked. Completed on \_\_\_\_\_

Welcoming graces for the International guest, MD N Council Chairperson, the MD N Vice Council Chairperson, the MD N District Governors and any current officer of Lions Clubs International residing in MD N. These are in the hotel rooms of these guests prior to their arrival. Completed on \_\_\_\_\_

Registrations Packages: Registration packages either delivered personally or placed in the hotel rooms/suites of all those noted in the handbook under Registration Packages. These packages contain the schedule of events, name tags, meal tickets and any other items that might be needed by these registrants. Completed on \_\_\_\_\_

Registration and Information tables: Placed in areas with lots of space.

Completed on \_\_\_\_\_

Printing: All items requiring printing have been done. These include all the items as noted in the handbook under

Printing Committee. Completed on \_\_\_\_\_

Decorations: All decorations have been arranged for, placed where needed and arrangements made to remove them after the convention closes. Completed on \_\_\_\_\_

Displays: Are in an area that can be viewed without crowding. Completed on \_\_\_\_\_

Companion Program (if one): All arrangements have been made for any golfing, tours, shopping, etc. Times for these activities are posted at the information desk. Completed on \_\_\_\_\_

Attendance Prizes/Gifts: All items have been obtained and provided to the appropriate persons for presentation. Completed on \_\_\_\_\_

PDGA Breakfast: The host committee chairman has checked with the President of the PDG A that all is in order. The Convention Committee is prepared to make a arrangements for a breakfast location and to make the reservations, if required. This breakfast is not a cost to the Convention Committee but a separate line item on the Registration form.

Completed on \_\_\_\_\_

Luncheon honoring the District Governors-elect: The following are in place prior to the luncheon:

1. Head table with seating for the District Governors-elect and master of ceremonies
2. Reserved seating near the head table for the companions of the District Governors-elect
3. Podium with working mike
4. Council of Governors and their companions seated near the head table

Completed on \_\_\_\_\_

Friday evening Social: Tail Twisters know their responsibilities and have the necessary tickets, buckets, etc., with which to work. All entertainment has been confirmed with the Music/Entertainment committee. All other arrangements for this function have been completed. Completed on \_\_\_\_\_

Audio/Visual equipment: Microphones, viewing screens, computers, and all other items are available and working.

Completed on \_\_\_\_\_

Music/Entertainment: The music for the Flag Ceremony, the entertainment for the Friday evening Social, a piper for the District Governors' Banquet, and music for the Memorial Service have been arranged for and confirmed.

Completed on \_\_\_\_\_

Flag Ceremony: All flags have been checked and arrangements have been made to carry in the flags of Provinces of New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland, the countries of USA, Canada and the LCI flag during the first business session of the convention. This should be practiced. These flags are to be posted in a prominent location. If there is a flag of the state or country of the LCI guest, that should be carried in and posted with the other flags. It's not required to read the history of the flags but it adds to the ceremony.

Completed on \_\_\_\_\_

The following items are in place prior to the start of the Opening ceremony:

1. Table podium or free standing podium with working mike
2. Ice water with glasses
3. Gong and gavel
4. LCI Flag set- if one is going to be used
5. Person who is to lead the national anthems has reserved seating
6. Chaplain has reserved seating
7. Reserved seating area for the Council of Governors, all of the MD N Past International Directors, and the International guest and all their companions. This seating may vary if other VIPs are present.

**Business Sessions:** The committee has received the names of the members of the Council of Governors who will facilitate each session. (The Council Chairperson is to provide these names to the host committee chairman). The committee has the following items in place prior to the opening of each business session.

1. Head table, seating for eight
2. Ice water with glasses
3. Gong and gavel
4. Podium with working mike

5. Canadian and US flags prominently displayed if the seven flags will not be posted behind the table
6. Floor mikes

Completed on \_\_\_\_\_

**Memorial Service:** the following should be in place prior to the start of the service:

1. All items to be used during the naming of each deceased member
2. Free standing podium with a working mike
3. Programs placed on each chair
4. Reserved seating (front rows) for the District Governors, Council Chairperson, International guest and all their companions. Reserved seating (second rows) for 1st Vice District Governors and their companions. Reserved seating (third rows) for 2nd Vice District Governors and their companions.
5. Reserved seating for any family members of those being remembered
6. Ushers to escort family members to their seats

Completed on \_\_\_\_\_

**District Governors' Luncheon:** The MD N Convention Chairperson, working with the MD N Council Chairperson, will provide this committee with the names of those to be seated at the head table. The MD N Council Chairperson shall provide the Convention Chairperson with the program schedule and it will be the Convention Chairperson's responsibility to provide that information to this committee for including in the program.

The Meals Committee has read the handbook and has the following done or in place prior to the start of the banquet:

1. Pre-planned area to line up those who will be seated at the head table - for the march-in
2. Two tier head table
3. Printed place cards for each person at the head table
4. Pre-poured wine or juice at head tables
5. Pre-poured juice at all other tables
6. Program at each setting
7. Gong and gavel on head table
8. Podium with working mike and light
9. Reserved seating for PIP Brian Stevenson, PIDs and their spouses – near to the head table.
10. Canadian and US flags displayed
11. Anthems leader (s) and Chaplain seated near the head table
12. Meal ticket takers at the door. These people should be at the door immediately prior to the cocktail hour.
13. Two bar serving areas with bartenders
14. Small dram of whiskey or juice pre-poured for the Council Chairperson and the piper

Completed on \_\_\_\_\_





CONVENTION HANDBOOK  
(Multiple District N Convention Handbook, Version 6.5)

LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT N



***We Serve***



CONVENTION HANDBOOK  
(Multiple District N Convention Handbook, Version 6.5)  
LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT N

**ADDENDUM #2  
FALL RALLY HANDBOOK**



**FALL RALLY HANDBOOK Version 1.4**

**Approved May 31, 2014**

**LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT N**

NEW BRUNSWICK  
PRINCE EDWARD ISLAND  
NOVA SCOTIA  
NEWFOUNDLAND  
THREE BORDER CLUBS IN MAINE, USA

**NOTE:**

- Wherever the word “chair,” “chairperson” or “he” or “she” appears in this document, it is to be interpreted to mean male or female gender
- Wherever the word “Council” appears in this document that indicates the Multiple District Council of Governors
- Wherever the term MD N appears in this document that indicates Multiple District N
- A copy of this handbook is to be provided to the Host Rally Committee

# TABLE OF CONTENTS

Introduction.....	109
Pilot Program.....	<b>Error! Bookmark not defined.</b>
Proposed name.....	109
Proposed Date, Time and Locations .....	109
Year 1 of the Pilot Program .....	109
Year 2 of the Pilot Program .....	110
Year 3 of the Pilot Program .....	110
Table 1: Rotating Schedule for the Three Year Pilot.....	111
Priorities Specific to the Rally.....	111
An Example Weekend Format.....	113
Multiple District Convention Committee.....	114
Section 1 .....	114
The Duties of the Committee .....	114
Section 2 .....	114
Section 3 .....	114
Section 4.....	115
Multiple District N Convention Committee Org. Chart.....	117
Convention Chairperson.....	117
Host Committee Secretary .....	118
Host Committee Treasurer.....	118
Financial Report.....	119
Sub-Committees .....	119
Convention Net Proceeds.....	119
Hotel Reservations/Accommodations .....	119
Refund Policy.....	120
Flag Ceremony .....	120
Check List for MD N Conventions .....	121
Table 2: Multiple District N, Long Term Proposed Schedule of Rallies and Conventions for the next 12 years.....	17

# Introduction

The Lions of MD N have suspended the current Fall Conference for a three year period beginning with the lions year July 1, 2014 and replace it with a three year Pilot Program aimed at providing lions with quality training, fun, fellowship, and affordable costs to both the individual lions and our Multiple District.

In year 1 and year 2 Council will seek feedback using an approved feedback form provided to attendees at registration upon which they may express their opinions, ideas, suggestions and concerns. Attendees return their completed forms by the conclusion of each event. All Responses are tabulated onto a master sheet which then is forwarded to Council within three weeks of the event's conclusion. In year 3 attendees will be required to complete the feedback form and return their responses by the conclusion of the final afternoon seminar on Saturday.

## Name

## Fall Rally

## Date, Time and Locations

### Year 1 of the Pilot Program

- Date: Any Weekend from September 19-21, 2014 to November 7-9, 2014 with the exception of Thanksgiving.
- Time: Friday later afternoon to Sunday noon
  
- Locations: Two Fall Rally Events:
  - Host 1: N-2, for Sub-Districts N-1 and N-2. Weekend is decided by Host in consultation with District Governor's from both Districts.
  - Host 2: N-4, for Sub-Districts N-3 and N-4. Weekend is decided by Host in consultation with District Governor's from both Districts

- Notes:
  - The chair for the Fall Rally should be the MD Convention Committee Member from the Sub-District hosting the rally.
  - Each Host Sub-District must consider a centralized location for the rally keeping in mind room costs, adequate meeting space, travel time and travel costs.
  - A rotating pre-set schedule for Sub-Districts is in effect and published in their Rally Handbook. A site selected by the Fall Rally Host Governor(s) and Convention Committee Chair should be in place 1 year in advance of the two Fall Rally events and 3 years in advance of the Combined Rally.
  - The District Governors of both Districts in both year one and two may decide to have his/her Cabinet Meeting after the Fall Rally concludes. If so the Rally will end with the Saturday night banquet and the Cabinet meeting will begin Sunday and continue as required. If the venue will be occupied past noon on Sunday, prior time extension must be booked.

## Year 2 of the Pilot Program

- Date: Any Weekend from September 18-20, 2015 to November 6-8, 2015 with the exception of Thanksgiving.
- Time: Friday later afternoon to Sunday noon
- Locations: Two Fall Rally Events:
  - Host 1: N-1, for Sub-Districts N-1 and N-2.
  - Host 2: N-3, for Sub-Districts N-3 and N-4.
- Notes as listed in year 1 apply as well to year 2.

## Year 3 of the Pilot Program

- Date: Any Weekend from September 16-18, 2016 to November 4-5, 2016 with the exception of Thanksgiving.
- Time: Friday later afternoon to Sunday AM
- Locations: One Fall Rally/Conference for all four Sub-Districts:
  - Host: District N-3
- Notes
  - I. Notes I, II and III apply to year 3.
  - II. Note IV may only apply to the Host Sub-District.
  - III. Note V: Council may decide to have a Council Meeting in advance of the Combined Rally activity, with the meeting scheduled for early Friday afternoon.

**Table 1: Rotating Schedule for the Three Year Pilot**

Lions Year	Existing Fall Conference	New Fall Rally	New MD Fall Rally/Conference	New Fall Rally	Convention	Year
		Mainland		Nfld-Labrador		
2014-15	N2	N2		N4	N2	2015
2015-16	N1	N1		N3	N4	2016
2016-17	N3		N3		N1	2017 (LCI 100 Yrs)

**Priorities Specific to the Rally**

1. Efforts must be coordinated within both the N1, N2 and N3, N4 Rally Groups, between both the Mainland and Newfoundland-Labrador Groups, with the Multiple District and its committees.

All three levels have their advantages: e.g. The Rally Groups assure a well-organized weekend at best pricing. Both geographical groups share ideas on training and the MD ensures funding applications are complete and fair in sharing any training Seminar or Institute Funds.

2. Host Club(s) must make every effort to obtain the best competitive pricing for Rally events and may decide to move venues from Hotels to local service groups or Community Institutions that provide equivalent arrangements at lesser costs.
3. Provide quality and enjoyable training programs aimed at helping lions improve club skills and help assure leadership roles at the club, zone, regional and district levels. Mixed in would be sessions with a ‘Hands on Approach’ Units and Round Table Discussions. On occasion a session may include a module from the Leadership Institute Program.
4. Funding that we already access from LCI has its purpose already defined – to divert any of these funds at this time does not seem to serve any useful purpose. However, at the MD N level all budgets except that of Council Chair and MD-GLT can be freed up to the extent that MD N will advance each Rally \$1,000.00 in funds to be used to defray organizational and training costs. These funds will not be used in the Net Proceeds sharing formula.

This money will be shown as a separate line item designated to Rally in the budget.

5. It is crucial that Public Relations promote both locations for the Fall Rally and its training sessions. Moreover Public Relations should generate enthusiasm for the new Fall Rally.
6. Emphasis will be placed on Education, Training and Camaraderie. An urgent Council or Business Meeting, if required, and Sub-District Cabinet Meetings, will be delegated to the early Friday afternoon or Sunday morning.
7. No Sub-Districts' Fall Conventions are to take place on either side of the Fall Rally, within a two-week time frame.
8. Forgo an official LCI Guest for the Fall Rally. Instead, each Rally Committee may invite an alternative local Guest. Some examples being:
  - a) A Lion who has taken LCI educational and training programs, and can generate enthusiasm and pump-up the audience.
  - b) A regionally known person with excellent speaking abilities on entertaining subjects.
  - c) A unique cultural personality from the area in great demand as an after-dinner speaker.

A Rally Feedback Survey will be provided to all participants at the Rally for completion. It should contain questions directly related to Rally Goals and provide opportunity for Lions to relate the strengths and weaknesses of the Rally Program and offer their suggestions for the improvement of Future Rallies. The same survey should be provided to all participants at both rallies.



# An Example Weekend Format

## Friday

5:00 PM – 7:00 PM	Registration & Survey Form Handout
7:00 PM – 8:30 PM	Meet and Greet
8:45 PM – 11:45 PM	Entertainment

## Saturday

9:00 AM – 9:15 AM	Opening
9:15 AM – 10:15 AM	Seminar
10:15 AM – 10:45 AM	Break
10:45 AM – 11:45 AM	Seminar
2:00 PM – 2:55 PM	Seminar
3:00 PM – 3:55 PM	Seminar
6:00 PM – 7:00 PM	Meet and Greet
7:00 PM – 9:00 PM	Banquet, with Local Speaker (not Lions International); Survey Form Collected

## Sunday

9:00 AM – 12:00 Noon	District Cabinet Meeting – Room 1
9:00 AM – 12:00 Noon	District Cabinet Meeting – Room 2

## Notes:

1. MD Convention Committee member will act as MC for the Opening of the Seminars, the Noon Luncheon and the Banquet.
2. The Seminars on Saturday afternoon may be combined for an all afternoon seminar or a hands-on activity.
3. Hospitality Book will include
  - a. Meet and Greet
  - b. Banquet
  - c. Registration Fee

Noon Luncheon Tickets will be sold separately.

4. The Rally expense and costs should be held to
  - a. Meeting Rooms, if necessary.
  - b. Audio/visual equipment, if necessary.
  - c. Meet and Greet (food only). Wine or spirits must be from donated sources or covered by the sale of the drink.
  - d. Nominal Dinner speaker costs (Max \$250- see rule 2 page 10).
  - e. Nominal presenter thank you.
  - f. Nominal gratuity to Rally Chair and Host Coordinator.
  - g. Agenda's printed and available at registration, detailed timelines, topics and presenters.

# Multiple District Convention Committee

The following information was taken from the Convention Handbook, version 6.5, but it equally applies to a successful Fall Rally. Whenever the word Convention is used we may substitute the word Rally. Any wording that is applied strictly to the Convention Handbook has been removed.

## Section 1

The Multiple District “N” Convention Committee consists of one member representing each sub district in the Multiple District as appointed by their respective District Governors under Article VII Section 3 of the Constitution & By-Laws.

## The Duties of the Committee

The duties of the Committee shall be the planning and management of the annual Multiple District Convention in accordance with the policies approved by and authority granted by the Multiple District Council.

The Committee Chair is the member representing the sub District hosting the Convention in a given year and is responsible to oversee and supervise all aspects of the planning and implementation of the convention in accordance with the policies and procedures outlined in this handbook.

## Section 2

Once a site has been selected and a club or clubs have been assigned to organize the event the Chair will ensure that a Host Committee Coordinator, Secretary and Treasurer are appointed as an executive group together with the Convention Chair. The executive group ensures that appropriate host sub-committees are in place to organize and carry out the various functions required for a successful event.

For example: The Registration sub-committee would collect all the registration fees, record the pertinent information and with a report would turn all monies over to the treasurer. Likewise, the registration sub-committee could approve a refund but the funds would be issued by the Treasurer. Where practical and feasible the Convention Chair and the Host Committee Coordinator may be the same person.

## Section 3

The Convention Committee shall submit a convention Budget to the Multiple District Council for approval at its meeting immediately following the conclusion of the Multiple District Convention; said budget may be amended at the Summer Council of Governors Meeting or at the request of the committee.

Liabilities not included in the budget may not be incurred by the committee without prior approval of the Council.

All attendees shall pay the registration fee of \$5.00 and such fee shall be included in the purchase of a full hospitality book. Only registered attendees shall be admitted to any session, activity or function of the Convention.

A Hospitality Book fee established by the committee and approved by the Council may be collected from each delegate, alternate and guest attending the Conference. Such fees together with other revenues shall be collected by the committee and disbursed in accordance with the approved budget and policies of the Multiple District Council.

The Chair shall present a statement of revenues and expenditures, together with all records, source documents, registration data, bank statements and Convention surplus to the Council Secretary Treasurer not later than 45 days after the close of the Convention. A full Convention report including a financial summary shall be submitted to the Multiple District Council.

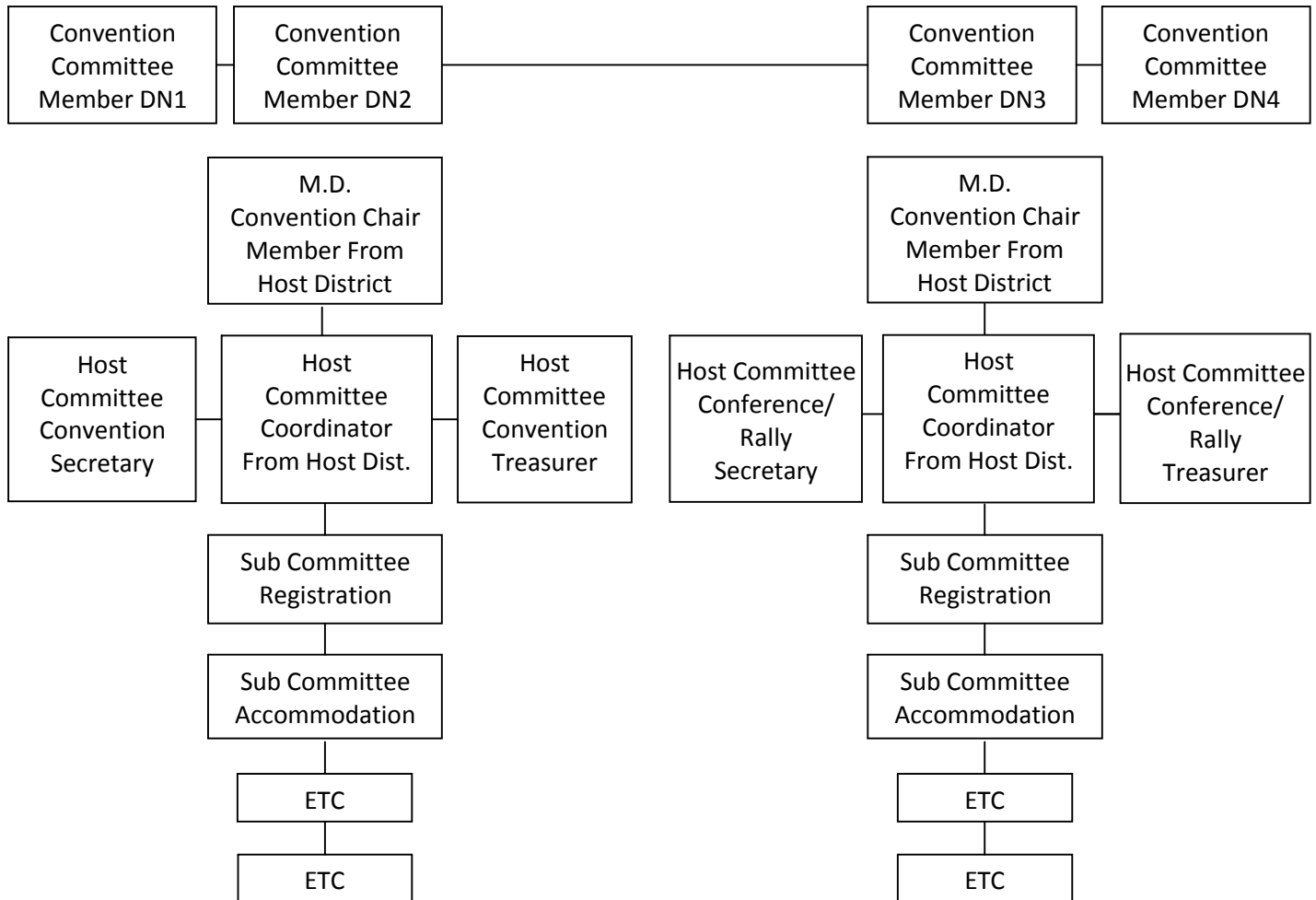
## **Section 4**

The members of the Council shall be the officers of the annual Multiple District Convention. Once a District has been awarded a MD N Convention it is recommended that the following actions be applied.

1. The CHAIRPERSON in conjunction with the DG & Host Club President(s) ensures that the Host Committee Coordinator, Secretary and Treasurer are appointed and together with the District Convention Chair form the Executive Group.
2. Chairperson meets with the Executive Group and provides them with copies of the handbook and asks that they read the full handbook.
3. Executive Group makes arrangements to meet with the convention hotel and /or other facilities to get the blocked rooms confirmed, in writing.
4. The Executive Group selects Sub-Committees and provides them with a description of their duties as outlined in the handbook. Copies of these duties would be helpful to all Sub-Committee Coordinators.
5. The Chairperson meets regularly with the Executive Group and with each Convention Sub-Committee.
6. The Secretary ensures all Progress Reports and copies of the minutes of the full committee meetings are sent to the required people. Progress Report blank forms are included in this handbook.
7. All sub-committees are required to submit a preliminary budget to the Convention Treasurer. The Treasurer provides copies of all budgets to the Executive Group for review.
8. A draft budget should be prepared using a spreadsheet, or other table format, showing fixed costs for 150, 200, 250, 300 or more people.

9. A preliminary budget is to be attached to Progress Report # 3 for review by the Council of Governors.
10. Financial information specific to the Fall Rally:
  - a) Hospitality Books including Registration fee are not to exceed \$45.
  - b) Guest Speakers including travel are not to exceed \$250. (Organizers going beyond that amount must use funds other than that collected from rally participants).
  - c) A complete financial report, including all source documents, must be submitted to the CST not later than 60 days after the close of the Rally.
  - d) Token "Thank you" gifts to guest speaker and presenters may be included in costs not to exceed \$75 per gift.
  - e) Upon approval of Audited Financial Reports, the Host Club(s) are entitled to 50% of Net Proceeds.
  - f) A small gratuity of \$100 should be awarded the Host Coordinator and Rally Chair.
  - g) The host committee is responsible to negotiate the best rate possible at sufficient locations as may be required. All accommodations are the responsibility of the person(s) staying in the room.
  - h) No committee rooms, meals, Hospitality Books or travel will be covered.
11. The final Convention Budget must be presented to the Council of Governors for review and approval.
12. The final Convention Registration Form must be presented to the Council of Governors for review and approval. This form must be approved by the Council before it is released. The approved registration form must be distributed to all Districts, and to the MD N Secretary-Treasurer and Communication Chair for publication in the MD N Newsletter and MD N Website
13. Promote the Convention through visitations throughout the MD.

# Multiple District N Convention Committee Org. Chart



The Executive group consists of the Convention Chair, the Host Committee Coordinator, Secretary and Treasurer. The Executive group may create any number of sub committees in order to accomplish convention planning and work activities over a 4 year period that concludes at the close of the Convention

## Convention Chairperson

The Host District Governor is initially responsible for appointing the Convention Committee Member. Together, the Host Governor and Convention Committee Member selects the convention site and the hosting club(s), and appoints both the Host Committee Coordinator and Secretary and Treasurer. The Convention Committee Member (referred to in this Handbook as Convention Chairperson), Host Committee Coordinator and Secretary and Treasurer form the 'Executive Group'.

The host club(s) president(s) is an ex-officio member of the Executive Group. The Convention committee member or his representative shall attend the MD N Convention held one year prior to their convention. The Host Committee Coordinator shall schedule regular meetings with the Executive Group and meet with other sub-committees whenever necessary.

The chairperson is responsible for setting and notifying all executive group members of all meetings. The Host Committee Coordinator is responsible for the activities of all sub-committees assuring that programs, budgets and progress reports are completed when required.

The Convention committee member together with the Host Committee Coordinator is responsible to select and book the venue for the convention. (See Appendices for Progress Reports) The Convention Chairperson shall be one of three signatories on the Convention Bank account.

## **Host Committee Secretary**

The Convention Secretary is to take minutes of all Executive Group meetings and is responsible for keeping records of all convention correspondence, committee memos and directives. The secretary shall forward the meeting minutes to the Executive Group, the MD N Convention Advisor(s) and the MD N Secretary-Treasurer.

The committee secretary shall notify the Executive Group and the MD N Convention advisor(s) of the date, place and time of said meetings. That notification is to be provided one month prior to each meeting.

## **Host Committee Treasurer**

Treasurer is responsible for preparing the budget and shall assist and coordinate all sub-committee budgets. The convention budget shall show the costs for each event. Budgets must be numbered and dated as revisions are made and is to be prepared in the host country's currency.

No later than the Council's May meeting in the year prior to which the Convention falls, the budget must be finalized to the point where the registration fee can be quoted to the Council of Governors. Immediately following Council's approval of the registration fee, the MD N Secretary Treasurer will contact the convention chairperson to inform him that he may begin distributing the registration form.

The Treasurer must also open a Multiple District N Convention Bank Account that requires signatures of at least two of three Lions, who shall be the convention Chairperson, the Host Committee Treasurer and one Committee person. Any two of the three Lions, one of which must be the Convention Chair, who are not members of the same club, shall be required for checks authorizing the withdrawal of moneys from

## **Financial Report**

The convention chairperson shall call the Executive Group together shortly after the convention for their reports that shall include all relevant financial documents. A preliminary report is to be submitted to the Council Secretary-Treasurer before June 30. The final report is due in time for the Summer Council meeting. If there is a surplus, said surplus is to be submitted by cheque to the MD N Secretary Treasurer and is to be made payable to MD N.

The convention Treasurer shall submit a formal financial statement to the MD N office of the CST no later than 2 months following the close of the convention. Included with this statement shall be copies of all revenue information, including registration and donation revenues, deposits, etc., copies of all cancelled cheques, plus original receipts and/or other supporting documents. These documents must be itemized. The convention Treasurer shall make a copy of the full report including the supporting documents. This copy is to be provided to the convention chairperson.

## **Sub-Committees**

Sub-Committee coordinators are responsible for preparing committee budgets and for providing a copy of that budget to the convention Treasurer. They are to determine the manpower and material requirements necessary to carry out the duties of the sub-committee and to report all activities to the convention chairpersons.

## **Convention Net Proceeds**

The convention host club(s) is entitled to 50% of the net profit from the convention. The other 50% of the said net profit is distributed to the MD N Convention Reserve account. 100% of Net profit is to be provided by the Convention Committee to MD N with a cheque made payable to MD N with the Final Convention Report and Financial Summary. A check representative of the 50% share to the convention host club(s) will be issued on completion of audit verifications.

## **Hotel Reservations/Accommodations**

The convention Executive Group, in its negotiations with hotel management to designate their hotel as the Lions Convention Hotel, shall work toward having the hotel comp one of their best rooms available for the International guest. The committee shall negotiate a block of the best hotel accommodation available at or close to convention rate for the MD N Council Chairperson, MD N Council of Governors, current and past International officers residing in MD N, MD Secretary Treasurer, District Governors-elect/candidates in that order and MD N Committee Chairs. They must also block rooms to be available for the Speakout Contestants and their chaperones.

NOTE: Any hotel room costs for the International guest are to be paid by the committee from its convention budget. The convention committee must make certain these hotel rooms are paid prior to

these individuals arriving to avoid any embarrassment to the guest or the committee. All others must confirm their reservations within the block and within the timeframe supplied by the Convention committee.

The convention committee shall block the best hotel accommodation available at the convention rate, in consultation with the MD N Global Leadership Chair for District Governors' Elect and Vice District Governors' Elect Training for the two days prior to the Convention.

## **Refund Policy**

The host convention committee may be asked for refunds. A standard refund policy is as follows:

1. Attempt to transfer the registration to another Lions member.
2. Full refund if cancellation request is received by the host convention committee no later than 30 days before the convention

This policy must be printed on the registration form.

## **Flag Ceremony**

This committee is responsible for seeing that all flags to be posted are in good repair. Flag protocol is very specific - from left to right of the audience - CANADA, UNITED STATES, Host Province and Provinces in alphabetical order, then the LIONS flag.

The flags of USA and Canada are presented at the end with the host country's flag carried in and posted last. It is not a requirement that a description of each flag be given when each flag is presented but that is at the discretion of the host committee to do. If there is a flag of the state/province of the International guest, that flag should be carried in and posted along with the other flags. The Lions Clubs International flag, if available, is also to be posted with the other flags.



# Check List for MD N Conventions

This checklist is provided to ensure the smooth running of the Convention. Whenever a host committee has any questions to which they are unable to find an answer, they should contact their appointed MD N advisors to their committee or the MD N Council Chairman or to the appropriate Committee Chair.

**Registration form:** Has been prepared by the committee and approved by the Council of Governors. Registration forms cannot be distributed until the Council gives its approval. Approval given on:

**Publicity/Public Relations:** Registration forms sent to the District Governors and to the MD N Secretary-Treasurer for placement in the respective newsletters and websites. All posters welcoming Lions to the Convention ordered and received. The local press contacted.

Completed on \_\_\_\_\_

**Host Couple for the Guest Speaker:** These people have been contacted and know what is expected of them. They have received the information to enable them to complete their task. Completed on \_\_\_\_\_

**Registration and Information tables:** Placed in areas with lots of space.

Completed on \_\_\_\_\_

**Printing:** All items requiring printing have been done. These include all the items as noted in the handbook under

Printing Committee. Completed on \_\_\_\_\_

**Decorations:** All decorations have been arranged for, placed where needed and arrangements made to remove them after the convention closes. Completed on \_\_\_\_\_

**Displays:** Are in an area that can be viewed without crowding. Completed on \_\_\_\_\_

**Companion Program** (if one): All arrangements have been made for any golfing, tours, shopping, etc. Times for these activities are posted at the information desk.

Completed on \_\_\_\_\_

**Attendance Prizes/Gifts:** All items have been obtained and provided to the appropriate persons for presentation.

Completed on \_\_\_\_\_

**Friday Evening Social:** Tail Twisters know their responsibilities and have the necessary tickets, buckets, etc., with which to work. All entertainment has been confirmed with the Music/Entertainment committee. All other arrangements for this function have been completed. Completed on \_\_\_\_\_

**Audio/Visual Equipment:** Microphones, viewing screens, computers, and all other items are available and working.

Completed on \_\_\_\_\_

**Music/Entertainment:** The music for the Flag Ceremony, the entertainment for the Friday evening Social, a piper for the District Governors' Banquet, and music for the Memorial Service have been arranged for and confirmed.

Completed on \_\_\_\_\_

**Flag Ceremony:** All flags have been checked and arrangements have been made to carry in the flags of Provinces of New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland, the countries of USA, Canada and the LCI flag during the first business session of the convention. This should be practiced. These flags are to be posted in a prominent location. If there is a flag of the state or country of the LCI guest, that should be carried in and posted with the other flags. It's not required to read the history of the flags but it adds to the ceremony.

Completed on \_\_\_\_\_

The following items are in place prior to the start of the Opening ceremony:

1. Table podium or free standing podium with working mike
2. Ice water with glasses
3. Gong and gavel
4. LCI Flag set- if one is going to be used
5. Person who is to lead the national anthems has reserved seating
6. Chaplain has reserved seating
7. Reserved seating area for the Council of Governors, all of the MD N Past International Directors, and the International guest and all their companions. This seating may vary if other VIPs are present.

HAVE A GREAT RALLY

The long Range Planning Committee

**Table 2: Multiple District N, Long Term Proposed Schedule of Rallies and Conventions for the next 12 years**

Lions Year	Existing Fall Conference	New Fall Rally	New MD Fall Rally/Conference	New Fall Rally	Convention	Year
		Mainland		Nfld-Labrador		
2014-15	N2	N2		N4	N2	2015
2015-16	N1	N1		N3	N4	2016
2016-17	N3		N3		N1	2017 (LCI 100 Yrs)
2017-18	N4	N2		N4	N3	2018
2018-19	N2	N1		N3	N2	2019
2019-20	N1		N1		N4	2020 (Can 100 Yrs)
2020-21	N3	N2		N4	N1	2021
2021-22	N4	N1		N3	N3	2022
2022-23	N2		N4		N2	2023
2023-24	N1	N2		N4	N4	2024
2024-25	N3	N1		N3	N1	2025
2025-26	N4		N2		N3	2026

Notes:

1. A change was necessary to get back into alternating the Convention between the mainland and Newfoundland and Labrador.
2. This Rotating Schedule covers the three year pilot project and projects for another nine years, in order to cover a full Fall Rally cycle of each District – N3, N1, N4 and N2.

**RALLY HANDBOOK**  
**(Multiple District N Rally Handbook, Version 1.4)**  
**LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT N**



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